

**August 15, 2018**

**BOARD OF COUNTY COMMISSIONERS  
ORANGE COUNTY, FLORIDA**

**RFP #Y18-907-EB, ADDENDUM #1  
CONTINUING ARCHITECTURAL SERVICES**

**Date for Receipt of Proposals: August 21, 2018.**

This addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Underlining indicates additions, deletions are indicated by ~~striketrough~~.

- A. The date for receipt of proposals remains **August 21, 2018 at 2:00 P.M.**
- B. The following information is provided to answer questions from prospective proposers:
  1. **Question:** In the instructions for Similar Projects, clarify the intent of the ten (10) requirements for Similar Projects. **Response:** For a Project to qualify, as long as the construction project was substantially complete within the past ten (years), the assessment and/or design of this project will meet the ten (10) years requirement.
  2. **Question:** Would the County allow four pages be submitted for Form F due to the number of subconsultants requested? **Response:** No.
  3. **Question:** Due to the number of projects projected to be utilized for the Architectural Continuing Services contract, are prime firms allowed to submit with multiple consultants within the same discipline? For example, can the prime include two structural design firms as subconsultants?  
**Response:** Yes. The Prime can utilize multiple subconsultants for the same discipline. This should be noted on Form B with the correct percentage and scope for each subconsultant listed. If a Prime elects two sub-consultants the for same scope of services, it is expected that the percentages indicated are met for each subconsultant.
  4. **Question:** In the Instructions for Similar Projects – item #4 talks about “Contract Administration” during construction which is listed as including Applications for Payment, submittals, answering RFI’s and attending jobsite construction meetings. Should “Contract Administration” services be listed as “Construction Administration” which covers the tasks listed compared to “Contract Administration” which deals with overseeing construction contracts? **Response:** Yes, this is considered construction administration.

5. **Question:** Should we include a Traffic subconsultant on our team?  
**Response:** It is not required.
6. **Question:** Does the County have a registered Veteran Owned Business program as well as a Service Disabled? If so, do they count under the same category? **Response:** No, the County does not have a Veteran Owned Business program. The County only has a Service Disabled Veteran program.
7. **Question:** Is it acceptable, on Form D, to combine a few lines at the top of the form (for example phone/fax) and/or delete an extra line (for example between Design & Construction completion dates), etc. ? This will give us a little more room for text on the Summary of Work. On Form B, Project Team, can we add lines at the bottom of the page where there is room (without having to add an extra page)? Form C – add a line? **Response:** Yes to all.

C. ACKNOWLEDGEMENT OF ADDENDA

- a. The Proposer shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of proposals.
- b. Receipt acknowledged by:
- c. All other terms and conditions of the RFP remain the same.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm