



Financial Services
7 North Dixie Highway
Lake Worth, FL 33460
561.586.1651

**Addendum #1
RFQ 17-300**

CITY OF LAKE WORTH NEIGHBORHOOD STREET PROGRAM

Each recipient of this Addendum No. 1 to the Request for Proposal (RFQ) who responds to the RFQ acknowledges all of the provisions set forth in the RFQ and agrees to be bound by the terms thereof. This addendum shall modify, clarify, change or add information and clarification and become part of the above referenced RFQ.

CLARIFICATION:

1. Section C – References & Materials states that the section cannot exceed 10 pages plus the form. Will the City please clarify if the resumes are included within that 10 page limit, or if they can instead be included within the appendix?
A: Resumes can be included in the appendix.
2. Section C – References & Materials states that the section cannot exceed 10 pages plus the form. Will the City please clarify if respondents are permitted to include 10 individual pages printed on both sides (duplex) in submitting a response to this section?
A: 10 pages can be double sided.
3. On page 8, item #10 states that 20 points will be awarded for Project Approach. The RFQ doesn't discuss Project Approach. Under what section does the Project Approach go and does it have a page limit?
A: Innovative approach may be included in Section C.
4. Are there any forms to be completed for sub-consultants?
A: No.
5. On page 10 of 24, under Section 3: Past Experience / Resumes: it says to "please provide a minimum of three other types of projects performed for a government agency in the past three (5) years." Can you please clarify if it is the past three or (5) years?
A: Five (5) years.
6. Section C – References & Materials on page 10 of the RFQ states we are not to exceed 10 pages. Does that include resumes and the organization structure?
A: No.



7. Is it allowed to submit as a prime on one proposal, and as a sub-consultant on another?
A: Yes.
8. Just to clarify from the pre-proposal meeting, the Approach is not to be included in the proposal; however, any innovative ideas for the project ARE to be included within this submittal under C. References and Materials, correct?
A: Correct.
9. Would the Approach only be included in the presentation should a firm be shortlisted and a presentation required?
A: Yes.
10. The general approach to tasks and projects identified in the Letter of Transmittal is not to be detailed toward this particular RFQ, or is it?
A: Not to be detailed.
11. It is also our understanding that Resumes can be part of an Appendix, separate from the limited 10 pages under "C. References and Materials", is this correct?
A: Yes.
12. Can the City provide more details regarding the location(s) of proposed force main replacements and pipe sizes which will be included in this project?
A: Attached are pdf maps of the water utilities projects. Force Mains will be case by case.
13. Is there going to be much in the way of streetscaping and electrical/lighting?
A: Streetscaping based on public input, no lightning.
14. "Evidence of firm's successful past performance for similar projects" (Page 10 of 25, item C2). Can you tell us how much lower we would be evaluated by not having completed projects in Lake Worth or Palm Beach County? Our projects are all completed in Florida, but not Lake Worth or Palm Beach County.
A: Reviewer's discretion.
15. Please confirm that Qualification Evaluation Criteria will be used to score the written proposals and the Competitive Selection Evaluation Criteria will be used to score the technical presentations.
A: Confirmed.
16. May the pages for all categories with page limits be double-sided, or are only the resumes permitted to be double-sided?
A: Pages for all categories.



17. In reference to the following scoring criteria: Evidence of firm's successful past performance for similar projects: Using the reference form provided (Exhibit "E"), Proposers shall identify successful past performance for similar projects within the past five (5) years and within the City and/or Palm Beach County. Proposers shall provide a minimum of three (3) references on the form provided demonstrating their successful past performance. Prior experience with other Florida municipalities is desirable. Proposers are responsible for verifying correct phone numbers and contact information provided. Failure to provide accurate information may result in the reference not being obtained or considered.

We have the following questions:

a) Can Project Managers References be provided in lieu of FIRM experience? Will this obtain a lower scoring than if provided for the Firm?

A: Yes, reviewer's discretion.

b) Will references within Palm Beach County and or City of Lake Worth be weighted higher than experience outside of the City and County?

A: Reviewer's discretion.

c) If City of Lake Worth Projects are to be used as reference, Who should be referenced as the Contact person in lieu of those on selection committee?

A: Brian Shields, not a member of the short-list committee.

18. During the pre-proposal meeting Brian indicated that if a firm has donated money to the campaigns of any Councilmembers that it needed to be disclosed. Does that pertain to just the firm itself or any individuals/owners in or of the firm?

A: See Cone of Silence, would include individuals/owners.

19. If our firm has made a financial contribution towards the Neighborhood Street Program in what section of the proposal do we disclose this information?

A: Not necessary to disclose..

20. The date of the Addenda to be issued (i.e., 12/14/2016) is only one week away from the deadline and there are many questions that have gone unanswered. As per discussion in the Pre-Proposal Meeting it was announced the Addenda would be issued shortly after the meeting not two weeks later.

Will the City consider revising the proposal due date to December 31st because of the late issuance of the Addenda?

A: No change in date.



Proposers must acknowledge receipt of this Addendum No. 1 in the space provided below. This Addendum forms an integral part of the RFQ documents and therefore must be executed and submitted with you proposal.

Issued By: City of Lake Worth
Financial Services
December 14, 2016

Signed By: Hirut Darge
Hirut Darge
Purchasing Agent

PROPOSER/Company

Company Name: _____

Signed By: _____ Print Name: _____

Title: _____ Date: _____



CITY OF LAKE WORTH ROADWAY AND UTILITIES MASTER PLAN 2" Dia WM to be Replaced

