

ADDENDUM #2

The following questions were received in association with the RFQ

RFQ SPC 08-19-20 Continuing Contracts Minor Projects

- 1) Please confirm whether reviewed financial statements are acceptable to be submitted in lieu of audited financial statements?**
 - An audited financial statement is not required; detailed financial statement will be sufficient for the purposes of this RFQ. The privacy of this information will be protected from public disclosure in case of a public records request.

- 2) The Project Scope states that you are looking for MEP Engineers. Would you consider firms that only specialize in only Mechanical Engineering?**
 - No. The college is specifically looking for firms that can provide design services for Mechanical, Electrical, and Plumbing.

- 3) Will this advertisement include any security technology (e.g. video camera surveillance, electronic access control systems, etc.) and/or telecommunication networks expansion/upgrades which would fall under Electrical: Low Voltage deployments?**
 - No. The college is not considering security technology or telecommunication contractors.

- 4) Can this letter be submitted on our letterhead or does it need to be on the letterhead of the bonding agent or actual surety? Is the only thing required for bond on page 30?**
 - Please reference Appendix F "Letter of Intent" to submit exact language on surety company letterhead.

- 5) With regards to the RFQ 08-19-20 Continuing Services Contracts for College-Wide Minor Projects, we noted that the scope of services includes "new construction, renovations and remodels", as well as "roofing refurbishment and replacement". Though not listed in the disciplines sought, would the College consider a Roofing/Building Enclosure Consultant specialty to provide roof consultant services, as well as any services related to buildings (new construction, renovations, etc.)?**
 - No. The college is not considering roofing/building and enclosure consultants.

- 6) There is no mention of a need for Architects. Can you please confirm that this RFQ is not for architectural services?**
 - This RFQ is not for Architectural services.

- 7) In regards to SPC RFQ # 08-19-20 – Continuing Services Contracts for College- Wide Minor Projects I have a question on the format specifications. Are you looking for your forms in the RFQ Appendix A- H to be filled out in lieu of our standard RFQ packet.**
- The intent is for interested companies to fill out Appendix A-I so that there is uniformity in the submittals. Please refer to page 16 “RFQ Specifications” for the list of items your qualifications packet must contain.
- 8) I wanted to confirm that this RFQ is seeking CM’s, MEP’s, Structural, and Civil engineers and not architects. If you could confirm this for me it would be greatly appreciated.**
- This RFQ is not for Architectural services.
- 9) Letter of Intent: We’re a design company, not a construction company, so we don’t use bonds. We are, however, fully insured and can provide a certificate of insurance. Would that suffice?**
- Only Construction Management companies need to provide a construction surety bond.
 - The Certificate of Insurance will not be required until after the award letter is issued.
- 10) Financial Capability – Financial Statements: What exactly do we need to provide for this? We do not typically provide financials, since we are a privately held company. I’m not sure how best to handle this one.**
- A detailed financial statement is a record which presents an accurate picture of the financial activities within a given year by providing information on a company’s performance and financial standing. Please refer to your accountant for further explanation.
- 11) Community Impact Statement: What are you looking for in regards to this?**
- Describe how your company intends to maximize community outreach by including local/small/minority businesses. List any local community team partners or mentorship programs in place to enhance employment opportunities in the local community. Describe diversity programs currently in place within your line of service.
- 12) Page 16 error, qualifications must be submitted in writing and received by 2/26/2020 at 2:00 pm. Emails cannot be accepted.**
- This error was corrected on February 4, 2020 with Addendum 1. Emails submissions are NOT permitted.
- 13) If pairing up with another company to make a complete A/E team, do both companies need to provide complete documentation or only the lead? And if only the lead, what does the sub-consultant need to provide?**
- The college is only accepting one type of specialty per respondent. Respondents that can provide multiple functions must decide which specialty they wish to provide services for and indicate that specialty in their submission (refer to Appendix C). This RFQ is not considering Architectural firms at this time.
- 14) Is it the intent of SPC that the respondent be a licensed contractor, or can Professional Engineers respond to the RFQ?**
- This RFQ is intended for Construction Managers, MEP Engineers, Structural Engineers and Civil Engineers. Professional Engineers will need to specify specialty type in Appendix C.

- 15) Section A-Is this section only to be comprised of the documents listed in Appendix C or Is there an expectation that the respondents include a narrative for this section?**
- Complete Appendix C to its entirety. There is no expectation for a separate narrative.
- 16) Section B-Current yearly financials are being prepared by accountant this month. Assuming they are not finalized by bid due date, can we submit last years' financial statement and submit the current years when available?**
- An audited financial statement is not required; detailed financial statement will be sufficient for the purposes of this RFQ. The privacy of this information will be protected from public disclosure in case of a public records request.
- 17) Section B-Is the content of this section to be solely the financial statement or is there an expectation that a narrative is included?**
- Submit a financial statement in this section. If comments are available from an audited report please include the information within this section.
- 18) Section B-The RFQ references points in this section being partially determined by past projects and past experience of respondent and of respondent's proposed staff. Past projects will be supplied in Section C and staff will be detailed in Section E. Will the scoring for those items within this section be pulled from those other sections, or are we to include the past projects and staff info in Section B as well?**
- The information will be pulled from Section C and Section E.
- 19) Section D-There were no forms provided for this section, please confirm the entirety of the section is intended to be respondent's narrative.**
- The forms are reflected in APPENDIX D starting on page 23. Please ensure you submit the compliance, cost control methods, and schedule for each of the projects submitted in APPENDIX D.
- 20) Section F-There were no forms provided for this section, please confirm the entirety of the section is intended to be respondent's narrative.**
- A narrative is required for this section. Please see answer to question #11 of this addendum for additional description.
- 21) Section G-Please confirm that we are not to provide insurance certs at this time.**
- The Certificate of Insurance will not be required until after the award letter is issued.
- 22) We would like to know if this contract would be like the one we competed back in 2012 when every company that submitted (22-23) were shortlisted after we did our presentations?**
- The intent of the selection process is to evaluate each respondent and submit up to three (3) firms deemed to be most qualified to perform the required service per specialty to the Board of Trustees for approval. If selected, this contract does not guarantee project assignment.
- 23) Does the college has the projects funded?**
- Projects are funded annually dependent on state allocations and college prioritization. This contract does not guarantee project assignment.

24) Referencing number 8. under 'General Conditions': Does this need to be included in the proposal submission? What is the preferred/ acceptable format to submit this?

- By submitting a proposal, the respondent agrees to the collusion/disclosure statement listed in the RFQ on page 6.

25) Referencing page 10, under H: Please verify that the performance bond will only be required Post award.

- Performance Bond will only be required after the award letter is issued.

26) Referencing "Selection Criteria Total 100 Points" A. General Information & Location: This is given 20 points. Can you clarify how many points are for just location, as well as the specifics of how location will be scored i.e. county, miles/ distance, etc.?

- Location will be given up to 5 points and scoring will be determined based on proximity to Pinellas County.

27) On page 13 under section B, where is the experience questionnaire referenced here?

- Appendix D-Related Experience.

28) On page 14 under H: Please confirm that LETTER OF INTENT FORM, referenced as APPENDIX B is meant to say APPENDIX F.

- Correct, this should reference Appendix F.

29) The following questions all concerned the need to submit a construction surety bond.

- **If we are a civil engineering firm, would we need to submit a surety bond?**
- **If we are responding as MEP Engineer, how do we respond to the requirement of the bonding requirement? As an MEP engineering firm, we do not have relationships with bonding companies nor do we provide bonding for client projects, this is usually only applicable to contractors.**
- **Is an MEP Firm required to have the Surety Bonding (Appendix F-Letter of Intent)?**
- **I received your contact information from my client, Master Consulting Engineers, Inc. who is submitting a proposal for the St. Petersburg College project. In the proposal, you have requested a bond LOI to be signed and notarized. This is the first time we are seeing this as a requirement for an Engineering firm. Is the proposal a general request sent to all Contractors, or does the Engineering firm need to show bond LOI as well?**
 - Only Construction Management companies need to provide a construction surety bond.