



**ADDENDUM NO. 1
TO
REQUEST FOR QUALIFICATIONS (RFQ)**

ARCHITECTURAL SERVICES FOR AFFORDABLE HOUSING DESIGN

**DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY
Delray Beach Community Redevelopment Agency (CRA) Project No. CRA 2017-03)**

May 12, 2017

TO ALL PROPOSERS AND OTHERS CONCERNED

The Delray Beach Community Redevelopment Agency ("CRA") has heretofore published a Request for Qualifications (RFQ) dated April 17, 2017, with respect to its intent to receive and consider proposals by qualified architectural firms to provide pre-design through construction administration services for the Carver Square and Andella (Affordable Housing) projects, pursuant to Florida Statute Section 287.055 (Consultants' Competitive Negotiation Act). The intent of this Addendum is to address the errors and clarify other aspects of the Request for Qualifications. Proposers submitting proposals for the above-referenced project shall take note of the following changes, additions, deletions clarifications, etc., to the Request for Qualifications which shall become a part of and have precedence over anything shown or described otherwise.

1. Question: An architectural firm has reached out to me to assist in replying to this RFQ. If I am part of that team would I still be able to bid on the actual construction of the homes? (is that the plan in the end?)

Answer: The CRA will be issuing a Request for Bids (RFB) once the design process is completed. Members of the selected design firm/team may respond to the RFB for the construction of the homes.

2. ***The underlined items indicate language that was added while the ~~strikeouts~~ indicate the deleted language.***

- Submission Deadline on Cover page, is hereby amended to state:

SUBMISSION DEADLINE: ~~Thursday~~ Monday, June 5, 2017 at 1:00 P.M.

- Section III.B.7, Page RFQ-6, is hereby amended to state:

Additional RFQ Information – Include any additional or unique resources, capabilities or assets the organization would bring to the project. This section shall be limited to a maximum of six (~~5~~6) single-sided or three (3) double-sided pages. All fonts in this section shall be ten (10) point in size.

- Exhibit D, Delray Beach CRA Insurance Requirements Architectural Services, Page RFQ-16, is hereby amended to state:
 - B. Comprehensive General Liability with minimum limits of one million dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Comprehensive General Liability policy, without restrictive endorsements other than ISO Endorsement GL 21 06, as Filed by the Insurance Services Office and must include:
 1. Premises and/or Operations
 2. Independent Contractors
 3. Products and Completed Operations – ENGINEER ARCHITECT shall maintain in force until at least three years after completion of all services required under this Agreement, coverage for Products and Completed Operations, including Broad Form Property Damage.
 - C. Business Automobile Liability with minimum limits of ~~three hundred thousand~~ one million dollars (~~\$31,000,000.00~~) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, as filed by the Insurance Services Office and must include:
 1. Owned Vehicles
 2. Hired and Non-Owned Vehicles
 3. Employers' Non-Ownership

The CRA shall be named as an additional insured on the ARCHITECT'S policy.

4. Question: Will a Key Staffing sheet be required for each subconsultant?

Answer: One completed Key Staffing sheet is required for each individual identified as a Key Staff on the team in the response package and/or on the organizational chart.

5. Question: Will references be required for subconsultants or only Prime consultant of a team?

Answer: Only references for the prime consultant of a team are required.

6. Question: Is there a point factor given to a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985?

Answer: There is no point factor. Proposers only need to indicate if the firm is a certified minority business enterprise (Yes/No) and provide documentation as indicated in Section III.B.9 (Page RFQ-6) and Exhibit C (RFQ-13) of the RFQ.

7. Question: Will the CRA be looking for proposers to provide surveying services as referenced in Task 7 - Final As-Built Drawings (Page RFQ-5) of the RFQ?

Answer: No, the CRA will not require the successful respondent to provide surveying services for the as-built drawings.

8. Question: With respect to Selection Criteria Number 5, Location of office and assigned project manager (Page RFQ-8) of the RFQ, ten (10) points are assigned, will partial point be given?

Answer: The Selection Committee has discretion on the point assignment for this selection criterion.

9. Question: Will special consideration be given to Design-Build teams?

Answer: No, special consideration will not be given to Design-Build teams.

10. Question: Will the CRA be looking for LEED certification?

Answer: No, LEED certification is not required or be given special consideration.

11. Question: Will sign-in sheet be available?

Answer: Yes, the pre-submission meeting sign-in will be posted online.

12. Question: Will conceptual design submittal be required as a part of the RFQ submittal?

Answer: No, conceptual design is not required to be submitted as part of the RFQ response.

13. Question: In Exhibit C, Key Staffing – do you want one page for each team member? For example, the civil engineer, MEP engineer, etc, all fill one out?

Answer: Please refer to Question 4 above.

END OF ADDENDUM No. 1