



**ADDENDUM NO. 2
TO
DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL
ARCHITECTURAL SERVICES AND LANDSCAPE ARCHITECTURAL SERVICES
ON A CONTINUING CONTRACT BASIS
CRA PROJECT NO.: CRA 2018-03**

June 6, 2018

TO ALL PROPOSERS AND INTERESTED PARTIES

The Delray Beach Community Redevelopment Agency ("CRA") has heretofore published a Request for Qualifications (RFQ) dated May 14, 2018, seeking proposals from qualified architectural and landscape architectural firms to provide pre-design through construction services for various improvements on a continuing contract basis in support of the community redevelopment effort for which construction costs generally do not exceed \$2,000,000; and study activity when the fee for such professional service does not exceed \$200,000, pursuant to Florida Statute Section 287.055 (Consultants' Competitive Negotiation Act).

The intent of this Addendum is to address errors and/or clarify other aspects of the RFQ. Proposers submitting proposals for the above-referenced RFQ shall take note of the following changes, additions, deletions clarifications, etc., to the RFQ which shall become a part of and have precedence over anything shown or described otherwise.

CHANGES:

None.

QUESTIONS:

1. **Q:** Can we please get a copy of the sign-in sheets from the pre-proposal meeting

A: The sign-in sheet for the voluntary pre-proposal meeting is available for download at the Delray Beach CRA's website (<http://delraycra.org/rfp/>) and BidSync (www.bidsync.com).

2. **Q:** Can you please provide copies of the four master plans referenced on page 24, Section 3, paragraph A.

A: The four plans referenced in the RFQ are available for download at the Delray Beach CRA's website (<http://delraycra.org/rfp/>).

3. **Q:** The evaluation criteria allocates 10 points to the "Location of office and Assigned Project Manager". How will the selection committee determine whether a respondent receives 1 point or 10 points?

A: The individuals on the Selection Committee have discretion on the point assignment for this selection criterion.

4. **Q:** Page 25, Chapter 2, section E – How is "local" defined? Is it based on proximity to the CRA's offices, or on the respondent's office location whether it's in the City or the County?

A: For purposes specific to this RFQ only, "local office" is any firm authorized to do business in Florida that has a valid business tax receipt issued by the City of Delray Beach prior to the solicitation and a physical address within the City of Delray Beach from which the vendor lawfully performs and operates.

5. **Q:** Page 26, Chapter 4, section D, says to include a list of up to 10 key personnel. Does each discipline get a maximum of 10 key personnel? For instance, if we were to submit for both disciplines, would we be able to include a list of up to 20 key personnel?

A: Proposers may submit up to ten (10) key personnel for each of the two (2) disciplines if proposers are submitting for both.

6. **Q:** Page 27, Chapter 5, section A, says to include a list of up to 10 projects. Does each discipline get a maximum of 10 key projects? For instance, if we were to submit for both disciplines, would we be able to include a list of up to 20 key projects? Also, would the page limit increase to 10 pages?

A: Proposers may submit up to ten (10) key projects for each discipline. Therefore, proposers submitting for both disciplines will be limited to ten (10) pages (five (5) for each).

7. **Q:** Could you please identify the members of the selection committee?

A: The selection committee panel is listed below (subject to change):

- Renée A. Jadusingh, Esq., Assistant Director*
- DJ Lee, Project/Property Manager*
- Kevin Matthews, Project Manager*

NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined have been added. All other terms and conditions remain as stated in the RFQ.

END OF ADDENDUM No. 2