



**ADDENDUM NO. 2
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 22, 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: Clarification is needed on Tabs 9, 10, 11, and 12 (found on page RFQ 6) if this was not done at the pre-proposal meeting. All of these Tabs are asking for Exhibit C to be included in them, which section(s) should the form be put under. Thank you for your time.

Answer: A completed Exhibit C will address the requirements of Tabs 9 through 12. For clarification, please see below for the required documentation for each Tab:

- ***Tab 9 – Completed Page RFQ-13 and applicable supportive documentation if the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985.***
- ***Tab 10 – Completed Page RFQ-14***
- ***Tab 11 – Provide Statement of “No Litigation History” or Litigation History listing any litigation matter involving the proposer in the past five (5) years.***
- ***Tab 12 – Provide statement or documentation of the firm/organization’s ability to comply with the CRA’s insurance requirements indicated in Exhibit D and as amended by Amendment No. 1.***

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

- Section III.B, Submittal Requirements, Page RFQ-6, is hereby amended to state:
13. Completed Energy Efficiency Checklist (Exhibit J)
- Exhibit B, Submission Checklist, Page RFQ-12, is hereby amended to state:

EXHIBIT B

Submission Checklist:

Note:

- 1) The tabbed sections of the RFQ Package must be put together in order of this checklist.
- 2) Any supplemental materials must appear after those listed below and tabbed "Additional RFQ Information"

- ___ Letter of transmittal--Provide a general cover letter signed by authorized individual of the consulting firm submitting qualifications. Include the organization name, address, telephone and fax numbers, email address and a statement specifying who in the organization will serve as the primary contact. In addition, please address firm/team qualifications, resources, personnel availability, and commitment in the letter.
- ___ Check List (Exhibit B). This Exhibit must be included in the RFQ immediately after the cover letter.
- ___ Firm/Team Organization Information - A summary of the firm/team's make up, including descriptions of any proposed partnerships. Identify key members of the firm/team who would be providing the project management services. Include the firm/team's organizational composition depicted in a chart, which includes individual names, position and responsibilities, name of firm, clear designation of person(s) who will be the main contact for the proposer.
- ___ SF 330 Forms (Parts I and II) (<https://www.gsa.gov/portal/forms/download/116486>)
- ___ Firm's approach to staffing and project management
- ___ Professional References – A minimum of three (3) professional references within the last five (5) years is required from clients for whom the firm has provided similar services to projects that have been completed in a timely manner.
- ___ 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 (6) single-sided or three (3) double-sided pages**. All fonts in this section shall be ten (10) point in size.
- ___ Acknowledgement Letter – Provide Acknowledgement Letter as provided in Exhibit A to this RFQ stating the proposer's understanding of, and agreement with, the terms and conditions of this RFQ.
- ___ Indicate if the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985. (Exhibit C)
- ___ Identification of potential firms, consultants, or joint-venture partners providing subcontract services to the firm. (Exhibit C)
- ___ Litigation History--List any litigation matter involving the proposer in the past five (5) years. (Exhibit C)
- ___ Confirm the firm/organization's ability to comply with the CRA's insurance requirements as indicated in Exhibit D to this RFQ. (Exhibit C)
- ___ Required Forms 1-4 (Exhibit E)
- ___ Completed Energy Efficiency Checklist (Exhibit J)

- Exhibit C, Item 10. Proposed Project Team, Page RFQ-14, is hereby amended to state:

Firm Names by Discipline	Name & Address of Office Providing Services	Structural	Professional Registration/ Certificate # (if different than Prime)	Expiration Date
Civil				
Landscaping				
Mechanical/Electrical/Plumbing				
Structural				

END OF ADDENDUM No. 2