



**ADDENDUM NO. 3
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 31, 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. ***The underlined items indicate language that was added while the strikeouts indicate the deleted language.***

- Section I, General, Page RFQ-2, is hereby amended to state:

GENERAL

The Delray Beach Community Redevelopment Agency (the "CRA") is seeking proposals from qualified architectural firms to provide pre-design through construction administration services for the Carver Square–~~Andella-Wright~~ project, pursuant to Florida Statute Section 287.055 (Consultants' Competitive Negotiation Act). The ~~subject~~Carver Square and Andella sites total approximately 3.92 acres and are generally located between SW 2nd Court to the north, SW 4th Street to the south, SW 6th Avenue to the east, and SW 8th Avenue to the west within the Southwest Neighborhood portion of The Set ~~(formerly Northwest and Southwest neighborhoods)~~. The Wright property is approximately 1.9 acres and is generally located on the west side of NW 10th Avenue, approximately 200 feet south of Lake Ida Road within the Northwest Neighborhood portion of The Set. More information on The Set may be found at <http://thesetdelray.org/>).

- Section II, Scope of Work, Pages RFQ-2 and RFQ-3, is hereby amended to state:

SCOPE OF WORK

The CRA is seeking a qualified architectural firm to provide design, permitting, bidding assistance, and construction administration services for the CRA's Carver Square-~~Andella-~~

Wright project. Project Description and Historical Information on the specified project are detailed in Exhibits F-J.

The following scope of work provides the basic framework for what the CRA believes to be the minimum steps necessary to implement the project. Proposers must address these steps in their responses to the RFQ but may also include additional approaches to execute their concept for the design of the Carver Square-Andella-Wright project.

The selected firm's work shall involve, at a minimum, the following tasks:

- Conceptual design, including preliminary construction cost estimates
- A maximum of three (3) meetings with the CRA's housing partners and/or the community at the design development stage.
- Preparation of construction documents, including site improvement plans, specifications, standards, and details.
- Preparation of architectural & engineering estimates of probable construction costs based on the design development and 30%, 60% and 90% construction phase documents.
- Assistance during the site plan approval process (if needed), permitting, and bidding process, including presentation of plans to CRA or applicable City boards (if needed), review and evaluation of the bids
- Construction contract administration.
- Assist the general contractor in providing as-built drawings after construction is completed (if needed).

The following paragraphs elaborate the requirement headings.

Task 1 - Site Plan Analysis and Programming

Work with CRA staff to prepare a lot-fit study that can be developed for each lot within the Carver Square-Andella-Wright project. This includes, but is not limited to: refinement of various building footprints and juxtaposition of floor plans and elevations to create a visually interesting streetscape, preparation of final design plans, preliminary cost estimates and construction phasing plan (if applicable), and construction drawings and documents.

- Section III.H, Other, Page RFQ-9, is hereby amended to state:
 1. Relevant documents and plans will be made available on the CRA's website (www.delraycra.org) and <https://www.periscopeholdings.com/bidsync/>.

2. Conflict of Interest

If selected, the successful firm/team agrees not to accept employment during the time the agreement is in effect from any builder, land developer, or others performing construction development or maintenance work activities within the boundaries of the Delray Beach Community Redevelopment Agency's Redevelopment Area which is determined by the CRA as a conflict of interest with the firm's/team's work for the CRA.

If the CRA determines that such a conflict exists the CRA shall have the right to terminate the agreement after providing written notice to the firm/team of the conflict, pursuant to the terms of the agreement, and after failing to resolve the conflict within 30 days after said notice is received by the firm/team, the CRA reserves the right to unilaterally terminate the agreement.

- Section III.B, Submittal Requirements, Page RFQ-5, is hereby amended to state:

Submittal Requirements

Responses to this RFQ must include one (1) original (unbound) and ten (10) copies of the response which addresses the requirements below, along with an electronic version (PDF) of the full response. To ensure that all submittals can be evaluated on an equitable basis, the RFQ requires each proposer to provide the requested information in a prescribed format and organization that excludes supplemental materials. Any supplemental information included with the response must be placed under a section titled ~~appear~~ after the required materials and tabbed “**Additional RFQ Information**”, see Section B.67 below. The submittal package should be organized as listed below with one tab for each item.

- Exhibit B, Submission Checklist, Page RFQ-12, is further amended to state:

Note:

- 4) 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**”

- Section III.G, Preliminary Schedule, Pages RFQ-8 and RFQ-9, is hereby amended to state:

Preliminary Schedule

1. RFQ Advertised: Monday, April 17, 2017
2. Pre-submission Meeting: Wednesday, May 3, 2017, 1:00 P.M. Delray Beach, CRA, 20 N. Swinton Avenue, Delray Beach, FL 33444. Attendance is on a voluntary basis. PLEASE NOTE that this will be the only opportunity for applicants to directly address CRA staff regarding the RFQ.
3. Question and Inquiries Deadline: ~~May 25~~ June 7, 2017 at 5:00 P.M.
4. RFQ Response Deadline: Monday, June ~~5~~ 19, 2017 at 1:00 P.M., Delray Beach CRA, 20 N. Swinton Avenue, Delray Beach, FL 33444.
5. Review, ranking, and selection of top proposers by Selection Committee no later than: July ~~13~~, 2017.
6. Award of RFQ by the CRA Board of Commissioners no later than: CRA Meeting of July ~~27~~ August 10, 2017.
7. Contract execution by the CRA Board of Commissioners in ~~August~~ September 2017.

(Note: Dates above are subject to change—registered proposers will be notified by e-mail of changes, if any.)

- Exhibit A, Acknowledgement Letter, Page RFQ-11, is hereby amended to state:

Proposers shall incorporate in their submittal package the following letter and disclosure and disclaimer attachment on the proposer's letterhead.

RE: RFQ for Profession Architectural Services for Affordable Housing Design
(Carver Square-Andella-Wright, CRA Project No. CRA 2017-03)

- Exhibit F, Property Control Number and Legal Description, Location Map, and Survey, Pages RFQ-23 and RFQ-25A, is hereby amended to state:

ANDELLA

PCN 12-43-46-16-01-008-0260
SW 4th Street, Delray Beach, Florida 33444
Town of Delray, Lots 26, 29, & 30

PCN 12-43-46-16-01-008-0340
SW 7th Avenue, Delray Beach, Florida 33444
Town of Delray, Lot 34

PCN 12-43-46-16-01-008-0270
SW 4th Street, Delray Beach, Florida 33444
Town of Delray, Lots 27 and 28

PCN 12-43-46-16-01-008-0350
SW 7th Avenue, Delray Beach, Florida 33444
Town of Delray, Lot 35 and 36

PCN 12-43-46-16-01-008-0310
322 SW 7th Avenue, Delray Beach, Florida 33444
Town of Delray, Lot 31

PCN 12-43-46-16-01-008-0370
SW 7th Avenue, Delray Beach, Florida 33444
Town of Delray, Lot 37

PCN 12-43-46-16-01-008-0320
SW 7th Avenue, Delray Beach, Florida 33444
Town of Delray, Lot 32

PCN 12-43-46-16-01-015-0320
238 SW 6th Avenue, Delray Beach, Florida
33444
Town of Delray, Lot 32 and 33

PCN 12-43-46-16-01-008-0330
SW 7th Avenue, Delray Beach, Florida 33444
Town of Delray, Lot 33

WRIGHT

PCN 12-43-46-08-21-019-0030

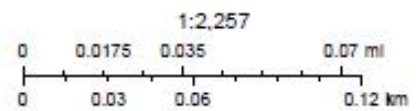
402 NW 10th Avenue, Delray Beach, Florida 33444

The South 150 feet of the West one-half of Lot 19, Subdivision of Section 8, Township 46 South, Range 43 East, less the South 20 feet and less the West 40 feet thereof, according to the Plat thereof on file in the Office of the Clerk of the Circuit Court in and for Palm Beach County, Florida, in Plat book 1, page 4, together with an easement over the South 20 feet of the West one-half of Lot 19, as recorded in Official Record Book 186, Page 418.

12434608210190030 - 402 NW 10th Ave (Wright)



May 30, 2017



RFQ-25A

- Exhibit G, Description and History, is hereby amended to state:

EXHIBIT G **Description and History**

A. Description and Property History

CARVER SQUARE

The subject 2.4 acre properties consists of twenty (20) platted lots and is are located within the Southwest Neighborhood of The Set (Sub Area #8) within the CRA District. The majority of the properties is 55' X 94' and were acquired and remediated by the CRA over a ten (10) year period. A Site Rehabilitation Completion Order – No Further Action Without Conditions was issued by Florida Department of Environmental Protection (FDEP) on November 17, 2014. All the properties are vacant.

Street improvements were constructed by the City of Delray Beach on SW 2nd Terrace, between SW 7th Avenue and SW 8th Avenue. Homes must be designed in accordance with new urbanism design principles with front porches and less emphasis on garages.

ANDELLA

Also located within the Southwest Neighborhood within The Set, the Andella assemblage is approximately 1.5 acres and ~~and~~ consists of ten (10) R-1-A (Single Family Residential) zoned vacant lots. The majority of the properties are 50'x130' in size. These properties are identified in the Community Redevelopment Plan for potential acquisition under Project #1.3 – Southwest Neighborhood Redevelopment Plan, Map B.2, Parcels AA and U-Z. The location of the lots provides an opportunity to continue the stabilization efforts through infill development of affordable single family housing, as indicated in the objectives of the Community Redevelopment Plan and the Southwest Area Neighborhood Redevelopment Plan. The CRA ~~is in the process of acquiring these lots with closing anticipated by the end of April 2017~~ acquired these lots on April 27, 2017.

WRIGHT

The subject 1.9 acre property is within the Northwest Neighborhood in the Set and is located at the Northwest corner of the intersection of NW 10th Avenue and NW 4th Street. The property consists of five (5) multi-family residential structures (duplexes), each supporting two (2) – two bedroom/one bathroom rental units with approximately 612 square feet of livable area. The existing structures (duplexes) are legal nonconforming uses within the R-1-A (Single-Family Residential) zoning district since duplexes are no longer permitted within the R-1-A zoning district. Development of the site is subject to Land Development Regulations, (LDR) Section 4.3.4(K), Development Standards Matrix – Residential Zoning District (<http://www.mydelraybeach.com/Land%20Development%20Regulations/LDR%20Article%204.3.pdf>). The CRA is in the process of acquiring this lot and would like to explore opportunities for innovative single-family detached and/or multi-family attached housing products on this lot.

B. Land Use Regulations and Site Design Criteria

All proposals shall be subject to the City of Delray Beach approval process.

All ~~20 platted lots~~ properties within the Carver Square assemblage, Andella, and the Wright Property are zoned ~~are zoned~~ R-1-A (Single Family Residential). For a list of Permitted, Conditional, and Accessory Uses allowed in these districts, visit www.mydelraybeach.com,

Planning and Zoning Department, Land Development Regulations, Section 4.4.3. The R-1-A zoning district regulations prescribes a review and approval process for development as well as development standards. The R-1-A zoning district allows single family residences. A single-family dwelling is permitted to be constructed on each of the existing platted lots.

2. Question: Does licensing for firms and/or key personnel need to be provided?

Answer: License number(s) may be placed in the following locations in Exhibit C as indicated below. Note that no other format is accepted:

- **Item 5, Page RFQ-13**
- **Under 4th column, Page RFQ-14 for respective disciplines**
- **5th Row, Page RFQ-15**

3. Question: In several places in the document, it is stated that supplemental materials must appear after the tabbed items and called "Additional RFQ Information". On Exhibit B, tab 7 states "Additional RFQ Information goes here. Where is this information supposed to be? Would info coming at the end be different than the tabbed item?

Answer: All additional information shall be located in the seventh tab or section titled "Additional RFQ Information". This section shall be limited to a maximum of six (6) single-sided or three (3) double-sided pages with ten (10) point font size.

4. Question: I have reviewed the RFQ and our company is very interested in the project. We would like to partner with another local firm in Palm Beach Gardens too because we think it would provide more varied design options for the 20 sites. We can put together a great team for you and this leads me to just two questions:

- 1) Can two architecture firms collaborate as one submitter outside of a J/V, essentially being two Prime responders? The collaborative team would share the same sub consultants and have one point of contact, however the work would be carried out by both firms splitting up and managing tasks and sites providing a more robust set of designs to better serve the CRA.
- 2) We will be providing SF 330 Part 1, Section E resumes for each individual that works within Prime applicant's firm that will be associated with project. However do we need individual resumes for each individual sub consultant too? Or can we just list the sub consultant firm in Section C if exact individuals cannot be assigned by our sub consultants at this time?

Answer: The CRA will only enter into a contract with an entity that is legally authorized to conduct business in the State of Florida. The business entity must submit a proposal meeting the requirements of the RFQ, as amended. The proposal will be evaluated based on the published Selection Criteria as indicated in Section III.F, Page RFQ-7.

END OF ADDENDUM No. 3