



DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY

**ADDENDUM NO. 2
TO
REQUEST FOR QUALIFICATIONS (RFQ) CRA NO. 2023-05
PROFESSIONAL ARCHITECTURAL SERVICES & LANDSCAPE ARCHITECTURAL
SERVICES ON A CONTINUING CONTRACT BASIS**

DECEMBER 12, 2023

TO ALL PROPOSERS AND OTHERS CONCERNED

The Delray Beach Community Redevelopment Agency ("CRA") has heretofore published a RFQ dated November 6, 2023, with respect to its intent to receive and consider Proposals from qualified individuals, partnerships, firms, companies, and corporations (Proposers) to provide professional architectural services and landscape architectural services on a continuing contract basis, pursuant to Florida Statute Section 287.055 (Consultants' Competitive Negotiation Act or CCNA), and in accordance with the terms, conditions, and specifications contained in the RFQ.

The intent of this Addendum is to address questions and/or errors, and to 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., which shall become a part of and have precedence over anything shown or described otherwise.

QUESTIONS:

- 1. We are only submitting a proposal for Architectural Services and are including sub-disciplines of Civil, MEP, and Structural Engineering. We are not submitting a proposal for Landscape Architectural Services because we do not provide those services in-house. Do we still need to include sub-consultants for Irrigation and Arborist?**

Please see answer provided in Addendum No. 1 for Question 2.

- 2. In Section V, Submittal Requirements, of the RFQ the CRA is requesting to "set out the corporate name in full, beneath which he shall sign his/her name, give title of his/her office, and affix the corporate seal." Where should the information, signature, and corporate seal be placed?**

Please place this information with the Proposer's Information section.

- 3. We typically use DocuSign when a corporate seal is required. Would DocuSign suffice as an original copy for the Non-Collusion Affidavit?**

No. The original hardcopy of the Proposal must have wet signatures.

4. **Section D, Additional Submittal Guidelines, the CRA states that as a condition of award of an agreement, the Successful Proposer and all sub-consultants/sub-contractors obtain a City of Delray Beach Business Tax Receipt. It is the sole responsibility of Proposers to supply copies of all required Business Tax Receipts. For firms with office locations outside of the City of Delray Beach, how should they apply for a business license?**

A City of Delray Beach Business Tax Receipt(s) does not need to be included with the Proposal if the Proposer and/or sub consultants and/or sub-contractors do not have a City of Delray Beach Tax Receipt, but all City of Delray Beach Business Tax Receipts for the Successful Proposer and all of its sub-consultants and/or sub-contractors need to be submitted to the CRA prior to the execution of any Agreement.

More information regarding City of Delray Beach Business Tax Receipts may be obtained here:

<https://www.delraybeachfl.gov/government/city-departments/development-services/business-tax-receipts-contractor-registration>

5. **Could the original proposal be placed in a three-ring binder?**

Yes, Section V, Submittal Requirements, Paragraph B, Proposal Submission Format, states “All original hardcopy Proposal submissions shall be bound in a hard cover binder and tabbed...”