



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3883

ADDENDUM NO. 1

RFQ 19-002 Architectural Services for College Road Workforce Housing

This addendum is issued as supplemental information to the bid package for clarification of certain matters of both a general and a technical nature.

A. Proposer Questions and City Response:

Item 1: *We are working on the College Road Workforce Housing RFQ#19-002 and wondered our existing affidavits from our general service agreement that are on file are still valid. Or do I need to circulate and have all of our team members resign for this specific RFQ?*

The RFQ states in A.3.1 that affidavits are required from “each professional consultant submitting a proposal”. As subconsultants are not submitting the proposal, affidavits are not required of them. Affidavits are required from the Prime Architect.

B. Based on questions at the Pre-Qualification Submittal Meeting of November 28, 2018, Request for Qualification (RFQ) 19-002 is hereby amended in accordance with the following:

Item 2: Delete the last sentence of Paragraph C.5.

Item 3: Add the following sentence to Paragraph C.7.

Subconsultant licenses are not required at this time. The City reserves the right to request copies of all licensees during subsequent fee negotiations.

Item 4: Delete Paragraph C.8. in its entirety.

Item 5: Add the following sentence to Paragraph C.9.

Example certificates of insurance are not required to be submitted with the Qualification package; however, if awarded, proposers will be required to provide Certificates of Insurance meeting minimum insurance requirements per Paragraph 7.8 of the Sample Contract (Appendix 7).

C. Patrick Wright, City Planning Director Comments at Pre-Qualification Submittal Meeting:

- Major Development Plan required including, but not limited to, the following approvals:
 - Development Review Commission
 - Preliminary Landscape Plan
 - Planning Board
 - Final Landscape Plan
 - Building Permit Allocation System (City to obtain required units March 2019)
 - City Commission

Five to six months required to complete the process.

- Maximum height of 40 feet plus FEMA
- Density of 40 units per acre.
- Prefer no variances, although variances could be accommodated in the process.

D. Jim Bouquet, Senior Project Manager, Comments at Pre-Qualification Submittal Meeting:

- Key West Housing Authority will ultimately “own” the development.
- City to fund architectural design and construction drawing preparation component of project.
- Proposal format consistent with C.13.
- Proposer (or team member) should demonstrate experience with Department of Economic Opportunity Action Plan Design Requirements.
- Proposal length 20 double side pages or 40 single side pages (not including required forms, affidavits, licenses).

E. Attachments: Pre-Qualification Submittal Meeting Agenda & Sign-In Sheet

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 1 with Attachment by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature

Name of Business

END OF ADDENDUM



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

Architectural Services for College Road Workforce Housing RFQ 19-002 Pre-Qualification Submittal Meeting Agenda 11:00 AM – November 28, 2018

1. Introductions:

- a. Attendee Introductions
- b. Sign-in Sheet – Non-Mandatory Meeting

2. Request for Qualifications critical milestones:

- a. Deadline for Inquiries: December 3, 2018
- b. Final Addenda Issued: December 4, 2018
- c. Proposals Due By: December 12, 2018, 3:00 p.m.

3. Project Description:

- a. The City of Key West (City) is seeking a consultant to perform architecture for development of a workforce housing complex at 5220, 5224, 5228 and 5230 College Road on Stock Island, Key West, Florida (the Site). Re-development will provide up to 104 units of workforce housing.
- b. Conceptual design package (Exhibit C) for information only.
- c. Site is currently developed with a one-story former “Easter Seals”, a one-story SPCA office and the parcel formerly occupied by Monroe County Mosquito Control including a two-story office building and one-story storage building.
- d. Zoning High Density Resident (HRD-1).

4. Scope of Services – Refer to B. Page 6 Tasks 1 and 2

5. Anticipated Time Table - Refer to A.4 Page 5. Time Critical.

6. Response Content - Refer to C.13 Pages 9 and 10.

- a. Format consistent with Consultant Ranking Form (Exhibit B, page 22).
- b. Submittal (including resumes) limited to 20 double sided pages not including Exhibit A AFFIDAVITS & FORMS.

7. Questions

8. Site Visit

