



**CITY OF KEY WEST
3126 Flagler Avenue
Key West, FL 33040**

ADDENDUM NO. 1 – RFQ Environmental Engineering/ ITB 14-004

This addendum is issued as supplemental information to the bid package for clarification of certain matters of both a general and a technical nature. The referenced bid package is hereby addended in accordance with the following items:

RFI Questions Submitted:

1.) Does the bid require that respondents be a licensed PE?

Yes, you should include a Licensed PE on your team.

2.) Can a Prime submit as a sub to another firm? Also, can a sub-contractor submit with more than one firm?

Yes.

3.) Please confirm the attached (46 pages) is the complete PDF for the subject submittal. Page 1 of the PDF states that the document is 47 pages in length. It also states that the “Request for Qualifications” section is 10 pages in length. However, per the attached, the section is 8 pages. I just want to be sure there are no missing pages.

Yes there are 46 pages and there are only 8 pages in the RFQ section.

4.) Under the “Scope of Work” section on page 7 of the RFQ, services from a Resident Project Representative would be required. Would a RPR differ from the Engineer of Record in this instance?

Yes, the RPR is the on-site staff providing daily (or other agreed on frequency) oversight (e.g., inspection)

5.) May firms only submit for one discipline or would a sub-consultant be needed to satisfy all service requirements per submission?

Must submit for all, using a sub-consultant as necessary.

6.) Will there be any page number limitations for any part of the qualification package?

Unless otherwise so stated in the RFQ, no limit

7.) Is there an incumbent? If so, can you provide the company name?

There is not an “incumbent” relative to an Environmental-specific General Services RFQ.

8.) Just to clarify the RFQ instructions, please advise: Put COPY Response and CD-ROM in envelope, seal it, mark it COPY and place inside of Envelope with ORIGINAL Response and CD-ROM, then seal that envelope? One envelope inside of another, correct?

Correct.

9.) Signed certifications are required by prime and subs, or just prime?

Just prime

10.) Please confirm that the required forms (Anti-Kickback Affidavit, Public Entity Crimes Certification, Equal Benefits for Domestic Partners Affidavit, and Cone of Silence Affidavit) are to be completed by the prime consultant only.

Correct.

11.) Are insurance certificates required to be provided at the time qualifications packages are submitted?

Yes

12.) Is a “description of the contractor's employee benefits plan” (page 17 of the RFQ) required to be included with the executed Equal Benefits for Domestic Partners Affidavit?

No

13.) Please confirm that electronic signatures are acceptable as originals.

Electronic signatures are acceptable

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

Signature

Name of Business