

ADDENDUM – #11-06 Architectural Services
Pasco-Hernando Community College
December 1, 2011

Questions received via e-mail:

1. In the RFP (#7 page 8) it states that the proposer needs to officially register with the purchasing agent, is that done by filling out the form on page 6?
The Proposal Submission Form required to be submitted within your RFP package serves as your official registration.
2. In Tab 2. Professional Qualifications/Project Staffing: For the sub-bullets 1,2,3,4. are these to address the past experience of projects under \$2,000,000 or the proposed team for this pursuit?
As indicted in Tab #2 for the current projects please complete the information requested (Number 1 thru 3) on the "Current/Previous Clients" form for each of the 3 to 5 projects.

As indicted in Tab #2 (Number 4) please provide the brief resume of key persons, specialists and individual consultants anticipated for the awarded contract with the College (including all information requested in items a thru g for each individual).
3. Ok, so you are stating that you do not want résumés in this proposal for the proposed team members for this upcoming contract? Sorry just want to clarify.
As indicted in Tab #2 (Number 4) please provide the brief resume of key persons, project architect, contract administrator, architect principle, specialists and individual consultants anticipated for the awarded contract with the College (including all information requested in items a thru g for each individual).
4. I forwarded the Tab 6 Insurance Requirements to our insurance agent for review. He has questioned whether these are really intended for an architectural services agreement or whether they may have been taken from a construction management or general contracting agreement. Items like the \$2,000,000 Personal and Advertising Injury and the \$4,000,000 Completed Operations (COMP/OP AGG) liability coverage are not a standard part of an architectural services insurance policy. The requirement for \$2,000,000 in errors and omissions coverage is unusually high for minor projects work with a maximum construction cost of \$2,000,000. Can you verify the Tab 6 insurance requirements, please?
Pasco-Hernando Community College requires the levels of insurance noted in Tab 6 "Insurance Requirements" as stated.
5. Behind which tabbed section shall we place the "Proposal Submission Form"?
Tab 1 - "Minimum Requirements"
6. Behind which tabbed section shall we place the "Current/Previous Clients Form"? Is this form in addition to Tab 2 and/or Tab 3?
The "Current/Previous Clients Form should be completed and included in Tab 2 for each of the 3 to 5 current projects that you have listed in Tab 2 'Professional Qualifications/Project Staffing.'" (Please see response to question 2 above). This form is not used for Tab 3 (See response to question 7 below).

7. Behind which tabbed section shall we place the "References Form"? Is this in addition to Tab 3? *The "Reference Form" is to be included in Tab 3 "References and Experience" and should include all of the projects listed in Tab 3.*

In addition, you are required to provide the information requested in Tab 3 items a thru f for each of the projects listed in Tab 3.

8. Under Tab 3. References and Experience f), it states, "Reference letter from each listed project owner representative". Would you like us to provide a reference letter for each of the projects we list?

Yes, you should provide reference letters for each project listed.

9. Also, could you please tell me how you would like us to complete form "5" Current /Previous Clients" and where it should be inserted into the proposal?

An individual form should be completed for each current and previous client and be included in Tab 1 – "Minimum Requirements".

10. Can you please provide clarification regarding pages 34-44 of the RFP? In putting together the proposal following the Tab Guidelines, I've noticed that some of the pages are required within Tab Sections while others are not asked for within a specific Tab.

For example: the proposer information, W9 form and drug free workplace form are components of Tab 1. However, page 42 (Indemnification Clause (and others) are not specified for a specific location within the Tabs. Would these be found within the additional information sections allowed at the end or somewhere else within the proposal?

As indicated on page 25, under Tab 1 - Minimum Requirements, "This section should include all checklist items listed on page 44". This would include the Proposer Submission Form on page 5, the W-9 Form, and the Drug Free Workplace Form.

11. Under Tab #2, Professional Qualifications/Project Staffing, you state the following: "Include at least three (3) examples but no more than five (5) similar to the project description described herein..." Are you referring to the "Examples of minor projects" as described on page 3 of your RFP? This is important for us to understand so that we can provide you the exact projects that clearly address the scope of work you are contemplating.

Yes, the projects indicated on page three are just examples and are not intended to be all inclusive.

As indicated in Tab #2 for the current projects please complete the information requested (Number 1 thru 3) on the "Current/Previous Clients" form for each of the 3 to 5 projects.

In Tab 3 Reference and Experience, you also can provide up to 10 completed projects that best illustrate the experience of the proposed project team.

12. Under Tab #3, References and Experience: "Provide a list of accomplished minor projects in the state of Florida higher education facilities that best illustrate the experience of the proposed project

- By accomplished minor projects, do you mean fully completed, occupied projects under \$2,000,000?

Yes, fully completed and occupied projects under \$2 million.

- Why are you specifying under this same statement, "Higher Education Facilities"? If under your page 3, Examples of Minor Projects, you seem to be stressing site work and MEP type projects, wouldn't you want us to focus our response on projects that deal specifically with those technical areas? For example, if we have extensive experience in site design, i.e. storm water, utilities, parking, traffic, etc., what difference would it make if it were "higher education facilities" or other uses? It seems that the "higher education" criteria would be less important than our actual experience and track record.

The list of sample projects on page three is not intended to be all inclusive and simply reflects the broad spectrum of the types of potential projects contemplated under this agreement. The college reserves the right to establish the criteria it feels are important and will best serve the needs of the college. The instructions for Tab 3 indicate that, "Consideration will be given to, but not limited to, similar State of Florida higher education facilities experience as well as those teams that have the ability to provide good design solutions, maintain user satisfaction, and maintain the project budget." Therefore, a firm may provide among its list of completed projects non-higher education examples that it feels best represent its ability to perform the services that the college would require.

13. Under Tab #4, Methodology, Item a) "Building type experience – higher education campus facilities of similar size/complexity": Same general question as 1 and 2 above. The only scope of future work we can find in the RFP is on page 3 under "Examples of minor projects". This section is very general in nature and does not define or specify size, complexity or specific building types of your future projects. Please clarify.

The scope of this RFP is for continuing contract services for projects that may be undertaken on an as needed basis with a cost not to exceed \$2 million. Therefore, the size, complexity, and specific building types will vary and cannot be further defined at this time. The cost limit, however, should provide some indication of the potential scope of any contemplated projects.

14. I am a bit unclear as to how to submit our financial statements. Would you please clarify Tab 5.

I noticed on page 27 under Tab 5. Financial Capability that "Respondents must submit two most recent years of financial information, including a balance sheet and statement of operations. Complete audited financial statements are preferred, not required."

Then I noticed we are to "submit with the response in a separate sealed envelope.....one each audited balance sheet and profit and loss summary for the last calendar/fiscal year."

We would like to know if you'd like to see our two most recent years of financial statements within the submittal and then in addition a balance sheet and profit and loss summary which I believe is the statement of operations in a separate sealed envelope.

Our audited financial statements will total 14 pages. Will they count if submitted within the proposal towards the 100 page limit?

Please submit with the proposal one (1) copy of the two (2) most recent years financial statements including balance sheet and profit and loss statement (audited preferred) in a separate sealed envelope.

Please disregard any of the other financial information noted as required under Tab 5, only the information noted above in the sealed envelope is required.

The financial statements will not count toward the minimum 100 page limit.

Sign this addendum and include in your proposal package.

Signature

Company

Date