



May 2, 2023

## Addendum 2

The Request for Statement of Qualifications, RFQ 2023-01 (Design Criteria Professional and Owner's Representative Services – 802 East Canal Street Project) is hereby amended by this Addendum Number Two to modify Sections 2.0 and 4.01 of the request for statements of qualifications and to delete Attachment "I" of the request for statements of qualifications. To implement this addendum, **the following language modifications to the RFQ are hereby adopted and shall become a part of the RFQ** (text added is in underlined font and text deleted is in ~~strikethrough~~ font):

### **Section 2.0:**

## **2.0 SCOPE OF SERVICES**

The scope of services to be performed by the selected design criteria professional are:

### (1) Design Criteria Professional Services

This category consists of services that include consulting with the staff of the City of Mulberry and preparing a "design criteria package" consisting of concise, performance-oriented drawings or specifications and performance-based criteria for the City's planned 802 East Canal Street Project. The design criteria package to be prepared by the selected design criteria professional will include such items as the selected design criteria professional may believe, in the exercise of its professional judgment, are necessary or reasonable to provide to a design-builder in order to fully describe and deliver the planned 802 East Canal Street Project to the satisfaction of the City. At a minimum, the selected design criteria professional shall be obligated to furnish to the City a design criteria package for the 802 East Canal Street Project that contains the legal description of the site, survey information concerning the site, interior space requirements for planned municipal buildings, material quality standards, schematic layouts and conceptual design criteria, cost and budget estimates, design and construction schedule expectations and requirements, special site development requirements, special topographic concerns if any are observed or identified, special provisions for utilities, stormwater retention, and stormwater disposal, parking requirements for compliance with the City's Code of Ordinances and Unified Land Development Code, and special site remediation requirements, should any site remediation be necessary; and

### (2) Owner's Representative Services

This category consists of owner-optional services that may include consulting with the staff of the City of Mulberry and acting as the City of Mulberry's "Owner's Representative" during: (a) procurement of a design-builder for the planned 802 East Canal Street Project; (b) design of the planned 802 East Canal Street Project by the design-builder; and (c) construction of the planned 802 East Canal Street Project by the design-builder. If needed, services in this category shall be those typically performed by a staff engineer or staff architect for public construction projects. The ultimate scope of services to be performed in this category by the selected professional, if any, will be determined by task order at the City's sole need and discretion, and services that may be requested include, but are expressly not limited to, bidding phase assistance services, final design review and approval services, construction administration support services, correspondence and contractor pay request approval services, field support services, resident project representative services if any are deemed necessary, site observation and design-builder liaison

services, site remediation coordination and reporting services if any are deemed necessary, post-construction services and project close out services.

This request is issued pursuant to the design build exception and the competitive proposal selection process outlined in the Consultants' Competitive Negotiation Act ("CCNA"), codified at Section 287.055(9) of the Florida Statutes, and the City of Mulberry Procurement and Bidding Ordinance, codified at Sections 2-73.1, et seq. of the Code of Ordinances of the City of Mulberry. Specific procedures for short listing of firms and the selection of a proposal are outlined in this request document.

~~Selections from the initial set of studies, conceptual plans, and elevation renderings for development of the 802 East Canal Street Project municipal complex are attached to this solicitation as Attachment "I" and the~~ **The** selected professional will be expected to continue the work that has already been performed in order to generate a final design criteria package for the City.

#### **Section 4.01:**

#### **4.01 SCORING QUALIFICATION PACKAGE SUBMITTALS**

- A.** The City Clerk will facilitate the process and be the point of contact for all issues. No attempt should be made by Proposers to contact or influence any City staff directly or indirectly. The City shall score the entire process.
- B.** An adjectival scoring system shall be applied throughout the evaluation process for the evaluation of the written responses and the oral presentation/informal interviews (if applicable). A score of 0 is the least favorable and a score of 4 is the most favorable in all sections.
- C.** The City reserves the right to, at its sole discretion, use either a single scorer or a team of scorers to determine the recommended short listing of firms.
- D.** The Respondent's response will be scored by the City in accordance with the following scale:  
0 = Unsatisfactory: Not responsive to the question.  
1 = Below Minimum Standards: Responsive to the question but below acceptable standards.  
2 = Marginal: Minimal acceptable performance standards and responsive to the question.  
3 = Satisfactory: Above minimum performance, Effective and Responsive to the question.  
4 = Exceeds Expectations for effectiveness and responsiveness to the question.  
NOTE: The City's score will be multiplied by the "weighted value" assigned to the different sections listed here, resulting in the total score for that section.  
**For example: a City Score of 3 x Weighted Value of 10 = Total Section Score of 30**

#### **Tab 1 Respondent's Profile and Submittal Letter (Weighted Value 10)**

RFQ Submittal Letter and RFQ Proposed acknowledgement signed by authorized agent of the respondent organization with proof of authorization from the organization. A brief profile of the firm, including:

1. A brief history of the ~~prime firm of the design-build team~~
2. Organizational structure of the ~~prime firm of the design-build team~~
3. Organizational structure of the ~~design-build team~~, **if a team approach is envisioned**
4. Ownership interests / Desired direction of the Company
5. Type of present projects and projected direction of future project type

#### **Tab 2 Project Approach (Weighted Value 20)**

Briefly describe the methods you will employ for the following tasks:

1. Development of the Design Criteria for the Project
2. Coordination of Design Phase, Bidding Phase and Construction Phase Services with Design-Builder
3. Acting as Owner's Representative on a Design-Build Project
4. Construction, Accounting and Pay Submittal Management
5. Project Close-Out

Provide a brief proposed project schedule based upon the RFQ schedule attached to this solicitation as Attachment "A", identifying expected milestones and task objectives.

**Tab 3 Experience and Past Performance (Weighted Value 30)**

Based on the firm's experience with design/build renovations, provide a general analysis of the requirements and potential issues that may arise with developing design criteria for this project. Provide two or three examples of past work that would indicate the firm's ability to: (a) generate a design criteria package for use in a design-build contract setting; and (b) act as the owner's representative for an engineered or architecturally designed project of similar scope and/or size to the expected municipal project. ~~Specifically, discuss the identified project scope vs. budget, technical issues such as outdated utilities, the anticipated delivery schedule, and design factors to be considered with the identified site plan and scope. Respondents may submit any information they deem appropriate for evaluation of past performance with other design criteria professional contracts or design build contracts which have/had scope similar to the services detailed in the Scope of Services section of this RFQ. Submit the design/build firm's project experience, identifying two but no more than three design/build projects of comparable size and complexity.~~

~~For each project:~~

- ~~1. Indicate construction cost and completion date of each.~~
- ~~2. Describe the specific services provided by the firm for each project.~~
- ~~3. Size and Type of Project~~
- ~~4. Total square footage of building(s) constructed with the facility~~
- ~~5. Total project [final] construction cost~~
- ~~6. Cost/square foot~~
- ~~7. Any specialized renovation services provided above "standard" design and construction services.~~
- ~~8. Indicate the lead personnel on each representative project and their roles. Explain the individual's proposed role on this project, if different.~~
- ~~9. Provide the client's name and contact person, address, phone numbers.~~
- ~~10. Include any written references provided by clients.~~

~~The City requires that the firm's direct project experience be differentiated from individual staff experience. Therefore, if you choose to identify individuals' project experience (gained at other firms), this section should be clearly subdivided as follows:~~

- ~~1. Firm's Project Experience~~
- ~~2. Individuals' Project Experience (while employed by other firms)~~

**Litigation** - Identify all litigation in which your firm has been a party (including arbitration, administrative proceedings, etc.) or lawsuits during the last five (5) years involving a single client for claims. Include a brief description of the dispute and its current status. Describe the particular circumstances giving rise to the dispute and the actions that your firm took to attempt to settle the matter. Also, describe in detail any projects within the last five (5) years where liquidated damages, penalties, liens, defaults, cancellations of contract or termination of contract were imposed, sought to be imposed, threatened or filed against your organization.

Identify any disputes or claims in which your firm has been a party and which were resolved without legal action.

**Tab 4 Proposed Project Staff and Functions (Weighted Value 25)**

~~Provide an organizational chart of the proposed design/build team (including consultants). Indicate the relationship and lines of responsibility between the design and construction team(s). Clearly identify the point of contact for the project.~~

Provide resumes of key personnel, respective roles, education, and their experience in design and construction contract administration. Identify and highlight any experience as related to renovation of existing facilities and work on public facilities.

Licenses and Certificates – Provide copies of contractor, and professional registration licenses for ~~the team as well as~~ all ~~consultant firms~~ **consultants** proposed **to be used** for this project (these may be photographically reduced, as long as they are readable).

**Tab 5 References (Weighted Value 5)**

~~The Respondent must provide a minimum of three (3)~~ **Provide relevant** references from owner representatives for projects that the Firm has provided and/or is providing professional services, which are similar in scope to this RFQ **using similar personnel as identified in the key personnel list.** ~~References shall be current, dated within two (2) years of this solicitation.~~ The Respondent must utilize the Reference Form attached to this solicitation as Attachment “H” and this form must be submitted with the bid submittal.

**Tab 6 Work Load (Weighted Value 5)**

Provide a list of outstanding (active) projects, client names and status of completion, anticipated completion dates, dollars committed to open projects, and overall workload with all Owners including the City of Mulberry.

**Tab 7 Location (Weighted Value 5)**

Provide the physical address (3 year minimum) of the firms’ office from which the work will be administered. Attach a copy of your business license. Locations will be awarded points by location with highest value given to proximity to project:

- Polk County – 4
- Florida – 2
- Other - 1

**Tab 8 Confidential Materials, Financial Strength (Pass/Fail)**

Confidential materials shall be submitted in this section – any materials that qualify as “trade secrets” shall be segregated, clearly labeled and accompanied by an executed Non-Disclosure Agreement for Confidential Materials (Attachment “F”).

Disclose any material changes in the business operations of the Firm, including without limitation any pending bankruptcy proceedings, bankruptcies, receiverships, mergers, acquisitions, stock acquisitions or spin-offs which have occurred within the last three (3) years and any material pending or threatened litigation. If appropriate, discuss the impact of these changes on the Firm’s financial or managerial ability to perform the noted tasks under this Contract. Provide the name, title, address and phone number of the financial officer of the Firm responsible for providing this information.

All Respondents shall certify and provide a statement that they are financially stable and have the necessary resources, human and financial, to provide the services at the level required by the City of Mulberry.

**Tab 9 Insurance and Other Required Forms (Non-Scored)**

Attach evidence of required insurance coverage or proof of insurability in the amounts indicated or a satisfactory commitment to purchase insurance in the required coverages as outlined herein. If available, a properly completed ACORD Form is preferable. Final required forms must contain the correct solicitation and/or project number and City of Mulberry, Florida.

Complete & Return the following:

Completed Addenda's (if applicable)

Attachment "B" Drug Free Workplace

Attachment "C" Certification Regarding Debarment, Suspension Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

Attachment "D" Conflict of Interest

Attachment "E" Prohibition against Contingent Fees

Attachment "G" Certification Statement - Prohibition against Contracting with Scrutinized Companies

***Attachment "I" is deleted.***

Sincerely,

CITY OF MULBERRY, FLORIDA  
Jenn Garcia  
City Clerk