

1. ADDENDUM 1	2. EFFECTIVE DATE 9/11/2024	3. SOLICITATION NUMBER RFQ 24-1	4. SOLICITATION DESCRIPTION Architectural & Engineering Services for CJIC
5. ISSUED BY: COLLEGE OF CENTRAL FLORIDA TONY DENIS, DIRECTOR OF PURCHASING 3001 SW COLLEGE ROAD FOUNDERS HALLS/BLDG. 1/ROOM 109 OCALA FLORIDA 34478-1388 TELEPHONE: (352) 873-5815 FAX: (352) 291-4423		6. MAIL TO: COMPANY NAME: CONTACT: COMPANY ADDRESS: TELEPHONE:	

7. TYPE OF ACTION REQUESTED

Check one:

- A. THE CHANGE ORDER IS ISSUED TO INCREASE/DECREASE FUNDING AMOUNT AS SET FORTH IN ITEM 8 BELOW:
- B. THE ABOVE NUMBERED SOLICITATION IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES SET FORTH IN ITEM 8 BELOW:
- C. OTHER (Set forth in Item 8 below)

IMPORTANT: BIDDER IS NOT IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 ORIGINAL SIGNED COPY(IES) TO THE ISSUING OFFICE.

8. DESCRIPTION OF ADDENDUM:

The purpose of this addenda is to clarify and answer the following questions submitted for RFQ 24-1 during the advertisement period.

1) Is there a budget for the above RFQ?

At this time, this is a request for qualifications. Our best estimate utilizing the SREF is located on page 27 of the RFQ indicating a minimum of \$17,000,000.

2) Can we use spiral binding for our submittal? Will you accept a qualification document bound in something other than a 3-ring binder? If yes, what is acceptable?

Yes, a spiral bound packet is acceptable. The purpose of this request was to verify all submitted packages did not lose any of the required documents.

3) Page 10, Section C, 10.2 states "Request for Qualifications should be mechanically bound". Question: Can you please clarify "mechanically bound"?

For clarification, mechanical binding is a means of fastening sheets of paper together using metal or plastic attachments inserted through punched or drilled holes in the paper. In the past we have received submittals that were paperclipped and missing documents. The purpose for the use of mechanically bound submittal was so no qualified firm could claim they submitted a document that may have inadvertently gotten lost during the process.

4) Page 10, Section C, 10.2 states "Request for Qualifications ... should be limited to not more than 40 (8.5 inch x 11 inch) pages.." Question: If the SF 330 is included in the page count, can the page limitation be increased due to our SF 330 Forms for a full A/E team requires more than 1 firm and

multiple resumes? **Although considered a required form the SF330 shall not count towards the 40 page limitation of this submittal. This also will apply to the requested financial packet.**

5) Page 10, Section C, 10.2 states “Request for Qualifications ... should be limited to not more than 40 excluding covers, dividers, entire original RFQ...” Questions: Can you please explain what is meant by “Entire Original RFQ?” Should we be including a copy of the entire RFQ with our bound document? **The re-submission of the full RFQ is not required, just the mandatory submissions on page 31. In the past we have had potential firms send the full RFQ with initials on every page, but it is not a requirement.**

6) Page 10, Section C, 10.2 states “Request for Qualifications ... should be limited to not more than 40 excluding covers, dividers, entire original RFQ...” Questions: Are any, or all, of the Forms that are included in the RFQ (Section D; Section E; Section F; Section G; Section J; Section K) EXCLUDED from the 40 page limitation? If not all of the Form Sections are EXCLUDED from the page count, can you please Clarify which Forms Sections are INCLUDED in the page count and which forms are EXCLUDED in the page count limitations? **The only required forms that will not count towards the 40 page limit shall be the SF330 and the sealed financial packet.**

7) Regarding Section J – Question: Is Section J (Sf330) excluded from the 40 page limitation? **SF330 shall not be counted towards the 40 page limitation.**

8) Regarding the 40 page limitation: Question: If the SF 330 is included in the 40 page limitation, can we modify the SF 330 Form to fit more than 1 resume per page? **SF330 shall not be counted against the 40 page limitation. Do not alter the form.**

9) Regarding the ordering of the Qualifications Submittal: Question: Can all of the Forms (Sections D, E, F, G, J, K) and addenda go in one divider / section following the Evaluation Criteria? If not, where in the submittal would you like for those items to be? **Yes, All the forms can go in one section of the proposal. When receiving the bid submittals, this will assist checking in all the required documents.**

10) Regarding Insurance Required (Section C, 13.0) – Question: Do you need to see proof of insurance in the Qualifications submittal? If yes, can this page be excluded from the page limitation count? **Yes, please include your firms Certificate of Insurance. Due to exclusion of SF330 from the page limitation, the COI will be included in the 40 page submittal and should be in the required documentation divider.**

11) Question: What is meant by “website” in the Project Administration and Information Section I, Evaluation Criteria? **The purpose of requesting a firm’s website is to provide the College with some transparency into the firm’s history, operations and services. This will provide our evaluation committee insight whether a firm has the relevant experience, professionalism, credibility and reputation to handle the project at hand.**

12) Regarding the Design and Fee Schedule (Section C, 19.0) Question: Please define "Finalist". **A finalist is a firm that has ranked highly on the evaluation criteria and invited for an oral interview following the evaluation committee meeting on October 11th. The number of firms that will be considered finalists is dependent on the number of qualifying packets CF receives.**

13) Question: Is a Design and Fee Schedule to be submitted with the Qualifications document? If yes, can this be excluded from the page limitation count? **The design and fee schedule shall be excluded from the 40 page limitation on the bid proposal.**

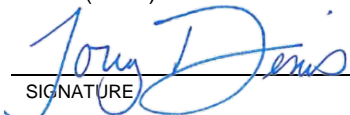
14) Question: Can you confirm that the Design and Fee Schedule can be a percentage of the total fee by phase? **Yes.**

15) Question: It is our understanding that we are submitting the below. Please clarify if this isn't correct:

- a. 1 Hard copy Original bound document (this includes the original, signed forms)
- b. 1 sealed envelope with a Financial Statement (this will be the only copy)
- c. 7 Additional bound hard copies of the Original bound document
- d. 1 electronic version on a thumb drive – this electronic version will NOT include the Financial Statement, is this correct?

The above statement is correct.

9. AUTHORIZED SIGNATURES REQUIRED

_____ NAME (PRINT)	_____ TITLE	TONY DENIS NAME (PRINT)	DIRECTOR OF PURCHASING TITLE
_____ SIGNATURE	_____ DATE SIGNED	 SIGNATURE	9/11/2024 DATE SIGNED