



NORTHWEST FLORIDA  
STATE COLLEGE

May 14, 2018

**ADDENDUM ACKNOWLEDGEMENT FORM  
RFQ 2017-2018 02 ADDENDUM #2**

Proposal No: RFQ #2017-2018-02

Proposal Title: Architect and Engineering Services Continuing Services Contract

Proposal Due Date: May 17, 2018 2:00 p.m. CST

Questions Due Date: May 6, 2018 4:30 p.m. CST

Proposal Opening: May 17, 2018 2:00 p.m. CST

PLEASE BE ADVISED THAT THE FOLLOWING CHANGES ARE APPLICABLE TO THE ORIGINAL SPECIFICATIONS OF THE ABOVE-REFERENCED RFQ:

This addendum includes the following:

**RESPONSE TO WRITTEN QUESTIONS RECEIVED:**

1. **Question:** On page 12 of the RFQ, it states that "it is recommended that a 3-ring binder be used." Is it permissible to spiral bind our proposal?  
**Response:** Yes
2. **Question:** On page 13 of the RFQ, it states that the proposal should be divided into 8 sections:
  1. Basic Information
  2. Minimum Qualifications / Corporate Information / Licenses
  3. Work Plan
  4. Project Administration and Information
  5. Qualification/experience of Firm
  6. Qualification/experience of Project Personnel
  7. Resolution of Litigation
  8. ReferencesHowever, under section B, the section headers are not the same as those listed above and there's one additional section. Which section headers should we use?  
**Response:** The headers listed above
3. **Question:** Please provide the names of any civil, structural, or MEP engineers currently working with the college.  
**Response:** Gustin, Cothorn & Tucker – Civil, Humber-Garick Consulting Engineers for Electrical, Mechanical, Avcon for Civil, Mechanical, Electrical

4. **Question:** Please confirm that the "project budget" noted on the "current or completed projects" for found on page 31 is the construction budget. I see you note "building & site" but just want to confirm that you are talking the construction budget and not the design fee budget for the building and site?  
**Response:** Construction budget.
  
5. **Question:** Please elaborate on what you are looking for with regards to "safety plan" and "safety policies" found in Item 4 & 6 on the Oral Presentation Criteria. We are used to seeing that for contractors but not normally for the design team. If you are simply looking to know if our staff is in compliance with the Jessica Lunsford Act requirements that we can provide but if you are looking for something else please elaborate?  
**Response:** That will be sufficient.
  
6. **Question:** We have read the scope of work on pages 1-3 of the RFQ and understand the broad range of projects and services that may occur under and continuing contract. That said normally the College has some specific idea of the first few projects that might be awarded to the firms selected. Does your Facilities Director know what the biggest need will be after award? For example a renovation of the Campus Fitness Center or a reroof of the Administration Building? If so could you please share those specifics so we can tailor our proposal experience?  
**Response:** Primarily interior renovations, additions, exterior envelopes.
  
7. **Question:** Could you elaborate on what type of disaster recovery services the College might need as noted in Item 5 on Page 1? Is it more systems related?  
**Response:** Yes
  
8. **Question:** Please clarify the meaning of "inconsistent funding amounts" as it relates to the "availability of the project executive and project architect" in question 4 on page 14? Are you asking if the project fee negotiated and approved does not include sufficient trips, meetings, etc of a project executive will they still show up and perform?  
**Response:** Correct
  
9. **Question:** Is current workload to be provided by the prime firm only or prime and consultants?  
**Response:** Prime and Consultants
  
10. **Question:** Please confirm that the College will utilize construction management as the method of construction on subsequent projects awarded under this contract. This impacts how we write our project approach.  
**Response:** Construction Management

THIS ADDENDUM NOW BECOMES A PART OF THE ORIGINAL RFQ.

THE ADDENDUM ACKNOWLEDGMENT FORM SHALL BE SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE, DATED AND RETURNED WITH THE RESPONSE.

COMPANY NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_