



### **ADDENDUM NO. 01**

This addendum is issued as part of the specifications and contract documents entitled:

**REQUEST FOR QUALIFICATIONS STATEMENTS (RFQ) FOR  
BUNNELL ADMINISTRATION/POLICE DEPARTMENT COMPLEX  
DESIGN – BUILD PROJECT  
RFQ No: 2022-02**

**Date Issued:** October 31, 2022

#### **A. QUESTIONS & ANSWERS**

Question 1: Can the City Publish the Sign-in Sheets from the Mandatory Pre-Submission Meeting held on Wednesday October 26, 2022?

**Answer 1: Yes, the three (3) Sign-in Sheet pages as well as two (2) pages of all the business cards collected have been included as part of this Addendum.**

Question 2: How many Selection Committee Members will there be, and will the scoring be subjective?

**Answer 2: There will be seven (7) Selection Committee members. Yes, there is a degree of subjectivity with scoring based upon each reviewer's interpretation of the qualifications packet and published scoring criteria.**

Question 3: Does the City need to stick to the estimated Budget?

**Answer 3: The City would like the Contractors to make every effort to stick to the estimated budget but the City understands that some of the elements may change in order to stick to the Budget. The City also understands that construction and material costs are increasing in this uncertain economic climate.**

Question 4: Is the City expecting a final design and construction budgets as part of Submitted RFQ Packet?

**Answer 4: The Concepts included within the RFQ are just that, Concepts. The Concepts are intended to be a starting point and changes to create the official design will be performed after the project is awarded via communication and meetings with the City. A final design is not expected as part of the RFQ packet. The primary purpose of the RFQ is to select the firm that will work best with the City through all project phases by having the time to devote to this project, a history of finishing projects on time and within budget. Please submit an anticipated project budgets for design and construction completion.**

Question 5: Is the project agreement available for review?

**Answer 5: The project agreement is unavailable at this time and will be presented at the time of award. Tasks and deadlines will be discussed and finalized within the agreement.**

Question 6: Will the number of required reference letters count toward the total page limit?

**Answer 6: Per Section IX Proposal Submission of the RFQ, required forms are excluded from the page count. Section IX.B. Required Forms Packet (Item 10) lists Client Reference Letters as a required form. Please note that no more than 5 reference letters are to be provided. To further clarify, kindly provide reference letters as follows: Three (3) for the Contractor, one (1) for the Architect and one (1) for the Civil Engineer. Limit each reference letter to one (1) single sided page.**

Question 7: Will a firm lose points or be disqualified for exceeding the page limit?

**Answer 7: Per Section IX Proposal Submission of the RFQ: Submissions in excess of 55 pages will not be disqualified; however, clarity, conciseness, and brevity will be scored in Completeness and Response evaluation.**

Question 8: Would the City like Hourly Rates Fee Schedules to be included with the Qualifications Submittal?

**Answer 8: Yes, please provide Hourly Rates Schedules for the Contractor, Architect and Civil Engineering Firms selected to be a part of the proposed team.**

Question 9: Project specific details regarding Tracts A & B and Lots 1 through 5 were asked at the Pre-Submittal meeting.

**Answer 9: It was clarified that the primary purpose of RFQ is for the City to evaluate the qualifications submissions and select the most qualified Contractor and Team to award the project to. Specific project details will be worked out with the selected Contractor Team during the actual project design.**

Question 10: Will the three (3) shortlisted most qualified firms have the opportunity to perform presentations to or interview with the City prior to final selection? If yes, when?

**Answer 10: Per Section V Selection Process of the RFQ: At the City's sole discretion, Proposers may be invited to appear for interviews by the Technical Review Committee or be asked to further demonstrate their qualifications, at a time and date to be determined by the City. It is important to note that per Section VII Evaluation Criteria, Point System: Shortlisted Firms will be reevaluated based upon the maximum total points of 280 per selection committee member for presentation/interview or written questions in lieu of presentation/interviews. Points are non-cumulative between the written Statement of Qualifications phase and the interview phase.**

Question 11: City of Bunnell RFQ 2022-02 was posted on Construction Bulletin this morning. We have a depth of experience with this type of project but noticed that the RFQ cover page indicates a "Mandatory Pre-Submittal Meeting" occurred yesterday.

Please confirm if we are eligible to pursue this RFQ or if our non-attendance at the meeting automatically disqualifies our firm.

**Answer 11: The City is confirming that the Mandatory Pre-Submittal Meeting was indeed mandatory and non-attendance at the meeting would automatically disqualify the Primary Contractor for nonattendance. To further clarify, it was specifically mandatory for the Primary Design Build Contractor to be present at the Mandatory Pre-Submittal Meeting and any Contractor not present would be disqualified. If the Architectural Firm and/or Civil Engineering Firm that the Primary Design Build Contractor chooses to select was not present, the RFQ will not be disqualified.**

Question 12: In regard to RFQ 2022-02, Section VII, Letter F. Effects of the Firms Current and Projected Workload, can you please confirm that the Firm's current workload, is in regard to the prime firm alone, and not the subconsultants? If not, is providing a three-year current and projected forecast for the key personnel's workload acceptable?

***Answer 12: The purpose of this section is to determine the Firms current and projected workload. As indicated in Section 1 of this section: the selection committee will consider the number of full and part time employees of the Firm and their sub-consultants. Answering the above question more specifically; yes, providing the three-year current and projected forecast for the key personnel's workload for the Prime Firm (being the Design Build Contractor), the Architectural Firm and the Engineering Firm will be acceptable.***

**ACKNOWLEDGEMENT:**

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Signature and Date

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Printed Name and Title

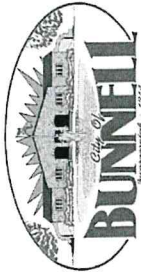
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Company Name

**PLEASE ACKNOWLEDGE AND INCLUDE THIS ADDENDUM IN YOUR RFQ SUBMISSION PACKET**

**END ADDENDUM NO. 01**

SIGN IN SHEET



CITY OF BUNNELL

RFQ 2022-02

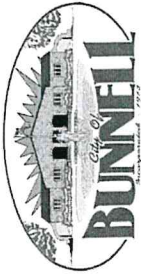
Mandatory Pre-Bid Submittal Meeting

October 26, 2022

rajem.com

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3 Jessica Ciurzynska	M PAUL GC	Jessica.Ciurzynski@mpaulgc.com	407 625 2344
4 Joseph D. Porzowski	Joseph Porzowski Architecture	Joseph@kflava.com	386-499-5650
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SIGN IN SHEET



CITY OF BUNNELL  
RFQ 2022-02  
Mandatory Pre-Bid Submittal Meeting  
October 26, 2022

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4	Lindsay Dasher	Gulfstream Design Group	lindsay@gulfstreamdesign.com	904-794-4231
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SIGN IN SHEET



CITY OF BUNNELL

RFQ 2022-02

Mandatory Pre-Bid Submittal Meeting

October 26, 2022

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