



**Addendum No. 2 to RFQ 2022-19  
PROFESSIONAL CONSULTING SERVICES  
(Professional Architectural Services, Professional Engineering Services  
Architectural Landscaping Services, Construction Engineering Inspection Services  
and/or Registered Surveying Services)**

*August 11, 2022*

**SECTION 1.0 SCHEDULE OF EVENTS – Please see dates adjusted in RED below**

Failure to comply with this or any other paragraph of this RFQ shall be sufficient reason for rejection of the bid.

***All times listed in the Schedule of Events are Eastern Standard Time (EST).***

<b><i>Event</i></b>	<b><i>Date/Time</i></b>
Proposal Advertisement Date	July 21, 2022
Release of Request for Proposal	July 21, 2022
Questions Due from Prospective Respondent	August 4, 2022
<b>Responses to Questions Due</b>	<b>August 11, 2022</b>
<b>Proposals Due to BOCC</b>	<b>August 19, 2022, by 3:00 P.M.</b>
Oral Presentations (if needed)	August 29 -August 31, 2022
Posting of Selection Committee Rankings	September 1, 2022
Board Consideration of Selection Committee Rankings and Authorization to Enter into Negotiations	September 19, 2022
Posting of Intended Award	September 20, 2022
Board Consideration of Intended Award	October 3, 2022
Posting of Notice of Award	October 4, 2022

**This addendum is being posted to provide responses to the questions that were received.**

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**Questions due August 4<sup>th</sup> and responses to proposal questions due on or before August 11<sup>th</sup>**

### **Questions and Answers**

Q1: Does the submitting firm need to qualify for all four Professional Services categories: Professional Architectural, Engineering and Architectural Landscaping Services, General Engineering Studies, Construction Management Services and/or Construction Engineering Services, and Registered Surveying and Mapping Services to be recognized as an eligible response?

A1. No, the submitting firm does not need to qualify for all four Professional Services. The County does ask that your proposal is clear as to which service the firm will provide.

Q2: Can a firm submit for one or two of the Professional Services categories a still be recognized as an eligible response?

A2. Yes, a firm can submit to one or more of the professional services categories however they must be separate submissions and the proposals must be clear as to which service the firm will provide.

Q3: How many firms does the County intend to select? (EG 5 or more, 10 or more, etc.)

A3. It is unknown how many firms the County will select. It depends on a number of factors such as number of qualified proposals and the evaluation committee's recommendations.

Q4: Who are the incumbent firms under contract to provide the services requested under this RFQ to the County?

A4. Wakulla County currently has the following firms under contract for RFQ 2017-26 Professional Consulting Services (CCNA): Hammond Design Group, DAG Architects, Baskerville-Donovan, Clemons Rutherford Architects, Genesis Group, Jones-Edmonds, Kimely-Horn, Cardno, Dewberry|Preble-Rish, Environmental Science Associates, Inovia, Anchor Consulting, North Florida Professional Services, Capital Engineering & Consulting, and Jim Stidham & Associates

Q5: Would a firm be allowed to submit as both a prime and a sub-consultant?

A5. No, not within the same proposal.

Q6: Would the County consider allowing proposals to be submitted double-sided? (IE, printed front and back?)

A6. Please follow closely the instructions to proposers and only when indicated in those instructions may a document be double sided.

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Q7: **Tab 2 – Executive Summary and Qualification Applications (Form 2)**, states: **“This summary should be no more than three (3), front and back, pages. Include Form 2, Qualification Application and Questionnaire.”**

Please confirm that this means **3 front and back pages** for the **Executive Summary**, and an **additional 3 front and back pages** for the **Qualification Application Form (Form 2)**. **(For a Total of 6 front and back pages under this Tab)**

A7. The Executive Summary may be up to 3 pages front and back and Form 2 would be an additional 3 pages double sided or 6 pages single sided. If more room is needed to address a particular question on Form 2 it is acceptable to add additional pages.

Q8: Would the County clarify the MBE requirements for this contract? (How can our team obtain all five points set aside for this criteria?)

A8. The submitting firm must be MBE certified in order to receive 5 points for MBE requirements. This criterion is noted in Florida Statute 287.055 Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services for CCNA. For more information regarding MBE certification please visit: [https://www.dms.myflorida.com/agency\\_administration/office\\_of\\_supplier\\_diversity\\_osd/get\\_certified](https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd/get_certified)

Q9: Is the County looking for a team to deliver all of the services listed on page 5 (3.2) or a select number of services based on our in-house capabilities?

A9. Wakulla County is looking for firms who can provide each professional service as noted in 3.2. If a firm is qualified to provide one or more of those services, the firm must submit a separate proposal for each service.

Q10: As currently worded, we believe that the indemnity provision in Article 15.1 and 15.2 on page 15 of the RFQ is not in compliance with FL Statute 725.08 and is unenforceable. Please consider rewording same to conform with the statute.

- Suggested language per FL Statutes 725.08: “The design professional shall indemnify and hold harmless the agency, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract.”
- Form #4 in this RFQ tracks FL Statutes 725.08 verbatim

A10. Article 15 of Appendix B – Contract for Professional Consulting Services, is Hereby Amended to Read as follows:

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15.1 The Consultant agrees to indemnify and hold harmless and defend the County, its officers, agents and employees against any loss, damage or expense (including all costs and reasonable attorneys' fees) suffered by County from any claim, demand, judgment, decree, or cause of action of any kind or nature arising out of any negligent error, omission, negligent act, recklessness, or intentionally wrongful act of Consultant, its agents, servants, or employees, in the performance of services under this Contract.

15.2 Consultant acknowledges that the general conditions of any construction contract shall include language, satisfactory to the County's attorney, in which the contractor agrees to hold harmless and to defend County, Consultant, their agents and employees, from all suits and actions, including attorney's fees, and all costs of litigation and judgments of any name and description arising out of or incidental to the performance of the construction contract or work performed thereunder. County acknowledges that Consultant shall be expressly named as an indemnified party, and shall be held harmless, in the general conditions of any construction contract, and shall be named as an additional insured in any contractor's insurance policies.

15.3 The first ten dollars (\$10.00) of remuneration paid to Consultant under this Contract shall be in consideration for the indemnification provided for in this section.

Q11: Would the County please remove any mention of a fiduciary duty or our acceptance of a relationship of "trust and confidence"? A Design Professional cannot be a fiduciary to its client as it is not qualified to be an advisor to the Client on business and financial matters and this type of relationship exceeds the Standard of Care to be provided by Design Professionals.

- We would suggest replacing the portion of 25.1 (promote the best interest of County and assume towards County a duty of the highest trust, confidence and fair dealing) with the following: "perform its services in accordance with the professional standard of care, which is the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided."

A11. The County rejects this proposed change.

Q12: Are both a Certificate of Insurance with the required amounts stated in Appendix, Article 14 of the RFQ as well as a Bond required by the Proposer?

A12. A Certificate of Insurance is required however a Bond is not required. The Bond portion is part of our standard language and will be stricken when the agreement is issued to the selected firms. Please see response to Q26 for further clarification.

Q13: May a respondent submit qualifications for a single service (CEI, Survey, engineering)? Or does the county want to select teams that include all services?

A13. Yes, a firm may submit a proposal for a single professional service.

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Q14: The Instructions to Proposers instructs the proposer to submit three (3) original hard copy and one (1) electronic copy. Do you want all three original copies including all forms to have a wet signature?

**A14. Please submit one wet signature and two copies.**

Q15: Form 2- Qualification Application and Questionnaire, Item 3. asks the proposer, *“Describe and give contact information of current projects that you have underway. Do you have a project(s) underway which might interfere with the start of this Work and completion on schedule?”* This section also has a page limitation of 3-pages front and back and the form will take that amount itself. If the County wants a comprehensive listing of current projects with contacts information, may we supplement the form with an attached listing of projects?

**A15. Please refer to A7.**

Q16: How many firms will the County select for this Contract?

**A16. Please refer to A3.**

Q17: Do we need to submit on all parts of this RFP? Can we submit on CEI services alone?

**A17. A firm may submit a proposal for one of the professional services. The firm doesn't have to provide all 4 professional services in order to be considered.**

Q18: Does Form 2 count toward the three-page limit (front and back) for Tab 2, or is the page limit for us to compose an Executive Summary in addition to Form 2?

**A18. Please refer to A7.**

Q19: Do we need to submit ink signed forms and letters of reference in each of the 3 hard copies?

**A19. Please submit one wet signature and two copies for the forms. The letters of reference do not need to have wet signatures but can be photocopies.**

Q20: In regard to the MBE certification in Tab 6, is the county only interested in the prime firm's MBE status, or can we include the MBE status of each subconsultant?

**A20. To qualify for the points for MBE Certification, the prime firm must have MBE status.**

Q21: Form 2, Question 1. Florida General Business Number? Do you wish to see our LLC # or DBPR License number?

**A21. We are asking for your FEIN/FEID number not your DBPR number.**

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Q22: Form 2, page 9. The form states CORPORATION? To be technical we not a sole proprietor, partnership or corporation we are an LLC. We assume we would utilize that area for listing our LLC status.

**A22. Yes, please use the corporation section to list your LLC.**

Q23: Form 11, page 21. LIST OF PROPOSED CONTRACTORS? Here we would be listing our outside professional consultants, such as mechanical, electrical, and plumbing engineers that would assist in the completion of the work proposed.

**A23. Yes, please use Form 11 to identify any contractors your firm would utilize in order to provide the professional service your firm is proposing.**

Q24: On Page 1 of the Instructions to Proposers, it states: "Proposers interested in the Work are instructed to submit three (3) original hard copy and one (1) electronic copy (non-returnable USB flash drive)." Is it your intent that we submit 1 original hardcopy with wet signature and 2 additional hard copies? Or did you want all 3 hard copies to have a wet signature?

**Q24. Please refer to A14.**

Q25: On Page 2 of the Instructions to Proposers, it states: "TAB 2 – EXECUTIVE SUMMARY AND QUALIFICATION APPLICATION (FORM 2) This summary should be no more than three (3), front and back, pages. Include Form 2, Qualification Application and Questionnaire." Does this mean we can include a narrative executive summary up to six pages (this is 3 pages front and back), in addition to the 6-page Form 2? Or is the Executive Summary section intended to only be Form 2? Can you please clarify.

**A25. Please refer to A7.**

Q26: This Request For Qualifications will result in a Professional Services Agreement with Architects and Engineers. Bonds are appropriate and necessary for General Contractors, but not for Architects and Engineers. Architects and Engineers maintain professional liability insurance which stays in effect long after projects are completed. Bonds are almost never commercially available to Architects and Engineers. Will the County delete all references to the requirement of Payment Bond, Performance Bond and Proposal Bonds as stated in the Standard Terms and Conditions- Paragraph 9.6.2 of the RFQ?

**A26. Performance and Payment Bonds are not applicable to this RFQ. Section 9.6.2 of the Intent and General Information Section of the RFQ is hereby amended to read as follows:**

**A Performance and Payment Bond issued in a sum equal to **one-hundred (100%) percent of the total awarded Contract amount** by a surety company considered satisfactory by the County and otherwise authorized to transact business in the State of Florida **will not** be required from the successful Respondent for purposes of insuring the faithful performance of the obligations imposed by the resulting Proposal and for purposes of protecting the County from lawsuits for**

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non- payment of debts as might be incurred during the successful Respondent's performance under such Contract. When applicable, the performance and payment bond form will be included in the Contract Documents and said form must be properly executed by the surety company and successful Respondent within fifteen (15) calendar days after notification by the County of the County's intent to award the Contract.

If, within fifteen (15) calendar days after notification by the County of the County's intent to award a Contract, the successful Respondent refuses or otherwise neglects to execute the required written Contract or fails to furnish the required Performance and Payment Bond, the amount of the Respondent's Proposal security (check or Proposal Bond) shall be forfeited and the same shall be retained by the County. **No plea of mistake in the Proposal or misunderstanding of the conditions of forfeiture shall be available to the Respondent for the recovery of his/her/its Proposal security or as a defense to any action based upon the neglect or refusal to execute a written Contract Agreement.**

Q27: As to the Insurance requirement in the contract (Articles 14.1 and 14.4), Consultant's insurance carrier will not provide sixty (60) days' notice for cancellation, renewal, or expiration of insurance. In the past the County has modified this provision to accept the industry standard of thirty (30) days' notice regarding cancellation, renewal, or expiration of insurance. Would the County agree to do so again?

**A27. After consultation with Wakulla County's legal counsel, Wakulla County will modify Articles 14.1 and 14.4 of the Contract to allow for thirty (30) days' notice regarding cancellation, renewal or expiration of insurance.**

Q28: As to the Miscellaneous provisions in Article 25.1, the County elevates the standard of care by using the words 'highest trust and confidence'. In the past the County modified this sentence as stated below. Would the County agree to the same modification again?

*"Consultant, in representing County, shall promote the best interest of County and assume towards County a duty of the highest trust, confidence good faith and fair dealing."*

**A28. The County rejects this proposed change.**

Q29: Please provide clarification on the requirement listed on page 5 of the Intent and General Information file that says, "The selected firms should be headquartered or have a Florida Regional office within 50 miles of Wakulla County and must be capable of having its staff on the project with within three hours if needed." In the past the requirement was clarified to mean that the firm be located in 50 miles, or the staff be capable of being on the project site within 3 hours. Will it still be acceptable if the staff is capable of being on site within 3 hours, even if the office is outside of the 50-mile radius?

**A29: Wakulla County would like to clarify the statement "The selected firms should be headquartered or have a Florida Regional office within 50 miles of Wakulla County and must be capable of having its staff on the project with within three hours if needed." Wakulla County will**

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accept proposals from firms headquartered or have a Florida Regional Office within 50 miles of Wakulla County **OR** are capable of having its staff on the project site within three (3) hours.

Q30: There are points awarded for an MBE firm. Is this for the prime only, or will points be awarded for a subconsultant that is a MBE? Will points be awarded for a SBE or WBE prime or subconsultant firm?

**A30. The points for MBE certification will be awarded to the prime firm who has submitted the proposal for the professional service.**

Q31: Form 2 for Tab 2 is 6 pages in length and Tab 2 is limited to 6 pages. Our response to No. 8 – Litigation, does not fit in the space provided. Do we have the option to place that information elsewhere and reference where to find that information under No. 8? Since we are a corporation, and not a partnership or sole proprietorship, may we eliminate this page and use the space for the response to No. 8 for litigation, arbitration?

**A31. If you need additional space for any response on Form 2, please add additional pages as necessary.**

Q32: Can we include projects performed by FDOT or municipal clients as part of the projects completed within Wakulla County in the past 3 years if they are in Wakulla County?

**A32. Yes, please include projects performed by FDOT or municipal clients as part of the projects completed within Wakulla County in the past 3 years.**

Q33: For the 3 original copies of the proposal, do you want 3 original copies with original signatures on each form or is one original and 2 copies sufficient?

**A33. Please refer to A14.**

Q34: Referring to 6.5 of the Intent and General Information, “All names shall be printed in ink below the signatures”, can you please elaborate on what exactly this means and if it applies to all forms where a printed name line is not present? Is a typed version sufficient?

**A34. Yes, a typed version is sufficient.**

Q35: Who will be required to attend the oral presentations?

**A35. It will be up to the firm as to whom should attend the oral presentations.**

Q36: When referring to “description of work” on Form 3 – Reference Form, what information are you looking for here as there is not enough room to include an entire scope of work?



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A35. On Form 3 – Reference Form, if you need additional space, please feel free to add additional pages.