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**Posted Date:** January 31, 2018

**Solicitation No.:** CN180028TJM

**Solicitation Name:** Annual-Structural Engineering Services

**Subject:** Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

**NOTE: FAILURE TO USE AN ADDENDUMS REVISED FORM SHALL DEEM BIDDER NON-RESPONSIVE.**

**ATTACHMENT: Addendum 1-Form 1a.**

1.	Does the County require a licensed Structural Engineer for the submittal or is a P.E. acceptable with experience?
<b>Answer</b>	Submitting firm must identify a minimum of one key staff member, or subcontractor listed as a key staff member, in which holds a current Professional Engineering License- with a Structural Engineer endorsement. Submit a copy of all applicable licensing with the firm's proposal submittal.
2.	<p>Are the terms of this contract a total of 4 years or 5 years?</p> <p><i>Page 9, Terms and Conditions of the RFP document states:</i>  26.2. RFP – Term:  26.2.1. Unless otherwise stated in the scope of work, specifications, or special conditions the default contract term shall be <b>one (1) year</b> with three (3), one (1) year renewals for a total of four (4) years upon mutual written agreement of both parties.</p> <p><i>Page 14, Special Conditions of RFP document states:</i>  2. TERM OF AWARD  If awarded, award will be made to the most responsible and responsive proposer or proposers based on the evaluation criteria. The terms of the resulting contract or contracts shall be in effect for <b>two (2) years</b> with three (3) one (1) year renewal periods upon mutual written agreement of both parties.</p>
<b>Answer</b>	Per Section 2, Terms and Conditions, Order of Precedence- the Special Conditions supersedes the Terms and Conditions. Any resulting agreement will be a possible 5 year term.

3.	Does the County have an idea of how many (or percentage of submitting firms) they will select for this continuing contract?
Answer	No. The County currently has 12 vendors on contract. We will look at the historical data and upcoming workload and the County will determine the amount of vendors awarded.
4.	For item Reference Survey Form, is it correct to state these Reference Survey Forms are to be sent to those clients listed within Reference Form 1A? How many references are required?
Answer	The Reference Survey may be sent to <u>any</u> clients to complete. Three (3) Reference Surveys are required.
5.	May a firm create their own Form 1A, with the same specific items in the provided form by the County, in order to permit room to response to the items?
Answer	Our form should be used; however, if more room is needed and the content is copied in full, a firm may recreate the same form to provide more space. Please ensure that you follow the 10 point font size and clearly mark the form as Form 1A.

**On the SUBMITTAL REQUIREMENTS & EVALUATION CRITERIA**

**TAB 1: Qualifications of Firm**

- Provide a description of your firm, your firm’s experience, and underlying philosophy in providing the services as described and requested herein. Description should include details such as: abilities, capacity, skill, strengths, number of years, etc...
- **Provide a letter of bond-ability from a Surety company, on their letterhead, specifying and confirming your firm’s bonding capability.**

**TAB 2: Company Relevant Experience & Reference**

- Provide details of a minimum of three (3) projects similar in scope and with a project size of up to \$2,000,000 **for structural engineering projects** that your firm has completed within the past five (5) years. Details for each project example provided should include on Form 1a:
  - Project Name
  - Project Address
  - Customer Name
  - Customer Contact Information
    - Point of contact Name, Phone, and Email
  - Brief description of work provided.
  - Initial costs of work
  - Final costs of work
  - Number of change orders
  - Total completion time (From Notice to Proceed to Final Invoice payment)
- Provide a statement of understanding that your firm recognizes the County reserves the right to evaluate the proposing Firm on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship, late delivery, etc.) as part of their experience criteria.
- **On the Reference Survey:**
  - **Complete the Reference Survey form attached herein and provide three (3) references on the form provided.**

**TAB 4: Personnel**

- Provide a detailed description of the firm's **specific** project management team that will be assigned to the Lee County contract. Identify the roles and responsibilities of the primary team members as they pertain/apply to the Project Approach and include details that demonstrate individual's knowledge and understanding of the types of services to be performed as well as previous experience in similar or related work.
- Firm must identify staff member that will serve as Project Director that shall be authorized and responsible to act on behalf of the Consultant with respect to directing, coordinating and administering all aspects of the services to be provided and performed. **Submitting firm must identify a minimum of one key staff member, or subcontractor listed as a key staff member, in which holds a current Professional Engineering License- with a Structural Engineer endorsement.**
- Provide a statement acknowledging your firm's understanding that the project management team/key team members assigned to the Lee County contract, as described above, shall not be substituted without the expressed permission of Lee County.
- Provide resumes of proposed **specific** project management team to be assigned to the Lee County contract. Provide organizational chart showing key personnel.  
\*Resumes are not included within page restrictions, but should be limited to one (1) page per person.\*

***On the REQUIRED FORMS REQUEST FOR PROPOSAL CCNA:***

***Include any licenses or certifications requested*** (if applicable) Professional Engineer License-**with a Structural Engineering endorsement** of **either** the firm and/**or** at least one key personnel (**note: personnel with the Structural Engineering endorsement may be subcontracted**) and are requested to be returned with bid or proposal package.

***Include –Letter of Bondability (Required)*** –Letter of Bondability from a Surety company, on their letterhead, specifying and confirming your firm's bonding capability.

**BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.**

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.**

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Lee County Procurement Management