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**Posted Date:** April 27, 2020

**Solicitation No.:** CN200224JJB

**Solicitation Name:** Miscellaneous Professional 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.

**1. QUESTIONS/ANSWERS**

1.	Can you tell us if the attached RFP is about establishing a Library for upcoming projects? Or, is this separate from the so called Library?
<b>Answer</b>	<b>This solicitation will replace the County's current contracts for Misc. Professional Services under RFP160126.</b>
2.	On page 15, General Scope of Work, services are now including "Environmental Assessments", "Engineering & Land Surveys", and "Construction Stake-out and As-Built Survey". Please clarify if this new Miscellaneous Professional Services contract will replace and now include the current Environmental Consulting Contract (CN180454DLK) and Surveying & Mapping Services Contract (AN180051ANB) so they will fall under this Miscellaneous Professional Services contract, or will they remain their own separate contracts.
<b>Answer</b>	<b>This contract will not replace the above mentioned contracts.</b>
3.	The RFP shows land surveying, construction stakeout and asbuilt surveys as separate items on page 15. If we submit for Land Surveying, our services will include construction stakeout and asbuilt survey. Do we have to submit for each service as it is listed?
<b>Answer</b>	<b>No, the CONSULTANT shall submit one proposal.</b>
4.	Can we include subconsultants or does the county want us to submit for just those services we can provide on our own?
<b>Answer</b>	<b>Please refer to Page 28 of the Solicitation Package. Please list all known sub proposer/consultants on this form with your proposal.</b>
5.	Can the county please re-evaluate and increase the page limit? The tabs/dividers and required forms total 15 pages and therefore have already exceeded the 10 page limit. Please advise.
<b>Answer</b>	<b>The tabs/dividers, required forms, and resumes do not count toward the 10 page limit.</b>

6.	In reference to the Utility Coordination and Utility Relocation Plans bulleted scope item, are the Utility Relocation Plans considered relocation design plans? For example, are you requesting consolidation of all UAO relocation plans into a single plan set or are you requesting relocation design plans (meaning a design effort)?
<b>Answer</b>	<b>The scope of this solicitation is general in nature and is to capture a wide variety of general Professional Services anticipated to be needed by the County. Specific projects will be defined, negotiated and authorized through issuance of a Supplemental Task Authorization.</b>
7.	In reference to the Engineering & Land Surveys bullet, is that bulleted scope item intended to be interpreted as Engineering Surveys & Land Surveys?
<b>Answer</b>	<b>Yes.</b>
8.	Subsurface Utility Exploration is typically a function associated with Surveying and Mapping or General Engineering Design. Is it the intent for this service to be bundled with Geotechnical Service as opposed to Surveying and Mapping or General Engineering Design?
<b>Answer</b>	<b>No.</b>
9.	If we pursue more than one bulleted scope item, would you please clarify how we should organize our response? For example, may our 3 projects and 3 reference surveys cover all scope items we are pursuing?
<b>Answer</b>	<b>The CONSULTANT shall put their proposal together however they deem fit. The 3 projects may encompass all scope items firm is able to provide.</b>
10.	Will the 10-page limit still apply if we pursue more than one scope item?
<b>Answer</b>	<b>Yes.</b>
11.	Due to COVID-19, the Stay as Home Order, and the fact that employees are working from home without access to large-scale printing/production equipment, may we submit the proposal entirely electronically, via email as a single PDF with scanned signatures rather than submitting an original printed proposal and PDF on a USB flash drive? We ask because it will be difficult to obtain original signatures and notarizations and reference surveys to include in an original booklet when many are working from home and in different locations.
<b>Answer</b>	<b>Lee County at this time is not accepting electronic bids. The County Procurement office is still receiving mail and hand delivered documents during this time and encourages firms to take necessary steps to maintain social distancing recommendations and guidelines while meeting the requirements of this solicitation. Firms may digitally prepare all proposal documentation and submit to limited parties for final signature, notary (remote notary acceptable), final preparation and mailing.</b>
12.	Does the county anticipate moving the submission method for CN200224JJB - Miscellaneous Professional Services to online only?  If not, will the Procurement Management offices be open to receive mailed in or hand delivered submittals on June 15?
<b>Answer</b>	<b>Please see answer to question #11.</b>
13.	How many days prior to the due date will the County make the determination regarding submission method?
<b>Answer</b>	<b>Please see answer to question #11.</b>

14.	In regards to the above solicitation, would construction managers qualify for this opportunity?
<b>Answer</b>	<b>Construction Managers may qualify. Firms must ensure they meet licensure requirements through prime or sub firms when selected to provide services under this Agreement when requested as part of the Supplemental Task Authorization process.</b>
15.	What day is the first addendum answering questions expected to be posted?
<b>Answer</b>	<b>Addendums are compiled and posted as soon as feasible. Interested firms shall continue to monitor the project webpage for updates.</b>
16.	Pg 7, #16 Sub-Proposer/Consultant, 16.1 states “The use of sub-Proposer/consultant under this solicitation is not allowed without prior written authorization from the County representative.”  Please clarify if prime firms are allowed to have subconsultants on their team
<b>Answer</b>	<b>Yes. Please refer to Page 28 of the Solicitation Package. Please list all known sub proposer/consultants on this form with your proposal.</b>
17.	Pg 15, 1. General Scope of Work – Please clarify if the County is selecting firms based on what services they can provide in-house or if the County is looking for firms to provide a team with subconsultants that can cover all the listed services.
<b>Answer</b>	<b>There is not a preference at this time. The County is seeking to contract with multiple firms able to provide a variety of the services described within this solicitation.</b>
18.	I hope this email finds you well. I had a question regarding the subject referenced RFP. Will the County allow firms to propose on certain elements of the scope of work, or must they propose on everything? For instance, HBK Engineering would like to propose on the following: <ul style="list-style-type: none"> <li>• Utility Coordination and Utility Relocation Plans</li> <li>• Engineering and Land Surveys</li> <li>• Construction Stake-out and As-Built Surveys</li> <li>• Geotechnical Services and Subsurface Utility Exploration</li> <li>• Structural Inspections and Analysis</li> <li>• Permits and Permit Compliance</li> </ul> Is this something the County would consider?
<b>Answer</b>	<b>CONSULTANTS may propose on certain elements or all elements. The scope provided is general in nature and firms are not expected to be able to perform every element of the presented scope. Individual projects will be awarded via Supplemental Task Authorization and will have a varying need of skill sets under the umbrella of Professional Services.</b>
19.	I have a question concerning the RFP CN200224JJB for Miscellaneous Professional Services currently advertised by Lee County. There is a myriad services being sought as part of this RFP (listed on pdf page number 15). Is a respondent required to provide all services listed or can specialty firms submit on only certain services they identify in their proposal?  Thank you for any clarification you can provide.
<b>Answer</b>	<b>Please see answer to #18.</b>

20.	Is it the County's desire to have Consultants include sub consultants on their team, such that all the 19 services listed on page 15 of the solicitation are able to be performed by the consultant. For example if a consultant does not perform "Geotechnical Services and Subsurface Utility Exploration" service in-house, should we list the sub consultant(s) in our response for which we would propose to team with to accomplish those service?
<b>Answer</b>	<b>Yes. Known sub-consultants may be listed at time of submission. Sub-consultants may also be added following award through the Supplemental Task Authorization process for project specific needs.</b>
21.	Will CN200224JJB accommodate the increases to the maximum limits for continuing contracts covered by CCNA (\$4MM Construction / \$500,000 Study) as outlined in Florida House (HB 441) and Senate (SB 506) effective July 1, 2020?
<b>Answer</b>	<b>The new legislature is under review and dependent on the final review and language of the legislature such may apply to the contracts associated with this solicitation as this is considered a Continuing Services Contract.</b>
22.	We were recently awarded the Miscellaneous Architectural Services contract that has a similar description for design and construction of projects. Can you clarify if this new request for proposal is for specialty engineers or should firms already under contract apply for this rfp as well?
<b>Answer</b>	<b>Any firm in welcomed to submit a proposal for this solicitation.</b>
23.	For the attached RFP: Does the County intend to have proposers add in sub-consultants for certain scope such as Structural or Geotechnical?  Or, does the County intend to select Structural and Geotechnical consultants separately.
<b>Answer</b>	<b>The County intends to award this continuing services contract to a pool of qualified CONSULTANT(S) to perform work on an as-needed basis over the term of this Agreement.</b>
24.	Can you please clarify if this solicitation includes Architectural Design Services?
<b>Answer</b>	<b>Services under this solicitation may include design services. See General Scope of Work for additional details.</b>

**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