



**REQUEST FOR QUALIFICATIONS
DESIGN-BUILD NEW SERVICE CENTER PROJECT
Solicitation Number: Q-14-001-DD
Job Nos.: 11-7701**

**ADDENDUM 3
FEBRUARY 13, 2014**

This addendum includes responses to questions, as well as revisions to the RFQ.

CHANGES TO THE RFQ

1. Page 2, Section I. Project Information B. , amend by adding #4 to read:

Design phase: With the expectation that both sites for the Project may be designed and constructed simultaneously, it is likewise anticipated that the design services will be performed by a single core group of Design Professionals, not two (2) separate A/E firms. While there are two (2) distinct sites, it is expected that there is a common single cohesive design approach with common core elements. Design deliverables for each site shall be produced and coordinated simultaneously. If the Respondent proposes a differing approach, it must be indicated in the Project Approach narrative within the Statements of Qualifications.

2. Page 5, of Addendum 2 Section II. C. 1. Project Team, Max Number of Pages that reads:

30 pages (page count does include resumes)

Is amended to read:

40 pages (page count does include resumes)

3. Page 8, Section II. C. Project Approach, E. Safety Program and Records (4 points) that reads:

E. Safety Program and Records (4 points)

- 1) Provide a summary of Respondent's firm/team's safety record specifically for the projects that are represented in the "Design Team and Project Experience" section of the SOQ.
- 2) Respondent shall submit an example of a Safety Procedures Plan from a previous DB project, which should include:
 - a. Emergency Procedures
 - b. Safety Permits and Procedures for permitting
 - c. General Safety Requirements
 - d. Safety Program
 - e. Safety Procedures
 - f. Job Site Inspections
 - g. Fall Protection Policy
 - h. Lockout Tag Out Procedure
 - i. Confined Space Entry
 - j. Written Hazard Communication Program
 - k. Violation and Safety Assessment Procedure
 - l. Competent Person Verification Form
 - m. Site Inspection Report
 - n. Safety Check

Is amended to read:

E. Safety Program and Records (4 points)

- 1) Provide a summary of Respondent's firm/team's safety record specifically for the projects that are represented in the "Design Team and Project Experience" section of the SOQ.
- 2) Respondent shall submit an example of a Safety Procedures Plan from a previous DB project, which should include:
 - a. Emergency Procedures
 - b. Safety Permits and Procedures for permitting
 - c. General Safety Requirements
 - d. Safety Program
 - e. Safety Procedures
 - f. Job Site Inspections
 - g. Fall Protection Policy
 - h. Lockout Tag Out Procedure
 - i. Confined Space Entry
 - j. Written Hazard Communication Program
 - k. Violation and Safety Assessment Procedure
 - l. Competent Person Verification Form
 - m. Site Inspection Report
 - n. Safety Check
 - o. Safety record on at least three (3) previous projects of similar size and scope – include OSHA TRIR for last three years and experience modifier for last three years
 - p. Violation history and results

4. Page 15, Section IV. Submitting a Response, B. 5. that reads:

Responses are limited to a maximum of 75 pages per submittal. A single side equals to a single page. **Required forms do not count toward the page limit.** Required forms are the Submittal Response Checklist, Respondent Questionnaire Insurance requirements, and Conflict of Interest Questionnaire.

Is amended to read:

Responses are limited to a maximum of 85 pages per submittal. A single side equals to a single page. **Required forms do not count toward the page limit.** Required forms are the Submittal Response Checklist, Respondent Questionnaire Insurance requirements, and Conflict of Interest Questionnaire.

5. Page 15, Section IV. Submitting a Response, B. 6. that reads:

Responses should be clear, concise, and complete. They should be submitted using an 8 ½" by 11" portrait format. 11" by 17" inserts are also allowable, but will count as two (2) pages in the page count limitation. These pages **will** count towards the page limit amount of 75 pages.

Is amended to read:

Responses should be clear, concise, and complete. They should be submitted using an 8 ½" by 11" portrait format. 11" by 17" inserts are also allowable, but will count as two (2) pages in the page count limitation. These pages **will** count towards the page limit amount of 85 pages.

END OF CHANGES TO THE RFQ

CLARIFICATIONS

1. Items that are not required do not count towards the page limitation. Please see the attached Required Documents Matrix, which will assist Respondents in ensuring that do not exceed the page count.
2. Though resumes are limited to one (1) page, it is not required that each page be dedicated to only one team member. Half page resumes are allowable.

END OF CLARIFICATIONS

END OF ADDENDUM #3

Design-Build: New Service Center Project

Q-14-001-DD

Required Documents Matrix

Documents	Section within RFQ	Page # within the RFQ	Counts Towards Page Limit	Required Document - Does <u>Not</u> Count Towards Page Limit
Licensure and Certification	I. Project Information, D. Additional Requirements 4. Licensure Certification	4		X
Firm History and Background	Evaluation Criteria: Project Team 1	6	X	
Exhibit "E" Staffing Plan including Organizational Chart	Evaluation Criteria: Project Team 2) and 4)	6		X
Key Personnel Resumes	Evaluation Criteria: Project Team 3)	6	X	
Key Personnel Succession Plan	Evaluation Criteria: Project Team 5)	6	X	
Proposed List of Subcontractors	Evaluation Criteria: Project Team 6)	6	X	
Project Team Narrative of Team History, Additional Skills	Evaluation Criteria: Project Team 7) thru 8)	6	X	
Project Approach : Summary of Project Approach	Evaluation Criteria: Project Approach - A. 1) thru 5)	6	X	
Project Approach: Risk Identification, etc.	Evaluation Criteria: Project Approach - A. 6)	7		X
Project Approach: General Coordination	Evaluation Criteria: Project Approach - B.	7	X	
Project Approach: GMP approach	Evaluation Criteria: Project Approach - C.	7	X	
Project Approach: Recovery schedule, Monthly Status Report, 2-week Look Ahead, CPMS reporting	Evaluation Criteria: Project Approach - D.	7		X
Project Approach: Safety Program and Records (including the up to 3 page Safety Plan)	Evaluation Criteria: Project Approach - E.	8		X
Comparable Design Experience Project Sheets	Evaluation Criteria: Comparable Design Experience 1)	8	X	
Comparable Design Experience Narrative	Evaluation Criteria: Comparable Design Experience 2) thru 5)	9	X	
Comparable Construction Experience Project Sheets	Evaluation Criteria: Comparable Construction Experience - 1)	9	X	
Comparable Construction Experience Narrative	Evaluation Criteria: Comparable Construction Experience 2) thru 5)	9-10	X	
Quality Narrative (limit to 5 pages)	Evaluation Criteria: Quality Assurance/Quality Control	10	X	
SMWB Narrative (limit to 5 pages)	Evaluation Criteria: SMWB Narrative	11	X	
Financial Statement	Evaluation Criteria 2. Financial Resources	11-12		X
Disclosure Statement (if applicable)	Evaluation Criteria 2. Financial Resources	11-12		X
Respondent Questionnaire	IV. Submitting a Response- C.3 Respondent Questionnaire	16		X
Submittal Response Checklist	IV. Submitting a Response- C.2 Submittal Response Checklist	16		X
Table of Contents	IV. Submitting a Response- C.1 Table of Contents	16		X
Exhibit "A" Insurance requirements and Proof of Liability	V. Other Required Documents to Submit	17		X
Exhibit "B" Conflict of Interest Questionnaire	V. Other Required Documents to Submit	17		X
Exhibit "C" Security Procedures Acknowledgement	V. Other Required Documents to Submit	17		X
Exhibit "D" Project Reference Form	V. Other Required Documents to Submit	17		X
Tabs/Dividers and Introductory 1 page Cover Page to Submittal	Tabs/Dividers	N/A		X