

#	Question	Answer
1	Page 10, item 6. Related Experience – the instructions say to include items a – m; however, fields are not provided in the application for us to provide all the requested information. Please advise as to how we can provide this info and where.	<p>Section 6, pages 6-15 of the application has been revised to provide space for items a through m as requested in the general information package, section E6 on page 10. To avoid the need to re-type the entire application, a separate application supplement file containing only section 6 has been created. The existing application you already have should still be used except for section 6 and the revised section 6 supplement file should now be included with your original application.</p> <p>The separate revision file entitled “Application-Revised-Section-6” and can be downloaded from <a href="http://www.palmbeachstate.edu/purchasing/bid-openings.aspx">http://www.palmbeachstate.edu/purchasing/bid-openings.aspx</a>.</p>
2	Scope of Services/Projects, page 4 – For “Testing & Inspection Services” Do you anticipate any other types of inspections (i.e. threshold, private provider, roofing, building envelope)?	Yes - under Structural or Geotechnical Engineering services (1) threshold inspection services may be requested. Other specialty inspections may also be required such as welding, steel bolts, etc.
3	Page 11, 7. Sustainable or LEED Certified Projects – Geotechnical, materials testing & environmental firms generally do not execute the LEED process for projects. And most consultants/owners hire LEED consultants to do this from my understanding. We have provided professional engineering & inspection services for projects that are LEED certified. Is it permissible to list 3 of the projects we have been involved with?	Yes, list any projects where LEED was utilized by the Owner. The college no longer uses LEED as a measure of sustainability, but accepts that most consultants consider it the industry standard and have used it for several years. It applies primarily to MEP services but all disciplines should be familiar with the processes & principles. The college now uses the IGCC - International Green Construction Code exclusively, and encourages ALL consultants to be familiar with its applications.
4	Application, item 2 Applicant – Business Structure – Is “Office Locations (Home)” a firm’s headquarters?  “Other” – is this additional offices that may assist w/providing services?	Yes, a firm’s headquarters is their primary business location (home). Other “branch” offices are considered convenience and supplemental locations, available to provide more “localized” service. If a firm has a “home” office in Tampa, and a branch office in Jupiter, the local office is considered a Palm Beach County office.
5	Application, item 5. Applicant, Assigned Project Staff – the majority of titles are not representative of our firm’s staff/services & we cannot alter them on your form. Please advise as to how we should demonstrate titles that are applicable. Or should we just leave the lines blank for the titles that are not applicable?	Provide the titles that your firm uses for the specific discipline you are applying for using the “Other” section at the bottom of item 5. If item 5, including the “other” section is already filled out, then attach an additional page separate from this application.
6	Page 10, item 5. Assigned Staff & Firm’s Staff Experience Profile, a. Licenses and Certificates – Where should our Palm Beach Co. business license be listed?	Use the “Other” ” section at the bottom of item 5. If item 5, including the “other” section is already filled out, then attach an additional page separate from this application.

#	Question	Answer
7	<p>H. General Conditions, Page 16, Conflict of Interest – states that proposers should disclose the name of anyone who is an employee or relative of PBSC.</p> <ul style="list-style-type: none"> <li>• Do you mean relative of an employee of PBSC?</li> <li>• Also, we do have an employee that instructs (CWE Adjunct Instructor and a NCCER Core Curricula Instructor) at PBSC’s Gardens campus. Where are we supposed to identify this in our response?                             <ul style="list-style-type: none"> <li>○ Does this disqualify us from submitting?</li> </ul> </li> <li>• Page 18, Insurance Requirements – states that “the application must list any sub-contractor that will perform work under this application.” Where should we indicate this in our application?</li> </ul>	<p>Yes.</p> <p>Yes.</p> <p>No, this is not grounds for disqualification, only disclosure.</p> <p>This general requirement does not apply to this RFQ. No indication of subcontractors is required.</p>
8	<p>We are noticing that there are some requirements for architectural, geotechnical, and civil engineering services on pages 3 and 4 of the RFQ. However, the provided PDF forms applicants are to fill out do not have any provisions to provide names of subconsultants or teaming partners.</p> <p>Do pure MEP or Structural engineering firms need to provide information on these additional services? If so, how do we proceed? Or is the RFQ simply covering the scope of all 4 contracts being advertised?</p>	<p>A firm that submits on this RFQ does not need to include sub-consultants or any teaming partners. They may submit as a single or multi-disciplined engineering firm. Selections of firms will be based on the firm that submits, not any sub-consultants that they may list, unless the response is in the form of a joint venture.</p>
9	<p>Are we to also include an architect, as well as any other engineering disciplines in our response (i.e. complete team, architectural, civil, structural, etc), or will be using the other teams chosen for this contract in these disciplines?</p>	<p>Please refer to the answer to question 8.</p>

#	Question	Answer
10	<p>1. Project Experience (Section 6): In the photograph(s) area, can we insert a PDF that includes both photographs and text? Or is text not allowed?</p> <p>2. Project Experience (Section 6): Can we add one additional 8.5x11 sheet of paper for each project (thereby creating room for a project write-up and other pertinent information)?</p> <p>3. Applicant Firm Staffing Organizational Chart (Section 5.1): Since you cannot insert a PDF or formatted text into this section, can we type in “see attached” and attach an 8.5x11 sheet of paper with an illustration of the organizational chart?</p>	<p>Text is allowable.</p> <p>Yes, as a separate attachment.</p> <p>Yes.</p>
11	<p>Page 7, Item 8 – “The minimum qualifying information outlined in this document is required to be submitted by an applicant to be eligible for consideration by the Committee and the Board of Trustees.”</p> <p>What else might you look for that would be acceptable to post in this Application type submittal?</p> <p>I’m a little concerned about not putting enough info in our submittal.</p>	<p>We are only looking at the information requested; Please fill out the application completely.</p>
12	<p>Questions regarding the Application:</p> <p>Page 7, Item 8 – “The minimum qualifying information outlined in this document is required to be submitted by an applicant to be eligible for consideration by the Committee and the Board of Trustees.”</p> <p>What else might you look for that would be acceptable to post in this Application type submittal?</p> <p>Would you prefer us to use Tab/Numbered Dividers for each of the sections of the application?</p>	<p>We are only looking at the information requested; Please fill out the application completely.</p> <p>Yes, if you would like to do that, no objection.</p>
13	<p>Business Structure</p> <p>Would you like us to provide you with Corporate Certificate?</p>	<p>No.</p>

#	Question	Answer
14	<p>Assigned Staff and Firms Staff Experiences</p> <p>a. License and Certificates</p> <p>Would you like us to provide you with our teams Professional Licenses and Firm COA?</p> <p>Should we provide resumes?</p>	<p>No.</p> <p>No.</p>
15	<p>I have downloaded the Revised Section 6, however, it is a secured document and cannot be combined into the original response document. Are we to submit this Revised Section 6 as a 'separate' document, with the original response document?</p>	<p>Submit as a separate document; also refer to the answer to question 1.</p>
16	<p>I e-mailed you the below question regarding the MEP Continuing Services Contract RFQ. I saw a response to a different question posted on-line this morning, but no answer to my question. Will you be responding to it?</p>	<p>Yes. All questions have now been answered and posted within this Q&amp;A document.</p>
17	<p>According to the above referenced RFQ, page 2, questions were to be directed to David Chojnacki, Procurement Director, and the cut off for these questions was 4/13/16. However I just noticed on your Purchasing/Bid Openings page it states that all questions concerning active bids must be submitted to purchasing@palmbeachstate.edu, therefore, I have attached two questions I submitted to Mr. Chojnacki, one on April 13, 2016, prior to the cut-off, the other question was a result of The College's response to someone else's question and concerns the Section 6 (Projects) attachment.</p> <p>If you can clarify/respond, it would be very much appreciated. If not, I understand. Please see attached.</p>	<p>The two attached questions you reference have been answered. Please refer to the answers to questions 9 &amp; 15.</p>