

Questions & Answers:

Question: RFQ 12/13-09 is a locked PDF. Could you please change the security setting so that the proposers can extract the attachments to send to the varies parties?

Answer: This document will only be released in a locked PDF format.

Question: In reference to supplier diversity, will points be awarded for certified SBE as well as MBE?

Answer: No additional points are granted for SBE.

Question: Financial Attestation form - Attachment A: Will a compiled financial statement from my CPA be acceptable in place of the "audited financial statement" for a sole proprietor? My CPA does not do audited financial statements.

Answer: In the case of a sole proprietor, Yes.

Question: According to number 13 on page 8 of the RFQ it states that it is a "writable" pdf. However on areas such as "Project Compatibility" in the application forms, it is not writable and the document is locked. Would you be able to issue another set of forms that has the areas that you request text that would allow us to in fact write in the necessary information?

Answer: The application document has been modified to allow data entry into all fields.

Question: How many Attachment B References are required for the submittal?

Answer: There are no minimum amount of references required, however applicant's should provide what they believe an adequate number of references of previous clients who's projects were similar in size and type to those being considered in this RFQ.

Question: In Section 6: Related Project Experience of the RFQ Application form, are we to list all Continuing Service Contract projects completed under one contract per page or are we to list each individual task order separately?

Answer: In Section 6, one representative project should be listed on each page up to a total of 10 individual projects. If the listed project was performed under a continuing contract, that fact should be listed on that project sheet.

Question: We do not typically have our CPA prepare an audited annual financial statement. Therefore, he is unable to answer the questions on the Financial Attestation Form. Is there an alternative method to convey our firm's financial status for the purposes of this proposal?

Answer: In addition to your best attempt to complete the Financial Attestation form, you can provide a copy of your company's most recent financial statement.

Question: Should the "Proposal's Checklist" be bound in with the completed Application form? If so, where (front or back)? And should we include all four pages of it (3, 4, 5, and 6)?

Answer: The proposer's checklist include all pages and should be included in front of the bound copy.

Question: Section 8 of the Application Form, "Contract Work with the College," asks at the bottom for Total Number of Projects Completed, and the sum total of construction costs for those projects. How do you define "Completed"? That is, should we include projects we are still working on, and estimate their eventual construction costs?

Answer: For the purpose of this RFQ, please include any work that has been awarded to your firm, no matter the stage of construction, and include the estimated or projected construction costs.

Question: Can you tell me how many copies of the RFQ response are required?

Answer: Please submit only 1 hard copy.

Question: In Section 6, related project experience, we are unable to insert pictures as the form is secured in this section. Would you be able to issue this section in a writable format?

Answer: The application document has been modified to allow image entry into all image-required fields.

Question: In Section 5, assigned project staff, where resumes are requested. Do you want us to include the Palm Beach State College letter head above the resumes and then insert the resumes directly behind section 5? Or are we to create an appendix at the end of the document for these resumes? Would each resume need to be on a different page or can we list as many that can fit onto one page?

Answer: Please attach requested resumes directly behind Section 5. As long as it is clear, you may put as many resumes on a page as will fit.

Question: In reference to Final Attestation Form Attachment A – I see on the Q&A dated 5/7/13, third question, that sole proprietors do not need audited financial statements. Do corporations need audited financials, or will a compiled statement from our CPA suffice?

Answer: A compiled statement from your CPA is sufficient.

Question: Is it the intent of PBSC to solicit design firms specializing in the field of Building Envelope Consulting and its subcategory of Roof Consulting in the Architectural Services RFQ currently open?

Answer: As long as a firm employs a Florida licensed architect(s) and can meet the other conditions of this RFQ, they are able to submit their proposal for consideration. The scope of the work under these contracts may include, but will not be limited to, building envelop and roofing work.

Question: Does PBSC consider Building Envelope Consulting as a separate design area of expertise from Architectural Services and if so does PBSC solicit for these services in a separate RFQ?

Answer: The College has no current intent to solicit for building envelop and roofing work as a separate RFQ.

Question: In Section 6 of the application (Related project Experience) there is no place to enter a project description, only photos. Should we attach a separate sheet with items a – m for each project?

Answer: The application document has been modified to allow project description entry of required data.

Question: Several locations in the application and checklist there is reference to RFQ proposal signed by an authorized officer. Is there a signature form?

Answer: A signature form has been posted as *Addendum A – Submission Response Form*.

Question: In the Addendum A that has been issued, there is no place for us to type in the area code. Since you have requested that there is to be no handwriting other than signatures, then there needs to be a new form to fill out to permit us to enter the area code.

Answer: The form has been modified to allow a complete telephone number with area code.

Question: How can I add documents and pictures to the application if there is not originally a space for it in the form?

Answer: You cannot add extra to the application but once the hard copy is created and the binder is created, the last step should be to create a total PDF of your binder materials. You can include extra information that way.