

Questions & Answers:

**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 includes all pages and should be included in front of the bound 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:** After reviewing the RFP I didn’t find where it explained the duration of the contract. Is it similar to past Continuing Services where is a one year contract with PBSC having the option to renew each year for up to three total years or has that changed?

**Answer:** The intent is to issue a one year continuing contract for CM at Risk services, with the option for two one year renewals, for a total of up to three possible total years.

**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:** Page 12 of 24, Item 8 – Related Building Experience of the RFQ document asks for additional items for each project which is not on the fillable application form. For example, project location, function/project use and occupancy type, nature of firms responsibility, project user's representative name, address and telephone number, work for which the firm's staff was responsible, present status of the project, an firm's project manager and key professionals involved on the project and who of that staff would be assigned to the project covered by this RFQ. Would you like us to provide this information on additional pages added to the application form? Or how would you like us to answer these items?

**Answer:** The application document has been previously updated to allow entry of all required data listed in the RFQ.

**Question:** Initial Bid Solicitation Document – Section (F) Application; We understand that the entire document must be completed without changes, do the addendum and attachments follow the application?

**Answer:** Yes.

**Question:** Initial Bid Solicitation Document – Section (F) Application; Can we submit additional information after the addendum and attachments such as item 6 Supplier diversity, we are not a diversity vendor however have a comprehensive diversity program?

**Answer:** Yes, but please remain brief.

**Question:** Initial Bid Solicitation Document – Section (F) Application; Can we place resumes after the addendum and attachments?

**Answer:** Yes, but please remain brief.

**Question:** Initial Bid Solicitation Document – Section (F) Application; Can we place our W9 after the addendum and attachments?

**Answer:** Yes.

**Question:** Initial Bid Solicitation Document – Section (F) Application; Page 9 Section (D) #2 mentions State and Federal Grants and Davis Bacon Act, can we add our policy and procedures after the addendum and attachments?

**Answer:** Yes, but please remain brief.

**Question:** Subsequent contract RFQ 1213-10 Construction Manager at Risk – Is this document included for reference only?

**Answer:** Yes

**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.

**Question:** Can you please tell me how many reference forms you would like completed for each firm submitting?

**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:** Can Attachment B1 (Cover sheet for References) and Attachment B 2 (Reference Performance Evaluation Survey) be issued to us as a separate document so that we may forward this to our clients for them to complete. Right now it is part of the locked PDF file and these pages cannot be extracted.

**Answer:** Please print the attachments and send them separately.

**Question:** Could you tell me where I can find if there will be any upcoming pre-bid meetings?

**Answer:** Any information regarding bids or bid meetings can be found at <http://www.palmbeachstate.edu/purchasing/Documents/Initial-Bid-Solicitation-RFQ-1213-10-Construction-Manager-at-Risk-extended.pdf> , section I - Project Milestone Schedule.

**Question:** In the RFQ's writable .pdf form, Item No. 4 Supplier Diversity does not provide a section to respond to the required information requested in No. 6 Supplier Diversity, item B: Project M/WBE Participation Strategies, page 11 of 24. Please advise where the response should be included in the writable .pdf form.

**Answer:** The application document has been updated to allow entry of all required data listed in the RFQ.

**Question:** RFQ, Section G. Interviews – The RFP indicates that the three to five firms with the highest scores will go through the interview presentation. If the intent is to contract with three to five firms as stated during the May 29th Pre-Bid Meeting is it likely that more than five firms will be selected to go through interview presentation stage?

**Answer:** The number of firms that will be short listed and therefore interviewed will depend on the number and assortment of the submissions as it is in the best interest of the College.

**Question:** Owner/CM Agreement, Article 2 – Since some of the projects assigned to the CMs under this contract may be quite small (i.e. less than \$100,000) will the College consider streamlining some of the contract requirements under Article 2.1 Project Management Information Systems (PMIS) of the Agreement for the smaller projects?

**Answer:** Yes, project size and complexity will determine extent of reporting required, which will be established and confirmed in a written agreement in the pre-construction phase of each project.

**Question:** Application, Section 4 – Supplier Diversity – Although the title of the second box is “Non-minority Firm Profile” it is our understanding that all firms, including minority firms, are required to complete this information regarding the firm’s diversity profile. Is this correct?

**Answer:** Yes.

**Question:** Application, Section 5 – Applicant –Assigned Project Staff – The positions listed are for architectural firms. Will a revised form be issued for construction managers?

**Answer:** A revised application has been posted online.

**Question:** Application, Section 6 – Related Project Experience – The form has a space for “Firm’s Project Architect and Key Professionals Involved”. Will a revised form be issued for construction managers?

**Answer:** A revised application has been posted online.