



## **ADDENDUM NO. 1**

### **REQUEST FOR PROPOSAL (RFP) No. 22-05 TOWN OF CUTLER BAY DESIGN SERVICES FOR 16-ACRE LEGACY PARK AND MUNICIPAL COMPLEX**

Addendum No. 1 form shall be part of the original RFP No. 22-05 DESIGN SERVICES FOR 16-ACRE LEGACY PARK AND MUNICIPAL COMPLEX document and modifies the original RFP as noted below:

#### **REVISION TO ORIGINAL RFP DOCUMENTS BELOW: “RED”**

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Sealed RFP submittals must be received by **March 10, 2023, at 3:00 PM EST**. Late submissions may not be considered. The proposer shall bear all costs associated with the preparation and submission of the qualifications **Proposal** package.

The Town of Cutler Bay reserves the right to accept or reject any and/or all ~~Qualification~~ **Proposal** Packages or parts of ~~Qualification~~ **Proposal** Packages, and to request re-submittal of the required materials or services.

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#### **2.2 Submission Requirements**

Sealed ~~Qualification~~ **Proposal** Packages will be received at:

Town of Cutler Bay  
10720 Caribbean Blvd., Suite 105 Cutler Bay, FL 33189

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#### **2.4 Submission Requirements/ Criteria for Selection**

Your proposal shall include, at a minimum, the following information:

##### **General Firm Information**

- ~~• General Information about your firm such as size, location(s), etc.~~
- ~~• Dollar volume of business per year broken out by sector.~~
- ~~• List and describe the status of any pending litigation or arbitration.~~

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**Specific Firm Experience**

- ~~Five (5) examples of your Firm's previous projects providing services similar to those identified in the scope of services herein over the last ten (10) years. For each project listed in this section, the following shall be included:~~
  - ~~Project name, location, description, and purpose.~~
  - ~~Project budget and final cost.~~
  - ~~Cost savings.~~
  - ~~Scope of services provided.~~
  - ~~Contact name, phone number and e-mail address for each client.~~
- ~~Provide examples of your firm's approach to interacting with the State of Florida's various governmental agencies for zoning, permitting, etc., and how this approach ensures that authorities having jurisdiction do not delay the project schedule.~~
- ~~Identify and provide qualifications for all sub-consultants that will be part of your team. Also note previous relevant projects on which your firm has worked with these sub-consultants.~~

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**Qualification of Project Team**

- ~~Proposed organization chart identifying key professionals, their area(s) of responsibility and extent of their availability.~~
- ~~Provide resumes for staff members that are proposed as team members for the services described herein.~~

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2.5 RFP Evaluation Scoring Criteria

Criteria		Maximum Points
<del>1.</del>	<b><u>General Firm Information</u></b> General Information about your firm such as size, location(s), etc. Dollar volume of business per year broken out by sector. List and describe the status of any pending litigation or arbitration.	<del>5</del>
<del>2.</del>	<b><u>Specific Firm Experience</u></b> Provide examples of your Firm's, and for all sub-consultants, previous projects providing services similar to those identified in the scope of services. Provide examples of your firm's approach to interacting with the State of Florida's various governmental agencies for zoning, permitting, etc., and how this approach ensures that authorities having jurisdiction do not delay the project schedule.	<del>5</del>
<del>3.</del>	<b><u>Qualification of Project Team</u></b> Resumes and an Organization chart of the proposed team members which identifies their area(s) of responsibility and extent of their availability.	<del>10</del>
<del>4.</del> <b>1</b>	<b><u>Project Approach</u></b> Describe how your Firm currently manages project organization; manages schedule and budget; develops design; public relations; incorporation of public feedback; etc. Demonstrate your ability to lead a collaborative design process with value-based design. Provide specific examples of projects that you have successfully delivered within the pre-established Owner budget constraints.	<del>10</del> <b>10</b>
<del>5.</del> <b>2</b>	<b><u>Design Concept</u></b> Provide a thorough explanation of the approach planned for this project along with a design concept, and a project schedule. Provide narrative describing intentions and actions of resilient/sustainable elements that would be considered for this project. Describe how the project will align with the Town's Green Master Plan.	<del>35</del> <b>40</b>
<del>6.</del> <b>3</b>	<b><u>Interview</u></b> Each short-listed Firm will participate in a twenty (20)-minute oral presentation followed by up to a ten (10)-minute questions-and-answer session before the Town Council.	<del>25</del> <b>20</b>
<del>7.</del> <b>4</b>	<b><u>Fee Proposal</u></b> Review of Attachment "C," list of hourly rates, and reimbursables.	<del>25</del> <b>30</b>
<b>TOTAL</b>		<b>100</b>