

ADDENDUM 1
TO REQUEST FOR QUALIFICATION
ARCHITECTURAL, PLANNING, DESIGN AND BUILDING ENGINEERING SERVICES
FOR CONTINUING SERVICE CONTRACT
PUR-RFQ-12-2
FOR
CANAVERAL PORT AUTHORITY
January 31, 2012

This addendum is issued as part of the Contract Documents for the above described project. The changes incorporated in this addendum shall be considered as a part of the documents and shall supersede, amend, add to, clarify, or subtract from those conditions shown in the original documents. The Proposer shall take care to coordinate modifications herein with all trades and disciplines related to the work. The Proposer shall acknowledge receipt of this addendum on their proposal by addendum number and date. Failure to do so may subject Proposer to disqualification.

SENT VIA U-SEND-IT – 3 PAGES TOTAL

_____ (NAME OF YOUR COMPANY)

NOTE:

PLEASE SIGN _____ AND **RETURN THIS FIRST SHEET ONLY** VIA E-MAIL OR FAX to KAREN PAPPAS. KPAPPAS@PORTCANAVERAL.COM or (321) 783-3522 Fax

THIS VERIFIES THAT YOU HAVE RECEIVED THE ADDENDUM.

GENERAL

1. THE PROPOSAL SUBMISSION DATE REMAINS THURSDAY, FEBRUARY 16, 2012 at 2:00 PM (EDT).

SPECIFICATIONS

1. There are no specification changes at this time.

DRAWINGS

1. Not applicable.

QUESTIONS AND RESPONSES:

1. **QUESTION 01:** Currently we hold a Continuing Contract with the Port. Can we rely on the renewal of our current contract or should we apply to the current RFP?

RESPONSE: The Canaveral Port Authority (CPA) has had a major change in staff, the way business is conducted and the way projects are delivered in the Infrastructure (Engineering) Department during the past year. The prior RFQ and subsequent awards on continuing service contracts did not take any of the current project delivery methods into consideration. CM at Risk, Design/Build and other methods not

previously used by CPA will continue to be the focus on project delivery. CPA also foresees adding projects not previously envisioned when the previous RFP was issued years ago.

CPA has reevaluated the professional service needs it will have over the upcoming five to ten years and has specifically worded this new RFQ so that the Port has access to the kinds of firms, talent and resources required. Current contracts allowed teams based on levels of sub consultants and while some possess the skills needed, others rely on their sub consultants for what should be prime contracts. CPA wants firm(s) that have the disciplines outlined as part of their own firm and not as part of an ad hoc team or as a sub consultant when embarking on certain projects. CPA is seeking innovative, problem solving, cutting edge and proactive project delivery firms who have performed way beyond anything previously built at the Port before and who can assist in bringing resources to Port Canaveral as it continues to grow into a world class multi use port.

Firms currently providing services for CPA under a continuing service contract will continue to be used when the project is right for those services desired or required. Firms holding a continuing services contract and have not been selected would not need to submit to these new RFP's unless the Firm has new talents, key designers and skills not included in the previous RFQ. CPA wants to stress that being selected as a continuous contract firm does not come with any guarantees of work nor does it mean that the Port will call upon your resources. Having the contract means your Firm met certain minimum qualifications that CPA may need in the future and if the need and skill set line up, your firm could be asked for a proposal.

CPA suggests you carefully review the qualifications and experience in the new RFQ request. The Port is looking for potential firms that have all the resources in the RFQ under one roof and with the years of experience and project history asked for. The scoring on the RFQ will be specific on each qualification asked for. If you do not have those qualifications, your score in the RFQ process will reflect it.

There is no need to respond to the RFQ if your firm now has a continuous contract unless your firm did not previously have the skill set or years of experience and now you possess them. CPA welcomes all responses. Firms will not be penalized nor will it change your status if you do or do not respond to this RFQ, even if you already have an existing contract. CPA's existing contracts will not be canceled or done away with and will continue to be renewed as always. This RFQ does not replace the existing firm on continuing contracts but allows the Port access to skill sets and firms envisioned for future needs.

2. **QUESTION 02:** If tabs are left blank and intended as divider pages, will they count against the 100 page limit? If so, it seems the actual page limit for the proposal is 75 pages (100-25[for blank tabs]=75). If blank tabs are counted in the 100 page limit, can information for consideration as part of the proposal be printed on the tab, so that the majority of the 100 pages can be utilized?

RESPONSE: Covers, backs, and divider tabs will not count as pages provided no additional information or company propaganda is included on those pages.

3. **QUESTION 03:** Tab 17, References requires the submission of three reference letters from our clients. In lieu of reference letters, may we submit Past Performance Surveys

that our clients have filled out for submission to the U.S. Army or Navy? (providing, of course, that these surveys are signed and dated within the past two years)

RESPONSE: Reference letters must be submitted from Owner Representatives and must be provided on their letterhead which details your firm's role, level of service provided and how competitive your firm was to be selected. Company surveys signed by Owners will not be acceptable as a letter of reference.

4. **QUESTION 04:** The RFQ states that Design-Build Experience is a must, and we must submit relevant design-build projects in the proposal. Does this indicate that we should we team with a construction company and show construction management personnel within the proposal? Or should we show only design personnel?

RESPONSE: We are only looking for the experience of the team to show design-build experience. Personnel for the proposal should only be for the design side.

END OF ADDENDUM #1
Issued via USendIt
by
authority of the Canaveral Port Authority