

ADDENDUM NO. 1

February 7, 2019

Request for Qualifications No. 18-19-01 PLANNING

For the Purpose of Establishing a List of Pre-Qualified Consultants for Various Planning, Engineering, Architecture and Design Services ("Services")

TO: ALL PROSPECTIVE PROPOSERS:

The following changes, additions, clarifications, and/or deletions amend the above-captioned Request for Qualifications, and shall become an integral part of the Proposals submitted, and the Professional Services Agreements to be executed for the Purpose of Establishing a List of Pre-Qualified Consultants for Various Planning, Engineering, Architecture and Design Services ("Services")– **Request for Qualifications ("RFQ") No. 18-19-01** (the "Services"). Please note the contents herein, and affix same to the documents you have on hand.

All attachments (if any) are available on the Miami DDA website, and are part of this Addendum.

A. The following are revisions to the RFQ's documents and forms.

1. **3.2 Page limitations added**
- 3.3 Page limitations added**
- 3.4 Page limitations added**

2. ~~3.5~~ **Fee structure**

~~Since this is an RFQ for establishing a list of consultants for future services in order to allow for the estimation of costs dependent on type of service, please provide hourly rates for each person within your firm categorized for each type of service for which you shall be providing a proposal. Please list hourly rate position (i.e., President, Vice President, Principal, Administrator, etc.).~~

3. 6.2 Proposal Evaluation

CRITERIA	POINTS
Overall Quality of Submittal	20
Qualification of Proposer/Staff	35
Proposer's Experience	35
Hourly Rates and Staffing Strategy	10
TOTAL POINTS	100

Revised Proposal Evaluation

CRITERIA	POINTS
Firm Profile	10
Overall Quality of Submittal	20
Qualification of Proposer/Staff	35
Proposer's Experience	35
TOTAL POINTS	100

4. The following section has been amended.

Section 7.2 Consultant Selection Process of Prequalified Consultants, on AS NEEDED basis:

- a) Project is identified
- b) Scope of Work / Task Order is prepared by staff
- c) Pre-Qualified Consultants are reviewed by staff for qualifications consistent with the proposed Scope of Work / Task Order
- d) Task Order proposal requests sent out to select Pre-Qualified Consultant(s)
- e) Task Order proposal responses received from Consultant(s) are reviewed and ranked by staff
- f) Preferred Consultant Selection Thresholds:
 - i. up to \$50k – decision by Executive Director
 - ii. More than \$50k – decision by Miami DDA Board
- g) Consultant Contacted
- h) Contract Negotiated and Awarded
- i) **Fee Structure**
 - i. **The Miami DDA will move into the compensation negotiation process only after the submitting firms have been reviewed and ranked based on their ability to provide the requested professional services. Fee structures are not required to be submitted with this proposal.**