

**Q&A DOCUMENT**  
**2019-RB-29 PROJECT MANAGEMENT SERVICES**

1. **Page 5, 2.0, Scope of Work:** Second Paragraph states that “At the College’s option, to expedite the administration of design and construction agreements, the Program Management Firm may hold design and construction contracts. Is the intent that the selected consultant may provide design or construction services, as requested by the College?  
A: Pending an answer from Facilities
2. **Page 8, 3.9, Qualifying Information Required:** The section asks respondents to provide the proposed team to complete “...ALL work described on each of the three projects.” Please clarify as to what “three projects” are being referred to and what section this information is to be provided in.  
A: Please disregard the reference to “three projects”. This is a selection to prequalify one or more firm to provide the requested services to projects as needed
3. **Page 10, 3.9.2, Federal Government Standard Form 330:** This section asks for names and a brief description of the qualification and experience of key personnel to be assigned to this project for each “consultant” listed on the SF330, and that an SF 330 is not needed for “consultants”. Is “consultant” referring to subconsultants to the applicant (prime consultant) and information is to be included for their key personnel? Is information on the applicant’s (prime consultant’s) key personnel to be included in this section?  
A: Consultant are a reference to subconsultants. Key consultant or subconsultant information can be provided in this section. A 330 form is not required for each consultant or subconsultant
4. **Page 10, 3.9.2, Federal Government Standard Form 330:** Section G requires the use of names of personnel from Section E. However, the RFP does not require Section E. Therefore, is Section G required?  
A: Section G is not required
5. **Page 10, 3.9.2, Federal Government Standard Form 330:** The instructions for Section H in the SF 330 is “PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.” Please verify that the responses to the various sections required by the RFP is sufficient to address this section and that duplicate responses are not necessary.  
A: Each section requires it own response.
6. **Page 10, 3.9.5, Licenses and Insurance:** This section asks for a copy the company’s general liability and professional insurance. Please provide the coverage requirements.  
A: Please provide proof pf coverage for the purpose of submittal.
7. **Page 14, 4.2, Recent and Current Workload:** Is this information, including the proposed allocation of manpower in relation to current workload, required from only the prime consultant?  
A: Yes; only for the Prime
8. **Page 14, 4.2, Adequacy of Personnel:** Is this section to include personnel from only the prime consultant or personnel from both the prime and subconsultants?  
A: Only for Prime
9. **Page 15, 4.4, Experience and Performance Record:** The requirements for this section goes from #4 to #6. Is there a #5?  
A: Number 6 should read “5”
10. **Page 15, 4.5, Past Performance on Miami Dade College Projects:** The first sentence refer the “MDC Past Performance Questionnaire” that is in Section 10. The RFP does not have a Section 10. However, in Section 9, Appendix, there is a form named “4.5 – Proposer’s Questionnaire”. Please confirm that this is the form that is to be completed for Section 4.5.  
A: The form mentioned is the correct form
11. **Page 16, 4.7, Services Provided by Applicant and Proposed Consultants:** Please clarify as to what type of “specialized equipment” is being referred to in item (a) under a professional services contract such as this one.  
A: Please list any type of equipment, technoly or software that will be utilized by the Prime to provide the services requested
12. **Page 17, 4.9, Willingness to meet Time and Budget Requirements:** This item requires applicants to certify that they accept and agree to the time and budgetary limitations specified by the Board. However, the limitations are not available at the time of the submittal. Please provide additional information with respect to expected time and budget.

A: No additional information is available at the moment

13. **Page 21, 7.5, MDC Contract:** Please make the MDC contract available for review.

A: MDC contract is currently under review by our Legal Counsel and is not currently available for review.

14. **Page 21, 8.0, SLBE Policy and Procedure:** Is there an SLBE % goal for this contract?

A: No. Points for SLBE will be provided based on the % of MBE utilization promised for the project.

15. **Page 26, Section 9, Appendix, 4.5 – Proposer’s Questionnaire, 1.C:** The question asks, “What is the last A/E design services project that your company has completed?” Since this RFP is for Owner’s Representative Program Management Services, is the question referring to the company’s last Owner’s Representative Program Management Services project?

A: Yes; please address the question as it related to the services solicited on this selection