



**RFQ ADDENDUM #2**  
**Solicitation No. PBCHA-RFQ-2023-05**

DATE: April 18, 2023  
TO: All Prospective Respondents  
**RE : Request for Qualifications for Professional Architectural and Engineering Services for Palm Beach County Housing Authority and Affiliates**

This addendum is issued to clarify, add, delete, correct and/or change the proposal documents to the extent indicated and is hereby made part of the above noted RFQ documents. Any modifications/ changes made by this addendum affect only the portions or paragraphs specifically identified herein, all remaining portions of the proposal to remain in force. It is the responsibility of all Respondents to conform to this addendum.

1. Pre-proposal Meeting Transcript
2. Questions and Answers
3. Capital Fund Plan 2022-2026 – Exhibit A
4. Attachments (Form 3, 4 and 8)

Every effort will be made to maintain this schedule. However, all dates are subject to change if it is deemed to be in the best interest of PBCHA.

Sincerely,

LaQuavial Pace  
Contracts and Procurement Manager

Return of this Addendum is not mandatory; however, the Respondent is responsible for its contents and is requested to sign and submit this Addendum with its response to the RFQ.

ACKNOWLEDGED:

For: \_\_\_\_\_  
(Company Name)

By: \_\_\_\_\_

Date : \_\_\_\_\_



## PRE-PROPOSAL CONFERENCE MEETING TRANSCRIPT

1. The pre-proposal conference was held on Tuesday, April 18, 2023, at 11:00 a.m. at 3333 Forest Hill Blvd., West Palm Beach, FL 33406.
2. All proposals are due by May 23, 2023, at 2:00 p.m. Please include signed addendums with your proposal submittal. We will not accept late proposals.
3. Mr. James provided a brief overview of the purpose of this RFQ and the agency's background. The purpose of this RFQ is to collect information so that we can pre-qualify your firm. This process will not end up in a contract, but we will hold all qualifications for 3 to 5 years. Mr. James urged the meeting attendees to read and be very fastidious about reading the solicitation package. Because there are some things in the solicitation that will determine how we will operate together. The first page of the solicitation package is the signing page, please complete and include it with your proposal submittal. This page would bind your firm and give PBCHA the information about the individual we need to contact throughout this solicitation process.
4. Mr. James states that "No" contract will come out of this solicitation process. This is just to gain your qualifications. Mr. James will develop a pool of A&E firms that our team can go to and say here is an RFP for this specific project, you will respond and give us your pricing and your methodology. This just cuts out that qualification portion and makes it a lot simpler to issue a URFP, which is unsealed. And your firm can respond electronically as opposed to going through this entire process of submitting (5) copies bind and sealed.
5. Mr. James states that PBCHA is trying to complete its team with third party architects and engineers. Let me just dispel the rumor "Yes, we're probably going to pick more than one firm." We have various levels of projects from very simple to very complex to huge. We currently have our legacy project that will break ground soon and will need a 3rd party A&E firm on our side to assist with construction management.
6. Mr. James provided a little insight into the projects we have completed and projects that we are going to do next. We just completed a railing project at our senior building, installed a new fire detection system, completed roof replacement, and installed 100 new HVAC systems at Drexel House Apartments. We have units that are down due to fire that need to be renovated. Ms. Quinn detailed examples of minor projects such as irrigation systems, domestic water supply, improvements to building, installation of lighting and security cameras, parking lot lighting upgrades, ADA upgrades and renovation.
7. We do not have a problem with you calling or emailing to confirm that we have received your proposal. If you sent it by mail or FedEx. However, the evaluation committee will meet thereafter depending on the number of candidates we get. We will try to turn around as fast as we can. We will notify the proposer(s) who have been granted the opportunity to move forward to phase 2 of the evaluation process. If we need more information, we will contact your firm.



8. All question pertain to this solicitation must be in writing and emailed directly to [procurement@pbchafl.org](mailto:procurement@pbchafl.org). You should not direct any questions to PBCHA Board of Commissioner, or any of PBCHA Staff. All addendums are posted on PBCHA website and DemandStar when issued.

9. Proposers shall submit one (1) original signed (using blue ink) hard copy, three (3) additional hard copy, one (1) electronic copy and must be submitted to PBCHA on or before the closing date. Your original submission must include Page ii submission cover sheet, with the original signature. Proposals received after this date and time will be rejected. Copies of this Request for Qualifications are available electronically by visiting PBCHA's website [www.pbchafl.org](http://www.pbchafl.org) under doing business with Palm Beach County Housing Authority or by contacting the Contracting Officer at 561-684-2160 ext. 107.

10. Attachments. We ask that you return all attachments. Where there are no signature requirements, we ask that you initial the bottom of each page. So, we know that you have read them in their entirety, which includes HUD form 5369-C and 5370-C. All attachments are to be completed in their entirety, initialed, and signed.

11. Section 3 and Minority Business participation. Section 3 participation is a part of HUD requirement when using federal dollars and is mandatory that we adhere to the requirements when awarding contracts.

12. Debarment. Palm Beach County Housing Authority will perform a debarment search on the HUD Limited Denial of Participation and Voluntary Abstention List and the System for Award Management website to ensure your firm is in good standing.

13. Question Period. Questions are to be submitted (5) days before the submittal deadline. The timeline for proposal submission will not be extended automatically by asking a question. The evaluation team will meet shortly after receipt of the proposal to review and score.

14. You can join team with another firm before submitting your proposal. If you would like you can submit it separately. However, if you want to package your firm it is up to you. When submitting your proposals, please include your team resume, all licensing and certification.

15. PBCHA will require bonding for contracts of an excess of 50K or above.

### **Meeting Attendees**

James Auld, Senior Director of Business Development with OHLA Building, Inc.  
 Kathia Green, Business Development and Marketing with Stuart Architecture  
 Jorge Perez, Design Director with D. Stephen Construction, Inc.  
 Katie Wiles, Business Development with Raymond Engineering  
 Jerold Parrott, Senior Director of Building Service Group with ECF Engineering Consultants  
 Margaret Quinn, Capital Improvement Manager with PBCHA  
 Diane Wilson, Director of Asset Management with PBCHA  
 Kerry James, PBCHA Chief Administrative Officer with PBCHA  
 LaQuavial Pace, PBCHA Contracts and Procurement Manager with PBCHA



## QUESTIONS AND ANSWERS

Q1. Is the Pre-Proposal meeting mandatory?

A1. No, this meeting is not mandatory.

Q2. Is the PBCHA looking for an architect to create a full design team including engineers?

A2. Yes.

Q3. Could an engineer pursue this RFQ to only offer specific engineering services such as structural engineering or civil?

A3. Yes.

Q4. If you are allowing questions up until 5 days prior to the due date how quickly the agency will respond to the questions as they may affect the teaming and/or preparation of the responses – regardless five days is not sufficient time for the interested firms. Also, these five days include a weekend – therefore it is only 3 days.

A4. If the questions are so severe that it changes the scope, we will lengthen the closing time. But we ask that you be proactive if you know you have a big hard question. Do not give us two days to answer. That is unfair. We ask that you get your question in so we can provide a good and detailed response.

Q5. Are you awarding one firm (Team) or multiple firms within categories such as: Architectural Firm; Structural engineer; Mechanical/electrical/plumbing and Fire Protection, etc.?

A5. We will select a pool of A&E firms.

Q6. Regarding Financial Statements – does the Housing agency require “Audited” financials as these are very – very expensive. Would the Agency accept Financial Certified by the firm’s accountant or bookkeeper?

A6. We asked that you provide PBCHA with an audited copy of your financial report for the past 3 years.

Q7. Clarification on the number of responses: Page 5 states: 1 original/3 copies and 1 USB - Page 7 states: 1 original/5 copies and 1 USB – Page 21 states 1 original / 3 copies and 1 USB?

A7. Proposers shall submit one (1) original signed (using blue ink) hard copy, three (3) additional hard copy, and one (1) electronic copy.



Q8. Can you clarify how many copies you would like to receive, Page 7 says 5 copies AND an audited financial statement, Page 21 says 3 copies, and NO audited financial statement?

A8. Proposers shall submit one (1) original signed (using blue ink) hard copy, three (3) additional hard copy, and one (1) electronic copy. We asked that you provide PBCHA with an audited copy of your financial report for the past 3 years.

Q9. Regarding the above-referenced RFQ, it says all forms for Tab 1 are included in the RFQ but there are no forms with those attached to it. Could you please clarify where we can find these forms?

A9. Tab 1. Equal Employment Opportunity Statement – Attachment E, Conflict of Interest Statement – Attachment G and Minority/Women Owned/Service-Disabled Veteran Business Enterprise Designation Business Declaration Form – Attachment L. Forms attached hereto Addendum 2 – Drug Free Workplace HUD Form 50070 (Form 3), Minimum Qualifications (Form 4) and Statement on Public Entity Crimes (Form 8). The vendor form and W9 can be found on PBCHA website at [www.pbchafl.org](http://www.pbchafl.org) and click on Doing Business with PBCHA.

Q10. Is there a bonding requirement?

A10. PBCHA request bonds for projects that are 50,000 and above.

Q11. When you talk about the team composure architecture engineer and/or engineering firm. Or can an engineering firm stand on its own? Are there any restrictions if someone joins the team after qualification?

A11. Yes, an engineering firm can stand on its own if they are pre-qualified. All team members are to be pre-qualified through this RFQ process.

Q12. So, once you have this pool of firms. Within that 3-to-5-year contract period would you also have to send in your renew documents?

A12. When going through the RFP process we will need updated COI, licensing and bond if needed. If there is a need for bonding, we will indicate it in the URFP solicitation package.

Q13. Would you need a bond from a design firm?

A13. It depends on the project itself and the project risk. We would need insurance for errors and omissions for all pre-qualified firms.

Q14. Are you requiring that firms produce a rate schedule? How would you equate it later on down the line as you work the contract is equitable?

A14. No, our finance department is overseeing that, so we do not see your financials. The Procurement Department will hand over all the financials to our CFO, we do not look at them. And say yes or no whether there is an issues. He is not using any rate schedule or rating system.

# Exhibit A



## CAPITAL FUND PROJECTS 2022-2026

### **Drexel House Apartments:**

Repair Sewer Lines at Main	\$50,000.00
Courtyard Renovations- Path, tables, landscaping	\$30,220.00
Reasphalt Parking Lot & Restripe, incl ADA	\$150,000.00
Repair/Replace Service Doors in Lobby	\$35,000.00
Fire Resistant Entry Doors to Units (100 units)	\$100,000.00
Community Room Upgrade	\$10,000.00
Common Areas Heat Pumps	12,000.00
Green Physical Needs/ Energy Assessment	\$4,500.00
Environmental Assessment	\$5,500.00
<b>Total Drexel House Apartments</b>	<b><u>\$377,220.00</u></b>

### **Dyson Circle Apartments:**

Elevator Repair, Grading, Divert Stormwater	\$62,000.00
Exterior Repair and Painting	\$223,400.00
Kitchen Upgrade-Cabs, Count., Frig, Range (26 units)	\$187,500.00
Bathroom Upgrade, Tub, Toilet, Vanity (26 Units)	\$135,000.00
Repair/Replace Rear Doors and Frame Walls (84 units)	\$163,000.00
HVAC Units (50 Units)	\$47,500.00
Gutters and Downspouts	\$77,000.00
Staircases (84 sets)	\$252,000.00
Repair Concrete Landings	\$77,000.00
Upgrade Community Room	\$10,000.00
Earthwork, Swales, Drainage and Erosion Control	\$28,000.00
Green Physical Needs/ Energy Assessment	\$4,500.00
Environmental Assessment	\$5,500.00
<b>Total Dyson Circle Apartments</b>	<b><u>\$1,252,400.00</u></b>

**Schall Landing Apartments:**

Repair Impact Windows	\$51,000.00
Kitchen Upgrade-Cabs, Count., Frig, Range (25 units)	\$150,000.00
Bathroom Upgrade, Tub, Toilet, Vanity (25 units)	\$97,500.00
Repair Utility Rooms (40 units)	\$20,000.00

Repairs to Front and Rear Entry Doors (152 Doors)	\$30,400.00
Reasphalt Parking Lot & Restripe, incl ADA	\$199,500.00
Gutters, Downspouts, Backfill	\$78,500.00
Asphalt Basketball Court	\$5,000.00
Earthwork, Swales, Drainage and Erosion Control	\$21,500.00
Green Physical Needs/ Energy Assessment	\$4,000.00
Environmental Assessment	\$5,500.00

<b>Total Schall Landing Apartments</b>	<b><u>\$643,900.00</u></b>
--	----------------------------

**Seminole Estates Apartments:**

Kitchen Upgrade-Cabs, Count., Frig, Range (25 units)	\$150,000.00
Bathroom Upgrade, Tub, Toilet, Vanity (25 units)	\$110,000.00
Exterior Lighting/Security (wire to master)	\$45,600.00
Architect for security project	\$10,500.00

Paint Exterior	\$175,000.00
AC Replacements (50 Units)	\$175,000.00
Gutters, Downspouts, Backfill	\$54,200.00
New Asphalt on Parking Lots, restripe incl. ADA	\$150,000.00
Asphalt Basketball Court	\$8,000.00
New Roofing	\$225,000.00
Earthwork, Swales, Drainage and Erosion Control	\$21,500.00
Green Physical Needs/ Energy Assessment	\$5,500.00
Environmental Assessment	\$5,500.00

<b>Total Seminole Estates Apartments</b>	<b><u>\$1,124,800.00</u></b>
--	------------------------------



**Scattered Sites:**

Paint Exteriors	\$147,000.00
Paint Interiors	\$126,000.00
Replace Electrical Panels	\$82,000.00
Interior and Exterior Required Repairs 42 Units	\$48,227.30
Replace Roofs 20@8000	\$160,000.00
<b>Total Scattered Sites</b>	<b><u>\$563,227.30</u></b>

Authority Wide (1406) Operations	\$50,000.00
Authority Wide (1408) Management Improvements	\$81,000.00
Authority Wide (1410) Administration	\$559,449.70
Authority Wide (1480) General Capital Activities	\$4,276,547.30
Authority Wide (1495) Relocation 21@2500	\$52,500.00
Authority Wide (1499) Pre-Development	<u>\$575,000.00</u>

<b>Total 2022-2026 Capital Fund Awards</b>	<b>\$5,594,497.00</b>
--	-----------------------

# Attachments

# Certification for a Drug-Free Workplace

U.S. Department of Housing  
and Urban Development

Applicant Name

Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date

X

## Minimum Qualifications – Form 4

Proposer shall have the following minimum experience. Complete the following items and submit with your proposal:

1. A minimum of five (5) years of experience as Professional Architectural and Engineering services.
  - i. On what date did your company incorporate in the State of Florida?  
\_\_\_\_\_
  - ii. Length of time in business?  
\_\_\_\_\_
2. Have a satisfactory record of past performance.
  - i. How many Housing Authority clients have you contracted with?  
\_\_\_\_\_  
\_\_\_\_\_
3. Have the productive capacity in house to perform scope of work.
  - i. How many clients have you contracted with of similar size over the last (5) years?  
\_\_\_\_\_  
\_\_\_\_\_
  - ii. How many people does your company directly employ?  
\_\_\_\_\_
4. Licensing.
  - i. Number of years licensed? \_\_\_\_\_
  - ii. License number? \_\_\_\_\_

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Date

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO AND MINISTER OATHS.

1. This sworn statement is submitted to \_\_\_\_\_  
[print name of the public entity]  
by \_\_\_\_\_  
[print individual's name and title]  
for \_\_\_\_\_  
[print name of entity submitting sworn statement]

whose business address is

\_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn

statement: \_\_\_\_\_.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Indicate which statement applies]

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THE FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_  
[signature]

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally known \_\_\_\_\_

Or Produced identification \_\_\_\_\_ Notary Public – State of \_\_\_\_\_

\_\_\_\_\_  
(Type of Identification) My commission expires \_\_\_\_\_

\_\_\_\_\_  
(Printed, typed or stamped  
commission name of notary public)