



RFQ ADDENDUM #3
Solicitation No. PBCHA-RFQ-2023-05

DATE: May 17, 2023

TO: All Prospective Respondents

RE : Request for Qualifications for Professional Architectural and Engineering Services for Palm Beach County Housing Authority and Affiliates

The following additions and/or modifications to the Request for Qualifications (RFQ) posted to the PBCHA website, on April 9, 2023, will become part of the Architectural and Engineering Services for Palm Beach County Housing Authority and Affiliates. The RFQ closing date remains the same Tuesday, May 23, 2023, at 2:00 p.m.

1. Questions and Answers
2. Attachments (Form 9)

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 : _____

ADDENDUM #3
RFQ No.: 2023-05 Professional Architectural and Engineering Services for Palm Beach County Housing Authority and Affiliates



QUESTIONS AND ANSWERS

Q1. Do you anticipate work associated with a Section 19 HUD Disposition?

A1. At this time, we do not know. But anything is possible.

Q2. Please confirm that you are seeking small works contracts or small works projects up to \$4MM as indicated as a requirement for tab 2?

- a. We wanted to confirm the accuracy of the \$4MM being considered small projects for your team.

A2. Tab 2 does not limit the possible size of the contract. It is merely for you to provide us with past experience in that area.

Q3. Provide the *Disputes Disclosure Form (Form 9)* as referenced on pg. 25/Tab 9 instructions of the RFQ.

A3. Form 9 (Attached) Exhibit A

Q4. Provide the *Minority/Women Owned/Service-Disabled Veteran Business Enterprise Designation Business Declaration Form (Form 5)* as referenced on pg. 21/Tab 1 Item #7 instructions of the RFQ.

A4. Addendum #2 – Document labeled incorrectly. Attachment L – Section 3 Clause and Minority Business Participation Commitment Form

Q5. Are internally prepared financial statements acceptable for Tab 5?

A5. All responses will be evaluated and scored in accordance to the solicitation. Those things that are mandatory are usually designated with the words, “shall” or “must.” Those items that are less stringent are usually designated, “should” or “may.” All submittals are scored as is dictated in the solicitation. All firms are free to submit whatever they are comfortable with, and the panel will score as is received.

Let me stress that the agency has asked by publishing the solicitation what it is expecting to be submitted. However, each firm must decide what and how they want to present their proposal.

Exhibit A

Dispute Disclosure – Form 9

Answer the following questions by placing an “x” in the box after “YES” or “NO”. If you answer “YES”, please explain via attachment.

1. Has your firm, or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulation or any other regulatory agency or professional association within the last five (5) years?

YES ☐

NO ☐

2. Has your firm, or any member of your firm, been declared in default, terminated, or removed from a contract or job related to the services you firm provides in the regular course of business within the last five (5) years?

YES ☐

NO ☐

If yes, indicate company name, contract name and telephone number, length of service provided and reason for early cancellation/termination of contract.

3. Has your firm filed against it or filed any requests for equitable adjustment, contract claims or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES ☐

NO ☐

If yes, state the nature of the request for equitable adjustment, contract claim or litigation, a brief description of the case, the outcome or status of suit and the monetary amounts involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture for further consideration of this solicitation process.

Proposer (Firm)

Date

Authorized Signature (Officer)

Officer Title