

1. Questions from the Project Information Meeting related to this RFQ:
  - When was the building built? 1987
  - What is the meaning of the “Engineer” referenced in the package? The RFQ reflects the statutory language for this type of procurement. The language would not apply in this case.
  - An engineer is not qualified to prepare the design criteria package? That would be addressed in the evaluation if an engineering firm submitted a proposal. It was noted that no engineering firms were represented at the meeting.
  - What are the names of the evaluation committee members (in addition to the LCRDA Board) with whom the project should not be discussed? Paul Dean, Kim Moore, MaryJo Spector.
  - Are building drawings available? They are not “as-built”, but what we have will be posted on the website (they have since been posted).
  - If I have a question about the RFP itself, should I provide that in writing? Yes.
  - Only the firms currently present at this meeting can submit, correct? That is the intent. Because statute requires a minimum of three respondents, the evaluation committee may decide to waive mandatory meeting attendance if fewer than three responses from attending firms are received and it believes it is in the best interest of the LCRDA to do so.
  - How many firms are represented here? Five.
  - The firm that gets this design criteria package is not eligible to submit for the design build procurement, but a firm that is not awarded is not so restricted? Yes.
2. In Section 3, “Minimum Qualifications of Offerer,” article d.i. requests “a letter from the Offeror’s relationship bank or accountant stating the financial capability to handle this contract.” What specifics, if any, should be addressed in said letter?
  - There is no specific requirement, but it should be a simple letter of reference from your bank or accountant which states your financial capability to handle the contract. This could include things such as the length of the relationship with the reference, average balance of bank account(s) in general terms such as a range, and statements confirming a history of settling all accounts as agreed or any other knowledge of past performance in business dealings.
3. Who will serve as the permitting agency for this project i.e. city, county, FSU?
  - The City of Tallahassee will serve as the permitting agency.
4. Has an asbestos survey been completed?
  - No

5. Do you have electronic/digital existing plans or will as-built plans be required?
  - Only PDF version of scanned prints are available and are posted on the RFQ website page. These plans are not as-built. No other electronic plans are available. The feasibility and cost effectiveness of requiring as-built plans will be discussed with the Offeror awarded the contract before releasing the Design Build RFQ.
  
6. Please confirm if DCP Scope of services item d: “evaluation of compliance of the project construction with the design criteria package” means the Offeror will represent the LCRDA throughout the entire process from the DCP package through construction.
  - The Offeror will represent the LCRDA as a consultant to the extent identified in the scope of services in the RFQ . As it relates to all items in the scope of services, including item “d”, the Offeror should propose in its service plan its approach and requirements, including how it expects to represent the LCRDA, in order to perform the scope of services.
  
7. In exhibit C (insurance) of Exhibit A (Professional Services Agreement) item d states that the Authority will be listed as an additional insured. Do you require proof of this addition with this RFQ submittal or when offeror has been awarded the contract?
  - A certificate of insurance listing the Authority as an additional insured will be required upon award of the contract.
  
8. In regards to professional fees listed on Exhibit C is the estimation exclusive of the DCP services or does it also include professional fees for the design build contract?
  - As state in RFQ item A.1., “The total budget for the Project, including DCP Services, is approximately \$1.8 million as detailed in Exhibit C.”
  
9. The Professional Services Agreement refers to “Contractor’ and appears, somewhat geared toward a construction contract rather than one for a design criteria package. Do you use Offeror and Contractor interchangeably or will this be revised prior to execution?
  - Offeror and Contractor are used interchangeable. The sample Agreement would be executed after contract award at which point the Offeror becomes a Contractor.
  
10. In Section 5.e (General Terms of Contract) of the RFQ, it states that the “Offeror shall submit invoices at the end of each monthly billing period. However, the Professional services agreement states in Exhibit B (Compensation) that “The contractor shall be paid at the agreed lump sum price below. All payments are subject to performance of the scope of work outline in Exhibit A, and other terms of the agreement specified herein.” Also, in the professional services agreement on page 26, item 4: Compensation, it states the contract shall be paid in a lump sum according to Exhibit B. This is somewhat confusing; will we bill monthly or are you anticipating a single lump sum payment?
  - The lump sum price refers to the total cost of the contract and means a fixed total price rather than based on an hourly rate. The timing of payments is a separate matter. The

intent is to pay monthly based on the satisfactory completion of each phase of the scope of work. Offerors may propose a different payment schedule, but no more frequently than monthly. Specific agreement language to clarify payment timing to the satisfaction of both parties may be negotiated during the competitive negotiation phase.

11. In regards to Attachment 9: Compensation Proposal: please confirm that we are to have the form completed and ready for negotiation on the day of presentations, listed as Wednesday, September 12, 2018, in item 7; Schedule. And are NOT to submit it with our RFQ.
  - Yes, Attachment 9 is NOT to be submitted with the RFQ (SOQ), and yes, it must be completed and ready for negotiation on the day of presentations as noted.