

RFQ 20-01 is hereby amended to provide answers to the questions submitted prior to the deadline. Many questions were asked relating to the nature of the operations in the facility. We have provided additional supporting information to supplement the answers provided. This response, and additional supporting information, have been posted to the website at <https://innovation-park.com/rfq-20-01/>.

Additional supporting information posted:

Innovation Park Covenants and Restrictions

Innovation Park PUD

NFIL Incubator Description from Grant Application

Incubator Feasibility Study

Questions and Answers:

1. Since the responses to the questions will be after the 2nd, is there any expectation that the deadline will be extended? Given that they will need to be mailed, and there is only one week between QnA responses?

Answer: No there is no intention to extend the due date. We will make every attempt to post responses as soon as possible after the deadline to submit questions, but we have no way of knowing how many we will get. We will do our best.

2. The RFQ asks for 10 projects of comparable scope. Should all the projects be the Offeror's projects, or could some of the projects be consultant projects? And if so, how would you prefer that be divided?

Answer: The RFQ Tab 5-Related Experience asks for no more than 10 projects and is referring to the Offeror. As it relates to the consultants, the same section states: 'Related experience of the Offeror's consultants may be provided as information on a separate sheet and clearly marked as "Experience of (Name of Consultant)." No more than ten (10) projects may be listed for all consultants combined.'

3. We are a NYC based firm, but have a Florida license, with projects in Miami. Are we eligible as a national, but not local, firm?

Answer: The firm must be licensed to practice in Florida as described in RFQ section A(3)(a). To be considered a local business and qualify for the local preference, the firm must meet requirement a, b, and c on Attachment 7 to the RFQ.

4. Is the bank letter mandatory for eligibility? Just want to be sure we are able to participate.

Answer: RFQ section A(3)(c)(i) states the minimum qualifications which are mandatory: "A letter from the Offeror's relationship bank or accountant stating the financial capability to handle this contract." This requirement can be met by attaching a simple letter from either entity stating that the offeror "has the financial capability to handle this contract should it be selected".

5. Has an anchor tenant yet been identified for this building?

Answer: No. This will be a business incubator supporting multiple "members" who will pay fees to participate in the incubator. These will be small early stage companies.

6. Is there any potential for future expansion of this building?
Answer: We have not considered the potential for future expansion at this time. However, the possibility for future expansion should always be considered.
7. Has a target tenant size been identified (i.e. tenant per lab module, tenant per open lab, benches per lab module)?
Answer: Space planning has not yet started, and we expect to have more details by the time the contract is awarded. We expect to support many small early stage companies. We are looking for small but flexible spaces that may be configured to support companies as they grow.
8. Is it acceptable to include a design consultant on the Offeror's team?
Answer: Offerors should include all consultants necessary to provide the required services specified in the RFQ.
9. Will the project be CM or GC bid?
Answer: The project will be delivered through General Contractor bid.
10. Is F&E included in the Project Budget?
Answer: No, furniture and equipment are not included in the project budget to the extent that they are not an integral part of the building.
11. For Tab 9 "copies of licenses, registrations and certifications do you want individuals or just firm licenses? Do you want Florida Dept of State certificates for both prime firm and consultants?
Answer: Please provide just the firm license for the offeror and consultant firms.
12. Is there a Facility Program available? Will programming services be required by the design team?
Answer: A facility program has not been developed. Programming services are required as specified in the RFQ section A(2).
13. Is there another "model incubator lab facility" that you see as an ideal example?
Answer: No, we don't have a model facility in mind. This will be a mixed-use facility whereas many incubators specialize. The goal will be to accommodate many different kinds of small companies who may need wet lab space and shared equipment and services, light assembly/manufacturing space, engineering space, or access to shared prototype development equipment and services.
14. In Item 3. c. i. Minimum Qualifications of Offeror there is a request for statement of financial capability from bank or accountant. Can you be more specific on what you are expecting? Are you looking for a financial statement? Which Tab should this information be placed?
Answer: See answer to question #4. Include in Tab 9.
15. Will the facility users be leasing space? How many separate vendors or teams would you think would be using the facility?

Answer: This will be a business incubator supporting multiple "members" who will pay fees to participate in the incubator. The amount of space will be a factor in determining the fee. These will be small early stage companies, and the number will depend on the ultimate design and space planning. A priority will be placed on space for member companies to locate, while limiting shared space to essential services in order serve the greatest number of companies possible.

16. SOQ Format, Tab 5, 4th paragraph states, "Provide only the requested information" in regard to project details. Are project images/photos acceptable?

Answer: No. Pictures can be provided as examples in Tab 8.

17. SOQ Format, Tab 5, 4th paragraph states, "Do not provide detailed project information anywhere else throughout the proposal for any other than the 10 projects listed in this section." Tab 8 requests "examples of the Offeror's prior work and its design philosophy, as well as the Offeror's prior projects," etc. This appears to conflict with instructions referenced above. Please clarify.

Answer: The response for Tab 8 should be from the list of projects provided in Tab 5.

18. Is it acceptable to list projects in Tab 6 on Project Team Resumes? If so, can we include pictures?
Answer: Please don't use resume's or pictures. Please provide in the form of a list as described in the RFQ.

19. In our research for the RFQ we have noticed that there are several design drawings consisting of floor plans and 3-D graphic models for the project. Who produced these design documents?

Answer: The conceptual drawings were provided by Design Works which is a service offered by the Tallahassee Leon County Planning Department. See <https://www.talgov.com/place/pln-dw.aspx>. The designs are only conceptual and were used for the EDA grant application. The final design is only subject to the general description provided in RFQ section (A)(1). Deviations from that general description will require approval of the EDA.

20. If one or more Architecture firms produced this work and has been in contact with the User Group staff and/or selection committee members then this will put the other design firms at a severe disadvantage due to the 'Cone of Silence' for the project.

Answer: See answer to question 19. Design Works is not an architecture firm and will not be an Offeror.

21. Will firms that have provided professional services for this project in the past, be allowed to submit for the RFP or will all other Architectural firms be granted the same access to the User Group staff and/or committee members to develop their RFQ submittal and level the playing field for all participants?

Answer: No architectural professional services have been provided for this project in the past.

22. Would LCRDA consider excluding Tab 9 in the 40 page count limit? The forms and licenses required to be included in this section take up a significant number of pages when displayed large enough to be legible (approximately 12-13 of the 40 pages).

Answer: Yes, we will exclude Tab 9 from the 40 page count limit.

23. Do minority business team members have to be certified through the Tallahassee-Leon County Office of Economic Vitality in order to count towards the possible points? Or can the company be a State of Florida certified minority business?

Answer: As specified in the RFQ, State of Florida certification is acceptable.

24. Tab 5 – Related Experience asks offerors to “not provide detailed project information anywhere else throughout the proposal for any other than the ten (10) projects listed in this section.” Does this mean that in Tab 8 – Examples of Offeror’s Design Ability we are to provide only additional details on the projects included in Tab 5?

Answer: Yes.

25. Under which tab would LCRDA like the offeror to provide our Understanding of the Program and Project Requirements, Approach and Method, and Ability to Provide Service? These are listed as SOQ final evaluation criteria on page 14, but are not specified under any of the 1-9 tabbed section requirements on pages 15-17.

Answer: This information will ONLY be required to be presented by short-listed firms during oral presentations and interviews. Additional instructions will be provided to short-listed firms when selected.

26. Who did the archeological work for the project site? I believe you made reference to this in the pre-proposal meeting.

Answer: The initial assessment was performed by Archaeological Consultants, Inc., and the Bureau of Archaeological Research for the Florida Division of Historical Resources did additional investigation and reporting that “We concur with the opinion of Archaeological Consultants, Inc. that the proposed undertaking will have no effect on any archaeological sites or historic resources that are listed, determined eligible, or that appear eligible for listing in the NRHP as contained within the APE.” This determination was a requirement to qualify for the EDA grant.

27. Which civil engineering firm has been most involved and has the latest understanding of the Park’s PUD agreement?

Answer: Wood + Partners prepared the last amendment to the PUD in 2013 and used Genesis Group as the Engineering Consultant. A copy of the latest PUD amendment has been added to the RFQ documents list on the website at <https://innovation-park.com/rfq-20-01/>.

28. What was the name of the architect who assisted with the conceptual planning document in the RFQ? I see the DW (DesignWorks) logo but who was the individual?

Answer: See answer to question 19.

29. Are you courting any potential occupants of the proposed building currently and if so are you at liberty to state what “type of business/research” they provide? Also would they be involved in the design phases?

Answer: We don’t have specific prospects for the new facility, although we do provide some services to companies we are trying to develop into future members of the new facility. We will include some of these companies to aid in the planning/programming process. We expect the

member companies will be involved in biotech, biomed, and reflect other areas of research conducted in Innovation Park like magnetics, material sciences, aeropropulsion, mechatronics, energy, plasma sciences, etc.

30. Do you already have agreements with any occupants and if so are you at liberty to say who they are and if they will have a role in the design phases?

Answer: We don't have any current agreements with occupants for this facility. See answer to question 29.

31. Please confirm that you will want the facility to include space for fabrication, engineering, 3D printing, wet and dry labs, collaboration space, offices, prototyping labs, kitchen, restrooms, conference rooms, secure loading? Any others I'm missing?

Answer: RFQ section (A)(1) provides the general description of the spaces included in the project. Actual programming and space planning may identify more specific needs such as a shared bio culture lab.

32. You mentioned in the conference that you have some thoughts on how you might want the labs configured. Could you elaborate on that please?

Answer: See answers to questions 7, 13, and 15.

33. Please clarify the funding sources again. Department of Commerce – 10.2 Million; Office of Economic Vitality - ? & FSU Research - \$?

Answer: Department of Commerce-EDA \$10.2million, OEV \$2.5 million, FSU Research Foundation \$2.5 million, LCRDA \$1.8 million.

34. In the conference you mentioned a "quick timeline" with groundbreaking having to occur before 3/17/22. For us this is ample time and I just wanted to make sure that you didn't mean 3/17/21?

Answer: March 17, 2022 is the required date to begin construction.

35. Can you elaborate on who will serve on the selection committee?

Answer: The selection committee is made up of:

- a) Kristin Dozier (Committee Chair), Commissioner Leon County Board of County Commissioners and LCRDA Board of Governors*
- b) Tom Allen, Capital City Bank, LCRDA Board of Governors*
- c) Mary Jo Spector, Florida State University*

36. Do you have a desired occupancy date?

Answer: The required occupancy date is 30 months following the beginning of construction. We would like to occupy as soon as practical prior to that date.

37. Are there any Innovation Park Design Guidelines that we will need to follow and if so may we have a copy?

Answer: The only requirements are the Innovation Park Covenants and Restriction and the PUD. Both documents have been added to the RFQ website page at: <https://innovation-park.com/rfq-20-01/>

Leon County R&D Authority

RFQ Number 20-01: Architectural Professional Services: North Florida Innovation Labs Building

Amendment #1: Questions and Answers and Additional Supporting Information

12/3/2020

38. Will there be any FSU Design Guidelines we will be required to follow and if so may we have a copy?

Answer: No. This is not an FSU project.

39. Does the specific site have a property id # and if so may we have a copy?

Answer: Yes. There are two parcels in the project: 410327E0050 and 410327E0060

40. Has a survey been done of the site and if so by who and may we have a copy?

Answer: A survey has not yet been done for the site and is included in the scope of services to be performed.