September 11, 2018

ADDENDUM NUMBER 1

17PQST-15JV Campus Landscape Architect

REVISED PQST Due Date: September 25, 2018 at 2:00 p.m. Central Time

All respondents must acknowledge receipt of this Addendum by signing in the space provided below. Return signed addendum with submittal.

1. Does the University have existing survey data of each of the locations described as Attachment I, in a digital format that can be provided for our work? The surveys should include man-made features, topography and existing trees to remain. It should be provided in a DWG format for our use to prepare CAD drawings. Or do we need to include a surveyor as part of our team to provide these surveys for our use?

Response: No. Please include a Surveyor and / or Civil Engineer as a part of your consultant team.

2. Our understanding is that the dates have been altered in the 'B. Time Table', page 2, to the following: Written Request for Explanation 9/5/2018@ 2:00 PM Central Time Submittal Due Date: 9/25/2018@ 2:00 PM Central Time.

Response: Yes. The revised date for Written Request for Explanation was September 5, 2018 at 2:00 PM Central Time and the revised Submittal Due Date is September 25, 2018 at 2:00 PM Central Time.

3. The University wishes to increase the number of copies submitted from the 3 outlined the PQST to 5?

Response: Yes UWF is requesting one (1) original copy, five (5) copies, and one electronic copy on CD, or USB drive.

4. Our understanding is that FED-X and UPS delivers directly to the office address listed in the proposal, SECTION III, page 6.

Response: FedEx and UPS deliver directly to the Procurement and Contracts office at Building 20W Room 159. The USPS delivers directly to the UWF Post Office. If you are using the USPS please notify Jason Verschueren at jverschueren@uwf.edu so we can alert Post Office staff to hand deliver to the Procurement and Contracts Offices.
Our understanding is that you are requesting that the respondents be both a professional member of the American Society of Landscape Architects and individually or corporately licensed in the state of Florida to practice landscape architecture, as defined by FS 481, Part 2. SECTION III, FORMATING, TAB A page 7.

**Response:** Respondents must be individually or corporately licensed in the State of Florida to practice Landscape Architecture. ASLA membership is not required.

6. What specifically do you wish regarding financial data described in SECTION III, FORMATING, TAB B, page total billings? Are you seeking records produced by the firm submitting or documentation from an outside consultant, such as, a letter from our accountant describing the financial health of the firm for the previous three years?

**Response:** Either records produced by the firm submitting or documentation from an outside consultant will suffice.

7. Please explain 'Separate Sealed Pricing Document' described and underlined on An ATTACHMENT C, A. PQS Submission, first paragraph. Given that this is a 'PQS-Professional Qualification Package, why is this to be submitted as part of this submission? Certainly, we have no issue providing a copy of our published hourly rates, but pricing seems to imply bidding, which is contrary to CCNA (FS 287.055).

**Response:** Please disregard this request. UWF is not requesting pricing information at this time.

8. Regarding background checks? We assume that you only require background checks on the individuals who will be on-site performing services for the University, not everyone in our office who works on this project?

**Response:** Only the individuals who will be on site performing services for the University are required to have a background check.

9. Does the University have a preference regarding the submission 'Experience' listed in Tab C? Listing the ("most relevant" to show prior experience with similar projects) do you wish this information to be submitted in a GSA 330 format? Attachment G does not appear to readily allow modification to show before and after photographs.

**Response:** Procurement and Contracts will provide each vendor that attended the Mandatory pre-Submittal meeting for Campus Landscape Architect(s) an electronic version of our “Attachment G” Professional Qualification Supplement (PQS) Form for their use.

10. Is it possible to get your forms in an editable electronic format?

**Response:** Some forms are available electronically. Please request a particular form by emailing Jason Verschueren @ jverschueren@uwf.edu.

11. Does Tab “E” – Contract count against the 40 page limit?

**Response:** No.
12. Would it be possible to review the current campus master plan? Are there any other planning documents that would be applicable to this project?

Response: Yes it is possible to review only the current campus master plan. See our UWF Facilities & Operations web site under Resources – Campus Master Plan. (https://uwf.edu/offices/facilities-development-operations/resources/campus-master-plan/). There no other applicable planning documents related to this project.

13. What CAD standards are respondents to adhere to?


14. Do we want resumes for any subcontractors?

Response: Yes.

15. Is UWF requesting design/build services or just design services?

Response: UWF is requesting design and construction administration services.

All other criteria and information contained in this solicitation remain the same and without change.

FAILURE TO SIGN BELOW AND RETURN WITH RESPONSE MAY RESULT IN RESPONSE BEING DISQUALIFIED.

Respectfully,

Jason Verschueren
Assistant Procurement Director
University of West Florida
850.474.2017
jverschueren@uwf.edu

RESPONDENT’S SIGNATURE

NAME OF RESPONDENT FIRM

University of West Florida• Procurement & Contracts
11000 University Parkway, Pensacola, FL 32514
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