

# QUESTION & ANSWER ACKNOWLEDGEMENT FORM

## TALLAHASSEE COMMUNITY COLLEGE

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[www.tcc.fl.edu/purchasing](http://www.tcc.fl.edu/purchasing)

Proposal No: RFQ 2022-11

Proposal Title: Architectural Services for New Construction Renovations & Remodels

Proposal Due Date: November 4, 2022 @ 1:45

Proposal Opening: November 4, 2022 @ 2:00

Date: October 20, 2022

THIS FORM CONTAINS QUESTIONS SUBMITTED BY PROSPECTIVE RESPONDENTS AND THE COLLEGE'S ANSWERS.

RESPONDENT: DustiDon Herr

BY: October 20, 2022

ADDRESS: Tallahassee Community College

PHONE: 850.201.8520

<b>Question From</b>	<b>Bonnie Davenport – BKJ, Inc. Architecture</b>
Question #1	A letter of intent from a surety company for each applicant is being requested. Typically, architects are not bonded for projects. Please confirm this is required for this specific RFQ.
Answer #1	<i>The “Statement of Surety” request should be deleted as seen below.</i>  <div style="border-left: 1px solid black; padding-left: 20px;"> <p>ii. <del>Statement from Surety: Attach a letter of intent from a surety company indicating the applicants’ ability to be bonded for projects up to \$4,000,000. The surety shall acknowledge that the firm may be bonded for a project of \$4,000,000. The surety company must be licensed to do business in the State of Florida, must have an A.M. Best rating of “A”, and a required financial size of “VII”. Firms selected shall maintain, during the life of the contract, workman’s compensation, contractor’s commercial liability coverage, and automobile liability for company vehicles. Insert under SECTION 2 of the Proposal.</del></p> </div>
Question #2	Are there specific guidelines to determine if a firm’s current workload is reasonable for the size of the firm and how the designated 10 points are allocated?
Answer #2	<i>Determinations and point allocations are based on the previous experience of the evaluation committee and submission from page 19, Section 3 “Adequacy of Management &amp; Technical Staff”.</i>
Question #3	Can a copy of the current CIP and Master Plan documents be provided?
Answer #3	<i>CIP 2 Summary is attached. Master Plan is currently under development and not available.</i>
Question #4	Section 11 request the firm to identify if any of their planned sub-consultants are a certified minority company. Since this is a continuing contract, we normally don’t include sub-consultants. Typically, our sub-consultants are selected on a project-by-project basis. Do we need to include sub-consultants in this submittal?
Answer #4	<i>Please list any commonly and/or previously used sub-consultants that are classified as a minority.</i>
Question #5	Are you able to share who will be on the selection committee?
Answer #5	<i>Facilities Director, Construction Coordinator, Facilities Administrator and Engineering Technician.</i>
Question #6	Since financial information is being requested, can we provide an original copy of the submittal, as well as a redacted copy that can be used for any public information requests?
Answer #6	<i>Yes, as long as all proposals are presented electronically on USB’s.</i>
<b>Question From</b>	<b>Shanna Miller – Fitzgerald Collaborative Group, LLC</b>
Question #1	On page 3, under General Conditions (#1), it notates that an original manual signature of the authorized representative is needed however in Number of Copies (#2), it states that all of the

	provided copies of the document are to be on a USB flash drive which would be digital therefore not having an original manual signature. Could you please clarify?			
Answer #1	<i>The applicable documents should be signed manually with original signatures. Those original signed documents should then be scanned (in color) to obtain the required copy on the USB.</i>			
Question #2	On page 11, under the schedule of RFQ events, it states that 10/13/22 is the last day for written inquiries and Notice of Intent to Propose. I did not see anything further under the Notice of Intent to Propose and how that should be presented to TCC. Does that notice need to be on a specific form? Does it need to be emailed back by 10/13/22? Is it the same as the Letter of Intent on page 14 under Criteria point 1?			
Answer #2	<p><i>The Schedule of Events in RFQ 2022-11 should be corrected as seen below to delete the reference of the "Notice of Intent to Propose". The "Letter of Intent", as mentioned on page 14, submitted within proposal is sufficient.</i></p> <table border="1" style="margin-left: 40px;"> <tr> <td style="text-align: center;">October 13, 2022</td> <td style="text-align: center;">5:00 PM</td> <td style="text-align: center;">Last Day for Written Inquiries <del>and Notice of Intent to Propose</del></td> </tr> </table>	October 13, 2022	5:00 PM	Last Day for Written Inquiries <del>and Notice of Intent to Propose</del>
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Question #3	On page 9, under Renewal (#32), it states "the terms in this RFQ will automatically renew for one (1) year increments for up to an additional three years". On page 12, under Term of Contract (#2), it states "It is anticipated that the initial term of any Contract Agreement resulting from this RFQ shall be for one (1) year. If it is deemed to be in its best interest, the College has the option, not the obligation, to renew the contract. The renewal shall be on a yearly basis of not more than two additional (2) years, predicated on satisfactory performance by the firm during the initial term." Please advise if it is an additional two (2) or additional three (3) years available to renew on the contract.			
Answer #3	<p><i>The Term of Contract reference on page 12 is correct. There will be two additional year renewal options after the first initial year. Total possible contract term is Three years.</i></p> <p>32. <b>RENEWAL:</b> Renewal Option, <b>X YES NO</b>: If yes, the terms in this RFQ will automatically renew for one (1) year increments for up to an additional <del>three-two</del> years unless terminated, with 30 days written notice, by either party.</p>			
Question #4	The RFQ states it is for Annual Architectural services but it also has notes regarding sub consultants. Do you want us to provide a full A/E Team for the RFQ? Section 11 on page 22 has indications of sub-consultants			
Answer #4	<p><i>Page 22, Section 11 should be corrected as seen below and as identified on page 15, 11. Minority Status.</i></p> <p style="margin-left: 40px;">J. <b>SECTION 11 – Minority Status of Firm and Sub-Consultants – Mandatory</b> Firm should identify if <u>they or</u> any of their planned sub-consultants are a certified minority company and insert under <b>SECTION 11</b> of the Proposal.</p>			
Question #5	On page 19, Section 3, do you want us to list ALL personnel or just those we anticipate working on the projects for TCC?			
Answer #5	<i>ALL personnel should be listed.</i>			

<b>Question From</b>	<b>Lauren Shields – Dodstone Architects</b>
Question #1	Is there an overall page limit for the proposal?
Answer #1	<i>No</i>
Question #2	You mentioned "original manual signatures" under Execution of Proposal but are asking for electronic pdfs of the proposal on five (5) separate thumb drives. Are you also wanting a physical bound copy of the proposal with original signatures? Or are you wanting scans of the original signatures within the electronic pdf?
Answer #2	<i>No physical proposal copies necessary. Color scans with original signatures electronically on USB's are being requested.</i>
<b>Question From</b>	<b>Whitney Cabaza – Amtech Solutions</b>
Question #1	I would like to inquire about the RFQ #2022-11 – Tallahassee Community College Annual Architectural Services that was posted yesterday. Is the College looking for specialized architects? We are an Architectural/Engineering Firm that specializes in Roof/Building Envelope Professional Services and would like to submit our response if the College has the need.
Answer #1	<i>We do not want specialized Architects. Projects vary and we will require a wide range of diverse services.</i>