

BOARD OF TRUSTEES OF NEW COLLEGE OF FLORIDA
AND
THE OFFICE OF FACILITIES, PLANNING & CONSTRUCTION

RFQ# 8112001- Continuing Services Contract to Provide Architectural and Engineering Services

Question and Answer Sheet

	<i>Question</i>	<i>NCF Response</i>
1	8/13/20 - Can a landscape architecture firm respond to the RFQ for Continuing Services offering only landscape architecture services? Or do they have to partner up with an architectural or engineering firm?	8/13/20 - If you would like to respond to our RFQ for Continuing Services, you would have to partner up with an architectural or engineering firm.
2	<p>1.</p> <p>Page 5, General Instructions, item B: "Submit a cover letter confirming your interest in supporting NCF together with six (6) complete original Statements of Qualification."</p> <p style="padding-left: 40px;">Question: Do you require all 6 copies to contain original signatures on all forms, or can we submit one "original" with all original signatures, and the remaining 5 would be copies? This would include one original signature on the SF330, and the rest copies. Please advise.</p> <p>2. SF Form 330 Part II:</p> <p style="padding-left: 40px;">Question: Do the subconsultants also need to fill out Part II – General Qualifications, or only the Prime?</p> <p>3. What constitutes the 30-page limit? Do tabs, cover and forms (General Information, Public Entity Crimes,</p>	<p>8/14/20 - 1. Original signatures are required on all 6 copies of the Statement of Qualifications.</p> <p>2. Subcontractors/subconsultants are not required to complete Part II of Form 330; this is for the RFQ respondent only.</p> <p>3. Tabs and cover do not count as part of the 30 page maximum. The entire RFQ submission, excluding tabs and cover, cannot exceed 30 pages.</p>

	Confirmation of Contents) count toward the page maximum?	
3	<p>8/19/20 - I am trying to download the Campus Masterplan for New College but the link isn't working on the website – would it be possible for you to send this to me?</p> <p>https://www.ncf.edu/about/departments-and-offices/facilities-planning-and-construction/</p>	<p>8/19/20 - You are correct - the link to the Campus Master Plan is not working. We have contacted our IT department and they are working to resolve the issue. Please check back at the end of the week, as we expect it will be back online soon.</p>
4	<p>8/14/20 - Sorry for my confusion – do you mean that you are looking for 6 original notarized Public Entity Crime forms and 6 original signed SF330 forms? Or just 6 original signatures on the Letter of Interest and possibly the Confirmation of Contents Statement? Please confirm that on page 7, under Section B “Examples above 3 and no more than 10 projects will not count to the maximum size limit of Statement of Qualifications” is still correct.</p>	<p>8/18/20 - In answer to your questions, Original Signatures are required on ALL documents with a signature line, including anything that needs to be notarized.</p> <p>We are requesting that all documents, including project examples, do not exceed a total of 30 pages; therefore, if you choose to provide us with 10 project examples, then you have 20 pages left to complete the package.</p>
5	<p>8/19/20 - Would you please clarify which pages are counted and not counted in the 30 page limit.</p> <p>Does a Table of Contents count towards the 30 page limit?</p> <p>Are Divider tabs not counted?</p>	<p>8/20/20 - Divider tabs and a Table of Contents do not count as part of the 30 page maximum limit for the RFQ.</p>
6	<p>8/20/20 - 1. Are architectural firms submitting as Prime required to list all potential engineering subconsultants? It is our understanding there is a separate RFQ for MEP Continuing Services. Due to page count limitations, it would be difficult to list our key personnel and firm information as well as all potential MEP/Structural subconsultants for this submission. It is also our past experience with other colleges and universities that we engage the engineering consultant based on the project scope.</p>	<p>8/21/20 - 1. Yes - all subcontractors should be listed. The SF 330 forms provide space in Section C to list all proposed subconsultants. They should also be shown on the Org. Chart.</p> <p>2. Your request to include Polk County as an "adjacent" county has been noted and accepted.</p>

