

Request for Qualifications
Architectural Services – Athletic
Complex
RFQ 2-2023/2024



PENSACOLA
S T A T E C O L L E G E

Addendum #1

1. Question: For Section C, Previous Experience, the RFQ states, “Provide the following information for recently completed projects that best illustrate the experience of the firm and the current staff assigned to this project.” Can you please clarify if “completed projects” refers to only projects completed through construction, or can this include master planning and building planning studies that have been completed?

Response: Projects which you have completed based on your previous contracts.

2. Question: In Section G, Financial Statements, The RFQ states “Internally prepared, compiled, reviewed and **audited** statements are acceptable.” Can you confirm that the financial statements do not need to be audited?

Response: The Statements must be audited.

3. Question: The Scope of Work indicates “Develop a Master Plan and design for the Athletic Complex...”, does the master plan refer to a comprehensive athletics master plan or a master plan limited to the soccer field, tennis courts, and other program elements listed?

Response: Master Plan Limited to Soccer field, tennis courts, etc.

4. Question: The Scope of Work indicates the project budget will be developed, is there an overall budget already established for the project? Should Cost Estimating to be included in the response?

Response: No

5. Question: Can you please confirm if there is a page limit to the RFQ response? If so, is it double-sided or single?

Response: No, Double-Sided is Acceptable.

6. Question: Do you have an anticipated posting date listed on page 4 in section 12 for the tabulations and recommended awards?

Response: Within 48 Hours after the shortlisting presentations/interviews.

7. Question: Is there an anticipated project start date following the approval by the Board of Trustees? Is there a desired "completion date" for the project?

Response: After approval by Board.

8. Question: The table of contents notes the "Evaluation Form" on page 24. Page 24 is blank. Please provide the Evaluation Form.

Response: The Form contents are listed on Page 15.

9. Question: In the Scope of Work, it states "The proposal requires the inclusion of a narrative description of the plan and design process recommended by the firm. The design process should include a tentative calendar and a description of activities." Please confirm which section in the RFQ response this should be located in.

Response: At the End of Section A.

10. Question: In section B #4 of the submission, can you please define who the support personnel would be? We usually just have our project personnel (who are our internal team members) and then sub-consultants (engineers, etc.).

Response: That is acceptable.