

ADDENDUM NO. 3

RFQ TITLE: Continuing Professional Architectural Services

RFQ NO: 2025-10

DATE: January 20, 2026

To All Proposers:

Proposers for the above referenced RFQ shall take note of the following changes, additions, deletions, clarifications, etc., to the RFQ documents, which shall become a part of and have precedence over anything shown or described otherwise.

A. CHANGES IN THE RFQ DOCUMENTS

- 1) The "PROPOSAL SUBMITTAL DEADLINE" section of the "NOTICE TO PROPOSERS", has been changed to reflect a new deadline date as follows:

PROPOSAL SUBMITTAL DEADLINE

Sealed proposals shall be received by the Director Procurement until **2:00 p.m. local time, on ~~January 26, 2026~~ February 2, 2026 (the "Submittal Deadline")** at the City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida. The official clock at the City Hall reception desk shall govern. Proposals received after this time shall be returned unopened. The sealed proposals will be publicly opened at the City of Weston, City Hall after the Proposal Submittal Deadline. Award of a proposal will be made at a City Commission meeting. The public opening of submittals may be viewed by the public via Cisco Webex as follows:

Event:	Opening: RFQ No. 2025-10, Continuing Professional Architectural Services
Event address for attendees:	https://westonfl.webex.com/westonfl/j.php?MTID=m073bc94ca7dc41223c0e21ab85c35581 You may also connect to: www.webex.com <ul style="list-style-type: none">• Click "Join a Meeting"• Enter Event/Meeting Number
Date and Time:	Monday, January 26, 2026 at 2:00 p.m. Monday, February 2, 2026 at 2:00 p.m. Eastern Standard Time (New York, GMT-05:00)
Event Number:	2308 148 8598
Event Password:	Weston (937866 when dialing from a phone or video system)

Audio conference:	Join by phone 415-655-0001 US Toll
	2308 148 8598

B. CLARIFICATIONS

None.

C. QUESTIONS FROM PROPOSERS

1) Q: We respectfully request a two-week extension of the proposal due date. The RFQ was advertised on December 23, 2025, during the year-end holiday period, when many firms traditionally close or operate with limited staffing and resume full operations after January 5. As a result, the available time to prepare a comprehensive response has been significantly reduced. Additionally, many firms within the architecture, engineering, and consulting community—including prime firms and key subconsultants—continue to experience staffing constraints due to recent downsizing and personnel shortages, which have impacted coordination and availability.

A: See Section A. – item No. 1. stated herein.

2) Q: May the proposal be submitted in a three-hole binder so that pages are secured but can still be easily removed and copied if necessary?

A: Yes.

3) Q: Do you require a “wet” blue ink signature, or will an electronic “blue” signature be accepted, as is permitted by many public agencies?

A: Either is acceptable.

4) Q: Are you requesting that form letter identifiers (a., b., c., etc.) be included in the page footer in addition to page numbers? Typically, page numbering alone is accepted and is logistically much easier to implement. Please confirm your preference so we can ensure full compliance.

A: Please format page footer as deemed appropriate.

5) Q: May the proposal be printed single-sided, or is double-sided printing required?

A: Single sided is preferred.

6) Q: Is the CITY considering or accepting electronic submissions via DemandStar?

A: No, only hard copy original proposals will be accepted.

7) Q: Are both Part I and Part II required from all firms on the project team?

A: Only one Form is required. Part I for the entire team, Part II for Prime consultant only.

- 8) Q: Regarding Part I, Section E (Resumes of Key Personnel): since this section limits the number of projects and available space for descriptions, may long-format resumes be submitted in addition to the SF 330 resumes?

A: Limit additional resume copies to max. of 2 pages.

- 9) Q: Regarding Part I, Section F (Example Projects): SF 330 typically limits this section to ten examples. Given the size and complexity of the proposed team (architectural, civil, MEP, structural, landscape architecture, surveying, etc.), would the CITY accept additional Section F project examples?

A: Limit to 10 project examples.

- 10) Q: Are you requiring the firm's insurance agent or carrier to sign and notarize Form 3? This is not a typical requirement for professional services RFQs, and we are uncertain whether our insurance provider will execute this form without a full legal review of the RFQ.

A: Yes. Form 3 does not require notarization. Specific insurance requirements are included in Section 2.4 – B. of the Agreement document.

- 11) Q: As an alternative, would the CITY accept a Certificate of Insurance demonstration of the required coverage, or allow the Prime firm to complete this form on behalf of the team?

A: Form 3 must be completed and included as part of your proposal.

- 12) Q: Please provide link to fillable reference forms.

A: <https://www.westonfl.org/home/showpublisheddocument/5619/638786683023600000>

- 13) Q: The language within the Sample AGREEMENT, **Section 9.4, C**, stipulates a 30% CBE goal utilizing firms listed in subconsultant schedule Exhibit C. The referenced Exhibit C is missing from the RFQ. Will the CITY provide Exhibit C?

A: SECTION 9, BROWARD COUNTY SURTAX FUNDED PROJECTS, in its entirety pertains ONLY to surtax funded projects. This section was included in the solicitation in the event that we would need to use the contract for a surtax funded project in the future. The intent is to use the contract for both CITY funded projects (excludes surtax language) and if needed, surtax funded projects as well (in which SECTION 9/surtax requirements would apply). See ATTACHMENT A, for copy of the form referred to as Exhibit C.

- 14) Q: **Section 9.4, F**, further identifies 50% liquidated damages owed to the CITY by the CONSULTANT for failing to achieve the commitment of 30% CBE goal. Considering that Addendum #2, Question #3 confirms that **no** CBE goals of 30% are included in this contract, will the agreement language be revised to exclude CME goal requirements (Section 9.4, C),

liquidated damages owed by the CONSULTANT (Section 9.4.F), and other CBE language includes in sections Section 9.4, C through Section 9.4, i?

A: See response to previous question.

15) Q: Are you looking for complete teams that include MEP, Civil, Structural, etc., or just Architectural Services?

A: Yes.

16) Q: Can Architectural apply by itself? Or do you require a complete team that includes MEP, Civil, Structural, etc.

A: See response to previous question.

ATTACHMENTS

1. ATTACHMENT A - Surtax Projects and Services Letter of Intent

END OF ADDENDUM NO. 3

All other information remains as originally described in the solicitation.



**SURTAX PROJECTS AND SERVICES (MUNICIPALITY)
LETTER OF INTENT
BETWEEN BIDDER/OFFEROR AND
COUNTY BUSINESS ENTERPRISE (CBE) FIRM/SUPPLIER**

This form is to be completed and signed for each CBE firm. If the PRIME is a CBE firm, please indicate the percentage performed with your own forces.

Municipality (City/Town/Village): _____

Solicitation No.: _____ **Project Title:** _____

Bidder/Offeror Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Authorized Representative: _____

Phone: _____ Email: _____

CBE Firm/Supplier Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Authorized Representative: _____

Phone: _____ Email: _____

- A. This is a letter of intent between the bidder/offeror on this project and a CBE firm for the CBE to perform work on this project.
- B. By signing below, the bidder/offeror is committing to utilize the above-named CBE to perform the work described below.
- C. By signing below, the above-named CBE is committing to perform the work described below.
- D. By signing below, the bidder/offeror and CBE affirm that if the CBE subcontracts any of the work described below, it may only subcontract that work to another CBE.

WORK TO BE PERFORMED BY CBE FIRM(S)

Description	NAICS ¹	CBE Contract Amount ²	CBE Percentage of Total Project Value

AFFIRMATION: I hereby affirm that the information above is true and correct.

CBE Firm/Supplier Authorized Representative

Signature: _____ Title: _____ Date: _____

Bidder/Offeror Authorized Representative

Signature: _____ Title: _____ Date: _____

¹ Visit <https://www.census.gov/eos/www/naics/> to search and identify the correct NAICS codes. Match each type of work with the most appropriate NAICS code.

² To be provided only when the solicitation requires that the bidder/offeror include a dollar amount in its bid/offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.