

ADDENDUM NO. 1

RFQ TITLE: Continuing Professional Services General Civil Engineering Traffic & Transportation Engineering, Environmental & Wetlands Management Surveying & Mapping.

RFQ NO: 2025-11

DATE: January 23, 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 Procurement Manager until **2:00 p.m. local time, on ~~January 27, 2026~~ February 3, 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. 2025-11, Continuing Professional Services |
| Event address for attendees: | https://westonfl.webex.com/westonfl/j.php?MTID=m5eef49f07465dc91a606102da026993d |
| | 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: | Tuesday, January 27, 2026 Tuesday, February 3, 2026 at 2:00 p.m. Eastern Standard Time (New York, GMT-05:00) |
| Event Number: | 2304 481 7356 |
| Event Password: | Weston (937866 when dialing from a phone or video system) |
| Audio conference: | Join by phone 415-655-0001 US Toll |
| | 2304 481 7356 |

B. CLARIFICATIONS

1. Any mention of "CONTRACTOR" shall refer to the awarded firm also considered as the "CONSULTANT"

C. QUESTIONS FROM PROPOSERS

- 1) Is it the intent of the City to use this contract, RFQ No. 2025-11, as a replacement for RFQ No. 2019-04 or to supplement by selecting additional firms?

A: RFQ No. 2025-11 will replace existing professional services contract RFQ No. 2015-11 (which is set to expire March 31, 2026).

- 2) Q: When does the CITY expect to answer all questions? Based on that date will the CITY consider an extension for CONSULTANTS to prepare their responses?

A: Questions must be received at least 5 days prior to the submittal due date. Any changes to the submittal due date, will be formalized by issuance of an Addendum. See Section A.1. above for change in submittal due date.

- 3) Q: How many CONSULTANTS will the CITY be choosing per discipline?

A: Minimum of one firm for each discipline.

- 4) Q: Regarding the selection process described in the RFQ, which states that the Committee will short-list at least three (3) proposers and then rank them after interviews: Could the City please clarify how many firms will be finally selected for award in each category?

A: See response to Question No. 3.

- 5) Q: We request clarification regarding "the submission process for the proposal package." On page 16 of the RFQ, it states: "The Proposal package shall contain one (1) unbound complete set of original documents, which shall contain all mandatory and optional information submitted by the PROPOSER." Page 17 of the RFQ states: "All written or graphical work product shall be provided to the CITY in PDF format, WCAG 2.1 Level AA, ADA compliant." Please confirm that only one (1) unbound original is required for this submission and that a PDF is not required. Also, please confirm that the unbound original does not need to comply with WCAG 2.1 Level AA or ADA standards for this submission.

A: Only one unbound original set of documents is required. Should firms decide to provide additional information (in PDF format/electronically), the information provided would need to be WCAG 2.1, Level AA, ADA compliant.

- 6) Q: Chapter 3 in the RFQ for K. Insurance Statement states "Proposer shall follow the instructions and submit a completed Insurance Statement Form 3." On Form 3 it states to fill out and submit within fourteen (14) days of the date of the Notice of Award by the City. Please confirm whether this form should be completed and included in our proposal, or if proof of insurance is only required at this time?

A: Form 3, Insurance Statement, must be completed and submitted as part of your proposal. Proof of insurance (Certificate of Insurance) will be required of the awarded firm only and must be provided within 14 days of notice of award.

7) Q: How many CONSULTANTS will the city be choosing for the overall contract?

A: See response to Question No. 3.

8) Q: Is it mandatory to include a subconsultant for the Environmental Engineering and Wetlands Management services to be considered responsive?

A: Based on qualifications, proposers may submit for any single category or for multiple categories.

9) Q: Could the CITY please confirm what the project budget is?

A: This contract will be utilized as a continuing services contract, and the budget will be established based on project specific scope of work.

10) Q: Could the CITY please provide a list of the incumbent firms currently holding this contract?

A: See list below:

- Metric Engineering Inc. (Environmental)
- Calvin Giordano & Associates (Civil, Traffic, Surveying)
- Craven Thompson And Associates Inc. (Civil)

11) Q: Could the CITY clarify the scoring methodology? Specifically, what is the maximum point allocation for each evaluation criterion?

A: Each member of the Selection Committee will evaluate and rank Proposals in each of the categories listed and compute a final ranking. Committee Members are to rank each individual evaluation criteria from "1" through "x", with "x" being the number of Proposers deemed to be Responsive and Responsible. The ranking of "1" will be the best score, with "2" being the second-best score and so on. See sample ranking form included as part of the solicitation (Form 14).

12) Q: Could the City please confirm if it is possible to submit a response via Onvia DemandStar?

A: Only hard copy proposals will be accepted. Electronic submittals will not be considered.

13) Q: Can a firm submit as both a prime and a subconsultant?

A: There are no restrictions in this regard.

14) Q: How many firms will be selected for each Category?

A: See response to Question No. 3.

- 15) Q: For the Proposer Reference Forms, does the City want at least 3 for each Category, or can the proposer include project references that overlap the services provided for each category?
- A: Provide three (3) for each category as requested.
- 16) Q: Paragraph 2- "All policies except Worker's Compensation are to be written on an occurrence basis" – Since PLI is not offered on an occurrence basis and is by claim -made only, please clarify how to proceed.
- A: Yes, claims made on the basis for Professional Liability Insurance is correct.
- 17) Q: Paragraph 2 and Paragraph 10- Since Professional Liability Insurance does not permit additional insured, clarification or alignment of these provisions may be needed to ensure consistency with standard coverage.
- A: The City requests it to be included as a certificate holder if possible so that the City receives notice if the policy is not renewed.
- 18) Q: Paragraph 6 - "CONSULTANT" is responsible for repairing or replacing any damage to structures unless otherwise addressed within this Agreement" – could this make the firm responsible for any damage unrelated to our professional services?
- A: This means that the "CONSULTANT" is responsible for repairing or replacing any damage to structures created or caused by the CONSULTANT.
- 19) Q: Paragraph 7 - carriers will provide 30 days' written notice of cancellation or non-renewal: 10 days for non-payment. Since written notice to third parties or notice by certified mail is not the norm, please advise how to proceed.
- A: As long as the City is listed as additional insured or certificate holders, the City will get notified via USPS.
- 20) Q: Could you kindly confirm whether there is no CBE requirement associated with the RFQ submission?
- A: Broward County CBE certification is not a requirement. However, the solicitation does include a certified minority business enterprise factor pursuant to Section 287.055 of the Florida Statutes. However, 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 (excluding surtax language) and if needed, surtax funded projects as well (in which SECTION 9/surtax requirements would apply).
- 21) Q: The RFQ States the following: "Responses to this Request for Qualifications shall indicate each category for which the respondent wishes to be considered:" Does the City want the Respondent to provide separate qualification submittals for each category? Or even separate letters, reference forms, or narratives?

A: Only one proposal package is required. Please use the proposal Cover Sheet (page 31) to select the categories being submitted and include supporting documentation for categories selected, as part of your submittal.

22) Q: Does the City anticipate the need for GIS services to improve data / processes for Operations, Asset Management, Hydraulic Modeling etc. Would this fall under Category 1, Specialties

A: Firms providing GIS services can team up with proposers under one or more of the categories.

23) Q: Do we submit the financials for 2023 and 2024?

A: A copy of the most recent audited annual financial statements containing a balance sheet, an income statement, and a statement of cash flows OR non-audited financial statements containing a balance sheet, an income statement, and a statement of cash flows plus a complete **federal tax return for the last two (2) years.**

24) Q: Would the City consider extending the due date?

A: See Section A. - 1., as noted herein.

25) Q: Do you need to submit the sample ranking form with the proposal?

A: No.

26) Q: Does this have a 30% CBE utilization?

A: See response to Question No. 20.

27) Q: Does SF330 need to be submitted from our subconsultants as well?

A: Only one copy, Part I to include both Prime and Subconsultants, and Part II for Prime only.

28) Q: Please clarify if submittal is to be printed as single sided or double sided?

A: Single sided is preferred.

29) Q: Is the intent to make multiple awards and simply submit on those categories that CONSULTANT intends to Prime?

A: Yes.

30) Q: Typically, SF330s include projects and resumes as part of the form. Are you saying we do not need these? Can they be represented in a different format?

A: Follow SF330 format – Part E & F for Resumes and Project Examples, respectively.

31) Q: Is there a prime for each category? Or would the City want the proposer to build a team?

A: Prime with or without a team for each category.

32) Q: Does the city only want the proposer to submit within the area of their expertise rather than fill in the gap, for instance the City has landscaping architecture under civil engineering, and I am not aware of civil engineering firms that have landscaping architects.

A: See response to Question No. 31.

33) Q: I understand that the SF330 form is for engineering services but if a subconsultant firm is being used that is not an engineering or architecture firm will they still need to have to complete the SF330 form or can their resumes and projects be presented in whatever format the subconsultant has.

A: See response to Question No. 30.

34) Q: We have covered the resumes that are part of the SF330 but about the projects for our subconsultants? Would we include their resumes and their SF330 projects?

A: See response to Question No. 27.

35) Q: On the insurance requirements, we noticed that the requirements are for the "contractor", yet PROPOSERS are noted as being the "consultant". How do the terms differ?

A: In this instance the CONSUTANT is the CONTRACTOR.

36) Q: Do the reference forms need to have "wet" signatures from the reference or would a scanned copy included in the submittal suffice?

A: A scanned copy would suffice.

37) Q: As called out in Section 4.1(A) on page 16 of the RFQ, can you please confirm that the City requires only one (1) unbound original of this RFQ proposal for this submission.

A: See response to Question No. 5.

38) Q: Will the City of Weston accept a renewed version of our example insurance coverage that matches the City's requirements instead of a signed, sealed Form 3 signed from our insurance agent?

A: Yes.

ATTACHMENTS

1. Non-Mandatory Virtual Pre-Proposal Conference Attendance Log

END OF ADDENDUM NO. 1

All other information remains as originally described in the solicitation.

**NON-MANDATORY VIRTUAL PRE-PROPOSAL CONFERENCE
ATTENDANCE LOG
RFQ No. 2025-11
Continuing Professional Services General Civil Engineering
Traffic & Transportation Engineering
Environmental & Wetlands Management
SURVEYING & MAPPING
Date: January 15, 2026 at 3:00 p.m.**

| | First Name | Last Name | Company | Email Address |
|----|-------------------|------------------|---------------------------------|--|
| 1 | Amanda | Jorjorian | Metric Engineering, Inc. | amanda.jorjorian@metriceng.com |
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