

HEALTH CARE DISTRICT OF PALM BEACH COUNTY
Addendum #1 to RFP #2025CCNA01
Dated March 26, 2025

Note: Language in red is only to highlight changes.

1. Modify Section 3A as follows:

Purchasing Division will review each proposal to determine if the proposal is responsive to the RFP. Proposals determined to be non-responsive will be rejected without being evaluated by the Selection Committee(s). A responsive proposal is one which has been signed, has been submitted by the specified submission time, has provided the information required to be submitted with the proposal, and the prime and all subconsultants are 1) either pre-certified by Palm Beach County or 2) have submitted a District Project Specific CCNA Certification Form and have been certified by the District. While poor formatting, poor documentation, and/or incomplete or unclear information may not be cause to reject a proposal without evaluation, such substandard submissions may adversely impact the evaluation of a proposal. Proposers who fail to comply with all of the required and/or desired elements of this RFP, do so at their own risk.

At the completion of the responsiveness review, Purchasing Division will calculate the points allocable to responsive firms for volume of previous work, State certified MBE, and location of firm's office for consideration by the Selection Committees along with the proposals.

2. Modify Section 1.E as follows:

Design Consultant Certification. Primes and subconsultants firms that provide architectural, engineering, landscape architectural or surveying and mapping services as defined in FSS 287.055, must be certified by either; 1) have a prior certification from the County's Engineering and Public Works Department prior to the proposal due date. Information regarding the County's consultant certification process may be obtained from Holly Knight, at (561) 684-4150, hknight@pbcgov.org or at: <http://discover.pbcgov.org/engineering/roadwayproduction/Pages/CCNA.aspx>. As is evidenced by 1) the completion of Attachment B ~~or~~ and, if applicable, 2) Attachment B-1 as part of the proposal submitted. Any Prime or subconsultant may submit Attachment B-1 to the District for review and pre-certification, ahead of the Proposal due date.

3. Delete Section 4E in its entirety.

4. Change the heading SECTION 7: AWARD OF CONTRACT to SECTION 6: AWARD OF CONTRACT.

5. Insert the words "Attachment B-1" to the form entitled CCNA Project Specific Certification Application with the Health Care District of Palm Beach County.

6. All references to “State Certified M/WBE” or “M/WBE” are changed to “State Certified MBE” or “MBE”.

Questions, Answers and Supplemental Information

1. **Is this the work awarded for the Healthcare District specifically, or the work for Palm Beach County as a whole?** Health Care District work specifically.
2. **3.A, “Responsiveness Review”. The way it is written it implies that the submittals will be reviewed for the three specific criteria listed and then only the highest scoring firms will be sent to the Shortlist Committee for review. Is that accurate?** All proposals determined to be responsive will be sent to the Short List Committee for review. Also, please see related Addendum Item #1.
3. **Does the responsiveness review just establish a baseline of points for items 3, 4, and 5 so they are the same on everyone’s scoresheet?** See Addendum Item #1.
4. **Scoring item 5 (Location of Firm’s Offices), do you have a standard document that explains how that is scored?**

Based on the Proposer provided information on Attachments D, E, F and pursuant to relevant section of Purchasing Procedures Exhibit 1. The following is an excerpt from Attachment 6 to Purchasing Procedure 2016-03, Exhibit 1, Selection of Professional Engineers, Architects, Landscape Architects, Land Surveys and Mappers Pursuant to FSS 287.055 CCNA, which addresses the question above.

LOCATION OF FIRM’S OFFICE:

Method of determining points for location of work product of the team:

Considering the entire project, up to 8 points may be awarded to a team, whether performed by the prime consultant, one or more sub-consultant(s), or both, based on the cumulative percent total of work that will be performed by personnel located within the teams’ Palm Beach County offices. All consultants and/or sub-consultants shall submit, with their proposal: 1) a Business Tax Receipt issued by the Palm Beach County Tax Collector to verify the firm’s permanent place of business and 2) a written statement ("letter of intent"), indicating the percent participation that each consultant and/or sub-consultant of the team is proposing to perform in the County. The District may take whatever action necessary to verify this information. Firms shall also clearly indicate the percentage of work that will be performed by the local office(s) and the percent of work (if any) that will be performed by offices outside of Palm Beach County. A minimum participation of greater than 25% of the project total is required for the team to receive points in this category of local office.

The Short List or Final Selection Committee may adjust the percentage of work indicated in the submittal if it is determined that the percentage is not reasonable.

Points, ranging from 0 to 8, will be awarded based on the total percent of local participation proposed by the team. A team participation of 25% or less will be awarded zero (0) points.

POINTS - between zero and eight points will be awarded by the short-list and final selection committee. ***NO ROUNDING WILL BE ACCEPTED***

Allocation of points for Local Office Participation

<i>Less than or Equal to 25%</i>	<i>0 point</i>
<i>25%-40%</i>	<i>2 points</i>
<i>40%-50%</i>	<i>3 points</i>
<i>50%-60%</i>	<i>4 points</i>
<i>60%-70%</i>	<i>5 points</i>
<i>70%-80%</i>	<i>6 points</i>
<i>80%-90%</i>	<i>7 points</i>
<i>90%-100%</i>	<i>8 points</i>

5. **Are there any local Healthcare Specialty Consultants that you suggest that we use? Or recommend?** It is solely the prime consultant's responsibility to build their teams with subconsultants it believes are most qualified for this contract.