

## **Addendum #1 to RFP #2025PM01**

Note: Language in red is only to highlight changes.

**1. In Section 3D, replace the Final Selection Criteria with the following table.**

<b>FINAL SELECTION CRITERIA</b>	<b>POINT VALUE</b>
<b>1. Qualifications and Related Program Management Experience of the Firm</b> - Areas of consideration: prior experience providing program management services for all aspects of institutional projects, program of work of similar size and type (non-residential construction); capacity and resources of firm; experience with government projects; recommendations from previous Owners, especially government owners, <b>resiliency and sustainability.</b>	<b>15</b>
<b>2. Proposed Project Staff and Functions</b> – Areas of consideration: ability and experience of staff to be assigned to Crisis Center, staff to be assigned to other assignments, with specific emphasis on government, institutional, and/or health care experience; depth and abilities of the firm which can be drawn upon as needed. <b>Experience with the public bid process and implementation of the Sales Tax Recovery programs is also preferred.</b>	<b>25</b>
<b>3. Program Management Approach/Comprehensive Program Management Services</b> – Areas of consideration: Proposer's approach to satisfying District's objectives and scope of work; ability and history of the firm to deliver a program of work using effective program management tools and techniques; firm's knowledge and experience in the evaluation of building systems and construction techniques to create optimum value for the budget. <b>Proposer's experience with regulatory agency coordination (both land development and health care agency)</b>	<b>25</b>
<b>4. Volume of Previous Work</b> – Amount of District CM work awarded in the past 6 years with the objective to distribute the work among qualified firms.	<b>5</b>
<b>5. Location of Firm's Offices.</b> <b>Firms having a permanent place of business in Palm Beach County.</b>	<b>5</b>
<b>6. Pricing</b> - The Proposer with the lowest overall price will receive the maximum number of points listed, and proposals with higher prices will receive fewer points based on how much higher they are than the lowest price. <b>In order to determine the Proposer's overall price and for the purposes of selection only, the rates will be weighted accordingly: P/Proj Ex 5%, SPM 5%, PM 70%, FR 10%, Cost Est 10%.</b>	<b>25</b>

**2. Replace the 2<sup>nd</sup> Note on RFP Attachment E with the following.**

Labor rates of Program Manager and any subconsultants shall not exceed the actual hourly raw labor rates for services rendered by personnel, multiplied by an overall overhead and profit factor (maximum of three). The labor rates and overhead and profit factors are subject to audit, upon request. Actual hours will be billed, **unless otherwise agreed to by the PM and the District.**

3. **Replace Section 6.D.6 with the following.**

**6. Qualifications of the Program Manager** – include a brief description of the Prime’s (and any subconsultants) experience as a program manager. Provide in a table format descriptions of pertinent program management experience with other government entities and/or the private sector that includes a summary of the work performed, the total project cost, the percentage of work the firm was responsible for, the period over which the work was completed, and the name, title, email address, and phone number of Owners to be contacted for references. *Only list prior experience performing similar program management services of a scope and nature comparable to the services requested in this RFP as a Program or Project Management Consultant (or Owner’s Authorized Representative or similar role) on a similar contract within the last ten (10) years with a minimum construction value of not less than \$35,000,000. **Notwithstanding the above, the program management experience table shall list ALL program management contracts with governmental entities in the last 10 years.***

4. **Replace Section 6.D.7 with the following.**

**7. Proposed Staff** – Discuss how the Proposer will staff this project. Identify proposed staff by name, title and specific responsibilities on the project. Provide a resume for each of the proposed staff **for the Crisis Center**, also identifying projects of a similar nature (preferably government projects), **the public bid process and implementation of the Sales Tax Recovery Program**) in which the staff member has been involved and his/her role. **Provide a reference name and phone number for each project.** Include total years’ experience and years’ experience with current firm and any licenses or certifications. Proposed staff will be an important factor considered by the evaluation committees.

5. **Change Proposal Due Date**

**Proposal Due Date is changed to Tuesday February 25, 2025 at 2:00 pm.**

**END OF ADDENDUM**

### **Questions, Answers and Supplemental Information**

1. The following is the link to the SAMHSA 2025 National Guidelines for a Behavioral Health Coordinate System of Care: [2025 National Guidelines for a Behavioral Health Coordinated System of Crisis Care](#).
2. **RFP Pg 1 states "At the time of proposal submittal, respondent must be properly certified and licensed in the State of Florida and/or Palm Beach County, as applicable for the purpose of performing the specified work." Please confirm that a State of Florida certification meets this solicitation's specific certification and license requirement.** Each firm must be properly certified and/or licensed to conduct business in Palm Beach County. For some that is a state certification/license only, for others it requires State and local licenses and certifications. Without specifics, a more detailed answer is not possible.
3. **RFP Pg 28 states" The period of services and the Contract Term shall commence upon approval and execution of this Contract and will continue by both parties and continue for a period of \_\_\_\_, unless otherwise terminated as provided for in Section 8.2 of this Contract. Is there an anticipated period of performance for this Contract." Is there an anticipated period of performance on this contract?** Yes, Section IA states selected for a 5 year contract although no task orders other than those for the Crisis Center are guaranteed.
4. **Please confirm if the proposed personnel require any specialized licenses or credentials to perform the work as required in this solicitation.** Personnel need to have the skills and knowledge required in Section 2.A.3 to perform the work in Section 2.B. No specific specialized licenses or credentials are minimum requirements. Please note that all experience of personnel should be documented in the submittal and with contract information of persons who can verify same.
5. **Is the funding for the project secured?** Yes, funds for the project currently exist in the District's budget. The District recently secured \$10,000,000 in funding from the Board of County Commissioners.
6. **Where are the two sites being considered located?** The District is currently conducting due diligence on two sites. One is located on Benoist Farms Road, just North of Southern Blvd. The other is a District owned property at the intersection of Military Trail and Blue Heron Blvd (a co-location with the Healey Center).
7. **Are you considering awarding points for the SBE or M/WBE firms?** No, the District does not have any affirmative procurement policies but for a preference for local firms. The RFP does provide (5) points to be awarded to local firms. See Attachment D to the RFP for requirements.
8. **Does a firm have to an office in Palm Beach County to respond to the RFP.** No, the local office requirement only is necessary to achieve the local preference points.
9. **What is the timing of the solicitation for a Construction Manager.** It is estimated the solicitation for the Construction Manager will be in September or October of 2025 and be in place prior to schematic design drawings being completed. Continue to watch the District's website at [www.hcdpbc.org/resources/purchasing](http://www.hcdpbc.org/resources/purchasing) for more detailed information on future solicitations related to this project.

10. **Can a firm with less than 10 years as an entity submit a proposal based on its individual experience?** Yes, there is no minimum requirement for how long a firm must be in business. The reference to "...the last ten (10) years" is there to limit the listed experience to that within the last ten (10) years. That being said, any contract experience of an individual (as opposed to the firm) should be referenced accordingly.
11. **Many attendees at the Pre-Proposal Conference were interested in partnering with others. Can the District kindly share the participant list from the Mandatory Pre-Proposal Conference to facilitate this?** The attendance sheet is attached.
12. **Could the District confirm in writing that the "Pricing" evaluation criteria (25 points) will be based on "RFP ATTACHMENT E – PRICING PAGE" and not on a lump sum fee?** The pricing evaluation criteria will be based on Attachment E as amended by Addendum #1.
13. **Does the District have a preferred Project Management Information System (PMIS) software that you are already familiar with and intend to use for this program?** No preference. The District uses the Microsoft Office suite of products as well as Oracle for finance and payroll. If licenses are required for District employee use, the Proposer should assume that up to three (3) computers would require licenses at the Proposer's expense. Keep in mind that the contract does not have provisions for reimbursable expenses.
14. **What type of PMI does the County use for capital project execution?** See answer to #13 above.
15. **Does the District have a preferred Document Controls System that you are already familiar with and intend to use for this program?** See answer to #13 above.
16. **Does the District have a preferred Scheduling software that you are already familiar with and intend to use for this program? Does the District have licenses to Primavera P6 or to MS Project?** See answer to #13 above.
17. **In light of the changes to the RFP requirements, would the District consider extending the deadline by 1 to 2 weeks?** See Addendum #1
18. **What is the estimated project schedule, including site selection, design and/or construction RFP issuance and target completion date?** Site Selection is estimated to be completed by June 2025. Design Team selection is scheduled to commence no later than April 1, 2025 and be under contract by September 2025. Construction Management Team selection is scheduled to commence no later than October 2025 and under contract by December 2025. Scheduled completion and opening of the Crisis Center in the summer/fall of 2029.
19. **Is there an expected number of hours per week/month/year that we should assume for the different positions, so we can ensure that pricing is evaluated apples-to-apples?** The pricing evaluation criteria will be based on the Attachment E as amended by Addendum #1.
20. **What are the sites being considered for the Crisis Center?** See answer to # 6 above.