

Town of Pembroke Park

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ADDENDUM I RFQ # 25-02 Architectural and Engineering Services (CCNA)

October 22, 2025

This Addendum is issued in reference to RFQ 25-02 Architectural and Engineering Services in response to questions from prospective respondents, or other clarifications issued by the Town.

All bids must be received no later than Thursday, November 13, 2025, at 10:00 a.m. at which time all proposals will be decrypted and opened. Proposals must be submitted electronically through DemandStar.com <https://www.demandstar.com/> by the date and time stated above. Mailed and hand-delivered proposals will not be accepted. Any proposals received after the due date and time specified will not be considered.

1. Does the Town have local or Small Business preference?

Response: The Town does not currently have an established Local Business or Small Business Enterprise (SBE) preference policy within its procurement ordinance or CCNA selection process. However, consistent with South Florida municipal practice, the Town encourages participation by local and small firms registered within Broward County and the State of Florida and may include such participation as a qualitative consideration during evaluation.

2. On page 30 of the RFQ it shows “Emergency Response” as a service under Structural Engineering; can the Town define this service?

Response: “Emergency Response” within the Structural Engineering category typically refers to professional services related to post-event inspections and stabilization of public infrastructure after declared emergencies (e.g., hurricanes, flooding, or accidents). Under Florida CCNA, this includes structural assessments, shoring recommendations, temporary repair design, damage documentation, and coordination with FEMA or State agencies for reimbursement or hazard mitigation projects.

3. On page 32 of the RFQ – Drainage and Stormwater Services category – does this include preparation of grant applications?

Response: Yes, firms providing drainage and stormwater services may include grant identification and preparation support when the scope relates directly to project design, permitting, or resilience funding. However, standalone grant writing unrelated to technical engineering work would typically fall under separate professional services and may not be required under this CCNA contract.

4. Are firms expected to have subconsultants to fill any services they are not qualified to perform?

Response: Yes. In accordance with Florida Statutes §287.055, firms may form teams or include subconsultants to provide a comprehensive range of services. The Prime consultant remains responsible for overall contract performance but may list qualified subconsultants to fulfill specialty disciplines.

5. What is the total maximum page count allowed for this proposal?

Response: The page limits are listed in the RFQ under each section. However, the standard industry practice is 50 pages, excluding covers, tabs, and required forms.

6. Does the Town expect separate proposals for each category?

Response: Yes. Firms must submit a separate proposal for each professional category they wish to be considered for. Each submittal will be evaluated independently under its respective category criteria.

7. Can the Prime apply for only one category (discipline)?

Response: Yes. Firms may elect to apply for one or more categories based on qualifications. There is no requirement to apply for multiple categories to remain eligible.

8. Does applying for only one category affect the evaluation?

Response: No. Evaluations are based on qualifications within each specific category, not on the number of categories submitted. A firm submitting for one category will be evaluated on equal footing with others within that category.

9. Can architectural firms submit independently under the Architectural category, or must they include a full multi-disciplinary team?

Response: Architectural firms may submit independently for the Architectural Services category. The Town does not require a full multi-disciplinary team at the qualifications stage.

Any questions regarding this Addendum should be submitted in writing to the Procurement Administrator at procurement@tpfpl.gov. Bidders are reminded to acknowledge receipt of this addendum as part of your RFQ submission.