



**RFQ-SF-02-0-2021
ADDENDUM NUMBER 1**

**REQUEST FOR QUALIFICATION
FOR
MANAGEMENT SERVICES FOR
STATEWIDE SPACEPORT IMPROVEMENT PROGRAM**

Date: September 24, 2021
To: All Interested Bidders and Other Interested Parties
From: Annette O'Donnell, Director of Contracts

Space Florida issues the following Addendum Number 1 and considers it part a part of the Request for Qualifications (RFQ) document.

- 1. Questions and Responses:**
Attached hereto please find the Questions and Responses to RFQ 02-0-2020.
- 2. RFQ page 2, “PURPOSE” section, page 2:**
Remove and replace paragraph in its entirety.

This RFQ shall serve to provide interested parties with specific information as to the procedures for selection of a firm to perform management services. In determining whether a firm is qualified, Space Florida shall consider such factors as the ability of professional personnel; past performance; willingness to meet time and budget requirements; location of the supporting office; recent, current, and projected workloads. The agreement with the chosen firm will provide compensation on **a time and materials basis** ~~the basis of the cost of the work plus a percentage fee~~ with a not-to-exceed price and with an agreed upon substantial completion deadline.

**Questions and Responses to
RFQ-SF-02-0-2021
Space Florida Request for Qualifications for**

Management Services for Statewide Spaceport improvement Program

Question #	RFQ Area	Page #	Section	Question	Response
1	Qualifications Package	8	C.6	The RFQ-SF-02-0-2021 states we need to submit two years of Audited financial statements. Will compiled financial statements by our CPA be sufficient?	Audited financial statements are preferred, but financial statements prepared by a CPA are acceptable
2	Qualifications Package	NA	General	What information is required of subcontractors, in terms of the requested form completions, insurance, and financial statements?	For subconsultants, do not include Section C items 1-6 listed on pages 7-8 (forms, statements and insurance information).
3	Qualifications Package	NA	General	If a firm is submitting for both Category 1 and Category 2, should we organize our response for each individually (FDOT and Space Florida) or combine the approach for the overall (C1/C2) opportunity?	Submit only one qualifications package for both categories. There is no requirement to either separate nor combined Category 1 and 2 information. The format may vary depending on the past performance, proposed team and approach of each team.
4	Attachment B, Form of the Contract	33	Attachment A, Space Florida Standard Terms and Conditions	Can you provide further clarification on additional insured for Professional Liability requirement noted on (Attachment A) Page 33, Section 5c of the RFQ? (“Company shall include SF as an additional insured under the policy terms and conditions.”)	Additional Insured is a status associated with General Liability or Professional Liability policies that provide coverage to other individuals or groups that were not initially named in the policy. It is an additional insured endorsement (amendment) that will be required and can be processed through your insurance agent/broker.
5	Attachment B, Form of the Contract	39	Attachment A, Space Florida Standard Terms and Conditions	Is there a citizenship (natural or permanent) status requirement for personnel proposed for this project?	All personnel must be eligible to work in the United States. See Attachment A, Space Florida Standard Terms and Conditions, Attachment A Space Florida Standard Terms and Conditions, Paragraph 24. Employment Eligibility Verification.
6	Qualifications Package	7	Key Personnel	RFP pg 7, Submit a list of projects. Include client name, brief project description, contract amount, period of performance, and Key Personnel. Reference contact information, preferably 3, for projects of similar scope, size, and complexity. Please confirm Space Florida is only asking to include names of Key Personnel if they are proposed for this project.	Correct, for previous projects, list only relevant Key Personnel that will be proposed for this RFQ response.

7	Qualifications Package	7	Qualifications/ Past Performance	RFP pg 7, Submit a list of projects. Include client name, brief project description, contract amount, period of performance, and Key Personnel. Reference contact information, preferably 3, for projects of similar scope, size, and complexity. Please define what Space Florida considers to be similar scope, size, and complexity.	Submit projects that the Consultant feels are most similar and relevant to the tasks described in Attachment A, scope of services.
8	Purpose	2	NA	RFP pg 2, In determining whether a firm is qualified, Space Florida shall consider such factors as.../...recent, current, and projected workloads. Please clarify how Space Florida would like the "recent, current, and projected workloads" qualification addressed in the proposal.	Describe the availability and commitment of Key Personnel to provide services for Category 1, 2, or both.
9	General	NA	NA	Please confirm no pricing or rate information of any kind is required for this response.	No pricing or rate information is to be submitted.
10	General	NA	NA	Is there an incumbent?	This is a new, standalone RFQ specifically for Management Services for the Spaceport Improvement Program. Some of the services described in Attachment A have been performed by consultants previously selected under RFQ-SF-04-0-2016/SS -Continuing Services Contract For Spaceport Infrastructure General Consulting.
11	General	NA	NA	If there is an incumbent, will Space Florida supply the Offerors with resumes and contact information of the staff they wish to remain?	See the above response to Question 10.