



TOWN OF WINDERMERE

REQUEST FOR QUALIFICATIONS

RFQ: #2014-01

ARCHITECTURAL/ ENGINEERING SERVICES

FOR TOWN FACILITIES

RESPONSES TO QUESTIONS RECEIVED PRIOR TO DEADLINE

QUESTIONS & ANSWERS

- **Question:** On page 11 of the RFQ, it states that MBE certificates, Appendix Documentation, sectional dividers and front and back covers are excluded from the 25 page limitation. Is all of Tab 5 “Required Forms” considered Appendix Documentation, and thus also excluded from this page limit? In addition, is the 3 page (max) Letter of Interest/Executive Summary that is required excluded from the 25 page limitation as well?
 - **Answer:** All required forms are excluded from the page limit.

- **Question:** What tab# do you want the Letter of Interest/Executive Summary to fall into?
 - **Answer:** #1. If the summary deals with service approach then #4

- **Question:** On page 7 of the RFQ, it states that if the Respondent is a professional association or other business entity, the title of the officer signing the response on behalf of the entity must be stated and evidence of the officer’s authority to sign the response must be submitted. We are a corporation and our President signs our proposals. What constitutes as sufficient evidence of his signing authority? And does this evidence that is required to be submitted count toward the 25 page limitation?
 - **Answer:** If the President signs the RFQ then that is sufficient. If no, a letter from the President naming the person signing has authority would be sufficient as well. This does not count against the page limit.

- **Question:** On page 7 of the RFQ, it states that “Each respondent shall acknowledge receipt of any addenda in their proposal.” Will addenda response forms be issued with each addendum? Should those forms be included in the Required Forms tab? And will they be excluded from the page limitation?
 - **Answer:** Addendum responses will not be included in the page limitation. So far, no addenda has been advertised.

- **Question:** On page 5 of the RFQ, it has information about public entity crimes requirements. Is this something that has to be acknowledged in our proposal? If so, will a statement acknowledging that we understand the requirements suffice, or is there a particular form that has to be signed and submitted under “Required Forms”? Also, if acknowledgement is required in the proposal, does it count towards the page limitation?
 - **Answer:** It shall be acknowledged and will not be counted towards the page limitation.