

Date: July 24, 2019

RE: RFQ – Landscape Architect Services – Request for information

Thank you for your interest in the Village's project. Highlighted responses to requests for information are listed below. Please note the list is a compilation of questions submitted from multiple Contractors and Suppliers.

Previous RFI responses and addenda can be viewed at: <http://www.royalpalmbeach.com/Rfps>

Sincerely,

Christopher Marsh, P.E.  
Village Engineer  
Office: (561) 790-5131  
Village of Royal Palm Beach  
Engineering Department  
1050 Royal Palm Beach Boulevard  
Royal Palm Beach, FL 33411  
[cmarsh@royalpalmbeach.com](mailto:cmarsh@royalpalmbeach.com)

**Sent:** Tuesday, July 23, 2019 1:31 PM

**To:** Clerk's Office <[Clerks\\_Office@RoyalPalmBeach.com](mailto:Clerks_Office@RoyalPalmBeach.com)>

**Subject:** RFQ for Landscape Architect Services

1. On page 5, for the Standard Form 330, it states, "Current within the past 6 months."  
Can you please clarify if you are looking for the SF330 package to be signed within the last 6 months or projects within the last 6 months?

*Response: It needs to be updated within the last 6 months, however projects can be older than 6 months*

2. Is there a minimum and/or maximum number of projects we can include?

*Response: You want to provide projects that demonstrate your abilities to provide the services outlined in the statement of work. The number of projects is up to the consultant to decide, but a minimum of one.*

**Sent:** Tuesday, July 23, 2019 1:13 PM

**To:** Clerk's Office <[Clerks\\_Office@RoyalPalmBeach.com](mailto:Clerks_Office@RoyalPalmBeach.com)>

**Subject:** Village of Royal Palm Beach Landscape Architect RFQ - Questions

Could you please share the following information -

1. The incumbent for these services

*Response: Cotleur & Hearing, Inc. is our current provider and have been since 2013*

2. The annual value of work orders under this contract

*Response: The value varies from year to year, the current fiscal year expenditures are \$808.96*

3. The selection committee members

*Response: The selection committee is comprised of five Village staff members.  
Adamo DiSisto, Chris Marsh, Lou Recchio, Tim Tack, Paul Webster*

**Sent:** Tuesday, July 23, 2019 11:08 AM

**To:** Vickie Day <vday@RoyalPalmBeach.com>

**Subject:** RE: RFQ Landscape Architect Services

1. We also wanted to know if this RFQ will include standalone Landscape Architecture projects or would the Village like us to provide civil and electrical engineering subconsultants on our team?

*Response: This RFQ is for the services listed in the statement of work, it is possible you will need to use design professionals from other disciplines. However the majority of scope will be the responsibility of the Landscape Architect firm.*