

Addenda #1 for
RFQ-SJR-04-2023
Request For Qualifications for Architectural Services
Remodel and Addition to the FloArts Building at the SJR State Palatka Campus

Replies to Questions Received

- Q. What is the budget for this project?
- A. The estimated budget for this project is approximately \$6,000,000 and will include architectural/engineering services, construction and F/F&E. As stated in paragraph 2 on page 3 of the Specifications Document "The professional services for this project may be delivered in one or more phases depending on the funding source. The architect firm that is awarded this contract will be performing services for all phases."
- Q. Is Civil Engineering required?
- A. Please refer to page 14, item 15, it states "Provide full services of registered professional engineers trained in their particular field of work, acceptable to and approved by the Owner, for plumbing, heating, mechanical, ventilation, air conditioning, electrical power, lighting, structural, and civil."
- Q. PDF page 21, Required Forms and Information (0 to 3 Points) mentions a Non-Discrimination in Employment Form. The form was not included in the Specifications Document nor mentioned on the section outline on PDF page 23. Is this form required? If so, please provide the form.
- A. This form can be represented as a statement or policy of the individual firm such as an Equal Employment Opportunity policy. Attached is an example of a Non-Discrimination Policy template. The statement or policy can be added to the forms in Section 3 on page 23 of the Specifications Document.

NON-DISCRIMINATION POLICY

EXAMPLE

Instructions: This document is intended as an aid to assist non-State entities in establishing a non-discrimination policy. It is not intended to be used verbatim, but rather to serve as a template for nongovernmental organizations as they craft their individual non-discrimination policy. This example includes definitions of what is considered unacceptable, and the consequences of any breaches thereof. Each organization that chooses to use this template should take care to make changes that reflect the individual organization. For example, anywhere "the Organization" is used should be replaced with the name of your organization.

It is the policy and commitment of Organization that it does not discriminate on the basis of race, age, color, sex, national origin, physical or mental disability, or religion.

Equal Employment Opportunity

Organization is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.

Any employee, board member, volunteer or client who believes that s/he or any other affiliate of Organization has been discriminated against is strongly encouraged to report this concern promptly to the Executive Director.

Discriminatory Harassment

Harassment or intimidation of a client, staff person or guest because of that person's race, age, color, sex, national origin, physical or mental disability, or religion is specifically prohibited and may be grounds for termination. Harassment and intimidation includes abusive, foul or threatening language or behavior.

Organization is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff members, volunteers or agency clients.

Issues of discriminatory treatment, harassment, or intimidation on any of these bases should immediately be reported to the Executive Director or immediate supervisor and, if substantiated, prompt action will be taken.