

## Addendum 1, RFQ2023-04

May 17, 2023

Answers to questions received through the RFQ process by the deadline of 2:00pm, May 17, 2023

- 1) In regard to Section 1.5 Format for Responses, the RFQ states “Tabs are preferred dividing sections.” and “Please note that cover, dividers, plastic, pictures, graphics, and verbiage are considered in the thirty (30) page limit...”. With that, are tabs included in the 30 page limit, and if so, can we include Proposal Requirement content on the actual tabs?

A tab is different than a divider. Most proposers utilize tabs on the edge of a divider, similar to a file folder. A tab may be too small to include content other than the label of the section.

- 2) In regard to Sections 2.5.2 and 2.5.3, will you consider that the main proposal document be limited to 30 pages and 1-page resumes and professional summaries for key staff as an appendix, and therefore not included in the 30 pages?

Section 1.5 states “Each copy of a response should contain no more than thirty (30) pages (two sided sheets preferred and counts as two pages) which includes resumes showing the background and experience of key personnel.”

- 3) Will the selected firm have the opportunity to negotiate the terms and conditions of the awarded contract?

It is expected that selected firms will be given the opportunity to negotiate terms and conditions of a separate contract, in accordance with any proposed project. See Section 1.4.

- 4) In regard to Section 1.2 Minimum Requirements, it is stated that “1. Be currently certified, licensed and authorized to work in the State of Florida as a Professional Planning, Engineering or and/or Landscape Architecture firm to perform in the area(s) of expertise. Copies of relevant licensures and certifications are to be included in the submission.” Please provide clarification under which tab we should provide the copies of the relevant licensures and certifications, and if the pages containing these licenses and certifications will be counted toward the 30-page limit.

Section 1.5 of the RFQ states “Each copy of a response should contain no more than thirty (30) pages (two sided sheets preferred and counts as two pages) which includes resumes showing the background and experience of key personnel.”

The licensures and certification copies should appear under Tab 2, Staff Qualifications.

5) Can you share who was awarded the contract previously?

There have been no contracts awarded under this RFQ previously, nor have any similar RFQ's been advertised previously.

6) Is there any information you can provide regarding specific projects/capital improvement projects coming up that this contract would support? And if any, is there budget/funding associated with these projects already? For example, are they supporting CRA redevelopment projects or projects associated with the City's latest ED Plan?

There are no currently proposed projects relating to CRA redevelopment projects or projects associated with an Economic Development plan under this RFQ. Staff anticipate a Comprehensive Plan update project for which there is some funding currently available. Additional funding for projects will be determined in the 2023-2024 budget process.

7) Can you elaborate on the list of services for items C & E described in RFQ 2023-04:

C: Environmental Planning: What type of work would this be? Does it involve wetlands, endangered species, hazardous materials?

E: Site Inspections: What type of site inspections does this involve? Is it related to building construction or infrastructure (roads, drainage, trees/landscaping, facilities, etc.)

C: Possible projects under Environmental Planning would include hazardous materials and endangered species, wetlands, air and noise pollution, flood zone susceptibility and visual studies.

E: Site inspections in this context include mainly Stormwater Management Protection systems and may include comparison of built projects to approved site plans.

8) When is the solicitation opening? Is it the same day/time as the due date?

Received qualifications and/or proposals are typically opened shortly after the due date and time on the same day, and a bid tab is compiled. The evaluation of submitted solicitations typically happen within two weeks after the due date.

9) Regarding 1.2 Minimum Qualifications, to meet the 5 years experience, can a resume of the principal/in-house meet that minimum if the business is less than 5 years in existence? The firm is local/small and less than 2 years old however, 20 years of experience. Does this meet that minimum 1.2.3. The firm meets 1-6 if this is the case.

The minimum qualifications refer specifically to a firm, as opposed to a principal.

10) 2.7 Experience, Are sub-consultant projects allowed as an example, or is the intent for the prime firm only? Also, for prime firm experience, is it where the prime was the sole awarded or can it be partner projects?

The intent is for the prime firm only. Subconsultants must be listed as such on Exhibit J.

11) DBE, Women-Owned Business - How is this documented outside of the summary?

There are typically federal tax documents that verify this status. Such documentation could be included in Tab 2. See question number 4 above.