



RFQ-003-2010
MASTER PLAN UPDATE FOR THE CRA
Addenda # 1

The purpose of this addendum is to answer questions submitted for RFQ-003-2010.

1. Is there a budgeted amount?
Answer: No.
2. Is there a fee or cost for services requested as part of the proposal?
Answer: No, qualifications only.
3. Are copies of the established documents available?
Answer: Yes, attached.
4. Has the CRA already been expanded to the area shown in RFQ-003-2010?
Answer: Yes.
5. If the CRA has already been expanded to reflect the area shown in RFP-003-2010 are copies of the related Findings of Necessity or any other established documents available for review?
Answer: Yes.
6. Could you please tell me more about the scope of work for the master plan specifically what disciplines are involved (architecture, engineering, landscape architecture)?
Answer: Please refer to pages 7 & 8.
7. If there is an architecture component, could you tell me if the area is commercial, residential, industrial or mixed-use?
Answer: Please refer to map included in the RFQ.
8. Could you also tell me what area of the City the master plan will address?
Answer: See map.

9. Is the City considering using an out of state firm or are local firms on even footing for this submittal?
Answer: All qualifications will be reviewed and ranked individually regardless of location.
11. Has a past consultant been asked to pursue this opportunity as well?
Answer: The RFQ has been legally advertised for all who wish to respond.
12. Could you please clarify page 10 of the RFQ, “The CRA intends to enter into an Agreement with a single firm.”
Answer: The CRA will enter into one (1) contract, not multiples.
13. What does the 20 page limit include?
Answer: Your Discretion.
14. Can we supply an Appendix with supplemental information that we cannot fit into the 20 page limit but think it’s important to include?
Answer: No, if you have extra information and you are selected for an interview you may submit it at that time.
15. Does the response package need to follow the order listed under “RFQ Submittal and Format” (page 4 – 5)?
Answer: Yes.
16. Page 4, under the 2nd paragraph, indicates, “In addition, a number of small area or task specific plans, studies and reports have been developed within the CRA including:
Answer: Delete sentence.
17. Under “D. Profile of Proposer” should we include the required information for all sub consultants as well as the Prime?
Answer Yes.
18. On page 5, under “E Summary of Proposer’s Qualifications” the last bullet references “Current Status.” What does that mean and what is required?
Answer: Provide a client listing and a minimum of three (3) current or previous references for similar projects as defined by the Scope of Service herein. Include the term of the relationship(s), current status (current or previous**) and individual, contact name, address, email, and telephone number.**
19. There is a fifth bullet with no text in front of it. Is this left intentionally blank or is there supposed to be information, and if so, where can we find it?
Answer: Delete bullet.

20. On page 9, under “Quality of Work/Past Performance” the last item list MBE/SBE Designation which has a Value of 5%. What qualifies as an MBE/SBE?
Answer: Must provide proof of Minority Business Enterprise/Small Business Enterprise certification.
21. What percentage of the team should be MBE/SBE Certified?
Answer: Principal in the company.
22. Can this be woman owned as well?
Answer: Yes.
23. Are the required forms located on page 12 – 16 of the RFQ package? If so are the sub consultants required to fill these out as well?
Answer: Yes.
24. On page 14, which is the Affidavit on Public Entity Crimes, just under where to provide a signature and date, there is the following text:
State of Florida
County of Escambia
Why does it reference “Escambia County” when the project is through the City of Lake city in Columbia County?
Answer: Delete Escambia County, this should be left blank for the location of the Notary Public.