



**North Bay Village  
Request for Qualifications (RFQ) No. 2019-002  
Consulting Services for Land Development Regulations Update**

**Addendum No. 1**

In various places it references Miami-Dade County or Florida experience as being essential. We hope to attract as many qualified firms as possible. We will accept and strongly consider firms with project experience of a similar nature, regardless of location.

**VILLAGE RESPONSE TO PROPOSER QUESTIONS:**

1. **Applicant's Question (AQ):** There are two different response guidelines in the RFP, one on page 7 and another on page 25 – which do you want us to use?

**Village's Response (VR):** Please refer to instructions on page 7 1.3.a.

2. **AQ:** Section 4.2.4, Item E – 3 states the following “Describe your firm’s activities to keep personnel informed of developments relevant to governmental accounting practices government funds.” – can you please clarify what is meant by this and how the Village would like us to respond?

**VR:** The village had anticipated the possibility of using grant funds to cover a portion of the project’s costs, and the intent of this request was to ensure that respondents had successfully met grant and municipal accounting requirements in the past. This project will not be grant-funded, so this request is no longer applicable, may be disregarded and will not be considered in the final evaluation.

3. **AQ:** Question on the Land Development Regulations. Do you know when they were last updated?

**VR:** The most recent update took place in February 2019. The update is not yet available on Municode, but a copy of the update is available on our website at

[https://www.nbvillage.com/vertical/sites/%7B48839024-F186-41FB-922B-31F0A62CDE56%7D/uploads/ULDC\\_Adopted\\_3-12-19\\_CLEAN.pdf](https://www.nbvillage.com/vertical/sites/%7B48839024-F186-41FB-922B-31F0A62CDE56%7D/uploads/ULDC_Adopted_3-12-19_CLEAN.pdf)

4. **AQ:** Can you please confirm that the “minimum experience...required for this project” (RESPONDENT QUALIFICATION STATEMENT, p. 35 of the RFQ) refers to the information listed in 2.2 QUALIFICATIONS/EXPERIENCE OF PROPOSERS on page 22?

**VR:** Please refer to instructions on page 7 1.3.a for submittal of qualifications. Additionally, please fill form on page 35 for each of the 3 projects described in item 7.1.3.a.

5. **AQ:** Page 7 of the RFQ states “Responses to this RFQ should be provided in the following clearly labeled format as listed below.” On page 26 there is the instruction to refer to section 4.2 for format guidelines. Please clarify which we should follow as the two sets of guidelines are different.

**VR:** Please refer to instructions on page 7 1.3.a for submittal of qualifications. Additionally, please fill form on page 35 for each of the 3 projects described in item 7.1.3.a.

6. **AQ:** We understand that we are to submit the entire RFQ (signed with forms completed) as stated on page 19, Section 2.5 PROPOSAL FORMAT AND SIGNATURES. Please confirm which section of the proposal document this should this be placed in.

**VR:** Please include this after form on page 37 – Business Entity Affidavit.

7. **AQ:** Are there upcoming projects in the pipeline or particular redevelopment site(s) the Village is hoping to address in this upcoming project?

**VR:** The village has several large, vacant or underdeveloped waterfront commercial sites that are experiencing development interest. In addition, some single-family homeowners have begun to explore the possibility of renovating their homes or demolishing them and building new ones in their place; they have asked that we consider more sustainable development standards and perhaps even different elevations. The village welcomes the opportunity to consider a range of design and development standards as part of this process and encourages creativity in submissions.

8. **AQ:** Do you have a budget range in mind for the fee for this project?

**VR:** The Village has budgeted \$200,000.00 for this project.

9. **AQ:** Regarding Public Engagement - What kind of previous formats have been used and what kind of success has resulted?

**VR:** Applicants need to propose the format that they believe will be most successful given the scope of work. The Village has not pre-determined a particular approach. Instead, it is looking for authentic, innovative and inclusive public outreach.

All other documents, requirements, terms and conditions of the RFP remain the same, All proposers must acknowledge receipt of this Addendum No. 1 and submit a signed copy of this form with their proposal.

Proposer: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_