



**North Bay Village
Request for Qualifications (RFQ) No. 2019-004
General Planning Services Consultants**

Addendum No. 1

VILLAGE RESPONSE TO PROPOSER QUESTIONS:

1. Applicant's Question (AQ):

In the Scope of Work (page 22) it states that the Village may retain more than one firm to provide General Planning Consultant Services and may select multiple qualified persons or firms for each category of the following planning services:

1. General planning services
2. Concurrency Review
3. Land use and zoning analysis
4. Transportation studies
5. Environmental studies (Brownfield Redevelopment)
6. Plan and permit review (includes inspections services)
7. Natural and cultural resources assessments
8. Climate Change and Resilience Elements
9. Water resources planning
10. Public outreach support services
11. Review landscape plan
12. Other services as needed

1. Does this mean that the Proposer may select which of the above categories it wishes to pursue?

2. If yes, where would the Village like the Proposer to indicate the categories it wishes to pursue?

3. If no, is the Proposer allowed to team with sub-consultants to provide services in all categories as part of their in-house resources to meet the requirements of the scope?

Village's Response (VR): The proposer, if it chooses, should team with any firms or sub-consultants to provide services in all categories as part of their in-house resources to meet the requirements of the scope.


2. **AQ:** Will you allow teams to participate with a prime and sub-consultant(s)?

VR: Yes, subcontractors are allowed.


3. **AQ:** Page 29: Proposer Qualification Statement

Below is a section from the page which shows the “minimum experience required for this project” is missing. Can you please advise what “minimum experience is required for this project” or if the Village will be issuing an addendum to correct this omission?

VR: Firms should have two (2) years of experience.

The following minimum experience is required for this project: 

4. **AQ:** Page 39: Copeland Act Anti-kickback Affidavit

Please advise what is required on the blank line of the affidavit between **and**  **or**.

VR: This section can be left blank.

5. **AQ:** Page 40: Equal Employment Opportunity Certification

The statement references “sub-section 5.1.3 of this document”.

VR: The correct section is 2.14.3. Please see the updated form.

6. **AQ:** Page 42: Tie Proposals Certification

The statement references “sub-section 5.1.5 of this document”

The RFQ does not have either of these sections in the document. Please advise where we can find these sub-sections or should we strike-out this reference prior to signing the form?

VR: The correct section is 2.7. Please see the updated form.

7. **AQ:** I was reviewing the RFQ document for the above referenced project and I was wondering if North Bay Village is looking for a team to cover all of the services listed in the scope or if our firm can submit our qualifications for individual categories.

VR: Proposers should be able to perform all functions listed in the scope of services. Proposers are allowed to work with sub-consultants to form a team.

8. **AQ:** As a design professional, the Consultant's professional liability insurance restricts coverage to the Consultant's negligence and also bars coverage for any third-party upfront defense. The policy will reimburse indemnitees for reasonable legal costs incurred as a result of Consultant's negligence as determined by a court of competent jurisdiction. Would the Village be amenable to negotiating the indemnification language upon any contract award so that it better aligns with the parameters of the Consultant's professional liability insurance?

VR: The Village is open to having this discussion at the time of contract award.

9. **AQ:** Are resumes included in the 10 page maximum described in Section 2.2 of the RFQ?

VR: For the purpose of this solicitation, resumes will not count towards the 10 page maximum.

10. **AQ:** The questions due date is set for Thursday, August 29th, does the Village anticipate answering questions as they are submitted and if not when will the Village issue the addendum as the due date for the proposal is 2 business days later? Or will the Village consider extending the due date?

VR: The Village is responding to questions prior to the due date.

11. **AQ:** On page 29, Proposer Qualification Statement, there is a section highlighted in yellow for the minimum experience. What is the minimum experience that should be listed in this section?

VR: Firms should have two (2) years of experience.

12. **AQ:** Can the Village please clarify what item #7, Natural and Cultural Resource Assessments, in the scope of services means?

VR: The Village interprets this to mean for example open green space, parks (Natural) and Historic, Arts in Public Space, (Cultural).

AQ: On page 14, section 2.2 Qualifications/Experience of Proposers, 3rd paragraph, it mentions a detailed statement of qualifications (limited to ten (10) pages) with a summary of the proposer's background, years in business, expertise and appropriate examples of similar past projects, and resumes. Are all of the previous mentioned items included in the 10 page limit? If so would the Village consider allowing the similar past project example and resume to not count towards the limit?

VR: For the purpose of this solicitation, resumes will not count towards the 10 page maximum.

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: _____