

**ADDENDUM #2****RFP# 2024-003****PROJECT: PURCHASE OF TRANSFERABLE DENSITY RIGHTS****DATE: 7/02/2024****A. The purpose of this Addendum is to provide clarification to the Bid Documents. Below are the Village Responses to the Inquiries regarding RFP# 2024-003.**

**Question 1:** Can a Copy of the JV agreement (if any) be redacted, and only supply pertinent sections (e.g. ownership %, principals, control/management)?

**Answer 1:** Yes.

**Question 2:** "Section 5.2.B: Financial capability: Proposer must submit proof of current licenses and certifications for staff to perform work as specified in the State of Florida and include trained personnel with adequate experience and skills to perform the work." This section is titled Financial Capability but seems to be more geared to "performance of the work". Can you please confirm the requirement?

**Answer 2:** Please see Section 5.2 A – The Proposer must demonstrate the capability of purchasing the TDRs and constructing a project. Provide any licenses, certifications, or equivalents that demonstrate experience or ability to develop property.

**Question 3:** Please confirm that "Tab 5 – Proposed Financial Offer" is the same as the "Bid Form: on page 25 of the RFP?"

**Answer 3:** Your Proposed Financial Offer should be discussed in detail in Tab 5 of the Proposal while the Bid Form, along with all of the other forms in Section VIII of the Proposal should be included in Tab 7 of Proposal. Please see the Revised Tab 7 in Answer 4.

**Question 4:** Please confirm with regards to "Tab 7 – Submittal information and Attachments" that:

1. "Attachment A, Proposer's Profile Statement" is the same as the "Bidder's Qualification Statement" on Page 27 of the RFP
2. There is no Attachment B. Please confirm that is the case
3. "Attachment G, Signature" is in fact the "Warranties" form found on page 37 of the RFP

**Answer 4:**

1. "Attachment A, Proposer's Profile Statement" is the same as the "Bidder's Qualification Statement" on Page 27 of the RFP –  
**Proposer's Profile Statement – Please complete Pages 27-31 of the Forms Section (VIII).**
2. There is no Attachment B. Please confirm that is the case  
**Please see below for Revised Tab 7.**



**3. “Attachment G, Signature” is in fact the “Warranties” form found on page 37 of the RFP1. Please see below for Revised Tab 7.**

**Tab 7 ~ Submittal Information & Attachments:**

- Florida registration with the Division of Corporations
- Attachment A, Proposer’s Profile Statement (**Bidder’s Qualifications Statement**)
- **Attachment B, Bid Form**
- Attachment C, Non-Collusive Affidavit
- Attachment D, Conflict of Interest
- Attachment E, Drug Free Workplace Cert
- Attachment F, Public Entity Crimes
- Attachment G, ~~Signature Page~~ **Warranties**
- Sample Forms

**Question 5:** Please confirm that the “Bid Form: Bid Cover Page Checklist” on page 24 of the RFP is to be the cover of the entire package (given the statement at the top of the same page).?

**Answer 5:** **Please see Page 20, Section 6.3. The Transmittal Letter (Letter of Interest) should be at the beginning of the Proposal.**

**Question 6:** The RFP states that “Your proposal shall be the rejected as non-responsive if any of the following criteria exist (this is not all inclusive) ...1.4.3 Substitution of (SF) 330, 254 or 255 for Specific Related Experience of the Firm selection and Management Team Tabs shall result in your proposal being rejected as non-responsive.” Can you clarify what those forms are, and if relevant to this RFP?

**Answer 6:** **Forms SF 330, 254 or 255 are related to Architectural and Engineering RFPs only.**

**Question 7:** “**Licenses:** Proposers, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of Florida at the time of receipt. The submittal of any Proposer that is not fully licensed and/or certified shall be rejected.” Since many landowners are Delaware entities, and since the “work” is the purchase of TDR’s, does that apply?

**Answer 7:** **Please refer to Answer 2.**

**Question 8:** With regards to the Bidder or Contractor (SPE Property Owner), please confirm that principals can be limited to key principals or owners w who either (i) control or (ii) own more than 20% of the Bidder/Contractor, either directly or indirectly.



**Answer 8:** Please refer to Answer 9 concerning the “Bidder, Contractor, Proposer, or Respondent”. The Proposal submitted must be signed by a duly authorized representative of the individual, firm, or corporation submitting the Proposal.

**Question 9:** “BIDDER”. We interpret BIDDER to be a legal entity, however some references to BIDDER in the document appear to potentially reference a person, while others an entity or company; Please conform that BIDDER refers to an entity (or company)

**Answer 9:** “Bidder, Respondent, and Proposer” are used interchangeably. Any individual, firm, or corporation submitting a proposal for this project, acting directly or through a duly authorized representative.

**Question 10:** 5.2 MINIMUM QUALIFICATIONS, FINANCIAL CAPABILITY, AND PROJECT (P 18)

1. 5.2A Qualifications: States that the proposer should submit a range of documents, that include “evidence of financial capability”
  1. Please confirm that acceptability of the following documents, which we intend to include with our submission:
    1. Commercial broker letter. A letter from Colliers International stating that we will have the funds to be processed for the TDRs in the payment deadline (either in cash, or our preference of a Letter of Credit based off our NBV land values, since it is more tax effective)
    2. Asset holdings: A table outlining the company's South Florida holdings
      1. “Can this be a summary of holding, rather than a detailed breakdown of the individual holdings?”
    3. Bank statements: A range of recent statements for a set period of time
  2. 5.2.B Financial capability: It states “Proposer must submit proof of current licenses and certifications for staff to perform work as specified in the State of Florida and include trained personal with adequate experience and skills to perform the work”
    1. We will be submitting bios of the executive team of the real estate development company; however, we are still in the pre-development stage and haven't yet hired a General Contractor or subcontractors that will be performing construction work
    2. So please confirm that we are not required to submit licenses and/or certificates at this point; Or let us know the type of licenses and certificates you are looking for

**Answer 10:** All of the items listed above in Section 5.2 A are acceptable documents. In reference to Section 5.2 B, please see Answer 2.

**Question 11:** #2 Qualifications (p.5) It states “... each Bidder must be prepared to submit five (5) calendar days of Village's request written evidence acceptable to the Village documentary evidence demonstrating, financial data/fiscal responsibilities, previous experience, present commitments and other such data as may be called for to meet all of the Bidder's obligations set forth in the Bid documents.”

1. Based on the financial capacity requirements in the previous item, we will be submitting the documents listed above with our bid
2. Please clarify what the 5 calendar daytime period in this item relates to



**Answer 11:** Due to the timeframe, the written evidence will be due when you submit your Proposal, so please include it as a part of your response.

**Question 12:** BID COVER PAGE CHECKLIST (p 24)

1. Bid Name: Are there specific details you require for the bid name? Or is something like "Harbor Island TDR bid" appropriate?
2. Bid no. What number is required here?

**Answer 12:** The Bid Name is PURCHASE OF TRANSFERABLE DENSITY RIGHTS – NORTH BAY VILLAGE. The Bid Number is RFP#2024-003.

**Question 13:** BID FORM (p 25-26)

1. Manual signature/Authorized agent (p 26): Can you please clarify what the statement "BID PRICES WITHOUT THE MANUAL SIGNATURE OF AN AUTHORIZED AGENT OF THE BIDDER SHALL" means (near bottom of page)
  1. We are submitting our bid directly, without the use of an agent, so does this not apply to us?
  2. If it does apply, what does "manual signature" mean?

**Answer 13:** Everyone submitting a Proposal must sign the Bid Form. If you are a corporation, it must be attested by the Company Secretary with the Seal affixed.

**Question 14:** BIDDERS QUALIFICATION STATEMENT (p27)

1. Bidders license number: We're unclear what you're looking for here. And does this refer to the license of a person rather than an entity/company?
  1. The document mentions "attach certificate of status, competency, and/or state registration", but we're not clear on what these are –
2. Bidders federal identification number: Please advise of what number to enter here

**Answer 14:** BIDDERS QUALIFICATION STATEMENT (p27)

1. Bidders license number: We're unclear what you're looking for here. And does this refer to the license of a person rather than an entity/company?
  1. The document mentions "attach certificate of status, competency, and/or state registration", but we're not clear on what these are.  
**Proof that firm is registered with Florida Division of Corporations (Sunbiz) and Business Tax Receipt, if applicable.**
2. Bidders federal identification number: Please advise of what number to enter here.  
**This is your company or business tax ID number – it is a nine-digit number assigned by the IRS.**

**Question 15:** CERTIFICATE (for Partnership) (p 30): Is this field "attested by the \_\_\_\_\_ of the Partnership" meant to be the title of the signatory again (e.g. Managing Member)? (the same response in the second blank field earlier in the same sentence)



**Answer 15:** Your name and position of authority will need to be in these blanks. This form will need to be notarized.

**Question 16:** NON-COLLUSIVE AFFIDAVIT (p 32)

1. For the second blank field "BIDDER is the \_\_\_\_\_", is it appropriate to enter "Owner of <Bidder entity name>"?
2. For the next blank field "By \_\_\_\_\_", is this the person's name representing the Bidder company?

**Answer 16:** Please refer to Answer 9.

**Question 17:** **WARRANTIES** (p 37): There is a definition of Contractor on page 3 (#7), but we are unclear whether "Contractor" on the WARRANTIES document is the same as the Bidder elsewhere in the bid document; Please clarify whether the Contractor here is the Bidder (entity or person)

1. Who is the "Secretary" in the final field?

**Answer 17:** For further clarity on the definition of a Contractor, please see Page 3, Number 7. The Secretary field only applies if you are a corporation. The Corporate Secretary will need to affix the seal.

**Question 18:** Proof of insurance) checklist item 9): As a developer, we don't currently carry insurance in NBV so no proof of insurance would be required then, correct?

**Answer 18:** Proof of Insurance is not required at this time.

**Question 19:** 6.3 LETTER OF INTEREST (p 20): This section outlines the response format, including the use of tabs

1. For example, Tab 5 (Proposed Financial Offer) notes that requirement for the number and price of TDRs we request to purchase, while the BID FORM (page 26) also requests these details
  1. Is the inclusion of these TDR details on the BID FORM sufficient, or must we include these details again on a separate document on Tab 5?

**Answer 19:** Please refer to Answer 3. The Bid Form must be submitted, signed, with your Proposal, along with all of the Forms in Section VIII.

**Question 20:** In-kind payments: We understood that, in addition to the monetary payment for the TDRs. Bidders could also supplement their bid with non-monetary or in-kind payments

1. Please confirm if this is possible; and if so, where in our bid would we indicate this payment?

**Answer 20:** The non-monetary items are not required/determining factors but can be included as supplemental information in your Proposal.



**This Addendum to the proposal is issued to provide additional information and clarification to the original proposal and is hereby declared a part of the original proposal and documents. In case of conflict, this Addendum shall govern.**

**All other terms and conditions of this RFP remain unchanged.**

This Addendum shall be considered an integral part of the RFP and Contract Documents, and this Addendum must be signed and returned with your submittal **by 2:00 p.m. on July 8, 2024**, and acknowledged on Form 8.2, Designated in Section 8. Failure to comply may result in disqualification of your bid submittal.

*Angela C. Atkinson*

\_\_\_\_\_  
Angela Atkinson  
Chief Financial Officer

Acknowledgement is hereby made of Addendum#2 to RFP#2024-003: PURCHASE OF TRANSFERABLE DENSITY RIGHTS.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Printed, Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address