



Joe Lauro, CPPO/CPPB  
Director

August 7, 2018

TO: ALL INTERESTED PROPOSERS

REQUEST FOR PROPOSAL: Fort DeSoto Bay Pier and Dock Replacement – Professional Engineering Services

PROPOSAL NUMBER: 178-0370-NC (SS)

PROPOSAL SUBMITTAL IS DUE: August 14, 2018 @ 3:00 P.M.

### **ADDENDUM NO. 1**

Following is additional information, clarifications, questions and responses relative to referenced Request for Proposal (RFP):

#### **QUESTION(S)/RESPONSE(S):**

1. Question: Should we submit the SF 330 Part II for the prime consultant and subconsultants? Or prime consultant only?  
**Response: Firms should submit an SF 330 for all key staff intending to perform on this contract.**
2. Question: A. Under “C. Tab 2 – Statements and Documentation,” please clarify if the first requirement (1. Proof of licenses/certifications) is meant to provide proof for proposed staff  
B. Do you require copies of individuals’ P.E. licenses? If so do you require licenses for other states besides Florida?  
**Response: Yes. Firms should provide copies of licenses/certifications for proposed key staff, including outside of Florida.**
3. Question: Is this pier an historic structure that will require SHPO (do you anticipate cultural resources services for sight)?  
**Response: No, the existing pier is not considered an historic structure.**
4. Question: Reference Section B, paragraph 7: The submittal shall be limited to one hundred (100) pages, 50 for Tab 1, and 50 for Tabs 2 through 6. Are the Table of Contents, Tabs, and Letter of Interest included in the 100-page count?  
**Response: The entire submittal should not exceed 100 pages. Each proposer should choose how to use the allotted 100 page limit.**
5. Question: Should we include proof of insurance for subconsultants?  
**Response: The Prime firm is responsible for insurance requirements.**

6. Question: A. Reference Section E, paragraph B: Attachment B is to be signed and returned with the proposal, but there is no place designated for a signature. Is there a missing portion to Attachment B, or is it acceptable to place a signature block and sign the empty white space at the bottom of the form?
- B. Reference Section E, paragraph F: Are attachments C and D required to be submitted with the proposal?
- C. Under Section E – Scope of Work (page 21) under B., second paragraph – Attachments A & B are: Attachment B must be signed and returned with the proposal submittal. The Attachment B (p. 35) doesn't show place for signature. Is this the Attachment B being referenced?
- D. Should the following forms be signed and included with submittal -- Attachment C (Title VI/Nondiscrimination Policy Statement); Attachment D (Certifications Regarding Lobbying; Drug Free Workplace); and DBE Good Faith Efforts? If to be submitted should they be included under Tab 6 – Additional Information?

**Response: Attachment B is not required to be signed. Correction: Attachments C and D are required to be signed and submitted with the proposal. Firms can include these signed attachments either in Tab 5 or Tab 6.**

7. Question: On page 12 of the RFP, under section 3. Evaluation Criteria, b. Firm Experience with Projects of Similar Size and Past Performance, it states that the prime firm must have adequate, recent (within the past five years) experience with projects of similar type as defined in the RFP document. Given the infrequent occurrence and scarcity of these kinds of these large-scale, ocean-pier projects would you consider removing the time frame requirement?

**Response: The County will not revise or remove this criteria. Each firm should use their best judgement when submitting their experience with projects of similar size and past performance.**

All other specifications, terms and conditions remain the same.

Please remember to acknowledge receipt of this Addendum in Section G, Page 25 under Addendum No.1 and return with completed proposal package.

Sincerely,

*Joe Lauro CPPB/CPPO*

Joseph Lauro, CPPO/CPPB  
Director of Purchasing

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