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July 1, 2024

**RFQu No. 24-001 for Comprehensive Vulnerability Assessment  
Addendum #2**

**Section "A"**

The following pages are hereby deleted from the RFQu:

| <b>Subject</b>                                       | <b>Deleted Page(s)</b>                               |
|--|--|
| Appendix B – Price Schedule                          | 34   |
| Appendix M – Proposal Bond                           | 51, 52   |
| Appendix P – Proposer Confirmation of Qualifications | 55 (instead, Bidder can utilize the form on Page 45) |

**Section "B"**

Clarification:

1. The "Location of Firm's Main Office from Town Hall" line of the Selection Criteria table on Page 13 is hereby **replaced** with the following:

**The Town encourages responses from firms with Minority Business Enterprise certification, as defined by the Florida Small and Minority Business Assistance Act and/or participation by sub-consultants who meet these same criteria.**

|  |                  |
|--|------------------|
| <b><i>Minority Business Enterprise Participation</i></b><br><b><i>(Prime is an MBE = 10 pts; Sub is an MBE = 5 pts; Neither = 0)</i></b> | <b><i>10</i></b> |
|--|------------------|

**Section "C"**

Question and Answer (11 of 11):

**Question 1.** Regarding Addendum #1, can the Town please clarify the date Addendum #1 was posted? This information is required for Appendix S – Acknowledgement of Addenda.

**Response: June 11, 2024**

**Question 2.** Appendix M indicates the requirement of a proposal bond. Is a bid bond indeed required for this non-construction-related project?

**Response:** No, a bid bond will not be required for this project. Please reference Section "A" of this addendum.

**Question 3.** It appears that Appendix H and Appendix P are the same form – Proposer Confirmation of Qualifications. Do we need to provide this form twice?

**Response:** No, Bidder does not need to provide the form twice. Please reference Section "A" of this addendum.

**Question 4.** Is Bonding is required? – ***RFP Section 5.3 states:*** The Contract Documents comprise the entire agreement between the Town and Consultant concerning the Work. The Instructions to Proposers, Proposal Form, **Proposal Bond**, Contract, **Performance Bond**, **Payment Bond**, General Conditions, Special Conditions, and Scope of Work, together with all Addenda.

**Response:** A bid bond will not be required for this project. Please reference Section "A" of this addendum for clarification regarding Appendix "B".

**Question 5.** What are the Liquidated Damages if the Consultant fails to meet the metrics? Sample Agreement Section 26 references LDs but there is not definition of the damages to be applied in Section 2.4.2.

**Response:** This clause is a standard provision in the agreement and may be subject to negotiation.

**Question 6.** Proposers are required to *submit a list of claims presently outstanding and claims within the past ten (10) years against their liability coverage. This information must be listed on the form provided below and signed by the agent of the insurance carrier. If no outstanding claims exist, a statement of this fact must be signed by the agent of the insurance carrier.*

- a) We would like to request a copy of the form to be completed by our Carrier and;
- b) We would like confirmation regarding which coverage you want addressed... Professional Liability Coverage or something else?

**Response:**

- a) The form is located in the RFQu solicitation document entitled Appendix T – Liability Claims.
- b) **All** liability claims within the last ten (10) years.

**Question 7.** Upon review of Section 3.1 (Proposal Format and Content) of the RFQu, the last sentence states that "Each section of the proposal should be clearly labeled using the paragraph headings set forth below." However, there are no headings below that

sentence. Should we use the "Evaluation Criteria" presented as items A through E on pages 13 and 14 as the outline of the sections for the proposal?

**Response:** Please use the Evaluation Criteria as amended herein (Reference Section "B" of this addendum).

**Question 8.** Section 3.3 of the RFQu states that the proposal is to be submitted as one (1) unbound original and five (5) bound copies as well as one (1) in digital format (USB in .pdf format). Further it states that the USB copy must include three separate files including a PDF of the complete proposal, a separate PDF of the Appendices, except for Appendix B, and a separate PDF of Appendix B - Price Schedule. Can you please specify if the appendices and price schedule must also be separately packaged for the hard copy (unbound and bound) submissions?

**Response:** No. Only the digital format (USB in .pdf file format) must contain two (Appendix B was removed) separate files:

- A PDF of the complete Proposal
- A separate PDF of Appendices, except Appendix B
- A separate PDF of Appendix B - Price Schedule (REMOVED)

**Question 9.** Appendix M refers to a "Proposal Bond" but there doesn't appear to be the requirement to obtain a bond. Is this form applicable for submission?

**Response:** Please reference Section "A" of this addendum for clarification regarding Appendix "M".

**Question 10.** The RFQu states, "The Substantial Completion of the Project shall occur no later than one hundred fifty (150) calendar days from date of issuance of the Notice to Proceed, and Final Completion shall occur no later than one hundred eighty (180) calendar days from date of issuance of the Notice to Proceed". Resilient Florida Grant period of performance is typically at least 12 months. Would the Town consider extending the time frame for project completion to follow the Resilient Florida Grant Program period of performance more closely?

**Response:** The Town is willing to consider extending the project timeline if the final schedule does not violate any stipulations specified in the grant agreement. Any revisions to the project schedule must ensure compliance with all project deliverable and completion dates defined in the grant agreement. The grant deadline is 3/31/26.

**Question 11.** The RFQu states, "The firm's ability to use this approach to complete the project on time and to secure funding will be considered and should be identified". Can you please elaborate on what type of ability to secure funding the Town is looking for. Is the Town looking for the selected firm to have experience with applying for grants?

Response: The Town would prefer to work with a consultant that has experience working on projects that have received grant funding. This experience will help with coordination within the project team specific to itemized invoicing, timekeeping, and generation of other documents needed by the Town for grant reimbursements. The consultant does not have to have experience applying for grants.