



ADDENDUM NO. 1

Date: December 12th, 2023

To: All Interested Parties

From: Alessia Bencomo, Procurement Specialist
Village of Palmetto Bay
9705 E. Hibiscus Street
Palmetto Bay, Florida 33157

Re: Request for Qualifications No. 2024-00-004
Safe Streets and Roads for All ("SS4A")

This Addendum forms part of the Request for Qualifications (RFQ) Package advertised on November 17th, 2023, and with a bid opening date of December 18th, 2023, with any amendments and/or additions noted below.

Question: Is there a specific DBE Requirement or Goal that will need to be met by our team?

Response: *The DBE is a requirement of Federal grants. There is not a minimum or preferred percentage (%). We will be looking to see overall how the overall team fits together, specialists for tasks needed and ability of past projects.*

Question: With respect to TAB 6 References, can you please advise if these references can be provided based on work previously performed for the Village of Palmetto Bay?

Response: *For past projects and references, these can be Palmetto Bay, local or national.*

Question: Several of the forms require a notary, can the notary be in another state, or does it need to be in Florida?

Response: *Please be advised that the notary can be from any state, but with all formalities.*

Question: Does the 40-page limit on section 3 qualifications section applies to resumes or if the resumes are excluded from that 40-page limit?

Response: *The Village has placed a page limit because it is up to the applicant to show their team's qualifications in the most efficient manner. We want to know relevant information.*

Question: Would these studies completed be open to the public?

Response: *Yes, everything should be posted on our website.*

Question: How do your residents respond to communication? Direct flyers, online, etc.

Response: *Postcards (mailers) and biweekly newsletters. Comprehensive Plan used an interactive website.*

Question: Who would be the Project Manager?

Response: *The Project Managers will be Alexander Adams, Planning Division Manager and Dionisio Torres, Public Service Director.*

Question: Who is the Grant Manager for the project?

Response: *The Grant Manager is Jorge Rivera.*

Question: Where can interested proposers find the updated Transportation and Mobility Plan on the Village website?

Response: *Please be advised that the studies are posted on the following link [Studies and Presentations | Palmetto Bay, FL \(palmettobay-fl.gov\)](#). The Parks Master Plan is on the following link [Parks Master Plan | Palmetto Bay, FL \(palmettobay-fl.gov\)](#).*

Question: During the meeting we spoke about the studies that have taken place by the city, would you know where the aforementioned studies are located on the Village web page so we may download them?

Response: *Please be advised that the studies are posted on the following link [Studies and Presentations | Palmetto Bay, FL \(palmettobay-fl.gov\)](#). The Parks Master Plan is on the following link [Parks Master Plan | Palmetto Bay, FL \(palmettobay-fl.gov\)](#).*

Thank you,

ABencomo

Alessia Bencomo
Procurement Specialist

9705 East Hibiscus Street, Palmetto Bay, Florida 33157
Tel: 305.259.1234 • Fax: 305.259.1290

ACKNOWLEDGEMENT OF ADDENDUM SOLICITATION



Amendment/Modification No: 1

Amendment of RFQ No: 2024-00-004

Title: Safe Streets and Roads for All ("SS4A")

Name of Proposer _____

Date Addendum Received _____

Total Pages of Addendum including Acknowledgement 3

Print Name _____

Signature _____

All other terms and conditions stipulated in the original Village of Palmetto Bay Request for Qualifications shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all proposals. This acknowledgement form must be included in the response and failure to sign and submit this form may result in rejection of your proposal.