



HIGHLANDS COUNTY BOARD OF COUNTY  
COMMISSIONERS (HCBCC)  
PURCHASING DIVISION  
600 S. Commerce Ave  
Sebring, FL 33870  
(863) 402-6500

DATE: January 25, 2024

BID NO. 23-040-KB ADDENDUM No. 1

Project.: **23-040-KSB Impact Fee Study, Municipal Service Taxing Unit (MSTU) & Municipal Service Benefit Unit (MSBU) Study, Revenue Sourcing Study**

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The following represents clarification, additions, deletions, and/or modifications to the above referenced solicitation. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation, as applicable.

Q1 We were reviewing Highlands County's RFP for an Impact Fee Study, MSTU and MSBU Study, and Revenue Sourcing Study and are hoping to seek clarification on an element of the RFP. The RFP doesn't seem to mention the requirement for a cost proposal/fee schedule. Would the County like each bidder to leave out any cost information at this time, or would the County like each bidder's proposed cost included in the proposal submission?

**A1 Please refer to Section 8.10 Preparation of Proposal, pg. 10 of 49.**

Q2 The RFP requests federally funded & disaster-related relief project experience. Can you confirm that this is the kind of experience Highlands County wants consultants to provide?

**A2 Please review page 22, Tab 2. The proposer is to provide examples of experience that showcase their capabilities. If applicable, the proposer should provide experience in obtaining federal or disaster-related funding. The Evaluation Committee will review all experience provided by the proposer that would appropriately fit under the broader umbrella of revenue generating possibilities and might be included as part of the 'Additional Revenue Study' findings.**

**The county is not requiring a responder to have experience in managing federal funding or disaster-related relief projects.**

Q3 The RFP also requests copies of revenue study reports, if available. Can we include links to the report, or include a generic sample report to give the County an idea of our report formatting, in lieu of the full report?

**A3 Links for review are acceptable. Providing links and including a generic sample report would be preferred.**

Attachments: NONE

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Lori DeLoach, CPPB  
Purchasing Manager