



CRA Master Plan Update  
Addendum 2  
Questions & Answers

**1) QUESTION:**

Do you anticipate extending the bid due date?

**ANSWER:**

No

**2) QUESTION:**

What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

**ANSWER:**

This is an RFQ so the evaluation will be based on the proposer's qualifications.

**3) QUESTION:**

Was this bid posted to the nationwide free bid notification website at [//www.mygovwatch.com/free](http://www.mygovwatch.com/free)

**ANSWER:**

No.

**4) QUESTION:**

Other than your own website, where was this bid posted?

**ANSWER:**

The solicitation was posted at VendorRegistry.com which is our official bidding site.

**5) QUESTION:**

As it pertains to scoring, will points for MBE/WBE Certification be added after the committee has completed evaluations for RFQ 20-016 (SEBRING COMMUNITY REDEVELOPMENT AGENCY MASTER PLAN UPDATE)?

**ANSWER:**

Points are awarded in the evaluation if the proposer is a certified MBE/WBE business and provides a valid certificate.

**FOLLOW-UP QUESTION:**

We understand that, our question is if the evaluators add it to their score, or if purchasing staff adds it later so that it's truly objective. In my experience its really only fair if purchasing staff does it after the subjective scoring. Some evaluators know who their first pick is and score accordingly regardless of the MBE/WBE.

**ANSWER:**

We do not add it after the fact. It is included in the criteria. If there is an additional interview phase, MBE/WBE will factor into that score as well. I understand your concern, but I feel confident that all submittals will be scored in a fair and equitable manner. All evaluation committees are instructed that the established evaluation criterion in the solicitation is the only criteria that may be used to evaluate the proposals and that evaluations are to be based solely on the contents of the proposals. Committee members must also sign a policies and procedures agreement that states that they will ensure that the evaluation is conducted in an impartial, objective and professional manner, and that the same level of effort and consideration is extended to the evaluation of all of the proposals received.

**6) QUESTION:**

Under 2) Respondent's Specific Experience and Capabilities a. Number and size of similar CRA master plan update it states: "b. A description of representative completed projects including consulting fees, project cost, schedule, and client contact information (10 maximum project summaries)" and then later it states: Project Experience/Additional Information "a. Provide a list of at least five (5) projects of a similar type in which the responsible office or individuals have completed within the last ten (10) years. The list must include: 1. A brief description of the project; 2. Total price, contract time limit, final construction cost and time spent on the project; 3. Owner of the project; 4. The name and telephone number of a contact person who can speak on behalf of the client for such project; 5. The dates of commencement and completion for such project;" Please clarify the number of projects requested and whether this information should be provided in both sections.

**ANSWER:**

A minimum of (5) similar projects need to be provided, but the proposer can list up to a maximum of (10) comparable projects. The information needs to be provided in both sections.

**7) QUESTION:**

Page 7 states that "Proximity to the Sebring Community Redevelopment Area" is scored 0-15 points. However, page 12 states: "LOCAL PREFERENCE: Not applicable to this solicitation." Please clarify what is meant by "proximity".

**ANSWER:**

The City's Local Preference Policy gives preference to vendors within Highlands County and the City of Sebring only. Scoring is based on the location of the office that will serve the Sebring CRA, even if it is located outside of our local preference area.

**8) QUESTION:**

Is the insurance form to be signed and submitted now or at the time of award? I ask because in some cases the form is written in present tense and in some lines of the form it's written in future tense.

**ANSWER:**

It should be signed and submitted with the proposal. It is a statement of understanding regarding the insurance.

**9) QUESTION:**

Does the Purchasing Office have typical 9-5 hours or are there revised/reduced hours due to Covid?

**ANSWER:**

City Hall hours are 8:30 a.m. until 5:00 p.m.

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**ACKNOWLEDGEMENT**

It is the vendor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid or proposal response in the space provided on the Submittal Checklist included in the original solicitation document. Failure to do so may subject the bidder to disqualification.