



**CITY OF CALLAWAY
DISASTER RECOVERY ADMINISTRATION SERVICES
RFQ NO.: PW2024-05**

ADDENDUM #4

Date Issued: MARCH 13, 2024

This addendum is being released to address the following questions.

1. Please confirm if proposals can be submitted via Vendor Registry.
No, proposals are to be submitted to the City Clerk at Callaway City Hall, 6601 E. Hwy 22, Callaway, FL 32404. No online submittals will be accepted, page (3) three indicated electronic submittals, but this was a typo and should have been left off.
 2. Page 14 of the RFP states that proposals are to be bound, however, page 23 states the original is to be unbound. Please confirm if the original is to be unbound.
Correct, original should be unbound.
 3. Does an electronic version have to be provided also as indicated on page 14 Proposal Requirements?
No
 4. Will the city allow our submittal to stand with the March 15th due date if already mailed?
Yes
 5. Would the City accept addendum acknowledgement via email if already submitted proposals and since deadline was extended?
Yes
 6. For the proposal requirements/format on page 15 of the RFP under the Qualifications of the Firm Section it request that we provide a project approach. However, there is a separate section listed for the technical approach (Section 4). Can you please confirm that vendors should provide all the items pertaining to the project/technical approach in Section 4?
**Yes, Project approach we are looking for understanding of the project for the City of Callaway, what you believe we need from firm, the firms schedule of availability.
Technical approach: your firms process after a disaster, start-up procedures/requirements.**
 7. Can you clarify in the two criteria related to the scope of work that are each work 20 points (“firm scope and capacity” and “Project understanding and approach”)?
**Our evaluation criteria show what we are looking for in those tabbed sections on page 14 and 15 in Firms Qualifications. When we say Firm Scope and capacity, we are looking for what we have defined in the Qualifications of the firm, please see the tabbed info.
Qualifications of the Firm: Provide a narrative of the firm’s qualities and capabilities.**
 - A. Relevant Exp.
 - B. Past Performance on Similar Projects
 - C. Project approach
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Technical approach:

As above mentioned in #6 answer with start-up procedures/requirements

Audra K. Boswell

Audra K. Boswell, City Clerk

This Addendum must be acknowledged and included with the bid packet submission.

Signature

Company Name

Date