



September 9, 2022

To: All Interested Parties

From: Litsy C. Pittser, Procurement Specialist
Village of Palmetto Bay
9705 E Hibiscus Street
Palmetto Bay, Florida 33157

Re: RFP# 2022-00-012
Village of Palmetto Bay Comprehensive Plan

ADDENDUM NO. 1

Prospective Consultant,

This Addendum forms a part of the RFP Package Document dated September 14th, 2022, with the amendments and additions noted below (deletions are shown by strikethrough and additions are underlined.)

Mr. Sam Morales, TJKM

Question: Does the notary need to be in Florida?

Response: No.

Question: Page 20, it states "Proposals by corporations shall be executed in the corporate name by the President or Vice-President (or other corporate officer if accompanied by evidence of authority) and the corporate seal shall be affixed and attested by the Corporate Secretary or an Assistant Secretary. The corporate address and state of incorporation shall be shown below the signature". How would you like this information presented, may it be in the cover letter?

Response: This statement emphasizes that the proposal and the required forms submitted shall have a signature of authority able to enter into a contract and make decisions for the Consultant's business.

Question: Do you want all the forms in an Appendix?

Response: All forms from page 22-44 labeled section "Required Submittal Forms".

Question: Under Tab 3 – Summary of Qualifications it states, at least 3 written references from previous comprehensive plan amendment projects of a similar scope and magnitude. You have also provided a Reference Form. Are we supposed to use the form in Tab 3 or in the Appendix?

Response: The reference form is to help you present the references, but you are not required to use this form as long as you provide the information that is stated on the form.

Question: If the Reference Form is in the Appendix, do you want different references than the ones in Section 3?

Response: You will only need (3) references, but please pick referenced projects that are similar to the scope.

Question: So, the Sub-Consultants need to sign any of the forms?

Response: No, only the Prime but on page 23 you will need to list the sub-consultants that will be working with your Company.

Ms. Kelsey Boulos, Savino & Miller Design Studio

Question: We have been approached by a few teams who did not attend the meeting but would like to Prime. Is there an opportunity to either hold a second meeting, or make an exception for a prime to submit with us on their team?

Response: Unfortunately, we cannot accept anyone that was not present at the mandatory pre-bid meeting.

Question: Do you have a minimum of submissions you need in order for the Village to make a decision?

Response: There needs to be at least (2) submissions, if there is one the Manager at his sole discretion can override depending on the circumstances or the Village will cancel the solicitation.

All other terms and conditions stipulated in the original Village of Palmetto Bay Request for Proposal 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 as a rejection to your proposal.

Thank you for your participation in our solicitation process.



Litsy C. Pittser, Procurement Specialist
Village of Palmetto Bay



Acknowledgement of

Addendum of Solicitation

Amendment/Modification No.: 1

Amendment of RFP# No.: 2022-00-012

Title of RFP: Village of Palmetto Bay Comprehensive Plan

Name of Bidder _____

Date Addendum Received _____

Total Pages of Addendum including Acknowledgement 4

Signature

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