



City of Milton

Purchasing Department

RFP: Development of a "Community Life Cycle Plan"
Due: February 1, 2017 / 2:00 P.M.

ADDENDUM #3 –Questions through Thursday, January 26, 2017 at 1:00 p.m.

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Question 1: When will the City of Milton Elderly Care Resource Profile become available to the contractor?

Answer 1: Deliverable #1 "City of Milton Elderly Care Resource Profile" will be available to the contractor on January 30, 2017 and will be posted on the City's website MiltonFL.org at: <http://www.miltonfl.org/366/Senior-Resources>

Question 2: When does the City of Milton anticipate notifying the successful bidder of their award, and how soon will the contract be approved?

Answer 2: Staff will review proposals and provide the scoring to bidders by February 3, 2017. A recommendation of award will be presented to the Council on that date. The award will be official after the Council vote at the February 14, 2017 meeting.

Question 3: What is the due date for Deliverable #2? The Bid Tab/Deliverables table on page 10 of the RFP indicated a due date of 04/01/2017; however, the table on page 25 of the DEO Scope of Services indicated a due date of 03/01/2017. Which is the correct date?

Answer 3: The due date for Deliverable #2 is 3/01/2017 as listed on the DEO Scope of Services table excerpt from the grant on Page 25 of the RFP. *Page 10 is incorrect.*

Question 4: If the answer to question #3 is 03/01/2017, that only leaves one month from the proposal due date to accept the contract, develop and administer the survey, hold the public outreach meeting, interview the 50 individuals, and develop the report. Is this timeline feasible?

Answer 4: The timeline provided in the RFP is mandated under the grant requirements. It is a very challenging schedule. The grant provides limited options for extension of deliverables and the city will pursue those opportunities to the fullest. City staff will pursue all possibilities to assist the contractor in meeting the requirements/deadlines. In the event the city is unable to identify a contractor to meet the RFP requirements due to time constraints, the city may consider

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Answer 4: (continued)

performing the tasks in house and sub-contracting those portions of the deliverables where outside assistance would be beneficial.

Question 5: What is the due date for Deliverable #4, the Community Life Cycle Plan? Page 5 of the RFP states "Completion of the Project, including the final draft of the written Plan, shall be accomplished prior to June 1, 2017." The tables on page 10 and 26 indicate a June 12, 2017. Which is the correct date?

Answer 5: The deliverable due date for the Community Life Cycle Plan under the Grant documents is June 12, 2017. The City needs to have the document in advance of the due date that we will submit it to the DEO, therefore, the due date was listed as June 1, 2017.

Question 6: Item E. under Certification Requirements (page 8 of RFP) requires the contractor to have \$1 million in insurance coverage with the City of Milton named as an additional insured. The University of West Florida maintains insurance coverage through the Department of Risk Management but our coverage is not for \$1 million and we are not authorized to add other agencies to our coverage. Is this a deal breaker? If our proposal is selected for funding, would the following standard boiler plate language be acceptable? We look forward to receiving your response soon so we can determine if a submission is feasible.

Answer 6: The insurance detailed by the Asker is acceptable to the city.