



October 19, 2017

To: All Interested Parties

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

Re: Request for Proposal RFP# 1617-12-010
Pedestrian Bridge Construction at Coral Reef Park

ADDENDUM NO. 2

Prospective Proposers,

This Addendum forms a part of the RFP Package Document dated October 30th, 2017, with the amendments and additions noted below (deletions are shown by strikethrough and additions are underlined.)

Mr. Carlos Mora from Cone & Graham Construction submitted the following questions via email:

1. **Question:** Could you please provide a working copy for the Proposal Bond Form, the one provided does not have the space to type the surety's name.

Response: Yes, the correction has been made on the document and can be downloaded via the Village of Palmetto website under Bids & RFP's click on the solicitation and a .pdf will be there to download.

Mr. Carlos Hernandez from Carivon Construction submitted the following questions via email:

2. **Question:** Please provide the location for the Pre-Solicitation meeting dated October 19, 2017.

Response: The location for the pre-bid meeting will be at Village of Palmetto Bay Municipal Hall 9705 E. Hibiscus Street, Palmetto Bay Fl. 33157 at 10:00am. At the end of the meeting any contractors who are not familiar with Coral Reef Park and would like a site visit, staff will go to the park with those interested.

3. **Minutes from Pre-Bid Meeting on 10/19/2017:** The pre-bid meeting started at 10:00am, the introduction was announced by Litsy Pittser, Procurement Specialist, everyone in attendance registered on the sign in sheet provided. Ms. Pittser went through the schedule of events, explained that the contract term or the completion of the project would be once the contractor is awarded, the first pre-construction meeting will have the details as to the hours the contractor can work and the timeline. Also, someone mentioned the staging area for construction; again this will be discussed with the awarded Contractor at the pre-construction meeting. Emphasis has been acknowledged that plans, permits and build are involved in the scope of work. The Village of Palmetto Bay would like to have a similar structure that is already in existence. The Contractor does not need to worry about the trail connection. The Village will have a contractor tying the trail to the bridge. Although on the plans provided it shows that there are lights, this is optional and is not required as part of the proposal. Other direct questions were:

- Was there an addendum 1 issued? Yes, but Addendum 2 is the continuation of 1, if you would like addendum 1, it is located on our website under the solicitation. If you cannot find it, please email me I will send it via email.
- Questions on the proposal form/cost analysis: With this Addendum, I will include a revised bid form to include the 2nd page. Please note that the bottom line on page 2 item 8 is where you will need to include the total cost of the project and your signature.
- What are the forms that will need to be included on the RFP proposal: I suggest you look through the RFP. Some are:
 1. Brief history of your Company
 2. Contractors' License in the state of Florida
 3. Bid Bond of 5%
 4. Disclosure of all Subcontractors and what their roles will be
 5. All the standard forms the Village of Palmetto Bay requires and the Granting agency i.e. Conflict of Interest, Identity Crimes, Debarment or Suspension, Certification for Disclosure of Lobbying Activities on Federal-Aid Contracts, Non-Collusion Affidavit, Pg. 140 Addendum Acknowledgement, Pg. 142-149, pg. 159-161, pg. 167-169. But please review thoroughly the RFP.
 6. Proposal Bid Form/Cost Analysis Sheet completed.

- Can the permitting be omitted from the bid price and be added in later once awarded?

Yes, permits can be added later. The total cost of the proposal **will not** include the permitting fees.

- Is there a Canal Survey?

Yes, I have provided as a separate .pdf the survey of the canal.

- Carlos Mora, Cone and Graham, Inc. – On Pg. 141 of the RFP, on the second paragraph of item (g) it reads: “Proposer understands and agrees that this is a unit rate contract.” Could you please indicate what units this refers to?

The answer to “units” are not meant to be characterized as quantities but sections based on the proposal form/cost analysis where you will need to provide plans, labor, materials, equipment, tools supervision etc. The RFP proposal amount will be pg. 2 item 8 of the proposal form/cost analysis.

- Carlos Mora, Cone and Graham, Inc. – On Appendix C Bid Form-Cost Analysis Form we have the following questions:

1. Under Budget Detail it reads: “Budget items below to be provided by the Contractor. See attach instructions.”

Please note that the instructions was directed to the Grantee (Village of Palmetto Bay) not the Contractor, therefore it was not included.

2. The description for item No. 5 is not clear.

Contractual – This is the part where any cost that entails subcontracting work or professional services relating to plans preparation etc. would be added here.

3. Does this form only address cost?

Yes, remember that this is a “low cost request for proposal”.

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. The form of acknowledgement is included and failure to sign and submit this form may result in your proposal from being rejected.

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.: 2

Amendment of RFP# No.: 1617-12-010

Title of RFP: Pedestrian Bridge Construction at Coral Reef Park

Name of Proposer _____

Date Addendum Received _____

Total Pages of Addendum including Acknowledgement 4

Signature

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 in your proposal from being rejected.