



## **ADDENDUM**

**SOLICITATION NO.:** RFP 2018-32 – Strategic Planning and Visioning Services

**ADDENDUM NO.** 1

**DATE:** 11/08/2018

To All Prospective Proposers:

This addendum is issued to modify the previously issued solicitation documents and/or given for informational purposes, and is hereby made a part of the solicitation documents. Please attach this addendum to the documents in your possession. ***Per the RFP, the proposer shall acknowledge receipt of any and all addenda, if any, listing the Addenda by number(s) and date(s) in their RFP documents.***

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**Deadline for Proposals:**

No Change in proposal due date

**Specification Changes/Corrections:**

N/A

**Drawing Changes:**

N/A

**Clarifications:**

N/A

**Questions and Answers:**

The following question(s) (shown in italicized text) were submitted by prospective proposer(s). The City's responses are presented here (shown in bold text). The submitters' names and email addresses have been removed due to privacy requirements.

- 1. With respect to the criminal background check is this interpretation correct. I should sign the form indicating my willingness to provide a background check if my firm is selected. There is no requirement to provide proof of background checks in the proposal itself?*

**That is correct. Per the Affidavit, proposers must "... obtain a criminal background check for each employee, contractor, or subcontractor or subconsultant having access to City property prior to beginning the work and, depending on the contract's term, on an annual basis thereafter."**

2. *What is the anticipated capacity of City staff in support of this project?*

**Senior Management is anticipated to be very involved in support of this project.**

3. *Is there an existing 2018-2019 strategic plan document that can be made available?*

**Yes, please use the following Dropbox link to access the 2018/19 Strategic Plan document:  
<https://www.dropbox.com/s/m51l61rs0nonl9k/Strategic%20Plan%20Parkland%20FL%20-%202018.pdf?dl=0>**

4. *Is the intent for the stakeholder surveys and focus groups to be a full survey of Parkland citizens and businesses, covering all City attributes and services as in the 2016 survey, or is it intended to focus on visioning only?*

**Larger focus on visioning with the end result for the Strategic Plan.**

5. *Please clarify what is meant by "The services shall be provided on an 'as needed' basis..." in Section 5.0 Purpose (RFP p. 21). Will the negotiated contract be for a specified scope of work and contract value, or will it represent a ceiling price that will be authorized on an incremental basis?*

**The negotiated contract will be for a specified scope of work and contract value.**

6. *For the Attachment A Fee Proposal (RFP p. 27), are you requesting that the total proposed cost be broken out by hours and burdened rate for the engagement manager and key team members?*

**Yes, that is correct.**

7. *The proposal checklist item 16 (RFP p. 43) lists the inclusion of proof of insurance. May we assume this is not required until 30 days after notification of contract award per RFP p. 19?*

**If you already have proof of insurance, you may provide a copy with your proposal. Otherwise, as per Article 5 - Insurance, "CONTRACTOR shall provide the insurance to the extent required in the RFP. Evidence of said insurance shall be provided within ten (10) days of execution by the City of this Contract or prior to the commencement of any work, whichever event occurs first."**

8. *There is no mention of Public Safety in the RFP scope of work Section 5.1. Are these services to be included in the visioning exercise and resulting strategic plan?*

**Yes, Public Safety are to be included in the visioning exercise and resulting strategic plan.**

NAME OF COMPANY: \_\_\_\_\_