

**City of Crestview**  
**Construction Total Program Management**  
**RFQ – 24-03-28**  
**RFQ - 24-03-21 - Revised**

**ADDENDUM NO. 1**

This addendum is to advise that we have received the following questions and have responded, as follows:

1. Item I.A.6. of the RFQ refers to a “2021 Matrix Facility Inventory and Operational Assessment” that does not appear to have been included. Would it be possible to obtain a copy of this document? **A link to the document is provided:**  
<https://portal.laserfiche.com/Portal/DocView.aspx?id=164361&repo=r-36a219e0>.
2. I just want to confirm that the Pre-Proposal Conference for the City of Crestview’s Construction Total Program Management RFQ is Tuesday, March 19<sup>th</sup> at 2 pm CST and the meeting location is 198 N Wilson Street, Crestview, FL 32536. We were curious if it was a misprint since the conference is not listed in chronological order as the other events are listed in the table provided on Page 4 of the RFQ, and the 19<sup>th</sup> is close to the submittal due date of the 21<sup>st</sup>. **A corrected RFQ has been uploaded.**
3. On Page 2 of the RFQ, Exhibit A, B & C are listed in the RFQ Table of Contents, but these exhibits are not provided. Can you please provide these documents? **There will be no exhibits. The contract will be negotiated after a company is selected and will include insurance requirements. Any exceptions may be provided by you in the format of your choice.**
4. Are responses for Tabs A-D limited to 50 pages? Are covers, section/tab dividers, and Tab E Additional Information all excluded from the 50-page limit? **Pages that are not information such as dividers and cover pages are excluded from the 50 page limit.**
1. From the RFQ on Pages 16-18, the section titled “*Firm Qualifications and Experience- Tab A. #6. Financial Plan*”—will you please clarify 1) Are firms to provide both a Surety Bond commitment letter and audited financial statements? 2) Can firms provide audited financial statements in lieu of the Surety Bond commitment letter? 3) If a Surety Bond commitment letter is required, what is the amount? The RFQ states “Surety Bond commitment letter in the amount stated below,” but no amount is provided. **Audited Financial Statements may be substituted for surety bonds. Surety Bond will be in the amount of the Respondent’s contract.**
2. From the RFQ on Page 19, the section titled “*Project Approach/Work Plan- Tab C*”—there are multiple projects anticipated under this program, and details for individual project tasks have not been provided. Does the City have an example project that you would like a work plan/schedule provided? Does the City want a sample-type work plan/schedule provided? **This section should be utilized to provide a clear understanding on the approach that will be used. One project may be selected from page three of the RFQ or a project that the proposer has completed in the past.**
5. How does the City want to receive submittals- electronically or paper copies? Will you please provide details of method of submission and the number of copies required? **Seven paper copies should be submitted along with a digital copy on a USB thumb drive in a sealed package.**

6. On Page 24 of the RFQ, the section titled “*I. Joint Ventures*”—the second paragraph of that section states, “*Joint Venture Firms must provide an affidavit attesting to the formulation of a joint venture.*” Will the City provide an affidavit form or format? Or can we create our own? Will this need to be notarized? **The proposer may create their own form, signed by both parties and notarized.**
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**-END OF ADDENDUM-**