

ADDENDUM TO RFP DOCUMENTS

REQUEST FOR PROPOSAL: 2012-24 POST DISASTER DEBRIS MONITORING

ADDENDUM No. 1

DATE: 1/25/13

To All Potential Bidders:

This addendum is issued to modify the previously issued bid documents and/or given for informational purposes, and is hereby made a part of the bid 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 Letter of Interest***

Questions and Answers

Q1. Can the City provide clarification regarding the Background Check Affidavit included in the above referenced RFP (pages 38 – 39)? Item three (3) of the form reads as though the contract for the services being requested was awarded prior to the completion of the form, is it the City's intention that this form be completed with the proposal or after the contract has been awarded?

A1. The background check affidavit form included in this addendum **will replace** the background check affidavit form included in the RFP. The successful proposer will be required to execute a new affidavit at time of contract which attests that a criminal background check has been obtained for all employees, contractors, or subcontractors or subconsultants having access to city property prior to beginning the work. A list of personnel that background checks have been obtained from will be included with the affidavit as Exhibit A. All employees who will be performing services for the City on City property or right-of-way will require a background check.

Q2. We do not generally agree to Liquidated Damages clauses on Debris Monitoring Services contracts. Would the City consider dropping this requirement?

A2. . The City will waive the liquidated damages provision.

Q3. The contract under consideration is a pre-event standby contract with a zero-dollar value. Does the City's 15 % M/WBE participation goal for contracts over \$ 100,000 apply to this project, and will any additional evaluation points be gained by including a M/WBE sub on our proposal?

A3. This is a goal where economically feasible. The City will require that affirmative steps are used by the successful proposer to assure that minority firms, women's business enterprises, and labor surplus area

firms are used when possible and will be stated in the contract received. There will be no additional points gained by including M/WBE sub on our proposal as it is not part of the evaluation criteria for award.

Q3. If we are required to include a M/WBE, does the City have a list of certified firms, or will State of Florida MBE firms qualify?

A3. State of Florida MBE firms qualify

Q4. The Liquidated Damages provision listed on page 15 of the RFP is not appropriate for a time and material effort and the nature of the work contemplated under the contract. We are requesting that the City of Parkland waive the Liquidated Damages clause.

A3. Please see response to Q2 above.

Q4. Item (m) on page 22 of the RFP indicates that the firm shall “provide aerial photographs on a monthly basis from beginning to end”. However, a line item for aerial photography is not included in Exhibit B – Price Proposal – Schedule of Fees. Can the aerial photography be billed to the City at cost, without mark-up?

A4. Monthly aerial photography has been added to the Price Proposal Schedule. The Price Proposal Schedule (Exhibit B) included in this addendum will replace the Price Proposal Schedule included in the RFP.

The foregoing was acknowledged before me this _____ day of _____, 20__, by _____ who is personally known to me or who has produced _____ as identification and who did take an oath.

WITNESS my hand and official seal, this _____ day of _____, 20__.

(NOTARY SEAL)

(Signature of person taking acknowledgment)

(Name of officer taking acknowledgment)

typed, printed or stamped

(Title or rank)

My commission expires:

(Serial number, if any)

EXHIBIT "B"
PRICE PROPOSAL- SCHEDULE OF FEES

POST-DISASTER DEBRIS MONITORING SERVICES		
POSITION	DESCRIPTION	HOURLY RATE
Project Manager		\$
Operations Manager		\$
FEMA Coordinator		\$
Scheduler/ Expediter		\$
GIS Analyst		\$
Field Supervisor		\$
Debris Site/ Tower Monitor		\$
Environmental Specialist		\$

Billing & Invoice Analyst		\$
Administrative Assistant		\$
Field Coordinators (Crew Monitors)		\$
Project Inspector (Citizen Site Monitors)		\$
Project Inspectors (Load Ticket Data Entry Clerks)		\$
Monthly Aerial Photographs		\$

PRE-DISASTER PLANNING AND ADDITIONAL SERVICES		
POSITION	DESCRIPTION	HOURLY RATE
Project Manager		\$

Senior Project Engineer/Scientist/ Professional		\$
Project Engineer/Scientist/ Professional		\$
Engineer/Scientist/ Professional		\$