

May 15, 2024

POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

ADDENDUM #1

RFP 23-565, Professional Planning Services for the Vision Zero Action Plan under the Safe Streets for All Road Users (SS4A) Grant Program

This addendum is issued to clarify, add to, revise and/or delete items of the RFP Documents for this work. This Addendum is a part of the RFP Documents and acknowledgment of its receipt should be noted on the Addendum.

Contained within this addendum: Questions, and answers.

Michael Guerrero
Sr. Procurement Analyst
Procurement Division

This Addendum sheet should be signed and returned with your submittal. This is the only acknowledgment required.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

RFP 23-565, Professional Planning Services for the Vision Zero Action Plan under the Safe Streets for All Road Users (SS4A) Grant Program
Addendum #1(Continued)

Questions and Answers:

Question 1: Please confirm we can submit our Proposal through Kiteworks and do not need to send mailed copies?

Answer: Yes, that is correct.

Question 2: Who do we direct the letter and proposal to?

Answer: There is no letter requirement. Please refer to the Proposal Submittal instructions starting on page 3 of the RFP.

Question 3: Does the County have a budget established for the project?

Answer: Federal SS4A grant, \$720,000, plus County cash match \$200,000 = \$920,000. Plus, in-kind of \$80,000, which will be mostly County staff time, brings the total project to \$1 million dollars.

Question 4: Do you want a letter in the Proposal before the Executive Summary?

Answer: Please see answer to Question 2 above.

Question 5: Under Tab 1 – Executive Summary you state “e) Provide a copy of the firm’s applicable certification(s) from the State of Florida allowing them to provide the services as outlined in the Scope of Service as well as compliance with F.S. 287.055.” We are unable to find the Polk County Procurement Procedure Manual, can you please clarify what certification this is?

Answer: Please refer to Florida Statute 287.055.

Question 6: Under Tab 1 – Executive Summary you ask for documentation showing proper incorporation by the Secretary of State and firm’s applicable certification(s) but this section is limited to 2 pages. Can we include the documentation in an Appendix, or will it be excluded from the page count?

Answer: Tab 1 states, “items a-c: Maximum of two (2) pages.” Your question is concerning items d-e, which do not have a maximum.

Question 7: In Tab 2 do you want us to only include text that would alter the scope of work you provided due to the page limit, or should we provide a full scope of work in an Appendix or different Tab?

Answer: Tab 2 asks you to explain how you will approach or implement the Scope that is provided in the attachment to the RFP. You will illustrate the sequence you will follow, in your timeline. You will summarize the steps or phases of your timeline, with the narrative. Since you also must respond to two more bullet points at this tab, we will allow up to 1 more extra page. (Total of 5 pages, single or double sided).

Question 8: In Tab 3 you state, "Demonstrate each key staff's availability and office and home location to respond to the needs of the project" Are you requesting the key staff home location? If so, due to privacy can we just list the City and State?

Answer: We are asking for the consultant company's primary office location ("home office") and any satellite office locations. If people primarily work remotely, then yes you can supply just the city and state. We would like to know the city and state where the people who will work on the different tasks of this project are located.

Question 9: Please confirm what forms need to be submitted with our Proposal?

Answer: The following forms are submitted with your Proposal:

- Proposers Incorporation Information
- Survey Questionnaire for each client identified under Tab 3.
- Affidavit Certification Immigration Laws
- E-Verify

Question 10: When submitting forms, what tab do you want them in?

Answer: Place with Tab 1.