

**Office of Procurement Services**

P.O. Box 7800 • 315 W. Main St., Suite 441 • Tavares, FL 32778

**SOLICTATION:** General Planning Consultant for MPO 09/15/2022

Vendors are responsible for the receipt and acknowledgement of all addenda to a solicitation. Confirm acknowledgement by including an electronically completed copy of this addendum with submittal. Failure to acknowledge each addendum may prevent the submittal from being considered for award.

THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

**QUESTIONS/RESPONSES**

Q5. Which firm(s) hold the current contract?

**R5.** **HDR Engineering, Inc., Kimley-Horn and Associates, Inc., and WSP USA, Inc.**

Q6. In the RFP, Section 5. Delivery and Submittal Requirements, Section E requests that the “submittal be organized into the following sections and create and upload a file for each section.” However, for ease of readability, will the County accept the proposal of 1 combined PDF uploaded? If not, does the County only desire the information in the sections or are proposal cover and cover letter allowed?

**R6. The County will accept one (1) combined PDF if that PDF is sectioned out as requested in the RFP document.**

**Q7.** Section 4. Subcontractor/Joint Ventures asks to provide the same information required in Attachment 3 – Team Composition Form. This form is also requested in 2.0 Forms section. Does the County want the form duplicated in both sections?

**R7. Both forms must be provided.**

**Q8.** For Attachment 4. Location and Percentage of Work to be Completed form, is this to be filled out for prime only or for subcontractors as well?

**R8. For the prime however, if the information can be provided for the subcontractor as well, include that with the submittal.**

**Q9.** In Section 5. Delivery and Submittal Requirements (bottom of page 7), item #6, Litigation requests information on the nature and outcome of the litigation. Do subcontractors need to provide a litigation statement as well, or does this only apply to the prime?

**R9. Litigation provided should be for the prime only.**

**Q10.** In Section 5.0 Delivery and Submittal Requirements (top of page 7), item #1, Vendor Profile indicates to include “Completed Attachment 3 – References Form.” However, the Attachment 3 provided is the Team Composition Form, while Attachment 2 is the reference form. Which attachment would you like included in Section 1 – Vendor Profile?

**R10. This was an error and has been corrected – see 22-538 Revised General Planning Consultant for MPO document.**

**Q11.** Should “Attachment 2 – Team Composition Form” include all team member that will work on the project? If there are more team members than the number of rows provided on the attachment, should the respondent attach additional pages?

**R11. Attachment 2 is the Reference Check Form. For Attachment 3 – Team Composition Form, all team members that will work on a project should be listed. Contractor may provide an additional Attachment 3 – Team Composition Form to include additional staff.**

**ADDITIONAL INFORMATION**

**ACKNOWLEDGEMENT**

Firm Name: Click or tap here to enter text.

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: Click or tap here to enter text.

Date: Click or tap to enter a date.

Print Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Primary E-mail Address: Click or tap here to enter text.

Secondary E-mail Address: Click or tap here to enter text.