



**ADDENDUM 1:  
RFQ #14-003 OPEN SPACES AND RECREATION MASTER PLAN**

To all general contract bidders of record on the Work titled:

**OPEN SPACES AND RECREATION MASTER PLAN**

This addendum is issued as supplemental information to the **RFQ #14-003 OPEN SPACES AND RECREATION MASTER PLAN** package for clarification of certain matters of both a general and a technical nature. The referenced RFQ package is hereby addended in accordance with the following items as fully as completely as if the same were fully set forth therein:

**Q1. What is the budget for this project?**

A1. The current budget for this contract is \$250,000.

**Q2. What types of usages are scheduled for Gerald Adams Elementary School Field?**

A2. School use consists of PE Classes. The City assumes control at 3:30 pm from the school board. It is used for softball, soccer and lacrosse. We maintain and stripe the fields for the sports.

**Q3. Will the lighting at Gerald Adams Elementary School be converted or upgraded**

A3. There no current plans to change the lighting.

**Q4. Does Gerald Adams Elementary School field currently have irrigation?**

A4. There is no functioning irrigation on that site.

**Q5. What are the plans for the community center at Bernstein Park?**

A5. Please contact Monroe County for the most current information.

**Q6. Is there exclusive parking for Cozumel Park?**

A6. The only designated parking spot for the park is the ADA pad located at the entrance.

**Q7. Do you have to go through the planning department along with all site and development plans?**

A7. Yes, however if you aren't going to be building a structure the permitting will be minimal. The storm water review will be a factor if you add irrigation or move earthwork. Since this is an RFQ, there should be no plans review.

**Q8. How many full time maintenance employees do you currently have?**

A8. Public works and Recreation have roughly 45 full time maintenance employees.

**Q9. Who pays for the electric and utilities at this field?**

A9. It is paid through the general fund.

**Q10. Are the fields at Clayton Sterling Baseball complex used for baseball only?**

A10. No, it is used by all leagues. All of the fields here are used by cheerleading, soccer, baseball, softball and football year round.

**Q11. What is the parking and the surrounding sidewalks situation at Bayview Park?**

A11. The parking is an issue around Bayview Park. The park parking needs can conflict with the neighborhoods parking needs. Sidewalks surround the park.

**Q12. To what degree have the City of Key West park sites been inventoried, surveyed, and digitized into a City-wide or a County-wide GIS data base? Or, is this an exercise that the consultant is to do for this project?**

A12. The City is in the process of hiring an GIS manager; however, no digitized layers exist for parks. This would be a service where the City would task the consultant.

**Q13. On page 14, #6 – Permits and Fees**

**Since this is a planning project, and there will be no design work and construction, are there any permits that staff feels we may need to obtain for this project?**

A13. We do not think there are any permits needed for this RFQ.

**Q14. On page 15, #7 – Basis of Award**

**This section states that “the successful Proposer(s) will have a minimum of five (5) years experience in planning, permitting, surveying and mapping, highway design, soil exploration, material testing, and construction engineering and inspections on transportation projects” While planning is included in this project, none of the other services/skills listed here are required for or requested for in the scope of services. Some clarification here would be helpful.**

A14. Since the City is not specifying exact team composition, it is not an exclusive list. Please assemble the team that you feel provide the best services/skills for the contemplated plan.

**Q15. On page 15, #8 – Mistakes**

**This paragraph refers to the filling in of a bid form and related conflicts. I don't believe we are to fill in a bid form or propose any bid amounts for this RFQ. Please clarify the meaning of this paragraph.**

A15. Only the required submittals are necessary. No bid form with any fee schedule is required.

**Q16. On page 14 B 1. The RFQ requests the following submittal - “Proof of Professional Engineering Certificate for the State of Florida.”**

**The scope of services for this RFQ , which are described on pages 9,10, and 11, are all services that are normally considered to be Urban and Regional Planning Services and Landscape Architectural Services. In addition, none of the described services require a licensed engineer. Therefore, is it necessary for proposing firms/individuals to provide this certification? Or, would it be sufficient to provide AICP certification or Landscape Architecture certification? Some clarification here would be helpful.**

**Page 17 #13 refers to license requirements also. The Services requested for this RFQ do not require a licensed professional. So are we to assume that we do not need to show any proof of licenses?**

A16.

**Q17. I have a question regarding the RFQ. Page 15 indicates,**

***“ Proposal shall be limited to 50 pages sized 8-1/2 x 11 and shall be submitted double sided, 25 actual sheets total (including required submittals, tabs and covers).”***

**I wish to clarify that by “submittals” you are referring to the 16 pages (double sided) of certification forms. Thus, we would have 9 pages for our team information. Is that your intention?**

A17. The language indicating “*including required submittals, tabs and covers*” is amended to indicate NOT including required submittals. So the packet will include all 16 pages (double sided) certification forms, up to 25 pages (double sided) for team information, and whatever number of tabs and covers used.

Q18. Can you post a copy of the sign in sheet.

A. Yes. See below.



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**END OF ADDENDUM No. 1**

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 1 by acknowledging Addendum in their proposal or by submitting the addendum with the bid package. Bids submitted without acknowledgement or without this Addendum may be considered non-responsive.

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Signature, Name & Name of Business