



RFQ #2023-11

URBAN PLANNING SERVICES

****Addendum #1****

Answers to All Questions Received as of April 21, 2023:

1. Can you please provide a list of the firms that currently hold this contract?
 - We do not currently have a firm under contract.
2. Would this preclude us from doing private work within the City?
 - Not necessarily. The City will evaluate any conflicts of interest depending on task assigned.
3. How many consultants does the City plan to select?
 - To be determined by the Selection Committee.
4. Is the City planning on selecting more than one consultant?
 - The evaluation Committee will determine if more than one firm will be selected. They are not limited to choosing one.
5. Page 17 of the RFQ states that proposals must not exceed 80 pages. Can the City please clarify if the following will be included or excluded from the page limit: Forms 1-4 and the Additional Required Documents required as part of Tab J?
 - The 80 page limit does NOT include Forms 1-4 and the Additional Required Documents.
6. In filling out Form 4, Illustrative Work, is it permissible for the consultant to adjust the size of some of the boxes so that it suits our needs. For example, can we make the box for "Scope of Entire Project" larger to allow for additional text or images? Also along those lines, can we extend Form 4 into a two page form to further accommodate text or images?
 - You may adjust the size of the boxes of Form 4, but please keep the form to one page to maintain consistency for the reviewers.



7. The RFQ states that "Pages shall be numbered sequentially by section." Please clarify whether this request means starting at "1" for each tabbed section or if you would like a continuous page count throughout the proposal?
 - **Either way will be acceptable.**
8. Do the required forms count as pages within the 80-page limit?
 - **No**
9. How many firms is the City seeking to appoint for this contract?
 - **The Committee will determine how many to appoint; they are not limited in number.**
10. Can an FDOT DBE subconsultant qualify to earn the 5 points for MBE?
 - **The primary firm responding to the RFQ must be MBE to receive the 5 points.**
11. RFQ #2023-11 for Urban Planning Continuing Professional Services states, " Sealed qualifications will be received by the City of Wildwood at City Hall located at 100 N Main Street, Wildwood, Florida 34785 until 11:00AM on May 4, 2023."

The RFQ also states, "Submissions by FAX or other electronic media will not be accepted under any circumstances."

I would like to confirm that submissions will be accepted by mail (post) at the above stated address.

- **Yes, submissions can be sent via mail/package delivery.**