



PROCUREMENT DIVISION

410 Clematis Street, 5th Floor

West Palm Beach, FL 33401

TEL: (561) 822-2100

FAX: (561) 822-1564

ADDENDUM 1

RFP 11-12-204

PROFESSIONAL GEOTECHNICAL ENGINEERING DESIGN AND MATERIAL TESTING SERVICES

Each recipient of this Addendum acknowledges all of the provisions set forth in the Request for Proposal and agrees to be bound by the terms thereof.

This addendum shall modify, clarify, change or add information and become part of the above referenced Request for Proposal.

This addendum shall provide answers to questions received and revised pages 4 and 29.

Question 1:

On page 5, 2. Proposal Formatting, item B # 6 states to "...See note 5 above ..." which refers to the notes on page 4. (a) Please advise. (b) Also, please clarify what is meant by Alternative Proposal.

Answer 1:

(a) Please refer to the note on the Revised Page 4.

(b) An Alternative Proposal is a second solution for completing a project. It is not needed for this particular proposal since this proposal is only to select firms for future projects which will be issued on an as needed basis.

Question 2:

Page 6, 2. Proposal Formatting, # 3 Attachment C, Reference. The instructions say to include "staff assigned".

(a) Should we only include the key personnel proposed for this contract?

Answer 2: Yes, include the key personnel proposed for this contract.

(b) A line is not included for this info on the Attachment C References form. Is it acceptable to list the names under the Project Cost or to provide an additional page?

Answer: Please refer to the Revised Reference Form.

Question 3:

Are versions of the forms available in Word?

Answer 3: No, Word versions are not used to ensure the data remains uncompromised.

Question 4:

(a) Page 30, Attachment D, Fee Schedule. In the note at the bottom of the page it states to “See Notes on Page 4.”

Answer: Please see revised Page 4.

(b) Page 5, 2. Proposal Formatting, Item B # 5 states that Fee Schedule is not required or applicable until after firms are rank qualified. Please advise.

Answer:

Pricing does not have to be submitted now. Pricing will be requested after the firms have been ranked based on qualifications and negotiations have begun with the top ranked firm. If the City and the Firm cannot agree with the pricing, then negotiations ends and the City begins to negotiate with the second-ranked firm. If unsuccessful, the City will repeat the process with the next highest-ranked firm.

Question 5:

Is it okay for a prime consultant to list a sub-consultant on their team that may pursue the contract also as a prime?

Answer 5: Yes, it is acceptable.

All other information remains the same.

Proposers must acknowledge receipt of this Addendum 1 in the space provided below. This Addendum forms an integral part of the documents and therefore must be executed. Failure to return this addendum with your proposal submittal may be cause for disqualification.

Issued By: City of West Palm Beach
Procurement Division
January 23, 2012

Issued By: Althea Pemsel
Althea Pemsel, MA, C.P.M.
Procurement Official

BIDDER: _____

Signed By: _____

Print Name: _____

Title: _____

Date: _____

End of Addendum 1