



Addendum #2
RFP #10-22, Business Process Study for Development Review,
Permitting and Inspections
November 24, 2021

NOTICE IS HEREBY GIVEN that the following addendum serves to provide clarification and to answer the questions received on RFP 10-22, Business Process Study for Development Review, Permitting and Inspections.

Question 1: What is the City's current budget allocated for this effort?

Answer to Question 1: A budget has not yet been established for this project. Any project exceeding \$100,000.00 will need to be approved by our City Council.

Question 2: Is this budget approved?

Answer to Question 2: Reference Answer to Question 1 above.

Question 3: What is the City's estimated Level of Effort for which the budget was derived?

Answer to Question 3: Reference Answer to Question 1 above.

Question 4: What is the anticipated availability of stakeholders for interviews, focus groups, etc.? Will stakeholders be made available at any time, or will advanced scheduling need to take place?

Answer to Question 4: Consultants responding to this solicitation shall indicate in TAB 3 – Project Approach, Scope, Deliverables, page 23, what their method of approach and resources assigned will be.

Question 5: How advanced of notice for scheduling SMEs and Stakeholders?

Answer to Question 5: Reference answer to question 4 above.

Question 6: Who are the Key Personnel? The Minimum Qualifications in Section 3 on page 20 states that firms shall provide qualifications of key personnel, but no personnel have been described as Key by the City.

Answer to Question 6: It is up to the Consultant responding to this solicitation to indicate who their key personnel will be assigned to this project.

Question 7: Are contractor staff for this project required to come onsite (i.e. live locally and commute to the government's facility) or would remote work be possible?

Answer to Question 7: Both virtual and in person meetings may be required. Consultants responding to this RFP should indicate what their method of approach will be.



Question 8: Will the City allow a separate, redacted copy of the Offeror's proposal to be submitted alongside the original response, the purpose of which would be to protect an Offeror's proprietary information in the event of a public records request for proposal responses?

Answer to Question 8: As noted in the RFP on page 10, s.13, Florida Statutes 119 and 286 dictate the public records of Florida and to what extent information can be protected. Florida law is very restrictive regarding these classifications. In general, the City's position is that nothing we request in our RFP is reasonably deemed as Confidential or Proprietary.

Question 9: When will the final Question and Answer document be made public?

Answer to Question 9: Reference i.1, Vendor Questions and i.2 Addenda/Clarifications, page 2 of the solicitation.

Question 10: Does the City have any target dates for project milestones (e.g., customer engagement, draft recommendations, final presentation, etc.)?

Answer to Question 10: Consultants responding to this solicitation shall indicate in TAB 3 – Project Approach, Scope, Deliverables, page 23, their defined tasks, deliverables and schedule. It is the City's desire to have the project completed by the end of 2022.

Question 11: Does the City have a preference for the frequency of written progress reports (e.g., biweekly, monthly, etc.)?

Answer to Question 11: While it is anticipated that written progress reports would occur after major work tasks are completed and that biweekly meetings would occur to assess progress, the City is open to suggestions.

End of Questions and Answers

End of Addenda