

ADDENDUM NO. 1
RFQ PS017-14
Professional Consulting Services
for
City of Fairhope Comprehensive Plan Update 2014

The bid documents for this Bid shall be amended, revised and changed in the following particulars:

Answers: from Purchasing Department and Planning Department

**REMOVE PAGE 6: IMPLEMENTATION
REPLACE WITH PAGE 6 IMPLEMENTATIONrev1**

**REMOVE PAGE 14 containing PART THREE PAYMENT
REPLACE WITH PAGE 14rev1 containing PART THREE PAYMENT**

Questions from potential responders:

Question 1:

"Page 6 of the RFQ document notes in item #1 under "Format" that we should describe our experience designing an "integrated communications system." Can this term be defined by the City? Does this refer to a communications system for the planning project (project website, etc.) or is it a telecommunications system for the community that would be addressed in the plan document? If it's the latter, it was not reflected in the City's proposed outline for the plan document unless it would fall under "Infrastructure."

Answer 1: REMOVE page six of RFQ (beginning with) IMPLEMENTATION, and REPLACE with page six IMPLEMENTATIONrev1.

Question 2: With regard to the Format requested for the Statement of Qualifications (starting on page 6), is there flexibility regarding the specific organization/sequencing of information so long as we address everything requested and do so in a clear and well-organized manner?

Answer 2:

Yes.

Question 3:

Are project references really desired within the cover letter or can they instead be provided elsewhere in the Statement of Qualifications? References are also requested in item #3 following the cover letter.

Answer 3:

Provide references in the Statement of Qualifications.

Question 4:

Does the City have a GIS system either in-house or via a regional planning agency (or some other entity)? Can the City be relied upon to produce the plan's maps (both existing conditions and plans for land use, transportation, etc.) if sufficient guidance is provided by the consultants? This approach would allow the City to save money on the plan.

Answer 4:

Yes we have the GIS system, but the City cannot be relied upon for the maps.

Question 5:

Can you provide an approximate budget figure for this project (or at least a general range)? Given that procedures for selecting consultants for projects over \$100,000 are included in this RFQ, is it safe to say that at least that amount will be available?

Answer 5:

No. Possibly.

Question 6:

“On Page 6 of the RFQ, under the subsection entitled “The overall objectives for the Request for Qualifications are:” we are asked to submit a detailed estimate of hours and costs for the work, as well as a fee schedule. We compared this requirement to the requirements in other recent RFQs from the City of Fairhope that we have responded to, and we noticed there were no requests for a fee schedule and estimate in previous RFQs. Could you confirm for us that you do want an estimate and fee schedule included in our submittal for the Comprehensive Plan Update, or if our submittal should just include our Qualifications, as outlined in the RFQ and Proposal Evaluation Form ????”

Answer 6:

See insert **IMPLEMENTATIONrev1** page six.

Question 7:

On page 6 of the RFQ, under the subsection “**Format**”, item No. 1 asks us to highlight in our letter of interest “... **any and all projects the firm has managed relating specifically to designing an integrated communications system.**” We were wondering if this applies to experience with Comprehensive Planning projects, or if perhaps this requirement relates to another RFQ for a different project ??

Answer 7:

See insert **IMPLEMENTATIONrev1** page six

Responders are to sign and include signed Addendum No.1 with submitted bid documents.

Acknowledged:

Company

By

Daniel P. Ames
Purchasing Manager
City of Fairhope
Posted: 07/25/2014

IMPLEMENTATIONrev1

The Consultant will, by October 28, 2015, define and provide a schedule of municipal actions necessary to implement the strategies and recommendation of each element of the Plan. A schedule of improvements shall be provided along with recommendation for the expansion and/or replacement of public facilities. A detailed process shall be specified which outlines proposed changes and modifications to be made to the City's regulatory system (e.g. Zoning Map, Subdivision Regulations, Zoning Ordinance, etc.) to be consistent with the Comprehensive Plan.

Tasks:

1. The Consultant will define and propose schedule of actions to implement plans.
2. The Consultant will provide a general schedule of improvements.
3. The Consultant will outline the periodic review process for the Plan and Plan updates.

Deliverables: Entire text of all elements, integrated into one document, including schedule of improvements, maps, photographs, and graphs.

The overall objectives for the Request for Qualifications are:

1. Submit qualifications for evaluating our current Comprehensive Plan and making recommendations by providing a vision statement, preferred growth alternatives, population, and community issues and concerns.
2. Submit a detailed estimate of hours for the work.
3. See Contract: Part Two Project Scope for detailed scope of work.

Request for Qualifications

Three (3) copies of the proposal must be submitted by the deadline. These copies will be provided to the City of Fairhope for review and recommendation to the City of Fairhope City Council

Format

Statement of Qualifications should include, but is not limited to, the following:

1. A cover letter and letter of interest (LOI) identifying the projects for which the Consulting firm is requesting consideration. List three (3) projects of similar nature to scope of work, include references. It shall be vitally important to highlight any and all projects the firm has managed relating specifically to comprehensive planning for municipalities.
2. The name of the Consulting firm, address and telephone number. A primary contact with phone number and email shall also be provided.
3. The names, qualifications, and experience of a principal/owner (contractual authority), a project manager, and any key personnel who would be assigned to a City of Fairhope project. This information should include but not be limited to the following for each individual (a one page limit for each).
 - a. Number and type of similar projects in which each individual has been involved. Include reference contact information.
 - b. Key personnel are defined as registered professional consultants, heavily experienced technicians, and any other applicable resources related to projects of this nature.

3. The Consultant will outline the periodic review process for the Plan and Plan updates.

Deliverables: Entire text of all elements, integrated into one document, including schedule of improvements, maps, photographs, and graphs.

The Consultant shall assist the City in obtaining all necessary regulatory permits.

PART THREE PAYMENT

- 3.0. The **CITY** agrees to pay the **CONSULTANT** as compensation for such professional services in accordance with the rates as indicated on **Attachment "A" FEE SCHEDULE**, attached to this document. (***NOTE:FEE SCHEDULE to be provided by the Awarded Consultant once chosen***).
- 3.1. All other expenses actually and necessarily incurred such as, but not limited to, telephone calls, extra reproductions of prints or photographs of drawings, specifications and other documents required for the proper execution of the extra services so required by the **CITY** shall be paid for at cost. These payments shall be due and payable from time to time as the services are performed, or as the expenses are incurred, and will be inclusive in any approved "not to exceed" amount.
- 3.2. If this **PROJECT** is suspended or abandoned by the **CITY** for good cause other than under the provisions of Paragraph 3.3 hereunder, or for cause beyond the reasonable control of the **CITY**, then the **CITY** shall pay the **CONSULTANT** for the services theretofore rendered on the **PROJECT**, such payment to be based as far as possible on the fee as established in this agreement, and the portion of the **CONSULTANT'S** services which were completed before the **PROJECT** was suspended or abandoned.
- 3.3. In the event of failure by the **CONSULTANT** to perform any and/or all of the **CONSULTANT** obligations in a prompt and efficient manner satisfactory to the **CITY**, the **CITY** will have the right to summarily terminate this agreement by giving the **CONSULTANT** written notice of such termination, after which the **CITY** may employ **CONSULTANT** services of its choice to complete the **PROJECT** and the **CONSULTANT** will reimburse the **CITY** any additional costs which may result for such termination and employment of other **CONSULTANT** services. Failure by the **CONSULTANT** to furnish the required services, or to perform any other specific duty required by this contract shall constitute cause for termination by the **CITY** under this provision. Failure by the **CITY** to exercise this right to so terminate this agreement for any such default by the **CONSULTANT** shall not constitute a waiver by the **CITY** of its right to so terminate this contract for any subsequent default.

PART FOUR INDEMNIFICATION AND INSURANCE

The **CONSULTANT** shall be responsible for all damage to life and property due to activities of the **CONSULTANT** and the sub-contractors, agents or employees of the **CONSULTANT** in connection with their service under this **CONTRACT**. The **CONSULTANT** specifically agrees that the subcontractors, agents, or employees of the **CONSULTANT** shall possess the experience, knowledge and character necessary to qualify them individually for the particular duties they perform. Further, it is understood and agreed by **CONSULTANT** to the fullest extent permitted by law, the **CONSULTANT** shall defend, indemnify and hold harmless the **CITY**, and its agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of, or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by the negligent acts or omissions of the **CONSULTANT** or anyone directly or indirectly employed by the **CONSULTANT** or anyone for whose acts the **CONSULTANT** may be liable. Such indemnity shall not be limited by reason of any insurance coverage provided.