



**City of Key West**  
1300 White Street  
Key West, FL  
33040

**ADDENDUM NO. 2**  
**Key West City-wide Comprehensive**  
**Safety Action Plan**  
**RFP # 24-008**

This addendum is issued as supplemental information to the bid package for clarification of certain matters of both a general and a technical nature.

**QUESTIONS:**

1. Task 9 Evaluation & Reporting mentions that a memo should be developed to specify that safety and equity outcome data be made publicly available (online) at specified time intervals (e.g., annually). As described in Task 4 ('Community Engagement'), the Project webpage will ultimately serve as a permanent Vision Zero dashboard - including a dynamic map of severe and fatal crashes, crash trend summaries, policy/project/strategy implementation summaries, and an evaluation of progress made toward the City's Vision Zero goal - to be updated annually by City staff. Is it the expectation that the dashboard is developed by the contractor?

Response – **The contractor will need to produce the structure for reporting. It is the intent of City staff to provide updates to a “Vision Zero” page that resides at the <https://cityofkeywest-fl.gov/> domain using existing City resources.**

2. The RFQ requests "budget and timeline". Is the City asking for the proposed total budget or do you require a detailed breakdown in a price proposal? If so, can you provide the template or guidance on the level of detail expected.

Response – **The City would prefer a detailed breakdown by task, but there is not a template available.**

3. Could the City of Key West clarify if any of the required forms need to be filled-out by the subconsultants, and if so, identify which of these forms are needed from them?

Response – **Subconsultants do not need to complete any forms.**

4. The Q&A release is scheduled to be published on August 28th. Since the City would like to receive Hard Copies of the proposal via mail, we would need to print and ship by August 30th at the latest to ensure The City receives our proposal on time, given that a holiday, Labor Day is on September 2nd. This would leave us with only 2 working days to work any changes that may result from the Q&A into the proposal. Would the City consider extending the deadline of proposal submission, so proposers have sufficient time to address changes?

Response – **We do not anticipate extending the proposal deadline at this time.**

5. Are the cover pages, table of contents and dividers included in 20-single side page limitation?

Response – **Although cover pages are included in the page limit, a table of contents and dividers may be excluded from the limit.**

6. If the President and CEO of the company signs the proposal, do we still need to provide evidence of his authority to sign?

Response – **As the signed proposal submission asserts authority, no additional evidence of authority is necessary.**

All Bidders shall acknowledge receipt and acceptance of this **Addendum No. 2** by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

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Signature

\_\_\_\_\_  
Name of Business