



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

**ADDENDUM NO. 3**  
**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. The referenced Request for Proposals (RFP) package is hereby amended in accordance with the following items:

**AMENDMENT TO EVALUATION CATEGORY 5: COST PROPOSAL**

The point value of Category 5: Cost Proposal shall be 35, for a Total Points Possible of 130.

**ADDITION OF LOCATION AND ZOOM LINK FOR EVALUATION COMMITTEE MEETING**

Evaluation Committee for RFQ #24-008 Key West City-wide Comprehensive Safety Action Plan will meet to rank proposals September 11, 2024 at 2:00PM at City Hall, 1300 White Street, Key West, FL 1<sup>st</sup> Floor, City Commission Conference Room.

Attendance via Zoom can be accessed through the following link:

<https://cityofkeywest-fl-gov.zoom.us/j/89150292322?pwd=kiYpFriLHZ8WL7nH0OgAMU3A4474X8.1>

Meeting ID: 891 5029 2322 Passcode: 240483

Dial by your location+1 305 224 1968 US

**QUESTIONS:**

1. Concerning 3.2.11.1: confirm the interpretation of this to be the creation of an RFP type of summary seeking services from identified, qualified candidates to implement the work outlined for the project.

**Response – For Task 11, the consultant shall prioritize projects and strategies (the “top candidate(s)”) that would be suitable for grant assistance – such as those which may be appropriate to submit for a Safe Streets and Roads for All Implementation Grant (or other implementation grant). Rather than an RFP, the consultant shall provide an Executive Summary that the City will ultimately use to seek additional funding.**

2. Concerning the 3.2.11.2: confirm the deliverable here to be a summary of the expectations for the candidates who are eligible to implement the project.

**Response - 2.11.2 identifies specific deliverables that will be helpful to justify implementation and may be required to apply for a subsequent grant.**

3. Is the “timeline” requested in the proposal the schedule to complete the development of the action plan or its implementation?

Response – **The “timeline” in the Evaluation category refers to the schedule to complete the development of the action plan, not future project implementation.**

4. The RFP Content and Evaluation criteria asks for a Proposed Budget and Timeline. To be in compliance with the Federal Brooks Acts, is the intent of the City’s request for a budget, actually a request for proposed staff hours?

Response – **Yes, upon further review, the budget should be a fixed-fee price and submissions should factor in all costs including staff labor rates and hours. Note that this expands upon Addendum No. 2: Question 2.**

All Bidders shall acknowledge receipt and acceptance of this **Addendum No. 3** 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

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Name of Business