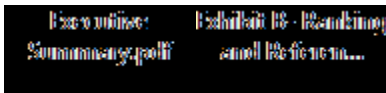


Nicole Malo

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Sent: Friday, October 31, 2014 3:37 PM
To: 'eric@tmpgplanning.com'; 'Grace Perdomo'; 'Melissa Meyer'; 'Rachel Sak'; 'Erica Sobelman'; 'kathy@pmgaecon.com'; 'Jim Rabe (jrabe@keysermarston.com)'; 'Carol A. Leone'; 'Kendall D. Levan'; 'kevin@rma.us.com'
Cc: Don Craig; Cheri Smith
Subject: RE: Q&A - RFP 003-14

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Planner II
City of Key West Planning Department
305-809-3778*



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Cc: Don Craig
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To all attendees of the City of Key West RFP003-14 presubmittal conference,
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Respectfully,

<< File: Questions.pdf >> << File: Addendum #1 FINAL.pdf >>

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Planner II
City of Key West Planning Department
305-809-3778

City of Key West

RFP 003-14

Bahama village Redevelopment Subarea Visioning and Capital Projects Work Plan

Questions received as of 20140911:

- 1) *Page 22 of the RFP, if as a Prime you do not fulfill the Local Vendor requirements listed on the "Local Vendor Certification" form, do you still need to fill it out?*

A – No

- 2) *If you are using a local sub-consultant, should they fill out the "Local Vendor Certification" form?*

A – Yes

- 3) *On Page 7 of the RFP, Section 3.2, can the City clarify the submission of responses? Are proposers to put the One Original, One Copy and 2 USB's into one envelope (clearly marked) and then insert into another (clearly marked) envelope?*

A - Please provide 2 sealed envelopes, one inside the other. One envelope should contain the original, the other should contain that envelope, a copy and 2 flash drives.

- 4) *On the Cover Letter of the RFP (page 2), #3 Certificate of Liability Insurance. Typically, when submitting the Certificate of Insurance, it is one page. Can the City clarify what it requires in the 6 pages designated for the Certificate of Insurance?*

A – The City requires that all six pages attached as Addendi #1 are fully executed and submitted with your proposal.

- 5) *On the Page that is dated July 28, 2014: Under item #, 3-there is only 4 pages of the Insurance forms inserted under Exhibit A – the Certificate of Insurance. Please clarify the correct number of pages.*

A – See addendum #1

- 6) *Number of pages for submission: on second page of July 28, 2014 "memo" it states that the response should be no more than 125 pages. Does this exclude the mandatory certificates and forms required by the City?*

A – Yes, it excludes the insurance forms

- 7) *Envelops: on page that reads "Notice of Advertisement – Request for Proposals" It is stated that there needs to be 2 sealed envelopes. Also on page 7, under #3 it asks that one envelop is to be placed inside the other. How does the City want the submission? 2 separate envelops? Or one inside of the other? What does the City want in each envelop? Please clarify.*

A - Please provide 2 sealed envelopes, one inside the other. One envelope should contain the original, the other should contain that envelope, a copy of the proposal and 2 flash drives.

- 8) *Number and types of submissions: Also on page 8 it states that only one original and one copy needs to be submitted while on page 8, it states that in addition “two flash Drives” need to be submitted. Please clarify what exactly the City wants submitted and in what form.*

A – One original, one copy and 2 flash drives

- 9) *Insurance: Page 15 (and following pages) specifies “the Design Professional.” As we are an Economic, Marketing and Management firm and not a Design firm, will this reference will be removed?*

A – Please see addendum #1

- 10) *The RFP states that the “winning respondent will also be required to obtain and maintain a City of Key West Business Tax Receipt for the duration of the work.” Can the City please clarify if this means a Respondent needs to have an office within City?*

A – No, the respondent does not need to have an office within the city. The awardee must obtain and maintain a City of Key West Business Tax Receipt.

- 11) *Which entity owns the Truman Waterfront Parcel for which the RFP is seeking a highest and best use analysis? (City of Key West (“City”) or Caroline Street Corridor and Bahama Village Community Redevelopment Agency (“CRA”)) - RFP Article 2.1, Section 2.2(2)(b) on Page 5.*

A – The City. The property is located within the Bahama Village Redevelopment Area. The CRA does not own anything. The responsibilities and duties of the CRA can be found in the City’s Code and the Monroe County Property Appraiser has ownership information available on their website for future reference.

- 12) *Does the CRA itself own any real property within the Bahama Village Community Redevelopment Subarea? - RFP Article 2.1, Section 2.2(1)(b) on Page 5.*

A – No

- 13) *In the City’s existing plans for the Truman Waterfront Park, is a marina being considered? What are the expected uses for the Truman Waterfront Park property? Is a culinary institute planned for the existing building 103? Is a restaurant use planned for the existing building 103? If yes, are these plans definite or uncertain at this time? - RFP Article 2.1, Section 2.2(1)(b) on Page 5.*

A – The Plans have been adopted. The Marina was taken back by the Navy, no Marian is allowed. A restaurant and museum are proposed for building 103. A culinary program was originally proposed within the new community center and will likely be part of the phase 2 construction of the community center. An outdoor amphitheater and highschool sized soccer field is proposed. Please see the Executive Summary on the website.

14) What properties, if any, other than the Truman Waterfront Parcel have been identified by the CRA as desirable for redevelopment? RFP Article 2.1, Section 2.2(1)(b) on Page 5.

A – The CRA has not identified specific properties for redevelopment although there are other vacant lots in the Area.

15) Are there any Navy imposed land use restrictions/constraints and/or Navy pre-approvals required on development of the Truman Waterfront Parcel? RFP Article 2.1, Section 2.2(2)(b) on Page 5.

A - The development of the parcel has to be in conformance with the BRAC and land conveyance documents. The uses allowed in the zoning districts are all allowed uses consistent with the BRAC land conveyance documents.

16) What is the Naval Properties Local Redevelopment Authority and what are its powers and jurisdiction? RFP Article 2.1, Section 2.2(2)(b) on Page 5.

A – Please see the City Code at www.municode.com. Chapter 2, Article V, Division 7

17) Has the City or Chamber of Commerce conducted an analysis of the benefits or net benefits of Cruise Ship visitors, other day visitors, and overnight visitors (1 – 3 day and weekly)? RFP Article 2.1, Section 2.2(2)(b) on Page 5.

A - Yes, please see the City's website for the 2005 Cruise Ship/Quality of Life Study or request it from the City Clerk.

18) What, if any, are the restrictions on the disposition of property in the Bahama Village Community Redevelopment Subarea? RFP Article 2.1, Section 2.2(2)(a), (3)(a) and (5)(a) on Page 5.

A – Please reference the Community Redevelopment Plan and City Charter. A referendum is required for disposition of any City property.

19) *Does the RFP require completed certificates of insurance coverage to be submitted with the response/proposal, or after or at the time of contract execution for the consultant services if selected? RFP Introduction Pages 1 and 2, Article 3 -Section3.8 on Page 9, and Exhibit A "Insurance and Indemnification" on Page 13.*

A- Completed certificates of insurance coverage are to be submitted with the response/proposal

20) *Will the City please make the pre-submittal sign-in sheets available?*

A – It is on the webpage

21) *Will the City provide relevant base map GIS information?*

A – The City has hired a GIS tech and is in the process of creating a data base, so it will likely be minimal.

22) *Regarding Item “**3.7 Post Contractual Restriction:** Each prospective proposer should be aware that the resulting awardee shall be required to execute a Post Contractual Restriction understanding with the City of Key West, to include the selected firm as well as all subconsultants. The provision will restrict the selected firm, and subconsultant(s), from representing itself or clients before the City of Key West City Commission, its agents, boards and committees on all planning related matters during the agreement/contract period of performance and for one (1) year following final approval of the Capital Projects Work Plan.” Does this restriction only apply to projects resulting from this contract? We would like to confirm that this restriction does not apply to existing or future private or public -client work in the City of Key West.*

A – This restriction applies to future (1yr) public sector work in the BV CRA.

Nicole Malo

From: Nicole Malo
Sent: Wednesday, November 05, 2014 4:31 PM
To: 'eric@tmpgplanning.com'; 'Grace Perdomo'; 'Melissa Meyer'; 'Rachel Sak'; 'Erica Sobelman'; 'kathy@pmgaecon.com'; 'Jim Rabe (jrabe@keysermarston.com)'; 'Carol A. Leone'; 'Kendall D. Levan'; 'kevin@rma.us.com'
Cc: Don Craig; Cheri Smith
Subject: RE: Q&A - RFP 003-14

The City Manager has requested that the ranking of RFP 003-14 be postponed until the December 2, 2014 CRA Meeting as the agenda is stacked with several other large items that will likely be very time consuming. I apologize for any inconvenience this may cause.

Respectfully,

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To: 'eric@tmpgplanning.com'; 'Grace Perdomo'; 'Melissa Meyer'; 'Rachel Sak'; 'Erica Sobelman'; 'kathy@pmgaecon.com'; 'Jim Rabe (jrabe@keysermarston.com)'; 'Carol A. Leone'; 'Kendall D. Levan'; 'kevin@rma.us.com'
Cc: Sarah H. Spurlock; Cheri Smith; Kevin Bond; Don Craig
Subject: RE: Q&A - RFP 003-14

This email serves to update you all about the City Commission review of the RFP ranking for the City of Key West Bahama Village CRA Visioning and Capital Projects Work Plan responses. The legal department has determined that the inconsistencies in the responses related to insurance are not necessarily waivable and have therefore been postponed another month. The next City Commission meeting is scheduled for Tuesday, January 6, 2015.

As both Don Craig and I have resigned from the City, you will likely be contacted by planner Kevin Bond to confirm the next agenda hearing or to request additional information in order to complete the incomplete sections of the proposals related to insurance information.

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