

## **ADDENDUM NO. 1**

### **City of Key West Request for Proposals (RFP) 007-11** **Key West Historic Resource Survey 2011 Project**

To All Prospective Proposers:

The following answers to specific questions are made part of RFP 007-11- Key West Historic Resources Survey 2011 Project:

1. How are alterations/additions to resources that have been previously surveyed to be addressed?
  - A. If a change needs to be made to a building that already has a the Florida Master Site File a revised Florida Master Site File needs to be completed and submitted as part of the project.
2. Could the City of Key West provide an estimate of the number of resources constructed between 1954 and 1962 for the proposed survey?
  - A. That will be part of the research that the respondent needs to perform.
3. What is the City of Key West basing the cut-off date for the survey on? Tax appraisal data?
  - A. The structure has to be fifty years old. The City of Key West Code of Ordinances stipulates the specific criteria and definitions for a structure, building or site deem historic and/or contributing, specifically Chapter 102 Articles I and II. You can review those sections on the provided link from the City of Key West website-Municode;  
<http://library.municode.com/index.aspx?clientId=10053&stateId=9&stateName=Florida>  
  
The Monroe County Property Appraiser's records regarding building construction dates many times are inaccurate, more specific research that will include Sanborn maps and other type of research is advisable.
4. How is the hired firm to address the need to revise and correct existing FMSF forms?
  - A. The hired firm will need to submit revised Florida Master Site File Forms with the specific new corrections and revisions as part of the project.

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5. Please clarify the required packaging for the proposal response. Are the original response, all 10 copies, and all 10 CD-ROMs ALL to be placed in one marked folder and THAT folder within the second?

A. The RFP document states the following;

**C. Additional Information**

**Number of Copies:**

Applicants shall submit one response marked “Original”, 10 (ten) copies marked “Copy”, and 10 CD-ROMS; each CD-ROM shall contain one PDF file each of the full response. All contents of a Proposer’s submittal shall remain the property of the City. Responses shall be submitted in two (2) sealed envelopes, one within the other, each clearly marked on the outside: **“Request For Proposals # 007-11– Key West Historic Resource Survey 2011 Project”**, the due date, and the respondent’s name.

Underlined to emphasize.

6. The cover letter to the RFP notes that the response is to contain an information page, organizational chart, company information, and personnel information. Are these components to be submitted under “Section A – Qualifications” as identified on page 8 of the RFP?

A. A cover letter is requested with the information page as described in the RFP. A more detailed and specific description of such information, including but not limited to organizational chart, company information, and personnel, among others, is required under Qualifications on page 8 of the RFP.

7. What information is required on the “information page”?

A. The information page will include general information regarding the respondent’s company and proposal overview.

8. The Anti-Kickback Affidavit form and the Public Entry Crimes Certification form are to be notarized in the respondent’s home state and submitted with the response?

A. Yes.

9. How should the respondent “show satisfactory documentation of [out-of-state] licenses”?

- A. The responder must show satisfactory documentation of required State of Florida licenses (if applicable) at the time the proposal is submitted; as stated on page 2 of the RFP.
10. Does the response require actual samples of similar projects or are narrative descriptions sufficient? If actual previous reports are needed, is a copy in an electronic format acceptable?
- A. Page 8 of the RFP Item B (4) specifies; *Samples of adopted or proposed similar projects prepared for other similar communities*. The RFP requests 10 CD-ROMS that shall contain one PDF file each of the full response.
11. Does the City of Key West have an existing database into which new data can be entered? Or, would database development be a part of the proposed project?
- A. The City of Key West uses the same database of the Florida Master Site File. A new database will be developed for new structures, buildings or sites recorded for the first time as well as for revised Florida Master Site Files.
12. How many resources are to be included in the survey?
- A. As many resources as the hired firm finds that are deemed to be included in the survey and the Florida Master Site Files.
13. Are resources within NAS Key West to be included in the survey?
- A. No.
14. Are housing neighborhoods associated with NAS Key West to be included in the survey?
- A. No.
15. Will the City of Key West provide the consultant with a GIS layer (shapefile) of city tax parcels for use in the survey?
- A. The hired firm must contact Monroe County's Property Appraisers office to verify availability of the GIS layer.
16. If housing neighborhoods associated with NAS Key West are to be surveyed, should an individual resource form be completed for each housing unit?

A. Not applicable.

17. Is there an approximate quantity of the new resources that will be surveyed (both secondary structures and mid-century buildings)?

A. As many resources as the hired firm finds that are deemed to be included in the survey and the Florida Master Site Files.

18. For existing resources/Master Site File Forms, what is the scope of the survey? Will it be limited to outbuildings and accessory structures, as suggested by the RFP? Will it be limited to visual survey? Will it include re-examination of the archival research?

A. For existing resources that have already a Florida Master Site Form that the hired firm finds through visual or archival research that accessory structures/ outbuildings were not included in previous surveys the actual Florida Master Site File should be amended.

19. Will Survey Log Sheets be required for existing resources that are resurveyed? Is the current survey data in the existing log sheet format? Is it available electronically?

A. Survey Log Sheets will be required for each new resource and will meet the requirements specified in the RFP, on page 6. The City of Key West has an existing log sheet. The log sheet is available in the City of Key West website links as provided;  
Historic Survey completed in 2004 with appendixes:

<http://www.keywestcity.com/egov/docs/1158600347759.htm>

20. Will the selected consultant be responsible for GIS mapping and/or database entry, or will the work be limited to the completion of PDF Historical Structure Forms and required attachments?

A. Refer to Standards and Guidelines for Reports requirements under Chapter 1A-46.001 FAC. The hired firm must comply with those requirements, Item 9 of page 7 of the RFP.

21. How many land parcels are located within the City of Key West municipal boundaries?

A. There are 11,175 parcels located within the City of Key West municipal boundaries, excluding military lands.

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22. On page 5, the RFP states that 2,458 resources have been surveyed and on page 9 it states 2,649 resources have been surveyed, please clarify.
- A. There are a total of 2,649 resources surveyed at present time, as stated in page 9 of the RFP. The survey conducted in 2004 included 2,458 resurveys and new structures and buildings included for the first time in a survey.
23. When you say “resources surveyed” does this count refer to individual properties that have been surveyed, but are but not necessarily NRHP eligible or are all of these “resources surveyed” eligible?
- A. The resources surveyed do not necessarily make them eligible for the National Register of Historic Places.
24. Regarding outbuildings and accessory structures of previously surveyed resources, are FMSF updates only needed for previously determined eligible properties or are form updates necessary for every previously surveyed parcel with non-recorded secondary structures?
- A. Florida Master Site File forms need to be updated for outbuildings and accessory structures that were not previously recorded.
25. Page 6, under General Scope of Work, A): will it be required to present the draft study methodology in person to the HARC or will a the Commission review it as a document?
- A. The study methodology will be presented to the Historic Architectural Review Commission. The scope of services, Item 7 page 6 of the RFP includes at least two public meetings with HARC and one meeting with City Commission after project completion.
26. Is it possible to obtain an electronic copy of the Old Towne National Register Nomination from the City prior to the submittal of our proposal?
- A. Yes. We have the 1997 original nomination copy and it can be downloaded from the following link;  
<http://www.keywestcity.com/egov/apps/services/index.egov?path=details&action=i&id=296>
27. How many eligible/contributing buildings are there currently within the City’s municipal boundaries?
- A. There are 2,524 buildings, structures and sites listed as contributing.

28. Are all the documents listed under the task of archival research (page 6, number 3) available in Key West or at other agencies such as the FL SHPO?

A. Yes.

29. Will the City provide maps of the area to be surveyed, as well as maps indicating previously surveyed parcels prior to survey?

A. Yes.

30. Under Response Content section (page 8, Section B, number 1) identify opportunities for HARC's participation...does this mean contribution of time during the survey and forms or inclusion in meetings as discussed, etc.?

A. The hired firm will just make at least two presentations to the Historic Architectural Review Commission, as stated on page 6 D 7, of the RFP.

All Proposers shall acknowledge receipt and acceptance of this Addendum No. 1 by acknowledging Addendum in their proposal or by submitting the addendum with the proposal package. Proposals submitted without acknowledgement or without this Addendum fully executed may be considered non-responsive.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date