

The Village of Estero
9401 Corkscrew Palms Circle
Estero, FL 33928

(239) 319-2821
www.Estero-fl.gov

October 25, 2023

SUBJECT: ADDENDUM NUMBER: Three (3)

REFERENCE: RFP 2024-01 Estero Entertainment Construction Management

The following changes/responses/clarifications shall become a part of the Bid Documents and shall be as binding as if contained therein:

1. Tab 2 – Completed Forms – reference form is supposed to go here, does it also go in the references tab?

Response: The Reference Form attached to the RFP is to be placed at Tab 2, per the RFP. In addition, Tab 4 must include Attachment “G” (which requires the contact information for the references which are associated with the projects you describe in Tab 4, Attachment “F”. While Tab 2 and Tab 4(G) references may have crossover, Attachment “F” seeks to capture the references which are directly tied to the successful projects.

2. Attachment B – What are the required licenses, permits and certifications?

Response: The Village does not provide legal opinions to its vendors as to what licenses they must have. However, since engineering and construction are the contemplated service to be provided, to the extent the proposer expects to self-perform, the Village would want to see the licenses applicable to providing those services. And, since the proposer would be operating in Florida, the Village would wish to ensure the proposer is properly licensed in the State to conduct business. If any portion of the work to be performed would require performance by a professional with a given certification, a copy of that certification should be provided. The proposer is authorized, with respect to certifications, to provide a general statement that it has on its staff, or would subcontract if needed, qualified/certified professionals to perform any work which is not specified in the RFP, but which may be assigned in the future.

3. Attachment G – RFP says 5 references from individuals, firms or agencies that have contracted with the Proposer to perform services of similar size and scope. Form says a minimum of 3 references for which the collector is currently providing the types of requested services or have provided in the last 8 years with one being for a residential jurisdiction with at least 4,000 residents and one from a commercial client in Florida. Is Attachment G not the form? If it is the form, which information should we go by?

Response: The References Form’s introductory paragraph is revised to read: “Provide a minimum of three references for which the contractor is currently providing the types of requested services (or have provided within the last 8 years). One reference must be from a client in Florida.” As to the remainder of the question, please reference the response to question #1 above.

4. Who will be on the evaluation committee?

Response: The evaluation committee members have not yet been determined.

5. When is the anticipated award for this project?

Response: The award is expected shortly after responses are received.

6. When does the Village want to break ground?

Response: Final schedules will be set with the selected firm. The Village is hopeful to break ground in early 2024.

7. Can you clarify what you are looking for by Pre-GMP fee?

Response: Depending on their complexity, some CMAR projects require significant engineering/design work, or other investigatory or planning effort, in advance of the identification of the GMP. Pre-GMP fees are soft costs as may be incurred by CMAR in connection with the design, development, and construction of the of the improvements prior to the execution of the base construction contract. See generally Sec. 2.1 (Pre-Construction Phase) of the Estero CMAR Agreement Village Hub, which was published in conjunction with this RFP. If the proposer is uncertain if it would require a pre-GMP fee (since significant engineering work is being completed by the Village in advance of the contract), or knows it would not, then the proposer would simply note that in its proposal. But since this RFP seeks a CMAR for potential future projects as well, provision for a pre-GMP fee was made.

8. Attachment F – Related Experience and References. This section asks for a written narrative describing “any and all” contracts or engagements over the last seven years. Should this be limited to projects of similar nature or are you looking for “all” our projects from the last 7 years?

Response: Attachment “F” calls for a “narrative describing any and all contracts or engagements successfully completed in the last seven (7) calendar years including services similar in scope to those described herein.” While it is fairly clearly worded, to perhaps re-state the requirement, the Village wants a narrative which:

- **Describes all contracts or engagements**
- **Which were successfully completed**
- **In the last 7 years**

- **Which contracts or engagements included CMAR services similar in scope to the project described in the RFP.**

Thus, the Village does not want a description of every project the proposer has done in the last seven years. It only wants a discussion of those projects which were successfully completed, wherein proposer served as CMAR, and which included service similar to the Village Hub project described in the RFP. If a proposer may have some excessively large number of such projects, it is welcome to describe the first ten, and then just note for the Village how many more it has, and the Village can, at its option, seek information on the remainder of the projects during the screening or negotiation process.

9. Attachment F – Most of the projects being submitted under Attachment F would be stand-alone projects. Is the request for whether the contracts were renewed or not relevant to this project? Most renewed contracts are limited to Continuing Services contracts.

Response: Please state as such in the response.

10. Since the Pre-GMP fee is not part of the scoring, should the pre-GMP fee be required to be provided in a separate sealed envelope? This would help eliminate any potential scoring based on cost.

Response: Proposers may submit their Pre-GMP fees (if relevant) in a separate sealed envelope, which would be opened after initial ranking occurs.

11. Provided email from Kevin Greenville states, “Please email me your response in a PDF; please do not mail or deliver hard copy to our offices.” However, on page 4 of the RFQ documents it states “The Village is accepting electronic Proposals via www.demandstar.com. Can you please clarify how we are to submit the RFP proposal.

Response: The RFP response should be submitted electronically to Kevin Greenville, Village Finance Director at greenville@estero-fl.gov

Any questions or comments may be directed to the Village’s Finance Director, Kevin Greenville at greenville@estero-fl.gov or 239-221-5035.

BIDDER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE BIDDING DOCUMENTS ARE AND SHALL REMAIN THE SAME.

Kevin Greenville, CPA
Village of Estero Finance Director