



REQUEST FOR QUALIFICATION (RFQ) No. 23-08  
TOWN OF CUTLER BAY  
GENERAL PLANNING SERVICES

**TOWN RESPONSES TO QUESTIONS**  
***RECEIVED PRIOR TO 1:00 pm ON AUGUST 4, 2023***

**Question No. 1: Can we use a cover page and tab dividers in our response?**

Answer: Yes. Cover page and tab dividers are not included in the twenty-page limitation.

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**Question No. 2: Will the cover page, tab dividers, and item 11, Proofs of Authorization to transact business in the State of Florida, be excluded from the 20-page limit?**

Answer: See Question 1. Proof of authorization to transact business is not included in the twenty-page limitation.

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**Question No. 3: Can we use a smaller font size than 11-pt. for footers, tables, and charts?**

Answer: Yes; however, please maintain at least 8-point font for footers, tables, and charts.

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**Question No. 4: Page 24 of the RFQ states that 6 pages will be allocated for Appendices A, B, and C and that appendices will not be counted toward the 20-page limit. Do we need to also include Appendices D, E, F, G, H, and I with our proposal response? If so, are the additional appendices also excluded from the 20-page limit?**

Answer: Appendices (A through I) are not included in the twenty-page limitation. Per the RFQ: “The twenty-(20)-page limit is for items 1 to 9 below, non-inclusive of Appendices. No material other than that listed in this Section shall be included in the Response.” (RFQ 23-08, p. 8). **All appendices, A through I, must be included with the response.**

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**Question No. 5: Does the Proposal Requirement Checklist on page 49, Section V need to be included in our proposal response? If so, is this page excluded from the 20-page limit?**

**Answer: Yes, please include the Proposal Requirements Checklist. This pertains to the required appendices and is not included in the 20-page limit.**

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**Question No. 6: The oral presentations are scheduled for September 8th, 2023, the same week as the Florida APA Planning Conference. Is there a possibility that the oral presentations will be rescheduled to a later date?**

**Answer: No; however, we intend to give as much notice as possible to proposers as to whether oral presentations are going to be required.**

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**Question No. 7: As currently worded, we believe that the indemnity provision section 9 on page 28, and Appendix B page 51 of the proposal is not in compliance with FL Statute 725.08 and is unenforceable. Will you agree to reword the indemnification to conform with the statute? Suggested language per FL Statute 725.08: “The design professional shall indemnify and hold harmless the agency, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract.”**

**Answer: The Town will not agree to modification; services subject to this solicitation are not subject to Fla. Stat. § 725.08.**

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**Question No. 8: Are we permitted to include a cover page, back cover page, and/or tabs separating the sections? If so, would those count toward the 20-page limit?**

**Answer: See Questions 1 and 2.**

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**Question No. 9: Please clarify if we are permitted to discuss more than 2 projects for this section referenced on RFQ page 8, or if we are only to provide 2 different projects as examples – “Up to two (2), one-page, narratives on projects completed on time and in budget for the past five (5) years.”**

**Answer: No, please comply with the RFQ as published.**

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Question No. 10: Please clarify if we are permitted to provide more than 4 project samples for this section referenced on RFQ page 8, or if we are only to provide 4 different projects as examples – “Up to four (4), one-page, descriptions of projects providing services similar to those identified in the scope of services over the last ten (10) years. The emphasis shall be given to municipal projects AND the tasks performed by the four persons identified in the Response.”

**Answer: No, please comply with the RFQ as published.**

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Question No. 11: Please clarify if we are permitted to provide more than 3 examples for this section referenced on RFQ page 9, or if we are only to provide 3 different examples – “Up to three (3), one-page, copies of any press articles, profiles, commendations, awards etc. The emphasis shall be given to the projects completed of the four persons identified in the Response.”

**Answer: No, please comply with the RFQ as published.**

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Question No. 12: Can clarity be provided on the number of pages allotted for the Appendices and Forms? The RFQ has more than six pages of forms as Appendices, but the RFQ states that six pages are allowed for Appendices A, B, and C, but also that Appendices don't count toward the 20-page limit. There are multiple points of confusion with regard to this.

**Answer: Please see Questions 4 and 5.**

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Question No. 13: Does the Town require a specific amount of time before former employees are eligible to be part of a project team in pursuit of a contract?

**Answer: No, there is no minimum time required between separation from the Town and eligibility to be part of a project team.**

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Question No. 14: Are we allowed to use dividers to separate each section of the proposal and will the count towards the page limit?

**Answer: Please see Question 1.**

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Question No. 15: For the four, one page descriptions of projects providing services similar to the scope are we to only provide four example projects or can we provide more as long as they stay within four pages?

Answer: Please see Questions 9 through 11.

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Question No. 16: The RFQ states that Appendices A, B, and C will not count towards the page limit. Will Appendices D, E, F, G, H, and I also not be included in the page count?

Answer: Please see Questions 4 and 5.

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Question No. 17: The RFQ states on various submittal requirements “Up 2, one page” or “Up to 4, one page” – does this mean that for those sections there should be multiple stand-alone, complete pages (each page its own complete page, iterated over the set limit of pages for that section), or can pages be continuous (multiple pages that extend into each other to make completed content, up to the set limit of pages for that section)?

Answer: Please see Questions 9 through 11.

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