



**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY**  
**RFP NO. 2018-03**  
**ADDENDUM No. 002**  
**Posted September 18, 2018**

**UPDATE**

**There has been a revision to the Evaluation Categories section, to award points for a firm & attractive pricing for each line item on a submitted cost schedule from each proposer as seen on Attachment "A" of RFP 2018-03.**

**Any amendments to this RFP will be posted on our website at <http://www.rbcra.com>. It is the vendor's sole responsibility to routinely check this website for any amendments that may have been issued prior to the deadline for receipt of ITB submittal packets.**

Submissions will be opened and evaluated in the Riviera Beach CRA conference room at 2001 Broadway Suite 300, Riviera Beach, FL, 3:30 PM, **September 28, 2018**, or as soon thereafter as is practical by the evaluation committee.

This notice does not bind RBCRA to pursue further steps with any interested parties. Accordingly, RBCRA is not liable for any costs incurred in connection with the submittal of materials in response to this request.

The CRA reserves the right to reject any and/or all submissions and waive technicalities and/or any irregularities therein. The CRA further reserves the right to award a contract to that qualified proposer whose proposal best serves the interests of the CRA in the sole discretion of the CRA.

All responses must be complete upon initial submission. Faxed responses will **not** be accepted. Electronic versions will **not** be accepted. Submissions will be time and date stamped.

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**EVALUATION CATEGORIES  
SECTION 5**

The Evaluation Committee shall rank all submitters received, which meet the submittal requirements. The evaluation committee will consider the following factors when ranking the submittals received:

<b>EVALUATION CATEGORIES</b>	<b>POSSIBLE POINTS</b>
<b>1. Quality and Extent of Experience Criteria (60 points)</b>	
The experience of the proposed firm or individual based on the following information:  Resumes for firm, individual and proposed project personnel:	<b>20</b>
<i>Firm's Location, Personnel &amp; Size:</i> emphasis on Project manager and key personnel assigned to engagement  Past experience with similar projects & Services: Does the submittal clearly	<b>20</b>
demonstrate the following: <i>Firm's Government Experience:</i> emphasis on CRAs and DDAs —government economic development initiatives	<b>10</b>
<i>Number of Similar Projects Listed:</i> Five or more projects                      Up to 10 Points Four projects                                    Up to 8 Points Three projects                                  Up to 6 Points Two projects                                    Up to 4 Points One project                                      Up to 2 Points	<b>10</b>
<b>2. Approach Criteria (50 points)</b>	
The proposed firm's            or individual's overall understanding of the            scope of Services, and how it intends to approach the project and address issues which typically arise in such projects. Does the approach: ■ Indicate past CRA Experience by including Work Product ■ Include Work Product from Similar Projects (such as but not limited to-copies	<b>20</b> <b>10</b>
■ Provide a clear list of all services provided by the company	<b>20</b>
<b>3. Location (10 points)</b>	
Within Riviera Beach\Within Palm Beach County	<b>10</b>
Within Florida	<b>4</b>
Outside Florida	<b>2</b>

Prime submitter's corporate headquarters locations shall be the office for which points will be awarded.	
<b>4. Pricing</b>	<b>(100 points)</b>
Evaluating firm & attractive pricing for each line item on the completed cost schedule.	<b>100</b>
M/WBE M/WBE Owned Meet or Exceeds 15% M/WBE participation < 15% participation	<b>15</b> <b>10</b> <b>0</b>
<b>TOTAL POSSIBLE POINTS for WRITTEN PROPOSAL</b>	<b>235</b>
<b>EVALUATION CATEGORIES</b>	
SECTION 5	
<b>Oral Interview Points</b>	<b>N/A</b>