



RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

RFP NO. 2019-02
ADDENDUM No. 003
Posted April 2, 2019

1. **Question:** Are there any specific requirements or format for the submittal, i.e., Licensure, Previous Experience, Personnel Qualifications, etc.?

Answer: Page 11 Section 1-2 PROPOSAL SUBMISSION AND OPENING explains the requirements for submittal

2. **Question:** Transmittal Letter and the Letter of Interest (pg. 11)??

Answer: *The transmittal letter provides the recipient with a specific context in which to place the larger document and simultaneously gives the sender a permanent record of having sent the material. Transmittal letters are usually brief. The first paragraph describes what is being sent and the purpose for sending it. The contents of the transmittal letter and letter of interest can be merged in one document.*

3. **Question:** The Location Map (Attachment A) is listed as a required form but it appears to be more of an exhibit, do we need to include a copy of it in our submission?

Answer: The map is required for review but it is not required as a part of the submission.

4. **Question:** Can you confirm how many references are required and whether references are required for each individual and as well as each firm?

Answer: Six references are needed see reference page and addendum page below.

ADDENDUM PAGE

The undersigned acknowledges receipt of the following addenda to the Invitation to Bid (indicate number and date of each):

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

FAILURE TO SUBMIT ACKNOWLEDGEMENT OF ANY ADDENDUM THAT AFFECTS THE BID PRICES IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE BID.

COMPANY

SIGNATURE

TITLE

REFERENCES

Proposer shall submit as a part of the proposal package four (4) business references with the name of the business, address, contact person, and telephone number.

Contractors should submit a copy of their professional license.

Name: _____

Name: _____

Address: _____

Address: _____

Tel. No.: _____

Tel. No.: _____

Fax No _____

Fax No.: _____

Email: _____

Email: _____

Contact: _____

Contact: _____

Name: _____

Name: _____

Address: _____

Address: _____

Tel. No.: _____

Tel. No.: _____

Fax No _____

Fax No.: _____

Email: _____

Email: _____

Contact: _____

Contact: _____

Name: _____

Name: _____

Address: _____

Address: _____

Tel. No.: _____

Tel. No.: _____

Fax No: _____

Fax No.: _____

Email: _____

Email: _____

Contact: _____

Contact: _____

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 RFP submittal packets.

Submissions will be opened and evaluated in the Riviera Beach CRA conference room at 2001 Broadway Suite 300, Riviera Beach, FL, 4:00 PM, **April 17, 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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