



ADDENDUM No. 1

JULY 19, 2016

Solicitation Title: Land Development Regulations & Zoning Map Update

Solicitation No.: RFQ No. 37-15-16 Opening Date: ~~Monday, August 08, 2016 at 3:30PM~~
Wednesday, August 10, 2016

Attention all potential bidders:

- MUST Addendum:** Read carefully and follow all instructions. Information included in this Addendum will have a material impact on the submittal for this Solicitation. All “MUST” addenda are considered a matter of responsiveness. “MUST” addenda must be returned with your Bid submittal or acknowledged on Form “A-5” attached to this Addendum. Failure of a Submitter to acknowledge the addenda shall be cause for rejection of the bid.

To all prospective bidders, please note the following changes and clarifications:

1. PRE-PROPOSAL CONFERENCE

~~WEDNESDAY, JULY 20, 2016 AT 10:00 AM (LOCAL TIME)~~ **FRIDAY, JULY 22, 2016 AT 2:00 PM (LOCAL TIME)**

DEADLINE FOR RECEIPT OF WRITTEN QUESTIONS

~~MONDAY, JULY 25, 2016 AT 3:30PM (LOCAL TIME)~~ **WEDNESDAY, JULY 27, 2016 AT 3:30 PM (LOCAL TIME)**

DEADLINE FOR RECEIPT OF PROPOSALS

~~MONDAY, AUGUST 08, 2016 AT 3:30PM (LOCAL TIME)~~ **WEDNESDAY, AUGUST 10, 2016 AT 3:30PM (LOCAL TIME)**

2. The City’s schedule (timetable) for this Solicitation is as follows:

Event	Date	Time
Advertisement Date:	07/08/2016	
Pre-Proposal Conference (see Section 2.16):	07/20/2016 07/22/2016	10:00 AM 2:00 PM
Deadline for Receipt of Written Questions:	07/25/2016 07/27/2016	3:30 PM
Deadline for Receipt of Proposals:	08/08/2016 08/10/2016	3:30 PM
Evaluation Committee Meeting:	To Be Determined	
City Council Review Date:	To Be Determined	

3. Section 2.16 should read as follows:

2.16 PRE-PROPOSAL CONFERENCE

A Pre-Proposal conference will be held on ~~Wednesday, July 20, 2016 at 10:00 AM at the City of North Miami Police Department located at 700 NE 124th St, North Miami, FL 33161, 1st Floor Community Room~~ Friday, July 22, 2016 at 2:00 PM at North Miami City Hall located at 776 NE 125th St, North Miami, FL 33161, 2nd Floor Councils Chamber to discuss the special conditions and specifications included within this Solicitation. Proposers are requested to bring this Solicitation document to the conference, as additional copies will not be available.

4. The table in Section 5.5 should read as follows:

COMMITTEE EVALUATION CRITERIA

CRITERIA	DESCRIPTION	MAXIMUM POINTS
1	Overall Qualifications/Experience of the Respondent (see section 4 line (3) for criteria). <u>(See Section 4.0(3) for criteria)</u> .	45
2	Specific Experience Relating to Local Government (see section 4 line (4) for criteria). <u>(See Section 4.0(4) for criteria)</u> .	45
3	References (section 4 line (5) for criteria). <u>(See Section 4.0(5) for criteria)</u> .	10
TOTAL		100

5. The Proposal Checklist should read as follows:

PROPOSAL SUBMITTAL CHECKLIST
Land Development Regulations & Zoning Map Update
RFQ No. 37-15-16

This checklist is provided for Proposer's convenience only and identifies the sections of this submittal document to be completed and submitted with each response. Any Proposal received without any one or more of these sections may be rejected as being non-responsive. Please be advised that this checklist may not necessarily completely include all of the requirements listed throughout this Solicitation. It sets guidelines for consideration, and may be added to as the need arises.

Company Name: _____

Tab/Page No.	Forms	OFFICE USE ONLY
	Cover Page/Information Sheet	
	Submittal Checklist	
Tab/Page No.	Narrative Description	OFFICE USE ONLY
	Qualifications and Experience of the Firm	
	Qualifications and Experience of Staff <u>Specific Experience Relating to Local Government</u>	

	Proposed Approach to Providing the Services References	
	Minority Business/Woman Owned Business Preference Insurance Documents	
	Local Business Preference	
Tab/Page No.	City Contract Forms	OFFICE USE ONLY
	A-1 Public Entity Crimes Affidavit	
	A-2 Non- Collusive Proposal Certificate	
	A-3 Local Preference Affidavit <i>(if applicable)</i>	
	A-3(a) Statement of Intent	
	A-5 Acknowledgement of Addenda <i>(if applicable)</i>	
	A-6 Disclosure of Sub-consultants <i>(if applicable)</i>	
	A-7 Insurance Requirements	
	A-14 References	

All other terms, conditions and specifications remain unchanged for this solicitation.

End of Addendum