

**CITY OF NAPLES  
PURCHASING DIVISION  
CITY HALL, 735 8<sup>TH</sup> STREET SOUTH  
NAPLES, FLORIDA 34102  
PH: 239-213-7100 FX: 239-213-7105**

**ADDENDUM NUMBER 3**

NOTIFICATION DATE:	BID TITLE:	BID NUMBER:	BID OPENING DATE & TIME:
03/30/18	<b>Naples Visioning Plan</b>	18-007	04/10/2018 2:00 PM

**THE FOLLOWING INFORMATION IS HEREBY INCORPORATED INTO,  
AND MADE AN OFFICIAL PART OF THE ABOVE REFERENCED BID.**

The following clarifications are issued identifying the following for the referenced solicitation.

**The following are answers to written submitted questions:**

1) On Page 21 of the RFP, can you please clarify if the table of hourly costs for certain tasks for each individual involved applies to the total maximum "not to exceed" cost or to any additional tasks listed outside of the maximum limit?

**Response: These would be part of the total maximum not to exceed costs required to meet the expectations outlined in the proposal.**

2) In addition to addressing exceptions in the RFP document with this opportunity for questions, are we to note such in the proposal submittal?

**Response: Yes.**

3) If so, is there a specific format or form which we should use?

**Response: Put exceptions on a clearly labeled sheet in the "Items for Baseline Eligibility" section of your proposal.**

4) Can the City of Naples accept the University's position as an agency of the State of Florida?

**Response: Yes.**

5) Can the City of Naples accept the University's position as an agency of the State of Florida?

**Response: The University's position regarding indemnity is acceptable**

**IMPORTANT MESSAGE**

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE BID COVER SHEET.

6) Will our insurance as established under State Statute be acceptable by the City of Naples?

**Response: As an agency under the State, yes, the above will be acceptable by the City of Naples.**

7) Has the City of Naples identified at this point what licenses will be required in association with this project?

**Response: The Planning Advisory Board is looking for a professional facilitator, not a planning or engineering consultant. Any licensing or accreditation for facilitation is beneficial but not specifically required.**

8) Who is responsible for developing and distributing Marketing and Communication materials about the public forums to the Community—the City or the Contract Awardee?

**Response: This would be coordinated between the Facilitator and the Planning Department using the City's website and utilities database.**

9) Who is responsible for postage and mailing materials associated with the paper mailed surveys—the City or the Contract Awardee?

**Response: Where possible, surveys could be incorporated into utility bills to reach the greatest number of residents. For a randomly selected sample mailout the City would assume the postage where the amount is agreed to prior to distribution. Cost of printing and duplication, stuffing and envelopes should be factored into the costs for the Contract Awardee as a separate line item, although the City may assume those costs up to a certain amount.**

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IMPORTANT MESSAGE

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