

City of St. Augustine, Florida

ADDENDUM NO. 2

RFP NO. PB2018-01 COMMUNITY REDEVELOPMENT AREA ADMINISTRATOR

Date: January 12, 2018

To: All Prospective Respondents and Others Concerned

Subject: Addendum No. 2 to Bid Documents

This addendum is hereby incorporated into the Proposal documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining, deletions are indicated by ~~striketrough~~.

The Proposer shall acknowledge receipt of this addendum by completion of the Proposal Form in the solicitation. Acknowledgement must be completed and included with the Submittal Package.

The Proposal documents for the subject project are hereby amended as follows:

RESPONSES TO PROPOSER'S QUESTIONS:

Q1. Will the City provide office space for the CRA Administrator?

A1. **No.**

Q2. What would be the cost to rent the Galimore Center?

A2. **Flat rate of \$70 per meeting (Budget Line item).**

Q3. Why is the City outsourcing this work instead of hiring an employee to perform the work?

A3. **To better administer the program, and to not use the General Fund.**

Q4. What support will City staff provide to the CRA Administrator? Will City staff provide support with Public Records compliance and retention?

A4. **Administrator will operate independently with minimal coordination; however, the City Attorney does represent the CRA Agency (City Commission), and coordination may be required with the City Clerk's office related to Public Records, and meeting records retention requirements.**

- Q5. Who will the CRA Administrator report to?
A5. **Amy Skinner, Deputy Director, Planning and Building Department.**
- Q6. Is the CRA Administrator responsible for all Public Records requests and retention compliance?
A6. **Yes.**
- Q7. Who is responsible for updating the City's website with CRA information? Who will bear the cost?
A7. **Administrator, cost is budgeted as a line item in the CRA budget.**
- Q8. Who will be responsible for receiving and submitting applications? In what form should the applications be submitted?
A8. **Administrator is responsible for receiving all applications. Applications are submitted by contracted consultant supporting the specific program; form TBD.**
- Q9. Is the selected Consultant precluded from other CRA related work?
A9. **Yes**

ATTACHMENTS:

1. Non-mandatory Pre-Proposal Conference sign in sheet.

All other terms and conditions of the original Request for Proposal documents remain the same.

Sharon Whitener

Sharon Whitener, CPPO
Procurement Manager

NON-MANDATORY PRE-PROPOSAL CONFERENCE ATTENDEES

FOR
CITY OF ST. AUGUSTINE

PB2018-01
COMMUNITY REDEVELOPMENT AREA ADMINISTRATOR
JANUARY 10, 2018, 10:00 A.M. EST

COMPANY NAME (Please Print)	REPRESENTATIVES NAME	OFFICE TELEPHONE NUMBER (Including Area Code)	E-MAIL ADDRESS
N/A	B.J. Kalaidi	N/A	N/A
England, Thims & Miller, Inc.	Lindsay Haga, AICP	904-642-8990	hagai@etminc.com
City of St. Augustine	Reuben Franklin	904-466-1192	rfranklin@citystaug.com
Marquis, Latimer & Halback	Julie Farrell	904-825-6747	Julie@halback.com
GAI Community Solutions Group	Laura Smith	321-319-3088	l.smith@gaiconsultants.com
Marquis, Latimer & Halback	Jeremy Marquis	904-540-6940	Jeremy@hallback.com
Strategic Planning Group, Inc.	Robert Gray	904-631-8623	rgray@spginc.org
City of St. Augustine	Amy Skinner	904-209-4320	askinner@citystaug.com
City of St. Augustine	Sharon Whitener	904-209-4305	swhitener@citystaug.com