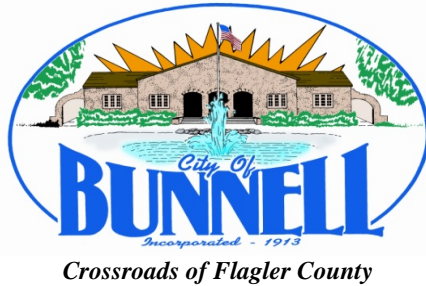


CATHERINE D. ROBINSON  
MAYOR

JOHN ROGERS  
VICE-MAYOR

DAN DAVIS  
CITY MANAGER



COMMISSIONERS:

ELBERT TUCKER

BILL BAXLEY

JOHN SOWELL

DATE: August 24, 2017

TO: ALL BIDDERS

FROM: Stella Gurnee, Finance Director

RE: Addendum #2 for RFP 2017-04 Grant Writing & Administrative Services

This addendum is being issued to provide all prospective proposers information on extended grant **submission** and **other** deadlines shown in the bid document.

Bid Due Date is extended until **August 30, at 2:00 pm.**

Last date for receipt of written questions **August 25, 2017 at 4:00pm**

Evaluation Committee meeting **August 31, 2017**

Recommendation presented to Commission for approval **September 11, 2017**

**Section 7) Scope of Work is amended as follows:**

The City of Bunnell is seeking proposals from qualified and experienced firms, licensed to practice in the State of Florida, with demonstrated skills and experience in providing grant **writing and/or** program administration services related to grant and/or loan funded projects during the Federal Fiscal Year (FFY) 2015 Florida Small Cities Community Development Block Grant award.

**Section 7) Scope of Work evaluation criteria item 4 is amended as follows:**

4. Quality of past performance of applicant as evidenced by client reference letters, **reference contact**, or previous performance of City of Bunnell projects. Please note, only one (1) letter **or contact** per community will be accepted.  
20 points

In all other respects, except as specifically stated herein, the subject RFP remains unchanged.

Response (shown in **red**) to questions submitted as of August 23, 2017, are as follows:

- Have any addenda been issued concerning this bid? **A total of 2 addendums have been issued.**
- Does the 25-page limit include the forms? **No**
- Are the reference letters included in the 25-page limit? **Yes, but as amended about reference contacts can be substituted for reference letters.**

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- On page 10, #3, it mentions the firms approach to developing a CDBG application but the scope of work is for the \$700K awarded FY 2015. Is this RFP for both CDBG admin and general grant writing?  
**CDBG administration only** If so, do you also need an approach for the administration of a CDBG grant? **yes**
- On page 12 under item 10). Required Proposal Submittals, A – the proposal must not be more than 25 pages. B mentions that the 3-page letter of interest and/or executive summary may also be included with the proposal.
- Could you please confirm that the letter of interest/executive summary will not be counted toward the 25-page maximum? **The letter of interest/executive summary will not be counted in the 25-page maximum.**
- Could you please advise if the reference letters (noted on page 11, item 7). Scope of Work, 4 mentions including client references. Could you please advise if these letters are additional to the 25-page maximum or are included within the 25 page limit? **The reference letters are included within the 25 page maximum, but reference contacts maybe include instead of reference letters.**
- Are your required forms beginning on page 18 of the ITB additional to the 25 page maximum or are these forms to be included within the 25 page limit? **Required forms are in addition to 25 page limit.**
- Were any questions submitted concerning RFP 2017-04 for Grant Writing and Administrative Services?  
**Yes** If so, are they posted somewhere or could I get a copy of the questions. The responses are posted on Demandstar.com or the City's website <http://www.bunnellcity.us/bids>
- *I have two clarification question about the page limit of the RFP 2017-04 for Grant Writing and Administrative Services application:*
  - *1 - Does the 3 -page cover letter count in the 25-page application limit?* **NO**
  - *2 – Do the additional forms (Conflict of Interest, Drug free workplace, etc.) count in the 25-page application limit?* **NO**
- *Please confirm – the letters of reference are counted within the 25 page limit.*
- Could you please advise if the reference letters (noted on page 11, item 7). Scope of Work, 4 mentions including client references. Could you please advise if these letters are additional to the 25 page maximum or are included within the 25 page limit? **Within 25 page limit but addendum 2 allows client reference contacts in lieu of letter.**
- *If a firm wants to achieve the maximum points by submitting 20 letters of reference, then the firm has only 5 pages remaining to present all the other material requested in the proposal?* **Addendum 2 allows client reference contacts in lieu of letter.**
- *Also, many local governments have instituted a policy that prohibits staff from writing letters of reference for any vendor, no matter how well that vendor has performed. How does the City account for policies like this across the State of Florida?* **Addendum 2 allows client reference contacts in lieu of letter.**
- Both FDEO and HUD encourage the participation of small, new, and/ or M/WBE firms in CDBG program work. Firms like this may have all of the necessary skills and experience to submit for the work described in the RFP, but because they are small, new, and/ or M/WBE, they do not have a large client base. They do not have access to a pool from which to gather twenty client reference letters, and would

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thus be discouraged from competing for this work. **The bid scope of work does not require 20 reference letters, but rather the evaluator may award up to 20 points on the quality of the applicant past performance as evidenced by reference letters, reference contacts or past City of Bunnell projects.**

- As an alternative, we respectfully submit the City consider reducing the number of letters to five, and / or requesting contact information for projects on which the firm (or if the firm is new, the key staff) has worked in recent years. **There is not a required number of reference letters.**

**END OF ADDENDUM #2**

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