

Alachua County
Office of Management & Budget
Division of Purchasing

Larry M. Sapp, CPPB
Purchasing Manager

Christy S. Winters, CPPB
Purchasing Supervisor

April 13, 2015

RE: Addendum #1
RFP # 15-230: Capital Projects that Promote Tourism

Dear Sir/Madam:

Please be aware of the following clarifications regarding the above referenced RFP:

Questions & Answers

- Q #1: For the Business Plan, do you expect that it will include only that information outlined under Section 3.0 General Requirements?
A #1: After covering the points of the General Requirements and the applicant believes they have information not requested that supports their application then it should be included.
- Q #2: Item 1.2 & 3.1: We think we understand that item 1.2 “separate summary of the project that is a maximum of 2 front and back pages” is the same as 3.1 “brief description of the project”. Can you confirm if that is correct? And can you clarify if it means a total of 4 pages (2 pages front and back) or 2 pages (one page front and back)?
A #2: 1.2 states a maximum of two (2) pages front and back for your summary which should be part of your business plan. 3.1 “brief description can be of any number of pages but the County recommendation is to be brief and concise as possible. The submittals can be of any word length and appropriate font size should be professional in nature.
- Q #3: Item 3.3: Since we are part of the University of Florida, we assume this is not applicable for us (joint ownership with County). Is sufficient to say not applicable?
A #3: If not applicable it should be explained why it is not applicable as set forth in State Statute 125.0104
- Q #4: Does this grant prohibit overhead charges or indirect costs?
A #4: The County will not pay Indirect Costs for this venture.
- Q #5: Is it appropriate to include attachments (e.g., overall project budget, design documents, project photos)?
A #5: Attachments should directly relate to application.
- Q #6: Item 1.3: We understand you need two electronic copies. Do you want 2 CDs, flash drives, or other form of electronic submittal?
A #6: 2 CDs or Jump Drives are preferred.
- Q#7: Funding: If funded, when would the funds become available, and are they disbursed at the onset of the project or handled as reimbursables?
A #7: Funds are disbursed on a reimbursement basis. When the funds become available depends on the finalization of the contract

Page 2

Q #8: Is there a cut-off for questions? If so when? Do you compile and make available all questions? If so where are they made available?

A #8: Yes, there is a cutoff for questions; the cut off for questions is April 12, 2015 at 11:59 PM. Yes I will compile all questions and put them in the form of an Addendum for all organizations to see. The Addendum will be posted on the Purchasing website for retrieval and emailed to the appropriate individuals by close of business (COB) 4:00 PM, Monday April 13, 2015.

Q #9: Is “executive summary” of the project we are proposing for funding or is a summary of the proposal itself?

A #9: The summary should give a reader an understanding of what the applicant is asking to receive funding for.

Q #10: Is a museum required to include a “conceptual plan for spectator seating for tourists attending multi-day events”? Can we submit CAD drawing of special event attendee seating?

A #10: If a proposal does not plan to have spectator seating, in the manner that a stadium would, explain how the site would be used for events that attract visitors.

Q #11: 3.4 – it says Items to be considered for ROI. Are there specific items that the county wants us to consider when generating ROI? If so what is that list of items? Or are we providing/developing a list of items to consider?

A #11: How the proposal would address having visitors stay in overnight accommodations should be addressed. Additionally the overall impact of the site should be explained.

Q #12: Can I get further clarification how much can we ask for? Does the proposal need to be for \$600k? Would asking for \$1M prevent us from being considered? Or reflect negatively?

A #12: The BoCC has approved \$600K dollars with the option to budget for \$1M dollars. Therefore, the ceiling for requests can be no more than \$1M dollars; there is no penalty or negative reflection for asking for \$1M. There again, the budget is set for \$600K dollars with an option to raise the budget to no more than \$1M dollars.

Q #13: As referenced in 3.11 - is the “total project cost” that of the Business Plan proposal (which for us is Phase 1) or is it our entire project inclusive of our planned subsequent Phases II and III?

A #13: Total Project Cost is what the cost of the project connected to the funds being requested in the application is utilized; specific to the Cade, only use Phase 1 costs.

Q #14: I did want to confirm that the grants are due 4/22.

A #14: The due date is April 22.

Q #15: Please define what is wanted for a Business Plan. Are there any prior examples you can share?

A #15: A business plan should entail all facets of the project. What the funds will be used for and how receiving the funds will help the site attract visitors to the area.

Q #16: Do you know when the projects will come before the TDC? and before the BOCC?

A #16: The tentative plan is currently for the TDC to score the projects and present the scores at the May 20 TDC meeting. The BOCC meeting for this has yet to be determined.

Q #17: Would a strategic plan work for the business plan?

A #17: A strategic plan could be a portion of the business plan. The business plan gives greater detail about the project and specific numbers related to the project.

Q #18: Must the Business Plan include a letter indicating the determination of tax exempt status?

A #18: Not required.

Q #19: Would a year-old (2012-2013) budget for the Zoo be acceptable?

A #19: The most current budget available should be provided.

Q #20: How detailed must the budget for the project be?

A #20: As detailed as available.

Q #21: Are letters of support or an organizational chart required?

A #21: Not required but encouraged especially if they are connected to donations or sponsorships and Letters of support should directly relate to application.

Q #22: There are other elements that are usually part of TDC grants for Capital Projects that Promote Tourism: should they all be included?

A #22: The application spells out the required documentation needed; other elements added as additional information is solely at the discretion of the proposer.

Q #23: Is there a penalty if items not mentioned specifically in the REQUEST FOR BUSINESS PLAN?

A #23: There is no penalty if items not mentioned specifically in the request for business plan, however you must meet all the standards asked within the solicitation. You may add any pertinent information you deem to be appropriate/supportive that lends support for your application and in accordance with the guidelines within this request for business plan.

Q #24: As it relates to 3.3- does joint ownership refer to just the physical building? Would it be expected that we share in proprietary intellectual property that is developed by the Museum?

A #24: Joint ownership would apply to the building itself. State Statute 125.0104 describes ownership requirements.

NOTE: You shall acknowledge receipt of this addendum by providing a signed copy of this Addendum in your bid package as an additional attachment.

Signature

Date

End of Addendum #1

Sincerely,

Todd A. Jackson, Purchasing Agent

TAJ/bf