



ADDENDUM NO. 2

Date: May 2, 2022

Bid Date: May 6, 2022
at 3:00 P.M. (Local Time)

Bid Name Planning, Design Development and Operation
Of a Cultural Arts Center

Bid No.: CMGR-220052-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications and to the attendees of the non-mandatory pre-bid conference held on April 22, 2022.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Please find attached:
 - a) Copy of the blackout period information (Financial Procedures Manual Section 41-524 Prohibition of Lobbying in Procurement Matters) distributed during mandatory pre-bid meeting.

The following are answers/clarifications to questions received after the non-mandatory pre-bid conference:

2. Question: Regarding Part 4 of the RFQ, item 4.2 states the Contents of the Proposal should include "B. Table of Contents." As the RFP does not specify a section "A," please confirm if this is correct or if Proposer's should organize their responses beginning with "A. Table of Contents."

Answer: Please organize the responses follows:

 - A. Table of Contents
 - B. Introduction
 - C. Minimum Qualifications
 - D. Experience
 - E. Project Team
 - F. Work Plan
 - G. Proposed Budget and Narrative
 - H. Samples of Relevant Work (at least three)
 - I. Required Documents
3. Question: Section F: Project Team states that there is a two-page maximum. Resumes are required for this section, are resumes excluded from the page count?

Answer: Resumes should be no more than 1 page.

4. Question: Under RFP Section 4.2 (page 11), the description below item E — Experience states there is a 2-page limit and instructs Proposers to provide project descriptions for three similar projects and reference information for one project. Project descriptions are also required for item I — Samples of Relevant Work (page 12) and a reference form is attached to the solicitation?

Answer: Revised Section D (former section E) - Experience: A description of the firm’s relevant experience and capabilities must be provided listing three culturally sensitive projects conducted in the past seven (7) years describing the scope of services provided and the outcome. These projects will be further detailed in section H – Samples of Relevant Work. Current contact information for a project manager or individual familiar with at least one project must be included. Also identify the firm’s experience working for local governments. (2-page maximum)

Revised Section H (former section I) – Samples of Relevant Work: Include information on the three culturally sensitive projects referenced in Section D – Experience including data on the proposed and actual impact on visitor experiences (where data is available). (2-page maximum per sample)

5. Question: Please confirm (a) whether project descriptions and reference information can be duplicated in response to item E; and (b) whether or not the page limit still applies to Section E.

Answer: Please see response to Question 4.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: _____

BY: _____

DATE: _____

CITY OF _____ FINANCIAL SERVICES
GAINESVILLE PROCEDURES MANUAL

41-524 **Prohibition of Lobbying in Procurement Matters**

Except as expressly set forth in Resolution 170116, Section 9, during the Cone of Silence as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees, except the Procurement Division or the procurement designated staff contact person. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division in response to an invitation to bid, or a request for proposal, or qualifications, or information, or an invitation to negotiate, as applicable, and the time that City Officials or the Procurement Division, or City Department awards the contract.

Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.