



## ADDENDUM NO. 1

Date: July 11, 2023

Bid Date: July 14, 2023  
at 3:00 P.M. (Local Time)

Bid Name Public Safety Facilities Construction Manager at Risk

Bid No.: PWDA-230055-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications.

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. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), July 5, 2023. Questions may be submitted as follows:  
Email: [holderds@gainesville.org](mailto:holderds@gainesville.org)
2. Please find attached:
  - a. Copy of the cone of silence information (Financial Procedures Manual Section 41-524 Prohibition of Lobbying in Procurement Matters)).

The following are answers/clarifications to questions received:

3. Question: Section 3.1 (page 7) provides the Proposal Format and Section 3.2 provides the Content of Proposal. The Content of the Proposal is not included in the instructions for the format. Would you like the proposal to be formatted as section 3.1 with responses to those items and then as Section 3.2 with the responses to the Content? However with this organization:
  - a. 3.2.a RFP Cover Page would be moved ahead of 3.1.
  - b. Licenses would be duplicated under 3.2bb and 3.2.f.
  - c. Qualifications would possibly be duplicated in 3.1 Qualification of Firm and 3.2C. Statement of Qualifications

Answer: Proposals can be assembled as preferred by the vendor provided all items are addressed; vendor should ensure the proposal flows well. Typically, proposals received include a preface with the RFP Cover Page and Opening Letter, followed by the items listed 3.1, followed by a separate section or appendix with forms, licenses and any other supporting documents, however, it is up to the vendor to decide what order to assembly the documents.

4. Question: 3.2.c (page 7) says to *Provide a Statement of all Qualifications that will communicate the capabilities of the proposer to successfully complete the project.* Is there a specific Statement of Qualifications that is to be completed? Or what is expected to be included in the Statement of Qualifications?

Answer: There is no specific statement of qualifications that is to be completed; vendors must ensure their proposals communicates what qualifications the vendor has to complete the scope of work listed in Part 2 of the RFP.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 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. 1 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.