



# **City of Gainesville**

Budget and Finance Department  
Purchasing Division

**Addendum Publish Date:** May 26, 2023

## **Historic Consulting Services for the Fifth Avenue/Pleasant Street Historic Heritage Trail ITN-GCRA-230050-GD ADDENDUM NO. 1**

**Bid Due Date:** June 16, 2023, 3:00pm (EDT)

**NOTE:** 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 regarding this solicitation shall be submitted in writing to the City of Gainesville (CoG) Procurement Division by 3:00pm, (EDT), May 31, 2023, 3:00pm local time. Submit questions to: [dykemangb@cityofgainesville.org](mailto:dykemangb@cityofgainesville.org)
2. Please find attached:
  - a. A copy of the Cone of Silence period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters) that was discussed.
  - b. A copy of the Pre-Bid Discussion/Information Checklist
3. Following is a review of the Pre-Bid Meeting that was held via Zoom Conference on May 23, 2023, 3:30pm Eastern Time:
  - a. City of Gainesville Staff represented by Gayle Dykeman, City of Gainesville Procurement Specialist III and David Roque, Project Manager.
  - b. Gayle Dykeman started the meeting by reviewing important Procurement areas of the solicitation, including the solicitation schedule and submittal due date.
    1. All communication must go through Gayle Dykeman throughout the duration of the solicitation.
    2. All submittals must be entered in DemandStar.com by the due date and time – DemandStar is programmed to reject any bids that are entered after that time.
    3. Reviewed the guidance regarding the Cone of Silence.
    4. Required forms – updated on the Meeting Checklist form attached
  - c. David Roque provided an overview of the intent of the solicitation.



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4. Following are questions and answers that were discussed in the meeting:

a. Question:

Regarding minimum qualifications, how do you define Respondent? Must the Respondent be an individual firm (*meaning the firm has been in business a minimum of three years*) or is it fine if staff members have three or more years of experience with the development, implementation and completion of African American cultural and heritage trails?

Answer:

The Respondent Company's project team leadership must each have a minimum of three (3) years of experience in the development, implementation and completion of African American cultural and heritage trails, as evidenced through the submittal of CVs or resumes.

b. Question:

Would the City of Gainesville like to see a digital component to the heritage trail included?

Answer:

Yes, this information was not included in the solicitation's Scope of Work, but should be considered as part of the scope of work and included in the proposals.

c. Question:

Are the points of interest and key sites finalized or is part of the community engagement to finalize them?

Answer:

Part of community engagement is to finalize the points of interest and key sites.

d. Question:

The documents show initial concepts completed by Manley Design and Community Solutions Group. Are those to be considered as part of the project or is there interest in starting from scratch? What is the history of the community engagement around those initial concepts?

Answer:

The initial concepts have not been presented to the community stakeholders or CRA board. What is in the package is not cast in stone.

e. Question:

Is there an expected tie in with the 6th Street Trail wayfinding signage or will the heritage trail be entirely separate?

Answer:

6<sup>th</sup> Street Trail has its own branding and is a separate project.



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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 COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

LEGIBLY PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_



City of Gainesville  
Procurement Division  
200 E University Avenue, Rm 339  
Gainesville, FL 32601  
(352) 334-5021(main)

**ATTACHMENT A**  
**PRE-BID DISCUSSION/INFORMATION CHECKLIST**

**BID NAME:** Historic Consulting Services for the Fifth Avenue/Pleasant Street Historic Heritage Trail

**BID NUMBER:** GCRA-230050-GD

**PRE-BID MEETING DATE:** 5/23/2023; 3:30pm

- ☐ Introduce staff attending meeting – Gayle Dykeman, Procurement Specialist, David Roque, Project Manager
- ☐ Questions/Answers and topics of discussion addressed at the pre-bid will be available through <https://www.demandstar.com/> in future Addendums. There is no cost to the vendor to use all vendor capabilities when bidding on a City of Gainesville solicitation.
- ☐ Any questions must be in writing
  - Email to [dykemangb@gainesvillefl.gov](mailto:dykemangb@gainesvillefl.gov)
  - Questions Deadline: May 31, 2023, 3:00pm EDT
- ☐ All communication, contact and/or correspondence must be with [dykemangb@gainesvillefl.gov](mailto:dykemangb@gainesvillefl.gov) or CITY Purchasing Division staff.
  - Bidders who have contact with anyone other than Gayle Dykeman or CITY Purchasing Division staff, (examples of “anyone other than”: Department Staff, City Manager, City elected officials, etc.) will be disqualified.
- ☐ Bid Due Date: June 16, 2023, 3:00pm
- ☐ Location to receive bids: Demandstar.com.
- ☐ Minimum Requirements (MUST or SHALL) - Be aware of or could be deemed non-responsive and not considered for award. Part 3 – Minimum Qualifications
- ☐ Pricing – Required Form D – Page 26
- ☐ Exceptions to the ITN – Part 4, 4.5
- ☐ Local Preference Part 8.2
- ☐ Small and Service Disabled Veteran Business Participation Part 8.3
- ☐ Living wage – Part 8.4
- ☐ Addenda - Sign and return each addendum with bid
- ☐ **REQUIRED FORMS TO BE SUBMITTED**
  - ☐ ITN Cover Page – Page 1
  - ☐ REQUIRED FORM A - Respondent Verification Form – Page 23
  - ☐ REQUIRED FORM B - Drug-Free Workplace Form – Page 24
  - ☐ REQUIRED FORM C - Reference Form – Page 25
  - ☐ REQUIRED FORM D – Pricing Page – Page 26
  - ☐ Signed Copy of all Addenda
  - ☐ W-9
  - ☐ Copy of all professional licenses relevant to this ITN
- ☐ No Bid Survey - If not bidding, please complete the form and let us know why you are not bidding.



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## **CITY OF GAINESVILLE FINANCIAL SERVICES PROCEDURES MANUAL**

### **41-424 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.