



ADDENDUM NO. 1

Date: May 7, 2024

Bid Due Date: May 23, 2024, 3:00 P.M. (Local Time)

Bid Name: Engineering and Design Services for Bus Stop Improvements – Phase II

Bid Number: RTSX-240038-DS

NOTE: This Addendum has been issued 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. Question & Answer:

Question1: Is it the City’s intent to enter into contract with only one firm, or is there a possibility of awarding the work to multiple firms?

Answer1: *No, only one award will be made.*

Question2: General questions regarding timeline:

- a. Is there an expected timeline for completion of design documents for all 245 bus stops?
- b. Is there any proposed phasing, or priority for completion?
- c. How many bus stops are expected to be under design at once?
- d. What is the anticipated length of this contract?

Answer2: *The City does not have a timeline for all bus stop design documents to be completed or a priority order list. However, the City expects designed groups of 20 or so to be submitted for review/approval/payment. Review and approval may take several weeks per group, so it is important that proposers consider that when providing an estimated completion timeline in their proposal.*

Question3: Paragraph 2 of Section 2.1 in the Scope of Work mentions the “Project Manager.” Can you confirm this refers to a city employee and not the Firm?

Answer3: *Yes, the “Project Manager” referred to in that paragraph is a City employee.*

Question4: We understand that the projects will need approval from the jurisdiction of the roadway they are located on (ROW permits with the City, County, and State, as applicable). But separately from that, are projects located within the City of Gainesville (even if not located on City ROW) required to go through City/GRU review in ProjectDox?

Answer4: No, only through City's Public Works Department.

Question5: Same question as above- are bus stops located outside of the City limits subject to Alachua County site plan review?

Answer5: No, see Answer4 above.

Question6: Is the Firm responsible for coordinating those site plan application and review processes? When proposing a schedule, should the Firm take these review timelines into account?

Answer6: No, the City will be responsible for coordinating those site plan application and review processes. Yes, the firm should take review timelines into account.

Question7: Is it the intent for each bus stop to be topographically surveyed?

Answer7: Yes.

Question8: Does right-of-way need to be located for each stop?

Answer8: Yes.

Question9: We are planning to include a Public Involvement Consultant (PIC) as a subconsultant; does the City of Gainesville have a preference regarding a PIC?

Answer9: Determination of a subconsultant is up to the proposer; the City cannot recommend one firm over another.

Question10: What is the anticipated schedule for completion of the design services?

Answer10: See Answer 2 above.

2. Find attached:

- Prohibition of Lobbying in Procurement Matters

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and shall attach a copy of this Addendum to its 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 _____
GAINESVILLE

FINANCIAL SERVICES
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.