

**CITY OF VENICE**  
**PROCUREMENT- FINANCE DEPARTMENT**

401 W. VENICE AVE. - ROOM # 204  
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**ADDENDUM NO. 1**

**Date: August 2, 2013**

**To: All Prospective Proposers**

**Re: RFP# 2970-13: Comprehensive Plan Implementation**

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This addendum sets forth changes and/or information as referenced and is hereby made part of and should be attached to the subject Contract Documents. Receipt of this Addendum shall be acknowledged below and in the submitted proposal. It shall be the responsibility of each proposer, prior to submitting a proposal, to contact the City of Venice- Procurement- Finance Department to determine if addenda were issued and to make such addenda a part of their proposal.

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The following is to clarify and provide additional information requested during the pre-bid meeting held July 30, 2013 at 2:00 P.M.

**Summary:**

1. Jon Mayes, Procurement Department, started the meeting by reviewing the next important dates. Mr. Mayes stated that the bids are due August 15<sup>th</sup> at 2:00 p.m. at City Hall room #204 with the actual opening occurring shortly after 2:00 p.m., also in room #204. Only the names of submitting firms will be read aloud.
2. Mr. Mayes also stated that the last day for any additional questions is August 6th at 1:00 p.m.
3. Mr. Mayes pointed out specific sections of the bid documents under the “General Conditions”- page 5. Section 2- “Contact”- Mr. Mayes stated that from the meeting time forward, he is the only person firms are to contact for any questions and/or concerns about this bid. Section 7- “Prices, Terms, Payment”- item 7.2- Mr. Mayes made it aware that the City has a credit card program in place and can chose to pay

for items or projects with this card. Section 16- “Local Preference” and that this will be enacted for this bid. And Section 20- “Insurance”- Mr. Mayes pointed out that professional liability insurance will also be required.

4. Mr. Mayes pointed out page 29 of the bid document- “Required Response Format” and that a selection committee will be used for this bid for final selection. Mr. Mayes stated that firms need to review the criteria- which includes project cost.
5. Mr. Mayes reviewed the required forms that must be returned with each firm’s submittal. These required forms are listed on page 31 and start on page 33 of the bid document. Mr. Mayes stated that even if a form does not pertain to said company- to still mark it with a “N/A” and return it with each submittal.
6. Scott Pickett, Planning and Zoning Department, did a brief overview of the project and stated that two comprehensive plan amendments were approved by the City last year which eliminated or deferred implementation-related policies. Mr. Pickett referred to page 21- “Exhibit A” as a reference source that attempted to identify all implementation-related policies, however, there may be a few implementation-related policies that were inadvertently omitted from “Exhibit A”. The selected consultant will be required to compile a complete list of implementation-related policies that will need to be systematically evaluated. Mr. Pickett stated that the key is developing a list for City Council of what needs to be done and/or in what priority. Mr. Pickett also stated that each implementation-related policy needs to be evaluated to determine if the policy should be retained, amended to simplify or streamline the implementation activity, amended to defer the implementation activity or deleted. Looking for some form of “streamlining”, coordinating with Sarasota County on implementation of policy when the county has done or plans to do similar implementation task and for firms to look for any inconsistencies that may exist between a specific implementation-related policy and the comprehensive plan as a whole.
7. Mr. Pickett also referred to page 16- Section 2: Scope of Work, and the listing of the three main tasks:
  - 1) Systematically evaluate selected City of Venice Comprehensive Plan (“Comp Plan”) implementation-related policies, and
  - 2) Conduct public meetings on recommended revisions (e.g. deletion or amendment) to implementation-related policies, and
  - 3) Prepare Comp. Plan amendment submission materials and, if necessary, assist staff with the preparation of responses to a DOE Objection, Recommendation and Comment Report.
8. Mr. Pickett stated that this RFP is a “starting point” and a second phase would be the actual implementation. A recommended list of remaining implementation-related policies will be developed for City Council to prioritize. And that the Planning and Zoning Department may look to the chosen firm for consulting help with “Phase II”.

9. **Mr. Pickett also stated that one topic that firms should look at is a “cost side” vs. “benefit side” and if listed tasks that have a major cost involved are worth the potential planning or community benefit.**
10. One firm asked of the timeframe of this project- page 18 states six (6) months while page 19 states a one year completion time. **Response: Mr. Pickett stated that due to the size of the work asked, that a one year completion time will do.**
11. Another firm pointed out page 19- “Proposal Requirements”- item “B” and if “land development code amendments” is to be part of the requirements. **Response: Mr. Pickett stated that “land development” can be struck through and is not to be included in the requirements. Amendments to the land development code would be one of the phase II implementation activities.**
12. One firm asked if the “cost” is to include any economic impact for the City of Venice or is “cost” just for the quoted cost for this project. **Response: Mr. Pickett stated that “cost” is in terms of administrative, hiring a consultant, new staffing to administer the implemented policy, etc.; the quoted cost for this RFP should not be considered as a cost associated with the implementation-related policies.**
13. Another firm pointed out page 18- “Project Website” and to what level of website is to be utilized. **Response: Mr. Pickett stated that firm need to develop the webpage design that can be up-loaded and used on the City’s servers. This criterion is to include project information and provide a means to submit comments. Mr. Pickett stated that this part of the project is to be included in project cost.**
14. One firm asked if the selected firm would supply a “public information officer” (PIO). **Response: Mr. Pickett stated that the City has a PIO on staff and will be utilized for this project.**
15. Another firm asked if part of the submittal should include the cost of a consultant for Phase II. **Response: Mr. Pickett stated that firms need to submit a cost breakdown of a potential consultant for Phase II. This will represent part of the cost analysis of for implementing each implementation-related policy. Mr. Pickett stated that planning level cost estimates would be sufficient. Mr. Pickett did state that the breakdown should include a “cost breakdown for each policy.**
16. One firm asked of page 29- “Required Response Format” and the listing of “estimated project cost” just for the cost of this RFP. **Response: Mr. Pickett stated “Yes”- the estimated cost is for the RFP only.**
17. Another firm asked if there was an estimated budget for this project. **Response: Mr. Pickett stated the City has sufficient funds for this project; firms are being asked to provide an estimated budget for the project identified in the RFP.**

18. One firm asked who the project manager will be. **Response: Mr. Pickett stated at this time, it will be himself. This may change if a new department director is hired.**
19. **Mr. Pickett made a statement that for another current planning project a “policy task force” has been used and that Council and Board members along with citizens participate. Mr. Pickett stated that firms should be aware of the unique opportunity and challenges of working with a policy task force.**
20. One firm asked of the “technical review committee” that is listed on page 18. **Response: Mr. Pickett also stated that the “technical review committee” (TRC) consists of City staff.**

**Jon Mayes**  
**Procurement Department**

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Acknowledgment is requested even if you have elected not to respond to this bid. A designated management representative of your firm can sign the receipt for this addendum. Please acknowledge receipt of this addendum immediately by fax to (941) 486- 2790 or mail to the above noted address, if a fax is not possible.

Receipt Acknowledged:

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Signature

\_\_\_\_\_  
Company

Date: \_\_\_\_\_