

Addendum Date: May 20, 2023

CITY OF PENSACOLA, FLORIDA  
ADDENDUM #1

**Urban Planning, Design, Research, Analysis  
and Plan Amendment Services for  
Update of the Pensacola Community Redevelopment Plans**

RFQ No. 23-014

The following items take precedence over the documents for the item named above. All other terms and conditions shall remain the same.

**A SIGNED COPY OF THIS ADDENDUM MUST BE RETURNED WITH YOUR  
SUBMITTAL AS ACKNOWLEDGEMENT.**

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

Authorized  
Representative: \_\_\_\_\_ Title: \_\_\_\_\_  
Printed Name

Signature: \_\_\_\_\_

1. The submittal due date has been extended to **June 1**, 2023, at 2:30 P.M., local time.
2. The question deadline has been extended to May 22, 2023, at 10:00 A.M., local time.

Q1. May firms who responded to the still-to-be-awarded RFQ NO.: 23-019 Land Development Code RFQ also respond to this RFQ NO.: 23-014 Pensacola CRA Plans? That is, may the same firm potentially be engaged for both projects?

A1. Yes, firms may respond to both and may be engaged in both projects if selected.

Q2. RFP page 10, Section D Proposal Requirements: Will the City accept saddle-staple-bound hardcopy submissions?

A2. Yes.

Q3. RFP page 11, Section D Proposal Requirements, 7. City-certified MBE/SBE/WBE: Does the City consider State certification as meeting the "City-certified" requirements? Or is City certification for MBEs/SBEs/WBEs a separate process, and if so, with which City department should a respondent apply?

- A3. Certification with the State of Florida does not count toward this point category. A complete list of eligibility requirements for certification as a Minority/Women Business Enterprise (M/WBE) for the City of Pensacola can be located on the city's website at [M/WBE Program](#), along with a directory of City-certified vendors. If a business meets the criteria and completes the MWBE certification process prior to the proposal due date, its certification will count toward this point category. The City's [Small Business Enterprise \(SBE\) application](#) is also found on the City's website, along with a directory of City-certified vendors. Certification completed before the proposal due date will count toward this point category. For either program, certification may take several days to complete, so it is recommended that a vendor begin the process at least seven (7) business days prior to the proposal due date.
- Q4. What is the City's anticipated schedule for completion of the work?  
A4. The schedule will be negotiated with the consulting firm.
- Q5. What is the professional services fee amount for this effort?  
A5. Approximately \$440K.
- Q6. Do you plan to choose more than one consultant, or multiple firms for this contract?  
A6. One firm.
- Q7. For Clarity, under Proposal Requirements #6: Describe and provide work samples of comparable projects. Include reference name with current contact information, status of the project, and client type (i.e. public, private, etc.). Can these samples be included on the USB?  
A7. Yes.