



**City of Pompano Beach, Purchasing Division
1190 N.E. 3rd Avenue, Building C
Pompano Beach, Florida, 33060**

August 29, 2012

**ADDENDUM #1, RFP H-65-12
HISTORIC SITES SURVEY**

To Whom It May Concern,

The deadline for submission of proposals is extended to 2:00 p.m., September 4, 2012.

Please review the following answers to questions submitted on this RFP.

Q1: Is Phase I of the project funded in part by a historic preservation grant from the State of Florida?

A1: Phase I is fully funded and is not subject to the grant.

Q2: Does the City have an existing oral history program in place, or would the Consultant be asked to provide assistance in developing guidelines and permission forms prior to recording interviews?

A2: The City does not have an existing oral history program in place; therefore any associated materials would have to be developed.

Q3: What written documentation would be requested by the City to be submitted with the oral history video interviews? Will the Consultant be asked to provide transcripts, or to edit the videos?

A3: If the City is provided with the video and/or audio, full transcriptions are not needed. The consultant would be expected to edit the videos as needed.

Q4: To make sure I am counting the number of meetings correctly, the Consultant would be asked to attend two public meetings, two presentations to the Historic Preservation Committee, and one presentation to the City Commission for Phase I (DPTOC); and two public meetings, two presentations to the Historic Preservation Committee, and one presentation to the City Commission for Phase II (Citywide)?

A4: No, the five meetings listed were for the total project. We did not anticipate separate rounds of meetings for Phase I and Phase II. If the City is only able to complete Phase I, the total number of meetings may be reduced. For the purposes of determining a cost estimate, please include all five meetings in Phase I. The City may decide to reduce the number of meetings prior to executing the contract.

Q5: We would like to better understand the review process for this project. Because it is a grant funded effort, will the final product undergo a state review in addition to the review by the City of Pompano Beach?

A5: Phase I is fully funded and is not dependent upon the grant. If the grant is awarded, additional review may be required for Phase II. Unfortunately, we do not have the details of this process at this point. For the purposes of pricing, please include any additional State reviews you anticipate as "optional." The City can only proceed with Phase II if grant funding is awarded; therefore we can determine the exact costs/processes prior to executing the contract for Phase II.

Q6: Do you expect full edited transcriptions of the interviews?

A6: If the City is provided with the video and/or audio, full transcriptions are not needed.

Q7: Do you anticipate doing oral history interviews at public meetings? Generally, a public meeting is not a good venue for actual histories, especially a video interview. It is an excellent place to obtain contacts for potential interviewees.

A7: We are open to suggestions. The oral histories do not need to be at a public meeting.

Q8: Do you see the oral histories being a systemic approach with development of a questionnaire that the oral historian will use?

A8: We would prefer a systematic approach; though each interview may have some deviations based on their unique backgrounds.

Q9: Is it possible that the interviews could be set up and done at one location thus speeding up the process, simplifying the logistics, and reducing costs?

A9: Yes

Q10: Our company is currently preparing a bid for the RFP H-65-12 (Historic Sites Survey) and we were wondering if you could provide us with a copy of the plan for the Downtown Pompano Transit-Oriented Corridor (DPTOC)?

A10: The Massing and Zoning Analysis report is on the Pompano Beach CRA website. Click on the link below and then click on the headings as listed below.

<http://pompanobeachcra.com/>

Northwest CRA

New Downtown Pompano Massing and Zoning Analysis and MLK Jr Streetscape Improvements
NWCRA Massing and Zoning Analysis Report

Q11: What are the start and end dates for each phase and also for any mile-posts (meetings, draft reports etc.)?

A11: The City would like to begin work on Phase I in the fourth quarter of 2012. Phase II is dependant upon future funding and could begin in the Summer-Spring of 2013. We do not have a set schedule for the completion of each task.

Q12: What is the proposed budget for Phase I and for Phase II (if funded)?

A12: The City's Development Services Department has dedicated \$20,000 towards funding the first phase of the historic sites survey. The second phase is contingent upon grant funding from the Florida Division of Historical Resources.

Q13: The RFP specifies 5 meetings (2 with HPC, 1 with City Commission and 2 with public). Is this number applicable if just Phase I is conducted given smaller number of resources and smaller area of the city covered? Can meetings be combined (HPC and public for example)?

A13: Meetings with the HPC, City Commission and the public would be required regardless of whether or not Phase II is funded. If the City is only able to complete Phase I, the total number of meetings might be reduced. For the purposes of determining a cost estimate, please include all five meetings in Phase I. The City may decide to reduce the number of meetings prior to executing the contract. Staff is open to combining meetings and will leave this up to the consultants to come up with a proposal.

Q14: The City's methodology as stated in the RFP is to treat an historically cohesive neighborhood or subdivision as one resource (with one FMSF) and not survey buildings within that area individually. Has the City's methodology for survey of large groups of resources been "cleared" with FL SHPO?

A14: No.

Q15: Is the 1992 Citywide historic context available electronically and if so in what version (WordPerfect, Word) or does it need to be retyped?

A15: The 1992 historic sites survey report is not available electronically and the relevant text will need to be retyped.

Q16: Is the anticipated cut-off date for resources 1962 or 1963?

A16: 1962.

Q17: Have the "themes, groups, patterns, events, persons, architectural types, styles, and cultural values" of the TOC west of Dixie Highway previously been articulated in the 1992 survey, in which case they will be updated, or will this be a new endeavor?

A17: The 1992 survey surveyed the entire city, including the TOC area west of Dixie Highway, though not in detail. We anticipate new research will be required.

Q18: The Tasks and Deliverables are oriented mostly toward Phase II. Are all the Tasks and Deliverables also applicable to the approximately 145 potential resources to be addressed in Phase I?

A18: The tasks and deliverables are expected for both phases of the survey. If the second phase is funded the data and research from the second phase will be added to the work done during the first phase.

Q19: What is consultants' required scope for mapping if the City would be completing mapping in GIS? Are any maps required to be produced by Consultant?

A19: City staff will produce the maps on GIS. The consultant would not produce any maps. The consultant will be required to create a database of the research found during the survey that could be imported into GIS.

Q20: Is the updating of the 231 existing FMSF included in the estimate 1000 FMSF to be completed or in addition to the 1000 FMSF?

A20: In total, the survey anticipates approximately 1,231 FMSF. 231 of these are existing FMSF from the 1992 survey and the additional 1,000 FMSF are properties that the City estimates will be added.

Q21: Is it the Consultant's responsibility to video the oral history interview, or is a written summary of the interview acceptable? What are the video requirements?

A21: Staff would like the video. The video requirements have not been determined beyond what is written in the scope.

Q22: To whom should the videos and interviews be sent to?

A22: Once the historic sites survey is underway, the consultant will work directly with City staff in the Planning and Zoning Department. Videos, interviews and meetings will be done in tandem with this department.

Q23: Will the consultant selected for Phase I be retained for the completion of Phase II when funding is available?

A23: It is envisioned the same firm will complete both phases; however this will depend upon contractor requirements set aside by the Florida Division of Historical Resources.

Q24: The term provided in the RFP is "cost estimate" – is this fee submitted by the Consultant binding or is it a non-binding estimated fee?

A24: The City will negotiate a contract with the highest-ranked firm. Cost could be negotiated, with the expectation of cost reductions, not increases. If a firm would not honor their cost estimates and the City did not agree with the reasons for increases, the contract negotiation would fail, and the City would pursue negotiations with the next highest ranked firm.

Acknowledge receipt of this Addendum in the area provided on the RFP Proposal Signature page.

Very truly yours,

Leeta Hardin
General Services Director

cc: website
file