



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

August 1, 2014

**ADDENDUM #1, RFP E-55-14**

**UTILITY RATE CONSULTANT FOR WATER, WASTEWATER, REUSE AND STORM WATER**

To Whom It May Concern,

Please review the following questions submitted by potential proposers, and answers from the City.

**Q1:** On page 10 of the RFP, it states that Small Business Enterprise Participation is worth 5 points towards the selection scoring. Are these 5 points specifically for utilizing SBE firms, or would the 5 points also be awarded for utilizing MBE or LBE firms?

**Response:** The 3<sup>rd</sup> paragraph of section 4 identifies "sources of information on certified Small Business Enterprises," which may include CMBE vendors. Participation with LBE firms is strictly voluntary.

**Q2:** If we conduct good faith efforts but fail to find a firm that would provide value for the contract, will we be awarded a portion of these 5 points for conducting the good faith efforts?

**Response:** It is the City's intent to award a portion of the 5 points to companies showing good faith effort.

**Q3:** If we do not conduct the good faith efforts or include any SBE/LBE/MBE firms on our team, will our proposal still be considered responsive (even though we won't be awarded the 5 points)?

**Response:** No. Participation with SBE and LBE firms is voluntary, so the City of Pompano Beach cannot reject proposals of companies that do not participate.

**Q4:** If we do not conduct the good faith efforts or include any SBE/LBE/MBE firms on our team, should we just mark the corresponding forms in Exhibits A through I as "Not Applicable"?

**Response:** The good faith forms include questions like: "Did you send written notices to local business?" The City would like these questions answered, so proposers should complete these forms and include them in their proposals.

In your package replace pages 18-28 of the RFP with the attached corresponding pages. The RFP posted on the City website includes these corrected pages.

Addendum #1 is posted on the City's website: <http://www.pompanobeachfl.gov>. Proposers must submit their bid with the revised information. Acknowledge receipt of this Addendum in the line provided on Page 17 of the RFP.

The deadline for acceptance of sealed proposals in the Purchasing Office, 1190 N.E. 3<sup>rd</sup> Avenue, Bldg. C, Pompano Beach, 33060, is **2:00 p.m. (local), August 7, 2014.**

The remainder of the solicitation is unchanged at this time.

Sincerely,

A handwritten signature in red ink, appearing to read "Jeff English".

Jeff English  
Purchasing Agent

cc: website  
file



EXHIBIT "B"  
SMALL BUSINESS ENTERPRISE  
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RFP Number \_\_\_\_\_

TO: \_\_\_\_\_  
(Name of Prime or General Contractor)

The undersigned intends to perform subcontracting work in connection with the above contract as (check below)

\_\_\_\_\_ an individual

\_\_\_\_\_ a corporation

\_\_\_\_\_ a partnership

\_\_\_\_\_ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of SBE Contractor)

BY: \_\_\_\_\_

EXHIBIT "C"  
SMALL BUSINESS ENTERPRISE  
UNAVAILABILITY FORM

RFP # \_\_\_\_\_

I, \_\_\_\_\_  
(Name and Title)

of \_\_\_\_\_, certify that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, I invited the following SBE CONTRACTOR(s) to bid work items to be performed in the City of Pompano Beach:

SBE Contractor Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Said SBE CONTRACTOR(s):

- \_\_\_ Did not bid in response to the invitation
- \_\_\_ Submitted a bid that was not the low responsible bid
- \_\_\_ Other: \_\_\_\_\_

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

Note: Attach additional documents as available.

EXHIBIT "D"  
SMALL BUSINESS ENTERPRISE  
GOOD FAITH EFFORT REPORT

RFP # \_\_\_\_\_

1. What portions of the contract have you identified as SBE opportunities?

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2. Did you provide adequate information to identified SBE? Please comment on how you provided this information.

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3. Did you send written notices to SBEs?

Yes       No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

Yes       No

If yes, please attach copies of the ads, including name and dates of publication.

5. Did you contact any organizations with large constituents of SBE members for possible sub-contractors? Please attach list of resource organizations used.

6. What type of efforts did you make to assist SBEs in contracting with you?

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7. List the SBEs you will utilize and subcontract amount/percentage.

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\_\_\_\_\_

\_\_\_\_\_

8. Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Please attach the unavailability letters with this report.



EXHIBIT F  
LOCAL BUSINESS  
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RFP Number \_\_\_\_\_

TO: \_\_\_\_\_  
(Name of Prime or General Bidder)

The undersigned City of Pompano Beach business intends to perform subcontracting work in connection with the above contract as (check below)

\_\_\_\_\_ an individual

\_\_\_\_\_ a corporation

\_\_\_\_\_ a partnership

\_\_\_\_\_ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

at the following price: \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of Local Business Contractor)

BY: \_\_\_\_\_

EXHIBIT G  
LOCAL BUSINESS  
UNAVAILABILITY FORM

RFP # \_\_\_\_\_

I, \_\_\_\_\_  
(Name and Title)

of \_\_\_\_\_, certify that on the \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_, I invited the following LOCAL BUSINESSES to bid work items to be performed in the City of Pompano Beach:

Business Name, Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Said Local Businesses:

- \_\_\_ Did not bid in response to the invitation
- \_\_\_ Submitted a bid which was not the low responsible bid
- \_\_\_ Other: \_\_\_\_\_

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

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

Note: Attach additional documents as available.

EXHIBIT H  
GOOD FAITH EFFORT REPORT  
LOCAL BUSINESS PARTICIPATION

RFP # \_\_\_\_\_

1. What portions of the contract have you identified as Local Business opportunities?

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2. Did you provide adequate information to identified Local Businesses? Please comment on how you provided this information.

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3. Did you send written notices to Local Businesses?

Yes     No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

Yes     No

If yes, please attach copies of the ads, including name and dates of publication.

5. What type of efforts did you make to assist Local Businesses in contracting with you ?

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7. List the Local Businesses you will utilize and subcontract amount.

_____	\$ _____
_____	\$ _____
_____	\$ _____

8. Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

