

**CITY OF NAPLES  
PURCHASING DIVISION  
CITY HALL, 735 8<sup>TH</sup> STREET SOUTH  
NAPLES, FLORIDA 34102  
PH: 239-213-7100    FX: 239-213-7105**

**ADDENDUM NUMBER 3**

|   |   |                                  |  |
|---|---|----------------------------------|--|
| NOTIFICATION<br>DATE:<br><br><b>9/29/14</b> | BID TITLE:<br><br><b>PROFESSIONAL SERVICES LIBRARY OF<br/>CONSULTANTS (LIBRARY) UNDER<br/>FLORIDA STATUTE 287.055</b> | BID NUMBER:<br><br><b>14-054</b> | BID OPENING DATE & TIME:<br><br><b>10/07/2014<br/>2:00PM</b> |
|---|---|----------------------------------|--|

**THE FOLLOWING INFORMATION IS HEREBY INCORPORATED INTO,  
AND MADE AN OFFICIAL PART OF THE ABOVE REFERENCED BID.**

**The following written questions have been received:**

- 1) Does the prime consultant have to be a Professional Engineering Firm? Some of the tasks listed under Tab C are environmental tasks that do not necessarily require a Professional Engineer.

**ANSWER: Yes. TAB C requires a professional engineering license.**

- 2) Is the City looking for responses to include a team?

**ANSWER: No. Only individual firms will be evaluated.**

- 3) Is there a “reference form” that should be completed or will letter of reference suffice? If letters are required, are there specific items the City is looking for in their ranking requirement that should be address in the letter of reference.

**ANSWER: There is no required format for the reference letters. Please refer to Addendum 1, #9.**

- 4) Would an email be an acceptable format for a reference if the domain clearly identifies the entity we are receiving the reference from?

**Answer: No. Email references will not be accepted. Please refer to Addendum 1, #9.**

- 5) Per the Checklist, are we to print and include ALL pages of the addendums in our proposals or just initial on the cover page that we received the addendums?

**ANSWER: Proposals only need to acknowledge receipt or review of the all posted solicitation addenda. This should be acknowledged on the return RFP Cover Sheet of the solicitation. Hard copies of the addenda are not required for the submission.**

6) Please confirm whether or not we are to include a copy of our insurance certificate. And if so, where should it be placed within the submittal?

**ANSWER: No. Insurance certificate is not required in the proposal. Insurance certificates are an award document required at the time of a continuing contract issuance.**

7) Do you require a particular format for tabs B/C/D/E? Can we organize the tabs by the evaluation criteria (RFP pgs. 19-20, 22, 23-24, 25-26) or do you want the tabs organized by sub-discipline, then by evaluation criteria (Addendum 2, Question 3)? Or can we organize at our own discretion?

**ANSWER: Organize the information within the submitted TAB(s) by sub-discipline and then by evaluation criteria.**

8) Will the City be providing a form letter that we can use for Collier County references?

**ANSWER: No.**

**# # #**