



ADDENDUM # 5
RFP # FY 2021-2022-020
BUILDING DIVISION SERVICES

QUESTIONS AND ANSWERS

Please ensure you check the City's website for the latest addendum released for this project. Below find the link to the City's website: www.cohb.org/solicitations.

QUESTION 1. Is the staff listed in the RFQ the minimum requirement? Will the City or consultant adjust the staffing needs as permit volume fluctuates? At what frequency would the staffing requirements be reviewed/adjusted?

ANSWER 1. Please see Page 5 of the solicitation, Section 'Level of Service'.

QUESTION 2. Please provide the city costs that will be calculated prior to the up to 10% payment to the consultant. Does it include costs other than the consultant costs? What is the annual estimate/budget for the City Costs?

ANSWER 2. Please see Addendum # 4.

QUESTION 3. Page 5, the adjustment in rates capped at 2% max. Would the City accept the CPI index as an adequate backup for increased operational costs? If not, what is needed to show operational cost increase? What defines 'significantly'?

ANSWER 3. Please see Addendum # 2.

QUESTION 4. The commercial new construction, major renovations review time frame is inconsistent in the RFQ, please confirm page 18 shows 10 days, page 9 shows 20 days.

ANSWER 4. Please see Addendum # 1.

QUESTION 5. Who will the Project Manager be that will perform evaluations?

ANSWER 5. The evaluation committee will be selected by the City Manager in accordance with City of Hallandale Beach (COHB's) Code of Ordinances Chapter 23, Section 3. The Cone of Silence prohibits communication with anyone except for the Procurement Department staff.

QUESTION 6. Additional inspections listed on page 11. Please confirm time is billable based on the rate for the position performing the inspection.

ANSWER 6. Please see Addendum # 2.

QUESTION 7. Page 19, Exhibit B-Personnel Summary, please confirm if the staff listed is currently employed by the City?

ANSWER 7. Yes.

QUESTION 8. Overtime rate is not mentioned; would this be considered to fall under emergency/holiday rate?

ANSWER 8. Please see Addendum # 3.

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QUESTION 9. Will this contract replace the existing Consultant agreements in place for supplemental building department support?

ANSWER 9. Yes.

QUESTION 10. On page 4 the listed Positions include Chiefs. On page 26- Cost Proposal, the Hourly rate chart does not separate the chief position from the inspector position. Where should we enter the rate for the Chief positions?

ANSWER 10. Please see Addendum # 3.

QUESTION 11. Does the City expect the Floodplain Coordinator/Administrator shown on page 6 to be a full- or part-time position?

ANSWER 11. Please see Page 4 of the solicitation, Section 'Contract Cost'.

QUESTION 12. Page 4 of the RFP lists the technical positions currently comprising the City's Building Division. Who are the current employers for each of the positions listed?

ANSWER 12. Please see page 19 of the solicitation, EXHIBIT B - PERSONNEL SUMMARY.

QUESTION 13. Can the current City Building Division vendors and their personnel, be included or involved with this procurement process (i.e., Scoping, Evaluation Committee, Advisor)?

ANSWER 13. No.

QUESTION 14. Page 4 of the RFP states that "A revenue share of up to ten (10) percent after city expenses will be paid by the city to the contractor..." Define and describe the city expenses referred to by this citation?

ANSWER 14. Please see ANSWER 2.

QUESTION 15. Will non-emergency work assigned for after-hours, weekends, holidays, or Fridays be paid to the contractor as overtime?

ANSWER 15. Please see ANSWER 8.

QUESTION 16. The City's Building Division positions defined on page 4 and the personnel identified in Exhibit B, page 19, do not include permit technician staff. The "Cost Proposal" table on page 26 includes permit technicians. Does the City's Building Division currently include permit technicians? If so, provide information regarding the permit technician staffing, positions and employers.

ANSWER 16. Please see Addendum # 2.

PLEASE NOTE RECEIPT OF ADDENDUM # 5 BY COMPLETING 'FORM P: ACKNOWLEDGEMENT OF ADDENDA' WITH YOUR FIRM'S SUBMISSION.

Code of Ordinances, Chapter 23 Procurement, Section 23-14 Cone of Silence – imposes a Cone of Silence for City purchases of goods and services. The Cone of Silence means prohibition on any communication regarding a particular RFP, RFQ, ITB, RFI, or any other advertised solicitation between a potential proposer, offeror, respondent, bidder, lobbyist or consultant and the city's staff including, but not limited to, the city manager and his/her staff; the evaluation/selection committee; the mayor; and the city commission and their respective staff. The Cone of Silence shall be imposed when a formal competitive solicitation has been issued and shall remain in effect until an award is made, a contract is approved, or the Commission/Board of Directors takes any other action which ends the solicitation. Should any firm contact you, please direct the communication to the Procurement Department at (954) 457-1333.