



CITY OF CHIPLEY



Addendum No. 1

CITY OF CHIPLEY, FLORIDA REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR A FLORIDA DEPARTMENT OF COMMERCE COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT

RFQ NO. 2024-03

**February 2, 2024
9:00 AM CST Local Time**

The following questions have been presented to the City:

1. What is the budgeted amount for this project? **The budgeted amount for this project is \$50,000.**
2. Please provide clarification to the following inquiries to Section “D”, “Scope of Services”, under the “Purpose, Scope of Work and Qualifications”:
 - a. Section D(1)(a) requires a map of the boundaries of the area to be included in the Master Plan. Does the City of Chipley currently have an adopted Community Redevelopment Agency Boundary? **Yes, a map of the CRA district boundaries can be provided.**
 - b. Section D(1)(c) states, “Existing hardscaping, landscaping, lighting, green space, and signage” must be included in the Downtown Existing Conditions Report. To what degree are these items to be located? Are they just to be located as identified in existing aerial photography and by eye observation, or are they to be located by survey? **A survey is not required for this item of the scope of work. Aerial photography and eye observation will be sufficient.**
 - c. Section D(1)(d) states, “Existing and programmed infrastructure/utility conditions”. Can you please clarify what programmed infrastructure/utilities conditions mean? Also, how are the infrastructure/utilities required to be located? Is a utility survey required? Please clarify what exactly must be located and the means of locating it. **This would be City utilities including sewer, gas and water. For sewer, the awarded bidder would work through the City of Chipley Water Utilities Department and for gas and water the awarded bidder would work through the City of Chipley Public Works Department. A utility survey would not be required.**
 - d. Section D(1)(e) states, “Existing and programmed mobility conditions related to roadways, pedestrians, bicycles, and parking”. Can you please provide clarification on the meaning of programmed mobility conditions? Also, to what extent are these facilities to be located?

Is location via aerial photography an acceptable method for the identification and location of these facilities? This would include parking lots, sidewalks, crosswalks, etc. Anything located in the boundary that increases and makes safe the mobility of residents and visitors. This will include ADA compliance. Aerial photography could be used for location purposes but due to the amount of awning on downtown commercial properties, eye observation would need to be used in certain circumstances as well. The awarded bidder can work with the City of Chipley Public Works Department on this scope of work item.

- e. Section D(2)(b), can you please identify to whom the term “Stakeholders” is referring to? The term “stakeholders” is defined as any resident, building owner, property owner or operating business/organization located within the CRA District boundaries.
3. Section E “Terms” states the end date is May 31, 2024. Does the City of Chipley anticipate filing an extension to extend this date? Although the City of Chipley has already requested an extension for this project, there is no guarantee it will be awarded. Current plans would be to keep the scope of work within the defined grant timeline with a completion date of May 31, 2024. If an extension is granted during work on the project, the project timeline can be adjusted at that time.
4. The listed end date of May, plus an extension opportunity, provides for a confusing preparation of the schedule. Can you provide more detail about whether the City wants an abbreviated project window or should it be calculated to include a grant extension? Although the City of Chipley has already requested an extension for this project, there is no guarantee it will be awarded. Current plans would be to keep the scope of work within the defined grant timeline with a completion date of May 31, 2024. If an extension is granted during work on the project, the project timeline can be adjusted at that time.
5. The use of "engineer" is throughout the document, but downtown planning, landscape architecture, and architecture is requested in the scope. Would you also accept proposals from those typologies of professionals? Yes, the City of Chipley would allow proposals from other professionals. It is not required to be an engineer for this project.
6. Section "F" does not seem to request a scope of work or proposed public outreach process as part of the RFP. Are we to assume only to use what is specifically listed on the RFP, or would you like the teams to provide a scope of work and public engagement plan as part of our submissions? Let's propose that for the additional information section. Section F does not require a scope of work as the defined scope of work already included in the RFQ is already set by the grant agreement. A public engagement plan would be part of the work completed for the public workshops and stakeholder meetings and does not need to be included in your proposal. The City of Chipley is seeking qualifications as defined in Section F to select the best candidate to complete the grant deliverables and submittals will be ranked on such.
7. Is there an identified budget for this scope? We noticed a Florida commerce grant award of \$50,000. Is the desire of the community to stay within that budget? Yes, the budget amount is for \$50,000 and the desire of the City of Chipley is to stay within that budget.

If you have any questions please contact Patrice Tanner, City Administrator at (850) 638-6350.