

ADDENDUM #1 TO RFP CB 21-008

Cocoa Beach Disaster Debris Monitoring Services

March 23, 2021

To All Prospective Proposers;

The City of Cocoa Beach hereby issues this Addendum #1 to the above referenced solicitation:

1) Revision: All questions about the meaning or intent of the Proposal Documents shall be submitted in writing and directed to the City of Cocoa Beach as above. The deadline for questions and the anticipated timeline for this project is shown on ~~page 30~~ page 35. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect and may not be relied upon by Proposers in submitting their proposals.

2) Revision: ADDENDUM AND AMENDMENTS TO REQUEST FOR PROPOSAL:

Respondents will examine all documents included in this Request for Proposal (RFP) carefully and shall make a written request to the CITY'S authorized representative for interpretation or correction of any ambiguity, inconsistency, or error herein. The CITY will not respond to oral inquiries. Proposers may submit written, (e-mailed) inquiries regarding this RFP to the **Project Manager**.

Any interpretation or correction will be issued as an Addendum by the CITY. Only a written interpretation or correction by Addendum shall be binding. . All written addenda will be issued through the CITY'S website at www.cityofcocoa.beach.com and at www.demandstar.com .It shall be the responsibility of the Proposer, prior to submitting their proposal, to determine if addenda were issued, acknowledging same, and incorporating them into their proposal.

3) Revision: REQUEST FOR PROPOSAL TIME LINE The anticipated schedule for this RFP is as follows:

Proposal Issue Date	March 21, 2021
Proposal Advertised	March 21, 2021
Pre-Proposal Meeting	Thursday, April 1, 2021 10:00 AM
Deadline for Questions	Friday, April 16, 2021
Proposal/Bid Opening	Friday, April 30, 2021 2:00 PM
Oral Presentations (if required)	May 10 – May 14, 2021
Contract Award	May 27, 2021

4) Revision: SELECTION PROCESS:

In general, the City wishes to avoid the expense to the City and to Proposers of unnecessary presentations. Therefore, the City will make every reasonable effort to achieve the ranking using written submittals alone. If no single top-ranked firm can be clearly identified by review of the written submittals alone, then the evaluator(s) Project Manager shall request the Purchasing & Contracts Division to schedule the top ranked firm(s) for presentations/interviews.

FORMAL ORAL PRESENTATIONS/INTERVIEWS (If Required) The City may choose to conduct oral interviews with, or receive oral presentations from, one or more of the proposers. If the City chooses to allow oral interviews and/or presentations, such interviews or oral presentations will open to the public. If oral presentations or interviews are held the following guidelines will be used. The City's Finance Department Project Manager will establish the schedule and proposers will be notified at least seven (7) calendar days in advance of the date, time and place of the presentations. The specific format of each presentation will be provided to proposers with the notifications.

5) Notices: All notices required by any of the Contract Documents shall be in writing and shall be deemed delivered upon mailing by either email or certified mail, return receipt requested to the following: To the Contractor: To the City: City Clerk of Cocoa Beach 2 South Orlando Ave. Cocoa Beach, FL 32931 With copies to: City Manager james.mcknight@cityofcocoabeach.com Project Manager rstrong@cityofcocoabeach.com

IMPORTANT: Please be sure to sign at the designated location at the end of this addendum, certifying receipt of this addendum, AND include a copy of the signed addendum in your proposal. Failure to include this signed confirmation of receipt may disqualify you/your firm from further consideration.

~ CERTIFICATION OF RECEIPT OF ADDENDUM ~

(This signed addendum MUST be included in your/your firm's proposal.)

I, the undersigned, do hereby certify that I/my firm have/has received of copy of **RFP CB 21-008 Addendum #1**, issued on **March 23, 2021**, by the City of Cocoa Beach.

Signature of Authorized Representative

Individual/Firm Name

Printed Name of Authorized Representative

Date