
ADDENDUM NO. 2

September 10, 2009

TO: ALL PROSPECTIVE RESPONDENTS / PROPOSERS:

The following changes, additions, clarifications, and deletions amend the above captioned Request For Proposal (“RFP”) and shall become an integral part of the Proposal responses and the subsequent agreement. Please note the contents herein and affix same to the documents you have on hand.

REQUESTS FOR INFORMATION:

Q1: The RFP Response Forms and Proposal Checklist on page 15 includes items 7.1 through 7.10. The proposer’s Qualification Statement is listed as item 7.7, but it is missing from the forms following the list. The titles of forms 7.7 and 7.8 do not match the checklist provided. Which is correct.

A: The Qualification Statement is not a form; please refer to paragraph 4.10 for guidance on the information required. The correct titles are those on the forms themselves.

Q2: You are requesting signage for “Pedestrian/bicycle trail signs including the Riverwalk/Baywalk, Greenways, etc.” Can you clarify this request? Will there be a need for a custom design for these signage elements that is different than the other sign types?

A: We would like to balance consistency of signage with unique identities for different districts, corridors, and/or facilities. In other words, they should be designed to both fit together and stand apart. Beyond that, we do not wish to limit creative solutions by providing strict guidelines at this time. It is up to the consultant teams, as experts in this field, to propose design solutions they feel are necessary to meet the needs of Downtown.

Q3: You are requesting a “consistent city map for handouts.” Is the map artwork and brochure design a part of this project? If so, please provide more details on this piece such as will the map be three-dimensional and the size and content of the brochure.

A: All aspects of the map’s design and production should be included as part of this project. We do not wish to limit creative solutions by providing strict

guidelines at this time. It is up to the consultant teams, as experts in this field, to propose the type(s) of map(s) they feel are necessary to meet the needs of Downtown.

Q4: In Phase One you are requesting "design of all proposed prototype signs." Does this first phase include a prototype system only, or the final wayfinding system design?

A: The first phase includes a prototype system only. Final design would be conducted as part of Phase 2.

Q5: In Phase Two you are requesting "assembly and field testing of sample signs." Are you requesting a prototype and evaluation here?

A: Yes, before we submit for permit and procurement of the signs, we will require that the design team prepare a sample sign for field assembly and testing. The DDA will pay for the cost of the sign materials required for this testing.

Q6: In Phase Two you are requesting "preliminary permit approval". Do you just want us to provide documentation for you to procure the necessary approvals? Can you define this more completely.

A: Preliminary permit approval should read complete and final permit approval. We are expecting that preliminary conversations with the permitting agencies would have taken place under Phase 1.

Q7: In Phase Three you are requesting us to "obtain input as necessary from the City, County, etc.". Can you clarify this request?

A: We anticipate that the consultant team will need to meet with various stakeholders, including local government agencies, in the development of the plan, in order to assess needs, meet code requirements, and coordinate efforts.

Q8: Also in Phase Three, are you asking for exact sign locations? Is a City engineer available to review our location plans or should we partner with an engineer to provide that level of detail?

A: Exact sign locations will need to be determined as part of the Phase 2 permitting process. DDA and City engineers should be able to help review locations plans, but it is up to the consultant to determine whether an engineer should be included as part of their team.

Q9: Does the City of Miami have a database of qualified M/WBE firms? Can you tell me if the attached certification is acceptable or if we need to obtain a separate MWBE with the City of Miami?

A: Please disregard the M/WBE form and Paragraph 4.6. The DDA will follow the City of Miami's lead in removing this policy as a consideration in its evaluation and selection process.

THIS ADDENDUM IS AN ESSENTIAL PORTION OF THE CONTRACT DOCUMENT AND SHALL BE MADE A PART THEREOF.



Alyce M. Robertson
Executive Director
Miami Downtown Development Authority

This addendum should be signed and dated by proposer/respondent and submitted as proof of receipt with the submission of proposals. The proposer by identifying the addendum number in their proposal and by the signing and submission of their proposal shall serve as proof of receipt of this addendum.

NAME OF FIRM

SIGNATURE

PRINT NAME

DATE