



MANATEE COUNTY

DATE: August 26, 2014

TO: ALL INTERESTED PROPOSERS

REFERENCE: REQUEST FOR PROPOSAL No. 14-2526CP – “Property Appraisal Services”

ADDENDUM No. 2

Proposers are hereby notified that this Addendum shall be acknowledged by them within their proposal and shall be made a part of the above named Proposal and Contract Documents.

The following items are issued to add to, modify, and clarify the Proposal and/or Contract Documents. These items shall have the same force and effect as the original Proposal and /or Contract Documents. Proposals are to be submitted on the specified date and shall conform to the additions and revisions listed herein.

1. Section C.01-A – Please differentiate this from Section C.03.09. Should we place license information for the actual appraisers in section 1, while firms licenses go into section 3? Also, would you like a page listing each license and related information, or should we provide copies of each license for these sections?

The licenses can be listed in Section C.03.09 of the proposal. A page listing each license and related information will be sufficient with the proposal.

2. Section C.01 – Minimum Qualifications – is this to mean that appraisers should meet one of the three listed in section A, B and C, or all 3? What is the format of this section, are you looking for a statement that the firm meets the minimum qualifications, or copies of licenses / designations, or both?

The proposer should meet all the items listed in C.01. The licenses can be listed in Section C.03.09 of the proposal. Additionally, to validate experience, expertise and capabilities, Proposers shall provide the following details for each of the Proposer(s)' relevant past performance of similar projects:

- a. Name and location of the Client and the project, the year of performance and the date the project was fully operational and accepted. The specific details of the project including the components and subcontractors utilized.
Specify the name, title and telephone number for the Clients contract manager for the project;
- b. Names of your firm's staff and their direct involvement in the project;
- c. Names and telephone numbers of the persons representing the individual agencies with which the identified key staff directly worked; and

- d. Governmental agency, if any, which verified compliance with its requirements or standards, and the names and telephone numbers of the key persons with direct knowledge of this process to achieve compliance.
3. For section C.03.10 – should this fee schedule include both flat rates and hourly rates?

The fee schedule can be flat rate, hourly rate or a combination of both.

4. Should insurance certificates be included and if so, where would you like them placed within the proposal – is it ok to place them under C.03.12 “Additional Information”?

Insurance certificates will be required by selected proposers at time of contract but are not required with the RFP.

All other terms and conditions of the original Request For Proposal remain unchanged.

If you have submitted a proposal prior to receiving this addendum, you may request in writing that your original, sealed proposal be returned to your firm. All sealed Proposals received will be opened on the date stated.

Sincerely,
MANATEE COUNTY GOVERNMENT


