



**FORWARD  
PINELLAS**  
Integrating Land Use & Transportation

**MEMORANDUM**

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**THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY**

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**TO:** All bidders

**FROM:** Chelsea Favero, AICP, Planning Manager

**DATE:** August 22, 2018

**SUBJECT:** Procurement for Competitive Proposals: Forward Pinellas Level of Service Database Development and Maintenance, #18-01

**Addendum No. 1**

The following information has been added to the procurement:

1. The questions received by Forward Pinellas and associated answers are shown on the next page.
2. Exhibit A, Scope of Services, has been amended to include Task 4, below.

**Task 4 – Other**

As an addition to the scope items listed above, the consultant may be engaged on an as-needed basis to assist the local governments of Pinellas County with additional planning activities that are related to this project scope. The scopes and fees for such activities will be negotiated separately from this contract, as needs arise and as the consultant has available capacity.

## #18-01 Questions & Answers

1. What is the budget allocated for this project?  
Forward Pinellas currently has \$25,000 budgeted for this project. However, the agency is willing to increase the budget up to \$35,000 for the winning proposal.
2. Item 3 states the following:  
“Respondents must be licensed by the State to do business in Florida and be qualified to perform the advertised work requirements.”  
Does this mean that only responses from firms with physical locations in Florida will be considered?  
Firms do not need to have a physical location in Florida to be considered; however, if a firm is not licensed to do business in Florida, an affidavit or equivalent commitment to becoming licensed to do business in Florida is required.
3. Is there an established budget for this project? If so, what is it?  
Please see the response to Question #1 above.
4. What do you envision as the length of the contract?  
The contract is envisioned to last through June 30, 2020, with two optional 2-year extensions.
5. Should our cost estimate include database maintenance for the life of the contract?  
Yes. Please provide all annual costs for the life of the project.