

**ADDENDUM 1**  
**TO THE**  
**CITY OF CRESTVIEW**  
**REQUEST FOR QUALIFICATIONS**  
**RFQ #20-12-15a**

**Master Plan Proposal for Foxwood Recreation Complex**



Issued By:

Office of the City Clerk  
198 Wilson Street North  
Crestview, Florida 32536  
(850) 682-1560  
Fax (850) 682-8077  
Website: <http://www.cityofcrestview.org>

Date of Issue: November 10, 2020

Responses Due: December 15, 2020 2:30PM CST

## ADDENDUM 1

**This addendum is in response to questions received from a potential proposer.**

1. Given this is a master plan effort (and not construction for the foreseeable future), we recommend the City delete the Construction Management (CM) portion of the RFQ. We acknowledge CM will eventually be a critical function, but CM efforts will be significantly downstream of programming, master planning, and eventually designing the new rec complex. If agreeable, suggest all references to CM or CM-related activities in the RFQ should be stricken (i.e., Sections 1.4.3, 2.1.3, 5.2.1, 5.2.2, etc).

This question makes a good point. The City will address the CM component at a later date especially since selecting the company will be based on the types of improvements. Here is the answer to the question... The Construction Management related activities of the request for qualifications are removed at this time. At the conclusion of the master planning process the City will release an additional request for qualification for Construction Management.

2. The RFP has three different instructions for what should go on the outside of the package: item 4.3.7 says "RFQ #20-12-15a" and proposer name, another place says it should say "Facilities Inventory and Operational Assessment Master Plan", but a third says "RFQ 20-12-15a" plus additional content. Which is correct?

RFQ #20-12-15a and proposer name or Master Plan Proposal for Foxwood Recreation Complex Betsy, please prepare an addendum to correct this in the RFQ

3. Do you want the Statement of Understanding as described in item 4.3.4 to come ahead of the Section 5 parts, or should it follow the first five Section 5 criteria? Or do you want it presented in some other fashion?

Location of the SOU is vendor preference

4. Do you wish to have each individual section requested, including the Table of Contents and Executive Summary, tab-separated, or just the sections listed in Section 5 of the RFQ? Either is fine
5. Please confirm Section 5.1.4 (bonding and insurance) is not required, as this is a professional series and not construction contract. Bonding will not be required for the master plan.
6. Are we permitted to provide more than three projects (Section 5.3 - Criteria 3)? Submitting firms should follow the directions of the RFQ
7. Should we be approaching our "ability to establish budgets and control costs" and our "ability to meet schedules" on a construction management approach, as requested by the RFQ, or if we should approach it from a master planning perspective? The construction management aspect seems to be an artifact from a previous RFQ – is this the case, or is it intended? This section can be removed until the CM RFQ.

If there are any further questions, please contact City Clerk Elizabeth Roy at [cityclerk@cityofcrestview.org](mailto:cityclerk@cityofcrestview.org).