

**TOWN OF SOUTHWEST RANCHES, FLORIDA**  
**“A CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES”**  
**RLI No. 19-005**  
**September 6, 2019**

**ADDENDUM 1**

---

1. **Question:** Who are the incumbent firms?

**Answer:** Please refer to the link below for Resolution 2015-005 published on the Town’s website.

<http://southwestranches.org/wp-content/uploads/2014/10/RESO-2015-005-Continuing-Contract-for-Engineering-Services.pdf>

2. **Question:** What work orders/\$ amounts were awarded during the term of the contract?

**Answer:** The total value of work orders issued during the term of the contracts was approximately \$500,000.

3. **Question:** For our in-house expertise for other disciplines, would the Town like full resumes as well?

**Answer:** Yes.

4. **Question:** On page 9, item #4 asks for resumes of key personnel, and item #12 asks for complete SF330. Does the Town want company resumes and SF330 Section E Resumes? Or Just SF330 Section E Resumes?

**Answer:** For item #12, SF330 Section E Resumes will suffice.

5. **Question:** 330 Forms – Page 9 III. Submission Requirements 1.12 mentions including 330 Forms as well as Page 14 under VIII. Summary of Documents to be Submitted with RLI’s. Which section should we include this in? Should we include this on both sections?

**Answer:** Placed in one section and referenced in the other.

6. **Question:** Location – Under the Evaluation Criteria on page 6, may you please clarify how the Town is breaking down the location of office 10 points?

**Answer:** The Town generally prefers firms that are in closer proximity to the Town, but the allocation of points is up to each individual member on the Selection Committee.

7. **Question:** Cover letter – We noticed there is no mention of a cover letter; are we allowed to submit one with our proposal?

**Answer:** Yes.