

Addendum Date: March 10, 2023
CITY OF PENSACOLA, FLORIDA
ADDENDUM #3
TO THE REQUEST FOR QUALIFICATIONS

**Land Development Code Assessment and Recommended Amendments for
Potential Rewrite or Update of the Land Development Code**

RFQ NO: 23-019

The following items take precedence over the documents for the above named item. All other terms and conditions shall remain the same.

**A SIGNED COPY OF THIS ADDENDUM MUST BE RETURNED WITH YOUR
SUBMITTAL AS ACKNOWLEDGEMENT.**

Company: _____ Date: _____

Authorized
Representative: _____ Title: _____
Printed Name

Signature: _____

1. Page 6 of the RFQ, under Team Expertise the City asks firms to "...provide a letter of commitment for each of the key staff members to be assigned to the project." Can the City please clarify if this means a formal letter (individual page per person) addressed to the selection committee, or would a paragraph and signature do?
 - A. A single letter from the prime firm that states staff and project partners are committed and available to do the work envisioned in the RFQ is sufficient.

2. Page 4 of the RFQ states, "*Sections of the final product may include, but are not limited to, the following:* "

Does that refer to the final product of Phase 1 (the assessment)? The previous sentence states that the "final product" must be integrated into the zoning and land development regulations.

- Yes, it refers to the final product of Phase I (the assessment).

Are they talking about the same "final product" of amendments (an ordinance)? Is this correct?

- No. The final product referenced under the Primary Work Product is associated with Phase II.

If so, can the City end the contract after the recommendation phase?

- Yes. However, the intent is to keep the selected company under contract for a five-year period.

3. What is the anticipated budget for the LDC assessment?

A. See Addendum 2.

4. What portion of the City, approximately, does the City hope to be form based?

A. Undetermined, if any.

5. What is the anticipated timeline for start of the project and delivery of the analysis and recommendations for LDC the update?

A. See Addendum 2.