



**ADDENDUM # 2**  
**RFP # FY 2019-2020-CRA002**  
**PROFESSIONAL LEGAL SERVICES**

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Please ensure you check the City's website for the latest addendum released for this RFP/project. Below find the link to the City's website: [www.cohb.org/solicitations](http://www.cohb.org/solicitations).

**Proposing firms must provide this Addendum # 2 signed by an authorized officer of the firm to acknowledge receipt of ADDENDUM # 2 with your Firm's proposal. Addendum # 2 form must be provided with firm's response.**

Please ensure you check the City's website for the latest addendum released for this project. Below find the link to the City's website: [www.cohb.org/solicitations](http://www.cohb.org/solicitations).

**PLEASE NOTE:**

**Question #1.**

Who are the members of the Evaluation Committee?

The PowerPoint presentation made by Ms. Lues at the HBCRA Board meeting of February 10, 2020 indicated that the Evaluation Committee consists of:

Lovern Parks, HBCRA Residential Programs Manager  
Jennifer Merino, City Attorney  
Lynn Solomon, City of Fort Lauderdale City Attorney

**Answer #1.**

Yes, those are the members of the Evaluation Committee.

**Question #2.**

The only other attendee at the Non-Mandatory Pre-Proposal Conference this morning was David Tolces of Weiss Serota Helfman Cole and Bierman, P.L. ("WSH"). Since WSH (and perhaps other proposers) have been and are currently engaged by Ms. Merino to provide legal services to the City of Hallandale Beach, if Ms. Merino is on the Evaluation Committee (as per the PowerPoint presentation, will she be replaced with an independent third party so that there is no actual or perceived bias and/or appearance of impropriety?

**Answer #2.**

The Conflict of Interest Form, page 27 of the RFP, list the types of conflicts of interest. The above stated information does not create a conflict of interest as defined per the Conflict of Interest Form.

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**Question #3.**

The City's website indicates that the City is "CLOSED EFFECTIVE MARCH MONDAY, MARCH 16<sup>TH</sup> UNTIL FURTHER NOTICE." Please advise if the HBCRA is postponing this solicitation until the City/HBCRA reopens and/or the amending the dates set forth in the schedule on the title page and pages 17/18 of the RFP.

**Answer #3.**

See addendum # 1. It applies to the entire RFP.

**Question #4.**

Pages 32-37 address the requirements for References. As you know, Fox Rothschild currently serves as the HBCRA Attorney. Please advise if requesting a reference from the HBCRA Executive Director is a violation of the Cone of Silence set forth on pages 38-40 of the RFP.

**Answer #4.**

No, requesting a reference from HBCRA is not a violation of the cone of silence. However, it is requested and preferred that the references not be required of HBCRA and City staff.

**Questions #5:**

Do you anticipate extending the bid due date?

**Answer # 5:**

See addendum # 1.

**Questions # 6:**

What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

**Answer # 6:**

See pages 4-6 Minimum Qualification Requirements and pages 10-16 of the RFP.

**Questions # 7:**

Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com](http://www.mygovwatch.com)?

**Answer # 7:**

No.

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**Question # 8:**

Other than your own website, where was this bid posted?

**Answer #8:**

The RFP is advertised by emailing the City's Vendor list for commodities that apply to the scope of the RFP, it is also advertised through the Hallandale Beach Chamber of Commerce website, City's website, DEMANDSTAR website, and City Social Media pages. The RFP was also advertised through the Miami minority Business Development Agency Business Center, the U.S. Small Business Administration, and the Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

**Question # 9:**

**Minimum Qualifications:** MQR # 1 states proposers must have an active Sunbiz status "within the past one (7) years." Can you please confirm this should be "seven (7) years?"

**Answer # 9:**

**Minimum Qualification Requirement (MQR) # 1: Years in Business Sunbiz:**

Proposer must be incorporated through Sunbiz with a status of "Active" within the past **seven (7) years**. Provide a copy of Proposer's Sunbiz with your response showing a date filed of year **2013** or earlier.

**Question # 10:**

**Instructions for Submittal:** Our firm's systems force all USB drives to be protected with a password (not files on the drive, but the drive itself). If we clearly attach a password to the USB Drive that contains our submittal, with this be acceptable to the CRA?

**Answer # 10:**

Page 11 of the RFP states: **Firms must make sure that the pdf files provided are searchable prior to submission. Do not place passwords on the USB drive.**

**Question # 11:**

**Sample Form Contract:** Paragraph 27 of the General Terms and Conditions states that a Form Contract is attached as part of the solicitation, however it does not appear to be included. Can you please clarify?

**Answer # 11:**

The HBCRA agreement to be executed for award of contract is not part of the RFP.

ADDENDUM #2

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**PLEASE NOTE RECEIPT OF ADDENDUM # 2 BY SIGNING BELOW AND INCLUDE WITH YOUR FIRM'S SUBMISSION.  
I ACKNOWLEDGE RECEIPT OF ADDENDUM # 2:**

Company	
Name	
Title	
Signature	
Date	

Sincerely,



Andrea Lues, Director, Procurement Department