



LAKE COUNTY

FLORIDA

OFFICE OF PROCUREMENT SERVICES
315 WEST MAIN STREET, SUITE 416
PO BOX 7800
TAVARES FL 32778-7800

PHONE: (352) 343-9839
FAX: 352) 343-9473

www.lakegovernment.com

ADDENDUM NO. 1

Date of Addendum: 10 Aug 11
Request For Proposals (RFP) No. 11-0223

NEIGHBORHOOD STABILIZATION PROGRAM (NSP 3)

It is the vendor's responsibility to ensure their receipt of all addenda, and to clearly acknowledge all addenda within their initial bid or proposal response. Acknowledgement may be confirmed either by inclusion of a signed copy of this addendum with the initial bid or proposal response, or by completion and return of the addendum acknowledgement section of the solicitation. Failure to acknowledge each addendum may prevent the bid or proposal from being considered for award.

This addendum ___ does X does not change the date for receipt of bids or proposals.

The purpose of this addendum is to provide notes from the pre-proposal conference, and further information, to all potential responding vendors. The conference notes are attached hereto and reflect information provided during the course of that meeting and further clarifying information developed after the meeting in response to specific vendor inquiries. Also attached is the sign-in sheet for the pre-proposal conference, a revised pricing page 20 to be included in the vendor response in lieu of the page 20 included in the original solicitation (as discussed in meeting note 1), and a map showing geographic areas of focus for the program (as discussed in meeting note 4). No changes other than the information so noted in this addendum and its attachments constitute an approved change to the RFP.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Typed/Printed Name: _____

Notes: Recommended Pre-Proposal Meeting, 9 Aug 11, RFP 11-0223, Neighborhood Stabilization Program 3

The subject meeting commenced at 10:30 AM as scheduled within the County Administration Building. Sign-in sheets were passed out with comment that this was a recommended rather than a mandatory meeting,

The contents of the Request for Proposals (RFP) were summarized with specific notice provided in regards to the following matters:

- That multiple awards would be made based on the evaluation criteria stated in the RFP.
- That proposal response format and content was detailed in provision 1.14 of the RFP.
- That pricing was to be provided in ranges as specified on page 20 of the RFP.

Questions and answers that arose during the course of the conference are summarized as follows:

1. A further clarification of the pricing input was requested. After discussion, it was determined to eliminate the pricing ranges stated in RFP pricing page 20 and instead require one specific price percentage for inclusion in each of pricing items 1 and 2 of the RFP. County personnel stated that an addendum would be issued providing a revised pricing page 20.
2. A vendor requested clarification of the attachment provided entitled "team composition". It was asked if the County required or desired specific detail regarding subcontractors to be used for specific functions. This lead to a full review of RFP provision 1.14 with emphasis on Tab B.2 requiring submission of a complete work plan intended to include participants and roles.
3. It was confirmed that the cover sheet specified in Tab A of provision 1.14 referred to the front page of the RFP itself.
4. In response to discussion regarding areas to be serviced under NSP 3, it was confirmed that the geographic areas of focus for the Program, while generally described in the RFP, were more specifically detailed on a map which would be provided via an addendum to the RFP. It was pointed out that the full current value of NSP 3 at \$3.1 million did not support an extensive or wide-ranging program within the County.
5. In response to various specific vendor inquiries, County personnel engaged in a detailed discussion of mortgage administration, management, and responsibility under the Program. It was stressed that various vendors would be working in various ways in support of the Program, and that different approaches in regards to this issue would be entertained by the County. The need to provide a detailed work plan within the vendor's

proposal was stressed to ensure a full understanding of any specific vendor's approach to this specific matter.

6. A vendor asked what their approach should be towards subcontractor selection given the stated socio-economic requirements associated with the Program in this regard. It was specifically asked if use of "section 3" vendors was required. The County advised that such vendors should be considered, and provided maximum opportunity to participate, but there was no mandate requiring use of vendors not considered sufficiently qualified to successfully perform required services
7. It was asked if the County would be involved in the advertising of construction opportunities. The County representatives stated that it was primarily a vendor responsibility to conduct such advertising, but that some use of the County website was envisioned in regards to overall community awareness of the Program as a whole..
8. It was confirmed that each copy of the vendor's proposal must contain a full 990 tax form as suggested by Tab I under RFP provision 1.14.
9. The timeframe stated in RFP provision 1.5 was confirmed for completion of the program as a whole to include encumbrance of funds and selling of property. It was stated that the encumbrance should be completed within 18 months of the start of the Program. It was further confirmed that contract award(s) were anticipated 60 days after initial submission of proposals. .
10. The County confirmed that there should be a focus on conversion of properties not beset with asbestos and lead paint issues to support the widest possible application of the program, but that properties having such issues were not excluded from the program. The County confirmed that it would be responsible for environmental reviews.
11. The County confirmed that there was to be no "demo/re-build" activity.
12. It was confirmed in response to a comment after the conclusion of the meeting that the reference to "Attachment 5" in provision 1.1 of the RFP should read "Attachment 4".

The meeting ended at 11:30 after the County's indication of intent to soon issue an addendum with a revised pricing page, a map detailing geographic focus, and the minutes/sign-sheet relating to the pre-proposal meeting with no extension of the current proposal due date.

LAKE COUNTY OFFICE OF PROCUREMENT SERVICES
SIGN-IN SHEET

Project Title: NSP 3

Opening Date: 24 Aug 11

Project Number: 11-0223

Revised

Pre-Bid Date: 9 Aug 11

Purpose of Meeting: PRE-PROPOSAL CONFERENCE / 9 Aug 11

C.O.: BSKWATZMAN

NAME	COMPANY NAME	ADDRESS	PHONE/FAX	E-MAIL
Robert M. Paul	NATURE BUILDERS	11806 FOLLOE DR. ORLANDO	352-857-0000	SMACKONB-LLC.COM
MICHAEL STAPE	RUBBY BUILDERS INC	3739 SILVER ST. #A	921-227-0873	MSKAPS@RUBBYBUILDERS.COM
Glen Holt	Holt Aluminum LLC	4044 William St. P.O. Box 184	352-787-7327	holtaluminum@aol.com
James Fischer	Habitat for Humanity	710 S. Bay	352-483-0434	James@habitat-lakecountypa.org
Terry Chance	✓		✓	Terry@habitat-lakecountypa.org
Tessa Fansler	✓		✓	tessa@
Jacquelyn J. Smith	Homes In Partnership	1175 Lucerne Dr Mt. Dora	407-832-4121	Smithje@homesinpart
B.E. Thompson	Life Stream	PO Box 491000 Leesburg, FL 34719-1000	352-315-7509 352-315-7526	bethompson@lslb.com
Toby Best	Homes In Partnership	135 E. 5th St. Apopka, FL 32703	407-886-2451	bestt@homesinpart
RICHARD WENZEL	HOMES IN PARTNERSHIP	231 E. 5TH ST. APOPKA, FL	407-886-2451	wenzelr@homesinpart.com
Christopher Edwards	City of Leesburg	600 Market St. Leesburg, FL 34748	(352) 728-9766	chris.edwards@leesburgflorida.gov
Ken Thomas	City of Leesburg	24748 600 Market St, Leesburg	352-728-9708	ken.thomas@leesburgflorida.gov
LAMAR HUGHLEY	AMERICAN STRUCTURES	32709 422 S. Central Ave Apopka, FL	352-593-7694	lamar@all-americanstructures.com
Everette Bryant	Judith Properties & Investments	1105 Lucerne Drive, Mt Dora, FL 32757	352-129-2218	everette@judithproperties.com

Revised pricing page 20 per Addendum 1 dated 10 Aug 11

NOTES:

- Lake County is exempt from all taxes (Federal, State, Local). Pricing should be less all direct taxes to the County. A Tax Exemption Certificate will be furnished upon request.
- The vendor shall not alter or amend any of the information (including, but not limited to stated units of measure, item description, or quantity) stated in the Pricing Section. If any quantities are stated in the pricing section as being “estimated” quantities, vendors are advised to review the “Estimated Quantities” clause contained in Section 3 of this solicitation.
- All pricing submitted shall remain valid for a 90 day period. By signing and submitting a response to this solicitation, the vendor has specifically agreed to this condition.
- **Vendors are advised to visit our website at <http://www.lakecountyfl.gov> and register as a potential vendor. Vendors that have registered on-line receive an e-mail notice when the County issues a solicitation matching the commodity codes selected by a vendor during the registration process.**

ACKNOWLEDGEMENT OF ADDENDA

INSTRUCTIONS: Complete Part I or Part II, whichever applies

Part I:
The bidder must list below the dates of issue for each addendum received in connection with this RFP: Addendum #1, Dated: _____ Addendum #2, Dated: _____ Addendum #3, Dated: _____ Addendum #4, Dated: _____
Part II:
<input checked="" type="checkbox"/> No Addendum was received in connection with this RFP.

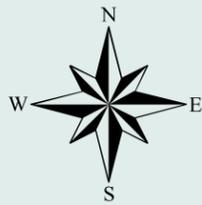
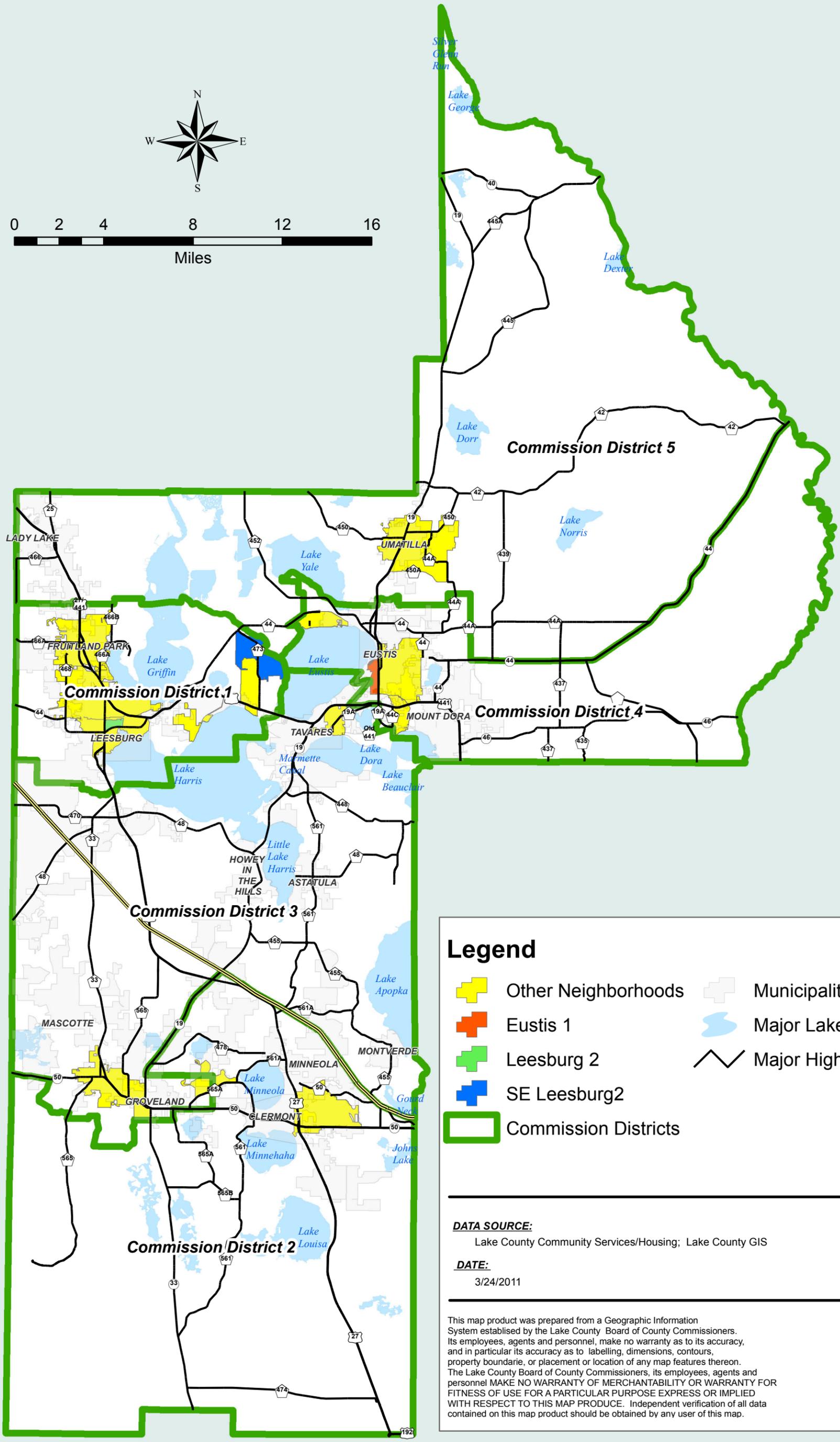
PRICING SECTION

Vendor shall provide the following pricing inputs:

1. Vendor shall state their proposed fee for development services: _____%
2. Vendor shall state their proposed fee for construction management services: _____%

Only those vendors operating as their own general contractor will be allowed to bill separately for construction management services. Vendors shall describe their proposed remuneration process within the Statement of Interest to be included at Tab B of their proposal. A specific fee percentage within the designated fee range will be negotiated for each specific project

Housing Services



Legend

- Other Neighborhoods
- Eustis 1
- Leesburg 2
- SE Leesburg 2
- Commission Districts
- Municipalities
- Major Lakes
- Major Highways

DATA SOURCE:

Lake County Community Services/Housing; Lake County GIS

DATE:

3/24/2011

This map product was prepared from a Geographic Information System established by the Lake County Board of County Commissioners. Its employees, agents and personnel, make no warranty as to its accuracy, and in particular its accuracy as to labelling, dimensions, contours, property boundaries, or placement or location of any map features thereon. The Lake County Board of County Commissioners, its employees, agents and personnel MAKE NO WARRANTY OF MERCHANTABILITY OR WARRANTY FOR FITNESS OF USE FOR A PARTICULAR PURPOSE EXPRESS OR IMPLIED WITH RESPECT TO THIS MAP PRODUCT. Independent verification of all data contained on this map product should be obtained by any user of this map.