



**City of North Port**  
**FINANCE DEPARTMENT/PURCHASING DIVISION**  
**4970 CITY HALL BLVD, STE 337**  
**NORTH PORT, FLORIDA 34287**  
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**January 26, 2022**  
**ADDENDUM 1**

**TO: PROSPECTIVE BIDDERS**

**RE: RFP NO. 2022-13 General Planning Services**

**DUE DATE February 14, 2022 AT 2:00 P.M.**

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Proposers are hereby notified that this addendum shall be made part of the above-named RFP and agreement documents. The following changes to the above RFP are issued to modify, and/or clarify the RFP and agreement documents (the deletions are as ~~striketroughs~~ and additions as underlined). These items shall have the same force and effect as the original documents, and proposals to be submitted on the specified date shall conform with the additions, deletions and revisions as listed herein.

1Q: Can you please provide information related to the previous contract?

1A: There is no previous contract.

2Q: Do our submittals need to utilize the Calibri font specifically, or are we able to use our firm's standard font that is similar as long as it adheres to the 11pt font size requirement?

2A: Font type and size are stated in the RFP to use.

**Firms are required to acknowledge receipt of this addendum on their proposal forms. All other terms and conditions of the original proposal and contract documents remain the same.**

*Keith Raney*

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Keith Raney, CPPB, CPPO, NIGP-CPP  
Contract Administrator II  
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**Receipt of Addendum No. 1 shall be noted within the Bid Form in the appropriate section.**  
**End of Addendum No.1**



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**February 2, 2022**  
**ADDENDUM 2**

**TO: PROSPECTIVE BIDDERS**

**RE: RFP NO. 2022-13 General Planning Services**

**DUE DATE February 14, 2022 AT 2:00 P.M.**

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1Q: In regards to subconsultants under Tab 3, do you require SF330 resumes for those individuals listed or only for key team members from the prime firm? **Section 3.1** states to include a SF 330 Section E form for EACH key person you anticipate assigning to the project, but **Section 3.2 Subconsultants** only mentions including a summary of their background and qualifications, no SF 330.

1A: A full 330 form is not needed for the proposed subconsultants. Only certain parts of the 330 form need to be completed for the Tabs/Sections of the RFP that specifically request subconsultant information.

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*Keith Raney*

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**Keith Raney, CPPB, CPPO, NIGP-CPP**  
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**Receipt of Addendum No.2 shall be noted within the Bid Form in the appropriate section.**  
**End of Addendum No.2**



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February 8, 2022  
ADDENDUM 3

TO: PROSPECTIVE BIDDERS

RE: RFP NO. 2022-13 General Planning Services

DUE DATE February 14, 2022 AT 2:00 P.M.

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Proposers are hereby notified that this addendum shall be made part of the above-named RFP and agreement documents. The following changes to the above RFP are issued to modify, and/or clarify the RFP and agreement documents (the deletions are as ~~strike-throughs~~ and additions as underlined). These items shall have the same force and effect as the original documents, and proposals to be submitted on the specified date shall conform with the additions, deletions and revisions as listed herein.

1Q: Can we use larger Calibri font formats for the **cover(title page)** and **tabs**?

**1A: The font size 11, font Calibri applies to all except the Title/Cover Page.**

2Q: Can we format the pages that are not in the SF330 forms utilizing **headers** and **titles** with font formats other than Calibri 11?

**2A: The font size 11, font Calibri applies to all except the Title/Cover Page.**

3Q: Is the Calibri 11 for the body copy only?

**3A: The font size 11, font Calibri applies to all except the Title/Cover Page.**

Firms are required to acknowledge receipt of this addendum on their proposal forms. All other terms and conditions of the original proposal and contract documents remain the same.

*Keith Raney*

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Receipt of Addendum No.3 shall be noted within the Bid Form in the appropriate section.  
End of Addendum No.3