

RFQ # 2024-01 Urban Planning Continuing Professional Services

Questions/Answers Answers are in RED

How many consultants does the Town plan to select for this on-call library?

The Town is open to selecting more than 1 firm, especially if there is the possibility of a potential conflict of interest.

Have any firms held this Urban Planning CSA in recent years or currently? If so, please name the firms that have held the most recent version of this contract.

TMH Consulting, Inc.

Does the Women's Business Enterprise National Council (WBENC) Women's Business Enterprise (WBE) certification qualify for the 5 points awarded for MBE?

Yes

I currently provide zoning and flood permit services through Alpha Inspections (Town's contracted Building Official), a firm contracted by the Town. Would I be required to terminate my agreement with Alpha Inspections if selected, or would my services to Alpha Inspections be limited to municipalities other than the Town of Howey-in-the-Hills? Would I be required to list this relationship on the Conflict-of-Interest Disclosure Form?

If an applicant is a subcontractor for a current Town contractor and the subcontracting services are not inconsistent with the Town's interests, then the application will be accepted.

Insurance Questions:

Business Automobile Liability Insurance – this is not applicable unless I own vehicle(s) under my business name that would ONLY be used for business purposes. I am not planning on using any hired or non-owned vehicles either. If this requirement is non-negotiable, my agent stated Commercial Auto is available for purchase through a partner agency.

In the event the Consultant does not own automobiles, the Consultant shall maintain coverage for hired & non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Worker's Compensation Insurance and Employers Liability Insurance – this is not applicable to my business per the attached official document (the applicable section has been highlighted below.) Also, per the attached email from the Division of Workers' Compensation, Sole Proprietors are NOT eligible to obtain an exemption under current Florida laws. Would including the provided documentation regarding the non-applicability of worker's compensation requirements within my bid packet sufficiently address this portion of the insurance requirements?

All regulations per Florida Statute Chapter 440 apply.

Umbrella or Excess Liability Insurance – this requirement is needed for large contracts. Is it safe to assume this requirement would not apply to a small business such as mine?

The Consultant shall maintain either a Commercial Umbrella or Excess Liability Insurance at a limit of liability not less than \$2,000,000 each occurrence and \$2,000,000 aggregate. The Consultant shall endorse the Town of Howey-in-the-Hills as an "Additional Insured" on the Umbrella or Excess Liability Insurance, unless the Commercial Umbrella/Excess Liability Insurance provides coverage on a pure "True Follow-Form" basis, or the Town of Howey-in-the-Hills is automatically defined as an additional protected person. Any self-insured retention or deductible shall not exceed \$25,000.

QUALIFICATIONS PACKAGE SECTIONS: TAB B. FIRM PROFILE – this section requires a copy of the "Firm's current State of Florida Town of Professional Regulations License to perform business" As a Sole Proprietor, my requirements are not the same as an LLC. I am registered with the Department of State and my registration is active. My business can be found on Sunbiz.org under the Fictitious Name Search option. Would the attached registration documents satisfy this requirement?

Yes

TAB C. TEAM COMPOSITION AND RESUMES – specific administration duties are completed via 1099 by an individual whom I have contracted to perform such duties. This individual is also actively learning planning principles but does not provide advisement as a subconsultant. Does the Town request the resume and state registration for individuals contracted to perform typical office duties other than consulting? It appears this section only applies to subconsultants, but I wanted to be sure of the Town's intent.

Applicants should supply resumes for any team member who will be providing core professional services.

DRUG FREE WORKPLACE CERTIFICATE – Does the Town want this certificate completed by firms that do not have w-2 employees?

Yes, all applicants need to submit this.