

February 25, 2019

**BOARD OF COUNTY COMMISSIONERS  
ORANGE COUNTY, FLORIDA**

**RFP Y19-192-TJ**

**PROFESSIONAL SERVICES FOR DEVELOPMENT AND ADMINISTRATION OF  
OWNER-CONTROLLED INSURANCE PROGRAM (OCIP)**

**ADDENDUM #1**

This Addendum is hereby incorporated into the RFP documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall be amended as follows.

**A. Clarification:**

The acceptance date has been changed as follows: Sealed proposal offers will be accepted up to 2:00 PM (local time), Tuesday, March 5, 2019.

**A. Questions and Answers**

**Question 1:** To what extent will an on-site OCIP administrator be used? Does the project require someone part time or full time throughout the duration of the project? Can that administrator be a 3rd party or must they be part of the brokerage team?

**Answer:** The OCIP Administrator does not have to be onsite but will require attendance at monthly or quarterly progress meetings, which may be held at the Convention Center. The Administrator individual shall be a full-time employee of the brokerage firm.

**Question 2:** To what extent do we need to establish on-site medical treatment? Do we need medical personnel on site full time? If so, what medical professionals are required?

**Answer:** The onsite medical trailer is anticipated to be up and running as soon as construction goes vertical or at the time that the construction management area is up and running. The County finds that RN's or ARNP's staff are sufficient to manage the clinic on-site.

**Question 3:** To what extent is, an on-site safety / loss control professional needed? Does the project require someone part time or full time? Can that professional be a 3rd party or must they be a member of the brokerage team?

**Answer:** Safety personnel shall be onsite and full-time throughout construction of the project. This professional may be either a 3rd party provider or a member of the brokerage team.

**Question 4:** Can certified WMBE firms form a joint venture with non-certified firms and be considered qualified and certified to participate in the project as a WMBE contractor?

**Answer:** Yes, an Orange County certified M/WBE firms can form a 51% joint venture with a non-minority firm. Complete the Information for Determining Joint Venture (JV) form located in the RFP to denote the parties' respective roles, responsibilities and levels of participation. Also, attach a written copy of the joint venture agreement. If approved, the proposer will be recognized as an Orange County M/WBE Joint Venture only. As stated in the RFP, if proposing as a Joint Venture, the Joint Venture shall obtain and maintain all contractually required insurance in the name of the Joint Venture as required by the contract. Individual insurance in the name of the parties to the Joint Venture will not be accepted.

**Question 5:** Can we go outside of the RFP format when responding to questions? If so, to what extent? Are Appendixes highlighting our bios, analytics, insurance structure, etc. acceptable?

**Answer:** The body of the response should closely follow the RFP format. Any ancillary or supporting documentation may be referenced in the body of the response and included as appendices.

**B. ACKNOWLEDGEMENT OF ADDENDA**

- 1. The bidder shall acknowledge receipt of this addendum by completing that applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.
- 2. All other terms and conditions of the Y19-192, Professional Services for Development and Administration of Owner Controlled Life Insurance Program (OCIP) remain the same.
- 3. Receipt acknowledge by:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm