



QUESTIONS AND ANSWERS

Legal Services RFP 2009-011

1. *On page 5 of the RFP No.#2009-011 under the heading “Minimum Qualifications,” there is a 15-page limit for the response, excluding certain required submittals and typical document components such as covers, table of contents, dividers, etc. Will the 15-page limit include any additional appendices submitted by a proposer such as client list or representative project lists?*

No, not if they consist of client lists or project lists.

2. *Also on page 5, paragraph 2 under the heading “Minimum Qualifications” RFP No.# 2009-011 requires the proposer to, “Include a copy of the current certification by the Florida Bar Association for each member as to the definition of current certification?”*

See No.#5.

3. *Please provide an estimate of the number of monthly meetings that are typical of the Board of County Commissioners, the Wakulla County Planning & Zoning Commission and the Code Enforcement Board.*

The Planning Commission and the Code Enforcement Board each meet one time per month. The Board of County Commissioners meetings are held twice a month for regularly scheduled meetings; in addition, there are Town Hall Meetings which are generally held quarterly; scheduled and periodically unscheduled workshops, either of which can start as early as 4 p.m. or as late as 6 p.m. Every attempt is made to notify staff and other required personnel as soon as we become aware of a workshop.

4. *Would it be possible to get the forms in the Wakulla County Board of County Commissioners Legal Services Request for Proposal Number #2009-011 in an editable format so that we can type in our responses?*

Unfortunately that capability is not available.

5. *Also, on page 6 of the RFP, you request that we include a “copy of the current certification by the Florida Bar Association for each member of the firm who will be providing services to the Board of County Commissioners.” Would a printout of the Florida Bar Association’s web page illustrating that the attorney is in good standing suffice? On*

these printouts, you can see the date the page was accessed, the web address it was taken from and the current standing with the Bar.

Yes, that will suffice.

6. On page 12 of RFP 2009-001 Legal Services, you have listed "Completed RFP Response Sheet with Signature" as a requirement for inclusion in our submission. Where would I find that form? Is it in the proposal but named something else?

It is page 12 - just complete the portion under the heading of RFP RESPONSE SHEET and submit that with your bid package.