

* REQUEST FOR QUALIFICATIONS *

- I. The CITY OF KISSIMMEE is seeking SEALED QUALIFICATIONS on the following:
Request for Qualifications Number **RFQ2010-005 Brownfields Initiative Request for Grant Writing Qualifications**
- II. All qualifications must be submitted in a SEALED envelope and plainly marked with the bid number on the exterior of the bid envelope.
- III. To be considered qualifications MUST be delivered OR mailed to:

**City of Kissimmee
Purchasing Office
100 N Alaska Avenue
Kissimmee, FL 34741**

And time stamped on or before 2:00 PM June 29, 2010.

- IV. All qualifications shall be opened and read publicly in the Central Services Conference Room, 100 N. Alaska Avenue, Kissimmee, Florida at 2:30 PM June 29, 2010.
- V. All qualifications must be according to specifications and conditions, and on the forms provided herein.
- VI. The Bidder's name and address shall be clearly shown on the exterior of the Sealed Envelope.
- VII. The City of Kissimmee reserves the right to accept and/or reject any or all qualifications, with or without cause, to waive technicalities or to accept the qualification which, in its judgment, best serves the interest of the City of Kissimmee. Persons are advised that, if they decide to appeal any decision made concerning the award of this qualification, they will need a record of the proceedings, and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be made. Qualification results other than the apparent low offer will not be provided in response to telephone inquiries. Bidders desiring a copy of the Abstract of Offers should include such request with a self addressed stamped envelope in their qualification.

Debbie Luke
Purchasing Coordinator

General Requirements:

- 1.1 BID PREPARATION:** Submission of a bid in response to this solicitation shall evidence the bidders acknowledgement that he is cognizant of all the conditions and specifications contained herein and that any offer made is in accordance with the contained specifications and conditions unless, specifically identified and explained as exceptions on the bids schedule. Each bidder is responsible for the completeness and accuracy of their bid. Bids must show manual signatures by an individual authorized to offer such obligations, and shall contain evidence of that person's authority to make such offers. Unsigned bids will be rejected. Stamped or otherwise reproduced signatures are not acceptable. Erasures, or other changes must be initialed by the person signing the bid. Bidders should include all descriptive literature specifications, or catalogs or cuts necessary to specifically identify and describe the item(s) being offered. Failure to do so may result in the bid being declared non-responsive.
- 1.2 SUBMISSION OF BIDS:** All bids shall be submitted in a sealed envelope on the forms included with this solicitation with the bidders name and address and bid number plainly marked on the exterior of the envelope. Facsimile or telegraphed bids will not be accepted.
- 1.3 PRICING:** The unit price for each item being bid will be shown on the Bid Schedule and will include all costs for or associated with the item. A total for each line item will be entered on the Bid Schedule. In case of a discrepancy between unit price and extended price, the unit price shown shall prevail.
- 1.4 DELIVERY:** Exact delivery times frames or dates must be shown on the bid, such as, "(x) days after receipt of order". Number of days for delivery shall be presumed to include all weekends or holidays in the period. All offers shall be FOB Destination and shall include inside delivery to the delivery point specified.
- 1.5 DEFAULT:** Should the successful bidder for any award made as a result of this solicitation fail to deliver a product in accordance with the specifications contained herein and within the time frame promised, the City of Kissimmee reserves the right to cancel the contract for default and to award this contract to the next most qualified offer. The bidder in default may be held liable for any added cost to the City of Kissimmee incurred as a result of such action.
- 1.6 LATE BIDS AND WITHDRAWAL OF OFFERS:** No offer will be accepted after the published deadline for accepting bids in response to this solicitation. Bids may be withdrawn at any time prior to the official time set for the bid opening. No modification or withdrawal of any offer received will be allowed after the time and date set for the official bid opening.
- 1.7 DISCOUNTS:** Bidders may offer cash discounts for prompt payment, however, any such discount offered will not be considered as a factor in determining the lowest bid offered. Any other discounts should be reflected in the unit price bid.
- 1.8 BID EVALUATION AND AWARD:** All offers received will be evaluated based on one or more of the following factor: price; quality of product offered; compliance with specifications; delivery; reputation of the bidder; previous contract' proximity of parts and service; compatibility with similar, existing products; and any other factors detailed in the specifications. Award will be made to the lowest responsive and responsible bidder complying with the provisions of the invitation to Bid, provided that such award is in the best interests of the City of Kissimmee.
The City of Kissimmee reserves the right to accept and/or reject any or all bids in whole or in part with or without cause; to waive technicalities; to make multiple awards on a line item basis; and accept the bid which in its judgment, best services the interest of the City of Kissimmee. Bidders are cautioned that no communication with any City of Kissimmee employee involved in the evaluation process is authorized during the bid evaluation process unless such communication is originated by the City of Kissimmee for the purpose of clarifying the bid or proposal. Questions regarding the status of any bid or proposal should be directed to the Purchasing Agent. Bid awards will be posted in the Purchasing Office after Commission Approval. Vendors are responsible for following up on the status of any bid. The City of Kissimmee will only notify successful vendor(s).
- 1.9 BILLING AND PAYMENT:** The City of Kissimmee will pay all proper invoices submitted for supplies and/or services within 30 calendar days. To be considered a proper invoice it must be submitted in 2 copies to the City of Kissimmee Accounting Department, 101 N. Church Street Kissimmee, FL 34741, show the Vendor FEID Number, the purchase order number and be based on proper delivery installation or provision of goods or services to and accepted by The City of Kissimmee. The payment cycle will not start until all the above requirements are met.
- 1.10 SAMPLES:** The City of Kissimmee may, at its discretion, require submission of samples for inspection and testing. When specifications require such submissions, all costs for such samples, including postage, will be the responsibility of the bidder. Samples that are not consumed in the evaluation process or determined necessary for comparison with future deliveries may be returned at the bidders request and at the bidders expense. The City of Kissimmee will not be held liable for any sample provided.
- 1.11 SILENCE OF SPECIFICATIONS:** The silence of these specifications regarding exact details of any product or service required shall be regarded as meaning that only the best commercial practices will prevail and that only materials of first quality and correct type, size, or design are to be used. All workmanship will be first quality. Unless otherwise specified all products provided as a result of this solicitation will be new, unused, the latest model in production, and in compliance with the enclosed specifications.
- 1.12 USE OF BRAND NAMES:** Unless otherwise stated, the use of brand names in specifications is not intended to restrict any offer. Brand names are only used to illustrate the type and quality of product acceptable for this solicitation and to provide a simplified specification. Vendors should feel free to propose any equal item provided that all exceptions to these specifications are clearly identified and explained and definitive specifications for the item being proposed including product literature, cuts or samples are included with the bid. The City of Kissimmee reserves the sole right of final determination of product equivalency.
- 1.13 WARRANTY:** All warranties for products or services provided under any contract resulting from this solicitation will meet or exceed that warranty offered the providers most favored customer and in no instance will be less than unlimited twelve month non-prorated warranty. If individual specifications contained herein require a warranty in conflict with this provision, the warranty provisions of the individual specification shall prevail.
- 1.14 ADDENDUMS:** In the event modifying addenda to the basic solicitation are issued the City of Kissimmee will attempt to provide such addenda to all vendors who have been furnished bid packages. However, it shall be the bidder's responsibility to verify with the Purchasing Office before the bid is submitted whether or not addenda have been issued and to obtain such addenda for submission with the bid. Receipt of any addenda issued must be acknowledged on the bid schedule.
- 1.15 BIDDER'S CERTIFICATION:** By signature on this bid, bidder certifies or in the case of a joint bid each party certifies that:
- He has not given, offered nor intends to give at any time economic opportunity, future employment, favor or gratuity in any kind to any employee of the City of Kissimmee in connection with this bid.
 - That the bidder has not divulged or discussed his offer with other bidders.
 - Prices offered have been determined independently without collusion with other bidders for the purpose of restricting competition.
 - No attempt has been made to induce any potential bidder to submit or decline to submit an offer in response to this solicitation.
- 1.16 "NO BID" RESPONSE:** Vendors electing to not submit bids in response to this solicitation should complete the attached "Notice to Bidders" form. Failure to return the form may result in your omission from future bid lists.
- 1.17 SICOP:** The City of Kissimmee participates in a Six County Purchasing Cooperative (SICOP). All bidders awarded contracts from this bid are encouraged to permit other active members of SICOP to participate in the contract under the same prices, terms, and conditions except that allowances may be made for differences in delivery costs.
- 1.18 PROTEST:** Any protest must be made within three (3) days following posting of the bid award. Protest procedures are available from the Purchasing Office, City of Kissimmee, 100 N. Alaska Avenue, Kissimmee, FL 34741.
Notice of decision or intended decision concerning a bid solicitation or award will be given by posting the bid tabulation or recommended award at the location where the bids were opened. Failure to file a protest within the time prescribed in S.120.53(s), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

2.0 SPECIAL PROVISIONS:

2.1 PUBLIC ENTITY CRIMES: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list".

2.2 CLARIFICATION OF REQUIREMENTS: Questions regarding clarification or interpretation of the technical specifications of this solicitation may be addressed in writing, not less than ten (10) days before the scheduled bid opening, to Randy Schrader, City of Kissimmee, Development Services, 101 N. Church Street Kissimmee, Florida 34741.

Questions of a non-technical nature regarding the general or special conditions of this solicitation should be addressed in writing, not later than ten (10) days prior to the bid opening date to the Purchasing Coordinator – Debbie Luke, City of Kissimmee, 100 N. Alaska Avenue, Kissimmee FL 34741, 407-518-2510.

However, unless modified by a written addendum issued by the Purchasing Coordinator, the specifications and conditions contained herein stand as stated. Verbal communications are neither authoritative or binding. Any verbal interpretation in conflict with these specifications as written should immediately be directed in writing to the Purchasing Agent for the City of Kissimmee (hereinafter "the City"). Any interpretation provided to any vendor in response to inquiries regarding this solicitation which may affect the outcome of this bid will be furnished in writing to all vendors who have received bid packages.

2.3 The purpose of this Solicitation is to establish a Contract for the City, for the Services as specified herein, from an entity that will provide prompt and professional service. Specifically, the purpose is to select a Provider to furnish Consultant Management Services according to the Scope of Work outlined in **SECTION 3**. The City is herein requesting Proposals from experienced individual(s), group(s), or company(ies), hereinafter referred to as the "Proposer", to provide the Services described herein for the City.

Selection criteria will include:

1) **Rejection of Proposal:**

a) The City may reject any Proposer's Proposal and award to the next highest scoring evaluated, responsive, responsible Proposer; or The City may reject and re-advertise for all or any part of this Solicitation, whenever it is deemed in the best interest of the City. The City shall be the sole judge of what is in its "best interest."

b) The City may reject any Proposal if the Proposer does not accept, or attempts to modify the terms and conditions of this Solicitation.

- 2) Elimination from Consideration: No Contract shall be awarded to any person or firm that is in default to the City as a result of any debt, taxes, or any other obligation whatsoever.
- 3) Waiver of Informalities: The City reserves the right to waive any informalities or irregularities in this Solicitation.
- 4) Demonstration of Competency:
 - a) A Proposal will only be considered from a firm that is regularly engaged in the business of providing the goods and/or services required by this Solicitation. The Proposer must be able to demonstrate a good record of performance and have sufficient financial resources, equipment and organization to ensure that they can satisfactorily provide the goods and/or services if awarded the Contract as a result of this Solicitation.
 - b) The City may conduct a pre-award qualification interview to determine if the Proposer possesses the requirement(s) as outlined in the above paragraph, and is capable of performing the requirement of this Solicitation. The City may consider any evidence available regarding the financial, technical or other qualifications and abilities of the Proposer, including past performance (experience) with the City or any other governmental entity in making the award of any Contract.
 - c) The City reserves the right to audit all records pertaining to and resulting from any award as a result of this Solicitation, financial or otherwise.

Qualified responses will be reviewed and ranked by an evaluation committee. Those firms short-listed may be selected for interviews and shall be prepared to make scheduled presentation to a pre-appointed evaluation committee, if required. The committee will recommend to the City Manager and City Commission its ranking of the top three firms and their recommendation for award of the bid for the Commission's approval. A final fixed price contract will be negotiated with the top ranked approved firm. If terms cannot be reached with this firm, the City will proceed to the next ranked firm until a contract agreement is reached.

2.4 No minor children are permitted to accompany bidders during pre-bid conferences, bid opening or site tour.

2.5 The City of Kissimmee has a Local Vendor Preference Policy.

3.0 Scope of Work:

Introduction:

It is the intent of City to award one or more contracts to qualified Brownfields redevelopment consulting firms (Consultant) to submit statements of qualification and experience in Brownfields grant writing and other grant related services. All work will be done on a task order basis. The City is looking for a firm with documented and successful experience providing grant funding through the U.S. EPA Brownfields program. Additionally, the City is looking for a consultant to provide support in the identification of potential state and federal funding sources and resources available to redevelop area within the City which are impacted by environmental issues and concerns.

The objectives of the City are to complete the following:

- i. Identify and pursue federal and state Brownfields funding and resources.
- ii. Submit an application for the next grant cycle for EPA Brownfields Assessment, Cleanup and/or Brownfields Cleanup Revolving Loan Fund.
- iii. Encourage community involvement in the Brownfields process.

Although the City has not identified specific Brownfields sites, there are potentially hundreds of regulatory listed sites within the City's limits. The Consultant shall be responsible for all functions as further defined in this scope including but not limited to data collection, field verification, public meetings and hearings, compilation of findings, and preparation of the final report. In addition to the aforementioned, additional requirements, duties, or other responsibilities may be required based on information gathered. Furthermore, the firm(s) retained shall serve as the City's professional environmental contractor(s) for the purposes of conducting site characterizations and assessment activities, preparing cleanup plans, and providing support assistance in public involvement activities. Once grants have been awarded, the consultant will, with the City's help and guidance, administer the grant.

Tasks:

The following items describe the nature of professional services to be included within the contract issued in conjunction with this Invitation to Submit Statement of Qualifications (SOQ). Any project(s) performed under this SOQ are subject to the availability of funding, approvals and permitting. There are no guarantees that any of the projects will be authorized. The Scope of Work includes, but is not limited to:

A. Environmental related services to include:

- i. Phase I Environmental Site Assessment to be prepared in accordance with the EPA Standard for all appropriate inquiries established in the Small Business Liability Relief and Brownfields Revitalization Act (the Brownfields Amendments to the Comprehensive Environmental Response, Compensation and Liability Act) and ASTM E1527-05 Standard Practice for Environmental Site Assessments Phase 11 Site Assessments;
- ii. Completion and submittal of tasks pursuant to the site rehabilitation process of Chapters 62-780 and 62-785, Florida Administrative Code, (F.A.C.), which use Risk-Based Corrective Action principles to achieve a Site Rehabilitation Completion Order. Tasks may include preparation and submittal of Source Removal, Site Assessment Reports and Remedial Action Plans;
- iii. Design and Implementation of approved remedial measures;
- iv. Negotiations of Brownfield Site Rehabilitation Agreements; and
- v. Designation of Brownfield sites/areas in accordance with 376.80, Florida Statutes

B. Completion of Voluntary Cleanup Tax Credit applications pursuant to Chapter 62-788, F.A.C.

C. Brownfields Program Management.

D. Grant-writing resources for upcoming state and federal funding sources.

- i. All the time, labor, and costs associated with the filing and supporting the

Brownfields Grant application shall be borne by the Contractor. If the Contractor is successful and the City is awarded the grant, then a Contract for Services and fees will be negotiated with that Contractor to administer the grant. If a grant is not awarded, a Contract for Services will not be executed nor will there be any fees owed to the Contractor by the City.

- E. Design of Remediation and Treatment systems for hazardous waste and petroleum products.
- F. Identify private sector needs related to the redevelopment of environmentally impaired properties.
- G. Identify developers interested in Brownfields properties in the City.
- H. Real-estate brokerage service.
- I. Lobby State and Federal legislators for appropriations to rehabilitate City owned properties.
- J. Demographic and economic studies:
 - i. regional market analysis;
 - ii. site selection;
 - iii. finance strategies; and
 - iv. geographic information systems.
- K. Planning services:
 - i. zoning and land use;
 - ii. findings of necessity;
 - iii. master planning; and
 - iv. feasibility studies.
- L. Develop and implement effective methods of communicating information about the Brownfield program to the public (website, information sheets, mails, etc).

This Request for Qualification ("RFQ") does not commit the City to award a contractor to pay any costs incurred in the response hereto. The City may accept or reject any or all proposals received, negotiate with all qualified sources, or cancel the RFQ in part or in its entirety, if it is in the best interest of the City.

Each proposal shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the conditions and requirements of this RFQ. Emphasis in each proposal must be on completeness and clarity of content.

3.1 Schedule:

- Consultant shall be decided upon within 15 days of bid opening.

A mutually agreed upon schedule shall be established for all required tasks.

3.2 Consultant Submission Requirements:

1. Qualified consultants are required to submit one original and 10 copies of their qualifications. Cost of submission shall be borne by the applicant.

2. Qualifications of all persons that will be responsible for completing the work including their specific roles on the project and a demonstration of their ability to perform the work outlined in this Request for Qualifications; Please include:
 - a. A list of projects demonstrating ability and history of successfully completing projects of this type, meeting projected deadlines, experience in similar work and associated project costs;
 - b. A sample of a similar project;
 - c. A list of projects conducted which involved FDOT funds;
 - d. A summary of current workload and availability of key personnel;
 - e. A list of at least three references from clients of similar projects performed by this firm.
3. Suggested changes, if any, in the Scope of Work as outlined in this Request for Qualifications. Innovative ideas that work within the parameters of the program are encouraged.
4. A statement that the consultant will provide the scope of services as outlined within this Request for Qualifications.
5. A detailed statement that explains how the consultant will accomplish the goals of the City of Kissimmee Master Bicycle and Pedestrian Plan.
6. A schedule for completing the work. If your firm is not located in Osceola County provide an estimate of the amount of time you expect to spend in Osceola County.
7. The proposed scope of work based on the City's objectives outlined in this RFQ.
8. A list of partners, i.e. title companies, mortgage lenders, contractors, etc.
9. A statement by the consultant that indicates a full understanding of the record keeping, reporting, monitoring, procurement and labor related requirements of the Brownfields grant.

3.3 General Guidance Regarding Work:

1. Work Methodologies & Submittals: Work methodologies shall be established with the approval of the City and suitably documented efforts should be made to obtain incremental approvals of work from the City. The consultants shall commit to submitting all work products, draft and final, in both written form and on computer disks that are compatible with the City's computer hardware and software.
2. Work Format: The format of all submittals relating to the preparation of the Study shall be established with the approval of the City.
3. Meetings: All meetings shall be in accordance with a program designed by staff and found to be mutually agreeable to both staff and the consultant.
4. Staff Assistance: City staff can perform only limited work on this project. City staff will provide copies of reports, maps, files, and other information but will not perform original data collection, information transcription, calculations, mapping, or other data processing. They will answer questions during interviews, schedule and attend meetings, and review and comment on submittals.

5. State Approval: Drafts and completed versions of the Application shall be amended and supplemented until the accepted by the Florida Department of Community Affairs (DCA) or any other State agency involved in the approval process.
6. Local Approval: Drafts and completed versions of the Application shall be amended and supplemented until the adoption by the City Commission.

3.4 Proposal Content:

1. Experience and Capability: Information shall be included regarding consultants' background and experience in Brownfields grant writing and administration, Land Development Code Amendments, and Comprehensive Plan Amendments. Also, the workload of each professional who will be directly involved with the work tasks shall be delineated.
2. Personnel Background Information: Information shall be included regarding the educational background and experience of each of the professionals who will be directly responsible for the preparation of work tasks.
3. Work Task Proposal: A narrative addressing the work tasks discussed in this request for proposals shall be submitted. This narrative should discuss the methodology that would be used to accomplish the work tasks and previous experience with similar tasks.
4. Financial Capability: Consultants shall submit a financial status report covering their activities in sufficient detail to demonstrate that they are financially sound and secure. Recent annual and quarterly reports, if available, should be included with the submittal.
5. Other Information: A current Standard Form 254 should be submitted along with other information needed to indicate consultant qualifications for performing the work. Names and telephone numbers of persons whom can be contacted regarding the consultants' performance on previous projects should be submitted. The proposal shall state the name of the firm, the name of the contact person, and the address and telephone number of the contact person. An individual authorized to represent the consultant shall sign the proposal.

3.5 Miscellaneous Proposal Information:

1. Proposal Withdrawal: Any sealed proposal may be withdrawn prior to opening. No sealed proposal may be withdrawn for a period of 60 days after the public opening date.
2. Payment of Costs: All costs incurred in the preparation and submission of a proposal or negotiations concerning a proposal shall be borne solely by the consultant submitting the proposal.
3. Conflict of Interest: By submission of a proposal, the consultant certifies, and in the case of a joint proposal each party involved certifies as to its own organization, that in connection with this proposal process that:

- a. The proposal has been submitted independently, without consultation, communication, or agreement for the purpose of restricting competition, with any competitor;
 - b. Unless required by law, this proposal has not been knowingly disclosed by the consultant and will not be knowingly disclosed by the consultant prior to opening, directly or indirectly to any competitor; and
 - c. No attempt has been made or will be made by the consultant to induce any other person or firm to submit a proposal for the purpose of restricting competition.
4. Additional Information: Questions regarding this request for qualifications should be directed to Randy Schrader, at 407-518-2244.

3.6 Proposal Selection:

1. Evaluation Criteria: The following criteria will be utilized in the evaluation of proposals:
 - a. Quality, quantity, and relevance of consultant's previous experience;
 - b. Capabilities and adequacy of personnel;
 - c. Present workload;
 - d. Completeness of proposal;
 - e. Ability to meet or exceed time requirements of the City;
 - f. Financial stability of the consultant;
 - g. Accessibility of consultant personnel; and
 - h. All criteria set forth in the Consultants Competitive Negotiation Act (Section 287.055, Florida Statutes)
2. Method of Selection: A Selection Committee consisting of the Development Services Director (or designee) and associated department staff and any other City staff designated by the City Manager. Consultants will be notified in writing as to whether or not they have been selected for interview within three weeks after the submittal date. Decisions of the Selection Committee regarding interviews will be final. The Selection Committee will recommend a consultant to the City Commission.
3. Award/Reservation: A Contract will only be awarded to a consultant considered acceptable to the City Commission. A Contract may be awarded in part or whole as best serves the interest of the City. The City reserves the right to accept any proposal which in its opinion best serves the interest of the City, to reject any or all proposals or any parts thereof, and/or to waive technicalities or informalities. The City also may reserve part of the funds budgeted for the completion of work described in this request for qualifications.

4.0 **Miscellaneous Information:**

1. Knowledge of Requirements: Each consultant submitting a proposal certifies that it has full knowledge of the "Consultants Competitive Negotiation Act" (Section 287.055, Florida Statutes).
2. Project Personnel: The consultant shall advise the City of its assignment of a Project Director/Coordinator who shall be expected to remain with the firm throughout the project. All consultants submitting a proposal shall be cognizant of the fact that this is a personnel services contract. In the event of a proposed change in the Project Director/Coordinator within 45 day of City Commission approval of the Contract, the City reserves the right to approve said personnel change or terminate the Contract.
3. Reassignment of Contract: A selected consultant shall not assign or transfer any of its rights, duties, benefits, obligations, liabilities, or responsibilities under a Contract with the City without the written consent of the City (except assignments to banks, trust companies, or other financial institutions). No assignments or novations of a Contract with the City shall be valid unless it expressly provides that the assignment of any of a selected consultant's rights or benefits under the Contract is subject to prior lien for labor performed, services rendered, and materials, tools, and equipment supplied for performance of the work under this Contract in favor of all persons, firms, or corporations rendering such labor or services or supplying materials, tools, and/or equipment.
4. Final Work Products: At the conclusion of all work, by the selected consultant, the work products shall become the sole property of the City of Kissimmee.
5. Addenda: It will be the responsibility of the consultant to contact the Purchasing Department 100 N. Alaska Avenue, Kissimmee, FL 34741, 407-518-2509 prior to submitting a proposal to determine if any addenda have been issued, to obtain all such addenda, and to return executed addenda with their proposal.