

**City of Crestview**  
**RC Track Cover and Park Improvements – Brookmeade Park**  
**26-11-13-PMO**

**Date Issued: November 5, 2025**

**ADDENDUM NO. 2**

This addendum is to advise that we have responded to questions received, as follows:

Question 1:

Can I get a copy of any addenda that have been released to date?

**Response:** All addenda can be found on the City's website at Bids and Requests | Crestview, FL or through the Central Bidding site.

Question 2:

What is the estimated construction budget?

**Response:** An estimated budget cannot be provided at this time.

Question 3:

Can I get a copy of the mandatory pre-bid meeting sign-in sheet and/or plan holders list if available?

**Response:** Both the plan holders list and pre-bid meeting sign-in sheet are available on the City's website under Bids and Requests | Crestview, FL.

Question 4:

Can the track be leveled for construction?

**Response:** Yes. The track may be leveled for construction. The contractor shall coordinate with the City and RC Track management prior to any grading or excavation. The contractor will be responsible for removing and replacing the dirt within the track area as needed to facilitate construction. The City and RC Track management will handle the reconstruction and final shaping of the track surface after the cover installation is complete.

Question 5:

The bathroom is roughly 160 SF, and the track cover is roughly 17–18,000 SF, which exceeds the ERP threshold of 9,000 SF. Have these areas been included in a master plan stormwater management facility, or will a separate stormwater management facility be required for this project? If so, where would it be located, and will additional permitting be required from both the City of Crestview and the Water Management District?

**Response:** No separate stormwater management facility is proposed or required as part of this project. A stormwater management facility has already been designed and permitted as part of the Brookmeade Park Master Plan but is not included in this project's scope. No additional ERP permit or stormwater facility is anticipated, as this project is covered under the existing pond permit.

Question 6:

For Tab “A” – Firm Qualifications and Experience, Item 1 (Cover Letter) states a two-page maximum. Does this two-page limit apply only to the cover letter, or does it also include Items 2–6? If the cover letter is separate, is there a page limit for Items 2–6?

**Response:** The two-page maximum applies only to the Cover Letter (Item 1). Items 2–6 — Corporate Background Information, Organizational Qualifications and Experience, Key Individuals and Qualifications, Litigation, and Financial Plan — are separate components of Tab “A” and are not subject to a specific page limit other than the general formatting and organization requirements outlined in Section IV (Instructions for Completion of Proposals).

Question 7:

Due to the size of the canopy, there will undoubtedly be heavy equipment on the track, such as manlifts, forklifts, and possibly a crane. What are the expectations for removing the track lane piping and putting the track course back, including lanes and layout?

**Response:** As stated in the General Requirements and Base Bid – Site Conditions & Construction Constraints sections of the RFP:

“Protect existing park facilities, landscaping, and utilities during construction; repair any damage at the contractor’s expense.”

“The existing chain link fence shall remain in place. Sections may be temporarily removed for construction access but must be reinstalled in the same or better condition at project closeout.”

Accordingly:

- The contractor is responsible for protecting and restoring any existing RC track features disturbed by construction activities, including lane piping, curbs, and track layout materials.
- If any track surface, barriers, or lane elements are removed or damaged during construction, the contractor shall coordinate with the City and RC Track Management to restore the course to equal or better condition than pre-construction.
- Restoration of the track area is considered a subsidiary obligation under the base bid and should be included in the contractor’s overall proposal pricing.

Question 8:

Who is responsible for providing water, sewer, and electrical utilities to the building?

**Response:** The City will provide service stub-outs for water and sewer. The contractor is responsible for connecting power from the existing on-site electrical panel.

Question 9:

For permitting purposes, will a full set of plans be necessary to include Structural (restroom foundation and RC structure), Electrical (RC track cover and restroom), Mechanical (restroom), and potentially a life safety plan (restroom)? Please advise.

**Response:** Yes. As this is a Design-Build project, the selected proposer shall provide a complete set of permit-ready plans as required by the Building Department. This includes, but is not limited to, structural, architectural, electrical, mechanical, and plumbing drawings necessary to obtain building and site permits. Life safety plans shall be provided if required by code or permitting review.

Question 10:

Is there an RC Track Cover dimension?

**Response:** Dimensions have not been provided. It is the responsibility of the proposer to confirm all dimensions necessary to complete the scope of work and ensure full coverage of the existing RC track and driver's stand area.

Question 11:

The RFP states a completion date prior to March. Since this is a Design-Build project and design will take several months, does that mean March 2027?

**Response:** No. The preferred completion date is March 2026, prior to the annual spring RC event. The anticipated contract term, as stated in the RFP on page 26, Section VI-A (Contract Term), is 180 days from issuance of the Notice to Proceed (NTP).

Question 12:

Are the six documents on the City of Crestview's website the full set of documents (2 RFP documents and 4 Exhibits, A–D)?

**Response:** Please visit the following links for all official bid documents and addenda:

- City of Crestview Bids & Requests: <https://www.cityofcrestview.org/448/Bids-And-Requests>
- Central Bidding Project Page: <https://www.centrauctionhouse.com/rfp98823047-rc-track-cover-and-park-improvements-brookmeade-park-26-11-13-pmo.html>

These links host the full and current solicitation package, including all exhibits and any issued addenda.

Question 13:

This is a multi-part question concerning the base bid canopy.

1. Is the reason for including the driver's stand under the canopy to improve viewing, since the stand already has a roof?

**Response:** Yes, the intent is for the new canopy to cover both the RC track area and the driver stand to provide full weather protection and improve user comfort during events.

2. If the canopy can be designed/constructed without obstructing the driver's view, does the City still want the driver stand covered?

**Response:** Yes. The City wants the canopy to cover the driver stand. Proposers may submit alternate solutions at their own discretion; however, the base bid shall include full driver stand coverage.

3. Does coverage include the steps on the north side of the driver stand?

**Response:** Yes. Coverage should extend over the driver stand and stair access areas on the north side to the extent practical.

4. Is there a preferred distance or offset for the canopy (e.g., in line with existing roof, 1-foot off, or full track and stand coverage)?

**Response:** There is no specific offset or dimension required. The proposer shall determine the optimal layout that fully covers the track and driver stand within sound engineering and constructability limits.

5. Should the ADA lift be located under the canopy?

**Response:** Yes. The ADA lift is preferred to be located under the canopy to ensure weather protection and ease of access.

6. Has the ADA lift location been finalized?

**Response:** The exact location has not been finalized. The proposer shall evaluate and recommend a placement that provides safe, direct, and code-compliant access to the elevated

driver stand. The location should minimize impacts to existing features and be coordinated within the proposer's design.

7. Does the City have a preference on lift communication (phone line vs. other)?

**Response:** The City prefers a lift that does not require a phone line connection. There is no preferred manufacturer. The proposer may select a lift model that meets ADA, Florida Building Code (FBC), and ASME A18.1 requirements. If a communication line is required by the manufacturer for emergency call service, the City will provide the service connection, and the proposer will be responsible for linking the lift to that access point.

Question 14:

Regarding the restroom location — the pre-bid meeting indicated it may be northeast of the elevated RC control tower, but the master plan shows it to the west. Has the final location been determined?

**Response:** The proposed restroom location is northeast of the track, near the existing service pole. This is the intended placement for this project. The west-side restrooms shown on the master plan are future phase improvements and not part of this scope.

Question 15:

Referencing Addendum #1, Question 10: "Yes. All construction and erosion control plans must be signed and sealed by a Florida-licensed professional engineer."

Will an ERP or stormwater permit be required for this project?

**Response:** No additional ERP or stormwater permit is anticipated. The proposed improvements fall under the existing permit in place and do not require additional permits beyond those mandated by the state or local jurisdiction.

Question 16:

For design and construction, will the City require an Electrical Engineer, or will sealed shop drawings be acceptable for permitting?

**Response:** The City does not require a dedicated Electrical Engineer if the proposer's design complies with all applicable electrical and building-code requirements and the permitting authority accepts sealed shop drawings or design-build documentation. A Structural Engineer and any specialty engineers required for the canopy shall be provided as part of the proposer's team.

17. Addendum Attachments

- Plan Holders Tracking List
- Pre-Proposal Meeting Sign-In Sheet

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**-END OF ADDENDUM-**