

Solicitation TRN2122666P1

Low Stress Multimodal Mobility Transportation System Master Plan

Bid Designation: Public



Broward County Board of County Commissioners

Bid TRN2122666P1

Low Stress Multimodal Mobility Transportation System Master Plan

Bid Number **TRN2122666P1**
Bid Title **Low Stress Multimodal Mobility Transportation System Master Plan**

Bid Start Date **Nov 16, 2021 12:43:34 PM EST**
Bid End Date **Feb 9, 2022 2:00:00 PM EST**
Question &
Answer End Date **Jan 31, 2022 5:00:00 PM EST**

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Contract Duration **One Time Purchase**
Contract Renewal **Not Applicable**
Prices Good for **Not Applicable**

Bid Comments **Scope of Work:** The Broward County Planning and Development Management Division seeks a qualified Professional Consulting Firm for the development of the Low Stress Multimodal Mobility Transportation System Master Plan to conduct a countywide master planning effort, including data collection and analysis; planning; environmental considerations; feasibility; and conceptual design(s) to integrate bicycling, walking, and use of personal conveyance devices into the transportation mainstream.

CCNA Solicitation: Pursuant to Florida Statutes, Section 287.055, the Consultants' Competitive Negotiation Act (CCNA) applies to this solicitation. In a CCNA solicitation, price will not be considered in the final evaluation and ranking of the qualified firms.

Goal Participation: This solicitation includes participation goals for Broward County certified County Business Enterprises. Refer to Special Instructions and the Office of Economic and Small Business Development Requirements section for additional information.

License Requirements: In order to be considered a responsive and responsible vendor for the Scope of Work set forth in this solicitation, the Vendor must possess the specified license at the time of submittal (Refer to Special Instructions for requirements).

Conflict of Interest: Recommendations provided by the successful Vendor could result in subsequent procurements by the County for future implementation. To avoid any actual or appearance of conflict, the successful Vendor (and any subconsultants used by Vendor) will not be eligible to compete for such future services for the County (either as prime or subconsultant) resulting directly from the work performed by the Vendor's team. However, this prohibition will not apply to services or any other work unrelated to the scope of services of this solicitation. The County reserves the right to review for a potential conflict on a case by case basis. Conflicts cannot be identified without a specific identified deliverable that will result in a subsequent scope of work. Additionally, a fact specific scenario would need to be evaluated at the time of preparing a prospective solicitation in order to determine if a conflict exists.

Questions and Answers: The County provides a specified time for Vendors to ask questions and seek clarification regarding requirements of the solicitation. All questions or clarification inquiries must be submitted through Periscope S2G by the date and time referenced in the solicitation document (including any addenda). The County will respond to all questions via Periscope S2G.

Periscope S2G: BidSync is now known as Periscope S2G, Supplier To-Government for vendors. Any reference to BidSync in this

solicitation shall refer to Periscope S2G.

Submittal Instructions: Vendor **MUST** submit its solicitation response electronically and **MUST** confirm its submittal in order for the County to receive a valid response through Periscope S2G. Refer to the Purchasing Division website or contact Periscope S2G for submittal instructions. It is the Vendor's sole responsibility to assure its response is submitted and received through Periscope S2G by the date and time specified in the solicitation. The County will not consider solicitation responses received by other means. Vendors are encouraged to submit their responses in advance of the due date and time specified in the solicitation document. In the even that the Vendor is having difficulty submitting the solicitation document through Periscope S2G, immediately notify the Purchasing Agent and then contact Periscope S2G for technical assistance.

Added on Nov 23, 2021:

Addendum No. 3

This Addendum is issued to revise the following: (**Bold/underline** are additions; ~~strikethroughs~~ are deletions):
Item 2B (Project Approach) in the Evaluation Criteria has been revised to read: List ~~program~~ **project** management functions that the Vendor and all Subconsultants and CBE will perform.

Added on Dec 9, 2021:

Added on December 9, 2021

Addendum No. 4

This Addendum is issued to revise the following (**Bold/underlined are additions; ~~strikethroughs~~ are deletions**).
The bid opening date has been updated to **2:00 pm EST, on Wednesday, January 19, 2022.**

Added on Jan 6, 2022:

Addendum No. 5

This Addendum is issued to revise the following (**Bold/underlined are additions; ~~strikethroughs~~ are deletions**).
The bid opening date has been updated to **2:00 pm EST, on Wednesday, February 9, 2022.**

Addendum # 1

Removed Documents **RFP-RLI-RFQ Vendor Questionnaire and Std. Certifications**

Addendum # 2

New Documents **RFP-RLI-RFQ Vendor Questionnaire and Std. Certifications**

Addendum # 3

New Documents **Revised Evaluation Criteria - TRN2122666P1, Low Stress Multimodal Mobility Transportation System Master Plan.pdf**

Removed Documents **Evaluation Criteria - TRN2122666P1, Low Stress Multimodal Mobility Transportation System Master Plan.pdf**

Addendum # 4

Previous End Date **Dec 15, 2021 2:00:00 PM EST** New End Date **Jan 19, 2022 2:00:00 PM EST**

Addendum # 5

Previous End Date **Jan 19, 2022 2:00:00 PM EST** New End Date **Feb 9, 2022 2:00:00 PM EST**
Previous Q & A End Date **Dec 3, 2021 5:00:00 PM EST** New Q & A End Date **Jan 31, 2022 5:00:00 PM EST**

Item Response Form

Item **TRN2122666P1--01-01 - Low Stress Multimodal Mobility Transportation System Master Plan**

Quantity **1 project**

Prices are not requested for this item.

Delivery Location **Broward County Board of County
Commissioners**

Refer to scope of work for information.

N/A

Broward County FL 33301

Qty 1

Description

Professional Consulting Services for the development of the Broward County Low Stress Multimodal Mobility Transportation System Master Plan per Scope of Work.

Pursuant to Florida Statutes, Section 287.055, CCNA Act, Price will not be considered in the final evaluation and rating of the qualified firm. Agreement is anticipated to be negotiated based on a maximum not-to-exceed, based on the County's best interest.

Scope of Work

Low Stress Multimodal Mobility Transportation System Master Plan

1. General Description of Need

- 1.1. Broward County (“County”) is soliciting proposals from qualified firms interested in providing professional consulting services for the development of the Broward County Low Stress Multimodal Mobility Transportation System Master Plan to conduct a countywide master planning effort, including data collection and analysis; planning; resiliency; feasibility; and conceptual design(s) to integrate bicycling, walking, and use of personal conveyance devices into the transportation mainstream. The selected consultant must demonstrate a broad range of expertise in creative, inclusionary public engagement for a robust public participation process to create a visionary, context sensitive, innovative master plan to address the diverse needs and skillsets of the public. The successful candidate will craft their proposal to meet the objectives of the project and enhance utilization, resiliency, mobility, accessibility, and connectivity of the low stress multimodal mobility transportation system. The main objective is to obtain a Broward County Multimodal Low Stress Multimodal Mobility Transportation System Master Plan report in fourteen (14) months, including the elements outlined in the scope of services.

- 1.2. The Broward County Low Stress Multimodal Mobility Transportation System Master Plan, referred to herein as the Low Stress Multimodal Transportation System Master Plan or the Master Plan is examining the transportation system in Broward County, and available and forecasted right-of-way (ROW) to feasibly plan for a complete low or lower stress (Level of Traffic Stress 1-3) multimodal transportation facility network to enhance mobility and promote equitable access for multimodal transportation facilities designed for non-motorized users. The Master Planning process will accommodate facility alignments on public ROW and ancillary to roads but separated from higher speed and high volume motorized vehicular traffic, including low speed and low volume shared roads (e.g., neighborhood greenways) and guidelines consistent with urban and non-urban trail facilities (e.g., separated bike lane and sidewalk, shared use paths, greenways). Non-motorized users may include pedestrian, bicycle, and other personal conveyance devices (e.g., rollerblades, skateboards, scooters, e-scooters, hoverboards, electric-assist bicycles, wheelchairs, power-wheelchairs). The low stress planning and design approach enhances safety and comfort for pedestrians, bicyclists, and users of personal conveyance devices in an area that leads the nation in deadly and severe injury pedestrian and bicycle traffic crashes¹. The Master Plan should focus on multimodal low stress in-direct and direct “desire lines” encouraging mobility and accessibility to destinations for utilitarian purposes. The Master Plan must demonstrate and embody the following goals: creating connectivity, including first mile and last-mile connections to public transit; traffic system management; resiliency; improving transit services; enhancing multimodal options; and economic development and benefits.

2. Key Personnel & Qualifications

- 2.1. It is the expectation that all individuals identified as key personnel in the firm's management structure shall remain on the team for the duration of the contract unless Broward County's Project Manager agrees on replacement. The availability of Key Personnel must be flexible to

¹ “Broward County consistently ranks as one of the most dangerous places to walk and bike in the country, with an average of 5-6 crashes involving walking or bicycling happening per day. Over 80 percent of those crashes result in someone being injured or killed.” Broward MPO, 2018 Bicycle and Pedestrian Action Plan; 2016 Dangerous by Design report published by the National Complete Streets Coalition.

meet the needs of the County. Where applicable, key personnel shall be a licensed Professional Engineer (PE) registered in Florida and/or American Institute of Certified Planners (AICP). Individuals identified as key personnel should be readily available to meet via a virtual platform or in person, on an as needed basis.

- 2.2. The selected firm may include, but not be limited to, key personnel with the following expertise:
 - 2.2.1. Low Stress Multimodal Planning and Engineering;
 - 2.2.2. Safe System Approach;
 - 2.2.3. Active Transportation/ Bicycle and Pedestrian Facility Planning;
 - 2.2.4. Multimodal Planning and Engineering;
 - 2.2.5. Environmental Planning and Engineering;
 - 2.2.6. Land use Planning;
 - 2.2.7. Geotechnical Services/ Geographic Information Systems;
 - 2.2.8. Landscape Architecture;
 - 2.2.9. Community Planning;
 - 2.2.10. Public Engagement, Participation and Outreach
 - 2.2.11. Cost Engineering/Estimating;
 - 2.2.12. Feasibility Analysis;
 - 2.2.13. Data Collection and Analysis, including Bicycle and Pedestrian Counts;
 - 2.2.14. Marketing and Communication.

3. Governing Regulations

- 3.1. All services shall comply with all applicable manuals and guidelines issued by the County, Florida Department of Transportation (FDOT), Florida Department of Environmental Protection (FDEP), Federal Highway Administration (FHWA) and all applicable local, state, and federal regulations including, but not limited to:
 - 3.1.1. Broward County Code of Ordinances;
 - 3.1.2. Section 212.055(1), Florida Statutes, and applicable sections of Florida Statutes;
 - 3.1.3. Florida Administrative Code;
 - 3.1.4. Federal Regulations, U.S. Codes and Technical Advisories;
 - 3.1.5. FDOT Project Development and Environment Manual;
 - 3.1.6. FDOT Sociocultural Effects Evaluation Handbook;
 - 3.1.7. FDOT Public Involvement Handbook;
 - 3.1.8. FDOT Florida Design Manual;
 - 3.1.9. Manual of Uniform Minimum Standards for Design, Construction, and Maintenance for Streets and Highways (Florida Greenbook);
 - 3.1.10. American Association of State Highway and Transportation Officials (AASHTO);
 - 3.1.11. Federal Highway Administration (FHWA);
 - 3.1.12. Guide for the Development of Bicycle Facilities (AASHTO);
 - 3.1.13. Aerial Surveying Standards for Transportation;
 - 3.1.14. FDOT Basis of Estimates Manual;
 - 3.1.15. Federal Surface Transportation Reauthorization or other controlling federal legislation; and
 - 3.1.16. Americans with Disabilities Act of 1990 (ADA) and the ADA Accessibility Guidelines (ADAAG).
 - 3.1.17. FDOT Accessing Transit Design Guide

4. Background

- 4.1. The Low Stress Multimodal Transportation Mobility System is envisioned to consist of context classification specific multimodal transportation facility treatments, bicycle and pedestrian

facilities, prioritized and designed to be in compliance with a safe system approach and level of traffic stress 1 or 2, or at minimum level of traffic stress 3, transportation facilities for people walking, biking, or using other non-motorized personal conveyance devices along our roadway network regardless of functional classification and jurisdictional ownership. The system should serve as and create a connected low stress multimodal transportation system with facility design prioritizing the level of traffic stress interested but concerned group classification, including pedestrians using personal conveyance devices and ADA inclusive design. These facilities may consist of shared use paths; multi-use path; urban trails; cycle tracks paired with sidewalk; physically separated bike lanes paired with sidewalk; neighborhood greenways; bridges; under-passes; or over-passes. All proposed low stress multimodal transportation infrastructure alignments that have existing or proposed transit stops, stations, or services, including community shuttle, must provide connectivity to and serve the transit facility. Additionally, all low stress multimodal infrastructure along transit corridors must incorporate a design that minimizes conflict between boarding and alighting passengers, enhance accessibility to transit, and shall accommodate or enhance existing access to the streetscape and roadway features. A design guidebook element will be included as part of the project deliverables.

- 4.2. The County is seeking proposals from qualified firms that are interested in providing recommendations, visioning, planning, prioritization, feasibility, and preliminary design work for a Low Stress Multimodal Mobility Transportation System Master Plan.
- 4.3. Given the dual visionary and technical nature of this work, an ideal team will incorporate a broad range of expertise in: creative, inclusionary public involvement; active transportation; mobility planning and policy; safe system approach; low stress connectivity measures and additional connectivity evaluation methodologies; resiliency; sustainable infrastructure; public health; and the variety of bicycle and pedestrian facility design to accommodate all context classifications as defined by the Florida Department of Transportation.
- 4.4. The goal of the Master Plan is to create and maintain a safe, low traffic stress, accessible and connected multimodal transportation system, ancillary to roads but separated from motorized vehicular traffic or along low volume and low speed local roads, that is open to all non-motorized users and consistent with the aforementioned goals. The low stress multimodal mobility transportation system should consider context classification, safety (both real and perceived), and comfort level, while acknowledging health, resiliency, sustainability, social and equity objectives in a manner that embodies intuitive, ADA compliant multimodal transportation design. This project should have special consideration for the latest elevated ADA accessibility features and design for an all-inclusive system beyond minimum requirements.

5. Project Objectives

- 5.1. Develop a Low Stress Multimodal Mobility Transportation System Master Plan to prioritize planning, design, and implementation over the next two decades using a Safe System Approach.
 - 5.1.1. Conduct Right-of-Way (ROW) analysis to identify existing roadways with available ROW for a multimodal path or an alternative low stress non-motorized facility option for all roadways with a posted speed 30 miles per hour or greater and a traffic volume over 15,000.
 - 5.1.2. Develop low stress alignment recommendations to connect existing system gaps and crossings, existing and proposed municipal and County low stress multimodal

- transportation infrastructure and leverage countywide investments in complete street initiatives that connect to the multimodal transportation system.
- 5.1.3. Review and make recommendations to improve connectivity to multimodal facilities (e.g., existing low stress multimodal facilities, multimodal paths, urban trails) along transportation corridors and enhance safety, accessibility (e.g., ADA inclusive design, facility width), mobility, resiliency, and utilization, including strategies to increase utilization rates and inspire innovation.
 - 5.1.4. Review and make context sensitive recommendations, including crossing improvements (e.g., at-grade or grade separated, such as under or over passes, bridges), solar lighting, environmentally friendly pavement materials, landscaping opportunities, access points (multimodal path head, neighborhood connectivity) and parking facilities that can serve as park and rides and/or layover areas for transit vehicles.
 - 5.1.5. Conduct vigorous data collection on existing utilization rates, amenities and their locations, and features, such as easements and county owned parcels, to establish a baseline along eligible corridors with available Right-of-way (ROW).
 - 5.1.6. Analyze baseline data and identify opportunities to upgrade/expand the low stress multimodal transportation network to provide an integrated, equitable multimodal transportation system that ensures appropriate access and connectivity among modes and places, and recommend amenities placement/maintenance, placemaking locations, and safety, security, and utilization enhancement strategies.
 - 5.1.7. Make recommendations based on data and best practice related to the project goals, including Quality of Life, health data, environment data, and socioeconomical data to ensure that equity is an established consideration through the public engagement process and ensure the planning process reflects the public health, safety, and welfare of the public.
 - 5.1.8. Ensure alignment and implementation strategies are complimentary to and prioritize connectivity to existing and proposed complete streets projects, drainage and stormwater infrastructure, energy efficiency, resiliency, accessibility, and mobility to ensure design and construction feasibility.
 - 5.1.9. Create a low traffic stress, connected multimodal transportation network for people walking, biking, or using other non-motorized personal conveyance devices as a means of travel to access transit, goods and services, employment, shopping, entertainment, social activities, transit services, or other desired destinations.
 - 5.1.10. Create an implementation plan that meets the Master Plan objectives and leverages various funding mechanisms, including local, state, or federal discretionary grants, and/or partnership opportunities available from public and private sources.
 - 5.1.11. Conduct a planning and public participation process based on creative, inclusionary public involvement and innovative techniques that provide both in person and remote participation opportunities under reasonable and safe circumstances and conditions. Public participation should accurately reflect the demographics and socioeconomic factors of the larger County, but also reflect the unique characteristics of each community. Public participation shall be conducted according to federal, state, and county level regulations.
 - 5.1.12. Through the public participation process, establish a mission statement and values that reflect the concepts of utilization, resiliency, accessibility, and connectivity to guide the planning process and develop marketing and public relations themes and content.
 - 5.1.13. Create an inventory of state and county shared use paths and existing multimodal infrastructure, inclusive of geospatial features.

- 5.1.14. Identify and catalogue opportunities for accessing diversified funding sources.
- 5.1.15. Develop a Low Stress Multimodal Transportation System Design Manual to include recommendations for network-related policies, design, and amenities; design conceptual graphics and typical for low stress multimodal infrastructure elements (e.g., urban trail, shared use path, separated bike lane and sidewalk; neighborhood greenway design and elements, crossings). Recommend policy and design to respond to the future needs of the program; crossing technologies, including innovative traffic signalization; emerging technologies for mobility and evaluation; and considerations for intuitive, safe, low traffic stress and ADA inclusive design.
- 5.1.16. Recommend suitability criteria methodology for project selection and prioritization based on established mission and values, data and best practices findings, preliminary cost estimates, and feasibility and design concept of highest priority projects. Use adopted methodology to draft a recommended projects list in a project prioritization table.
- 5.1.17. Develop a final report that guides the implementation and operation of the low stress multimodal transportation system and contains at least the following components: (1) existing conditions analysis, including (2) current utilization data; (3) best practices with an emphasis on safety and obtaining utilization rates and data collection; (4) comprehensive needs assessment; (5) policy recommendations; (6) public engagement outcomes; (7) low stress multimodal transportation design criteria; (8) recommended low stress multimodal transportation corridor alignments; (9) accessibility and connectivity projects, (10) funding opportunities and public-private partnerships; (11) feasibility; (12) maintenance needs; (13) rapid health impact assessment.

6. Project Tasks

6.1. Task 1: Project Management

The Project Management task will set the pace of the project and establish key project management deliverables, the schedule and progress reports to ensure clear communication and coordination. This effort is expected to be 14 months in duration from Notice to Proceed (NTP).

- 6.1.1. Schedule and participate in a kick-off meeting hosted by the Project Manager following Notice to Proceed to discuss the necessary elements of the project management plan, reiterate major objectives of the project, introduce key members of each team and their roles, and discuss anticipated project schedule.
- 6.1.2. Submit a draft Project Management Plan (PMP) that establishes a critical path schedule for successful completion of all project tasks and submit to County's Project Manager within 1 week of kick-off meeting. The PMP will be finalized and form the basis of bi-weekly status reporting, which will be gauged against the PMP. The PMP may be amended and revised from time-to-time with the consent of the County's Project Manager.
- 6.1.3. The PMP schedule will guide the process and identify deliverable dates for draft and final documents. The schedule and workplan will accommodate necessary written material review time by: (1) the County's Project Manager, (2) steering committee, and (3) recognized stakeholders, as appropriate and dependent upon the deliverable. The PMP schedule will include tentative dates and descriptions of: (1) meetings and each meeting's goal(s), (2) planned community engagement events and events' goals (with targeted response rates and strategies that demonstrate an understanding of the community's demographics), (3) field work locations and goals, and (4) data collection and utilization strategies, tools, and measures; (5) other planned activities.

- 6.1.4. Presentations before the Independent Transportation Surtax Oversight Board, municipalities, County Commission, and Broward Metropolitan Planning Organization (MPO) Board should be identified and included in the project schedule as practical as possible.
- 6.1.5. Bi-weekly update meetings
- 6.1.6. Monthly progress reports summarizing work, milestone percent complete, and outlining upcoming tasks must be submitted and should also accompany invoices.
- 6.1.7. Deliverables
 - 6.1.7.1. Project Management Plan with project schedule, to be approved by Project Manager;
 - 6.1.7.2. Format for percent complete progress reports;
 - 6.1.7.3. Format for invoicing; and
 - 6.1.7.4. Base agenda for bi-weekly progress meetings.

6.2. **Task 2: Public Participation and Engagement**

- 6.2.1. Public participation and engagement will be crucial to the success of this master planning project. Public participation and engagement shall be adaptable to virtual conditions, if needed. This task shall incorporate the following sub-tasks:
 - 6.2.1.1. Prepare a public participation and engagement plan for approval by the County's Project Manager. The public participation and engagement plan should identify the overall engagement strategy including all activities that will occur at each milestone of the Project. The strategy should specifically address how historically disadvantaged groups and the digital divide populations can participate in the engagement process.
 - 6.2.1.2. Assist the County in identifying and assembling a Project Steering Committee to include multi-disciplinary experts and public agencies that represent the County's interests to provide important feedback during the master planning process. A Steering Committee meeting shall be conducted on an at least quarterly basis during the master planning process.
 - 6.2.1.3. Prepare, facilitate, and conduct stakeholder interviews, public meetings, and engagement events.
 - 6.2.1.3.1. Prepare and conduct up to six (6) stakeholder interview meetings with the stakeholders. Interview questions and stakeholders list shall be pre-approved by Project Manager. Right of Way owners are to be considered a stakeholder.
 - 6.2.1.3.2. Prepare all meeting materials including documents, slide decks, speaking notes, presentation boards, hand-outs, online engagement materials, project and process descriptions, surveys, maps, etc. - in consultation with Project Manager.
 - 6.2.1.3.3. Schedule and facilitate a series of public and stakeholder engagement events throughout the process that demonstrate a keen understanding of the community's demographics that will include a mix of community events, as well as planned County events.
 - 6.2.1.3.4. Conduct up to four (4) strategic events to capture feedback, insights, and desires for the low stress multimodal transportation system. One of the public engagement events should consist of a virtual crowdsourcing web mapping event that allows the public to identify areas of need and comment on an online map (e.g., Wiki-maps, Virtual Open House). Any

- additional strategic, virtual or in person, event formats will need to be approved by the Project Manager. All public notice artwork and copy must follow Broward County Mobility Advancement Program (MAP) branding guidelines to ensure consistency and approved by the MAP public information team. Invitations and public notices shall be provided to the MAP public information team to strategically distribute through a variety of recommended platforms and/or methods.
- 6.2.1.3.5. Conduct a minimum of two (2) Public meetings or workshops after the existing conditions analysis, and for proposed alignments and projects to gather insights and feedback prior to finalizing plan.
 - 6.2.1.3.6. Presentations shall be prepared and composed for the Independent Transportation Surtax Oversight Board (2), Broward MPO Citizens' Advisory Committee (CAC) (2), Broward MPO Technical Advisory Committee (TAC) (2), Broward MPO Board (2), Broward County Bicycle Pedestrian Advisory Committee (BPAC) (2) to introduce the project and gather support needed prior to seeking final County Commission approval.
 - 6.2.1.3.7. Be available to present, if needed, for the Independent Transportation Surtax Oversight Board, municipalities, County Commission, and Broward MPO meetings or workshops related to the project.
 - 6.2.1.4. Prepare all draft and final summaries and findings of stakeholder, steering committee, and public engagement sessions, including meeting content, outcomes, and feedback. Provide drafts for County and stakeholder review, consistent with PMP, and incorporate any feedback prior to submitting next version.
 - 6.2.1.5. Assist the County in establishing and providing content for a Project webpage used as a conduit for information for the duration of the Plan Updates. Provide content for the Project webpage inclusive of, but not limited to, copy, project documents, videos, graphics, and photos. Assist in monitoring and addressing comments and questions submitted through the project website.
 - 6.2.1.6. Draft survey questions, with Project Manager approval, for the On-line input form to capture public feedback and comments for pre-planning and draft report. Print and ADA versions of the On-line input form should also be made available for public feedback and comment. The on-line input form is intended to engage existing users, potential users, and non-users to gather information and data for the planning process and the draft report.
 - 6.2.1.7. Prepare, disseminate, tabulate, and analyze user surveys. Utilize online questionnaires and intercept survey methodologies to capture specific feedback pertinent to the user experience, wants and needs. Final survey methodology to be approved by the Project Manager.
 - 6.2.1.7.1. Utilize creative engagement strategies, media, methods, or tools to drive participation in surveys and questionnaires.
 - 6.2.1.7.2. Prepare an infographic-style report summary of the public engagement results and findings, submitted consistent with the PMP.

6.2.1.8. Use public outreach to facilitate and develop content and themes for the Low Stress Multimodal Transportation System Marketing and Public Relations Campaign toolkit to promote awareness and use of the system and storytelling. Public outreach should facilitate discussion related to awareness of existing facilities, utilization and uses. Questions may include: how are existing low stress systems and/or multimodal facilities currently being used, why aren't they being used, what would make you want to use them, how they would want to use multimodal facilities (with the right conditions), what is your current view of the multimodal infrastructure, what uses do they envision when they think of a multimodal facility, and what would make them want to use the facilities as an alternative to driving. Public participation and engagement materials must be ADA compliant and translated into, at a minimum, Spanish, Portuguese, and Creole.

6.2.1.9. Deliverables

- 6.2.1.9.1. Public Participation and Engagement Plan (draft and final), to be approved by Project Manager;
- 6.2.1.9.2. Prepare presentations and materials for public meetings;
- 6.2.1.9.3. A report detailing public outreach planned activities, objectives, statistically significant response rates, strategies for engaging diverse populations, schedules, and locations;
- 6.2.1.9.4. Marketing and Public Relations Campaign tool kit; and
- 6.2.1.9.5. The sum outcomes and findings of Tasks 6.2.1.1-6.2.1.9 to be included in final report.

6.3. **Task 3: Existing and Committed System Conditions Analysis & Plans Review**

The Existing Conditions Analysis and Plans Review shall examine the existing multimodal transportation system, planned and funded facilities, and plan consistency with the existing and near-term conditions (5-Years).

6.3.1. Conduct a plans review and map existing multimodal transportation facilities and funded facilities to provide context for needs, vision, and opportunities.

6.3.1.1. Assemble and review relevant documentation to include and/or reference in this project. Documents shall include, but are not limited to:

- 6.3.1.1.1. Comprehensive plans
- 6.3.1.1.2. Visioning Plans
- 6.3.1.1.3. Strategic Plans
- 6.3.1.1.4. Neighborhood Mobility Master Plans
- 6.3.1.1.5. Corridor Plans
- 6.3.1.1.6. Bicycle and Pedestrian Master Plans
- 6.3.1.1.7. Greenway, Multimodal Path, Shared-Use Path Plans
- 6.3.1.1.8. Green/Sustainability Plans
- 6.3.1.1.9. Vision Zero Strategic/Action Plans
- 6.3.1.1.10. Broward County Surtax 5-year Plan
- 6.3.1.1.11. Florida Department of Transportation Bicycle and Pedestrian Plans, including greenways, multimodal path, and shared-use paths.
- 6.3.1.1.12. Broward County Complete Streets Greenways Integration Study
- 6.3.1.1.13. Design guidance documents/documentation from Right-Of-Way (ROW) owners.
- 6.3.1.1.14. Broward County Transit (BCT) Transit Development Plan

- 6.3.1.1.15. BCT Transit Systemwide Plan
- 6.3.1.2. Use available data to map planned, existing and proposed bicycle and pedestrian facilities, urban trails, neighborhood greenways, multimodal paths, and shared-use paths in Broward County, evaluate level of traffic stress and overlay with socioeconomic demographic layer based on the most current Census estimates to visualize the existing low stress multimodal transportation system with demographic factors.
- 6.3.2. Review existing multimodal facility guidance and implementation strategies including goals, objectives, policies, and agreements that pertain to:
 - 6.3.2.1. Definitions of low stress facilities and their conditions;
 - 6.3.2.2. Design guide for facilities, amenities, and features;
 - 6.3.2.3. Best practices, limitations and opportunities to/for County low stress multimodal facility implementation, user safety, and emerging mobility (e.g., e-bikes, e-scooters) technologies;
 - 6.3.2.4. State and federal funding for low stress multimodal facilities, urban trails, multimodal paths, and shared-use paths;
 - 6.3.2.5. Operations and maintenance costs of and funding opportunities for low stress multimodal facilities, urban trails, neighborhood greenways, multimodal paths, and shared-use paths; and
 - 6.3.2.6. Easement dedication policies related to low stress multimodal transportation facilities, multimodal paths, and shared-use paths.
- 6.3.3. Create a consolidated Broward County bicycle and pedestrian facility, multimodal path, shared-use path and urban trail file geodatabase to include, but not be limited to roadway network data; pedestrian facilities; bicycle facilities (including, facility type and width); low stress multimodal transportation facilities; multimodal path and shared-use paths network data (existing and planned); activity generators; county parcels; easements; utilization rates; environmental data; health data; and Census data.
- 6.3.4. Conduct County owned right-of-way, parcel, and easement analyses.
 - 6.3.4.1. Identify and inventory of County owned right-of-way, parcel, and easements to propose low stress multimodal transportation route alignments and critical connections based on need.
 - 6.3.4.2. Evaluate existing multimodal transportation easement widths to determine adequacy.
- 6.3.5. Inventory activity generators within 2-mile network distance of existing low stress multimodal transportation facilities including existing residential areas, employment opportunities/centers, transit facilities, educational facilities, health care facilities, or other major destinations. Identify all clusters of major activity zone generators within one, two and three miles of the low stress multimodal transportation system network. Document existing intersecting points of interests, activity generators, bicycle facilities and facility type, sidewalks, municipal low stress multimodal transportation facilities, crossings, ADA accessibility, equipment/amenity location and condition, lighting, and maintenance needs and provide data in agreed upon format.
- 6.3.6. Collect low stress multimodal transportation facility utilization data and propose future permanent count sites. Review existing and proposed sites suitable for non-motorized counts for current usage and for future permanent data collection.
 - 6.3.6.1. Utilize data resources (e.g., location-based data, crowd source data) to conduct bicycle and pedestrian Zone Activity Analysis to identify suitable counter locations.

- 6.3.6.2. Test proposed locations with temporary bicycle and pedestrian counters and objectively measure utilization rates (people biking and walking) on the existing facilities. Existing facilities should measure bicycle and pedestrian counts using the FDOT bicycle and pedestrian count methodology for temporary counters (14 full count days including 2 work weeks and 2 weekends). Pending municipal permission, municipal owned facilities are also eligible locations for counts to be included for consideration.
- 6.3.7. Obtain data collection resources (e.g., e-bike or drone) to photo map existing low stress network to evaluate conditions of facilities, amenities, and surface status (e.g., Des Moines MPO Data Bike initiative).
- 6.3.8. Use available data and field surveys to analyze intersection and segment/corridor level of traffic stress for existing facilities. Identify and assign routes based on its most stressful segment to gain level of stress analysis and identify and map the low stress system including identification of safety and security challenges.
- 6.3.9. Documented public engagement input, feedback, and comments on existing conditions.
- 6.3.10. Deliverables
 - 6.3.10.1. Technical Memorandum on Existing Systems Conditions & Plans Review (draft and final), including:
 - 6.3.10.1.1. The sum outcomes and findings of Tasks 6.3.1-6.3.9.
 - 6.3.10.1.2. Provide geodatabase and map packages for the following:
 - 6.3.10.1.2.1. County-wide map of existing multimodal facilities, existing low stress designated multimodal facilities, and multimodal crossings.
 - 6.3.10.1.2.2. Level of Traffic Stress analysis and low stress network analysis including safety and security challenges.
 - 6.3.10.1.2.3. Contextual information including municipal boundaries, names of transit facilities, residential neighborhoods, employment opportunities/centers, educational facilities, health care facilities, or other major destinations.
 - 6.3.10.1.2.4. Locations and attributes of existing amenities, amenity types, including wayfinding and signage; existing crossings, crossing treatments, and existing crossing aid infrastructure (e.g., Traffic Signal, rapid rectangular flashing beacon (RRFB), high-intensity activated crosswalk (HAWK), No Crossing Aid); existing ADA compliance; and existing lighting.)
 - 6.3.10.1.3. Photo/Video collected as part of Task 6.3.7.
 - 6.3.10.1.4. Utilization data report detailed in Task 6.3.6.

6.4. **Task 4: Needs Assessment**

The needs assessment identifies gaps and opportunities for system improvement to meet the mobility needs of the public and establish a safe, equitable and fluid low stress multimodal transportation network and accessible by people all ages, abilities, and skillsets. This task will analyze demographic data and develop data to identify clusters of bicycle, pedestrian and transit dependent people to establish need, while also identifying critical linkages and connections that would enhance connectivity, expand multimodal options, and promote

economic development. Critical linkages and connections are inclusive of crossings and intersection improvements, such as, but not limited to bridges, overpasses, underpasses, and multimodal path heads or neighborhood connectivity linkages. The needs assessment shall consider utilization, resiliency, mobility, accessibility, and connectivity appropriate to the needs, abilities, and skillsets for a statistically significant proportion of the population.

- 6.4.1. Based on existing conditions analysis from Task 3:
 - 6.4.1.1. Identify critical connection gaps, including crossings, and identify segments that will require significant improvements within the next 5 to 10 years; provide recommendations for improvements and implementation strategies.
 - 6.4.1.2. Identify needs with regards to equity, safety and security, accessibility, and visibility, such as: ADA, crossing facilities, ramps, slope, width, clear path/clearance, lighting. Provide recommendations for improvements and implementation strategies.
- 6.4.2. Develop recommendations for low stress multimodal transportation investments, including prioritization methodology, alignments, connections, and access points.
 - 6.4.2.1. Recommend and develop, Project Manager approved, suitability criteria and methodology and conduct alignment and project prioritization over the next 20 years in the final draft of the Master Plan. The adopted methodology shall include consideration for the following:
 - 6.4.2.1.1. Facility type;
 - 6.4.2.1.2. Level of Traffic Stress and Low Stress Network needs;
 - 6.4.2.1.3. Network proximity to activity generators;
 - 6.4.2.1.4. Project mission and values;
 - 6.4.2.1.5. Equity;
 - 6.4.2.1.6. Accessibility;
 - 6.4.2.1.7. Adjacent land use;
 - 6.4.2.1.8. Resilience;
 - 6.4.2.1.9. Mobility;
 - 6.4.2.1.10. Utilization;
 - 6.4.2.1.11. Connectivity; and
 - 6.4.2.1.12. Proximity to transit and multimodal facilities
 - 6.4.2.2. The prioritization methodology shall also consider initial feasibility and fatal flaws of low stress multimodal transportation investments including, alignments, connections, and access points.
 - 6.4.2.3. Estimated engineering and capital costs.
 - 6.4.2.4. Documentation of community support gained through the Master Plan public participation process.
- 6.4.3. Identify and recommend technology and location for continuous data collection to observe utilization rates, technology may include environmental and health data outputs, in prioritized capital projects as defined by task 6.4.2.
- 6.4.4. Identify funding opportunities and develop cost feasible and vision plan for prioritized capital projects as defined by task 6.4.2. Funding opportunities shall include, but not be limited to, local, state and federal discretionary grants, private-public partnership opportunities, and other funding opportunities.
- 6.4.5. Conduct rapid health impact assessment (HIA) of cost feasible projects. The analysis should consider health and equity impacts, economic impacts, environmental impacts, and the market potential to capture non-motorized trips (capacity to enhance utilization).
- 6.4.6. A health impact assessment is a process that helps evaluate the potential impacts of a plan, project, policy, or program before it is implemented. An HIA provides practical

recommendations to increase positive health effects while minimizing negative health effects. A Health Impact Assessment includes the following steps:

- 6.4.6.1. Screening (identifying plan, project, or policy decisions for which an HIA would be useful).
 - 6.4.6.2. Scoping (planning the HIA and identifying what health risks and benefits to consider).
 - 6.4.6.3. Assessment (identifying affected populations and quantifying health impacts of the decision).
 - 6.4.6.4. Recommendations (suggesting practical actions to promote positive health effects and minimize negative health effects).
 - 6.4.6.5. Reporting (presenting results to decision makers, affected communities, and other stakeholders).
 - 6.4.6.6. Monitoring and evaluation (determining the HIA's impact on the decision and health status).
 - 6.4.6.7. A Rapid HIA usually centers around a workshop, or another key public engagement strategy, to identify and discuss impacts, including Quality of Life, of the affected community, and may include a literature review, descriptive or qualitative analyses.
- 6.4.7. Deliverables
- 6.4.7.1. Technical Memo on Needs Assessment (draft and final), including:
 - 6.4.7.1.1. The sum outcomes and findings of Tasks 6.4.1-6.4.5.
 - 6.4.7.1.2. Prioritization Matrix and spreadsheet documenting low stress multimodal transportation system needs as defined by Task 6.4.1.
 - 6.4.7.1.3. Prioritization Matrix for low stress multimodal transportation system investments as defined by Task 6.4.2.
 - 6.4.7.1.4. Documentation of community support obtained through the master planning public engagement process, and outcomes of the public participation process.
 - 6.4.7.1.5. Recommend continuous data collection sites and permanent count technology, if applicable.
 - 6.4.7.1.6. Draft cost feasible and vision plans as defined by Task 6.4.4.
 - 6.4.7.1.7. Rapid Health Impact Assessment report of prioritized cost feasible low stress multimodal transportation network

6.5. Task 5: Feasibility Analysis

- 6.5.1. Conduct feasibility analysis and aerial survey for low stress multimodal transportation facilities. Analysis shall consider, but not limited to:
 - 6.5.1.1. available of rights-of-way and easements;
 - 6.5.1.2. elevation and drainage;
 - 6.5.1.3. environmental impacts;
 - 6.5.1.4. existing utilities in ROW and streetscape conditions;
 - 6.5.1.5. impacts to adjacent properties; and
 - 6.5.1.6. fatal flaws.
- 6.5.2. Develop conceptual sketch plan² of prioritized cost feasible low stress multimodal transportation projects including:

² For any low stress alignments that also serve transit, inclusive of community shuttle, or are along a transit corridor, BCT shall be a stakeholder through the planning and design phases, and all design along transit corridors shall be reviewed by BCT Safety & Security, Operations, Capital Programs, and Service & Strategic Planning.

- 6.5.2.1. Scalable aerial plans with easements, right-of-way lines and aboveground utilities notes;
- 6.5.2.2. Cross section plans with the vision for each alignment at multiple points;
- 6.5.2.3. Signing and recommended low stress multimodal transportation facilities markings plan;
- 6.5.2.4. Low stress multimodal transportation facility and features materials (e.g., concrete or another alternative for environmental consideration and materials for neighborhood greenway features);
- 6.5.2.5. Develop a project scoping report; and
- 6.5.2.6. Conceptual design renderings.
- 6.5.3. Provide cost estimates for proposed low stress multimodal transportation facilities and enhancements to existing facilities, including capital replacement, and operations and maintenance to ensure to state of good repair over the next 20 years.
- 6.5.4. Deliverables
 - 6.5.4.1. Feasibility analysis and aerial surveys from Task 6.5.1
 - 6.5.4.2. Conceptual sketch plan and findings from Task 6.5.2
 - 6.5.4.3. Cost estimates and findings from Task 6.5.3

6.6. Task 6: Broward County Low Stress Multimodal Transportation System Design Manual

- 6.6.1. Incorporate best practices for Safe Systems Approach and low stress multimodal transportation facility design, amenities, wayfinding, ADA, and placemaking with special consideration to safety, security, equity, operations, promotion, and maintenance of facilities, micro-mobility parking, bicycle parking, vehicular parking, and utilization, wildlife-friendly practices, and environmental and human health.
- 6.6.2. Incorporate best practices to integrate and connect complete streets and low stress multimodal transportation facilities, while emphasizing ADA, transit, and bicycle facilities accessibility to low stress multimodal transportation facilities (e.g., ramps to serve multimodal users, including ADA).
- 6.6.3. Based on best practices, provide design update, plan drawings for shelters, benches, lighting, environmentally friendly pavement material for sensitive areas, wayfinding, trash receptacles, bike facilities, multimodal path heads, and additional amenities identified through the public participation process. Final branding of the Master Plan shall be coordinated with the Mobility Advancement Program Public Information Team and included in this design manual along with implementation recommendations. All design, amenities and applications shall consider drainage and stormwater managements needs and wildlife-friendly.
- 6.6.4. Develop placemaking tool kit to facilitate multimodal adoption as recommendations to give municipalities ideas of how they can activate the space and promote utilization rates.
- 6.6.5. Identify Broward County suitable best practices in design and policy for safety and security (e.g., crossing and intersection treatments), operations, promotion, maintenance of facilities, and wildlife-friendly principles. Provide best case scenario examples that are context sensitive, visionary, and innovative. Provide best practice information directly from original sources if published information is unavailable. While best practices are expected to be primarily from public sector organizations, other examples may be included where useful.
- 6.6.6. Broward County Low Stress Multimodal Transportation System Design Manual Chapters should include, but not be limited to, the following: Policy; public engagement low stress multimodal transportation vision with consideration to design sensitivities associated with rights-of-way owners Florida-friendly and multimodal-

friendly landscaping; plan drawings for amenities, including lighting; plan drawings or conceptual for typical low stress multimodal transportation cross section options; plan drawing/conceptual for complete streets integration with low stress multimodal transportation facilities; conceptual drawings for intersections and crossings, including overpasses and underpasses; placemaking toolkit; additional recommendations for landscaping, technology, safety, security, equity, how to increase utilization, etc.

6.6.7. Deliverables

6.6.7.1. Draft Broward County Low Stress Multimodal Transportation System Design Manual, including sum findings of Tasks 6.6.1-6.6.5.

6.6.7.2. Draft Placemaking Toolkit

6.7. Task 7: Draft & Final Report

Prepare a draft Master Plan update that includes comprehensive analysis and recommendations with a Safe System Approach. The overall structure of the plan will include an introduction, an overview of existing conditions, detailed recommendations, and implementation strategy/action plan. Some key features of the draft plan are described in more detail below.

6.7.1. Low Stress Multimodal Transportation System Master Plan Development

6.7.1.1. Locations, potential alignments, and implementation strategies for low stress multimodal transportation connections along transportation corridors, including map series (e.g., map(s) of master plan existing alignments, priority areas identified, new proposed alignments, and existing and proposed low stress system);

6.7.1.2. Proposed strategies and alignments to connect low stress multimodal transportation facilities to nearby transit and local and regional multimodal transportation facilities and dedicated multimodal infrastructure;

6.7.1.3. Locations and implementation strategies for public access points along low stress multimodal transportation corridors, including multimodal path heads and neighborhood connections and linkages;

6.7.1.4. Key locations and strategies for providing connectivity from adjacent communities to the low stress multimodal transportation corridors;

6.7.1.5. Locations where state and local regulations, including flood plain ordinances, underground utilities, etc., may limit or significantly impact successful implementation of the corridor vision and concept;

6.7.1.6. Areas of potential placemaking opportunities;

6.7.1.7. Identification of potential areas, guiding strategies, and mitigation factors for development or redevelopment and community design;

6.7.1.8. Key actions, potential areas or initiatives, methods, or guiding strategies for wildlife conservation, ecological preservation, or rehabilitation along the corridor, if applicable;

6.7.1.9. Strategies for how the plan will interact with adjacent jurisdictions and specifically the municipalities and state facilities;

6.7.1.10. Provide project prioritization list based on low stress multimodal transportation corridors prioritization matrix, preliminary cost estimates and conceptual design for highest priority projects;

6.7.1.11. Order of implementation of key elements of the Master Plan. The Master Plan itself shall be documented and presented in a way that is highly illustrative and graphically compelling with an articulate narrative. The plan shall be accessible to the County's diverse population and various

- stakeholders to the work product. The Master Plan will be designed in tandem with robust, creative, and strategic public engagement coordinated through the MAP Admin Public Information Officer and made available for steering committee and stakeholder review and comment at the draft stage.
- 6.7.2. Evaluate and Recommend Policies
 - 6.7.2.1. Evaluate and make recommendations to generate developer participation (e.g., public-private partnerships) or municipal partnerships of low stress multimodal transportation facility segments and multimodal path heads;
 - 6.7.2.2. Evaluate and consider supportive policies (e.g., land use and zoning) to enable the future development of low stress multimodal transportation corridors and the overall system;
 - 6.7.2.3. Evaluate and recommend policies regarding operations, including, but not be limited to, maintenance of traffic and detours on low stress multimodal transportation facilities, plat review and development review processes, repairs and maintenance, safety, and security protocol;
 - 6.7.2.4. Evaluate and recommend policies on accessibility, equity, quality of life, public health, economy, placemaking, safety and security, mobility and environmental, as well as performance targets;
 - 6.7.3. Recommend a clear nomenclature to differentiate low stress multimodal transportation facility options and facilities that do not meet the low or lower stress designations but may serve as “connections”.
 - 6.7.4. Recommend low stress multimodal transportation facilities to include the following:
 - 6.7.4.1. Cross-sections that can be applied to each context classification, limited ROW scenarios, and most frequently observed roadway conditions.
 - 6.7.4.2. Recommended easement widths to apply to each classification.
 - 6.7.5. Recommendations to address identified ADA accessibility challenges.
 - 6.7.6. Produce maintenance recommendations intended to address repair needs identified to be implemented within the next 5 to 10 years.
 - 6.7.7. Recommend update/changes to the existing, if any, easement dedication policy or develop policy.
 - 6.7.8. Recommend locations for proposed permanent bicycle and pedestrian counters.
 - 6.7.9. Recommend Implementation Strategies
 - 6.7.10. Make revisions to the draft plan based on public, stakeholder, steering committee, and County staff input and finalize the report.
 - 6.7.11. Prepare final presentation materials for Steering Community, Public Meetings, BPAC and County Commission meetings.
 - 6.7.12. Deliverables
 - 6.7.12.1. Draft Report;
 - 6.7.12.2. Presentation materials, including, but not be limited to, PowerPoint presentations, posters, drawings, images/photos, artwork;
 - 6.7.12.3. Presentation(s) to committees and boards, including County Commission;
 - 6.7.12.4. Appendices shall include: All Technical Memorandums in Tasks 1-6, Broward County Implementation Strategy, Prioritized Cost Feasible Project Lists and Map, Conceptual Design, Rehabilitation and Maintenance considerations, Broward County Low Stress Multimodal Transportation System Design Manual;
 - 6.7.12.5. Final high-resolution map of the Broward County Low Stress Multimodal Transportation System Master Plan, including Prioritized Cost Feasible and Unfunded Needs Vision Plan Maps;
 - 6.7.12.6. Project specific brochures for prioritized cost feasible projects;

- 6.7.12.7. Final Report and Appendices;
- 6.7.12.8. Geographic Information Systems (GIS) Files (Layers, Shapefiles, geodatabases, SQL database files, Map packages, PDFs); and
- 6.7.12.9. Raw Data from Public Engagement initiatives.

7. Project Timeline

- 7.1. The project will commence upon the issuance of the Notice to Proceed (NTP). The County's expectation is that the successful consultant will be able to complete the overall study within approximately 14 months from the project notice to proceed.

Standard Instructions to Vendors Request for Proposals, Request for Qualifications, or Request for Letters of Interest

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor's submittal being rejected.

Vendor MUST submit its solicitation response electronically and MUST confirm its submittal in order for the County to receive a valid response through Periscope S2G. Refer to the Purchasing Division website or contact Periscope S2G for submittal instructions.

A. Responsiveness Criteria:

Responsive (Vendor) means a vendor who submits a response to a solicitation that the Director of Purchasing determines meets all requirements of the solicitation. As provided in Section 21.40(a) of the Broward County Procurement Code, a solicitation may only be awarded to a vendor whose submission is responsive to the requirements of the solicitation. The Director of Purchasing shall determine whether submissions are responsive. In accordance with Section 21.40(a) of the Broward County Procurement Code, for solicitations in which an Evaluation Committee has been appointed, the Director of Purchasing's determination regarding responsiveness is not binding on the Evaluation Committee, which may accept or reject such determination but must state with specificity the basis for any rejection thereof.

The required information and applicable forms must be submitted with solicitation response, electronically through Periscope SG2 by the due date and time specified in the solicitation. Failure to timely submit may result in Vendor being deemed non-responsive by the Director of Purchasing. The County reserves the right to waive minor technicalities or irregularities as is in the best interest of the County in accordance with Section 21.37(b) of the Broward County Procurement Code.

Below are standard responsiveness criteria; refer to Special Instructions to Vendors, for Additional Responsiveness Criteria requirement(s).

1. Lobbyist Registration Requirement Certification

Refer to Lobbyist Registration Requirement Certification. The completed form should be submitted with the solicitation response. If not submitted within solicitation response, it must be submitted within three business days of County's written request. Failure to timely submit may result in Vendor being deemed non-responsive.

2. Addenda

The County reserves the right to amend this solicitation prior to the due date and time specified in the solicitation. Any change(s) to this solicitation will be conveyed through the written addenda process. Only written addenda will be binding. Vendor must follow the instructions carefully and submit the required information and applicable forms, or acknowledge addendum, electronically through Periscope S2G. It is the Vendor's sole responsibility to monitor the solicitation for any changing information, prior to submitting their solicitation response.

B. Responsibility Criteria:

Responsible (Vendor) means a vendor who is determined to have the capability in all respects to perform fully the requirements of a solicitation, as well as the integrity and reliability that will ensure good faith performance, as provided in Section 21.40(b) of this Code. In accordance with Section 21.40(b) of the Broward County Procurement Code, a solicitation may only be awarded to a vendor who is determined to be responsible to provide the goods or services requested by the solicitation. If a response to a solicitation is submitted by a joint venture, the joint venture will not be eligible to receive an award unless each member of the joint venture is determined to be responsible. A determination of responsibility shall be made only as to those vendors whose submissions have been determined to be responsive.

With respect to RFPs, RLIs, and RFQs, the Evaluation Committee, with assistance of the Purchasing Division and based on information provided by the applicable County Agencies and the Office of the County Attorney, shall determine whether vendors who have submitted responsive submissions are responsible.

Notwithstanding the foregoing, the awarding authority for a solicitation shall have the ultimate authority to determine whether vendors who have submitted responsive submissions are responsible.

When making determinations of responsibility, the Director of Purchasing or the Evaluation Committee (as applicable) may request additional information from any vendor on matters that may affect a vendor's responsibility. The failure of a vendor to provide information requested by the County may result in a determination of non-responsibility. In addition, a vendor may submit information regarding its responsibility; provided, however, that such information shall not be considered if it contradicts or materially alters the information provided by the vendor in its original response to the solicitation.

Failure to provide any of this required information and in the manner required may result in a recommendation by the Director of Purchasing that the Vendor is non-responsible.

Below are standard responsibility criteria; refer to **Special Instructions to Vendors**, for Additional Responsibility Criteria requirement(s).

1. **Litigation History**

- a. All Vendors are required to disclose to the County all "material" cases filed, pending, or resolved during the last three (3) years prior to the solicitation response due date, whether such cases were brought by or against the Vendor, any parent or subsidiary of the Vendor, or any predecessor organization. Additionally, all Vendors are required to disclose to the County all "material" cases filed, pending, or resolved against any principal of Vendor, regardless of whether the principal was associated with Vendor at the time of the "material" cases against the principal, during the last three (3) years prior to the solicitation response. A case is considered to be "material" if it relates, in whole or in part, to any of the following:
 - i. A similar type of work that the vendor is seeking to perform for the County under the current solicitation;
 - ii. An allegation of fraud, negligence, error or omissions, or malpractice against the vendor or any of its principals or agents who would be performing work under the current solicitation;
 - iii. A vendor's default, termination, suspension, failure to perform, or improper performance in connection with any contract;
 - iv. The financial condition of the vendor, including any bankruptcy petition (voluntary and involuntary) or receivership; or
 - v. A criminal proceeding or hearing concerning business-related offenses in which the vendor or its principals (including officers) were/are defendants.
- b. For each material case, the Vendor is required to provide all information identified in the **Litigation History Form**. Additionally, the Vendor shall provide a copy of any judgment or settlement of any material case during the last three (3) years prior to the solicitation response. Redactions of any confidential portions of the settlement agreement are only permitted upon a certification by Vendor that all redactions are required under the express terms of a pre-existing confidentiality agreement or provision.
- c. The County will consider a Vendor's litigation history information in its review and determination of responsibility.
- d. If the Vendor is a joint venture, the information provided should encompass the joint venture and each of the entities forming the joint venture.

- e. A vendor is required to disclose to the County any and all cases(s) that exist between the County and any of the Vendor's subcontractors/subconsultants proposed to work on this project during the last five (5) years prior to the solicitation response.
- f. Failure to disclose any material case, including all requested information in connection with each such case, as well as failure to disclose the Vendor's subcontractors/subconsultants litigation history against the County, may result in the Vendor being deemed non-responsive.

2. Financial Information

- a. All Vendors are required to submit the Vendor's financial statements by the due date and time specified in the solicitation, in order to demonstrate the Vendor's financial capabilities. If not submitted with solicitation response, it must be submitted within three business days of County's written request.
- b. Each Vendor shall submit its most recent two years of financial statements for review. The financial statements are not required to be audited financial statements. The annual financial statements shall be in the form of:
 - i. Balance sheets, income statements and annual reports; or
 - ii. Tax returns; or
 - iii. SEC filings.

If tax returns are submitted, ensure it does not include any personal information (as defined under Florida Statutes Section 501.171, Florida Statutes), such as social security numbers, bank account or credit card numbers, or any personal pin numbers. If any personal information data is part of financial statements, redact information prior to submitting a response the County.

- c. If a Vendor has been in business for less than the number of years of required financial statements, then the Vendor must disclose all years that the Vendor has been in business, including any partial year-to-date financial statements.
- d. The County may consider the unavailability of the most recent year's financial statements and whether the Vendor acted in good faith in disclosing the financial documents in its evaluation.
- e. Any claim of confidentiality on financial statements should be asserted at the time of submittal. Refer to **Standard Instructions to Vendors**, Confidential Material/Public Records and Exemptions for instructions on submitting confidential financial statements. The Vendor's failure to provide the information as instructed may lead to the information becoming public.
- f. Although the review of a Vendor's financial information is an issue of responsibility, the failure to either provide the financial documentation or correctly assert a confidentiality claim pursuant the Florida Public Records Law and the solicitation requirements (Confidential Material/ Public Records and Exemptions section) may result in a recommendation of non-responsiveness by the Director of Purchasing.

3. Authority to Conduct Business in Florida

- a. A Vendor must have the authority to transact business in the State of Florida and be in good standing with the Florida Secretary of State. For further information, contact the Florida Department of State, Division of Corporations.
- b. The County will review the Vendor's business status based on the information submitted with the solicitation response.
- c. It is the Vendor's sole responsibility to comply with all state and local business requirements.
- d. Vendor should list its active Florida Department of State Division of Corporations Document Number (or Registration No. for fictitious names) in the Vendor Questionnaire, Question No. 10.

- e. If a Vendor is an out-of-state or foreign corporation or partnership, the Vendor must obtain the authority to transact business in the State of Florida or show evidence of application for the authority to transact business in the State of Florida, upon request of the County.
- f. A Vendor that is not in good standing with the Florida Secretary of State at the time of a submission to this solicitation may be deemed non-responsible.
- g. If successful in obtaining a contract award under this solicitation, the Vendor must remain in good standing throughout the contractual period of performance.

4. **Affiliated Entities of the Principal(s)**

- a. All Vendors are required to disclose the names and addresses of “affiliated entities” of the Vendor’s principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County. The Vendor is required to provide all information required on the Affiliated Entities of the Principal(s) Certification Form.
- b. The County will review all affiliated entities of the Vendor’s principal(s) for contract performance evaluations and the compliance history with the County’s Small Business Program, including CBE, DBE and SBE goal attainment requirements. “Affiliated entities” of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.
- c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor’s principals in its review and determination of responsibility.

5. **Insurance Requirements**

The Insurance Requirement Form reflects the insurance requirements deemed necessary for this project. While it is not necessary to have this level of insurance in effect at the time of solicitation response, all Vendors are required to either submit insurance certificates indicating that the Vendor currently carries the level insurance coverages or submit a letter from the insurance carrier indicating Vendor can provide the insurance coverages.

C. Additional Information and Certifications

The following forms and supporting information (if applicable) should be completed and submitted with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County’s written request. Failure to timely submit may affect Vendor’s evaluation.

1. **Vendor Questionnaire and Standard Certifications**

Vendors are required to submit detailed information on their firm and certify to the below requirements. Refer to the **Vendor Questionnaire and Standard Certification** and submit as instructed.

- a. Cone of Silence Requirement Certification
- b. Drug-Free Workplace Certification
- c. Non-Collusion Certification
- d. Public Entities Crimes Certification
- e. Scrutinized Companies List Certification

2. **Subcontractors/Subconsultants/Suppliers Requirement**

The Vendor shall submit a listing of all subcontractors, subconsultants, and major material suppliers, if any, and the portion of the contract they will perform. Vendors must follow the instructions included on the **Subcontractors/Subconsultants/Suppliers Information Form** and submit as instructed.

D. Standard Agreement Language Requirements

- 1. The acceptance of or any exceptions taken to the terms and conditions of the County’s Agreement shall be considered a part of a Vendor’s solicitation response and will be considered by the Evaluation Committee.

2. The applicable Agreement terms and conditions for this solicitation are indicated in the Special Instructions to Vendors.
3. Vendors are required to review the applicable terms and conditions and submit the Agreement Exception Form. The completed form should be submitted with the solicitation response. If not submitted with solicitation response, it shall be deemed an affirmation by the Vendor that it accepts the contract terms and conditions stated in the solicitation.
4. If exceptions are taken, the Vendor must specifically identify each term and condition with which it is taking an exception. Any exception not specifically listed is deemed waived. Simply identifying a section or article number is not sufficient to state an exception. Provide either a redlined version of the specific change(s) or specific proposed alternative language. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.
5. Submission of any exceptions to the Agreement does not denote acceptance by the County. Furthermore, taking exceptions to the County's terms and conditions may be viewed unfavorably by the Evaluation Committee and ultimately may impact the overall evaluation of a Vendor's submittal.

E. Evaluation Criteria

1. The Evaluation Committee will evaluate Vendors as per the **Evaluation Criteria**. The County reserves the right to obtain additional information from a Vendor.
2. Vendor has a continuing obligation to inform the County in writing of any material changes to the information it has previously submitted. The County reserves the right to request additional information from Vendor at any time.
3. For Request for Proposals, the following shall apply:
 - a. The Director of Purchasing may recommend to the Evaluation Committee to short list the most qualified firms prior to the Final Evaluation.
 - b. The Evaluation Criteria identifies points available; a total of 100 points is available.
 - c. If the Evaluation Criteria includes a request for pricing, the total points awarded for price is determined by applying the following formula:
$$\frac{\text{(Lowest Proposed Price/Vendor's Price)}}{\text{Price}} \times \text{(Maximum Number of Points for Price)} = \text{Price Score}$$
 - d. After completion of scoring, the County may negotiate pricing as in its best interest.
4. For Requests for Letters of Interest or Request for Qualifications, the following shall apply:
 - a. The Evaluation Committee will create a short list of the most qualified firms.
 - b. The Evaluation Committee will either:
 - i. Rank shortlisted firms; or
 - ii. If the solicitation is part of a two-step procurement, shortlisted firms will be requested to submit a response to the Step Two procurement.

F. Demonstrations

Refer to Special Instructions to Vendors. Vendors determined to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable), will be required to demonstrate the nature of their offered solution. After receipt of solicitation responses, all Vendors will receive a description

of, and arrangements for, the desired demonstration. All Vendors will have equal time for demonstrations, but the question-and-answer time may vary. In accordance with Section 286.0113 of the Florida Statutes and pursuant to the direction of the Broward County Board of Commissioners, demonstrations are closed to only the Vendor's team and County staff.

G. Presentations

Vendors that are determined to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) will have an opportunity to make an oral presentation to the Evaluation Committee on the Vendor's approach to this project and the Vendor's ability to perform. The committee may provide a list of subject matter for the discussion. All Vendor's will have equal time to present but the question-and-answer time may vary. In accordance with Section 286.0113 of the Florida Statutes, and the direction of the Broward County Board of Commissioners, presentations during Evaluation Committee Meetings are closed. Only the Evaluation Committee members, County staff and the vendor and their team scheduled for that presentation will be present in the Meeting Room during the presentation and subsequent question and answer period.

H. Public Art and Design Program

If indicated in **Special Instructions to Vendors**, Public Art and Design Program, Section 1-88, Broward County Code of Ordinances, applies to this project. It is the intent of the County to functionally integrate art, when applicable, into capital projects and integrate artists' design concepts into this improvement project. The Vendor may be required to collaborate with the artist(s) on design development within the scope of this request. Artist(s) shall be selected by Broward County through an independent process. For additional information, contact the Broward County Cultural Division.

I. Committee Appointment

The Cone of Silence shall be in effect for County staff at the time of the Evaluation Committee appointment and for County Commissioners and Commission staff upon the first meeting of the Evaluation Committee. The committee members appointed for this solicitation are available on the Purchasing Division's website under Committee Appointment.

J. Committee Questions, Request for Clarifications, Additional Information

At any committee meeting, the Evaluation Committee members may ask questions, request clarification, or require additional information of any Vendor's submittal or proposal. It is highly recommended Vendors attend to answer any committee questions (if requested), including a Vendor representative that has the authority to bind.

Vendor's answers may impact evaluation (and scoring, if applicable). Upon written request to the Purchasing Agent prior to the meeting, a conference call number will be made available for Vendor participation via teleconference. Only Vendors that are found to be both responsive and responsible to the requirements of the solicitation and/or shortlisted (if applicable) are requested to participate in a final (or presentation) Evaluation committee meeting.

K. Vendor Questions

The County provides a specified time for Vendors to ask questions and seek clarification regarding solicitation requirements. All questions or clarification inquiries must be submitted electronically through Periscope S2G by the Question & Answer due date and time specified in the solicitation document (including any addenda). The County will respond to questions electronically through Periscope S2G.

L. Confidential Material/ Public Records and Exemptions

1. Broward County is a public agency subject to Chapter 119, Florida Statutes. Upon receipt, all submittals become "public records" and shall be subject to public disclosure consistent with Chapter

119, Florida Statutes. Submittals may be posted on the County's public website or included in a public records request response unless there is a declaration of "confidentiality" pursuant to the public records law and in accordance with the procedures in this section.

2. Any confidential material(s) the Vendor asserts is exempt from public disclosure under Florida Statutes must be labeled as "Confidential" and marked with the specific statute and subsection asserting exemption from Public Records. Electronic media, including flash drives, must also comply with this requirement and separate any files claimed to be confidential.
3. To submit confidential material, three copies (in print or electronic format) must be submitted in a sealed envelope, labeled "Confidential Matter" with the solicitation number, title, date and the time of solicitation opening to:
Broward County Purchasing Division 115
South Andrews Avenue, Room 212Fort
Lauderdale, FL 33301
4. Any materials that the Vendor claims to be confidential and exempt from public records must be marked and separated from the submittal. If the Vendor does not comply with these instructions, the Vendor's claim for confidentiality will be deemed as waived.
5. Submitting confidential material may impact full discussion of your submittal by the Evaluation Committee because the Committee will be unable to discuss the details contained in the documents cloaked as confidential at the publicly noticed Committee meeting.

M. Copyrighted Materials

Copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Submission of copyrighted material in response to any solicitation will constitute a license and permission for the County to make copies (including electronic copies) as reasonably necessary for the use by County staff and agents, as well as to make the materials available for inspection or production pursuant to Public Records Law, Chapter 119, Florida Statutes.

N. State and Local Preferences

If the solicitation involves a federally funded project where the fund requirements prohibit the use of state and/or local preferences, such preferences contained in the Local Preference Ordinance and Broward County Procurement Code will not be applied in the procurement process.

O. Local Preference

The following local preference provisions shall apply except where otherwise prohibited by federal or state law or other funding source restrictions.

For all competitive solicitations in which objective factors used to evaluate the responses from vendors are assigned point totals:

- a. Five percent (5%) of the available points (for example, five points of a total 100 points) shall be awarded to each locally based business and to each joint venture composed solely of locally based businesses, as applicable;
- b. Three percent (3%) of the available points shall be awarded to each locally based subsidiary and to each joint venture that is composed solely of locally based subsidiaries, as applicable; and
- c. For any other joint venture, points shall be awarded based upon the respective proportion of locally based businesses and locally based subsidiaries' equity interests in the joint venture.

If, upon the completion of final rankings (technical and price combined, if applicable) by the Evaluation Committee, a nonlocal vendor is the highest ranked vendor and one or more Local Businesses (as defined by Section 1-74 of the Broward County Code of Ordinances) are within five percent (5%) of the total points obtained by the nonlocal vendor, the highest ranked Local Business shall be deemed to be the highest ranked vendor overall, and the County shall proceed to negotiations with that vendor. If impasse is reached, the County shall next proceed to negotiations with the next highest ranked Local Business that was within five percent (5%) of the total points obtained by the nonlocal vendor, if any.

Refer to Section 1-75 of the Broward County Local Preference Ordinance and the **Location Certification Form** for further information.

P. Tiebreaker Criteria

In accordance with Section 21.42(d) of the Broward County Procurement Code, the tiebreaker criteria shall be applied based upon the information provided in the Vendor's response to the solicitation. In order to receive credit for any tiebreaker criterion, complete and accurate information must be contained in the Vendor's submittal.

1. Location Certification Form;
2. Domestic Partnership Act Certification (Requirement and Tiebreaker);
3. Tiebreaker Criteria Form: Volume of Payments Over Five Years

Q. Posting of Solicitation Results and Recommendations

The Broward County Purchasing Division's website is the location for the County's posting of all solicitations and contract award results. It is the obligation of each Vendor to monitor the website in order to obtain complete and timely information.

R. Review and Evaluation of Responses

An Evaluation Committee is responsible for recommending the most qualified Vendor(s). The process for this procurement may proceed in the following manner:

1. The Purchasing Division delivers the solicitation submittals to agency staff for summarization for the committee members. Agency staff prepares a report, including a matrix of responses submitted by the Vendors. This may include a technical review, if applicable. If a demonstration is required, County will appoint a Technical Review Team ("TRT") to view all Vendor demonstrations. The TRT will be comprised of County staff with specific subject matter expertise. The TRT will review all Vendor demonstrations for compliance with the Demonstration Script. The Project Manager will compile the results of each Vendor's demonstration into a final TRT Report. The TRT Report will be distributed to the Evaluation Committee members prior to the Final Evaluation Meeting.
2. A solicitation may only be awarded to a vendor whose submission is responsive to the requirements of the solicitation. The Director of Purchasing shall determine whether submissions are responsive. For solicitations in which an Evaluation Committee has been appointed, the Director of Purchasing's determination regarding responsiveness is not binding on the Evaluation Committee, which may accept or reject such determination but must state with specificity the basis for any rejection thereof.
3. The Evaluation Committee, with assistance of the Purchasing Division and based on information provided by the applicable County Agencies and the Office of the County Attorney, shall determine whether vendors who have submitted responsive submissions are responsible. Notwithstanding the foregoing, the awarding authority for a solicitation shall have the ultimate authority to determine whether vendors who have submitted responsive submissions are responsible. When making determinations of responsibility, the Director of Purchasing or the Evaluation Committee (as applicable) may request additional information from any vendor on matters that may affect a vendor's responsibility. The failure of a vendor to provide information requested by the County may result in a determination of non-responsibility. In addition, a vendor may submit information regarding its responsibility; provided, however, that such information shall not be considered if it contradicts or materially alters the information provided by the vendor in its original response to the solicitation.

S. Vendor Protest

Part X of the Broward County Procurement Code sets forth procedural requirements that apply if a Vendor intends to protest a solicitation or proposed award of a contract and states in part the following:

1. Any written protest concerning the specifications or requirements of a solicitation (or of any addenda thereto) must be received by the Director of Purchasing within five (5) business days after the applicable solicitation (or addenda) is posted on the Purchasing Division’s website.
2. Any written protest concerning a proposed award or ranking must be received by the Director of Purchasing within five (5) business days after the proposed award or ranking is posted on the Purchasing Division’s website.
3. Calculation of Days. Unless otherwise expressly stated, all references to “days” mean calendar days between the hours of 8:30 a.m. and 5:00 p.m., excluding days that are County holidays. All references to “business days” mean Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m., excluding days that are County holidays. In calculating time periods, the day of the event that triggers the time period shall be excluded from the calculation (for example, objections to a ranking must be filed within three (3) business days after the ranking is posted, so an objection to a ranking posted on a Monday must be filed no later than 5:00 p.m. on Thursday). Failure to file a written protest so that it is received by the Director of Purchasing within the timeframes set forth in Part X of the Broward County Procurement Code shall constitute a waiver of the right to protest. A protest submitted to anyone other than the Director of Purchasing shall not be a valid protest.

Except as to any protest of the specifications or requirements of a solicitation, as a condition of initiating any protest, the protestor must, concurrently with filing the protest, pay a filing fee for the purpose of defraying the costs in administering the protest in accordance with the scheduled provided below. The filing fee shall be refunded if the protestor prevails in the protest. Failure to timely pay the required filing fee shall render the protest invalid.

<u>Estimated Contract Amount</u>	<u>Filing Fee</u>
Mandatory Bid Amount up to \$250,000	\$500
\$250,000 - \$500,00	\$1,000
\$500,001 - \$5 million	\$3,000
Over \$5 million	\$5,000

The estimated contract amount shall be the total bid amount offered by the protesting vendor in its response to the solicitation, inclusive of any contract renewals or extensions. If no bid amount was submitted by the protestor, the estimated contract amount shall be the County’s estimated contract price for the procurement. The County will accept a filing fee in the form of a money order, certified check, or cashier’s check, payable to “Broward County,” or other manner of payment approved by the Director of Purchasing.

T. RIGHT TO APPEAL

The protestor may appeal the Director of Purchasing’s denial of the protest with respect to the proposed award of a solicitation in accordance with Part XII of the Broward County Procurement Code. Decisions by the Director of Purchasing with respect to the specifications or requirements of a solicitation may only be appealed to the County Administrator or their designee, who shall determine the method, timing, and process of the appeal and whose decision shall be final.

1. The appeal must be received by the Director of Purchasing within ten (10) days after the date of the determination being appealed.
2. The appeal must be accompanied by an appeal bond by a Vendor having standing to protest and must comply with all other requirements of Part XII of the Broward County Procurement Code.
3. Except as otherwise provided by law, the filing of an appeal is an administrative remedy that must be exhausted prior to the filing of any civil action against the County concerning any subject matter that, had an appeal been filed, could have been addressed as part of the appeal.

U. Rejection of Responses

The Director of Purchasing may reject all responses to a solicitation, even when only one response is received, if the Director of Purchasing determines that doing so would be in the best interest of the County; provided, however, that only the Board may reject all responses to a solicitation where the issuance of the solicitation was approved by the Board.

V. Negotiations

Once a ranking is deemed final, the County shall commence contract negotiations with the top-ranked vendor (or, if provided in the solicitation, with multiple top-ranked vendors simultaneously). If the negotiation does not result in mutually satisfactory contract terms within a reasonable time, as determined by the Director of Purchasing, then the Director of Purchasing may terminate negotiations with the applicable vendor and commence (or continue, if the solicitation provided for negotiation with multiple top-ranked vendors) negotiations with the next-ranked vendor(s) or issue a new solicitation, as the Director of Purchasing determines to be in the best interest of the County. In accordance with Section 286.0113 of the Florida Statutes, and the direction of the Broward County Board of Commissioners, negotiations resulting from Evaluation Committee Meetings are closed. Only County staff and the selected vendor and their team will be present during negotiations.

W. Submittal Instructions:

1. Broward County does not require any personal information (as defined under Section 501.171, Florida Statutes), such as social security numbers, driver license numbers, passport, military ID, bank account or credit card numbers, or any personal pin numbers, in order to submit a response for ANY Broward County solicitation. DO NOT INCLUDE any personal information data in any document submitted to the County. If any personal information data is part of a submittal, this information must be redacted prior to submitting a response to the County.
2. Vendor MUST submit its solicitation response electronically through Periscope S2G and MUST confirm its solicitation response in order for the County to receive a valid response through Periscope S2G. It is the Vendor's sole responsibility to assure its response is submitted and received through Periscope S2G by the date and time specified in the solicitation.
3. The County will not consider solicitation responses received by other means. Vendors are encouraged to submit their responses in advance of the due date and the time specified in the solicitation. In the event that the Vendor is having difficulty submitting the solicitation response electronically through Periscope S2G, immediately notify the Purchasing Agent and then contact Periscope S2G for technical assistance.
4. Vendor must view, submit, and/or accept each of the documents in Periscope S2G. Web-fillable forms can be filled out and submitted through Periscope S2G.
5. After all documents are viewed, submitted, and/or accepted in Periscope S2G, the Vendor must upload additional information requested by the solicitation (i.e. Evaluation Criteria and Financial Statements) in the Item Response Form in Periscope S2G, under line one (regardless if pricing requested).
6. Vendor should upload responses to Evaluation Criteria in Microsoft Word or Excel format.
7. If the Vendor is declaring any material confidential and exempt from Public Records, refer to Confidential Material/ Public Records and Exemptions for instructions on submitting confidential material.
8. After all files are uploaded, Vendor must submit and CONFIRM its offer (by entering password) for offer to be received electronically through Periscope S2G.
9. If a solicitation requires an original Proposal Bond (per Special Instructions to Vendors), Vendor must submit in a sealed envelope, labeled with the solicitation number, title, date and the time of solicitation opening to:

Broward County Purchasing Division 115
South Andrews Avenue, Room 212Fort
Lauderdale, FL 33301

A copy of the Proposal Bond should also be uploaded into Periscope S2G; this does not replace the requirement to have an original proposal bond. Vendors must submit the original Proposal Bond, by the due date and time specified in the solicitation.

Revised May 1, 2021

Special Instructions to Vendors

Solicitation Name: Low Stress Multimodal Mobility Transportation System Master Plan

Vendors are instructed to read and follow the instructions carefully, as any misinterpretation or failure to comply with instructions may lead to a Vendor's submittal being rejected.

A. Additional Responsiveness Criteria:

In addition to the requirements set forth in the **Standard Instructions to Vendors**, the following criteria shall also be evaluated in making a determination of responsiveness:

1. Criminal History Screening Practices Certification:

The completed and signed form should be returned with Vendor's submittal. If Vendor does not provide it with the submittal, Vendor must submit the completed and signed form within three business days after County's request. Vendor shall be deemed nonresponsive for failure to fully comply within stated timeframes.

B. Additional Responsibility Criteria:

In addition to the requirements set forth in the **Standard Instructions to Vendors**, the following criteria shall also be evaluated in making a determination of responsibility:

1. Office of Economic and Small Business Development Program:

This solicitation has the following County Business Enterprise Goals: **30%** CBE Goals. Vendors must follow the instructions included in the **Office of Economic and Small Business Development Requirements** section and submit all required forms and information as instructed.

2. License Requirements:

Prime Vendor should submit satisfactory proof of licensing with its submittal. If not provided with submittal, the Vendor must submit such proof within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

a. In order to be considered a responsible and responsive Prime Vendor for the scope of work set forth in this solicitation, Prime Vendor shall be required to possess the following license (including any specified State registration, if applicable) at the time of submittal.

Florida Licensed Professional Engineer

b. Prime Vendor and/or subconsultants shall be required to possess the following license (including any specified State registration, if applicable) at the time of submittal.

American Institute of Certified Planners (AICP)

Any certificate of competency that meets or exceeds the licensing requirements specified herein, as determined in the sole and absolute discretion of the County, will be considered responsible and responsive to the licensing requirements of this solicitation.

Joint Venture submittal requirements, if applicable:

If applicable, A Joint Venture should submit satisfactory proof with its submittal that the Joint Venture, or at least one of the Joint Venture partners, shall be required to possess one of the above licenses (including any specified State registration, if applicable) at the time of submittal. If not submitted with its response, the Joint Venture must submit such proof within

three business days of County's written request. A Joint Venture may be deemed non-responsive for failure to comply within stated timeframes.

If a Joint Venture is recommended for contract award, it must either 1) submit satisfactory proof that the Joint Venture holds the specified license (if applicable) or that a licensed contractor has qualified the Joint Venture, or 2) provide satisfactory proof it applied for the specified license (if applicable) or the licensee has applied to qualify the Joint Venture, within three business days of County's written request. The license or qualification, as applicable, in the name of the Joint Venture, must be effective prior to contract execution.

C. Standard Agreement Language Requirements:

The applicable Agreement terms and conditions for this solicitation can be located at:

[https://www.broward.org/purchasing/documents/3.%20Standard%20Consultant%20Agreement%20Form%20\(BCF%20202\).pdf](https://www.broward.org/purchasing/documents/3.%20Standard%20Consultant%20Agreement%20Form%20(BCF%20202).pdf)

Refer to **Standard Instructions for Vendors** and the requirements to review the applicable terms and conditions (and submission of the **Agreement Exception Form**).

D. Demonstrations:

Not applicable to this solicitation.

E. Presentations:

Applies to this solicitation. Refer to Standard Instructions to Vendors for additional information and requirements.

F. Public Art and Design Program:

Not applicable to this solicitation.

G. Procurement Authority:

Non-Continuing Contract: Professional services needed for a planning or study activity where the fee for the professional services exceeds the threshold amount provided in the Florida Statutes, Chapter 287.055, Consultants' Competitive Negotiation Act (CCNA).

H. Project Funding Source - this project is funded in whole or in part by:

County Funds

I. Projected Schedule:

Initial Shortlisting or Evaluation Meeting (Sunshine Meeting): **TBD**.
Final Evaluation Meeting (Sunshine Meeting): **TBD**.

Check this website for any changes to the above tentative schedule for Sunshine Meetings:
<http://www.broward.org/Commission/Pages/SunshineMeetings.aspx>.

Virtual Meetings: If circumstances (such as those related to COVID-19) require the meetings identified in this Section to be virtual meetings, such meetings will be held through a conferencing application (such as Microsoft Teams) which can be accessed by phone or computer. Vendors invited to participate in virtual presentations will be required to do so using the application (such as Microsoft Teams) established for the virtual meeting.

J. Project Manager Information:

Project Manager: Josette Severyn, AICP, Senior Planner, Urban Planning Division
Email: JSeveryn@Broward.org

K. Domestic Partnership Act Certification:

The Domestic Partnership Act Certification Form is not a requirement of the solicitation but will only be utilized for Tiebreaker purposes. Refer to the Domestic Partnership Act Certification Form and submit as instructed.

Vendors are requested to submit questions regarding this solicitation through the “Q&A” section on Periscope S2G; answers are posted through Periscope S2G.

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**Evaluation Criteria
for
Low Stress Multimodal Mobility Transportation System Master Plan**

	Total Points
1) Ability of Professional Personnel (Maximum 30 Points)	
<p>A. Describe the qualifications and relevant experience of the Project Manager and all key staff that are intended to be assigned to this project. Include resumes for the Project Manager and all key staff described. Include the qualifications and relevant experience of all subconsultants' key staff to be assigned to this project.</p> <p>Identify the key personnel of the Team (Prime Vendor and their subconsultants) who will be assigned to the Scope of Work. Provide summary of the experience each Team member has with greenway planning including related areas of experience and expertise. The Team may include, but not be limited to, key staff that have experience in: greenway planning and engineering; active transportation/ bicycle and pedestrian facility planning; multimodal planning and engineering; environmental planning and engineering, geotechnical services/geographic information systems; landscape architecture feasibility analysis; cost estimating/engineering; land use planning, community planning; multimodal data collection and analysis; marketing and communication; and public engagement, participation and outreach. Resumes of all team members should be provided and up-to-date. The Vendor should demonstrate that it has sufficient personnel with the various types of skills to fulfill tasks and execute project scope.</p>	20
<p>B. Provide an overview of proposed County Business Enterprise (CBE) and Subconsultant(s) experience. The CBE and any Subconsultant team should include all resumes of all proposed staff and relevant skillsets.</p>	10
2) Project Approach (Maximum 25 Points)	
<p>A. Describe the Prime Vendor's approach to the project. Include how the prime Vendor will use subconsultants in the project. Accurately and thoroughly address Vendor's approach to completing all items from the attached Scope of Work, Tasks 1-7.</p>	20
<p>B. List program project management functions that the Vendor and all Subconsultants and CBE will perform.</p>	5
3) Past Performance (Maximum 30 Points)	
<p>A. Describe Prime Vendor's experience on projects of similar nature, scope and duration, along with evidence of satisfactory completion, both on time and within budget, for the past five (5) years. Provide a minimum of three (3) projects with references.</p> <p>Prime Vendor should provide references for similar work performed to show evidence of qualifications and previous experience. Refer to Vendor Reference Verification Form and submit as instructed. Only provide references for non-Broward County Board of County Commissioners contracts. For Broward County contracts, the County will review performance evaluations in its database for vendors with previous or current contracts with the County. The County considers references and performance evaluations in the evaluation of Vendor's past performance.</p>	10

<p>B. Describe the Team’s specific past experience(s), within the last five (5) years, in managing and completing tasks related to planning and engineering associated with greenway system master planning and feasibility studies; greenway and complete streets integration and connectivity; active transportation planning and design, including bicycle and pedestrian facilities and design; multimodal safety, multimodal planning and design, accessibility, and mobility; greenway policies and best practices; land use planning; and project prioritization, public engagement, participation and outreach, and innovations in engagement strategies.</p>	<p>10</p>
<p>C. Describe the Team’s past experience relevant to the Tasks and Subtasks of the Scope of Work. Include role of each Team member (as Prime or Subconsultant); type of work; organizational chart, name and contact information of client representative; project dollar value (state whether figure is for services or total project) and total dollar value of contract.</p>	<p>10</p>
<p>4) Workload of Firm (Maximum 5 Points)</p>	
<p>For the Prime Vendor only, list all completed and active projects that Vendor has managed within the past five (5) years. In addition, list all projected projects that Vendor will be working on in the near future. Projected projects will be defined as a project(s) that Vendor is awarded a contract but the Notice to Proceed has not been issued. Identify any projects that Vendor worked on concurrently. Describe Vendor’s approach to managing these projects. Were there or will there be any challenges for any of these listed projects? If so, describe how Vendor dealt or will deal with projects’ challenges.</p>	<p>5</p>
<p>5) Willingness to Meet Time and Budget Requirements (Maximum 2 Points)</p>	
<p>State the Vendor’s willingness to meet the Project’s completion date requirement and willingness to keep Project total costs below the Project budget.</p> <p>Completion Date Requirement: 14 months. Estimated Project Budget: \$480,520. YES = 2 Points NO = 0 Points</p>	<p>2</p>
<p>6) Location (Maximum 5 Points)</p>	
<p>Refer to Location Certification Form and submit as instructed. The maximum points should be assigned to each Locally Based Business and to each joint venture that is composed solely of Locally Based Businesses.</p> <p>Points should be allocated as follows based on the vendor’s selection of one of the five options in the Location Certification Form: Option 1 (0 points); Option 2 (5 points); Option 3 (3 points); Option 4 (points range from 0-5 depending on the composition of the joint venture); and Option 5 (0 points).</p>	<p>5</p>
<p>7) Volume of Previous Work (3 Points)</p>	
<p>Refer to Volume of Previous Work Attestation Form and the Volume of Previous Work Attestation Joint Venture Form and submit as instructed.</p> <p>The calculation for Volume of Previous Work is all amounts paid to the prime Vendor by Broward County Board of County Commissioners at the time of the solicitation opening date within a five-year timeframe. Points assigned for Volume of Previous Work will be based on the amount paid-to-date by the County to a prime Vendor MINUS the Vendor’s confirmed payments paid-to-date to approved certified County Business Enterprise (CBE) firms performing services as Vendor’s subcontractor/subconsultant to obtain the CBE goal commitment as confirmed by County’s Office of Economic and Small Business Development. The calculation of Volume of Previous Work for a prime</p>	<p>3</p>

<p>Vendor previously awarded a contract as a member of a Joint Venture firm is based on the actual equity ownership of the Joint Venture firm.</p> <p>Three points will be allocated to Vendors paid \$0 - \$3,000,000); 2 Points will be allocated to Vendors paid \$3,000,001 - \$7,500,000; 1 Point will be allocated to Vendors paid \$7,500,001 - \$10,000,000; 0 Points will be allocated to Vendors paid over \$10,000,000). Payments for prime Vendor will be verified by the Purchasing Division.</p>	
TOTAL NUMBER OF POINTS	100

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Vendor Reference Verification Form

Vendor is required to submit completed Reference Verification Forms for previous projects referenced in its submittal. Vendor should provide the **Vendor Reference Verification Form** to its reference organization/firm to complete and return to the Vendor's attention. Vendor should submit the completed Vendor Reference Form with its response by the solicitation's deadline. The County will verify references provided as part of the review process. Provide a minimum of three (3) non-Broward County Board of County Commissioners' references.



Vendor Reference Verification Form

Broward County Solicitation No. and Title:

Reference for:

Organization/Firm Name providing reference:

Contact Name:

Title:

Reference date:

Contact Email:

Contact Phone:

Name of Referenced Project:

Contract No.

Date Services Provided:

Project Amount:

to

Vendor's role in Project: Prime Vendor Subconsultant/Subcontractor

Would you use this vendor again? Yes No If No, please specify in Additional Comments (below).

Description of services provided by Vendor:

Please rate your experience with the referenced Vendor:

Needs Improvement

Satisfactory

Excellent

Not Applicable

1. Vendor's Quality of Service
 - a. Responsive
 - b. Accuracy
 - c. Deliverables
2. Vendor's Organization:
 - a. Staff expertise
 - b. Professionalism
 - c. Turnover
3. Timeliness of:
 - a. Project
 - b. Deliverables
4. Project completed within budget
5. Cooperation with:
 - a. Your Firm
 - b. Subcontractor(s)/Subconsultant(s)
 - c. Regulatory Agency(ies)

Additional Comments: (provide on additional sheet if needed)

THIS SECTION FOR COUNTY USE ONLY

Verified via: EMAIL VERBAL Verified by: _____ Division: _____ Date: _____

VENDOR QUESTIONNAIRE AND STANDARD CERTIFICATIONS
Request for Proposals, Request for Qualifications, or Request for Letters of Interest

The completed form, including acknowledgment of the standard certifications and should be submitted with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's written request. Failure to timely submit may affect Vendor's evaluation.

If a response requires additional information, the Vendor should upload a written detailed response with submittal; each response should be numbered to match the question number. The completed questionnaire and attached responses will become part of the procurement record. It is imperative that the person completing the Vendor Questionnaire be knowledgeable about the proposing Vendor's business and operations.

1. Legal business name:

2. Doing Business As/ Fictitious Name (if applicable):

3. Federal Employer I.D. no. (FEIN):

4. Dun and Bradstreet No.:

5. Website address (if applicable):

6. Principal place of business address:

7. Office location responsible for this project:

8. Telephone no.:

Fax no.:

9. Type of business (check appropriate box):

Corporation (specify the state of incorporation:

Sole Proprietor

Limited Liability Company (LLC)

Limited Partnership

General Partnership (State and County Filed In)

Other – Specify

10. List [Florida Department of State, Division of Corporations](#) document number (or registration number if fictitious name):

11. List name and title of each principal, owner, officer, and major shareholder:

- a)
- b)
- c)
- d)

12. AUTHORIZED CONTACT(S) FOR YOUR FIRM:

Name:
Title:
E-mail:
Telephone No.:

Name:
Title:
E-mail:
Telephone No.:

- 13. Has your firm, its principals, officers or predecessor organization(s) been debarred or suspended by any government entity within the last three years? If yes, specify details in an attached written response. Yes No
- 14. Has your firm, its principals, officers or predecessor organization(s) ever been debarred or suspended by any government entity? If yes, specify details in an attached written response, including the reinstatement date, if granted. Yes No
- 15. Has your firm ever failed to complete any services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response. Yes No
- 16. Is your firm or any of its principals or officers currently principals or officers of another organization? If yes, specify details in an attached written response. Yes No
- 17. Have any voluntary or involuntary bankruptcy petitions been filed by or against your firm, its parent or subsidiaries or predecessor organizations during the last three years? If yes, specify details in an attached written response. Yes No
- 18. Has your firm's surety ever intervened to assist in the completion of a contract or have Performance and/or Payment Bond claims been made to your firm or its predecessor's sureties during the last three years? If yes, specify details in an attached written response, including contact information for owner and surety. Yes No
- 19. Has your firm ever failed to complete any work awarded to you, services and/or delivery of products during the last three (3) years? If yes, specify details in an attached written response. Yes No
- 20. Has your ever been terminated from a contract within the last three years? If yes, specify details in an attached written response. Yes No
- 21. Living Wage solicitations only: In determining what, if any, fiscal impact(s) are a result of the Ordinance for this solicitation, provide the following for informational purposes only. Response is not considered in determining the award of this contract. Living Wage had an effect on the pricing. Yes No N/A
If yes, Living Wage increased the pricing by: % or decreased the pricing by %.

22. Participation in Solicitation Development:

I have not participated in the preparation or drafting of any language, scope, or specification that would provide my firm or any affiliate an unfair advantage of securing this solicitation that has been let on behalf of Broward County Board of County Commissioners.

I have provided information regarding the specifications and/or products listed in this solicitation that has been let on behalf of Broward County Board of County Commissioners.

If this box is checked, provide the following: Name of Person the information was provided:

Title:

Date information provided:

For what purpose was the information provided?

Cone of Silence Requirement Certification:

The Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances prohibits certain communications among Vendors, Commissioners, County staff, and Selection or Evaluation Committee members. Identify on a separate sheet any violations of this Ordinance by any members of the responding firm or its joint ventures. After the application of the Cone of Silence, inquiries regarding this solicitation should be directed to the Director of Purchasing or designee. The Cone of Silence terminates when the County Commission or other awarding authority takes action which ends the solicitation.

The Vendor hereby certifies that: (check each box)

- The Vendor has read Cone of Silence Ordinance, Section 1-266, Broward County Code of Ordinances; and

- The Vendor understands that the Cone of Silence for this competitive solicitation shall be in effect beginning upon the appointment of the Selection or Evaluation Committee, for communication regarding this solicitation with the County Administrator, Deputy County Administrator, Assistant County Administrators, and Assistants to the County Administrator and their respective support staff or any person, including Evaluation or Selection Committee members appointed to evaluate or recommend selection in this RFP/RLI process. For Communication with County Commissioners and Commission staff, the Cone of Silence allows communication until the initial Evaluation or Selection Committee Meeting.

- The vendor understands that they may communicate with a representative of the Office of Economic and Small Business Development ("OESBD") at any time regarding a solicitation or regarding participation of Small Business Enterprises or County Business Enterprises in a solicitation. OESBD may be contacted at (954) 357-6400. The Cone of Silence also permits communication with certain other County employees (refer to the Cone of Silence Ordinance).

- The Vendor agrees to comply with the requirements of the Cone of Silence Ordinance.

Drug-Free Workplace Requirements Certification:

Section 21.23(f) of the Broward County Procurement Code requires awards of all competitive solicitations requiring Board award be made only to firms certifying the establishment of a drug free workplace program. The program must consist of:

1. Publishing a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the offeror's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;

2. Establishing a continuing drug-free awareness program to inform its employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The offeror's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

3. Giving all employees engaged in performance of the contract a copy of the statement required by subparagraph 1;

4. Notifying all employees, in writing, of the statement required by subparagraph 1, that as a condition of employment on a covered contract, the employee shall:
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of the employee's conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or of any state, for a violation occurring in the workplace NO later than five days after such conviction.

5. Notifying Broward County government in writing within 10 calendar days after receiving notice under subdivision 4.b above, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;

6. Within 30 calendar days after receiving notice under subparagraph 4 of a conviction, taking one of the following actions with respect to an employee who is convicted of a drug abuse violation occurring in the workplace:
 - a. Taking appropriate personnel action against such employee, up to and including termination; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and

7. Making a good faith effort to maintain a drug-free workplace program through implementation of subparagraphs 1 through 6.

The Vendor hereby certifies that: (check box)

- The Vendor certifies that it has established a drug free workplace program in accordance with the above requirements.

Non-Collusion Certification:

Vendor shall disclose, to their best knowledge, any Broward County officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Florida Statutes, who is an officer or director of, or has a material interest in, the Vendor's business, who is in a position to influence this procurement. Any Broward County officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. Failure of a Vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the Broward County Procurement Code.

The Vendor hereby certifies that: (select one)

- The Vendor certifies that this offer is made independently and free from collusion; or
- The Vendor is disclosing names of officers or employees who have a material interest in this procurement and is in a position to influence this procurement. Vendor must include a list of name(s), and relationship(s) with its submittal.

Public Entities Crimes Certification:

In accordance with Public Entity Crimes, Section 287.133, Florida Statutes, a person or affiliate placed on the convicted vendor list following a conviction for a public entity crime may not submit on a contract: to provide any goods or services; for construction or repair of a public building or public work; for leases of real property to a public entity; and 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 s. 287.017 for Category Two for a period of 36 months following the date of being placed on the convicted vendor list.

The Vendor hereby certifies that: (check box)

- The Vendor certifies that no person or affiliates of the Vendor are currently on the convicted vendor list and/or has not been found to commit a public entity crime, as described in the statutes.

Scrutinized Companies List Certification:

Any company, principals, or owners on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List is prohibited from submitting a response to a solicitation for goods or services in an amount equal to or greater than \$1 million.

The Vendor hereby certifies that: (check each box)

- The Vendor, owners, or principals are aware of the requirements of Sections 287.135, 215.473, and 215.4275, Florida Statutes, regarding Companies on the Scrutinized Companies with Activities in Sudan List the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and
- The Vendor, owners, or principals, are eligible to participate in this solicitation and are not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List; and
- If awarded the Contract, the Vendor, owners, or principals will immediately notify the County in writing if any of its principals are placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List.

I hereby certify the information provided in the Vendor Questionnaire and Standard Certifications:

*AUTHORIZED SIGNATURE/NAME

TITLE

DATE

Vendor Name:

* I certify that I am authorized to sign this solicitation response on behalf of the Vendor as indicated in Certificate as to Corporate Principal, designation letter by Director/Corporate Officer, or other business authorization to bind on behalf of the Vendor. As the Vendor's authorized representative, I attest that any and all statements, oral, written or otherwise, made in support of the Vendor's response, are accurate, true and correct. I also acknowledge that inaccurate, untruthful, or incorrect statements made in support of the Vendor's response may be used by the County as a basis for rejection, rescission of the award, or termination of the contract and

may also serve as the basis for debarment of Vendor pursuant to PART XI of the Broward County Procurement Code. I certify that the Vendor's response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same items/services, and is in all respects fair and without collusion or fraud. I also certify that the Vendor agrees to abide by all terms and conditions of this solicitation, acknowledge and accept all of the solicitation pages as well as any special instructions sheet(s).

CRIMINAL HISTORY SCREENING PRACTICES CERTIFICATION FORM

The completed and signed form should be returned with Vendor's submittal. If Vendor does not provide it with the submittal, Vendor must submit the completed and signed form within three business days after County's request. Vendor shall be deemed nonresponsive for failure to fully comply within stated timeframes.

Section 26-125(d) of the Broward County Code of Ordinances ("Criminal History Screening Practices") requires that a Vendor seeking a contract with Broward County, in the amount of \$100,000 or more, shall certify that it has implemented, or will implement upon award of the contract, policies, practices, and procedures regarding inquiry into the criminal history of an applicant for employment, including a criminal history background check of any such person, that preclude inquiry into an applicant's criminal history until the applicant is selected as a finalist and interviewed for the position. The failure of Vendor to comply with Section 26-125(d) at any time during the contract term shall constitute a material breach of the contract, entitling Broward County to pursue any remedy permitted under the contract and any other remedy provided under applicable law. If Vendor fails to comply with Section 26-125(d) at any time during the contract term, Broward County may, in addition to all other available remedies, terminate the contract and Vendor may be subject to debarment or suspension proceedings consistent with the procedures in Chapter 21 of the Broward County Administrative Code.

By signing below, Vendor certifies that it is aware of the requirements of Section 26-125(d), Broward County Code of Ordinances, and certifies the following: (check only one below).

Vendor certifies it has implemented, or will implement upon award of the contract, policies, practices, and procedures regarding inquiry into the criminal history of an applicant for employment, including a criminal history background check of any such person, that preclude inquiry into an applicant's criminal history until the applicant is selected as a finalist and interviewed for the position.

Vendor is exempt from the requirements of Section 26-125(d) of the Broward County Code of Ordinances because Vendor is required by applicable federal, state, or local law to conduct a criminal history background check in connection with potential employment at a time or in a manner that would otherwise be prohibited by this section, or because Vendor is a governmental agency.

AUTHORIZED SIGNATURE/ NAME:

VENDOR NAME:

TITLE:

DATE:

Revised May 1, 2021

LOBBYIST REGISTRATION REQUIREMENT CERTIFICATION

The completed should be submitted with the solicitation response but must be submitted within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

The Vendor certifies that it understands if it has retained a lobbyist(s) to lobby in connection with a competitive solicitation, it shall be deemed non-responsive unless the firm, in responding to the competitive solicitation, certifies that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances; and it understands that if, after awarding a contract in connection with the solicitation, the County learns that the certification was erroneous, and upon investigation determines that the error was willful or intentional on the part of the Vendor, the County may, on that basis, exercise any contractual right to terminate the contract for convenience.

The Vendor hereby certifies that: (select one)

- It has not retained a lobbyist(s) to lobby in connection with this competitive solicitation; however, if retained after the solicitation, the County will be notified.
- It has retained a lobbyist(s) to lobby in connection with this competitive solicitation and certified that each lobbyist retained has timely filed the registration or amended registration required under Broward County Lobbyist Registration Act, Section 1-262, Broward County Code of Ordinances.

It is a requirement of this solicitation that the names of any and all lobbyists retained to lobby in connection with this solicitation be listed below:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

Name of Lobbyist:

Lobbyist's Firm:

Phone:

E-mail:

Authorized Signature/Name

TITLE

Vendor Name

DATE

Revised May 1, 2021

DOMESTIC PARTNERSHIP ACT CERTIFICATION (REQUIREMENT AND TIEBREAKER)

Refer to Special Instructions to identify if Domestic Partnership Act is a requirement of the solicitation or acts only as a tiebreaker. If Domestic Partnership is a requirement of the solicitation, the completed and signed should be returned with the Vendor's submittal. If the is not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes. To qualify for the Domestic Partnership tiebreaker criterion, the Vendor must currently offer the Domestic Partnership benefit and the completed and signed form must be returned at time of solicitation submittal.

The Domestic Partnership Act, Section 16 ½ -157, Broward County Code of Ordinances, as amended, requires all Vendors contracting with the County, in an amount over \$100,000 provide benefits to Domestic Partners of its employees, on the same basis as it provides benefits to employees' spouses, with certain exceptions as provided by the Ordinance.

For all submittals over \$100,000.00, the Vendor, by virtue of the signature below, certifies that it is aware of the requirements of Broward County's Domestic Partnership Act, Section 16-½ -157, Broward County Code of Ordinances; and certifies the following: (check only one below).

- 1. The Vendor currently complies with the requirements of the County's Domestic Partnership Act and provides benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses
- 2. The Vendor will comply with the requirements of the County's Domestic Partnership Act at time of contract award and provide benefits to Domestic Partners of its employees on the same basis as it provides benefits to employees' spouses.
- 3. The Vendor will not comply with the requirements of the County's Domestic Partnership Act at time of award.
- 4. The Vendor does not need to comply with the requirements of the County's Domestic Partnership Act at time of award because the following exception(s) applies: **(check only one below)**.
 - The Vendor employs less than five (5) employees.
 - The Vendor does not provide benefits to employees' spouses.
 - The Vendor is a governmental entity, not-for-profit corporation, or charitable organization.
 - The Vendor is a religious organization, association, society, or non-profit charitable or educational institution.
 - The Vendor provides an employee the cash equivalent of benefits. (Attach an affidavit in compliance with the Act stating the efforts taken to provide such benefits and the amount of the cash equivalent).
 - The Vendor cannot comply with the provisions of the Domestic Partnership Act because it would violate the laws, rules or regulations of federal or state law or would violate or be inconsistent with the terms or conditions of a grant or contract with the United States or State of Florida. Indicate the law, statute or regulation (State the law, statute or regulation and attach explanation of its applicability).

Authorized Signature/Name

Title

Vendor Name

Date

Revised May 1, 2021

LITIGATION HISTORY FORM

The completed form(s) should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Vendor may be deemed non-responsive for failure to fully comply within stated timeframes.

- There are no material cases for this Vendor; or
- Material Case(s) are disclosed below:

Is this for a: (check type) <input type="checkbox"/> Parent, <input type="checkbox"/> Subsidiary, or <input type="checkbox"/> Predecessor Firm?	If Yes, name of Parent/Subsidiary/Predecessor: <input type="text"/>
	Or No <input type="checkbox"/>
Party	<input type="text"/>
Case Number, Name, and Date Filed	<input type="text"/>
Name of Court or other tribunal	<input type="text"/>
Type of Case	Bankruptcy <input type="checkbox"/> Civil <input type="checkbox"/> Criminal <input type="checkbox"/> Administrative/Regulatory <input type="checkbox"/>
Claim or Cause of Action and Brief description of each Count	<input type="text"/>
Brief description of the Subject Matter and Project Involved	<input type="text"/>
Disposition of Case (Attach copy of any applicable Judgment, Settlement Agreement and Satisfaction of Judgment.)	Pending <input type="checkbox"/> Settled <input type="checkbox"/> Dismissed <input type="checkbox"/> Judgment Vendor's Favor <input type="checkbox"/> Judgment Against Vendor <input type="checkbox"/> If Judgment Against, is Judgment Satisfied? <input type="checkbox"/> Yes <input type="checkbox"/> No
Opposing Counsel	Name: <input type="text"/> Email: <input type="text"/> Telephone Number: <input type="text"/>

Vendor Name:

Revised May 1, 2021

LOCATION CERTIFICATION

Refer to applicable sections for submittal instructions. Failure to submit required forms or information by stated timeframes will deem vendor ineligible for local preference or location tiebreaker.

Broward County [Code of Ordinances, Section 1-74](#), et seq., provides certain preferences to Local Businesses, Locally Based Businesses, and Locally Based Subsidiaries, and the [Broward County Procurement Code](#) provides location as the first tiebreaker criteria. Refer to the ordinance for additional information regarding eligibility for local preference.

For Invitation for Bids:

To be eligible for the Local Preference best and final offer (“BAFO”) and location tiebreaker, the Vendor **must** submit this fully completed form and a copy of its Broward County local business tax receipt **at the same time it submits its bid. Vendors who fail to comply with this submittal deadline will not be eligible for either the BAFO or the location tiebreaker.**

For Request for Proposals (RFPs), Request for Letters of Interest (RLIs), or Request for Qualifications (RFQs):

For Local Preference eligibility, the Vendor **should** submit this fully **completed form and all Required Supporting Documentation** (as indicated below) at the time Vendor submits its response to the procurement solicitation. If not provided with submittal, the Vendor **must** submit within three business days after County’s written request. Failure to submit required forms or information by stated timeframes will deem the Vendor ineligible for local preference.

To be eligible for the location tiebreaker, **the Vendor must submit this fully completed form and a copy of its Broward County local business tax receipt at the same time it submits its response.** Vendors who fail to comply with this submittal deadline will not be eligible for the location tiebreaker.

The undersigned Vendor hereby certifies that (check the box for only one option below):

- Option 1:** The Vendor is a **Local Business**, but does not qualify as a **Locally Based Business** or a **Locally Based Subsidiary**, as each term is defined by [Section 1-74, Broward County Code of Ordinances](#). The Vendor further certifies that:
- A. It has continuously maintained, for at least the one (1) year period immediately preceding the bid posting date (i.e., the date on which the solicitation was advertised),
 - i. a physical business address located within the limits of Broward County, listed on the Vendor’s valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements),
 - ii. in an area zoned for the conduct of such business,
 - iii. that the Vendor owns or has the legal right to use, and
 - iv. from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation (as so defined, the “Local Business Location”).

If Option 1 selected, indicate **Local Business Location**:

- Option 2:** The Vendor is both a **Local Business** and a **Locally Based Business** as each term is defined by Section 1-74, Broward County Code of Ordinances. The Vendor further certifies that:

- A. The Vendor has continuously maintained, for at least the one (1) year period immediately preceding the bid posting date (i.e., the date on which the solicitation was advertised),
 - i. a physical business address located within the limits of Broward County, listed on the Vendor's valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements),
 - ii. in an area zoned for the conduct of such business,
 - iii. that the Vendor owns or has the legal right to use, and
 - iv. from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation as so defined, the "Local Business Location";
- B. The Local Business Location is the primary business address of the majority of the Vendor's employees as of the bid posting date, and/or the majority of the work under the solicitation, if awarded to the Vendor, will be performed by employees of the Vendor whose primary business address is the Local Business Location;
- C. The Vendor's management directs, controls, and coordinates all or substantially all of the day-to-day activities of the entity (such as marketing, finance, accounting, human resources, payroll, and operations) from the Local Business Location;
- D. The Vendor has not claimed any other location as its principal place of business within the one (1) year period immediately preceding the bid posting date; and
- E. Less than fifty percent (50%) of the total equity interests in the business are owned, directly or indirectly, by one or more entities with a principal place of business located outside of Broward County. The Vendor certifies that the total equity interests in the owned, directly or indirectly, by one or more entities with a principal place of business Vendor located outside of Broward County is .

If Option 2 selected, indicate **Local Business Location**:

Option 3: The Vendor is both a **Local Business** and a **Locally Based Subsidiary** as each term is defined by Section 1-74, Broward County Code of Ordinances. The Vendor further certifies that:

- A. The Vendor has continuously maintained:
 - i. for at least the one (1) year period immediately preceding the bid posting date (i.e., the date on which the solicitation was advertised),
 - ii. a physical business address located within the limits of Broward County, listed on the Vendor's valid business tax receipt issued by Broward County (unless exempt from business tax receipt requirements),
 - iii. in an area zoned for the conduct of such business,
 - iv. that the Vendor owns or has the legal right to use, and
 - v. from which the Vendor operates and performs on a day-to-day basis business that is a substantial component of the goods or services being offered to Broward County in connection with the applicable competitive solicitation (as so defined, the "Local Business Location");
- B. The Local Business Location is the primary business address of the majority of the Vendor's employees as of the bid posting date, and/or the majority of the work under the solicitation, if awarded to the Vendor, will be performed by employees of the Vendor whose primary business address is the Local Business Location;
- C. The Vendor's management directs, controls, and coordinates all or substantially all of the day-to-day activities of the entity (such as marketing, finance, accounting, human resources, payroll, and operations) from the Local Business Location;
- D. The Vendor has not claimed any other location as its principal place of business within the one (1) year period immediately preceding the bid posting date; and
- E. At least fifty percent (50%) of the total equity interests in the business are owned, directly or indirectly, by one or more entities with a principal place of business located outside of Broward County. The Vendor certifies that the total equity interests in the Vendor owned, directly or indirectly, by one or more entities with a principal place of business located outside of Broward County is .

If Option 3 selected, indicate **Local Business Location**:

- Option 4:** The Vendor is a **joint venture** composed of one or more Local Businesses, Locally Based Businesses, or Locally Based Subsidiaries, as each term is defined by Section 1-74, Broward County Code of Ordinances. Fill in blanks with percentage equity interest or list "N/A" if section does not apply. The Vendor further certifies that:

- A. The proportion of equity interests in the joint venture owned by **Local Business(es)** (each Local Business must comply with all of the requirements stated in Option 1) is % of the total equity interests in the joint venture; and/or
- B. The proportion of equity interests in the joint venture owned by **Locally Based Business(es)** (each Locally Based Business must comply with all of the requirements stated in Option 2) is % of the total equity interests in the joint venture; and/or
- C. The proportion of equity interests in the joint venture owned by **Locally Based Subsidiary(ies)** (each Locally Based Subsidiary must comply with all of the requirements stated in Option 3) is % of the total equity interests in the joint venture.

If Option 4 selected, indicate the Local Business Location(s) (es) on separate sheet.

- Option 5:** Vendor is not a Local Business, a Locally Based Business, or a Locally Based Subsidiary, as each term is defined by Section 1-74, Broward County Code of Ordinances.

Required Supporting Documentation (in addition to this form): Option 1 or 2 (**Local Business or Locally Based Business**):

1. Broward County local business tax receipt.

Option 3 (Locally Based Subsidiary)

1. Broward County local business tax receipt.
2. Documentation identifying the Vendor's vertical corporate organization and names of parent entities if the Vendor is a Locally Based Subsidiary.

Option 4 (joint venture composed of one or more Local Business(es), Locally Based Business(es), or Locally Based Subsidiary(ies):

1. Broward County local business tax receipt(s) for each Local Business(es), Locally Based Business(es), and/or Locally Based Subsidiary(ies).
2. Executed joint venture agreement, if the Vendor is a joint venture.
3. If joint venture is comprised of one or more Locally Based Subsidiary(ies), submit documentation identifying the vertical corporate organization and parent entities name(s) of each Locally Based Subsidiary.

If requested by County (any option):

1. Written proof of the Vendor's ownership or right to use the real property at the Local Business Location.
2. Additional documentation relating to the parent entities of the Vendor.
3. Additional documentation demonstrating the applicable percentage of equity interests in the joint venture, if not shown in the joint venture agreement.
4. Any other documentation requested by County regarding the location from which the activities of the Vendor are directed, controlled, and coordinated.

By submitting this form, the Vendor certifies that if awarded a contract, it is the intent of the Vendor to remain at the Local Business Location address listed below (or another qualifying Local Business Location within Broward County) for the duration of the contract term, including any renewals or extensions. (If nonlocal Vendor, leave Local Business Location blank.)

Indicate Local Business Location:

True and Correct Attestations:

Any misleading, inaccurate, or false information or documentation submitted by any party affiliated with this procurement may lead to suspension and/or debarment from doing business with Broward County as authorized by the Broward County Procurement Code. The Vendor understands that, if after contract award, the County learns that any of the information provided by the Vendor on this was false, and the County determines, upon investigation, that the Vendor's provision of such false information was willful or intentional, the County may exercise any contractual right to terminate the contract. The provision of false or fraudulent information or documentation by a Vendor may subject the Vendor to civil and criminal penalties.

AUTHORIZED SIGNATURE/NAME:

TITLE:

VENDOR NAME:

DATE:

Revised May 1, 2021

Office of Economic and Small Business Requirements: CBE Goal Participation

- A. In accordance with the Broward County Business Opportunity Act of 2012, Section 1-81, Code of Ordinances, as amended (the "Business Opportunity Act"), the County Business Enterprise (CBE) Program is applicable to this contract. All Vendors responding to this solicitation are required to utilize CBE firms to perform the assigned participation goal for this contract.
- B. The CBE participation goal will be established based on the expected expenditure amount for the proposed scope of services for the project. The Office of Economic and Small Business Development (OESBD) will not include alternate items, optional services or allowances when establishing the CBE participation goal. If the County subsequently chooses to award any alternate items, optional services or allowances as determined by OESBD and the Contract Administrator to be related to the scope of services, OESBD may apply the established CBE participation goal. In such an instance, the County will issue a written notice to the successful Vendor that the CBE participation goal will also apply to the alternate items, optional services or allowances. Vendor shall submit all required forms pertaining to its compliance with the CBE participation goal, as applicable. Failure by Vendor to submit the required forms may result in the rejection of Vendor's solicitation submittal prior to the award or failure to comply with the contract requirements may have an impact on the vendor performance evaluation post award, as applicable.
- C. CBE Program Requirements: Compliance with CBE participation goal requirements is a matter of responsibility; Vendor should submit all required forms and information with its solicitation submittal. If the required forms and information are not provided with the Vendor's solicitation submittal, then Vendor must supply the required forms and information no later than three (3) business days after request by OESBD. Vendor may be deemed non-responsible for failure to fully comply with CBE Program Requirements within these stated timeframes.
1. Vendor should include in its solicitation submittal a **Letter Of Intent Between Bidder/Offeror and County Business Enterprise (CBE) Subcontractor/Supplier** for each CBE firm the Vendor intends to use to achieve the assigned CBE participation goal. The is available at the following link:
<http://www.broward.org/EconDev/Documents/CBELetterOfIntent.pdf>
 2. If Vendor is unable to attain the CBE participation goal, Vendor should include in its solicitation submittal an **Application for Evaluation of Good Faith Efforts** and all of the required supporting information. The is available at the following link:
<http://www.broward.org/EconDev/WhatWeDo/Documents/GoodFaithEffortEval.pdf>
- D. OESBD maintains an online directory of CBE firms. The online directory is available for use by Vendors at <https://webapps4.broward.org/smallbusiness/sbdirectory.aspx>.
- E. For detailed information regarding the CBE Program contact the OESBD at (954) 357-6400 or visit the website at: <http://www.broward.org/EconDev/SmallBusiness/>
- F. If awarded the contract, Vendor agrees to and shall comply with all applicable requirements of the Business Opportunity Act and the CBE Program in the award and administration of the contract.
1. No party to this contract may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this contract.
 2. All entities that seek to conduct business with the County, including Vendor or any Prime Contractors, Subcontractors, and Bidders/Offerors, shall conduct such business activities in a fair and reasonable manner, free from fraud, coercion, collusion, intimidation, or bad faith. Failure to do so may result in the cancellation of this solicitation, cessation of contract negotiations, revocation of CBE certification, and suspension or debarment from future contracts.

3. If Vendor fails to meet or make Good Faith Efforts (as defined in the Business Opportunity Act) to meet the CBE participation commitment (the "Commitment"), then Vendor shall pay the County liquidated damages in an amount equal to fifty percent (50%) of the actual dollar amount by which Vendor failed to achieve the Commitment, up to a maximum amount of ten percent (10%) of the total contract amount, excluding costs and reimbursable expenses. An example of this calculation is stated in Section 1-81.7, Broward County Code of Ordinances.
4. Vendor shall comply with all applicable requirements of the Business Opportunity Act in the award of this contract. Failure by Vendor to carry out any of these requirements shall constitute a material breach of the contract, which shall permit the County to terminate this contract or to exercise any other remedy provided under this contract, the Broward County Code of Ordinances, the Broward County Administrative Code, or other applicable laws, with all such remedies being cumulative.
5. Vendor shall pay its CBE subcontractors and suppliers, within fifteen (15) days following receipt of payment from the County, for all completed subcontracted work and supplies. If Vendor withholds an amount from CBE subcontractors or suppliers as retainage, such retainage shall be released and paid within fifteen (15) days following receipt of payment of retained amounts from the County.
6. Vendor understands that the County will monitor Vendor's compliance with the CBE Program requirements. Vendor must provide OESBD with a Monthly Utilization Report (MUR) to confirm its compliance with the Commitment agreed to in the contract; timely submission of the MUR every month throughout the term of the contract, including amendment and extension terms, is a condition precedent to the County's payment of Vendor under the contract.

Revised May 1, 2021

SUBCONTRACTORS/SUBCONSULTANTS/SUPPLIERS REQUIREMENT
Request for Proposals, Request for Qualifications, or Request for Letters of Interest

The following forms and supporting information (if applicable) should be returned with Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit may affect Vendor's evaluation.

- A. The Vendor shall submit a listing of all subcontractors, subconsultants and major material suppliers (firms), if any, and the portion of the contract they will perform. A major material supplier is considered any firm that provides construction material for construction contracts, or commodities for service contracts in excess of \$50,000, to the Vendor.
- B. If participation goals apply to the contract, only non-certified firms shall be identified on the form. A non-certified firm is a firm that is not listed as a firm for attainment of participation goals (ex. County Business Enterprise or Disadvantaged Business Enterprise), if applicable to the solicitation.
- C. This list shall be kept up-to-date for the duration of the contract. If subcontractors, subconsultants or suppliers are stated, this does not relieve the Vendor from the prime responsibility of full and complete satisfactory performance under any awarded contract.
- D. After completion of the contract/final payment, the Vendor shall certify the final list of non-certified subcontractors, subconsultants, and suppliers that performed or provided services to the County for the referenced contract.
- E. The Vendor has confirmed that none of the recommended subcontractors, subconsultants, or suppliers' principal(s), officer(s), affiliate(s) or any other related companies have been debarred from doing business with Broward County or any other governmental agency.

If none, check the box below on this form. Use additional form(s) in Periscope S2G.

None -

1. Subcontracted Firm's Name:
Subcontracted Firm's Address:
Subcontracted Firm's Telephone Number:
Contact Person's Name and Position:
Contact Person's E-Mail Address:
Estimated Subcontract/Supplies Contract Amount:

Type of Work/Supplies Provided:

2. Subcontracted Firm's Name:
Subcontracted Firm's Address:
Subcontracted Firm's Telephone Number:
Contact Person's Name and Position:
Contact Person's E-Mail Address:
Estimated Subcontract/Supplies Contract Amount:

Type of Work/Supplies Provided:

3. Subcontracted Firm's Name:
Subcontracted Firm's Address:
Subcontracted Firm's Telephone Number:
Contact Person's Name and Position:
Contact Person's E-Mail Address:
Estimated Subcontract/Supplies Contract Amount:

Type of Work/Supplies Provided:

4. Subcontracted Firm's Name:
Subcontracted Firm's Address:
Subcontracted Firm's Telephone Number:
Contact Person's Name and Position:
Contact Person's E-Mail Address:
Estimated Subcontract/Supplies Contract Amount:

Type of Work/Supplies Provided:

I certify that the information submitted in this report is in fact true and correct to the best of my knowledge.

Authorized Signature/Name

Title

Vendor Name

Date

Revised May 1, 2021

VOLUME OF PREVIOUS PAYMENTS ATTESTATION FORM

The completed and signed form should be returned with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit this form and supporting documentation may affect the Vendor's evaluation.

This completed form MUST be included with the Vendor's submittal at the time of the opening deadline to be considered for a Tie Breaker criterion (if applicable).

Points assigned for Volume of Previous Payments will be based on the amount paid-to-date by the County to a prime Vendor **MINUS** the Vendor's confirmed payments paid-to-date to approved certified County Business Enterprise (CBE) firms performing services as Vendor's subcontractor/subconsultant to obtain the CBE goal commitment as confirmed by County's Office of Economic and Small Business Development. Reporting must be within five (5) years of the current solicitation's opening date.

Vendor must list all received payments paid-to-date by contract as a prime vendor from Broward County Board of County Commissioners. Reporting must be within five (5) years of the current solicitation's opening date.

Vendor must also list all total confirmed payments paid-to-date by contract, to approved certified CBE firms utilized to obtain the contract's CBE goal commitment. Reporting must be within five (5) years of the current solicitation's opening date.

In accordance with Section 21.41(h)(4) and 21.42(d)(3) of the Broward County Procurement Code, the Vendor with the lowest dollar volume of payments previously paid by the County over a five-year period from the date of the submittal opening will receive the Tie Breaker.

The Vendor attests to the following:

Item No.	Project Title	Contract No.	Department/ Division	Date Awarded	Prime: Paid to Date	CBE: Paid to Date
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Grand Total

Has the Vendor been a member/partner of a Joint Venture firm that was awarded a contract by the County?

Yes No

If Yes, Vendor must submit a **Joint Vendor Volume of Work Attestation Form**.

Vendor Name:

Authorized Signature/Name

Title

Date

VOLUME OF PREVIOUS PAYMENTS ATTESTATION FORM FOR JOINT VENTURE

If applicable, this form and additional required documentation should be submitted with the Vendor's submittal. If not provided with submittal, the Vendor must submit within three business days of County's request. Failure to timely submit this form and supporting documentation may affect the Vendor's evaluation.

If a Joint Venture, the payments paid-to-date by contract provided must encompass the Joint Venture and each of the entities forming the Joint Venture. Points assigned for Volume of Previous Payments will be based on the amount paid-to-date by contract to the Joint Venture firm **MINUS** all confirmed payments paid-to-date to approved certified CBE firms utilized to obtain the CBE goal commitment. Reporting must be within five (5) years of the current solicitation's opening date. Amount will then be multiplied by the member firm's equity percentage.

In accordance with Section 21.41(h)(4) and 21.42(d)(3) of the Broward County Procurement Code, the Vendor with the lowest dollar volume of payments previously paid by the County over a five-year period from the date of the submittal opening will receive the Tie Breaker.

The Vendor attests to the following:

Item No.	Project Title	Contract No.	Department/ Division	Date Awarded	JV Equity Percent	Prime: Paid to Date	CBE: Paid to Date
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Grand Total

Vendor is required to submit an executed Joint Venture agreement(s) and any amendments for each project listed above. Each agreement must be executed prior to the opening date of this solicitation.

Vendor Name:

Authorized Signature/Name

Title

Date

Revised May 1, 2021

AFFILIATED ENTITIES OF THE PRINCIPAL(S) CERTIFICATION

The completed form should be submitted with the solicitation response. If not submitted with solicitation response, it must be submitted within three business days of County's request. Failure to timely submit may result in Vendor being deemed non-responsive.

- a. All Vendors are required to disclose the names and addresses of "affiliated entities" of the Vendor's principal(s) over the last five (5) years (from the solicitation opening deadline) that have acted as a prime Vendor with the County.
- b. The County will review all affiliated entities of the Vendor's principal(s) for contract performance evaluations and the compliance history with the County's Small Business Development Program, including County Business Enterprise (CBE), Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) goal attainment requirements. "Affiliated entities" of the principal(s) are those entities related to the Vendor by the sharing of stock or other means of control, including but not limited to a subsidiary, parent or sibling entity.
- c. The County will consider the contract performance evaluations and the compliance history of the affiliated entities of the Vendor's principals in its review and determination of responsibility.

The Vendor hereby certifies that: (select one)

- No principal of the proposing Vendor has prior affiliations that meet the criteria defined as "Affiliated entities"
- Principal(s) listed below have prior affiliations that meet the criteria defined as "Affiliated entities"

Principal's Name:

Names of Affiliated Entities:

Principal's Name:

Names of Affiliated Entities:

Principal's Name:

Names of Affiliated Entities:

Authorized Signature Name:

Title:

Vendor Name:

Date:

Revised May 1, 2021

AGREEMENT EXCEPTION FORM

The completed form(s) should be submitted with the solicitation response. If not submitted with solicitation response, it shall be deemed an affirmation by the Vendor that it accepts contract terms and conditions stated in the solicitation.

The Vendor must provide on the form below, any and all exceptions it takes to the contract terms and conditions stated in the solicitation, including all proposed modifications to the contract terms and conditions or proposed additional terms and conditions. Additionally, a brief justification specifically addressing each provision to which an exception is taken should be provided.

There are no exceptions to the contract terms and conditions state in this solicitation; or

The following exceptions are taken to the contract terms and conditions state in this solicitation:
(use additional forms as needed; separate each Article/ Section number)

Term or Condition Article / Section	Insert proposed modifications to the contract terms and conditions or proposed additional terms and condition	Provide brief justification for proposed modifications
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Vendor Name:

Revised May 1, 2021

INSURANCE REQUIREMENTS

Project: Broward County Multi-Use Mobility Greenway System Master Plan
Agency: Planning and Development Management Division

TYPE OF INSURANCE	ADDL INSD	SUBR WVD	MINIMUM LIABILITY LIMITS		
				Each Occurrence	Aggregate
GENERAL LIABILITY - Broad form <input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Premises-Operations <input type="checkbox"/> XCU Explosion/Collapse/Underground <input checked="" type="checkbox"/> Products/Completed Operations Hazard <input checked="" type="checkbox"/> Contractual Insurance <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Personal Injury Per Occurrence or Claims-Made: <input checked="" type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made Gen'l Aggregate Limit Applies per: <input type="checkbox"/> Project <input type="checkbox"/> Policy <input type="checkbox"/> Loc. <input type="checkbox"/> Other _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bodily Injury		
			Property Damage		
			Combined Bodily Injury and Property Damage	\$1,000,000	\$2,000,000
			Personal Injury		
			Products & Completed Operations		
AUTO LIABILITY <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Owned <input checked="" type="checkbox"/> Hired <input checked="" type="checkbox"/> Non-owned <input checked="" type="checkbox"/> Any Auto, If applicable <i>Note: May be waived if no driving will be done in performance of services/project.</i>			Bodily Injury (each person)		
			Bodily Injury (each accident)		
			Property Damage		
			Combined Bodily Injury and Property Damage	\$500,000	
<input type="checkbox"/> EXCESS LIABILITY / UMBRELLA Per Occurrence or Claims-Made: <input type="checkbox"/> Per Occurrence <input type="checkbox"/> Claims-Made <i>Note: May be used to supplement minimum liability coverage requirements.</i>					
<input checked="" type="checkbox"/> WORKER'S COMPENSATION	N/A	<input checked="" type="checkbox"/>	Each Accident	STATUTORY LIMITS	
<input checked="" type="checkbox"/> EMPLOYER'S LIABILITY			Each Accident	\$500,000	
<input checked="" type="checkbox"/> PROFESSIONAL LIABILITY (ERRORS & OMISSIONS) All engineering, surveying and design professionals.	N/A		Each Claim:	\$2,000,000	
			*Maximum Deductible:	\$100,000	
<input type="checkbox"/> POLLUTION/ENVIRONMENTAL LIABILITY			Each Claim:		
			*Maximum Deductible:	\$10,000	
<input type="checkbox"/> INSTALLATION FLOATER is required if Builder's Risk or Property are not carried. Note: Coverage must be "All Risk", Completed Value. Broward County must be listed as a Loss Payee.			*Maximum Deductible (Wind and/or Flood):	Not to exceed 5% of completed value	Completed Value
			*Maximum Deductible:	\$10,000	
Description of Operations: "Broward County" shall be listed as Certificate Holder and endorsed as an additional insured for liability, except as to Professional Liability. County shall be provided 30 days written notice of cancellation, 10 days' notice of cancellation for non-payment. Contractors insurance shall provide primary coverage and shall not require contribution from the County, self-insurance or otherwise. Any self-insured retention (SIR) higher than the amount permitted in this Agreement must be declared to and approved by County and may require proof of financial ability to meet losses. Contractor is responsible for all coverage deductibles unless otherwise specified in the agreement.					

CERTIFICATE HOLDER:

Broward County
115 South Andrews Avenue
Fort Lauderdale, Florida 33301

Risk Management Division



Finance and Administrative Services Department
PURCHASING DIVISION

115 S. Andrews Avenue, Room 212 - Fort Lauderdale, Florida 33301 - 954-357-6066 - FAX 954-357-8535

Summary of Vendor Rights Regarding Broward County Competitive Solicitations

The purpose of this document is to provide vendors with a summary of their rights to object to or protest a proposed award or recommended ranking of vendors in connection with Broward County competitive solicitations. These rights are fully set forth in the Broward County Procurement Code, which is available here: <https://www.broward.org/purchasing>.

1. Right to Object

The right to object is available for solicitations conducted through Requests for Proposals ("RFPs"), Requests for Letters of Interest ("RLIs"), or Requests for Qualifications ("RFQs"). In such solicitations, vendors may object in writing to a proposed recommendation of ranking made by an Evaluation Committee. Objections must be filed within three (3) business days after the proposed ranking is posted on the Purchasing Division's website. The contents of an objection must comply with the requirements set forth in Section 21.42(h) of the Procurement Code. Failure to timely and fully meet any requirement will result in a loss of the right to object.

2. Right to Protest

The right to protest is available for RFPs, RLIs, or RFQs and in solicitations conducted through Invitations to Bid ("ITBs") with a value equal to or greater than the Mandatory Bid Amount (i.e. \$100,000). In RFPs, RLIs, or RFQs, vendors may protest a proposed ranking made by an Evaluation Committee. In ITBs, vendors may protest a proposed award.

In all cases, protests must be filed in writing within five (5) business days after a proposed award or ranking is posted in Purchasing Division's website. Additional requirements for a protest are set forth in Part X of the Broward County Procurement Code. Failure to timely and fully meet any requirement will result in a loss of protest rights.

Vendors may appeal the denial of a protest. Appeals may require payment of an appeal bond. Additional requirements for an appeal are set forth in Part XII of the Broward County Procurement Code. Failure to timely and fully meet any requirement will result in a loss of appeal rights.

3. Cone of Silence: Right to Contact OESBD

Please be aware that a Cone of Silence remains in effect for competitive solicitations until a solicitation is completed or a contract is awarded. During that time period, vendors may not contact certain County officials and employees regarding a solicitation. Substantial penalties may result from even an unintentional violation. For further information, please contact the Purchasing Division at 954-357-6066 or refer to the Cone of Silence Ordinance which is available here: <http://www.broward.org/Purchasing/Documents/ConeofSilence.pdf>

Vendors may communicate with a representative of the Office of Economic and Small Business Development ("OESBD") at any time regarding a solicitation or regarding participation of Small Business Enterprises or County Business Enterprises in a solicitation. OESBD may be contacted at (954) 357-6400. The Cone of Silence also permits communication with certain other County employees (please see the Cone of Silence Ordinance at the above link for further details).

Question and Answers for Bid #TRN2122666P1 - Low Stress Multimodal Mobility Transportation System Master Plan

Overall Bid Questions

Question 1

With respect to Evaluation Criteria 3C - Past Performance:

- 1) Is the County requesting relevant experience information for both the Prime and subconsultants?
- 2) The County appears to request an organizational chart in this section. Please clarify if this is the organizational chart specific to this solicitation or an organizational chart for each project listed as relevant experience. **(Submitted: Nov 17, 2021 4:05:41 PM EST)**

Answer

- 1) Yes.
- 2) Per Section 3C, provide an organizational chart for each project listed relevant to the Tasks and Subtasks of the Scope of Work. **(Answered: Nov 18, 2021 11:04:43 AM EST)**

Question 2

The Vendor Questionnaire and Standard Certifications form appears to be missing a fillable field for item 10. List Florida Department of State, Division of Corporations document number. **(Submitted: Nov 19, 2021 10:51:51 AM EST)**

Answer

- Thank you. We will review and update the form as needed. **(Answered: Nov 23, 2021 3:14:55 PM EST)**

Question 3

Can all the forms except the Attestations of Previous Work, Location Certification Form, and Vendor Reference Verification Form be included in an Appendix at the end of the proposal? **(Submitted: Nov 19, 2021 1:47:01 PM EST)**

Answer

- All forms should be completed utilizing the online fillable forms, however, you may upload the completed forms in an Appendix at the end of the proposal. Please be reminded it is the Vendor's sole responsibility to assure its response is submitted and received through Periscope S2G by the due date and time specified in the solicitation. **(Answered: Nov 23, 2021 3:14:55 PM EST)**

Question 4

Do evaluation criteria 3.B and 3.C describe what is to be included regarding projects listed under 3.A or are separate project examples expected for each section: 3.A, 3.B, and 3.C? **(Submitted: Nov 19, 2021 1:47:19 PM EST)**

Answer

- 3A requires a description of the Prime Vendor's experience on projects of similar nature, scope and duration both on time and within budget for the past five years; and to submit the Vendor Reference Verification Form for those projects. 3B and 3C requires a description of the Team's (prime and subconsultants) specific past experience relevant to the specified tasks. If your team was involved in the listed projects (3A & 3B), then identify their roles, type of work, etc. in 3C. 3A, 3B, and 3C may have similar projects. **(Answered: Nov 23, 2021 3:14:55 PM EST)**

Question 5

When it is time to upload our files to Periscope, the RFP states that everything must be in Word or Excel. Is this correct? You do not want our qualifications in PDF? **(Submitted: Nov 22, 2021 2:34:45 PM EST)**

Answer

- Yes, the County will allow PDF documents to be downloaded. However, the PDF documents cannot be locked or secured. **(Answered: Nov 23, 2021 3:14:55 PM EST)**

Question 6

In regards to the Vendor Reference Verification Form, do the project have to be completed? **(Submitted: Nov 22, 2021 3:31:21 PM EST)**

Answer

- Projects can be ongoing and/or completed. **(Answered: Nov 23, 2021 3:14:55 PM EST)**

Question 7

Will the County consider a deadline extension? **(Submitted: Nov 22, 2021 3:32:15 PM EST)**

Answer

- No extension is anticipated at this time. Broward County will continue to monitor the solicitation activity. **(Answered: Nov 23, 2021 3:14:55 PM EST)**

Question 8

Regarding Evaluation 2B, can you please clarify what the County means by "program management functions?" **(Submitted: Nov 22, 2021 3:51:19 PM EST)**

Answer

- See Addendum No. 3. **(Answered: Nov 23, 2021 3:14:55 PM EST)**

Question 9

Is the proposal bond applicable to this solicitation? If so, what is the amount of the bond? **(Submitted: Nov 22, 2021 7:28:19 PM EST)**

Answer

- No proposal bond is applicable to this solicitation. **(Answered: Nov 23, 2021 3:14:55 PM EST)**

Question 10

Is the prime or sub-consultants precluded from future projects resulting from this study/master plan? **(Submitted: Nov 24, 2021 11:26:42 AM EST)**

Answer

- Please refer to the Conflict of Interest section in the Bid Comments, which states "To avoid any actual or appearance of conflict, the successful Vendor (and any subconsultants used by Vendor) will not be eligible to compete for such future services for the County (either as prime or subconsultant) resulting directly from the work performed by the Vendor's team." **(Answered: Nov 29, 2021 4:42:06 PM EST)**

Question 11

Will this plan be analyzing and making multimodal facility recommendations only on County-owned roadways, or all roadways within Broward County? (Submitted: Nov 29, 2021 1:06:59 PM EST)

Answer

- The plan is Countywide and would take advantage of all roadways. Municipal and State stakeholder coordination would be a requirement. (Answered: Nov 30, 2021 9:46:17 AM EST)

Question 12

What type of deliverable is envisioned for the "photo map" referred to in Task 3.7? (Submitted: Nov 29, 2021 1:07:10 PM EST)

Answer

- Geocoded 360 imagery of the existing system. Please see Des Moines MPO 360 Imagery example at: <https://dmampo.org/data-bike/>. (Answered: Nov 30, 2021 9:46:17 AM EST)

Question 13

Can you clarify what "environmental and health data outputs" are envisioned to be captured with continuous data collection technology as specified in Task 4.3? (Submitted: Nov 29, 2021 1:07:24 PM EST)

Answer

- Environmental and health outputs for a Bicycle/Pedestrian Counter Display combination can be related to reduction in Greenhouse Gas Emissions (GHG), physical activity, or utilizations measures on display. (Answered: Nov 30, 2021 9:46:17 AM EST)

Question 14

Can we get a copy of the insurance requirements? They are missing from the sample contract in Exhibit C. Thank you! (Submitted: Nov 30, 2021 9:22:37 AM EST)

Answer

- The Insurance Requirements are included within the solicitation packet. The Insurance Requirement document precedes the "Summary of Vendor Rights Regarding Broward County Competitive Solicitations" Document. (Answered: Nov 30, 2021 9:54:38 AM EST)

Question 15

Is the county requesting the FDOT Prequalification Form for this solicitation?
If the answer is yes, please provide. This form appears to be missing (Submitted: Dec 2, 2021 12:49:48 PM EST)

Answer

- No, the FDOT Prequalification Form is not being requested for this solicitation. (Answered: Dec 2, 2021 1:59:03 PM EST)

Question 16

Will the county consider extending the deadline for this solicitation? (Submitted: Dec 2, 2021 12:51:16 PM EST)

Answer

- No extension is anticipated at this time. Broward County will continue to monitor the solicitation activity. (Answered: Dec 2, 2021 1:59:03 PM EST)

Question 17

May a cover, cover letter and table of contents be submitted as part of the response? (Submitted: Dec 3, 2021 4:39:57 PM EST)

Answer

- A Cover, Cover Letter, and Table of Contents may be submitted as part of the response, however, however all forms must be completed and provided as instructed within the solicitation. Please be reminded it is the Vendor's sole responsibility to assure its response is submitted and received through Periscope S2G by the due date and time specified in the solicitation. (Answered: Dec 6, 2021 2:24:09 PM EST)

Question 18

May one document (either in Word or in an editable PDF format) be submitted in response to the evaluation criteria or does the County desire a document submitted per each individual section of the evaluation criteria (for example: a separate document submitted for "Ability of Professional Personnel", and another separate document submitted for "Project Approach", etc. versus one document with all those sections combined into one submittal)? (Submitted: Dec 3, 2021 4:45:03 PM EST)

Answer

- Organization of Proposal packages are at the discretion of the Vendor, however all forms must be provided as instructed within the solicitation. (Answered: Dec 6, 2021 2:24:09 PM EST)

Question 19

Under evaluation criteria 4) Workload of Firm - is the desire for a list of ALL past projects in the past five years a firm (national/global scale) has worked on and will in the future or is the County looking for a listing of projects a firm worked on locally only related to this RFQ topic only? For some firms, a list of an entire company's portfolio over five years may hit the thousands. Is the question regarding challenges specifically asking about a challenge related to not having enough resources do to two or more project schedules overlapping? (Submitted: Dec 3, 2021 4:55:15 PM EST)

Answer

- The County wishes to review prior workload, future workload, and the ability to manage multiple projects simultaneously. Please also identify any challenges your firm has experienced while working on multiple projects. (Answered: Dec 6, 2021 2:24:09 PM EST)

Question 20

How many years of financials are desired? (Submitted: Dec 3, 2021 4:56:47 PM EST)

Answer

- Please refer to Section B.2 in the Standard Instructions to Vendors for additional information regarding the Financial requirements. "Each Vendor shall submit its most recent two years of financial statements for review."

Please also refer to Section L for Confidential Material/Public Records and Exemptions, if applicable. (Answered: Dec 6, 2021 2:24:09 PM EST)

Question 21

Where would the County like proposers to include the certifications, licenses (both staff and business), etc.? (Submitted: Dec 3, 2021 4:57:29 PM EST)

Answer

- Organization of Proposal packages are at the discretion of the Vendor, however all forms must be provided as instructed within the solicitation. **(Answered: Dec 6, 2021 2:24:09 PM EST)**

Question 22

May you please clarify further the request for organizational charts of references or past projects? **(Submitted: Dec 3, 2021 4:58:23 PM EST)**

Answer

- Organizational charts are requested in Evaluation Criteria 3C. Organizational Chart should be provided for the Teams past projects that are relevant to the Tasks and Subtasks of the Scope of Work. **(Answered: Dec 6, 2021 2:24:09 PM EST)**

Question 23

May this be further clarified? And are reference forms needed for ALL projects listed as similar efforts/experiences?

3A requires a description of the Prime Vendor's experience on projects of similar nature, scope and duration both on time and within budget for the past five years; and to submit the Vendor Reference Verification Form for those projects. 3B and 3C requires a description of the Team's (prime and subconsultants) specific past experience relevant to the specified tasks. If your team was involved in the listed projects (3A & 3B), then identify their roles, type of work, etc. in 3C. 3A, 3B, and 3C may have similar projects. **(Submitted: Dec 3, 2021 4:59:49 PM EST)**

Answer

- 3A refers specifically to the Prime Vendor's past experience on at least 3 projects of similar nature, scope and duration within the last 5 years. Vendor references are required for these projects utilizing the Vendor Reference Verification Form.

3B requests the Team's (prime and subconsultants) specific past experience, within the last 5 years, relevant to the specified tasks listed.

3C requests the Team's (prime and subconsultants) past experience that is relevant to the tasks and subtasks of the Scope of Work for the project. Include role of each Team member (as Prime or Subconsultant); type of work; organizational chart, name and contact information of client representative; project dollar value (state whether figure is for services or total project) and total dollar value of contract. **(Answered: Dec 6, 2021 2:24:09 PM EST)**

Question 24

Can you please clarify again the difference between 3B and 3C? I know you answered a question about it before, but we do not see how 3C would be any different than 3B. Is it possible these categories can be combined? They are both asking for project examples from the prime and subs regarding the tasks provided. **(Submitted: Jan 13, 2022 9:44:44 AM EST)**

Answer

- 3B requests the Team's (prime and subconsultants) specific past experience, within the last 5 years, managing and completing tasks related to planning and engineering associated with greenway system master planning and feasibility studies, etc. See page 35 of the Solicitation.

3C requests the Team's (prime and subconsultants) past experience that is relevant to the tasks and subtasks of the Scope of Work for the project. Include role of each Team member (as Prime or Subconsultant); type of work; organizational chart, name and contact information of client representative; project dollar value (state whether

figure is for services or total project) and total dollar value of contract (Answered: Jan 20, 2022 5:19:13 PM EST)

Question 25

In regards to Evaluation Criteria 3C - Past Performance, an organizational chart is required for each project listed. Can this be a list of the key staff involved and their roles, or does it have to be a graphical organizational chart? (Submitted: Jan 24, 2022 2:51:49 PM EST)

Answer

- Organization of Proposal packages are at the discretion of the Vendor, however, please ensure that the information provided is relevant to the solicitation request. (Answered: Jan 27, 2022 10:24:18 AM EST)

Question 26

In regards to the online Litigation History Form, there is room to fill in information for only one case. If we have several cases to add, how do we submit the remaining information? (Submitted: Jan 24, 2022 2:55:26 PM EST)

Answer

- If you have additional cases to add on the Litigation History form, please print the document and upload the additional cases in Periscope with your response. (Answered: Jan 27, 2022 10:24:18 AM EST)