

AMENDMENT NO. 2

DATE: June 29, 2020

RE: SOLICITATION NUMBER: RFQ No. 20-02

PROJECT: Speak Up Broward Phase 3

NOTICE is hereby given of the following changes or clarifications that have been issued and questions received regarding the above-referenced Solicitation:

1. QUESTION: Please clarify what is subject to the 20 page limit in Section 3-5.4. Does this include the cover letter, table of contents, executive summary, technical information, and the organization chart? Or just apply to the project approach?

ANSWER: The 20 page limit shall include but not be limited to evaluation criteria identified in Section 2-7. The 20 page limit is not intended to include cover letter, table of contents, executive summary, resumes, organization chart, nor the required attachments and qualification forms.

2. QUESTION: Please clarify the overall budget for this effort. The UPWP shows \$200,000 for each of the next two fiscal years. Is there an additional \$200,000 for year three?

ANSWER: The Broward MPO only budgets two years per the UPWP. The third year has not been determined nor budgeted at this time and will be subject negotiations.

3. QUESTION: Please clarify the funding for the optional visualization task. Is the funding for this part of the \$200,000 identified for Speak Up Broward in the UPWP or will it be supplemental funds?

ANSWER: Visualization is included in the budget amount identified in the UPWP.

4. QUESTION: Can the required experience (3 similar projects referenced in 3-4 3 on page 36) utilize the subs or is it only the prime?

ANSWER: The Broward MPO is anticipating a combined team approach to evidence the required experience for these projects.

5. QUESTION: The 3 references required in Section 6 (page 47), do they need to be references for the prime or can they include references for the sub?

ANSWER: The prime is responsible to the Broward MPO for this project and the references submitted should be evidence that the prime will be able to successful manage the contract.

6. QUESTION: Page 19 states that “All Offerors must use the FDOT Equal Opportunity Compliance (EOC) system to enter required information, including a Bidders Opportunity List.” Please clarify if we need to submit a Bid Opportunity List through the EOC at the time of submission? Or are only required the form that is part of Section 16 DBE Participation Statement and Bid Opportunity List (page 64)?

ANSWER: The form included in the RFQ package must be completed and submitted with your proposal. Offerors do not need to submit a Bid Opportunity List through the EOC at the time of submission.

7. QUESTION: Can you please clarify what exact sections of the Offer are part of the 20 maximum page limit?

ANSWER: See Answer above at Question 1

8. In the Executive Summary, it requests a list of all projects in the last three (3) years and the timeliness in which they were completed. Our firm as a whole has completed many projects within the last 3 years, which may not be relevant to this particular scope. Can we limit the list to relevant projects completed within the last 3 years?

ANSWER: Yes, the project list and your submittal may be limited, the information you submit is at each Offerors discretion.

9. QUESTION: On the MPOs website it states your offices are currently closed due to COVID. Can you confirm the proposal submission requirements?

ANSWER: Please see section 2.2 Solicitation Timetable for the proposal submission delivery requirements. The Broward MPO office will be open to receive proposals on the date and time specified.

10. QUESTION: With an upcoming holiday, would the BMPO consider extending the due date?

ANSWER: The holiday was already considered and the due date is not expected to be extended

11. QUESTION: Is there a restriction on how we bind submissions? Spiral, 3-ring?

ANSWER: No, refer to section 3-5.4 Offer Format - bindings and covers will be at the Offer's discretion.

12. QUESTION: Is double sided printing allowed?

ANSWER: Yes, double sided printing is allowed.

13. QUESTION: Regarding Section 15 – Personnel

Paragraph F of the Resume format states “List specifically the number of crew members that will be assigned to provide services, if awarded the Contract, and identify their respective tasks.” Are you looking for a total number of personnel to be included on the contract? If yes, should they be broken down by team member (prime and each subconsultant)?

ANSWER: You are required to identify the specific individuals that will be working on this project and provide their individual resumes. Substitution of any team members will require the Broward MPO's prior approval.

14. QUESTION: Regarding Section 15 – Personnel

Paragraph H of the Resume format states “If applicable, attach documentation demonstrating Offeror's status as a disadvantage business entity (DBE) and documentation demonstrating the DBE status of any proposed subcontractors and subconsultants.” Firms are certified not an individual. In that section can we state to refer to Section 20 – DBE Participation? Or does BMPO prefer we attach certificates following each person who is part of a DBE firm?

ANSWER: Certificates do not need to be attached. Section 16: DBE Participation Statement Form should be completed to identify the proposed DBE subconsultants.

15. QUESTION: Regarding Section 15 – Personnel

At the bottom of the form, it says “FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM MAY DEEM YOUR OFFER NON-RESPONSIVE”. Is it intended to have each person sign their resumes?

ANSWER: NO, each person does not need to sign their resume.

16. QUESTION: Can we reference website links throughout the proposal?

ANSWER: Website links are limited and would only be permissible as a work sample to provide three (3) similar examples of previously completed scope of services.

17. QUESTION: On page 30 of the RFQ, Section 5 (Chapter 3 - State of Organization), Part C instructs offerors to provide resumes for all key personnel. Are offerors to use the resume form provided on Page 62 (Section 15) and if so do we still include resumes for these same staff in Chapter 7 - Personnel?

ANSWER: Offerors should address and complete the Section 15 Personnel form. As referenced in this section, resumes must be provided in the following format; however, additional information may be provided at the option of the Offeror. Do not include social security numbers or personal information.

18. QUESTION: On page 37 of the RFQ, offerors are instructed that there is a page limitation of 20 total pages, *not* including required attachments (i.e., resumes, qualification forms, etc.). Will you please confirm that the following items count against the page limit?

Chapter 1: Letter of Intent (Letter)

Chapter 2: Qualifications Offer Cover Sheet

- *Table of Contents (ii)*
- *Executive Summary (iii)*
- *Technical Information (iv)*

Chapter 3: Offeror's Statement of Organization

- *Organization Chart (A)*
- *Description of experience, qualifications of all key staff (B)*
- *Resumes with job descriptions of all key staff (C)*

Chapter 4: Project Approach

- *Detailed work plan*
- *Management and organization*
- *Quality assurance and control*

Chapter 7:

- *Detailed description of comparable contracts (B)*
- *List of all contracts performed for MPO (C)*
- *Other experiences related to the scope (D)*

Chapter 8: Financial Stability (Statement), Chapter 9: Financial Statement (Statement), Chapter 10: Litigation History (Statement), Chapter 13: Criminal Convictions (Statement)

ANSWER: See Answer above at Question 1.

Offers/Proposers must acknowledge receipt of this Amendment by completing and returning Section 5 Acknowledgement Form with your sealed submittal package by the time and date of the closing. **Failure to do so may deem your offer/proposal non-responsive.**