



REQUEST FOR QUALIFICATIONS (RFQ) NO. 27-04
GENERAL PLANNING CONSULTANT SERVICES
ADDENDUM NO. 1

NOTE: FAILURE TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL FORM MAY BE CAUSE FOR REJECTION OF THE SUBMITTAL

This Addendum revises the following sections of the solicitation documents as detailed.

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|---|---|
| <input type="checkbox"/> Requirements and Instructions to Proposers | <input checked="" type="checkbox"/> Scope of Services |
| <input type="checkbox"/> General Terms and Conditions | <input checked="" type="checkbox"/> Attachment A |
| <input type="checkbox"/> Special Terms and Conditions | |

Scope of Services

Remove page SOS - 3 of 3 and replace with page SOS - 3 of 3 Addendum No. 1

This Addendum includes:

- 1) Pre-Submittal Conference Summary Minutes and Attendee Report

Date Issued: May 28, 2026

Deadline for Proposals remains 4:00 p.m. Eastern Time, June 23, 2026.

Paula Prusinski

Paula Prusinski
Procurement Specialist

Deliverables Note:

Deliverables shall include draft and final detailed ADA accessible reports in accordance with 28 CFR Part 35 and related interim final rules, including all files in their native format.

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REQUEST FOR QUALIFICATIONS (RFQ) NO. 27-04

PRE-SUBMITTAL CONFERENCE MAY 27, 2026

SUMMARY MINUTES

The virtual Pre-Submittal Conference for Request for Qualifications (RFQ) No. 27-04 for General Planning Consultant Services began at 11:00 a.m. on Wednesday, May 27, 2026. The contracting agency for this procurement is the Broward Metropolitan Planning Organization (BMPO).

Ms. Prusinski began by noting that the conference is being recorded and the BMPO will be providing a summary of minutes of the conference through the issuance of an Addendum to the RFQ, then read the following statement:

ANY VERBAL STATEMENTS MADE DURING THIS CONFERENCE OR AT ANY POINT DURING THE PROCUREMENT PROCESS ARE NOT TO BE RELIED ON. ONLY WRITTEN RESPONSES FROM THE BMPO ARE OFFICIAL RESPONSES FOR THIS PROCUREMENT. IF THERE IS ANY CONFLICT BETWEEN THE CONFERENCE MINUTES AND THE SOLICITATION DOCUMENTS, THE SOLICITATION DOCUMENTS SHALL PREVAIL.

Ms. Prusinski continued with introductions of BMPO staff that were present. She introduced herself as Paula Prusinski, Procurement Specialist, Oscar Nelson, Procurement Manager, and Darci Mayer, Senior Planner and Project Manager for this project.

Ms. Prusinski then continued with the following:

The purpose of this Pre-Submittal Conference is to provide an open forum for the BMPO to go over the RFQ and the Project with the prospective Proposers. Prospective Proposers will not have the ability to ask verbal questions or comment during this Pre-Submittal Conference. All questions are to be submitted in writing by the question deadline date of June 3, 2026, in accordance with Section 1.6 of the RFQ.

The BMPO intends to enter into indefinite delivery indefinite quantity (IDIQ) continuing service contracts with up to four (4) qualified Proposers to provide General Planning Consultant Services. Each contract period of performance shall be for an initial term of three (3) years, in which the BMPO shall have the sole option to extend the term, at its discretion, for two (2) one-year extensions. The budgetary ceiling amount of the awarded IDIQ contracts will be a total amount not to exceed \$10 million per contract over the full term of the five-year Contract. The projects associated with this RFQ are FHWA and/or FTA funded and Individual Task Work Orders will be issued on an as needed basis pursuant to the terms and conditions of the Agreement.

Ms. Prusinski then reviewed other areas of the RFQ.

Section 1.4 of the RFQ is where the schedule of events is located. The last day to submit submittals is Tuesday, June 23, at 4:00 pm with the announcement of the receipt of proposals being that same day @ 4:15 PM. RFQ Submittals submitted by the deadline will only be accepted by mail or delivery to the address listed in section 1.8 of the RFQ.

There is a cone of silence in effect which means that **ANY COMMUNICATIONS BETWEEN ANY POTENTIAL VENDOR, SERVICE PROVIDER, BIDDER, LOBBYIST OR CONSULTANT AND ANY MPO BOARD MEMBER, STAFF MEMBER, COMMITTEE MEMBER, OR CONSULTANT OF BMPO REGARDING THIS PROCUREMENT ARE STRICTLY PROHIBITED FROM THE DATE ON WHICH THE SOLICITATION ADVERTISEMENT APPEARS ON BMPO'S WEBSITE THROUGH THE DATE OF CONTRACT AWARD AND FROM THE DATE OF THE FILING OF ANY NOTICE OF PROTEST OF AWARD THROUGH RESOLUTION FOR THE PARTIES INVOLVED IN THE PROTEST OR CONTRACT AWARD, WHICHEVER IS LONGER.** For further information concerning the Cone of Silence refer to Section 1.6.2.

Any revisions to the RFQ will be issued in an Addendum and will be posted on Demand Star and the BMPO website. All addenda are required to be acknowledged on the Proposal Form when submitting your proposal.

In Section 1.9.1 Teaming, you will find that Proposers must select between submitting as a Prime Consultant or a Subconsultant when responding to this solicitation. If submitting as a Prime Consultant, a Proposer may not participate as a Subconsultant on another proposal for the same solicitation. If a Proposer fails to adhere to these restrictions and participates in more than one proposal, then the proposal which includes the Proposer as a Prime Consultant shall be found non-responsive.

Section 1.10 Right to Reject. RFQ Submittals may be rejected if found to be conditional, irregular or not in conformance with the requirements and instructions of this RFQ. Please do not submit an RFQ Submittal with conditions. The successful proposer shall execute the BMPO Agreement, same as Attachment "B" to the RFQ. If there are questions or would like to request the BMPO consider changes to any portion of this RFQ, including Attachment "B", please be sure to submit those during the solicitation question period. Where conditions are proposed during the solicitation question period, the BMPO, in its sole discretion, shall determine whether to consider the condition, and/or the acceptability of the proposed condition. The BMPO is under no obligation to accept or consider any conditions.

In Section 1.12 of the RFQ, the RFQ Submittal Requirements are provided.

Section 1.12.2 lists the Required Documents. The completed required documents are to be submitted in a separate sealed envelope from the Technical Proposal. The requested financial information in Section 1.13.2 is also required to be submitted with the completed Required Documents which shall include relevant information regarding the financial stability and strength of the Proposer. The submitted financial information will be reviewed by the BMPO as one factor to determine responsibility of the Proposer. Any unaudited financial reports and tax returns submitted are exempt from public disclosure. RFQ

Submittals that do not include the required financial information may be deemed non-responsive by the Evaluation and Selection Committee.

The insurance requirements are outlined in Attachment “B” BMPO Agreement, in Section 8 included in the RFQ. While certificates of insurance are not required to be included in RFQ Submittals, please review and familiarize yourself with the requirements.

At this point the conference was turned over to Darci Mayer to go over the Scope of Services and Task Work Orders.

Ms. Mayer proceeded to provide an overview of Scope of Services:

The GPC contract is Task Work Order based, where each of the services are to be negotiated on an as needed basis for individual projects. Ms. Mayer stated that she is Project Manager for the overall contract. The firms that are awarded this contract will be working with a variety of BMPO staff who will act as the Task Work Order managers for the individual projects.

The Task Work Orders will be based on the BMPO’s Unified Planning Work Program or UPWP. The UPWP is the MPO’s 2-year budget, it is posted on the BMPO website, browardmpo.org, under “What We Do”, click on Core Products, and on the left-hand side of that page, one will see UPWP. The current version of the UPWP is located on this page with any amendments that have been approved by clicking on the + under current UPWP Documents.

In the RFQ’s scope of services Section 4.0 on page 31, there are tasks listed under the following categories: MPO Administration, Data Collection & Analysis, Regional Planning, Community Planning, Transportation Improvement Plan, Public Participation, and Local Activities. Please note Task 6.0 in the UPWP Regional Transfers is not included in this scope. The UPWP does not have a Task 8.0. Firms that provide proposals for this RFQ should include a team of firms that have the ability to effectively produce work in the various tasks identified under these categories.

Ms. Mayer pointed out a few items regarding Task Work Orders. If selected for a Task Work Order, the firm is expected to attend the Board meeting for their Task Work Order and to be prepared to answer any questions the Board may have. The terms are typically no longer than 24 months. Upon closeout, the MPO requires firms to provide proof of payment to the sub-consultants that were billed, and to submit all files to the MPO in their native format for future use. Ms. Mayer stated she looked forward to receiving strong, collaborative proposals.

The conference was turned back over to Ms. Prusinski.

In conclusion, Ms. Prusinski thanked everyone in attendance and looked forward to receiving Submittals in response to RFQ No. 27-04 General Planning Consulting Services.

Ms. Prusinski ended the conference at 11:11 am.

Attendee Report

Report generated time 5/27/2026 11:22

Topic RFQ 27-04 General Planning Consultant Services

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