



REQUEST FOR QUALIFICATIONS (RFQ) NO. 26-05

GENERAL PLANNING CONSULTANT SERVICES

ADDENDUM NO. 4

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

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

- | | | | |
|---|--|------------------------------|-------------------|
| ☒ (X) | Requirements and Instructions to Proposers | ☐ () | Scope of Services |
| ☐ () | General Terms and Conditions | ☐ () | Attachments |
| ☐ () | Special Terms and Conditions | | |

Requirements and Instructions to Proposers

Remove RFQ Cover Page and replace with RFQ Cover Page Addendum No. 4

Remove pages RIP - 1 of 17 through 17 of 17 and replace with pages RIP - 1 of 18 through 18 of 18 Addendum No. 4.

Date Issued: November 03, 2025

The Deadline for Questions has been extended to November 6, 2025, for questions relative to this Addendum No. 4.

The Deadline for Proposals Due has been extended to 4:00 p.m. Eastern Time, November 13, 2025.

Oscar D. Nelson, Jr.

Oscar Nelson
Procurement Manager



REQUEST FOR QUALIFICATIONS

FOR

GENERAL PLANNING CONSULTANT SERVICES

RFQ NO. 26-05

ADDRESS FOR SUBMITTAL:

**BROWARD METROPOLITAN PLANNING ORGANIZATION
TRADE CENTRE SOUTH
100 WEST CYPRESS CREEK ROAD, SUITE 650
FORT LAUDERDALE, FL 33309**

DATE ISSUED: September 24, 2025

CLOSING DATE and TIME: November-~~5~~, 13 @ 4:00 P.M. EST

THE RESPONSIBILITY FOR SUBMITTING A SUBMITTAL FOR THIS RFQ ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE PROPOSER.

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1.0 – RFQ REQUIREMENTS AND INSTRUCTIONS TO PROPOSERS

1.1 CONTRACTING AGENCY

The Broward Metropolitan Planning Organization (“BMPO”) is a dynamic, federally mandated public agency that serves as a catalyst for change in transportation. With the coordination of 31 local governments and municipalities, more than 1.9 million residents, and over 13 million visitors each year, the BMPO enables seamless transportation and redevelopment in Broward County that provides an opportunity for people and communities to grow and thrive. More information regarding the BMPO can be obtained at: <https://www.browardmpo.org/>.

1.2 INTRODUCTION / INVITATION

The BMPO intends to enter into indefinite delivery indefinite quantity (IDIQ) continuing service contracts with four (4) qualified Proposers to provide **General Planning Consultant Services** to the BMPO as more fully described in the Scope of 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 BMPO shall request Contractor’s services on an as needed basis. Individual Task Work Orders will be issued pursuant to the terms and conditions of the Agreement.

This Request for Qualifications (“RFQ”) solicits written responses from qualified Proposers interested in providing the Scope of Services needed for this Project.

1.3 PURPOSE

The purpose of the RFQ is to assist the BMPO in the evaluation of each Proposer’s ability to provide the desired Scope of Services.

This document shall outline the elements of the RFQ Submittal, the RFQ evaluation method, Contractor(s) selection process, and Contract(s) execution. The BMPO intends to execute multiple Contracts with the responsive and responsible Contractor(s) whose RFQ Submittal is determined to be the most advantageous to the BMPO.

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1.4 SCHEDULE OF EVENTS

Key milestone dates associated with Solicitation shall be as follows, and may be altered at any time, as best meets the needs of the BMPO.

ACTION/ACTIVITY	DATE	LOCAL TIME	LOCATION
Advertisement Start (Date Issued)	9-24-25	See BMPO Website	BMPO Website: https://www.browardmpo.org/procurement/current-solicitations
Pre-Submittal Conference	9-30-25	11:00 am	https://us02web.zoom.us/j/62UVEpELRyOpqBLZ2x39jA
Deadline for Questions (Submit via email only)	10-9-25	5:00 pm	Via Email to BMPO Procurement Manager: Nelsono@browardmpo.org
<u>Deadline for Questions</u> <u>(Addendum No. 4)</u> <u>(Submit via email only)</u>	<u>11-6-25</u>	<u>5:00 pm</u>	Via Email to BMPO Procurement Manager: Nelsono@browardmpo.org
Deadline for Proposals Due Advertisement Closing Date	11-5-25 11-13-25	4:00 pm	BMPO Procurement Office 100 W. Cypress Creek Road Suite 650 Fort Lauderdale, FL 33309
Public Announcement of Receipt of Sealed Proposals	11-5-25 11-13-25	On or about 4:15 pm	BMPO Board Room 100 W. Cypress Creek Road Suite 650 Fort Lauderdale, FL 33309
Evaluation/Selection Committee Discussion, Evaluation and Recommendation	11-18-25 12-10-25	On or about 2:00 pm	BMPO Board Room 100 W. Cypress Creek Road Suite 650 Fort Lauderdale, FL 33309
Oral Presentations/Interviews of Shortlisted Proposers	12-10-25 12-17-25	On or about 9am to 12pm Order Selected in a Random Drawing	BMPO Board Room 100 W. Cypress Creek Road Suite 650 Fort Lauderdale, FL 33309
Evaluation/Selection Committee Discussion, Evaluate and Recommend	12-10-25 12-17-25	On or about 2:00 pm After the last firm presentation	BMPO Board Room 100 W. Cypress Creek Road Suite 650 Fort Lauderdale, FL 33309
Posting – Intended Award	12-11-25 12-18-25	On or about 3:00 pm	BMPO Website: https://www.browardmpo.org/procurement/current-solicitations
BMPO Board Approval of Intended Award	2-12-26	On or about 11:00 am	BMPO Board Room 100 W. Cypress Creek Road Suite 650 Fort Lauderdale, FL 33309

1.5 PRE-SUBMITTAL CONFERENCE

The BMPO will conduct a Pre-Submittal Conference at the date shown under Section 1.4. The conference will be held virtually via Zoom. The link to access the meeting is shown in Section 1.4. **ATTENDANCE AT THIS MEETING IS NOT MANDATORY.**

The purpose of the Pre-Submittal Conference is to provide an open forum for the BMPO to review the RFQ and the Project with the prospective Proposers. Prospective Proposers will not have the ability to ask verbal questions or comment during the Pre-Submittal Conference. Questions arising prior to, during and after the Pre-Submittal Conference must be addressed in compliance with Section 1.6 of the RFQ. For those prospective Proposers that are unable to attend the meeting or have difficulties accessing the Zoom link, the BMPO will be providing a summary of minutes of the meeting through the issuance of an Addendum to the RFQ.

1.6 ORAL INSTRUCTIONS AND COMMUNICATIONS

1.6.1 Oral Instructions. No negotiations, decisions or actions shall be initiated or executed by a Proposer as a result of any oral discussions with any BMPO Board member, employee, or consultant. No interpretation of the meaning of the Contract Documents and no correction of any apparent ambiguity, inconsistency or error therein will be made orally to any Proposer. All such interpretations and supplemental instructions will be issued to all Proposers in receipt of this RFQ, in the form of written Addenda/Addendum, as indicated in Section 1.7. Only those communications that are in writing from the BMPO shall be considered as a duly authorized expression on behalf of the BMPO.

Also, only written communications from Proposers will be recognized by the BMPO as duly authorized expressions on behalf of the Proposers.

Any questions, requests for interpretations or supplemental instructions arising from this RFQ must be submitted in writing to the BMPO's Procurement Manager, Mr. Oscar Nelson, by e-mail at nelsono@browardmpo.org. Mr. Nelson shall be the sole point of contact for this procurement and can be reached at (954) 876-0041. In order for questions to be answered in a timely manner, they must be received no later than the date and time specified in Section 1.4 above. Written questions received after the date specified in Section 1.4 may not be answered. Proposers are responsible for ensuring that their questions have been received by the BMPO.

1.6.2 CONE OF SILENCE PROHIBITION ON COMMUNICATIONS

EXCEPT AS PROVIDED FOR BELOW, ANY COMMUNICATIONS BETWEEN ANY POTENTIAL VENDOR, SERVICE PROVIDER, PROPOSER, LOBBYIST OR CONSULTANT AND ANY BOARD MEMBER, EMPLOYEE, COMMITTEE MEMBER, OR CONSULTANT/CONTRACTOR OF THE BMPO REGARDING THIS PROCUREMENT ARE STRICTLY PROHIBITED FROM THE DATE ON WHICH THE SOLICITATION ADVERTISEMENT APPEARS THE BMPO'S WEBSITE THROUGH THE DATE OF CONTRACT AWARD OR 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.

The only exceptions to the Cone of Silence are: (i) any communications with the BMPO Procurement Officer or the BMPO's designated point of contact; (ii) site visits to the apparent successful proposer's facilities (iii) any communications made on the record at a publicly noticed meeting of the BMPO, or (iv) negotiation meetings held by the Procurement Officer.

1.7 ADDENDA AND CLARIFICATION

Addenda. In the event that the BMPO finds it necessary to supplement or modify any portion of the RFQ during the Proposal preparation period, such procedure(s) shall be accomplished by issuance of written Addenda.

All Addenda will be in writing from the BMPO with content and number of pages described to all Proposers. Each Proposer must acknowledge receipt of all Addenda by signing the acknowledgment in the Addendum Acknowledgment on the Proposal Form.

Addenda subject matter takes the same precedence of the respective subject matter that it is modifying. In the event of conflicts in the Addenda, the most recent Addendum will govern. Reference herein to the RFQ shall include all Addenda, unless specifically noted.

1.8 ADDRESS FOR THIS RFQ

Mail or deliver all RFQ Submittals to:

Mr. Oscar Nelson
Procurement Manager
Broward Metropolitan Planning Organization
Trade Centre South
100 W. Cypress Creek Road, Suite 650
Fort Lauderdale, FL 33309
Phone: 954-876-0041
Email: nelsono@browardmpo.org

The complete solicitation package may be obtained from the BMPO's website: <https://www.browardmpo.org/procurement/current-solicitations> or from the DemandStar website: <https://www.demandstar.com/app/agencies/florida/broward-metropolitan-planning-organization/procurement-opportunities/d78b6ad4-65e9-4acf-9b63-a3fd0fd6dbb5/>

1.9 STAFFING REQUIREMENTS

After submitting Submittals and up through contract execution, proposed Subconsultants, teaming arrangements, or key staff of the Consultant cannot be changed or substituted except in instances of force majeure or in the event of circumstances that cannot reasonably be anticipated and/or are beyond the control of the prime Consultant. In such cases, changes or substitutions are subject to the discretion of the BMPO and cannot be made without written approval of the BMPO. All such requests made during this solicitation must be routed and coordinated through the BMPO's Procurement Officer only, as the official point of contact during the solicitation. After contract execution, Subconsultant, teaming arrangement, or key staff changes/substitutions require pre-

approval of the BMPO's Project Manager before implementing. All qualification/certification requirements of the original advertisement shall govern, where applicable.

1.9.1 Teaming. Proposers must select between submitting as a Prime Consultant (the "Proposer") or a Subconsultant when responding to this solicitation. Firms electing to submit as Prime Consultant may only respond once to this solicitation. In other words, Prime Consultants are limited to participation on a single team. 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.

1.10 RIGHT TO REJECT

1.10.1 General. The BMPO, at its sole and absolute discretion, reserves the right to cancel and withdraw this RFQ at any time and to reject any or all RFQ Submittals.

1.10.2 Responsiveness of RFQ Submittals and Disqualification. All RFQ Submittals must be in writing. A responsive RFQ Submittal is an offer which complies with and conforms to the requirements of the RFQ. RFQ Submittals which, in the opinion of the BMPO, are non-responsive will be rejected. RFQ Submittals may be rejected if found to be conditional, irregular or not in conformance with the requirements and instructions contained herein. A Submittal may be found to be irregular or non-responsive for reasons including failure to utilize or complete forms, conditional Submittals, incomplete Submittals, indefinite or ambiguous Submittals and improper and/or undated signatures. All RFQ Submittals must be typed.

1.10.3 BMPO Staff shall perform an initial responsiveness determination of RFQ Submittals received. Any RFQ Submittal containing conditions that may change the terms and conditions of the Contract Documents will be rejected as nonresponsive by the ESC. Conditions include assumptions, exceptions, qualifications, points of discussion, and all other terms submitted by Proposers that may materially affect the Work.

1.10.4 All questions or request for changes to the Solicitation Documents may only be submitted during the question-and-answer period, including such requests for changes in Attachment "B" BMPO Agreement. The Successful Proposer shall execute the BMPO Agreement, same as attached Attachment "B" to the RFQ. All RFQ Submittals, generally, are public records subject to the provisions of Chap. 119, Fla. Stat., unless there is a specific exemption that applies to some portion of the Submittal. Only those pages to which a public records exemption applies shall be marked as "confidential", "proprietary" or "trade secret" with the correct statutory citation for the exemption stated on each page containing information that the Proposer claims is exempt. For every page marked "confidential", "proprietary" or "trade secret", the Proposer shall provide, in compliance with Florida law, the same page with such information redacted.

1.10.5 If a Proposer desires to request a condition to be considered, the Proposer must submit their request to the BMPO in writing during the period of time the Proposer may ask questions as outlined in this RFQ. When submitting a condition to be considered during the question period, the Proposer shall specifically reference the corresponding section, paragraph, and page number which the Proposer wishes to be considered changed. Failure to follow these instructions shall result in the BMPO not considering the Proposer's request.

1.10.6 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.

1.10.7 Other Conditions Causing Disqualification of Proposers. Other conditions, which may cause rejection of RFQ Submittals, include, but are not limited to, qualified or contingent Submittals, evidence of collusion among Proposers, obvious lack of experience or expertise to perform the Work, failure to perform or meet financial obligations for previous contracts, or evidence that a Proposer has a financial interest in another Consultant for the Work under this RFQ.

1.10.8 Submittals may be rejected if more than one RFQ Submittal is received from a Prime Consultant (the "Proposer") to include an individual, Firm, partnership, or corporation, or combination thereof, under the same or different names. Such duplicate interest may cause the rejection of all Submittals in which such Proposer has participated.

1.10.9 Waivers. The BMPO, at its sole and absolute discretion, reserves the right to waive minor informalities or irregularities in this RFQ or in the Submittals received as part of this RFQ; where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Proposers. Minor irregularities are defined as those that will not have an adverse effect on the BMPO's interest and will not materially affect the Submittals by giving a Proposer an advantage or benefit not enjoyed by other Proposers.

1.11 MODIFICATION, RE-SUBMITTAL AND WITHDRAWAL OF SUBMITTALS

A Proposer may submit a modified RFQ Submittal to replace all or any portion of a previously submitted RFQ Submittal up until the due date and time shown in Section 1.4; only the latest version of the RFQ Submittal will be considered and evaluated. Any such revisions must be clearly provided so that no determination by the BMPO is necessary as to the portion of the RFQ Submittal to be replaced or modified.

RFQ Submittals may be withdrawn prior to the due date and time shown in Section 1.4. Such requests for withdrawal must be made in writing and must include the following information:

RFQ WITHDRAWAL
RFQ NUMBER
TITLE OF RFQ
DUE DATE

1.12 RFQ SUBMITTAL REQUIREMENTS

1.12.1 RFQ Submittals shall consist of two parts: (1) a Technical Proposal in a sealed envelope; and (2) a separate sealed envelope containing the completed Required Documents (listed below). Within the sealed envelope for the Technical Proposal, all Proposers must submit ONE (1) **unbound** original printed document and ONE (1) complete electronic version, in PDF format, of the Technical Proposal on FLASHDRIVE. Proposers will also include a PDF version of all completed and notarized Required Documents on FLASHDRIVE. Only ONE (1) original of each of

the Required Documents is to be provided. In the event of a conflict, the original printed document Technical Proposal will take precedence.

The ONE (1) **unbound** printed original and ONE (1) complete electronic version, in PDF format on FLASHDRIVE, of the **Technical Proposal**, shall be placed in one (1) or more sealed envelopes that shall be clearly marked as follows:

Broward Metropolitan Planning Organization
RFQ No. 26-05
General Planning Consultant Services
Technical Proposal
RFQ Due Date
Proposer's Name

The printed, original, and executed (as applicable) **Required Documents** shall be placed in a separate sealed envelope which shall be clearly marked as follows:

Broward Metropolitan Planning Organization
RFQ No. 26-05
General Planning Consultant Services
Technical Proposal
RFQ Due Date
Proposer's Name

1.12.2 Required Documents

Attachment "C" RFQ Forms Required to be Completed and Included with Submittals:

Proposal Form
Contractor's Qualification Certification
Proposer's Disclosure of Subcontractors, Subconsultants, and Suppliers Form
Drug-Free Workplace Certificate
Anti-Kickback Affidavit
Non-Collusion Affidavit
Non-Discrimination Affidavit
Independence Affidavit
Accuracy of Proposal Certification
DBE Participation Statement and Bid Opportunity List

Attachment "D" – FDOT Forms Required to be Completed and Included with Submittals:

FDOT Form No. 375-030-60 Vendor Certification Regarding Scrutinized Companies Lists
FDOT Form No. 375-030-30 Truth in Negotiation Certificate
FDOT Form No. 375-030-32 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Federal Aid Contracts
FDOT Form No. 375-030-33 Certification for Disclosure of Lobbying Activities on Federal Aid Contracts

The Proposer's Financial Information is to be included in the Required Documents.

1.12.3 All RFQ Submittals must be received by the date and time shown in Section 1.4 of the RFQ. Facsimile or e-mail Submittals are not permitted. RFQ Submittals received after that time and date will not be considered. Hand-carried Submittals may be delivered to the address in Section 1.8 between the hours of 9 a.m. and 5 p.m., only, Monday through Friday, excluding holidays observed by the BMPO.

1.12.4 Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service and that the envelopes containing the RFQ Submittals are clearly marked.

1.12.5 Failure to acknowledge all Addenda on the Proposal Form issued by the BMPO may be cause for rejection.

1.12.6 RFQ Submittals **MUST** be structured in the format outlined by the BMPO in Section 1.13 of the RFQ. Submittals that do not meet this requirement may be rejected.

1.12.7 All RFQ Submittals and associated forms shall be completed and notarized (if applicable), signed and dated in ink by a duly authorized representative of the Proposer.

1.12.8 Technical Proposals are not to exceed ten (10) single-sided pages (exclusive of the cover letter, table of contents, section dividers, and Required Documents).

1.12.9 The **Technical Proposal must be unbound** on paper size 8 ½" x 11" with a minimum font size of 12 pt.

1.12.10 RFQ Submittals received by the date and time shown in Section 1.4 that do not meet the requirements of Section 1.12 may be deemed non-responsive by the ESC.

1.13 RFQ SUBMITTAL CONTENT

1.13.1 TECHNICAL PROPOSAL

The Technical Proposal will be scored using the maximum point assignments shown on the RFQ Evaluation Criteria provided in Section 1.14. Each criterion has an established point value.

Technical Proposals must be formatted as described below.

The Technical Proposal should be organized into the following major sections with all parts, pages, figures, and tables clearly numbered and labeled:

Section	Title
	Cover Letter
	Table of Contents
1.0	Qualifications and Experience
2.0	Personnel
3.0	Proposed Technical Approach
4.0	Project Understanding

The Technical Proposal should be organized as follows:

COVER LETTER:

Each Proposer shall submit a maximum two-page letter including the name and address of the organization submitting the Proposal; whether the organization is an individual, or corporation; and the name, address, telephone number, and e-mail address of the contact person who will be authorized to represent the Proposer. The cover letter does not count against the ten (10) page limit.

The Cover Letter shall provide a complete and full, accurate description of the corporate or other structure of the proposing entity.

TABLE OF CONTENTS:

Each Proposer shall include an outline of the Technical Proposal, identified by sequential page number and by section, reference number, and section title as described herein.

SECTIONS:

- 1.0 Qualifications and Experience**
- 2.0 Personnel**
- 3.0 Proposed Technical Approach**
- 4.0 Project Understanding**

1.13.2 BMPO REQUIRED DOCUMENTS

TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE:

1. Proposer shall complete and notarize where applicable the Required Documents identified in Section 1.12 of the RFQ and shall submit in a separate sealed envelope. Proposer will also include a PDF version of all completed and notarized Required Documents on a FLASHDRIVE.
2. FINANCIAL INFORMATION

This section shall include relevant information regarding the financial stability and strength of the Proposer. Each Proposer shall provide a copy of the most recent published Dun and Bradstreet or Creditsafe report. A parent company Dun and Bradstreet or Creditsafe report is acceptable. A copy of the most recent audited financial statements will be accepted if a Dun and Bradstreet or Creditsafe report is unavailable. In the event the above listed financial reports are not available, the BMPO may consider a combination of both an unaudited financial statement and a copy of the latest tax return for the Proposer. Financial information will be reviewed by the BMPO prior to the evaluation process set forth in Section 1.14 below as one factor to determine responsibility of the Proposer, as required by 2 CFR 200.318(h). See Section 1.10.4 regarding any specific exemption that applies to the required financial information being submitted with the RFQ Submittal. RFQ Submittals that do not include the required financial information may be deemed non-responsive by the ESC.

1.14 EVALUATION PROCESS

The BMPO's Evaluation/Selection Committee (hereinafter referred to as "COMMITTEE" or "ESC"), shall evaluate the Technical Proposals provided to it using the RFQ Evaluation Criteria in Section 1.14.1. The final selection of the Successful Proposer will be based upon the evaluation process as described herein (the "Evaluation Process").

1.14.1 EVALUATION CRITERIA

The criteria below will be used to evaluate each RFQ Submittal. There are four (4) criteria, with points assigned to each according to their relative importance to the overall evaluation process for this RFQ.

1) QUALIFICATIONS AND EXPERIENCE (Maximum 40 Points)

This category will evaluate recent experience (within the last five years) of the Proposer in the areas described in the Scope of Services. Proposer shall demonstrate its qualifications and experience in the areas of BMPO Administration, Data Collection & Analysis, Regional Planning, Community Planning, Transportation Improvement Program, Regional Transfers, Public Participation, and Local Activities.

2) PERSONNEL (Maximum 25 Points)

This category will evaluate the qualifications and experience of key personnel available for this contract. Provide a summary resume (up to 1 page) for **key** personnel (Prime and Subconsultant personnel) describing qualifications and experience relevant to this project. Key personnel includes the proposed Project Manager and Project Leaders.

A proposed organizational chart illustrating how the team will provide a logical division of responsibility and a clear line of authority in accomplishing the Scope of Services shall be provided.

3) PROPOSED TECHNICAL APPROACH (Maximum 20 Points)

This category will examine the Proposer's approach, creativity, and resourcefulness to provide the required services. The Proposer shall show specific understanding and familiarity with the particular requirements of the Scope of Services and the Proposer's approach to address them. The Proposer should demonstrate familiarity with relevant planning guidance.

4) PROJECT UNDERSTANDING (Maximum 15 points)

This category will examine the Proposer's comprehensive understanding of the project requirements and environment. Proposer should show specific understanding and familiarity with the South Florida region and regional issues as they relate to transit needs in the area.

1.14.2 EVALUATION CRITERIA AND RELATIVE WEIGHTS

Technical Proposal – Maximum 100%

- Qualifications and Experience – Maximum 40%
- Personnel – Maximum 25%
- Proposed Technical Approach – Maximum 20%
- Project Understanding – Maximum 15%

1.14.3 TECHNICAL EVALUATION CRITERIA SCORING

9 – 10 Outstanding – Proposer exemplifies superior and/or exceptional characteristics in the evaluation criteria categories.

7 – 8 Very Good – Proposer illustrates extremely strong, but not exceptional, characteristics in the evaluation criteria categories.

5 – 6 Satisfactory – Proposer demonstrates competitive average characteristics in most of the evaluation criteria categories. Proposer may be particularly strong in only one or more areas.

3 – 4 Poor – Proposer does not stand out. Evaluator has substantial concerns about the overall strength of the Proposer.

1 – 2 Unsatisfactory – Proposer has serious deficiencies when compared to most of the evaluation criteria categories. In addition, several items may not be addressed or may be missing.

1.14.4 EVALUATION SELECTION COMMITTEE SCORING OF TECHNICAL PROPOSALS

Proposals will be evaluated by an ESC appointed by the Executive Director or his/her designee. The BMPO Procurement Officer or his/her designee will perform an initial review of the Proposals, noting any deficiencies, informalities, or irregularities within the Proposal and will distribute this information with a copy of each Technical Proposal to each member of the ESC. The ESC members will independently evaluate the Technical Proposals for responsiveness and then score the Proposals using the RFQ Evaluation Criteria set forth in Section 1.14 prior to the ESC meeting.

At the ESC meeting, the Committee will first determine that each Proposal is compliant with the minimum qualifications and mandatory requirements of the RFQ and make a determination of responsiveness of the Proposals. Failure to comply with any mandatory requirements, as determined by the Committee, will disqualify a Proposal. The Committee will discuss their independent evaluations of the Proposals based on the evaluation criteria set forth in Section 1.14. Prior to announcing their scores, the ESC members may ask questions of each other, have discussion and make adjustments to any scoring. ESC members will then announce their scores per criterion. This process is conducted until all ESC members have announced their scores for all of the Technical Proposals evaluated. For every Technical Proposal evaluated, the scores shall be averaged for each criterion ("Average Criterion Scores"). The Average Criterion Scores shall be weighted, if applicable, and totaled to determine each Technical Proposal's Total Technical Proposal Score.

Based on the ESC members' scores, the Committee shall reduce the number of Proposers (shortlist) to a minimum of four (4) for further evaluation to recommend award.

1.14.5 ORAL PRESENTATION/QUESTION AND ANSWER SESSION REQUIREMENTS

1. The Committee will require oral presentations and conduct a question-and-answer ("Q&A") session with the shortlisted Proposers regarding clarification of their presentations and Proposals.

2. Oral presentations/Q&A sessions are mandatory and will be held in the Board Room on the 6th Floor, Suite 650 at the Broward Metropolitan Planning Organization Office located at 100 West Cypress Creek Road, Fort Lauderdale, Florida 33309. The order of the oral presentations/Q&A sessions will be determined by a random drawing at the ESC Meeting. Further instructions will be provided to the shortlisted Proposers prior to the scheduled date of oral presentations/Q&A sessions.

3. Oral presentations/Q&A sessions are limited to twenty-five (25) minutes in total, inclusive of Proposer opening statement. Ten (10) minutes will be allocated for oral presentations, and fifteen (15) minutes will be allocated for Q&A sessions.

4. Attendance at the oral presentations/Q&A sessions by the proposed Project Manager is strongly recommended.

5. If a proposed Subconsultant is listed as a Subconsultant on more than one (1) team, then it is the responsibility of the Subconsultant to disclose this information with each respective team. BMPO representatives in attendance will at a minimum be the members of the ESC Committee and a Procurement Staff representative(s) (oral presentation/Q&A session facilitator).

6. No handouts other than standard business cards will be allowed before, during, or after the oral presentation/Q&A sessions.

1.14.5 INTERVIEW REQUIREMENTS

~~1. The Committee will conduct Interviews to include a question-and-answer format and discussions with the shortlisted Proposers regarding clarification of their Submittals. A portion of the prepared Interview questions shall be common to all shortlisted Proposers. The BMPO may~~

~~prepare additional questions that are unique for a Proposer based on the Proposer's Technical Proposal. ESC Committee members may also ask follow-up clarifying questions during the Interview, where time permits. The questions will be distributed to the shortlisted Proposers prior to the Interviews. Interview questions will be developed for each of the evaluation criteria established in section 1.14.1. The evaluation criteria for the Interviews will be of equal relative importance (see section 1.14.6.1 below).~~

~~2. The Interviews are mandatory and will be held in the Board Room on the 6th Floor, Suite 650 at the Broward Metropolitan Planning Organization Office located at 100 West Cypress Creek Road, Fort Lauderdale, Florida 33309. The order of the Interviews will be determined by a random drawing at the ESC Meeting. Further instructions will be provided to the shortlisted Proposers prior to the scheduled date of the Interviews.~~

~~3. Just prior to the start of the Interview, each Proposer team shall be given the prepared questions to review for five (5) minutes. One copy of the questions shall be provided to each member of the Proposer team. The Proposer may keep the copy of the questions during the Interview. The Proposer may not leave the Interview room to review the questions. The Proposer remains in the same room as the ESC and BMPO Procurement staff when reviewing the questions. The five minutes for reviewing questions is not considered as part of the Interview. Discussions by the Proposer team members during the 5-minute review are not part of the Interview process and are not considered in evaluation of the Proposer.~~

~~4. Brief introductions of Proposer's staff and BMPO staff are also not counted as part of the Interview time. Interviews are limited to twenty (20) minutes in total, inclusive of Proposer opening statement and Questions and Answers (Q&A). Ten (10) minutes will be allowed after the Interview for follow-up questions pertaining to the Proposer's responses and Proposer closing statement (closing statement is optional and only if time permits). BMPO Procurement staff shall be timekeeper and is responsible for ensuring the Proposer firm adheres to the stated time limits. The Interview may conclude early if less time is actually required. Each Proposer may make an opening statement of approximately 5 minutes (opening statement is optional). The opening statement shall not be separately timed.~~

~~5. Attendance at the interview by the proposed Project Manager is strongly recommended.~~

~~6. A maximum of six (6) attendees per Proposer team is allowed. Switching out of participants in the Interview room is not permitted. If a proposed Subconsultant is listed as a Subconsultant on more than one (1) team, then it is the responsibility of the Subconsultant to disclose this information with each respective team. BMPO representatives in attendance will at a minimum be the members of the ESC Committee and a Procurement Staff representative(s) (interview facilitator).~~

~~7. No handouts other than standard paper business cards will be allowed before, during, or after the interview.~~

~~8. Proposers may bring in paper notepads or index cards with notes during their interviews, for their own reference and use. The notepads and index cards will not be shared nor left behind for the ESC.~~

1.14.6 FINAL SCORING AND RANKING

Following oral presentations/Q&A sessions with all shortlisted Proposers, the Committee will reconvene in a publicly announced meeting. At this time, the ESC members may ask questions of each other, have discussions, and make adjustments to their original scoring of Proposals. ESC members will then announce any changes made to their scoring and shall then rank and determine the final recommendation of the highest qualified shortlisted Proposer(s). The Committee shall provide its recommendation to the Executive Director for review and if approved, recommend award to the BMPO Board for final approval. In the event the final Committee scoring results in a tie for rankings of the most highly qualified Proposer(s), the Committee shall select the Proposer with the highest average ranking based on the individual Committee member rankings, with One (1) being the highest ranked, Two (2) being the second highest ranked, and so on. If there is still a tie, the Committee shall rank the Proposers that are tied based on the final scoring for the highest weighted Technical Proposal evaluation criterion. If still a tie, the last tie breaker will be determined by a coin toss.

1.14.6 EVALUATION SELECTION COMMITTEE SCORING OF INTERVIEWS AND FINAL SCORING AND RANKING

~~Following Interviews with all shortlisted Proposers, the Committee will reconvene in a publicly announced meeting and evaluate and score the shortlisted Proposers Interviews, based on discussions and responses to the questions asked by the ESC of each shortlisted Proposer. For each Interview evaluated, the scores shall be averaged for each criterion ("Average Criterion Scores"). The Average Criterion Scores shall be weighted, if applicable, and totaled to determine each Interview's Total Interview Score.~~

1.14.6.1 INTERVIEW EVALUATION CRITERIA AND RELATIVE WEIGHTS

~~The BMPO has established the following relative weights for the Interview.~~

Interview—Maximum 100%

- ~~• Qualifications and Experience—Maximum 25%~~
- ~~• Personnel—Maximum 25%~~
- ~~• Proposed Technical Approach—Maximum 25%~~
- ~~• Project Understanding—Maximum 25%~~

1.14.6.2 INTERVIEW EVALUATION CRITERIA SCORING

~~9—10 Outstanding—Proposer exemplifies superior and/or exceptional characteristics in the evaluation criteria categories.~~

~~7—8 Very Good—Proposer illustrates extremely strong, but not exceptional, characteristics in the evaluation criteria categories.~~

~~5—6 Satisfactory—Proposer demonstrates competitive average characteristics in most of the evaluation criteria categories. Proposer may be particularly strong in only one or more areas.~~

~~3—4 Poor— Proposer does not stand out. Evaluator has substantial concerns about the overall strength of the Proposer.~~

~~1—2 Unsatisfactory— Proposer has serious deficiencies when compared to most of the evaluation criteria categories. In addition, several items may not be addressed or may be missing.~~

1.14.6.3 FINAL SCORING AND RANKING

~~The Committee shall then rank and vote on the final recommendation of the highest qualified shortlisted Proposer(s) based on the Committee’s final Total Technical Proposal Scores and final Total Interview Scores. For determining the final recommendation, Total Technical Proposal Scores shall be weighted sixty percent (60%) and Total Interview Scores shall be weighted forty percent (40%). The Committee shall provide its recommendation to the Executive Director for review and if approved, to recommend award to the BMPO Board for final approval. In the event the final Committee scoring results in a tie for rankings of the most highly qualified Proposer(s), the Committee shall select the Proposer with the highest average ranking based on the individual Committee member rankings, with One (1) being the highest ranked, Two (2) being the second highest ranked, and so on. If there is still a tie, the Committee shall rank the Proposers that are tied based on the final scoring for the highest weighted Technical Proposal evaluation criterion. If still a tie, the last tie breaker will be determined by a coin toss.~~

1.14.7 SUBMITTAL OF EVIDENCE OF INSURANCE AND FEE PACKAGE PRIOR TO AWARD OF CONTRACT(S)

Upon Executive Director approval of the Committee’s recommendation, the Successful Proposer(s) will be notified in writing to submit evidence of required insurance coverages and endorsements and their Fee Package. The Successful Proposer(s) shall use the standard ACORD 25 Certificate of Liability Insurance and ACORD Form 101 (if necessary), evidencing that the Successful Proposer has met the insurance requirements in Section 8 of Attachment “B”.

The Fee Package proposed costs for all members of the proposed team must be submitted in the FDOT Automated Fee Proposal Spreadsheet. The Automated Fee Proposal and Guidelines can be obtained by accessing the following link and clicking on the Automated Fee Proposal Spreadsheet: <http://www.fdot.gov/procurement/formmenu.shtm>.

- The Fee Package must contain a certification that any direct costs proposed are not included as overhead in the Successful Proposer’s accounting system (Form No. 375-030-39). The certification should be signed by the Successful Proposer’s comptroller, chief financial officer, accountant, or other appropriate person who is knowledgeable of the Successful Proposer’s normal accounting requirements.
- A spreadsheet with a listing by firm of each proposed staff member, the personnel category to be used on this contract, and the corresponding certified wage rates.
- A spreadsheet with a listing of average rates per category discipline. For disciplines containing two or more employees, certified wage rates will be utilized by the Successful Proposer to establish average rates per discipline. The spreadsheet of average rates is to

include the actual rates and identification of all individuals per discipline that were used to calculate the average rate

- Current year certified audit rates. A copy of the FDOT Procurement Office's prequalification letter with the approved overhead rate.
- Payroll registers to confirm the accuracy of the pay rates. The submittal will contain a certification from a responsible company official that the rates are actual current rates on that particular date. A payroll register is defined as an official record of pay details for an individual employee of a firm for a specific, most recent single pay period. The payroll register will display the following information about the employee: name of employee, date, date range, hours (regular and overtime), gross pay, deductions, taxes withheld, and net pay. A payroll register is not a monthly projection, payroll forecast, or certified pay rate. Confidential information may be redacted.
- DBE Certification for DBE team members.

After receipt and acceptance of the Fee Package, the Executive Director will recommend to the BMPO Board contract award to the Successful Proposer(s) whose RFQ Submittal is deemed to be the most qualified.

1.15 REVIEW OF FACILITIES AND QUALIFICATIONS

After the RFQ Submittal due date and prior to execution of the Contract, the BMPO reserves the right to perform or have performed an on-site review of any Proposer's facilities and qualifications, as well as provided documentation. This review will serve to verify data and representations submitted by the Proposer and may be used to determine whether the Proposer has an adequate, qualified, and experienced staff, and can provide facilities and perform the Work. The review may also serve to verify whether the Proposer has adequate financial capability to meet the Contract requirements. Should the BMPO determine that the RFQ Submittal, or subsequently submitted documentation, has material misrepresentations or that the size or nature of the Proposer's facilities or the number of experienced personnel (including technical staff) are not adequate to ensure satisfactory Contract performance, or ascertains other bases for concern as to the Successful Proposer's ability to perform the Work, the BMPO has the right to reject the RFQ Submittal.

1.16 PROTEST PROCEDURES

The following are the BMPO's procedures for protesting solicitations and Contract Award.

Definitions

Interested Party means any bidder or proposer with legal standing that is affected adversely by the BMPO's decision concerning a solicitation or Contract Award.

Protest means a written objection to the commercial terms or technical specifications in the solicitation or the Contract Award.

Protest Period means the 72 hours following the date of the posting of the Intent to Contract Award on the BMPO 's website or the date of the issuance of an addendum as to the content of such addendum or the date of issuance of the Solicitation.

- (1) The BMPO provides Interested Parties with the opportunity for an administrative review of written Protests and strives to resolve any Protest expeditiously at the Procurement Officer's level to the maximum extent possible. Filing a Protest: Only an Interested Party may file a Protest regarding the Solicitation Documents issued by the BMPO by filing a written Notice of Protest with the BMPO within seventy-two (72) hours from the availability date of the Solicitation Documents set forth in the advertisement posted on the BMPO's website, excluding Saturdays, Sundays and legal holidays observed by the BMPO or from the date of the issuance of any addenda if specifically relating to the content of the addendum, excluding Saturdays, Sundays and legal holidays observed by the BMPO. Failure to file a Notice of Protest within the provided timeframes, for any reason whatsoever, shall constitute a complete and absolute waiver of Protest rights.

With respect to any Protest of Contract Award, the Notice of Protest shall be filed within the Protest Period. For Procurements not involving federal funds, the BMPO, at its sole discretion, may require in its Solicitation Documents that an Interested Party post with its formal Protest a Protest bond in the amount of 1% of the Contract amount or \$25,000, whichever is less. In the event the Interested Party receives an adverse determination on its Protest, the bond shall be forfeited to the BMPO.

An Interested Party shall file a formal written Protest within ten (10) business days of filing a Notice of Protest. In order to be considered, the Protest must contain: (i) the Interested Party's name, address, telephone number, email address, facsimile number, and taxpayer identification number; (ii) identification of the Procurement or Contract at issue; (iii) a complete and concise statement of the grounds for the Protest, supported by relevant documents; (iv) identification of all Persons with information germane to the Protest; (v) a chronology of efforts made to resolve the matter prior to filing the Protest; and (vi) a statement of the relief requested.

- (2) Protest Decision: The Procurement Officer shall reduce his or her decision to writing and shall transmit or otherwise furnish a copy of the decision to the Interested Party. The decision of the Procurement Officer shall be final and conclusive unless, within seven (7) business days from the date of such decision, the BMPO receives from the Interested Party a written request for review of the decision addressed to the Executive Director. The decision of the Executive Director shall be final and conclusive.
- (3) Continuation of Performance: The Procurement Officer shall determine whether the BMPO will proceed with Contract Award or, if the Contract has been awarded, whether to suspend performance of the Contract, pending a decision on the Protest. The BMPO has no obligation, however, to suspend award or performance of the Contract in the event of a Protest.
- (4) Remedies: If the BMPO determines that a Protest is valid, the Executive Director, at his or her sole discretion, may: (i) direct the Procurement Officer to issue a new or amended

Solicitation; (ii) award the Contract or recommend that the Board award the Contract, if the Contract amount exceeds the Executive Director's approval authority; (iii) terminate or suspend performance of the Contract that is the subject of the Protest; or (iv) take any other action permitted by law to promote compliance with BMPO policies and applicable law.

- (5) Filing of a Written Notice of Protest or Protest: All Written Notices of Protests or Formal Protests must be filed with the Procurement Officer. All Protests must be received at the address shown on the Solicitation Documents during normal office hours of 9:00 am to 5:00 pm, local time. Failure to file a Notice of Protest or a Protest as discussed herein, shall constitute a complete and absolute waiver of any such rights.
- (6) Informal Resolution: The Procurement Officer may, at his or her sole discretion, agree to meet with the Interested Party within seven (7) calendar days, excluding Saturdays, Sundays and legal holidays observed by the BMPO, after the filing of a Protest to attempt to resolve the matter.

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