



BROWARD METROPOLITAN PLANNING ORGANIZATION

REQUEST FOR PROPOSAL (RFP) NO. 26-04

GOVERNMENT PUBLIC INVOLVEMENT SERVICES

ADDENDUM NO. 1

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.

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

This Addendum includes:

- 1) Preproposal Conference Summary Minutes and Attendee Report

Date Issued: August 15, 2025

Deadline for Proposals remains 4:00 p.m. Eastern Time, September 3, 2025.

Paula Prusinski

Paula Prusinski
Procurement Specialist



REQUEST FOR PROPOSALS (RFP) NO. 26-04
PREPROPOSAL CONFERENCE AUGUST 14, 2025
SUMMARY MINUTES

The virtual Preproposal Conference for Request for Proposals (RFP) No. 26-04 for Government Public Involvement Services began at 11:00 a.m. on Thursday, August 14th, 2025. The contracting agency for this procurement is the Broward Metropolitan Planning Organization (BMPO).

Ms. Paula Prusinski opened with the following statement:

Good morning, the time is 11:02 am, and this is the Preproposal Conference for RFP 26-04 Government Public Involvement Services.

Ms. Prusinski started with introductions of the BMPO panel. She introduced herself, Mr. Oscar Nelson, BMPO Procurement Manager and Mr. Paul Calvaresi, Intergovernmental Manager and PM for this RFP.

Ms. Prusinski stated that today's meeting will be a brief overview of the RFP document; questions will not be taken at this time. All questions are to be submitted in writing by the question deadline date of August 20, 2025. Shortly following the deadline, an addendum including a question/answer matrix will be posted to the BMPO website as well as Demandstar.

It was noted this meeting is being recorded and minutes will also be posted to the BMPO website and Demandstar via an addendum.

Any verbal statements made today or at any point during the procurement process are not to be relied on. Only written responses from BMPO are the official responses for this procurement. If there is any conflict between the meeting minutes and the RFP provisions, the RFP provisions shall prevail.

Ms. Prusinski read that Section 1.4 of the Instructions to proposers is schedule of events. The last day to submit proposals is Wednesday, September 3rd at 4:00 pm with the announcement of sealed proposals being that same day @ 4:15 PM.

Proposals will only be accepted by mail or delivery to the address listed in section 1.8 of the Instructions to Bidders.

There is a cone of silence in effect which means that you cannot contact any BMPO Staff or Board Members regarding this procurement other than the procurement staff.

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

Ms. Prusinski then discussed other sections of the RFP that included the following:

Section 1.10 Right to Reject. BMPO has the right to reject any proposals and specifically proposals that are submitted with conditions. Please do not submit your proposal with conditions. The successful proposer shall execute the BMPO Agreement, same as Attachment "B" to the RFP. If you have questions or would like to request the BMPO to consider changes to any portion of this RFP, including Attachment "B", please be sure to submit those during the question-and-answer period.

Section 1.12.2 Required Docs - Please be sure pages are signed and notarized when applicable.

The project is FHWA funded; provisions throughout the document and those listed in section 3.0 STC's will apply.

The insurance requirements are outlined in Attachment "B" BMPO Agreement, Section 8. INSURANCE included in the RFP. Please review and familiarize yourself with the requirements.

Section 1.13.2 - Financial information - is required to be submitted with the completed Required Documents in a separate sealed envelope which shall include relevant information regarding the financial stability and strength of the Proposer. The latest Dun and Bradstreet or Creditsafe report are acceptable. If one of these cannot be provided, a copy of the most recent audited financial statements will be accepted. 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. Please be advised that unaudited financial reports and tax returns are exempt from public disclosure.

At this point, Ms. Prusinski turned the meeting over to Mr. Paul Calvaresi to review the Scope of Services.

Mr. Calvaresi started by thanking attendees for joining the conference and began reviewing the scope by stating that it is a pretty comprehensive scope, and it's a little outside the norm of what you might expect from a planning organization. The MPO has a very robust history of unique outreach ranging from grassroots to supporting the surtax initiative from 2016 and 2018, and over time, our outreach has evolved, and it sometimes was ahead of the curve utilizing social media before it was prevalent throughout other government organizations.

Mr. Calvaresi continued by expressing that the scope is a little different because it is a task work order-based contract where each of the services is to be negotiated as needed for each individual project. Although he is the PM for the overall contract, the successful firm will be working with a variety of MPO staff across different departments as the task work order manager. The BMPO is looking for a group that can work with multiple PMs.

Additionally, Mr. Calvaresi touched on some other key aspects of the scope as follows:

There are some what might be considered day-to-day stuff, the communications, outreach, the public involvement, which are more traditional type, and that's to be defined later, or at the contract, but I want to call your attention to the market study. This might be unique to us. He stated that the BMPO has not gone out and surveyed the public in any sort of statistically significant way in almost a decade. When this is done, to inform our outreach, the BMPO really needs to know what the public is looking for. This is one of the tasks that will need to be started as soon as possible, once the contract is awarded.

Also looking at the variety of tasks, we hope to see very robust firms and or teams assembled that can deliver this variety of services.

In special projects, you'll see two high-profile ones: the 2055 Metropolitan Transportation Plan. This is one of the MPO's core products. This usually has a barbell of very intense outreach at the beginning, and very intense outreach at the end. Outreach is very integral to create an MTP, which is not only accepted by the feds, but serves the needs of our residents.

The other one you'll see is a high-visibility event. The MPO branches out and does a variety of events, not just at the grassroots level, but also much larger, so we're also looking for a group that can support that, whatever form it may take.

Continuing to other services, and the reason for calling your attention to the public involvement to support planning studies, is because we have MPO projects and we have projects where we're partnered with other cities. Other cities might have their own form of public involvement, so we didn't want to have to impose ours onto our partners.

But as we go through with our project developments, this will most likely be activated to support those MPO projects and to seek public involvement.

Mr. Calvaresi closed by stating he is very much looking forward to proposals from this, as he knows it's a little unique.

The meeting was then turned back over to Ms. Prusinski who ended the meeting with information about DBE participation including the BMPO is required to participate in the FDOT DBE Program which is 100% race neutral meaning the BMPO can likely achieve the overall aspirational goal of 10.54% without the use of contract goals; however, DBE utilization is highly encouraged.

The meeting was adjourned at 11:11 am.

Name (original name)	Email	Organization	Role in this meeting
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Paula Prusinski	prusinskip@browardmpo.org	Broward MPO	Presenter
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