



## **REQUEST FOR QUALIFICATIONS (RFQ) NO. 26-05**

### **GENERAL PLANNING CONSULTANT 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.

- |   |   |
|---|---|
| <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) Pre-Submittal Conference Summary Minutes and Attendee Report

---

---

**Date Issued: October 2, 2025**

**Deadline for RFQ Submittals remains 4:00 p.m. Eastern Time, November 5, 2025.**

*Oscar D. Nelson, Jr.*

---

Oscar Nelson  
Procurement Manager



## REQUEST FOR QUALIFICATIONS (RFQ) NO. 26-05

### PRE-SUBMITTAL CONFERENCE SEPTEMBER 30, 2025

#### SUMMARY MINUTES

The virtual Pre-Submittal Conference for Request for Qualifications (RFQ) No. 26-05 for General Planning Consultant Services began at 11:00 a.m. on Tuesday, September 30, 2025. The contracting agency for this procurement is the Broward Metropolitan Planning Organization (BMPO).

Mr. Nelson 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.**

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

Mr. Nelson 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 October 9, 2025, in accordance with Section 1.6 of the RFQ.

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. 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.

Mr. Nelson 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 Wednesday, November 5, 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, PROPOSER, LOBBYIST OR CONSULTANT AND ANY BOARD MEMBER, EMPLOYEE, COMMITTEE MEMBER, OR CONSULTANT/CONTRACTOR OF THE BMPO REGARDING THIS PROCUREMENT ARE STRICTLY PROHIBITED.**

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. Please pay close attention to this section.

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.

In Section 1.14 of the RFQ you will find the Evaluation Process. This section includes the evaluation of technical proposals and the evaluation of interviews. The process is different than in previous solicitations. Note that for the Final Scoring and Ranking, the Evaluation and Selection Committee will 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%). For all the details concerning the Evaluation Process, please see Section 1.14.

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.

As a sub-recipient of FHWA and FTA funding, the BMPO is required to participate in the (FDOT) and FTA Disadvantaged Business Enterprise (DBE) Programs. Currently, the approved FDOT and FTA programs are 100% race neutral, which means that the BMPO can likely achieve the overall aspirational goals of 10.54% for FDOT and 6.6% for FTA without the use of contract goals. However, DBE utilization is highly encouraged.

**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, 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. 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. As previously stated, the Task Work Orders for this contract are anticipated based on the current version of the UPWP however, this expires in June 2026 and could change as the UPWP is updated for the next budget cycle and amendments occur.

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 also stated that although the intended award will be in the spring of 2026, the Task Work Orders will not commence until the 2027 Fiscal Year, starting on July 1, 2026.

**The conference was turned back over to Mr. Nelson.**

In conclusion, Mr. Nelson thanked everyone in attendance and looked forward to receiving Submittals in response to RFQ No. 26-05 General Planning Consulting Services.

Mr. Nelson ended the conference at 11:12 am.

Attendee Report	
Report Generated	9/30/2025 11:14
Date and Time	Sep 30, 2025 11:00 Eastern Time (US and Canada)
Topic	Pre-Submittal Conference: RFQ 26-05 - General Planning Consultant Services

Name	Email
Oscar Nelson	nelsono@browardmpo.org
Paula Prusinski	prusinskip@browardmpo.org
Darci Mayer	Mayerd@browardmpo.org
Aldo Fritz	afritz@tjkm.com
Amy Wiwi	amy.wiwi@metriceng.com
Antonio Cirilli	a.cirilli@gma-intl.com
brandy pleas	brandy.pleas@metriceng.com
Christine Fanchi	christine.fanchi@wsp.com
Darlene Fernandez	dfernandez@cesconsult.com
Demian Miller	DWMiller@Benesch.com
Fabian De La Espriella	fdelaespriella@urbe-studio.com
Ian Debnam	idebnam@benesch.com
Jennifer Cooper	Jennifer.cooper2@wsp.com
Joseph Yawn	joseph.yawn@icf.com
JOSHUA TURNER	joshua.turner@wsp.com
Kat R	kat.regnier@icf.com
Kirsten Mote	Kmote@modernmobilitypartners.com
Lauren Gable	lgable@modernmobilitypartners.com
Michelle Kendall	michelle.kendall@wsp.com
Nick Torres	ntorres@whitehousegroup.com
Nicole Estevez	nestevez@ciesthatwork.com
Nicole Mauntler	nicole.mauntler@metriceng.com
Rob Cursey	rcursey@benesch.com
Robert Piatkowski	Robert.Piatkowski@wsp.com
Rosana Cordova	rdcordova@csagroup.com
Sofia Thordin	sthordin@benesch.com
Stephanie Garcia	stephanie.garcia@drmp.com
Sydney Bryant	sydney.bryant@wsp.com
Victor Garcia	v.garcia@gma-intl.com