



BROWARD METROPOLITAN PLANNING ORGANIZATION

REQUEST FOR PROPOSAL (RFP) NO. 26-04

GOVERNMENT PUBLIC INVOLEMENT SERVICES

ADDENDUM NO. 2

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

Cover Page

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Table of Contents

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Requirements and Instructions to Proposer

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Remove page RIP - 7 of 15 and replace with page RIP - 7 of 15 Addendum No. 2

Attachment "B" BMPO Agreement

Remove page AGR - 3 of 19 and replace with AGR - 3 of 19 Addendum No. 2

Attachment "D"

Remove Attachment "D" and replace with Attachment "D" Addendum No. 2

This Addendum includes:

- 1) Questions and Answers

Date Issued: August 21, 2025

Deadline for Proposals will be extended to 4:00 p.m. Eastern Time, September 9, 2025.

Paula Prusinski

Paula Prusinski
Procurement Specialist



REQUEST FOR PROPOSAL

FOR

GOVERNMENT PUBLIC INVOLVEMENT SERVICES

RFP NO. 26-04

ADDRESS FOR SUBMITTAL:

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

DATE ISSUED: August 6, 2025

CLOSING DATE and TIME: September 30, 2025 @ 4:00 P.M. EST

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

REQUEST FOR PROPOSAL NO. 26-04

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Section 2.0 - General Terms and Conditions	GTC – 1 of 5
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Section 4.0 – Scope of Services	SOS – 1 of 7

Attachment “A” – BMPO Non-Discrimination Requirements

Attachment “B” – BMPO Agreement – To be executed by the Successful Proposer

RFP Required Documents

Attachment “C” – RFP Forms Required to be Completed and Included with Proposals:

Proposal Form
Price 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 Proposals:

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
FDOT Form No. 375-030-34 Disclosure of Lobbying Activities
FDOT Form No. 375-031-06 E-Verify
FDOT Form No. 375-0340-01 Affidavit Regarding Labor and Services

Post Award Documents

Attachment “E” – BMPO Required Invoice Documentation

Contractor Invoice Template
Certificate of Disbursement of Previous Periodic Payment to Subcontractors
Subcontractor’s Certificate of Previous Payment
Final Release on Contract and Affidavit

Attachment “F” - Contractor Performance Evaluation Form

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)	8/6/2025	See BMPO Website	BMPO Website: http://www.browardmpo.org/index.php/solicitations/current-solicitations
Pre-Proposal Conference	8/14/2025	11:00 am	https://us02web.zoom.us/meeting/register/QmIgT3xJRWi1ycH1ASHvjg
Deadline for Questions (Submit via email only)	8/20/2025	5:00 pm	Via Email to BMPO Procurement Manager: Nelsono@browardmpo.org
Deadline for Proposals Due Advertisement Closing Date	<u>9/3/2025</u> <u>9/9/2025</u>	4:00 pm	BMPO Procurement Office 100 W. Cypress Creek Road Suite 650 Fort Lauderdale, FL 33309
Public Announcement of Receipt of Sealed Proposals	<u>9/3/2025</u> <u>9/9/2025</u>	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	<u>9/11/2025</u> <u>9/25/2025</u>	On or about 2:00 pm <u>9:00 am</u>	BMPO Board Room 100 W. Cypress Creek Road Suite 650 Fort Lauderdale, FL 33309
Posting – Intended Award	9/12/2025	On or about 3:00 pm	BMPO Website: http://www.browardmpo.org/index.php/solicitations/current-solicitations
BMPO Board Approval of Intended Award	10/30/2025	On or about 11:00 am	BMPO Board Room 100 W. Cypress Creek Road Suite 650 Fort Lauderdale, FL 33309

1.5 PRE-PROPOSAL CONFERENCE

The BMPO will conduct a Pre-Proposal Conference at the date shown under Section 1.4. The conference will be held virtually on 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-Proposal Conference is to provide an open forum for the BMPO to review the RFP and the Project with the prospective Proposers. Prospective Proposers will not have the ability to ask verbal questions or comment during the Pre-Proposal Conference. Questions arising prior to, during and after the Pre-Proposal Conference must be addressed in compliance with Section 1.6 of the RFP. 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 RFP.

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
RFP No. 26-04
Government Public Involvement Services
Technical Proposal
RFP 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
RFP No. 26-04
Government Public Involvement Services
Required Documents
RFP Due Date
Proposer's Name

1.12.2 Required Documents

Attachment "C" RFP Forms Required to be Completed and Included with Proposals:

Proposal Form
Price 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 Proposals:

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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
FDOT Form No. 375-030-34 Disclosure of Lobbying Activities
FDOT Form No. 375-031-06 E-Verify Form
FDOT Form No. 375-0340-01 Affidavit Regarding Labor and Services

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

SECTION 3. COMPENSATION

- 3.1** In consideration for the Scope of Services to be performed by CONTRACTOR pursuant to this Agreement, the BMPO agrees to pay CONTRACTOR, in the manner specified in the Scope of Services, the total amount not to exceed \$ _____ over the full term of the Agreement, contingent upon the appropriation of funds. The BMPO shall request services on an as-needed basis and there is no guarantee that any or all of the services described in Exhibit "A" will be assigned during the term of this Agreement. The amount of compensation payable by the BMPO to CONTRACTOR shall be based upon the billing rates as indicated on attached Exhibit "B", which amount shall be accepted by CONTRACTOR as full compensation for all such work performed under this Agreement. The billing rates for each personnel category may be adjusted to up to three (3) percent annually during the term of the Agreement, subject to prior BMPO approval. The annual billing rates are in effect beginning the date this Agreement is fully executed. It is acknowledged and agreed by CONTRACTOR that these amounts are the maximum payable and constitute a limitation upon BMPO'S obligation to compensate CONTRACTOR for its Services related to this Agreement. This maximum amount, however, does not constitute a limitation of any sort, upon CONTRACTOR's obligation to perform all items of work required by or which can be reasonably inferred from the Scope of Services
- 3.1.1** Prior to beginning the performance of any services under this Agreement, the BMPO and the CONTRACTOR shall define specific services to be performed and deliverables for these services and sign separate Task Work Orders. Each Task Work Order will specify a scope of work, time schedule and the compensation for those specific services. Compensation shall be based on the most recent BMPO approved billing rates and shall remain in effect for the duration of each Task Work Order. Allowable direct expenses may be identified and agreed upon as part of negotiations of each individual Task Work Order, and not as part of the established billing rates. Once signed by both parties, each Task Work Order and a Notice to Proceed will function as the authorization for the CONTRACTOR to commence and complete the services and deliverables. CONTRACTOR shall perform the services described in the Scope of Services and each Task Work Order within the time periods specified therein. Said time periods shall commence from the date of the Notice to Proceed for such Services.
- 3.2** CONTRACTOR may submit an invoice for compensation, developed and agreed upon by the BMPO Executive Director and Contractor, on a monthly basis, but only after the Services for which the invoices are submitted have been provided. Invoices shall designate the nature of the services performed and shall also show a summary of fees with accrual of the total and credits for portions paid previously, where applicable. For months when no Services have been performed, CONTRACTOR shall still be required to submit a monthly progress report.
- 3.3** **Invoices shall be submitted to the BMPO Project Manager and Accounts Payable (accountspayable@browardmpo.org) utilizing the BMPO Invoice Form** (attached hereto in Exhibit "C"). The BMPO will provide the BMPO Invoice

ATTACHMENT “D”

FDOT FORMS REQUIRED TO BE COMPLETED AND INCLUDED WITH SUBMITTALS

Forms

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

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FDOT Form No. 375-030-34 Disclosure of Lobbying Activities

FDOT Form No. 375-031-06 E-Verify

FDOT Form No. 375-0340-01 Affidavit Regarding Labor and Services

Note: Forms are available mostly in Word format at the following website:

<https://www.fdot.gov/procurement/formmenu.shtm>

RFP No. 26-04
GOVERNMENT PUBLIC INVOLVEMENT SERVICES

1

Number	Submittal Date	Question
1		<p>Question: Are the labor categories listed in the Price Proposal Form the only eligible categories that will be considered by the MPO when evaluating the price proposal? How will indirect expenses be handled (e.g., printing, advertising, sponsorships, meeting venues, branding items, website software improvements, etc.)? Will designated and approved expenses be included as part of each individual Task Work Order?</p> <p>Answer: Yes, only the eligible categories listed on the Price Proposal shall be considered by the MPO when evaluating the price proposal. Allowable direct expenses may be identified and agreed upon as part of negotiations of each individual Task Work Order, and not as part of the established billing rates. See attached AGR -3 of 19 Addendum No. 2.</p>
2		<p>Question: When can we expect responses to the submitted questions? We anticipate that BMPO may need one to two days to respond, which would leave a little over a week to finalize the proposal, given the holiday and the time needed to prepare printed materials for the deadline. We understand this may depend on the number of questions received. Having managed several task work order–based public involvement contracts, we would like to confirm that the rates listed for positions will be accepted as the established rates, and that negotiations will apply only to the issuance of task work orders. In other words, once the rates are approved, the focus would shift to establishing a yearly budget ceiling rather than renegotiating position rates. Is this correct?</p> <p>Answer: The Proposal due date has been extended to September 9, 2025. The rates for the listed positions will be accepted as established billing rates that may be adjusted up to 3% annually during the term of the Agreement, subject to prior BMPO approval. Annual yearly budget ceilings will not be established. See attached RIP -2 of 15 Addendum No.2.</p>
3		<p>Question: In reviewing the positions and scope, we would like to suggest adding the following roles: Senior Community Outreach Specialist; Planning Positions (to be defined); A/V Producer; Photographer (still/video); Public Information Specialist; Assistant Public Information Specialist; Event Planner; and Event Staff. If these roles cannot be added to the price proposal form, would they still be eligible to be proposed for task orders as needed?</p> <p>Answer: The suggested roles will not be added to the Price Proposal Form. If required for individual Task Work Orders, additional roles may be eligible.</p>

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2

Number	Submittal Date	Question
4		<p>Question: Can we include hyperlinks and QR codes in the proposal to showcase examples of innovation and previous work?</p> <p>Answer: No. Hyperlinks and QR codes cannot be included in the Proposal.</p>
5		<p>Question: Has the Evaluation/Selection Committee been identified, and if so, who will its members be? We understand that no contact with committee members or MPO staff is permitted.</p> <p>Answer: Yes. The Committee members are James Cromar, Christopher Restrepo, Amanda Christon, Paul Calvaresi, and Kerrie MacNeil.</p>
6		<p>Question: Can you confirm that a responsive submittal does not require resumes?</p> <p>Answer: Confirmed. The Proposal does not require resumes.</p>
7		<p>Question: Could you clarify what is meant by an Indefinite Delivery, Indefinite Quantity (IDIQ) contract?</p> <p>Answer: An IDIQ contract is used when exact quantities of services are not known at the time of award. Work is assigned through negotiated Task Work Orders under the contract.</p>

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GOVERNMENT PUBLIC INVOLVEMENT SERVICES

3

Number	Submittal Date	Question
8		<p>Question: For the following required forms and certifications, please confirm whether they must be provided by the Prime Consultant only, or by both the Prime and all Subconsultants/Subcontractors:</p> <ul style="list-style-type: none">• DBE Participation Statement and Bid Opportunity List• Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions• Disclosure of Lobbying Activities• Affidavit Regarding Labor and Services Form*<ul style="list-style-type: none">○ Also, for this form* the number is stated differently on RFP. RFP shows 375-031-01 and the FDOT form shows 375-030-31. Kindly clarify if this was an error. <p>Answer: The forms are to be provided by the Prime Consultant only. The FDOT form number in the RFP for the Affidavit Regarding Labor and Services Form should be FDOT Form No. 375-030-31. See attached Table of Contents Addendum 2, page RIP – 7 of 15 Addendum 2, and ATTACHMENT “D” Addendum 2.</p>