



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

### **GENERAL PLANNING CONSULTANT 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"/> 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                          |   |

#### **Requirements and Instructions to Proposers**

Remove page RIP - 2 of 17 and replace with page RIP - 2 of 17 Addendum No. 2

Remove page RIP - 7 of 17 and replace with page RIP - 7 of 17 Addendum No. 2

#### **This Addendum includes:**

- 1) Questions and Answers
- 2) The deadline for Questions has been extended through 10/15/2025

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**Date Issued: October 08, 2025**

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

*Paula Prusinski*

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Paula Prusinski  
Procurement Specialist

RFP No. 26-05  
GENERAL PLANNING CONSULTANT SERVICES

Number	Submittal Date	Question
1	10/2/2025	<p><b>Question:</b> On page seven of the RFQ, section 1.12.1, it states that the Required Documents shall be placed in a separate sealed envelope which shall be clearly marked as seen below. Should the “Technical Proposal” designation be “Required Documents” instead?</p> <p><b>Answer:</b> Yes, the “Technical Proposal” designation should be “Required Documents.” See attached RIP - 7 of 17 Addendum No.2.</p>
2	10/2/2025	<p><b>Question:</b> Do resumes of key staff count against the 10-page limit?</p> <p><b>Answer:</b> No, the resumes do not count towards the page limit, however resumes are limited to key personnel for the prime and sub consultant firms (project manager and project leaders only).</p>
3	10/2/2025	<p><b>Question:</b> Should the org chart only show high-level key staff or do you want us to show all supporting staff? Are we allowed to use 11x17 size page for the organization chart, and if so, does it count as 2-pages or 1-page?</p> <p><b>Answer:</b> The proposed organizational chart will depict all staff working on the contract including support staff. On page 8 of the RFQ, section 1.12.9, states the technical proposal must be unbound on paper size 8 ½” by 11” with a minimum font size of 12. The organizational chart does not count towards the page limit.</p>
4	10/2/2025	<p><b>Question:</b> Are Universities eligible to operate as subconsultants or vendors?</p> <p><b>Answer:</b> Yes, universities are eligible to operate as subconsultants or vendors.</p>
5	10/2/2025	<p><b>Question:</b> Can we submit our proposal in landscape orientation as opposed to portrait?</p> <p><b>Answer:</b> Proposals are required to be submitted in the standard portrait orientation.</p>

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Number	Submittal Date	Question
6	10/6/2025	<p><b>Question:</b> 1.12 RFQ Submittal Requirements (RFQ – page 11): Can exceptions to the 12pt font size requirement (1.12.9) be made for charts/tables/graphs as long as the text remains legible?</p> <p><b>Answer:</b> No, the minimum font size is 12 as stated on page 8 of the RFQ, section 1.12.9 of the RFQ.</p>
7	10/6/2025	<p><b>Question:</b> 4.0 SCOPE OF SERVICES (RFQ - page 35): Are Tasks 6.0 and 8.0 intentionally left off the provided Scope of Services?</p> <p><b>Answer:</b> Yes, Task 6.0 in the UPWP is not included in this Scope of Services. The UPWP does not contain Task 8.0.</p>
8	10/6/2025	<p><b>Question:</b> Attachment B – BMPO AGREEMENT (RFQ - page 42): For the contract provided, are exceptions allowed? If exceptions are allowed, where/how should these be included with the proposal?</p> <p><b>Answer:</b> On page 5 of the RFQ, section 1.10.4 states that 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.” Additionally, please see section 1.10.5 for specific instructions regarding exceptions to Attachment “B”.</p>

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Number	Submittal Date	Question
9	10/6/2025	<p><b>Question:</b> For Section 2.0 of the Proposal “Personnel” (RFQ - page 15): Are Key Staff summary resumes included in the page count? Can a Task Lead/Skills Matrix be submitted in lieu of a traditional Organization Chart?</p> <p><b>Answer:</b> No, resumes do not count towards the page limit. A traditional organizational chart is required.</p>

## 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: <a href="https://www.browardmpo.org/procurement/current-solicitations">https://www.browardmpo.org/procurement/current-solicitations</a>
Pre-Submittal Conference	9-30-25	11:00 am	<a href="https://us02web.zoom.us/j/84451204401">https://us02web.zoom.us/j/84451204401</a>
Deadline for Questions (Submit via email only)	<del>10-9-25</del> <u>10-15-25</u>	5:00 pm	Via Email to BMPO Procurement Manager: <a href="mailto:Nelsono@browardmpo.org">Nelsono@browardmpo.org</a>
<b>Deadline for Proposals Due Advertisement Closing Date</b>	<b>11-5-25</b>	<b>4:00 pm</b>	<b>BMPO Procurement Office 100 W. Cypress Creek Road Suite 650 Fort Lauderdale, FL 33309</b>
Public Announcement of Receipt of Sealed Proposals	11-5-25	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	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	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	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	On or about 3:00 pm	BMPO Website: <a href="https://www.browardmpo.org/procurement/current-solicitations">https://www.browardmpo.org/procurement/current-solicitations</a>
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

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

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