



REQUEST FOR QUALIFICATIONS (RFQ) NO. 26-05

GENERAL PLANNING CONSULTANT SERVICES

ADDENDUM NO. 5

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

Requirements and Instructions to Proposers

Remove page RIP - 2 of 18 Addendum No. 4 and replace with page RIP - 2 of 18 Addendum No. 5.

Remove page RIP - 10 of 18 Addendum No. 4 and replace with page RIP - 10 of 18 Addendum No. 5.

This Addendum includes:

- 1) Questions and Answers relative to Addendum No. 4.

Date Issued: November 06, 2025

The Deadline for Proposals Due has been extended to 4:00 p.m. Eastern Time, November 19, 2025.

Oscar D. Nelson, Jr.

Oscar Nelson
Procurement Manager

RFQ No. 26-05
GENERAL PLANNING CONSULTANT SERVICES

Number	Submittal Date	Question
1	11/4/25	Question: For submittals that were sent to BMPO prior to the posting of Addendum 4, is it possible to submit an updated Proposal Form to acknowledge the new addendums, in leu of resubmitting a completely new package? Answer: Yes, for submittals sent prior to the posting of Addendum No. 4, firms may submit an updated Proposal Form acknowledging all Addenda to replace the previously submitted form up until the due date and time shown in Section 1.4. See Section 1.11 MODIFICATION, RE-SUBMITTAL AND WITHDRAWAL OF SUBMITTALS.
2	11/4/25	Question: On page RIP 10 of 17, under Qualifications and Experience, it lists <i>Regional Transfers</i> as one of the areas for evaluating qualifications and experience. Regional Transfers (UPWP Task 8) is not included in the scope of services on pages SOS 2 of 3. Could you please confirm whether this was an error and whether Regional Transfers will not be assessed under Criterion 1, or if the selection committee will consider <i>Regional Transfers</i>? However, is it not a scope of services item? Answer: “Regional Transfers” will no longer be included in the evaluation criteria. See attached page RIP - 10 of 18 Addendum No. 5
3	11/4/25	Question: On page RIP 10 of 17, under Personnel, it lists <i>Project Leaders</i> as a definition under <i>Key Personnel</i>. Does the BMPO have a definition of <i>Project Leader</i>, or does this mean Task Leader related to the Organizational Chart? Answer: Project leader is defined as the person designated to lead a task work order. Project Manager is defined as the person to lead the overall GPC contract.

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
Deadline for Questions (Addendum No. 4) (Submit via email only)	11-6-25	5:00 pm	Via Email to BMPO Procurement Manager: Nelsono@browardmpo.org
Deadline for Proposals Due Advertisement Closing Date	11-13-25 <u>11-19-25</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	11-13-25 <u>11-19-25</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	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	12-17-25	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	12-17-25	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	12-18-25	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

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.