

ADMENDMENT NO. 1

DATE: May 18, 2015

RE: SOLICITATION #: RFQ No. 15-02

PROJECT: Let's Talk Transportation Public Outreach SPEAK UP BROWARD PHASE 2

Notice is hereby given of the following changes to the above-referenced Solicitation:

CHANGE: The following changes, clarifications and questions have been made regarding the above referenced project.1. **QUESTION:**

Section 15: Personnel, page 58: According to the first paragraph, "For all principals of the Offeror and key personnel providing services sought in the RFQ, provide a detailed resume indicating that individual's areas of expertise and experience. Resumes must be provided in the following format, however, additional information may be provided at the option of the Offeror". The bottom of the page states "Failure to complete, sign and return this form may deem your offer non-responsive". **Do we need each person to sign their resume?**

ANSWER:**NO, each person is not required to sign their resume.**2. **QUESTION:**

2.6 Contents of the Offer, item 2) Contents of the Offeror Qualification Form - 2nd paragraph on page 23: "In addition to the information requested in the Offeror Qualification Form, Offeror shall provide the following information to supplement the Offeror Qualification Form within Chapter 6 of the Offer". **Table 3-5.4 Offer Format on page 34 lists the Offeror Qualification Form under Chapter 7. Please clarify.**

ANSWER:**Proper reference should be to Chapter 7.**3. **QUESTION:**

2.6 Contents of the Offer, item 4) Litigation History – last sentence in paragraph on page 24: "The statement shall be included within Chapter 9 of the Offer". **Table 3-5.4 Offer Format on page 34 lists Litigation History under Chapter 10. Please clarify.**

ANSWER:**Proper reference should be to Chapter 10.**

4. QUESTION:
2.6 Contents of the Offer, item 4) Statement of Organization, C) on page 24:
“Provide resumes with job descriptions and other detailed qualification information on all key personnel who will be assigned to the Contract, including any subcontractors or subconsultants. All key personnel includes (but is not limited to) all partners, managers, seniors and other professional or technical staff that will perform work on the Contract.” **Do you want resumes in both Chapter 3 Statement of Organization and Chapter 5 Personnel? Please Clarify.**

ANSWER:

Chapter 3 and Chapter 5 reference separate matters and yes resumes are required to identify the proposed persons in each Chapter.

5. QUESTION:
3-7.3 Personnel on page 36:
- a. “Offerors shall demonstrate significant personnel experience. All personnel performing services under this Agreement shall have at least three (3) years of experience in their respective disciplines. Offerors shall carefully provide, in the format requested, all of the information requested in Section 16.” **Section 16 is the DBE Participation Statement & Bid Opportunity List Form, please clarify if this is meant to read Section 15 Personnel.**
 - b. “...Additionally, if applicable, Offeror shall demonstrate certification as a Disadvantaged Business Enterprise (DBE) and/or describe the use of any DBE subcontractors and subconsultants to perform the Services requested herein and provide documentation of DBE status for any such subcontractors and subconsultants.” **Please clarify if this belongs in Chapter 5 Personnel or Chapter 20 DBE Participation Statement and Bid Opportunity List**

ANSWER:

a. Yes, proper reference should be to Section 15.

b. Include the requested information in Chapter 20.

6. **In the paragraph of Section 2.6 Contents of the Offer, Item 6 Affidavits and acknowledgements on page 25, the Broward MPO inadvertently omitted the reference to Section 16. This paragraph is revised to read as follows: “Offeror shall complete and submit all affidavits, forms, certifications and acknowledgments set forth in this RFQ (Sections 4-Section 16) and provide such documents as part of Offeror’s Offer in the format set forth in Section 3-5.4.**

Offers must acknowledge receipt of this Amendment by completing and returning Section 5 Acknowledgement Form with your sealed submittal package by the time and date of the closing. **Failure to do so may deem your offer non-responsive.**