

ADMENDMENT NO. 2

DATE: September 1, 2015

RE: SOLICITATION NUMBER: RFQ No. 15-04

PROJECT: BICYCLE AND PEDESTRIAN SAFETY ACTION PLAN

Notice is hereby given of the following changes, clarifications and questions that have been made regarding the above-referenced Solicitation:

1. **QUESTION:**

Regarding section 2-6 (1)(iii) (pg.22): The executive summary calls for a list of “all projects in the last five (5) years and the timeliness in which they were completed.” Is it correct to interpret this to mean projects of a similar scope, as opposed to all projects of any kind performed in the last 5 years by the offeror?

ANSWER:

The information submitted should be related to the requested solicitation scope of service or that of similar scope projects.

2. **QUESTION:**

Regarding section 2-6 (1)(iv) (pg.22): Is it correct to interpret that this “technical information” and “approach to organization” is still primarily concerned with providing specifics of the offeror’s approach to its technical disciplines and customer satisfaction, and is distinct from “technical approach and experience” indicated as an element of the 10-page document which will be the focus of the evaluation (as described in section 2-7) and to be located within Chapter 4 per Table 3-5.4 (pg.34)- such that The Qualifications Offer (Chapter 2) speaks more to the offeror’s relevant expertise and experience, and the Project Approach (chapter 4) deals more specifically with this project’s scope?

ANSWER:

Yes, Chapter 2 (Qualifications Cover Sheet) form must be completed and speaks to the offeror’s (the firm) relevant expertise and experience.

Yes, Chapter 4 (Project Approach) speaks specifically to the project scope of services.

3. **QUESTION:**
Regarding Section 2-6 (5) (C) (pg. 24): Is it correct that resumes are requested BOTH as part of Chapter 3 /Section 14 AND Chapter 5/Section 15 (per page 58)?

ANSWER:

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

4. **QUESTION:**
Regarding Section 2-7: Section 2-7 calls for a 10 page written technical proposal which includes: Technical Approach and Experience, Project Staffing and Qualifications, Innovative Concepts, Quality Control Process. Is it correct to interpret that this 10 page proposal is to be contained within Chapter 4 (Project Approach) indicated in Table 3-5.4?

ANSWER:

Yes, the 10 page limit proposal may be contained within Chapter 4 (Project Approach).

5. **QUESTION:**
Regarding Section 17 (E-verify form): Is it correct to interpret that this form is required despite not having a place indicated within the chapters listed in Table 3-5.4, or elsewhere in the document, and may be appended after Chapter 20 in the submittal package.

ANSWER:

Yes, The E-Verify form is required and must be submitted with your sealed document package. The form may be organized and added with a title named as Chapter 21.

6. **QUESTION:**
Where does Section 17 form go in the offer? All other forms are designated for a specific chapter?

ANSWER:
See Answer above at Question 5.

7. **QUESTION:**
For the required Forms that need additional space can the text be put into a text document numbered per the RFP or do we need to use the PDF form?

ANSWER:
As referenced in section 3-5.4 Offer Format: If a form is provided and there is insufficient space for a response on a form, the response may be continued on a blank page immediately following the form. The additional pages are to be numbered the same as the form with the addition of the letter "a," "b," "c," etc.

8. **QUESTION:**
Do we need to relabel the forms from the current Section number to Chapter number per the Table 3-5.4 – Offer Format? e.g. The Amendment Acknowledgement Form is Chapter 16 per the Offer Format but is titled Section 5 on the form itself?

ANSWER:
No, do not relabel the forms. It's not a requirement – however, you may reference the section number if you desire.
As referenced in section 3-5.4 Offer Format, Offers shall be organized in chapters according to Table 3.5.4.

9. **QUESTION:**
We would like to know what the percentage DBE requirement is for this RFQ?

ANSWER:

As referenced in section 1-27 EQUAL OPPORTUNITY AND DISADVANTAGED BUSINESS ENTERPRISE (“DBE”) PROGRAM: The BMPO developed a Disadvantaged Business Enterprise (“DBE”) Program with an overall goal of 8% DBE participation, and submitted the DBE Program to the Federal Transit Administration (“FTA”) for approval.

Note: Qualified DBE’s may be found through the DBE Directories of the Florida Department of Transportation (FDOT) website:
<http://www.dot.state.fl.us/equalopportunityoffice/>

10. **QUESTION:**
What is the difference between Chapter 8: Financial Stability and Chapter 9: Financial Statement? Page 24 only refers to Financial Stability as a written statement, no reference to Financial Statement as something separate.

ANSWER:

- As referenced in section 3-7.5 Financial Stability: Offerors shall demonstrate financial stability. Offerors shall provide a statement of the Offeror’s financial stability, including information as to any current bankruptcy proceedings.
- As referenced in section 3-7.6 Financial Statement: Offerors shall include a copy of their latest audited financial statements. If the Offeror is a corporation, it shall submit a copy of the latest audited financial statements of the corporation. In the event the Offeror does not have audited financial statements, they may substitute non-audited financial statements and complete federal tax returns for the last two years.

11. **QUESTION:**
Section 11: Non Discrimination Affidavit states "Notary Public, State of Florida". Can this form be notarized by a notary in a different state other than Florida?

ANSWER:

If the Affidavit (or any other document) is executed in a state other than Florida, then the form should be notarized by a notary authorized and permitted to acknowledge signatures in that applicable jurisdiction.

12. QUESTION:
Is the Table of Contents, referenced on page 22, referring specifically to Table 3-5.4? Or is this a separate Table of Contents?
- ANSWER:
Yes, specifically to Table 3-5.4.
13. QUESTION:
Section 15: Personnel states to use this format provided. There is not room to write in on the form. May we use our personnel layout if all items on the list are addressed or are we to use this exact format?
- ANSWER:
See answer above at Question 7.
14. QUESTION:
Chapter 4: Project Approach (Table 3-5.4) - is this where we can include the Written Technical Proposal?
- ANSWER:
See answer above at Question 4.

Offerors must acknowledge receipt of this Amendment No. 2 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.**