

ADMENDMENT NO. 1

DATE: January 19, 2017

RE: SOLICITATION #: RFQ No. 17-01

PROJECT: DBE, Title VI Programs and LEP Plan and Title VI EJ Reviews of Plans & Programs

NOTICE is hereby given of the following changes or clarifications that have been issued and questions received regarding the above-referenced Solicitation:

A. Section 2-9 (f) requires the submission of the required insurance certificates with 5 days of executing the contract with the MPO. Section 3-7.8 appears to require the certificates be submitted as part of the offer package.

1. QUESTION: Please clarify if certificates must be provided as part of the submittal package

ANSWER: Certificates of Insurance may be provided at the time of offer submittal package. Certificates of Insurance MUST be received within five (5) business days after the executing of the Contract by the BMPO.

2. QUESTION: and if so, are certificates for subconsultants also required at the time of submittal.

ANSWER: Certificates of Insurance are ONLY needed from the Prime consultant.

3. QUESTION: Please note that some smaller firms, especially DBE consultants may not carry the required level of insurance at the time of submittal, and in such case would have to obtain the insurance specifically for this project, and would normally only do so after a contract is awarded

ANSWER: So Noted

B. Section 3-5.4 Offer Format states the Offer shall not exceed 15 pages total, "not including any required attachments...". Since the Letter of Intent (Chapter 1), the TOC, Executive Summary and Technical Information (Chapter 2), are all "required" attachments

4. QUESTION: can we assume they are not part of the page count?

ANSWER: See answer below at question six (6)

5. QUESTION: Are the additional back-up materials/information to the forms in Chapters 3 and 7 also exempt from the page count?

ANSWER: See answer below at question six (6)

6. QUESTION: Another way of asking the question, does the page count only refer to Chapter 4 Project Approach, since everything else seems to be required information, forms, resumes, etc?

ANSWER: Page count limitation applies to the Project Approach response only.

7. QUESTION: Page 37 lists the order of the proposal, however the E-Verify form on page 68 is not in the list. Where would you like that placed?

ANSWER: The E-Verify was inadvertently omitted and not listed. The form should be listed and included in your sealed submittal package. This form may be organized and added with a title named as Chapter 21.

8. QUESTION: Page 36 of RFQ states a 15 page maximum, but it is not clear which items fall within the page limitation. For example, financial statements are required, but our firm's complete financial statement is over 150 pages.

ANSWER: Please see answer above at question six (6). Financial statements are not included towards the page limit.

9. QUESTION: Page 37 of the RFQ lists the Chapters/Dividers formatting the submittal. Please clarify what falls under Chapter 2. Page 21 which covers the Qualifications Offer has several items listed (Cover page, table of contents, executive summary, and technical information) – do all of those belong in Chapter 2? And do they fall within the 15 page limit?

ANSWER: Please see answer above at question six (6). Cover page, table of contents, executive summary are not included towards the page limit.

10. QUESTION: Page 25 of the RFQ lists the Evaluation Criteria and discusses the Written Technical Proposal. Under what Chapter does the Written Technical Proposal belong?

ANSWER: The Written Technical Proposals may be contained within Chapter 4 (Project Approach).

11. QUESTION: Is it possible to respond to a single emphasis area, or are proposals expected to respond to both Emphasis Areas 1 and 2?

ANSWER: The Broward MPO would prefer a sole offer/proposer to provide services for both Emphasis 1 and Emphasis 2. Notwithstanding, the BMPO would consider a qualified offer/proposer submitted for either Emphasis Area 1 or Emphasis Area 2.

12. QUESTION: Emphasis Area 1 includes an FTA Title VI Program and a DBE Plan. However, point #5 on page 44 stipulates that presentations should be made to the advisory committees and Board to ensure that FTA and FHWA requirements are met. Broward County's 2014-2017 Title VI Program appears to be structured to FHWA's requirements and FTA's requirements. Is the expectation that the Title VI Program cover both the requirements of FTA and FHWA in a single combined document?

ANSWER: The Broward MPO utilize both FTA and FHWA program plans and the Title VI Program and DBE plan must satisfy the requirements of both Agencies.

13. QUESTION: Beyond the outreach required for the DBE plan, are there specific areas of the Title VI Program (e.g., Public Participation Plan) that Broward MPO was anticipating being a part of the outreach activities?

ANSWER: We are hoping teams proposing would make suggestions about what outreach could be undertaken. The emphasis was however on the DBE plan not only in its development but implementation of what we say we are doing as part of the DBE Plan.

14. QUESTION: Does Broward MPO have a desired or anticipated completion date for the work encompassed in Emphasis Area 2?

ANSWER: The anticipated completion is two (2) years.

15. QUESTION: Does the Broward MPO currently use any templates to create and update SOPs as listed in requirements 3 and 4 on Page 43 of 102 of the RFQ?

ANSWER: No templates currently exist.

16. QUESTION: Does the MPO have a Disparate Impact Policy? If so, is it anticipated that it will be updated within this scope of services? If not, is it anticipated that the consultant will create this policy document within this scope of services?

ANSWER: At this time the Scope of Services does not reference this Policy. However, proposals may include approaches or suggestions related to this policy.

17. QUESTION: Is it the objective of the MPO to perform equity analyses for projects that are going to be a part of the current TIP? If so, will travel choice data like the MPO’s household survey and other travel model data be made available to the consultant team?

ANSWER: We are looking for suggestions from proposals on what we can do now with the resources available for this effort and suggestions for the future. If data is needed for any aspect of this effort and the MPO has access to such data it will be provided

18. QUESTION: Does travel survey data used by Broward MPO have information regarding minority and low income populations and information regarding their representation therein?

ANSWER: Yes, any related data will be made available upon request.

19. QUESTION: Does the current Broward MPO travel demand model provide travel use metrics by income and race?

ANSWER: The Southeast Florida Regional Planning Model (SERPM) provides travel use metrics by income. This model does not distinguish by race.

20. QUESTION: On page 22 of the RFQ, it states a request for a “list of all projects in the last five (5) years and the timeliness in which they were completed”, while page 23 requests a “detailed description of comparable contracts (similar in scope of services to those requested herein) which the Offeror is either performing or has completed within the last ten (10) years.” Please clarify if we should submit all project completed in the last five years, in addition to comparable contracts we are performing/have completed within the last ten years – or only a list of projects completed within the last five years.

ANSWER: Provide similar projects for no more than 10 years, with a focus of your most current similar projects being in the last 5 years.

21. QUESTION: Section 15: Personnel, Section States “List specifically the number of crew members that will be assigned to provide services, if awarded the Contract, and identify their respective tasks.” Please specify the definition of crew members and if this is in reference to total number of staff to be assigned to the contract. If this information is provided in a previous section, should it also be included on this form.

ANSWER: Crew is intended to be comparable to your employees/staff assigned to this contract. Yes, all information for Section 15 personnel form should be included and provided.

22. QUESTION: In terms on numbering each section is it required for the submittal mirror the numbering and lettering outlined in the RFP or only the Chapter Numbers are required to be present?

ANSWER: See Section 2.6 “Contents of Offer” – The Offer shall be submitted in the format set forth in Section 3-5.4.

23. QUESTION: Please confirm the chapters 1 – 3 (Letter of Intent, Cover Sheet, and Statement of Organization) as well as Chapters 6 – 20 are not included in the 15 page limit.

ANSWER: Please see answer above at question six (6). Cover Sheet and Statement of Organization are not included towards the page limit.

24. QUESTION: In which Chapter should Section 17: E-Verify be included? If not in a Chapter’s 1-20, should Section 17 be included as a Chapter 21?

ANSWER: The E-Verify was inadvertently omitted and not listed. The form should be listed and included in your sealed submittal package. This form may be organized and added with a title named as Chapter 21.

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.