

AMENDMENT NO. 1

DATE: March 23, 2017

RE: SOLICITATION #: RFQ No. 17-04

PROJECT: General Transportation Planning Consultant Services

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

1. **QUESTION:** Is it permissible for a firm that is submitting as a prime, to also be a subconsultant on one or more other teams?

ANSWER: Yes

2. **QUESTION:** Please clarify exactly what portions of the Offer are included in the 15-page count maximum. It is clear Chapter 4 Project Approach is part of the 15-pages, and the required forms provided do not count towards the 15-page maximum; however, some of the responses to required "Chapters" are not agency forms, rather they are summary narratives or company documents, such as the following:

RFQ Section 2-6 1) ii) Table of Contents

RFQ Section 2-6 1) iii) Executive Summary

RFQ Section 2-6 1) iv) Technical Information

RFQ Section 2-6 2) A), B), C, & D) - Information provided to supplement the Offeror Qualification Form

RFQ Section 2-6 5) A), B), & C) - Information provided to supplement the Offeror's Statement of Organization

RFQ Section 2-6 3) and Section 3-7.1 Letter of Intent

RFQ Section 3-7.4 Experience

RFQ Section 3-7.5 Financial Stability

RFQ Section 3-7.6 Financial Statement

RFQ Section 2-6 4) and Section 3-7.7 Litigation History

ANSWER:

The Page Count limitation applies to the Project Approach response only.

3. QUESTION: Does the 15-page count maximum only apply to Chapter 4 Project Approach, or do some (or all) of these summary narratives/supplemental information/documents also count towards the 15-page maximum?

ANSWER:

The Page Count limitation applies to the Project Approach response only.

4. QUESTION: With respect to 3-7.6 Financial Statement (Chapter 9), our financial statement is approximately 200 pages in length. Can we provide a financial highlights page instead, or in the alternative, can a single copy of the financial statement be provided separately from the bound Offer?

ANSWER:

A Financial Statement Summary will be sufficient to evidence financial stability.

5. QUESTION: With respect to Chapter 4 Project Approach, and specifically to illustrate examples of work, is it permissible to include in the narrative, references to project websites or links to final project deliverables that demonstrate work products related to similar contracts?

ANSWER:

Provide the summary document and if you believe that further information is necessary, provide additional evidence as you may deem appropriate. However, you should not anticipate that the Evaluation Committee will review websites or links.

6. QUESTION: Is it possible that the presentation date, tentatively set for May 10 could be changed?

ANSWER:

Yes, it is possible. Until the shortlist firms are determined, we will not entertain a change to the tentative meeting date for oral presentations.

7. QUESTION: The UPWP includes activities that are already underway through other contracts, such as Speak Up Broward, the Complete Streets Master Plan, or the Mobility Hubs. Is it correct to assume that activities under those contracts will be completed by those existing contracts?

ANSWER:

It is unknown at this time.

8. QUESTION: The UPWP includes activities that are already underway through other contracts, such as Speak Up Broward, the Complete Streets Master Plan, or the Mobility Hubs. Is there any expectation that the Library of Services will be used for these types of activities once these active contracts end?

ANSWER:

It is unknown at this time.

9. QUESTION: Does the Technical Approach, Chapter 4, fall within the 15 page limit?

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

10. QUESTION: Are the Offeror Qualification form, litigation, financial statements and other forms required of the subconsultants or only of the Prime?

ANSWER:

Only the Prime Consultant is responsible for providing all necessary documents.

11. QUESTION: Section 15 (Personnel), p. 59 Paragraph F of the Resume format states "*List specifically the number of crew members that will be assigned to provide services, if awarded the Contract, and identify their respective tasks.*" Since this note pertains to the format of a resume, do you want the number of other individuals in the proposal that could be potentially assigned to a service area?

ANSWER:

Provide resumes for members that will provide services. Principal or key personnel identified in the response may be substituted with prior written approval of the BMPO.

12. QUESTION: Section 15 (Personnel), p. 59

Paragraph H states *“If applicable, attach documentation demonstrating Offeror’s status as a disadvantage business entity (DBE) and documentation demonstrating the DBE status of any proposed subcontractors and subconsultants.”* DBE status is assigned to a company and not an individual. Since this note pertains to the format of a resume, is it sufficient to just note the individual’s company. The company’s DBE status will be noted in Section 16.

ANSWER:

Identify the DBE personnel in section 15 and reference additional information in Section 16.

13. QUESTION: Section 15 (Personnel), p. 59

The bottom of the page notes *“FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM MAY DEEM YOUR OFFER NON-RESPONSIVE”*. Is this intended as a certification by the proposer, or are you requesting that each individual resume be signed by the individual?

ANSWER:

You may disregard the signature requirement for Section 15, page 59

14. QUESTION: Pg. 34 states “Offers shall be organized in chapters according to Table 3.5.4. Chapters shall be separated by a tab indicating the chapter number.

Table 3-5.4 does not correlate with the submittal instructions on Pg. 36 “Section 3.7 Sealed Offers” items 3-7.1 thru 3-7.14.

Please advise which outline we are to follow, the one on Table 3.5.4 or the one on Pg. 36 “Section 3.7 Sealed Offers” items 3-7.1 thru 3-7.14.

ANSWER:

Offers shall be organized in chapters according to Table 3.5.4.

Offerors 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.**