



METRO TRANSPORTATION ENGINEERING & CONSTRUCTION COOPERATIVE

REQUEST FOR QUALIFICATIONS (RFQ) NO. 23-01

GENERAL PROGRAM MANAGEMENT SERVICES

ADDENDUM NO. 1

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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|--------------------------|------------------------------|--------------------------|----------------------|
| <input type="checkbox"/> | Instructions to Offerors | <input type="checkbox"/> | Scope of Services |
| <input type="checkbox"/> | General Terms and Conditions | <input type="checkbox"/> | Exhibits |
| <input type="checkbox"/> | Special Terms and Conditions | <input type="checkbox"/> | Federal Requirements |

This Addendum includes:

- 1) Pre-Submittal Conference Summary Minutes

Date Issued: March 28, 2023

No questions were received by the Deadline for Questions.

Deadline for Offers Due remains 4:00 p.m. Eastern Time, April 6, 2023.

A handwritten signature in black ink, appearing to read "C. Bross", is written over a horizontal line.

Christopher Bross
MTECC Contracting Officer

**MTECC REQUEST FOR QUALIFICATIONS (RFQ) NO. 23-01****PRE-SUBMITTAL CONFERENCE MARCH 21, 2023****SUMMARY MINUTES**

STATEMENTS MADE TODAY OR AT ANY POINT DURING THE PROCUREMENT ARE NOT TO BE RELIED ON AND DO NOT COMMIT MTECC. ONLY WRITTEN RESPONSES FROM MTECC THROUGH ISSUED ADDENDA WILL BE THE OFFICIAL RESPONSES FOR THIS PROCUREMENT. WHERE THERE APPEAR TO BE VARIANCES OR CONFLICTS BETWEEN THESE MINUTES AND THE RFQ PROVISION(S), THE RFQ PROVISION(S) SHALL PREVAIL.

The virtual pre submittal conference for Request For Qualifications (RFQ) No. 23-01 for General Program Management Services began at 11:00 a.m. on Tuesday, March 21st, 2023. The contracting agency for this procurement is the Metro Transportation Engineering and Construction Cooperative (MTECC).

Mr. Christopher Bross, contracts and procurement manager and Procurement Officer for the Broward MPO (BMPO), and appointed Contracting Officer for MTECC for this procurement, started with introductions of the MTECC panel. He introduced himself, Mr. William Cross, BMPO deputy executive director of planning and programming; Mr. Lowell Clary, MTECC interim executive director; Mr. Oscar Nelson, BMPO procurement specialist and Ms. Rebecca Shultz, who is assisting with the virtual Zoom meeting.

Mr. Bross then discussed some areas in the RFQ Requirements and Instructions to Proposers, for potential Proposers to best prepare their proposals.

Mr. Bross stated that there is not a question and answer session during this virtual conference. All questions as a result of this conference, or what's contained in the RFQ must be submitted in writing to the email address listed in the RFQ. The deadline for receipt of written questions is 5 p.m. on March 23rd.

Proposals are due on April 6th at 4 p.m. A public meeting to announce the receipt of timely proposals will occur around 4:15 p.m. on April 6th.

Mr. Bross then read the other scheduled dates and times located in Section 1.4 of the RFQ. Any changes to the schedule will be issued via an addendum to the RFQ.

The Metro Transportation Engineering and Construction Cooperative intends to enter into an Indefinite Delivery Indefinite Quantity (IDIQ) contract with the highest qualified, responsive and responsible Proposer to provide general program management services to MTECC, as more fully detailed in the RFQ document. The term of the Agreement will be for a base period of three years, with MTECC's sole option to renew for two additional one-year option periods. The total term of the Agreement will not exceed 5 years. The contract amount will not exceed \$5 million over the full term of the five year contract. No



amount of work and compensation is guaranteed under the Agreement. Work is on an as-needed basis and will be negotiated and authorized through the issuance of task work orders.

Please familiarize yourselves with the Cone of Silence provision in 1.6 section of the RFQ. The Cone of Silence is in effect from the date of advertisement of this RFQ, which was on March 15th, through the award of the contract.

In the event that MTECC finds it necessary to supplement or modify any portion of the RFQ, such event will be accomplished by MTECC issuing a written addendum. Any/all addenda will be posted to the same MTECC site as where you will find the posted RFQ.

There will be summary minutes of this conference that will be issued as an addendum and posted to the MTECC site.

Proposals may be mailed or hand carried for delivery at the address listed in the RFQ. Please follow the instructions in the RFQ. Proposals must be received prior to the deadline. Mr. Bross is the point of contact for the receipt of proposals.

Teaming of firms in proposals is allowable and MTECC encourages the use of DBE firms to be utilized for services under the Agreement. Mr. Bross advised that Proposers submitting as a prime cannot team as a sub on other proposals. If submitting as a prime, a Proposer can only respond once to the solicitation. There is no restriction for firms to team as subs on multiple proposals.

Please review MTECC's right to reject proposals. Mr. Bross cautioned Proposers from making any exceptions and conditions to their proposals. Any exceptions or conditions to the RFQ must be put in writing prior to the deadline of submittal of questions as outlined in the RFQ. MTECC will consider any such requests and will have the sole right to accept or deny such requests. Proposals received with exceptions or conditions may be determined non-responsive.

Mr. Bross then reviewed other areas of the RFQ Requirements and Instructions to Proposers, addressing the formatting and packaging of the RFQ. He explained that in addition to a technical proposal, that the required documents must be signed and for some forms notarized and returned in a separate envelope. The required documents are listed on page 7 of 13, in the instructions to proposers.

The evaluation and selection criteria to be utilized for the scoring and ranking of proposals is attached as exhibit one to the RFQ.

At this point, Mr. Bross turned to Mr. Clary to discuss MTECC and the scope of services of the RFQ.

Mr. Clary started by expressing appreciation to the potential proposers for their interest in the RFQ for program management consultant services and then provided a little background about MTECC.

MTECC is an organization formed by cities within Broward County. The founding cities are Hollywood, Plantation and Pompano Beach. Each of the founding cities appointed either a commissioner or councilmember to serve on the MTECC Board. So, it's a three member Board. There are also three additional cities that have joined at this point; being Deerfield Beach, Hallandale Beach and Pembroke Pines. In order for MTECC to deliver projects for a city, they must be a member of MTECC.



MTECC will primarily deliver design and construction projects on behalf of the city and when completed, MTECC will turn the project back to the city.

The city must request MTECC to deliver a project on their behalf, and MTECC will in turn be responsible for the delivery of the project.

MTECC does not have a large budget. The cities are funding the operations through contributions to MTECC. We do have a budget that exists now, and the cities are contributing to fund that budget.

Mr. Clary explained that the program management services consultant will form a key part of the MTECC management team, the lead for the program manager consultant will become an integral part of that team. The Scope of Services in Section 4 provides more details. MTECC does anticipate having a lead consultant start fairly soon after the contract is awarded, because it does have coordination activities already, such as which specific projects to deliver, managing a design consultant, or assisting with the preparation of procurement documents. MTECC was created last year. So, it's a new entity. This is its first year of operation, and we anticipate starting July 1st this year, to be essentially up and running and ready for business. The first year has been a startup, getting everything ready for the organization as far as policies and procedures and getting the MTECC Board oriented.

In addition, the scope requires the program manager to also provide specialty support for projects as needed. For example, you'll notice that the scope requires support for media activity as part of this contract. Mr. Clary emphasized that MTECC is expecting the program manager to be very efficient. MTECC has a tight budget and it will have to be managed efficiently. MTECC will have to live within the budget of project grants either through FDOT or LAP projects to be delivered on behalf of the cities.

Mr. Clary stated that MTECC has had 3 board meetings now, and it is anticipated to continue having periodic board meetings as needed to move forward and deliver the projects. Mr. Clary serves as interim executive director. There is a legal counsel and staff support provided through Chris Bross and Bill Cross, which collectively forms the initial MTECC team. At this point, MTECC will be delivering primarily its services through consulted activities.

At this point in the conference, Mr. Clary turned it back over to Mr. Bross, who brought the pre-submittal conference to a close, thanking the interested firms and reminding all of the question submittal due date of March 23rd.

Mr. Cross added that the MTECC team was very excited to have the organization off the ground and looking forward to having a general program manager consultant on board and a part of moving MTECC forward. Mr. Cross thanked everyone for participating this morning.

With no further comments, Mr. Bross reiterated the due date for proposals is April 6th and ended the meeting at 11:20 a.m.