

Solicitation 616-10631

Professional Traffic and Transportation Engineering Consultant Services (CCNA)



City of Fort Lauderdale

Bid 616-10631

Professional Traffic and Transportation Engineering Consultant Services (CCNA)

Bid Number **616-10631**
Bid Title **Professional Traffic and Transportation Engineering Consultant Services (CCNA)**

Bid Start Date **Jan 11, 2011 12:45:45 PM EST**

Bid End Date **Feb 10, 2011 2:00:00 PM EST**

Question &
Answer End **Feb 3, 2011 5:00:00 PM EST**
Date

Bid Contact **Rick Andrews**
 Procurement Specialist II
 Procurement
 954-828-4357
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Description

The City of Fort Lauderdale, FL, through its Procurement Services Department invites proposals that offer to provide Professional Traffic and Transportation Engineering Consultant Services subject to the requirements of the Consultants' Competitive Negotiation Act (CCNA). These services are described in greater detail in SECTION III – SCOPE OF SERVICES of this RFQ.

Request for Qualifications

RFQ # 616-10631

A CONTINUING CONTRACT

for

***PROFESSIONAL TRAFFIC AND TRANSPORTATION ENGINEERING
CONSULTANT SERVICES***

Consultants' Competitive Negotiation Act (CCNA)



Venice of America

City of Fort Lauderdale

Issued on behalf of: The Engineering Division

**Department of Procurement Services
Rick Andrews, Procurement Specialist
Fort Lauderdale City Hall
100 N. Andrews Avenue, 6th Floor
Fort Lauderdale, Florida 33301**

Web Site Address: www.fortlauderdale.gov/purchasing

Submission Deadline

Day/Date: February 10, 2011
Time: 2:00 PM EST
**Location/Mail Address: Fort Lauderdale City Hall
Procurement Services Department
100 N. Andrews Avenue, #619
Fort Lauderdale, FL 33301**

RFQ TABLE OF CONTENTS

Notice and Public Advertisement

Section I - Schedule	page 2
Section II - Introduction to Request for Qualification (RFQ) Process	page 3
Section III - Scope of Services	page 7
Section IV - Submittal Requirements	page 8
Section V - Evaluation / Selection Process	page 10

Sealed written Responses shall be received by the City of Fort Lauderdale, Department of Procurement Services, no later than the date, time and at the location indicated above for receipt. Submittal of Response by fax is not acceptable. Refer to SECTION IV – SUBMITTAL REQUIREMENTS.

SECTION I - RFQ SCHEDULE

Release RFQ	1/12/11
Last day for questions	2/3/11
PROPOSAL DUE (no later than 2:00 PM)	2/10/11

Upon approval from Commission to negotiate, negotiations in accordance with 287.055(5) Florida Statutes shall commence. The City reserves the right to award a contract to more than one Consultant as is in the City's best interest.

SECTION II - INTRODUCTION TO REQUEST FOR QUALIFICATIONS

- 1.1. The City of Fort Lauderdale, FL (City), through its Procurement Services Department invites proposals that offer to provide Professional Traffic and Transportation Engineering Consultant Services subject to the requirements of the Consultants' Competitive Negotiation Act (CCNA). These services are described in greater detail in SECTION III – SCOPE OF SERVICES.

The initial term of the continuing contract will be for two (2) years. The City reserves the right to renew the contract for two (2) one-year terms subject to Consultant's satisfactory performance and mutual agreement of the City and Consultant to renew the contract.

1.2 **BIDSYNC:**

The City of Fort Lauderdale will use BidSync (www.bidsync.com) to distribute this RFQ. There is no charge to proposers to register and download this RFQ from BidSync.

Proposals must be submitted in a sealed envelope marked on the outside with the RFQ number to the City of Fort Lauderdale, at the address indicated in SECTION IV – SUBMITTAL REQUIREMENTS

1.3 **INFORMATION AND CLARIFICATION**

For information concerning procedures for responding to this RFQ, technical specifications, or other inquiries, utilize the question / answer feature provided by BidSync. Such contact shall be for clarification purposes only. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum (See addendum section of BidSync site). No variation in scope or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required.

1.4 **LOBBYIST ORDINANCE**

Any consultant submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No C-00-27 & Resolution No 07-101, Lobbying Activities. Copies of Ordinance No C-00-27 and Resolution No 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at <http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyistord1009.pdf>.

1.5 **AWARD OF CONTRACT**

A Contract (the "Contract" or Agreement") will be awarded in accordance with Florida Statutes, by the City Commission. The City reserves the right to execute or not execute, as applicable, a contract with the Consultant(s) that is determined to be in the City's best interests. Such contracts will be furnished by the City and contain certain terms as are in the City's best interests. The City reserves the right to award a contract to more than one Consultant as is in the City's best interest.

1.6 **UNAUTHORIZED WORK**

The Successful Consultant(s) shall not begin work until a City Purchase Order or Notice to Proceed or Task Order is received.

1.7 **INSTRUCTIONS**

Careful attention must be given to all requested items contained in this RFQ. Proposers are invited to submit responses in accordance with the requirements of this RFQ. Please read the entire solicitation before submitting a proposal. Proposers must provide a response to each requirement of the RFQ. Responses should be prepared in a concise manner with an emphasis on completeness and clarity. Proposers notes, exceptions, and comments may

1.7. INSTRUCTIONS (con't)

be rendered on an attachment, provided the same format of this RFQ text is followed. All proposal responses shall be submitted in a sealed envelope or package with the RFQ number and opening date clearly noted on the outside of the envelope.

1.8. CHANGES AND ALTERATIONS

Proposer may change or withdraw a proposal at any time prior to proposal submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the proposal deadline.

1.9. SUBCONSULTANTS

A Subconsultant is an individual or firm contracted by the Consultant or Consultant's firm to assist in the performance of services required under this RFQ. A Subconsultant shall be paid through Consultant or Consultant's firm and not paid directly by the City. Subconsultants are allowed by the City in the performance of the services delineated within this RFQ. Consultant must clearly reflect in its proposal the major Subconsultants to be utilized in the performance of required services. The City retains the right to accept or reject any Subconsultant proposed in the response of successful Consultant or prior to contract execution. Any and all liabilities regarding the use of a Subconsultant shall be borne solely by the successful consultant and insurance for each Subconsultant must be maintained in good standing and approved by the City throughout the duration of the contract. Neither successful Consultant nor any of its Subconsultants are considered to be employees or agents of the City. Failure to list all Subconsultants and provide the required information may disqualify any proposed Subconsultant from performing work under this RFQ.

Consultants shall include in their responses the requested Subconsultant information and include all relevant information required of the Consultant. In addition, within five (5) working days, or at another time requested by the City, prior to commencement of negotiations, the Consultant shall provide a final list confirming the Subconsultant(s) that the successful Consultant intends to utilize in any resulting contract, if applicable. The list shall include, at a minimum, the name, and location of the place of business for each Subconsultant, the services Subconsultant will provide relative to any contract that may result from this RFQ, Subconsultant hourly rates or fees, any applicable licenses, references, ownership, and other information required of Consultant.

1.10. DISCREPANCIES, ERRORS AND OMISSIONS

Any discrepancies, errors, or ambiguities in the RFQ or addenda (if any) should be reported in writing to the City's Department of Procurement Services. Should it be necessary, a written addendum will be incorporated into the RFQ. The City will not be responsible for any oral instructions, clarifications, or other communications.

1.11. DISQUALIFICATION

The City reserves the right to disqualify responses before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Consultant. It also reserves the right to waive any immaterial defect or informality in any Responses, to reject any or all Responses in whole or in part, or to reissue a Request for Qualifications.

1.12. RESPONSES / PROPOSAL RECEIPT

Sealed Responses will be accepted in accordance with the schedule detailed on the cover of this RFQ. After that date and time, responses will not be accepted. The Consultant shall gather all documents necessary to support its Proposal and shall include them with its Proposal. Consultants shall be responsible for the actual delivery of responses during business hours to the exact address indicated on the cover of this RFQ.

1.13. INSURANCE:

The successful Consultant(s) shall furnish to City of Fort Lauderdale, c/o Department of Procurement Services, 100 N. Andrews Avenue, #619, Fort Lauderdale, FL 33301, Certificate(s) of Insurance prior to contract execution which indicate that insurance coverage has been obtained which meets the following requirements:

I. COMMERCIAL GENERAL LIABILITY

- A. Limits of Liability
 Bodily Injury and Property
 Combined Single Limit
 Each Occurrence \$1,000,000
 General Aggregate Limit \$2,000,000
 Personal and Adv. Injury \$1,000,000
 Products/Completed Operations \$1,000,000
- B. Endorsements Required
 City of Fort Lauderdale included as an Additional Insured
 Employees included as insured
 Contractual Liability
 Waiver of Subrogation
 Premises/ Operations
 Care, Custody and Control Exclusion Removed

II. AUTOMOBILE BUSINESS

- A. Limits of Liability
 Bodily Injury and Property Damage Liability
 Combined Single Limit
 Any Auto
 Including Hired, Borrowed or Non-Owned Autos
 Any One Accident \$1,000,000
- B. Endorsements Required
 City of Fort Lauderdale included as an Additional Insured
 Employees included as insured
 Waiver of Subrogation

III. WORKER'S COMPENSATION

Limits of Liability
 Statutory-State of Florida.

IV. PROFESSIONAL LIABILITY/ERRORS AND OMISSIONS COVERAGE

Combined Single Limit
 Each Occurrence \$1,000,000
 General Aggregate Limit \$2,000,000
 Deductible- not to exceed 10%

The City is required to be named as additional insured for Commercial General Liability and Automobile Business. Binders are not acceptable. The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the successful Consultant(s).

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

1.13. INSURANCE (cont):

The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days written advance notice to the certificate holder.

City RFQ Number and/or RFQ title should appear on each certificate.

Compliance with the foregoing requirements shall not relieve the Successful Consultant(s) of his liability and obligation under this section or under any other section of this Agreement.

The successful Consultant(s) shall be responsible for assuring that the insurance certificates required in conjunction with this Section remain in force for the duration of the project. If insurance certificates are scheduled to expire during the contractual period, the successful Consultant(s) shall be responsible for submitting new or renewed insurance certificates to the City at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates that cover the contractual period, the City shall:

- A) Suspend the Contract until such time as the new or renewed certificates are received by the City in the manner prescribed in the RFQ.
- B) The City may, at its sole discretion, terminate the Contract for cause and seek re-procurement damages from the Successful Consultant(s) in conjunction with the violation of the terms and conditions of the Contract.

1.14. CONSULTANTS' COSTS

The City shall not be liable for any costs incurred by consultants in responding to this RFP.

1.15 RFQ DOCUMENTS

The consultant shall examine this RFP carefully. The submission of a proposal shall be prima facie evidence that the consultant has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the consultant from liability and obligations under the Contract.

By submitting a proposal each firm is confirming that the firm has not been placed on the convicted vendors list as described in Florida Statue §287.133 (2) (a).

The Consultant acknowledges that they have read the above information and agrees to comply with all the above RFQ requirements.

SECTION III - SCOPE OF SERVICES

The CONSULTANT shall perform the following traffic, parking and transportation engineering professional services related to a continuing contract for traffic and transportation engineering consultant services and shall include, but not be limited to, the following services as authorized by individual Task Orders for individual projects.

- A. In association with the City's bi-weekly development review process, provide reviews of site plans, traffic studies, parking studies, methodology statements and studies for developments of regional impact. CONSULTANT shall have substantial knowledge and experience in areas including but not be limited to on-site traffic control and circulation, queuing analysis, safe and adequate pedestrian/vehicular access, offsite traffic impact analysis (trip generation, distribution, assignment and trip reductions), traffic impact mitigation measures (such as operational improvements, geometric improvements, transportation demand management), on-site and off-site parking analysis, parking reduction analysis, evaluation of potential traffic impacts to residential streets and appropriate mitigation (such as traffic control and traffic calming measures). On an as-needed basis, CONSULTANT may also be required to conduct independent reviews of City projects that are not part of the development review process.
- B. On an as-needed basis provide traffic, parking and transportation engineering for City projects, including but not limited to preparation of traffic and parking studies, roadway segment and intersection capacity and level-of-service analyses, conceptual designs of site plans, roadways, parking facilities, transit facilities, bicycle facilities, pedestrian facilities, traffic calming plans, construction maintenance of traffic plans, safety improvement plans and traffic control plans. CONSULTANT shall have substantial knowledge and experience in these areas to provide site data collection (such as traffic counts, existing conditions surveys and parking accumulation observations), alternatives analyses, feasibility analyses, concept plans, signing, pavement marking and traffic signal plans and cost estimates.
- C. On an as-needed basis, provide planning-level studies for traffic, parking and transportation initiatives by the City. CONSULTANT shall have substantial knowledge and experience in these areas to:
- Conduct analyses in support of mobility plans for greenways, bikeways and pedestrian routes
 - Conduct transit studies and multi-modal studies
 - Review and provide recommendations for modifications to the City's Comprehensive Plan (including updating goals, objectives and policies and providing updates to the supporting data)
 - Conduct analyses in support of land use and zoning amendments
- D. On an as-needed basis, provide evaluation and recommendations for modifications to the City's code of ordinances governing traffic, parking and transportation. CONSULTANT shall have substantial knowledge and experience with applicable state and local laws, case studies, initiatives and state-of-the-practice traffic for parking and transportation management techniques and codes implemented by other local agencies.
- E. In association with the above tasks, CONSULTANT shall provide technical support and/or make presentations at meetings held by City staff, the Development Review Committee, the Planning and Zoning Board, the Board of Adjustment, the City Commission, government agencies, neighborhood associations, business associations, civic groups and private firms.

Each Task Order issued by the City shall include a scope of services for the project and a negotiated fee with CONSULTANT.

SECTION IV - SUBMITTAL REQUIREMENTS

INSTRUCTIONS FOR SUBMITTING A RESPONSE

The following information and documents are required to be provided with Consultants response to this RFQ. Failure to do so may deem your proposal non-responsive.

Proposals shall be submitted and received on or before 2:00 P.M., EST, on date indicated in SECTION I – RFQ SCHEDULE. One (1) original and seven (7) copies plus one (1) CD of your proposal are to be delivered to: City of Fort Lauderdale, City Hall, Procurement Services Department, 100 N. Andrews Avenue, Room 619, Fort Lauderdale, FL 33301. It is the sole responsibility of the Proposer to ensure the proposals are received on or before the date and time stated, in the specified number of copies and in the format stated herein or your proposal may be rejected.

CONTENTS OF QUALIFICATION STATEMENT / SUBMITTALS: (to be indexed in the order listed)

The City prefers that responses to this RFQ be no more than 50 pages (double-sided if practical), be bound in a soft cover binder and utilize recyclable materials as much as practical. Elaborate binders are not necessary or desired.

The selected consultant shall demonstrate a proven track record of traffic and transportation engineering services for similar projects, and shall demonstrate a thorough understanding of traffic and transportation engineering services and associated tasks as specified in SECTION III SCOPE OF SERVICES. Consultants shall demonstrate where they have successfully achieved rapid implementation of similar type projects and have a history of delivering projects on time and under budget.

1. Table of Contents

The table of contents should outline in sequential order the major areas of the submittal, including enclosures. All pages should be consecutively numbered and correspond to the Table of Contents.

2. Proposal Letter / Letter of Interest

Provide a Letter on Interest indicating the project for which the firm is applying, and your firm's commitment to the project. Provide firm's legal name, points of contact information (names, telephone and FAX numbers and E-Mail addresses).

3. Qualifications of the Firm

Respondents must submit a **Standard Form 330** and provide any other documentation that demonstrates their ability to satisfy all of the minimum qualification requirements. Indicate the firm's number of years of experience in providing the professional services as it relates specifically to the project. Indicate the firm's initiatives towards its own sustainable business practices that demonstrate a commitment to conservation.

Indicate business structure, IE: Corp., Partnership, LLC. Firm should be registered as a legal entity in the State of Florida; Minority or Woman owned Business (if applicable); Company address, phone number, fax number, E-Mail address, web site, contact person(s), etc; Relative size of the firm, including management, technical and support staff; licenses and any other pertinent information shall be submitted. Submittals that do not contain such documentation may be deemed as non-responsive.

4. Qualifications of the Project Team

Respondents must submit the Consultant Qualification Statement and **Standard Form 330** for each project. List the members of the project team. Provide a list of the personnel to be used on each project and their qualifications. A brief resume including education,

experience, licenses and any other pertinent information shall be included for each team member, for each project, including subconsultants to be assigned to each project. Provide any other documentation that demonstrates their ability to satisfy all of the minimum qualification requirements. Submittals that do not contain such documentation may be deemed non-responsive.

5. **Project Manager's Experience**

Provide a comprehensive summary of the experience and qualifications of the individual(s) who will be selected to serve as the project managers for the City. Individual(s) must have a minimum of five (5) years' experience in required discipline and have served as project manager on similar projects on a minimum of three previous occasions.

6. **Approach to Scope of Work**

Provide in concise narrative form, your understanding of the City's needs, goals and objectives as they relate to the project, and your overall approach to accomplishing the project. Give an overview on your proposed vision, ideas and methodology.

Describe your proposed approach to the project. As part of the project approach, the firm shall propose a scheduling methodology (time line) for effectively managing and executing the work in the optimum time. Also provide information on your firm's current workload and how this project will fit into your workload. Describe available facilities, technological capabilities and other available resources you offer for the project.

7. **References**

Should be of projects with similar scope as indicated. Information should include:

* Client Name, address, contact person telephone and FAX numbers and E-mail addresses.

* Description of work.

* Year the project was completed.

* Total cost of the construction, estimated and actual.

8. **Minority/Women (M/WBE) Participation**

If your firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985, include your certification.

If your firm is not a certified M/WBE, describe your company's previous efforts, as well as planned efforts for this project in meeting M/WBE procurement goals under Florida Statutes 287.09451

9. **Sample Insurance Certificate**

Demonstrate your firm's ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the Insurance Companies names for both Professional Liability and General Liability and the dollar amounts of the coverage.

10. **Joint Ventures**

Any firm(s) involved in a joint venture in its Proposal will be evaluated individually, as each firm of the joint venture would have to stand on its own merits.

11. **Subconsultants**

Consultant must clearly reflect in its Proposal any Subconsultants proposed to be utilized along with a summary of their background and qualifications. SEE SECTION II ITEM 1.9. The City retains the right to accept or reject any Subconsultants proposed.

12. **Non-Collusion Statement**

This form is to be completed as applicable and inserted in this section.

SECTION V - EVALUATION/SELECTION PROCESS

A Selection and Evaluation Committee consisting of design professionals and City staff will review each submission for compliance with the submission requirements of the RFQ, including verifying that each submission includes all documents required. In addition, the Committee will ascertain whether the provider is qualified to render the required services according to State regulations and the requirements of this RFQ. The consultant shall furnish the City such additional information as the City may reasonably require.

The City reserves the right to require public presentations of any or all consultants prior to selection. The City will not be liable for any costs incurred by the consultant in connection with such presentation.

The committee will score and rank all responsive proposals and determine a minimum of three (3), firms deemed to be the most highly qualified to perform the required service, if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received. The selected firms will be required to provide brief public presentations to the Committee for final recommendation ranking.

In accordance with §287.055, the Evaluation Committee shall forward their recommendation to the City Manager in rank order the response or responses of which the Evaluation Committee deems to be in the best interest of the City. The City Commission of the City of Fort Lauderdale, FL, shall be requested to authorize staff to negotiate a contract with the highest ranked consultant(s). Additional negotiations may occur in accordance with Florida Statutes.

EVALUATION CRITERIA

Responses shall be evaluated based upon the following criteria and weight:

<u>CRITERIA</u>	<u>PERCENTAGE</u>
Qualifications of firm: To include years of experience, licenses, Insurance, M/WBE participation efforts, other pertinent Information	25
Qualification of Project Team: To include personnel used for the project, project manager, subconsultants, joint ventures and M/WBE participation efforts	25
Approach to Scope of Work	25
Previous Similar Projects and References	25
TOTAL	100

- End -

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

NAME

RELATIONSHIPS

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

Question and Answers for Bid #616-10631 - Professional Traffic and Transportation Engineering Consultant Services (CCNA)

OVERALL BID QUESTIONS

Question 1

On page 9 of the RFQ, Contents of Qualification Statement/Submittals, Item 8. states: "Minority/Women (M/WBE) Participation - If your firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Act of 1985, include your certification."

We are currently certified through Broward County, Florida, Small Business Development Division, as a CBE (County Business Enterprise). We are also currently certified through the Florida Department of Transportation as a DBE (Disadvantaged Business Entity).

Would the above listed certifications satisfy the Minority Participation request under Item 8.? (Submitted: Jan 19, 2011 12:47:58 PM EST)

Answer

- You may submit the Broward County and Florida Department of Transportation certifications. (Answered: Jan 20, 2011 9:26:28 AM EST)

Question 2

Please clarify if the 50 pages include the sf330's, resumes, licenses, certificates, etc. (Submitted: Jan 26, 2011 10:10:23 AM EST)

Answer

- The City prefers that responses be no more than 50 pages inclusive of all documents. (Answered: Jan 26, 2011 10:57:26 AM EST)

Question 3

Section IV, Submittal Requirements, of RFQ #616-10631 states that you must indicate which project the firm is applying for. Are each of the tasks listed under the Scope of Services considered separate projects? (Submitted: Jan 27, 2011 3:10:18 PM EST)

Answer

- No, SECTION III - SCOPE OF SERVICES is a list of possible services that the Consultant would be expected to perform under a resulting contract.

SECTION IV - SUBMITTAL REQUIREMENTS, Item 2. Proposal Letter / Letter of Interest, is meant to outline your firm's qualifications to perform the services listed in SECTION III - SCOPE OF SERVICES as well as provide the other information requested. (Answered: Jan 27, 2011 3:26:03 PM EST)

Question 4

When utilizing M/WBE subconsultant firms, do they have to be city/county certified or can they be certified with the state? (Submitted: Jan 31, 2011 3:05:44 PM EST)

Answer

- You may submit M/WBE certification from the State of Florida. (Answered: Jan 31, 2011 3:57:00 PM EST)

Question 5

Are the subs supposed to submit a complete SF 330 including Section E or just the projects (Section F) only and therefore regular resumes are needed. (Submitted: Feb 1, 2011 10:24:30 AM EST)

Answer

- SF330 Section E and F are requested for subconsultants. Standard resumes for subconsultant's may be substituted for SF330 Section E if the information in the resumes is comparable to SF330 Section E. (Answered: Feb 1, 2011 10:41:54 AM EST)

Question 6

In Section IV, page 8, #4 Qualifications of the Project Team, is states "Respondents must submit the Consultant Qualification Statement and Standard Form 330 for each project."

Is the Consultant Qualification Statement a separate form? If so, where can we obtain that form?

Thank you. (Submitted: Feb 1, 2011 11:13:56 AM EST)

Answer

- The Consultant Qualification Statement consists of the information described in RFQ SECTION IV - SUBMITTAL REQUIREMENTS. (Answered: Feb 1, 2011 11:38:00 AM EST)

Question 7

On section 4, when referring to the project team, does that include the prime or only the subconsultants.

On section 3 you are asking for the SF 330 of the Firm (Prime) which includes resumes (section e) and projects (section f) and then on section 4 you are requesting the Project Team info but it seems that the Prime is included there too therefore duplicating the information. (Submitted: Feb 1, 2011 5:35:52 PM EST)

Answer

- Submit one SF330 with all Sections completed with applicable information for the prime consultant and any subconsultants. (Answered: Feb 2, 2011 8:05:22 AM EST)

Question 8

What format should the response be in? It notes that it should be indexed in the order listed, but that doesn't quite follow the format of the SF 330. Can an SF 330 be submitted with all of the extra information included in Section H (Additional Information)?

If not, should each heading be a different tab? (Submitted: Feb 2, 2011 11:08:55 AM EST)

Answer

- No, submittals are to indexed in the order listed in RFQ SECTION IV - SUBMITTAL REQUIREMENTS. (Answered: Feb 2, 2011 11:15:35 AM EST)

Question 9

On page 8, there is a requirement that the response be "no more than 50 pages (double-sided if practical)." Do double-sided pages count as 2 pages in the 50 page limit? (Submitted: Feb 2, 2011 3:40:05 PM EST)

Answer

- No (Answered: Feb 3, 2011 8:04:37 AM EST)