



**ADDENDUM #1**

**General Planning Consultant (GPC) Request for Proposal (RFP 2023-01)**

**This addendum is issued as part of the aforementioned RFP. Any revisions incorporated herein are an amendment to and supersede those conditions shown in the original solicitation.**

1. Question: “...I thought I remembered hearing the Traffic Operations and Bike/Ped Feasibility Study RFP’s would [be] coming out shortly after the general planning contract. Are those RFP’s still in the works too? Or will this new General Planning contract be used to accomplish those efforts?”

**Response: Separate RFPs for Feasibility Studies and Transit Work are NOT expected to be issued, as those activities are included as part of the General Planning Consultant RFP scope.**

2. Question: “By the way, would you mind sharing who are the incumbents on this contract?”

**Response: Currently, there are no General Planning Consultants under contract with the River to Sea TPO. The following General Planning Consultants and subconsultants were under contract with the River to Sea TPO from 2017 to 2022:**

<b>Alfred Benesch and Company</b>	<b>H.W. Lochner</b>	<b>Kittelson and Associates</b>
Faulkner (sub)	ASHA Planning Cons. (sub)	Global-5 (sub)
Gannett Fleming (sub)	Kimley-Horn and Assoc. (sub)	Traffic Eng. Data Solutions (sub)
Ghyabi and Assoc. (sub)	Traffic Eng. Data Solutions (sub)	Trans4mind (sub)
Natua (sub)	--	--
Peggy Malone (sub)	--	--

3. Question: “When do you anticipate advertising the feasibility study contracts?”

**Response: Refer to the response listed above for Question #1.**

4. Question: “Who are the prime consultant firms and subconsultant firms on the existing contract for this project?”

**Response: Refer to the response listed above for Question #2.**

5. Question: “Is there a page limit either overall or a specific section?”

**Response: There is no overall or section page limit. Please note, however, resumes for all key staff identified in Section 3 of the proposal, are limited to one (1) page maximum per person.**

6. Question: "For firms forming teams, can a subconsultant on one team also lead their own team?"

**Response: No. A subconsultant may be listed as a subconsultant on more than one team, however, a subconsultant listed on one team cannot be a prime consultant on another team.**

7. Question: "For the staffing rate plan, do you want one rate per staff type or is a range ok?"

**Response: The staffing rate plan shall include a single rate, not a range of rates.**

8. Question: It is our understanding that FDOT Form 275-030-11B only applies to contractors on federally funded construction projects. This is supported by a review of FDOT's "Listing of all Firms with an Approved DBE/AA plan on File," which appears to be a database of construction contractors. Can you confirm that this does not apply to professional services consultants who are not contractors on federally funded construction projects?

**Response: M/TPOs are responsible for tracking all commitments and payments for all contracts that have DBEs and will be required to use the Equal Opportunity Compliance (EOC) System which is currently being updated for M/TPO Contract reporting. In the meantime, only completion of the Bid Opportunity List Form 375-040-62 is required. Please refer to the clarification for required forms to be submitted as part of each proposal on Page 5 of this Addendum.**

9. Question: Where can we find FDOT forms: DBE Participation Statement Form 375-030-21 and Bid Opportunity List Form 275-030-10? Is this second form 275-30-11B? We cannot find them on the FDOT site.

**Response: Please refer to the clarification for required forms to be submitted as part of each proposal on Page 5 of this Addendum.**

10. Question: Are there any forms to be submitted aside from the FDOT forms mentioned in the RFP on page:

**Response: Please refer to the clarification for required forms to be submitted as part of each proposal on Page 5 of this Addendum.**

11. Question: On page 8 it states: "The letter of interest shall identify specific area(s) of the scope that the consultant team is qualified to provide services for" Are teams required to submit for all areas, or a subset thereof?

**Response: The Scope of Services involves providing guidance and assistance to the TPO staff on a work assignment basis in a variety of planning, engineering, administrative, technical, analytical, statistical, graphical, public involvement and product review activities. Since the scope provides for activities that were previously conducted under individual/separate**

**contracts, it is not required that a team submit for all areas. If a team is only qualified for specific areas, we request that those areas be identified in the letter of interest.**

12. Question: On page 4 it states to deliver “One (1) original, five (5) hard copies, and one (1) flash drive” Are forms to be submitted with each of the six? Or is one envelope with forms adequate?

**Response: Please refer to the clarification for required forms to be submitted as part of each proposal on Page 5 of this Addendum.**

13. Question: Can we request a sample contract for review?

**Response: The Professional Services Contract is currently being updated and is not available at this time.**

14. Question: Under Section 5 (Related Experience), is this prime experience only? Or can it include sub experience?

**Response: Section 5 may include related experience for both prime and subconsultants. Please ensure it is clear whether the project identified is a prime or subconsultant related experience.**

15. Question: Under Section 6 (Professional References), are these prime references only? Or can it include sub references?

**Response: At least three (3) of the five (5) professional references shall be provided for the prime firm. The remaining two (2) references may be for subconsultants.**

16. Question: Under Section 9 (Required Forms), what forms are required under this section?

**Response: Please refer to the clarification for required forms to be submitted as part of each proposal on Page 5 of this Addendum.**

17. Question: Due to the large scope area and no page count, is there a certain number of pages you would like us to reach in Section 4 of the proposal (Understanding of Requested Services and Approach) so our proposal is more comparable to others?

**Response: There is no minimum or maximum page count listed for Section 4**

18. Question: I want to clarify what forms are required to be included in Tab 9 – Required Forms. The only forms in the package were the DBE forms which I believe are to be submitted in a separate envelope. Please let me know what forms you are requiring for this submittal.

**Response: Please refer to the clarification for required forms to be submitted as part of each proposal on Page 5 of this Addendum.**

19. Question: Can you please confirm which required certifications/statements you are referring to for Section "9 Required Forms"? Also, I am not seeing these exact documents on the FDOT website.

- a. DBE Participation Statement Form 375-030-21
- b. Bid Opportunity List Form 275-030-10

**Response: Please refer to the clarification for required forms to be submitted as part of each proposal on Page 5 of this Addendum.**

20. Question: For the required forms, the only ones mentioned are The DBE Participation Statement (375-030-21) and Bid Opportunity List Form (275-030-10), yet the numbers do not appear to be consistent with the latest FDOT forms. Can you please confirm which forms are to be included?

**Response: Please refer to the clarification for required forms to be submitted as part of each proposal on Page 5 of this Addendum.**

21. Question: I need clarification on the correct forms for the DBE requirements for this submittal. I went to the FDOT forms page on their website and I couldn't find either form numbers you requested for us to provide in the separate sealed envelope. Can you please provide these two required form or give me a link to where they are located.

- a. DBE Participation Statement Form 375-030-21
- b. Bid Opportunity List Form 275-030-10

**Response: Please refer to the clarification for required forms to be submitted as part of each proposal on Page 5 of this Addendum.**

**Clarification for Required forms to be submitted with the proposal:**

SECTION 9: REQUIRED FORMS

The following forms shall be bound and included in Section 9 of each copy of the submitted proposal:

1. Truth-In-Negotiations Certificate
2. Certification of Eligibility
3. Certification Regarding Lobbying
4. Debarment and Suspension Certification
5. E-Verify
6. Drug Free Workplace Certification

The following forms shall be submitted in a separate envelope (i.e., not bound in the proposal book or document). Only one sealed envelope containing one copy of each of the following forms is required to be submitted:

- a. DBE Participation Statement Form 375-030-21
- b. Bid Opportunity List Form ~~275-030-10~~ 375-040-62

Truth-In-Negotiations Certificate

STATE OF FLORIDA, COUNTY OF VOLUSIA

Before me, the undersigned authority, personally appeared Affiant, \_\_\_\_\_, who being first duly sworn, deposes and says:

- 1. That the undersigned firm is furnishing this Truth-in-Negotiation Certification pursuant to Section 287.055(5)(a) of the Florida Statutes for the undersigned firm to receive an agreement for professional services with the River to Sea Transportation Planning Organization.
2. That the undersigned firm is a corporation which engages in furnishing professional engineering and/or planning services and is entering into an agreement with the River to Sea Transportation Planning Organization to provide professional Continuing General Planning Consulting Services.
3. That the undersigned firm will furnish the River to Sea Transportation Planning Organization a detailed analysis of the cost of the professional services that will be required to perform various tasks as each work order is proposed.
4. That the wage rates and other factual unit costs supporting the compensation for this project's agreement will be accurate, complete and current at the time the undersigned firm and the River to Sea Transportation Planning Organization enters into the agreement for professional continuing general planning consulting services and at the time of execution of each work order.
5. The undersigned firm agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the River to Sea Transportation Planning Organization determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the agreement. For the purpose of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the River to Sea Transportation Planning Organization, whichever is later.

Name of Firm/Consultant: \_\_\_\_\_

By: \_\_\_\_\_
Authorized Signature Date

Title: \_\_\_\_\_

Attest: \_\_\_\_\_ (Seal)

Notary: The foregoing instrument was acknowledged before me by \_\_\_\_\_ who has produced \_\_\_\_\_ as identification or is personally known to me.

WITNESS my hand and official seal in the State last aforesaid this \_\_\_\_ day of \_\_\_\_\_, 2023.

### Certification of Eligibility

\_\_\_\_\_ hereby certifies that it is not included on the lists of persons or firms currently debarred for any reason, including but not limited to violations of various public contracts incorporating labor standards provisions, maintained by the United States Comptroller General, the United States Department of Transportation, the Florida Department of Transportation, the River to Sea Transportation Planning Organization, Volusia County or any other transportation agency of any state.

Firm/Consultant (Proposer) Name: \_\_\_\_\_

Typed Name and Title of Authorized Official: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Certification Regarding Lobbying

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of her or his knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

The Contractor, \_\_\_\_\_ certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understand and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Firm/Consultant (Proposer) Name: \_\_\_\_\_

Typed Name and Title of Authorized Official: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### Debarment and Suspension Certification

As required by U.S. Regulations on Government wide Debarment and Suspension (Non procurement) at 49 CFR 29.510

- (1) The (Name of Proposer) \_\_\_\_\_ hereby certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in paragraph (b) of this certification; and
  - (d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, state, or local) terminated for cause or default.
- (2) The (Name of Proposer) \_\_\_\_\_ also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S. DOT.

Firm/Consultant (Proposer) Name: \_\_\_\_\_

Name and Title of Authorized Official: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## E-Verify

---

Vendor/Consultant acknowledges and agrees to the following:

Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and
2. All persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with the Department.

Company/Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Drug Free Workplace

---

Vendor/Consultant acknowledges and agrees to the following:

Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and
2. All persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with the Department.

Company/Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## DBE Compliance Forms

---

The following forms shall be submitted in a separate envelope (i.e., not bound in the proposal book or document).

- a. DBE Participation Statement Form 375-030-21
- b. Bid Opportunity List Form 375-040-62



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**DBE PARTICIPATION STATEMENT**

**Note:** The Consultant is encouraged to complete the following information and submit this form with the technical proposal.

Project Description: River to Sea TPO General Planning Consultant RFP 2023-01

Consultant Name: \_\_\_\_\_

This Consultant (is\_\_\_\_\_) (is not\_\_\_\_\_) a Department of Transportation certified Disadvantaged Business Enterprise (DBE).

Expected percentage of contract fees to be subcontracted to DBE(s): \_\_\_\_\_%

If the intention is to subcontract a portion of the contract fees to DBE(s), the proposed DBE sub-consultants are as follows:

DBE Sub-Consultant	Type of Work/Commodity

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**BID OPPORTUNITY LIST FOR COMMODITIES & CONTRACTUAL  
SERVICES**

375-040-62  
PROCUREMENT  
01/16

Prime Contractor: \_\_\_\_\_

Address/Phone Number: \_\_\_\_\_

Procurement Number: \_\_\_\_\_

49 CFR Part 26.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on DOT-assisted projects, including both DBEs and non-DBEs. This list must include all subcontractors contacting you and expressing an interest in teaming with you on a specific DOT-assisted project. Prime contractors must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, and 7 for themselves, and their subcontractors.

1. Federal Tax ID Number: \_\_\_\_\_  
2. Firm Name: \_\_\_\_\_  
3. Phone: \_\_\_\_\_  
4. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
5. Year Firm Established: \_\_\_\_\_

6.  DBE  
 Non-DBE

7. Annual Gross Receipts  
 Less than \$1 million  
 Between \$1 - \$5 million  
 Between \$5 - \$10 million  
 Between \$10 - \$15 million  
 More than \$15 million

1. Federal Tax ID Number: \_\_\_\_\_  
2. Firm Name: \_\_\_\_\_  
3. Phone: \_\_\_\_\_  
4. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
5. Year Firm Established: \_\_\_\_\_

6.  DBE  
 Non-DBE

7. Annual Gross Receipts  
 Less than \$1 million  
 Between \$1 - \$5 million  
 Between \$5 - \$10 million  
 Between \$10 - \$15 million  
 More than \$15 million

1. Federal Tax ID Number: \_\_\_\_\_  
2. Firm Name: \_\_\_\_\_  
3. Phone: \_\_\_\_\_  
4. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
5. Year Firm Established: \_\_\_\_\_

6.  DBE  
 Non-DBE

7. Annual Gross Receipts  
 Less than \$1 million  
 Between \$1 - \$5 million  
 Between \$5 - \$10 million  
 Between \$10 - \$15 million  
 More than \$15 million

1. Federal Tax ID Number: \_\_\_\_\_  
2. Firm Name: \_\_\_\_\_  
3. Phone: \_\_\_\_\_  
4. Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
5. Year Firm Established: \_\_\_\_\_

6.  DBE  
 Non-DBE

7. Annual Gross Receipts  
 Less than \$1 million  
 Between \$1 - \$5 million  
 Between \$5 - \$10 million  
 Between \$10 - \$15 million  
 More than \$15 million

**AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH YOUR:**

**BID SHEET (Invitation to Bid – ITB)  
PRICE PROPOSAL (Request for Proposal – RFP)  
REPLY (Invitation to Negotiate – ITN)**