

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

General Planning Consultant (GPC)

Request For Proposal (RFP 2023-01)



ADDRESS:

River to Sea Transportation Planning Organization
1 Deuce Court, Suite 100
Daytona Beach, Florida 32124

TELEPHONE:

(386) 226-0422

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SECTION 1: INTRODUCTION

Purpose

The purpose of this Request for Proposal (RFP) is to solicit responses from qualified consulting firms interested in providing general planning consultant services on a work assignment basis for the River to Sea Transportation Planning Organization (TPO). The respondents are expected to have a broad range of knowledge and experience in a variety of transportation planning and staff support activities to assist the TPO in accomplishing the various tasks and deliverables outlined in the Unified Planning Work Program (UPWP).

Respondents are expected to have a clear understanding of the TPO planning process. A detailed list of proposed services is provided under the Scope of Professional Services section.

Background

The TPO is an independent organization responsible for the planning and programming of all federal and state transportation funds for all of Volusia County and the urbanized areas of Flagler County including the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell.

The TPO is the primary forum within which local governments and citizens voice concerns, identify priorities, and plan for improvements to all modes of transportation – roadway, public transportation, and bicycle and pedestrian facilities. The TPO Board is comprised of elected officials representing various local area governments and appointed members representing transportation authorities serving the area.

The TPO Board is supported by several advisory committees that include technical staff as well as citizen representatives that review information and make recommendations to the Board. The organization has a small staff of transportation planning professionals that support, coordinate and complete the transportation planning activities undertaken by the TPO Board and committees. The TPO currently operates under signed joint participation and interlocal agreements with all member governments. Together, the Board and committees are responsible for working together to improve the safety and efficiency of the transportation system in the area served by the TPO.

SECTION 2: GENERAL INFORMATION, TERMS AND CONDITIONS

Proposed Schedule

May 10, 2023

- Legal ad appears in newspaper and posted on website www.r2ctpo.org
- Email sent to consulting firms

May 31, 2023 @ 5:00 p.m. (local time)

- Deadline to submit questions about the RFP by email to both Stephan Harris (sharris@r2ctpo.org) and Colleen Nicoulin at cnicoulin@r2ctpo.org.

June 2, 2023

- Questions will be researched and responses posted on website at www.r2ctpo.org on or before June 2, 2023.

June 9, 2023 @ 1:00 p.m. (local time)

- To be considered responsive, applicants must submit **one (1) original, five (5) hard copies and one (1) flash drive** of their proposal to the TPO **no later than Friday, June 9, 2023 at 1:00 p.m. (local time)**.

June 21, 2023

- Selection Committee meets and ranks firms based on qualifications, experience and capabilities submitted in the proposals.

June 28, 2023 – TPO Board Meeting

- The Executive Director of the TPO presents the recommendations of the *Selection Committee* to the TPO Board. The TPO Board reviews/approves the final ranking and authorizes the Executive Director to execute contracts with the recommended firms or as directed.

*Schedule subject to change

Proposal Closing Date and Time

One (1) original, five (5) hard copies, and one (1) flash drive containing the proposal in .pdf format must be received by the TPO **no later than Friday, June 9, 2023 at 1:00 p.m. (local time)**. Proposals received after this date and time will not be considered.

Delivery of Proposals

Please note the River to Sea TPO new address listed below. All proposals shall be sealed and delivered or mailed (fax and email submissions will not be accepted; post mark is NOT considered date of receipt) to:

River to Sea Transportation Planning Organization
1 Deuce Court, Suite 100
Daytona Beach, Florida 32124

Mark package(s) as follows:

**RFP 2023-01 General Planning Consultant
c/o Stephan Harris**

Note: Please ensure that if a third-party carrier (Federal Express, UPS, USPS, etc.) is used, they are properly instructed to deliver the proposal only to the River to Sea TPO at the above address. To be considered, a proposal must be accepted at the TPO office no later than the RFP closing date and time. If the proposal is delivered anywhere else, it may not reach the TPO office in time.

Questions Concerning RFP/No Contact Provision

Respondents are hereby notified not to contact any member of the Selection Committee, or any member of the River to Sea Transportation Planning Organization committees or staff, except as provided herein regarding this proposal until such time as a contract has been awarded. All inquiries pertaining to this RFP should be directed to the designated TPO staff liaison. Failure to abide by this condition of the RFP may cause for the rejection of the firm's proposal.

Clarification and Addenda to RFP

It is incumbent upon each respondent to carefully examine these specifications, terms and conditions. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information shall be made in writing via email through the designated TPO staff liaison. The TPO shall not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

Written requests for clarification must be received by May 31, 2023 at 5:00 p.m. local time and by emailed to both Stephan Harris (sharris@e2ctpo.org) and Colleen Nicoulin (cnicoulin@r2ctpo.org). Responses to questions will be posted on the TPO website (www.r2ctpo.org) on or before June 2, 2023.

If it becomes necessary to revise or amend any part of this RFP, a good faith attempt will be made to notify all prospective respondents. All addendums will be posted on the TPO's website (www.r2ctpo.org).

SECTION 3: SCOPE OF PROFESSIONAL SERVICES

Purpose

The River to Sea TPO is responsible for the development and implementation of a balanced, integrated, and multimodal transportation program which efficiently moves traffic. The TPO's goal is to ensure that a continuing, comprehensive and cooperative approach to planning for transportation needs is maintained and properly coordinated with other TPOs, Florida Department of Transportation (FDOT) and Federal Highway Administration (FHWA). Consultant Teams selected for this contract will support and assist TPO Staff and other consultants hired by TPO Staff with any tasks shown in the TPO's Unified Planning Work Program (UPWP).

The TPO requires the services of one or more Consultants to provide production support to the TPO transportation planning activities. The work 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. Specific tasks will be assigned to the Consultant(s) selected by the River to Sea TPO on an as-needed basis.

Firm Qualifications and Capabilities

The selected Consultant(s) shall have substantial prior experience providing similar services to Metropolitan Planning Organizations. Personnel involved shall possess the necessary professional skills and qualifications (including any licenses) to perform the required services. All work to be performed must follow federal and state laws, procedures, and guidelines. The selected firm(s) shall be responsible for knowledge of and compliance with all federal and state regulations.

Scope of Work

Work scopes assigned under this RFP must be supported by TPO's Unified Planning Work Program and include, but are not limited to following:

- Transportation Improvement Program Development and Maintenance
- Long-Range Transportation Plan Development and Maintenance
- Unified Planning Work Program Development and Maintenance
- List of Priority Projects Development and Maintenance
- Congestion Management Process Update and Analysis
- Project Feasibility Studies and Analysis
- Bicycle and Pedestrian Planning
- Freight and Intermodal Planning
- Public Transportation Planning
- Active Transportation Planning
- Safety and Security Planning
- Resiliency Planning
- Regional Planning
- Health Impact Assessment Planning
- Sub Area Studies

- Travel Demand, Traffic & Accessibility Modeling
- Mapping and Graphics Production
- Development of Project Cost Estimates
- Development of Project traffic and Traffic Operation Solutions
- Complete Streets Planning and Conceptual Design
- Connected and Autonomous Vehicle Analysis and Preparation Planning
- Data Collection Services and Analysis
- Development of Preliminary Right-of-Way Analysis
- School Safety Studies
- Grant Application Preparation and Implementation
- Safe Streets and Roads for All Grant Implementation
- Public Participation and Outreach/Event Support
- Public Involvement Assistance
- Website Development
- Newsletter Production
- Production of Educational and Informational Materials
- Administration and Management Support
- Special Project Planning / Corridor Planning
- Crash Analysis
- Create and Maintain Data Dashboards
- Systems Planning
- Regional Planning
- Transportation Performance Measures
- Support in Implementing Transit and Transportation Disadvantaged Program
- Support in Implementing TPO Community Safety Program
- Strategic Planning
- Meeting Support
- Administration and Management Support
- Studies and Plans Supporting the Bipartisan Infrastructure Law (BIL) Priorities (Climate, Equity, Resiliency, and Sustainability)

Task Work Order Assignments

Work under this contract will be determined during the life of the contract on a case-by-case, as needed basis. Individual tasks will be assigned and a specific scope, schedule and payment proposal will be developed and negotiated for each task assignment.

All services shall be performed under the direction and to the satisfaction of the River to Sea TPO. The Consultant team(s) shall designate a project manager for the coordination of all services under the contract. For each task work order, the River to Sea TPO shall provide a scope and request a proposal defining the services to be provided, task manager and staff to be assigned, projected schedule, and project cost. No work shall be performed prior to approval of the task work order by the TPO. The TPO

reserves the right to assign Task Work Order assignments to any of the Consultants the organization has under contract, or may chose the Consultant team based on a requested approach to services.

Project Cost Accounting

The Consultant(s) will be assigned work by task work order and each task work order will be assigned a single identification number for billing purposes. The Consultant(s) shall provide the River to Sea TPO each month with invoices identifying in detail the cost incurred for services performed and a detailed progress report for each specific task.

SECTION 4: PROPOSALS

Proposal Organization and Structure

Each Respondent shall submit a **written proposal** describing how the requirements of the Scope of Work will be fulfilled. The written proposal should include sufficient information to enable the Selection Committee to fully evaluate the capabilities of the firm and the proposed approach to providing the specified services.

The written proposal shall include a Table of Contents and utilize the following structure, separated into sections and appropriately labeled.

1. Letter of Interest

Each proposal shall include a letter of interest responding to details of the scope and outlining how the consultant team can support the TPO in achieving planning activities and objectives over the next three to five years. The letter of interest shall identify specific area(s) of the scope that the consultant team is qualified to provide services for. The Letter of Interest must be signed by an official authorized to enter into a contract should they receive the proposal award.

2. Company Information

Each proposal shall provide a brief introduction of the firm, including the size of the firm, the number of years in business, the availability of the firm to perform the tasks and services requested, the history of the firm, and the location of the firm’s office(s). Include key contact information (address, phone, email, website) of the primary contact person(s).

3. Key Staff/Qualifications

Each proposal shall include a staffing plan, which clearly illustrates the organizational structure proposed to accomplish the management, technical and administrative services required to fulfill the scope of work. Project management and key technical personnel shall be identified along with the elements of the scope of work that each will participate in. Personnel must have professional written and oral communication skills. Experience with public involvement activities and ability to create innovative outreach programs is preferred. If sub-consultant(s) will be utilized, the sub-consultant(s) and key staff should be included in the staffing plan. If the firm has more than one

office, the proposal shall identify the location of the office where each key staff member is located and how the resources of each office will be used. Resumes for Key staff members identified in this Section shall be included in Section 7 of the proposal.

4. Understanding of Requested Services and Approach

Each proposal shall demonstrate the understanding of the tasks and services requested in the Scope of Work, and provide the approach to accomplish the services described in this RFP. The respondent should discuss project management of the overall contract, quality control techniques and procedures to be utilized, and identify the firm’s technical resources and proficiency to perform the requested services in an accurate and timely manner.

5. Related Experience

Each proposal shall identify the team’s relevant transportation engineering and planning experience and include up to ten (10) related projects completed within the past five (5) years for which the respondent has provided the same or similar services to those being requested in the Scope of Work. Each example shall include the project name, project location, client name and contact information and a description of the project. Examples of graphics, mapping or other work products should be included.

6. Professional References

Each proposal shall include five (5) professional references and contact information (email and telephone number) for each reference.

7. Resumes

Each proposal shall include resumes for all key staff identified in Section 3 of the proposal, one (1) page maximum per person.

8. Staffing Rate Plan

Each proposal shall include a staffing rate plan that includes hourly rates (rounded to the nearest whole dollar) per position title for each key staff position identified in the staffing plan (specific employee names are not required). If subconsultant(s) will be utilized, the key staff positions of the subconsultant firm(s) should be included in the staffing rate plan.

9. Required Forms

Each proposal shall include all completed required certifications/statements.

Proposals shall be formatted as 8-1/2” by 11” pages (electronic and hard copy); maps and other graphic information may be included as 11” by 17” formatted pages. Terms and conditions differing from those in this RFP shall be cause for disqualification of the proposal.

Disclosure of Proposal Content

All proposals shall be held confidential to the extent permitted by law from parties other than the TPO

until the recommendation for award is made. The TPO is governed by the Public Records Law, Chapter 119, Florida Statutes.

Respondent's Responsibility

A respondent, by submitting a proposal, represents that:

1. The respondent is familiar with the local conditions under which this contract must be performed. The respondent possesses the capabilities, resources and personnel necessary to provide efficient and successful service to the TPO and;
2. It is understood and the respondent agrees that the respondent shall be solely responsible for all services provided. Notwithstanding the details presented in the RFP, it is the responsibility of the respondent to verify the completeness of the requirements and its suitability to meet the intent of this RFP.
3. It is understood that the TPO is not responsible for any expense which respondents may incur in preparing and submitting proposals in response to this RFP. The TPO is not responsible for any expenses incurred in the event interviews are requested or in any costs of the Respondent in negotiating a contract relating to the RFP.
4. It is understood that the selected Respondent(s) will be required to execute a Professional Services Agreement Contract with the River to Sea TPO. Required federal contract requirements and standard TPO contract provisions will be incorporated into any contract resulting from this RFP. Should any selected Respondent and the TPO be unable to consummate a written contract, the TPO may proceed to the next most advantageous Proposal or issue a new solicitation, or cancel the procurement process in its entirety.

SECTION 5: CONSULTANT SELECTION PROCESS

In order to be considered for this work, the Consultant(s) must meet the following conditions at a minimum:

1. The Consultants(s) must include qualified professional transportation engineers and planners.
2. The Consultant(s) must have the hardware, software and trained technicians necessary to perform the elements described in the scope of work in an accurate and timely manner. The Consultant(s) must have the ability to use the most recent version of the modeling software as used by the Florida Department of Transportation District 5 (CFRPM). The Consultant(s) must have the hardware and software necessary to produce geographic information system (GIS) mapping in printed and digital format. Any digital data, maps, text and plans shall be functional with the existing hardware and software systems used by the TPO (currently ESRI ArcGIS, Microsoft Office, Adobe Creative Suite, and others).

Selection Committee Review

The Selection Committee will review all proposals submitted according to the requirements of this RFP and meet and meet on **June 21, 2023** to review and score the proposals.

The Selection Committee shall consider and weigh the following areas in their selection process.

- **Experience and Qualifications of the Key Personnel (25 points)**
- **Understanding of Requested Services and Approach (20 points)**
- **Related Project Experience (35 points)**
- **Innovation and Creativity (15 points)**
- **References (5 points)**

SECTION 6: FINAL SELECTION AND CONTRACT NEGOTIATIONS

The TPO will attempt to enter into negotiations with the highest-ranked proposer(s), and if negotiations are successful, the TPO will attempt to enter into a contract with the proposer(s).

It is the TPO's intent to commence final contract negotiations with the respondent(s) deemed most advantageous to the TPO in accordance with the evaluation criteria specified elsewhere in this RFP. The TPO reserves the right, however, to conduct contract discussions with any respondent possessing a realistic possibility of contract award including request for additional information and request for "best and final" offers.

Due to the unknown volume of work and diverse nature of activities expected to be performed under this proposal, the TPO reserves the right to award the contract to more than one respondent that it deems to offer the best overall proposals. No firm dollar amount for services to be performed under this RFP can be established in advance as the extent of work required cannot be estimated at this time. There is no guarantee of work tasks or a firm dollar amount for services to be performed under each contract. The TPO is therefore not bound to accept a proposal on the basis of lowest price and the TPO has the sole discretion, and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in its best interests to do so.

The selection process and potential contracts resulting from this process will obligate the successful proposers to comply with all local, state and applicable federal funding requirements. Relevant State policies and procedures will at a minimum meet the intent of Section 287.055, Florida Statutes, Section 337.105, Florida Statutes and Chapter 14-75, Florida Administrative Code.

Length of Contract

The contract will be for a period of **three (3) years**, with the **option** to extend for up to two (2) additional years; in one year increments.

Professional Services Agreement Contract

The content of this RFP and all provisions of the successful proposal deemed pertinent by the TPO may be incorporated into the Professional Services Agreement Contract and become legally binding. Required federal contract requirements and standard TPO contract provisions will be incorporated into any contract resulting from this RFP.

If the consultant(s) fails to properly perform the conditions of the agreement, in the sole opinion of the TPO, the TPO will communicate to the consultant(s) in writing the problem(s) that exist. The consultant(s) will have up to ten (10) calendar days to rectify the problem(s). If the same or other problems persist or recur the TPO may immediately cancel the agreement by advising the consultant(s) in writing.

Consultant Eligibility

It is a basic tenet of the TPO's contracting program that contracts are procured in a fair, open, and competitive manner. The TPO requires that Consultants representing the TPO be free of conflicting professional or personal interests. Each applicant shall notify the TPO within 30 days after a conviction of a contract crime applicable to it or any officers, directors, executive, shareholders active in management, employees, or agents of its affiliates. Under Section 337.164, F.S., the privilege of conducting business with the TPO shall be denied to applicants so convicted until such applicant is properly reinstated pursuant to Section 337.165, F.S., and Rule 14-75, F.A.C.

Nondiscrimination

The Consultant, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment.

Disadvantaged Business Programs

This RFP will use FHWA funds. All contractors MUST be registered with My Florida Marketplace and MUST submit bid opportunity list (BOL) information and payment information including DBE payments to the FDOT Equal Opportunity Compliance System (EOC) or other program as designated by FDOT. If work is determined by Task Work Order (TWO), BOL and payment information must be submitted at the TWO level.

Disadvantaged business enterprises are encouraged to respond to this Request for Proposals/Quotes. For contracts using Federal Highway Administration (FHWA) planning funds, the Florida Department of Transportation (FDOT) DBE policy must be followed.

The FDOT DBE Plan can be found at: <https://www.fdot.gov/equalopportunity/dbe-plan>.

1. All proposals with PL (or other FHWA) funds as the payment source will not have DBE as part of the evaluation scoring process, i.e. evaluation and award will be race and revenue neutral. The evaluation scoring sheets should not have points on it.
2. The DBE goal is 10.65% for FHWA funds and 11.31% for FTA funds. This goal changes annually in October as set by FDOT.

3. All proposals require the following forms 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 275-030-10

Required Contract Language

The River to Sea TPO shall include the DBE Program language provided below in all contract agreements with their primes.

Participation by Disadvantaged Business Enterprises: The Consultant shall agree to abide by the statements in Paragraph (1) and (2) which follow. These statements shall be included in all subsequent agreements between the Consultant and any subconsultant or contractor.

*1. Policy: It is the policy of the River to Sea TPO that disadvantaged businesses, as defined by **49 Code of Federal Regulations, Part 26**, shall have an opportunity to participate in the performance of the River to Sea TPO contracts in a non-discriminatory environment. The objectives of the Disadvantaged Business Enterprise program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.*

2. The River to Sea TPO, its contractors, suppliers, and consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform the contract work of the River to Sea TPO in a non-discriminatory environment.

The River to Sea TPO shall require its contractors, suppliers, and consultants to not discriminate on the basis of race, color, national origin, religion, gender, age, or disability in the award and performance of its contracts/subcontracts.

*This policy covers in part the applicable Federal regulations and the applicable statutory references contained therein for the **Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.***

It is understood and agreed that if the Consultant at any time learns that the certification it provided the River to Sea TPO in compliance with 49 CFR, Section 23.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Consultant shall provide immediate written notice to the River to Sea TPO. It is further agreed that the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction” as set forth in 49 CFR, Section 29.510, shall be included by the Consultant in all lower tier covered transactions and in all aforementioned Federal Regulation.

Required USDOT assisted contract language

CONTRACT ASSURANCE

The Organization will ensure that the following clause is placed in every USDOT-assisted contract and subcontract:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of USDOT assisted contracts. Failure by the contractor to carry out these 9 requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

PROMPT PAYMENT

The Organization will ensure that the following requirements will be placed in every USDOT-assisted contract and subcontract:

(A) Every contract let by the MPO for the performance of work shall contain a provision requiring the prime contractor, before receipt of any progress payment under the provisions of such contract, to certify that the prime contractor has disbursed to all subcontractors and suppliers having an interest in the contract their pro rata shares of the payment out of previous progress payments received by the prime contractor for all work completed and materials furnished in the previous period, less any retainage withheld by the prime contractor pursuant to an agreement with a subcontractor, as approved by the MPO for payment. The MPO shall not make any such progress payment before receipt of such certification, unless the contractor demonstrates good cause for not making any such required payment and furnishes written notification of any such good cause to both the MPO and the affected subcontractors and suppliers.

(B) Every contract let by the MPO for the performance of work shall contain a provision requiring the prime Contractor, within 30 days of receipt of the final progress payment or any other payments received thereafter except the final payment, to pay all subcontractors and suppliers having an interest in the contract their pro rata shares of the payment for all work completed and materials furnished, unless the Contractor demonstrates good cause for not making any such required payment and furnishes written notification of any such good cause to both the MPO and the affected subcontractors or suppliers within such 30-day period.

Each invoice on a contract with DBE participation will be required to be submitted on our standard invoice format requiring DBE breakout and the above Prompt Payment statement attached to it.

Confidentiality of Proposals

Proprietary Information:

“In accordance with Chapter 119 of the Florida Statutes (Public Records Act), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Requests for Proposals and the responses thereto are in the public domain. However, the proposers are requested to **identify specifically** any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.”

Please note that Sections 119.07(3)(m) of the Florida Statutes address in part the issue of the public nature of sealed bids or proposals as well as the non-public nature of certain trade secrets. The proposal submitted by your company may contain **areas**, which are designated “**confidential**” or “**exempt from disclosure**”. If your proposal contains such information you are required to advise the River to Sea TPO with specificity the applicable law making those provisions exempt from disclosure in accordance with the Public Records Law. A generic notation that information is “confidential” will not suffice.

Failure to provide the Accounting Department with a detailed explanation and justification including statutory cites and specific reference to your bid package detailing what provisions, if any, you believe are exempt from disclosure, may result in your proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes.