

1. The Staff Chart section on page 6 states it can only be 2 pages max; but each staff biography should be a ½ page each. Can you clarify if that means you only want a maximum of 4 total biographies?

This section should be 2 pages max, but each staff biography may be as long or as short as needed to fit within this parameter.

2. Regarding the Samples of Work Section on page 6, can you clarify if each Sample of Work is 1 page? Or if it's meant to be 1 page total? If it is 1 page total, I'm assuming we do not need to include project descriptions or reference information, since there would not be enough space for many projects?

Please limit this to one-page total utilizing links to the documents. Descriptions and reference information are not necessary if space does not permit. Using up to three pages total will be acceptable if required to provide relevant information.

3. In the Evaluation Criteria beginning on page 8, Section 1b it states "Identify the firm's principals, their roles, and the total number of employees"; Which section of the submittal should the this information go?

Please include this information in Section 4, Staff Chart, of the contents of the proposal shown on page 6.

4. In the Evaluation Criteria beginning on page 8, Section 1e asks for an Organizational Chart; Which section of the submittal should the Org Chart go?

Please include this information in Section 4, Staff Chart, of the contents of the proposal shown on page 6.

5. In the Evaluation Criteria beginning on page 8, Section 1h asks for an Letters of Intent; Which section of the submittal should the letters go?

Please include this in Section 3, Transmittal Letter, of the contents of the proposal on page 6.

6. One follow-up question just to clarify response to question 2. According to the RFP this proposal is intended to be 1 hard copy and 5 copies plus an electronic submission. The Samples of Work section with just links will obviously only really work for the electronic submission. Is there anything different we should include for the hard copy submittals as opposed to the electronic?

Nothing different for the hard copy submissions is necessary. Please include the full links in both the hard copy submissions as well as the electronic submission.

7. In Article 3, part C of the sample agreement, the MPO is requiring partial hours to be billed in one-tenth hour increments. Would the MPO please modify this to be one half hour increments?

The MPO is open to discussing potential adjustments to billing increments during contract negotiations with the selected firm.

8. In Article 9 of the sample agreement, would the MPO please remove the requirement for all intellectual property rights to be assigned to the MPO and replace the ownership rights relate to having ownership of the documents created and copyrights? As currently worded, the consultant would be giving up its own intellectual property, it owns and has created.

The sample agreement is provided in draft form for this solicitation. The MPO acknowledges the comment and will review this provision with legal counsel. Any revisions, if deemed appropriate, will be addressed during contract negotiations with the selected firm.

9. Regarding the Staff Chart section, I'm assuming a page will be allocated to the staff organizational chart. Should the key personnel be considered the project management team, and if so, will it be acceptable for the biographies to be less than ½ a page to stay within the 2 page limit?

Yes, the key personnel should be considered the project management team. Biographies may be of any length, provided all required information fits within the two (2) page limit. If both biographies and a separate staff organizational chart are provided, the organizational chart will not count toward the page limit; however, it should be limited to one (1) page.

10. For the Sample of Work section, is the intent to provide one page total that lists multiple project examples, or one page per individual project? Additionally, could you please elaborate on the links requested to be included—specifically, what type of content you would like the links to direct to and what level of information should be provided in the linked documents? Finally, for printed submittals, how should proposers demonstrate or convey the information referenced by the links?

This section is intended to be one (1) page listing multiple project examples. If necessary to adequately convey relevant information, up to three (3) pages total will

be acceptable. Links should direct to documents produced by the proposer that demonstrate their proficiency in the services they wish to showcase. The level of detail provided in the linked materials is at the proposer's discretion. Printed submittals should be identical to the electronic submittal and should include the same links to the example work.

11. Please confirm that the submittal should include reference contact information only, and that formal reference letters or written references from clients are not required.

Correct, contact information as listed in the RFP only.

12. Regarding the 12 exhibits identified on pages 33–58 and outlined in Article 2, Attachment A (pages 11–12), please confirm whether these exhibits are required as part of the proposal submittal, or if they will be requested only from the selected firm after notice of award.

Please include the twelve (12) exhibits in the proposal submission.

13. Regarding resumes for staff members, would you like a resume for everyone on the staff organizational chart? If so, what is the length limit of each resume?

There is not an established specific page limit for resumes. However, proposers are encouraged to limit resumes to approximately one to two (1–2) pages per individual and focus on relevant project experience and qualifications. Only personnel proposed for this service should be included.

14. Should we provide the supplemental documents produced by the links in printed form attached to our submittal or will you be referring to the electronic version to review those materials?

The electronic submission will be used to review the referenced documents.

Proposers may include these materials as an attachment to the printed copies, but this is not required.

15. I would like to confirm that you want us to provide a fee rate schedule which is "Exhibit B" that includes Tables 1-4 for both the prime **and** subconsultants in the submittal? Would we be able to format the tables in our own format or is it required to follow sample formatting you provided?

Correct, please provide a fee rate schedule for the prime and subconsultants in the submittal. The tables provided in the package are samples, please feel free to use your own format or follow the sample format provided.

16. "Both state and federal certifications signed by an authorized officer of the company": Can you please clarify what you are seeking here? These are not typically signed by anyone in our firm.  
Please interpret this requirement as a request to include the twelve (12) attached exhibits on pages 33-58 of the Proposal Package with your proposal submission.
17. Resumes: to clarify, you are requesting a resume for each person on the org chart, yes? Is there a limit on the amount of resumes we can submit?  
Please include the resumes for personnel proposed for this service as identified in the staff/organizational chart on page six (6) under section 4. There is no specified limit on the number of resumes that may be submitted; this is at the discretion of the proposer. However, proposers are encouraged to ensure that each resume is concise and highlights relevant project experience and qualifications.
18. Per page 7 of the RFP: "The consultant **selected** by the MPO Board shall include all twelve (12) exhibits contained within pages 33-58 of this packet, and outlined in Article 2 of Attachment A on pages 11 and 12." To confirm, are these documents required to be completed and signed, and included with our proposal response, prior to selection?  
Sorry for any confusion caused by this. We will be issuing an addendum to the Proposal Package with minor clarifications based on questions like this for clarity. In the meantime, proposers should include the exhibits with their proposal submission as sample or draft documents. Final selected firms may be required to revise, update, or resubmit the exhibits following proposal evaluation to reflect final terms and negotiations of the contract.
19. As currently written, Article 7(C) (Work Assignments) of the Sample Agreement is overly broad and impractical. The proposed revision preserves the MPO's right to access project materials while aligning inspection obligations with reasonable notice and normal business hours, consistent with standard professional services practice. Accordingly, would the MPO be amenable to the following change upon award of the contract?  
See question 23
20. The following modification to Article 9, MPO Ownership of Work Product, allows the Consultant to retain its pre-existing intellectual property and proprietary tools while granting the City a non-exclusive license to use such materials solely for the purposes of this Contract. It also appropriately allocates risk by clarifying that any revision, alteration, or reuse beyond the project scope is at the City's sole risk and without liability to the Consultant. This approach is consistent with industry standard practice. Accordingly, would the MPO be amenable to this change upon award of any contract?

See question 23

21. Consultant's responsibilities should be measured against the generally accepted professional standard applicable to similar projects. Including standard-of-care language aligns the provision with industry practice for professional services, helps ensure the scope of responsibility is reasonable and insurable, and provides a clear and objective benchmark for evaluating performance. As such, the Consultant would prefer this language be succinctly stated in any contract. Would the MPO be amendable to the following modification to Article 14, Responsibilities of the Consultant, upon award of any contract.

See question 23

22. As currently written, Article 18, Indemnification, exceeds what is enforceable under Fla. Stat. § 725.08. To ensure this provision is insurable and aligns with applicable statutory requirements, would the MPO be amenable to the following modification upon award of any contract?

See question 23

23. To ensure the Consultant's ability to comply with the insurance requirements in Exhibit E, the Consultant requests the following modifications?

(19-23) - The sample agreement is provided in draft form for this solicitation. The MPO acknowledges your comments and will review these proposed adjustments with legal counsel. Any revisions to the agreement and exhibits, if deemed appropriate, will be addressed during contract negotiations with the selected firms.

24. Exhibit E references an "enclosed Hold Harmless Agreement" that the Consultant is required to execute; however, this document was not included in the RFP. Without an opportunity to review the referenced agreement, the Consultant cannot agree to execute it. Can the MPO please provide the Hold Harmless Agreement for review?

The inclusion of the exhibits in the proposal submission is intended to be non-binding at this time and are provided for informational purposes only. Final versions will be negotiated during the contract phase with selected firms in coordination with legal counsel. Proposers are requested to include draft versions of these exhibits in their submissions, and the mentioned Hold Harmless Agreement will be provided to the shortlisted proposers. Execution is not required at this stage prior to the final contract.