

# Request for Qualifications

**RFQ/EVENT# 502**

## **Transportation and Public Spaces Planning & Engineering Continuing Services**

Pursuant to Section 287.055  
Consultants' Competitive Negotiation Act (CCNA)

## **City of Fort Lauderdale**



**INESSA RUBIN**  
**SENIOR PROCUREMENT SPECIALIST**  
Telephone: (954) 828-6099 E-mail: [irubin@fortlauderdale.gov](mailto:irubin@fortlauderdale.gov)

## SECTION I – INTRODUCTION AND INFORMATION

### 1.1 Purpose

The City of Fort Lauderdale, FL (City) is actively seeking qualified, experienced, and licensed firm(s) to provide Transportation and Public Spaces Planning and Engineering Services as further described in Section III – Scope of Services. Those firms which are interested in submitting proposals in response to this Request for Qualifications (RFQ) shall comply with Section IV– Submittal Requirements.

### 1.2 Online Strategic Sourcing Platform

The City uses an [on-line strategic sourcing platform](#) to administer the competitive solicitation process, including but not limited to soliciting proposals, issuing addenda, posting results and issuing notification of an intended decision. There is no charge to register and download the RFQ from the [on-line strategic sourcing platform](#). Proposers are strongly encouraged to read the various supplier tutorials available in the City's [on-line strategic sourcing platform](#) well in advance of their intention to submit a response to ensure familiarity with the use of the City's [on-line strategic sourcing platform](#). The City shall not be responsible for a proposer's inability to submit a response by the end date and time for any reason, including issues arising from the use of the City's [on-line strategic sourcing platform](#). There is no charge to proposers to register and participate in the solicitation process, nor will any fees be charged to the awarded proposer.

It is the sole responsibility of the proposer to ensure that its proposal is submitted electronically through the City's [on-line strategic sourcing platform](#) no later than the time and date specified in this solicitation. **PAPER PROPOSAL SUBMITTALS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ELECTRONICALLY VIA** the City's [on-line strategic sourcing platform](#).

### 1.3 Electronic Proposal Openings

This solicitation will be opened electronically via the City's [on-line strategic sourcing platform](#) at the date and time indicated in the solicitation. Once the Procurement Specialist opens the solicitation, the bid tabulations (where applicable) may be viewed immediately on a computer, laptop, cell phone, or any other device with WiFi access.

Anyone requesting assistance or having further inquiry in this matter must contact the Procurement Specialist indicated on the solicitation, via the Question and Answer (Q&A) forum on the City's online strategic sourcing platform before the Last Day for Questions indicated in the Solicitation.

### 1.4 Pre-Proposal Meeting

There will not be a pre-proposal meeting for this RFQ.

### 1.5 Point of Contact

City of Fort Lauderdale, Procurement Services Division  
Attn: Inessa Rubin, Senior Procurement Specialist  
101 NE 3rd Avenue, Suite 1650  
Fort Lauderdale, FL 33301  
Telephone: (954) 828-6099  
E-mail: [irubin@fortlauderdale.gov](mailto:irubin@fortlauderdale.gov)

For all inquiries concerning this RFQ, questions, and requests for additional information, please utilize the Q&A forum provided by the City's [on-line strategic sourcing platform](#). Questions of a material nature must be received prior to the cut-off date specified in the RFQ. Material changes, if any, to the scope of services or proposal procedures will only be transmitted by written addendum.

**Consultants please note:** Proposals shall be submitted as stated in PART IV – Submittal Requirements. No part of your proposal can be submitted via FAX. Submission of a proposal will be considered evidence that the Consultant has familiarized itself with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all requirements contained in this Solicitation. The questions and answers submitted on the City’s [on-line strategic sourcing platform](#) shall become part of any contract that is created from this RFQ.

**1.6 Debarred or Suspended Bidders or Proposers**

The proposer certifies, by submission of a response to this solicitation, that neither it nor its principals and sub-consultants are presently debarred or suspended by any Federal department or agency.

**1.7 Prohibition Against Contracting with Scrutinized Companies**

Subject to *Odebrecht Construction, Inc., v. Prasad*, 876 F.Supp.2d 1305 (S.D. Fla. 2012), affirmed, *Odebrecht Construction, Inc., v. Secretary, Florida Department of Transportation*, 715 F.3d 1268 (11th Cir. 2013), with regard to the “Cuba Amendment,” the Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to Section 215.473, Florida Statutes (2024), as may be amended or revised, and that it does not have business operations in Cuba or Syria, as provided in Section 287.135, Florida Statutes (2024), as may be amended or revised. The Contractor certifies that it is not on the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2024), as may be amended or revised, and that it is not engaged in a boycott of Israel. The City may terminate this Agreement at the City’s option if the Contractor is found to have submitted a false certification as provided under subsection (5) of Section 287.135, Florida Statutes (2024), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List, or been placed on a list created pursuant to Section 215.473, Florida Statutes (2024), as may be amended or revised, relating to scrutinized active business operations in Iran, or been placed on the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2024), as may be amended or revised, or is engaged in a boycott of Israel, or has been engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2024), as may be amended or revised.

By submitting a proposal, or response, the company, principals, or owners certify that it is not listed on the Scrutinized Companies with Activities in Sudan List or listed on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or is engaged in business operations in Cuba or Syria.

**END OF SECTION**

**SECTION II – GENERAL TERMS AND CONDITIONS**

**2.1 Addenda, Changes, and Interpretations**

It is the sole responsibility of each firm to notify the point of contact utilizing the Q&A forum provided by the City’s [on-line strategic sourcing platform](#) and request modification or clarification of any ambiguity, conflict, discrepancy, omission, or other error discovered in this competitive solicitation.

Requests for clarification, modification, interpretation, or changes must be received prior to the Q&A deadline. Requests received after this date may not be addressed. Questions and requests for information that would not materially affect the scope of services to be performed or the solicitation process will be answered within the Q&A forum provided by the City's online strategic sourcing platform and shall be for clarification purposes only. Material changes, if any, to the scope of services or the solicitation process will only be transmitted by official written addendum issued by the City and uploaded to the City's online strategic sourcing platform as a separate addendum to the RFQ. Under no circumstances shall an oral explanation given by any City official, officer, staff, or agent be binding upon the City and should be disregarded. All addenda are a part of the competitive solicitation documents, and each firm will be bound by such addenda. It is the responsibility of each to read and comprehend all addenda issued.

## **2.2 Changes and Alterations**

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

## **2.3 Consultants' Costs**

The City shall not be liable for any costs incurred by consultants in responding to this RFQ, including costs incurred in connection with evaluation and award proceedings.

## **2.4 Mistakes**

The consultant shall examine this RFQ 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 Agreement.

## **2.5 Acceptance of Responses/Minor Irregularities**

**2.5.1**The City reserves the right to accept or reject any or all responses, part of responses, and to waive minor irregularities or variances to specifications contained in responses which do not make the response conditional in nature, and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a respondent an advantage or benefit not enjoyed by other respondents, does not adversely impact the interests of other firms or does not affect the fundamental fairness of the solicitation process. The City also reserves the right to reissue a Request for Qualifications.

**2.5.2**The City reserves the right to disqualify Consultant during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Consultant.

## **2.6 Responsiveness**

In order to be considered responsive to the solicitation, the firm's response shall fully conform in all material respects to the solicitation and all of its requirements, including all form and substance.

## **2.7 Responsibility**

In order to be considered as a responsible firm, firm shall be fully capable to meet all of the requirements of the solicitation and subsequent contract, must possess the full capability, including financial and technical, to perform as contractually required, and must be able to fully document the ability to provide good faith performance.

## 2.8 Minimum Qualifications

- 2.8.1** Firms shall be in the business of Traffic and Transportation Engineering and Planning and must possess sufficient financial support, equipment and organization to ensure that it can satisfactorily perform the services if awarded a contract. Firms must demonstrate that they, or the principals assigned to the project, have successfully provided services with similar magnitude to those specified in the scope of services to at least one city similar in size and complexity to the City of Fort Lauderdale or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the work.
- 2.8.2** Firms shall satisfy each of the following requirements cited below. Failure to do so may result in the SOQ being deemed non-responsive.
- 2.8.3** Firm or principals shall have at least three (3) years of traffic and transportation planning, engineering, and design experience. Firm or principals shall have a strong focus on multimodal transportation with particular attention to bicycle and pedestrian facility planning and design. Consultants should demonstrate their understanding of the City's vulnerability to the effects of Climate change and sea-level rise and its goal to address resiliency through infrastructure projects.
- 2.8.4** Project manager assigned to the work must have experience in Traffic and Transportation Engineering and Planning and have served as project manager on similar projects.
- 2.8.5** Before awarding a contract, the City reserves the right to require that a firm submit such evidence of its qualifications as the City may deem necessary. Further, the City may consider any evidence of the financial, technical, and other qualifications and abilities of a firm or principals, including previous experiences of same with the City and performance evaluation for services, in making the award in the best interest of the City.
- 2.8.6** Firm or principals shall have no record of judgments, pending lawsuits against the City or criminal activities involving moral turpitude and not have any conflicts of interest that have not been waived by the City Commission.
- 2.8.7** Neither Firm nor any principal, officer, or stockholder shall be in arrears or in default of any debt or contract involving the City, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the City.
- 2.8.8** Consultant(s) must be appropriately licensed and registered in the State of Florida in the required field of service required.

## 2.9 Lobbying Activities

**ALL CONSULTANTS PLEASE NOTE:** Any consultant submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-11-42 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-11-42 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 33301. The Ordinance may also be viewed on the City's website at <https://www.fortlauderdale.gov/home/showdocument?id=6036>.

## 2.10 Protest Procedure

Page 7 of 30

**2.10.1** Any proposer who is not recommended for award of a contract and who alleges a failure by the City to follow the City's Procurement Ordinance or any applicable law, may follow the protest procedure as found in the City's Procurement Ordinance within five (5) days after a notice of intent to award is posted on the City's web site at the following link: <https://www.fortlauderdale.gov/government/departments-a-h/finance/procurement-services/notices-of-intent-to-award>.

**2.10.2** The complete Protest Ordinance may be found on the City's web site at the following link: [https://library.municode.com/fl/fort\\_lauderdale/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTVFI\\_DIV2PR\\_S2-182DIREPRAWINAW](https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVFI_DIV2PR_S2-182DIREPRAWINAW)

## **2.11 Public Entity Crimes**

In accordance with the Public Crimes Act, Section 287.133, Florida Statutes (2024), as may be amended or revised, a person or affiliate who is a contractor, consultant or other provider, who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to the City, may not submit a on a contract with the City for the construction or repair of a public building or public work, may not submit proposals on leases of real property to the City, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with the City, and may not transact any business with the City in excess of the threshold amount provided in Section 287.017, Florida Statutes (2024), as may be amended or revised, for category two purchases for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Violation of this Section by Consultant shall result in cancellation of the City purchase and may result in Consultant debarment.

## **2.12 Sub-Consultants**

**2.12.1** A Sub-Consultant (or "subcontractor") 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 sub-consultant shall be paid through Consultant or Consultant's firm and not paid directly by the City. Sub-Consultants are permitted by the City in the performance of the services pursuant to the Agreement. Consultant must clearly reflect in its proposal, the major sub-consultant(s) to be utilized in the performance of required services. The City retains the right to accept or reject any sub-consultant proposed in the response of Successful Consultant(s) or prior to contract execution. Any and all liabilities regarding the use of a sub-consultant shall be borne solely by the successful consultant and insurance for each sub-consultant must be maintained in good standing and approved by the City throughout the duration of the Contract. Neither Successful Consultant nor any of its sub-consultants is considered to be employees or agents of the City. Failure to list all sub-consultants and provide the required information may disqualify any proposed sub-consultant from performing work under this RFQ.

**2.12.2** Consultants shall include in their responses, the requested sub-consultant information and include all relevant information required of the Consultant. In addition, within five (5) working days after the identification of the award to the successful Consultant(s), the Consultant shall provide a list confirming the sub-consultant(s) that the successful Consultant intends to utilize in the Contract, if applicable. The list shall include, at a minimum, the name, and location of the place of business for each sub-consultant, the services sub-consultant will provide relative to any contract that may result from this RFQ, sub-consultants' hourly rates or fees, any applicable licenses, insurance, references, ownership, and other information required of Consultant.

## **2.13 Local Business Preference: N/A**

**2.14 Disadvantaged Business Enterprise Preference: N/A**

**2.15 Insurance Requirements**

As a condition precedent to the effectiveness of this Agreement, during the term of this Agreement and during any renewal or extension term of this Agreement, Consultant shall, at its sole expense, provide insurance of such types and with such terms and limits as noted below. Providing proof of and maintaining adequate insurance coverage are material obligations of Consultant. Consultant shall provide the City a certificate of insurance evidencing such coverage. Consultant's insurance coverage shall be primary insurance for all applicable policies, in respect to the City's interests for this Agreement. The limits of coverage under each policy maintained by Consultant shall not be interpreted as limiting Consultant's liability and obligations under this Agreement. All insurance policies shall be through insurers authorized or eligible to write policies in the State of Florida and possess an A.M. Best rating of A-, VII or better, subject to approval by the City's Risk Manager.

The coverages, limits, and/or endorsements required herein protect the interests of the City, and these coverages, limits, and/or endorsements shall in no way be relied upon by Consultant for assessing the extent or determining appropriate types and limits of coverage to protect Consultant against any loss exposures, whether as a result of this Agreement or otherwise. The requirements contained herein, as well as the City's review or acknowledgement, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Consultant under this Agreement.

The following insurance policies and coverages are required:

Professional Liability

Coverage must be afforded for Wrongful Acts in an amount not less than \$2,000,000 each claim and \$2,000,000 aggregate.

Consultant must keep the professional liability insurance in force until the third anniversary of expiration or early termination of this Agreement or the third anniversary of acceptance of work by the City, whichever is longer, which obligation shall survive expiration or early termination of this Agreement.

Commercial General Liability

Coverage must be afforded under a Commercial General Liability policy with limits not less than:

- \$1,000,000 each occurrence and \$2,000,000 aggregate for Bodily Injury, Property Damage, and Personal and Advertising Injury
- \$1,000,000 each occurrence and \$2,000,000 aggregate for Products and Completed Operations

Policy must include coverage for contractual liability and independent contractors.

The City, a Florida municipality, its officials, employees, and volunteers are to be included as an additional insured with a CG 20 26 04 13 Additional Insured – Designated Person or Organization Endorsement or similar endorsement providing equal or broader Additional Insured Coverage with respect to liability arising out of activities performed by or on behalf of Consultant. The coverage shall contain no special limitation on the scope of protection afforded to the City, its officials, employees, and volunteers.

Business Automobile Liability

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage in an amount not less than \$1,000,000 combined single limit each accident.

If Consultant does not own vehicles, Consultant shall maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Workers' Compensation and Employer's Liability

Coverage must be afforded per Chapter 440, Florida Statutes. Any person or entity performing work for or on behalf of the City must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute.

Consultant waives, and Consultant shall ensure that Consultant's insurance carrier waives, all subrogation rights against the City, its officials, employees, and volunteers for all losses or damages. The City requires the policy to be endorsed with WC 00 03 13 Waiver of our Right to Recover from Others or equivalent.

Consultant must be in compliance with all applicable State and federal workers' compensation laws, including the U.S. Longshore and Harbor Workers' Compensation Act and the Jones Act, if applicable.

Insurance Certificate Requirements

- a. Consultant shall provide the City with valid Certificates of Insurance (binders are unacceptable) no later than ten (10) days prior to the start of work contemplated in this Agreement.
- b. Consultant shall provide to the City a Certificate of Insurance having a thirty (30) day notice of cancellation; ten (10) days' notice if cancellation is for nonpayment of premium.
- c. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of Consultant to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested, and addressed to the certificate holder.
- d. In the event the Agreement term or any surviving obligation of Consultant following expiration or early termination of the Agreement goes beyond the expiration date of the insurance policy, Consultant shall provide the City with an updated Certificate of Insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The City reserves the right to suspend the Agreement until this requirement is met.
- e. The Certificate of Insurance shall indicate whether coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the Certificate of Insurance must show a retroactive date, which shall be the effective date of the initial contract or prior.
- f. The City shall be included as an Additional Insured on the General Liability policy.
- g. The City shall be granted a Waiver of Subrogation on Consultant's Workers' Compensation insurance policy.
- h. The title of the Agreement, Bid/Contract number, or other identifying reference must be listed on the Certificate of Insurance.

The Certificate Holder should read as follows:

City of Fort Lauderdale  
Transportation and Mobility, Planning and Engineering Services  
401 SE 21<sup>st</sup> Street  
Fort Lauderdale, FL 33316

Consultant has the sole responsibility for all insurance premiums and shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the application of such deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation. Any costs for including the City as an Additional Insured shall be at Consultant's expense.

If Consultant's primary insurance policy/policies do not meet the minimum requirements as set forth in this Agreement, Consultant may provide evidence of an Umbrella/Excess insurance policy to comply with this requirement.

Consultant's insurance coverage shall be primary insurance in respect to the City's interests for this Agreement, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non-contributory.

Any exclusion or provision in any insurance policy maintained by Consultant that excludes coverage required in this Agreement shall be deemed unacceptable and shall be considered breach of contract.

All required insurance policies must be maintained until the Agreement work has been accepted by the City, or until this Agreement is terminated, whichever is later. Any lapse in coverage may be considered breach of contract. In addition, Consultant must provide to the City confirmation of coverage renewal via an updated certificate of insurance should any policies expire prior to the expiration of this Agreement. The City reserves the right to review, at any time, coverage forms and limits of Consultant's insurance policies.

Consultant shall provide notice of any and all claims, accidents, and any other occurrences associated with this Agreement to Consultant's insurance company or companies and the City's Risk Management office as soon as practical.

It is Consultant's responsibility to ensure that any and all of Consultant's independent contractors and subcontractors comply with these insurance requirements. All coverages for independent contractors and subcontractors shall be subject to all of the applicable requirements stated herein. Any and all deficiencies are the responsibility of Consultant. The City reserves the right to adjust insurance limits from time to time at its discretion with notice to Consultant.

**NOTE: CITY PROJECT NUMBER, PROJECT NAME AND PROPOSALNUMBER MUST APPEAR ON EACH CERTIFICATE, AND THE CITY OF FORTLAUDERDALE MUST BE NAMED ON THE CERTIFICATE AS AN "ADDITIONAL INSURED" ON REQUIRED LIABILITY POLICIES.**

A Sample Insurance Certificate shall be included with the proposal to demonstrate the firm's ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the insurance companies' names for all required coverage, and the dollar amounts of the coverage.

## 2.16 Insurance – Sub-consultants

Consultant shall require all of its sub-consultants to provide the aforementioned coverage as well as any other coverage that the consultant may consider necessary, and any deficiency in the coverage or policy limits of said sub-consultants will be the sole responsibility of the consultant.

## **2.17 Award of Contract**

A Contract (the "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. The draft/sample agreement is provided herein as an attachment to this RFQ. The City reserves the right to award a contract to more than one consultant as is in the City's best interest.

## **2.18 Modification of Services**

2.18.1 While this contract is for services provided to the Department referenced in this RFQ, the City may require similar work for other City departments. Successful Proposer agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Successful Proposer.

2.18.2 The City reserves the right to delete any portion of the work at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished and approved by the City on any portion of a contract resulting from this RFQ, the Successful Proposer shall be paid for the work completed on the basis of the estimated percentage of completion of such portion to the total project cost.

2.18.3 The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Successful Proposer agrees to provide such items or services and shall provide the City prices on such additional items or services. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Successful Proposer thirty (30) days written notice.

2.18.4 If the Successful Proposer and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Successful Proposer will submit a revised budget to the City for approval prior to proceeding with the work.

## **2.19 No Exclusive Contract**

Proposer agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

## **2.20 Unauthorized Work**

The Successful Consultant(s) shall not begin work until a contract has been awarded by the City Commission and a notice to proceed has been issued. Consultant(s) agree and understand that the issuance of a Purchase Order and/or Task Order shall be issued and provided to the Consultant(s) following Commission award.

## **2.21 Contract Agreement**

Any subsequent contract will be subject to the Agreement included as an attachment and made a part of this RFQ.

## 2.22 Contract Term

The initial contract term shall commence upon date of award by the City and shall expire three (3) years from that date or the day after the current contract expires, whichever is later. The City reserves the right to extend the contract for two (2) additional one (1) year terms providing all terms, conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Consultant shall continue the service upon the request of the City as authorized by the awarding authority. The extension period shall not extend for more than **two hundred and seventy (270) days** beyond the expiration date of the existing contract. The Consultant shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

**2.23 Payment Method** The City shall make payment to the Consultant through utilization of the City's P-Card Program. The City has implemented a Purchasing Card (P-Card) Program utilizing the MasterCard and Visa networks. Purchases from this contract will be made utilizing the City's Purchasing Card. Consultant will receive payment from the Purchasing Card in the same manner as other credit card purchases.

Accordingly, Consultant must presently have the ability to accept these credit cards or take whatever steps necessary to implement the ability before the start of the contract term, or contract award by the City. All costs associated with the Consultant's participation in this purchasing program shall be borne by the Consultant. The City reserves the right to revise this program as necessary.

## 2.24 Payment Card Industry (PCI) Compliance

Consultant agrees to comply with all applicable state, federal and international laws, as well as industry best practices, governing the collection, access, use, disclosure, safeguarding and destruction of Protected Information.

Consultant and/or any subconsultant that handles credit card data must be, and remain, PCI compliant under the current standards and will provide documentation confirming compliance upon request by the City of Fort Lauderdale, failure to produce documentation could result in termination of the contract.

## 2.25 Invoices/Payment

Each invoice shall fully detail the related costs and shall specify the status of the particular task or project as of the date of the invoice with regard to the accepted schedule for that task or project. Payment will be made within forty-five (45) days after receipt of an invoice acceptable to the City, in accordance with the Florida Local Government Prompt Payment Act. If, at any time during the contract, the City shall not approve or accept the Consultant's work product, and agreement cannot be reached between the City and the Consultant to resolve the problem to the City's satisfaction, the City shall negotiate with the Consultant on a payment for the work completed and usable to the City.

## 2.26 Prohibition Against Contingent Fees

The architect (or registered surveyor and mapper or professional engineer, as applicable) warrants that he or she has not and will not employ or retain any company or person, other than a bona fide employee working solely for the architect (or registered surveyor and mapper, or professional engineer, as applicable) to solicit or secure an agreement pursuant to this competitive solicitation

and that he or she has not and will not pay or agree to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the architect (or registered surveyor and mapper or professional engineer, as applicable) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from an award or making of an agreement pursuant to this competitive solicitation.

**2.27 Indemnity/Hold Harmless Agreement**

The Consultant shall indemnify and hold harmless the City, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the design professional in the performance of the contract.

**2.28 Substitution of Personnel**

It is the intention of the City that the Proposer's personnel proposed for the contract will be available for the contract term. In the event the Proposer wishes to substitute personnel, he shall propose personnel of equal or higher qualifications, and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 of the General Conditions.

**2.29 Ownership of Work**

The City shall have full ownership and the right to copyright, otherwise limit, reproduce, modify, sell, or use all of the work or product produced under this Contract without payment of any royalties or fees to the Consultant above the agreed hourly rates and related costs.

**2.30 Canadian Companies**

In the event Consultant is a corporation organized under the laws of any province of Canada or is a Canadian federal corporation, the City may enforce in the United States of America or in Canada or in both countries, a judgment entered against the Consultant. The Consultant waives any and all defenses to the City's enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

**2.31 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. Firms 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. Firm's notes and comments may be rendered on an attachment, provided the same format of this RFQ text is followed. All responses shall be submitted electronically through the City's online strategic sourcing platform as stated in Section 4.1.

**2.32 Discrepancies, Errors and Omissions**

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

**2.33 Non-Discrimination**

The Consultant shall not, in any of its activities, including employment, discriminate against any individual on the basis of race, color, national origin, age, disability, religion, gender, creed, sex, sexual orientation, gender, gender identity, gender expression, marital status, or any other protected classification as defined by applicable law.

1. The Consultant certifies and represents that it will comply with Section 2-187, Code of Ordinances of the City of Fort Lauderdale, Florida, as may be amended or revised, (“Section 2-187”).
2. The failure of the Consultant to comply with Section 2-187 shall be deemed to be a material breach of the Agreement, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.
3. The City may terminate this Agreement if the Consultant fails to comply with Section 2-187.
4. The City may retain all monies due or to become due until the Consultant complies with Section 2-187.
5. The Consultant may be subject to debarment or suspension proceedings. Such proceedings will be consistent with the procedures in Section 2-183 of the Code of Ordinances of the City of Fort Lauderdale, Florida.

### **2.34 E-Verify**

As a condition precedent to the effectiveness of this Agreement, pursuant to Section 448.095, Florida Statutes (2023), as may be amended or revised, the Contractor and its subcontractors shall register with and use the E-Verify system to electronically verify the employment eligibility of newly hired employees.

1. The Contractor shall require each of its subcontractors, if any, to provide the Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Contractor shall maintain a copy of the subcontractor’s affidavit for the duration of this Agreement and in accordance with the public records requirements of this Agreement.
2. The City, the Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Subsection 448.09(1), Florida Statutes (2023), as may be amended or revised, shall terminate the contract with the person or entity.
3. The City, upon good faith belief that a subcontractor knowingly violated the provisions of Subsection 448.095(5), Florida Statutes (2023), as may be amended or revised, but that the Contractor otherwise complied with Subsection 448.095(5), Florida Statutes (2023), as may be amended or revised, shall promptly notify Contractor and order the Contractor to immediately terminate the contract with the subcontractor, and the Contractor shall comply with such order.

4. A contract terminated under Subparagraph 448.095(5)(c)1. or 2., Florida Statutes (2023), as may be amended or revised, is not a breach of contract and may not be considered as such. If the City terminates this contract under Paragraph 448.095(5)(c), Florida Statutes (2023), as may be amended or revised, the Contractor may not be awarded a public contract for at least one year after the date on which the contract was terminated. The Contractor is liable for any additional costs incurred by the City as a result of termination of this Agreement.

5. Contractor shall include in each of its subcontracts, if any, the requirements set forth in this Section, including this subparagraph, requiring any and all subcontractors, as defined in Subsection 448.095(1)(e), Florida Statutes (2023), as may be amended or revised, to include all of the requirements of this Section in their subcontracts. Contractor shall be responsible for compliance by any and all subcontractors, as defined in Subsection 448.095(1)(e), Florida Statutes (2023), as may be amended or revised, with the requirements of Section 448.095, Florida Statutes (2023), as may be amended or revised.

**2.35 ANTI-HUMAN TRAFFICKING, KIDNAPPING, CUSTODY AND RELATED OFFENSES**

Bidder, proposer, quoter, or any other respondent to any City solicitation/notice or serving as a City consultant, contractor, vendor or otherwise entering into any contract (including, without limitation, contract renewal, extension, amendment as applicable) with the City affirms and stipulates that it is not in violation of Section 787.06(13) of the 2024 Florida Statutes entitled “Kidnapping; Custody Offenses; Human Trafficking and Related Offenses.” The entity (which includes any business entity however formed/ incorporated) intending to provide goods or services by submitting a response to a city solicitation further affirms to the City as a governmental entity defined in Section 287.138(1) of the 2024 Florida Statutes that it does not use coercion for labor or services as defined in Section 787.06 of the 2024 Florida Statutes.

**END OF SECTION**

## **SECTION III - SCOPE OF SERVICES**

### **3.1 Purpose**

The City is seeking the services of a qualified consulting firm(s) to provide Professional Services related to a continuing contract for Transportation and Public Spaces Planning and Engineering consultant services. The following is a list of services that may be required on an as-needed basis as requested by the City which will be authorized by individual Task Orders for individual projects. This list shall not be construed as an exclusive list of activities that successful firm(s) may be engaged in. City shall have the right, in its sole and absolute discretion, to require additional services that are consistent with the scope of services and those activities typically performed by architects, engineers, and surveyors pursuant to Section 287.055 Florida Statutes, and for which the firm(s) are experience, qualified, and able to perform:

### **3.2 Scope of Services**

The selected firm(s) will be expected to oversee, plan, organize, direct, coordinate, and implement a number of complex City transportation, parking, transit and public space-related programs and projects. More specifically, the selected firm(s) will focus on the planning, design, project development, cost estimating, construction specifications, and administration of said projects which may include major capital programs, mobility plans and engineering projects and studies.

Selected firm(s) shall have substantial knowledge and experience in project management including working with staff and stakeholders to develop and document objectives, scope, budget, procurement, schedule of the project, implementation, and completing and evaluating the project. A focus on innovative approaches to transportation, community engagement, and public space engineering and design are desired. Knowledge of Federal, State and County grant requirements are desired. Experience as an owner's representative is desired. Professional Services might also include knowledge of the latest national best practices including NACTO design principles, the latest AASHTO guidance, and other national best practices to design to Vision Zero and Safe Systems principles.

### **3.3 Tasks and Services**

Consultants are expected to have expertise in the Core Service Areas, however, are not required to have expertise or team members in every category listed. The list is meant to be comprehensive of everything that may come up over the next five years but does not mean that they will. CONSULTANTS should develop their team based on their skills and expertise and desire for types of projects to be considered for in the future if they arise.

#### **I. CORE SERVICE AREAS**

1. Transportation Planning & Analysis
2. Community Outreach
3. Transportation Engineering & Technology
4. Parking Management & Technology

#### **II. ANCILLARY SERVICES**

1. Public Realm Planning & Design
2. Other Engineering Services: Civil, Mechanical, Geotechnical
3. Landscape Architect Consultant Services and Arborist
4. Construction, Engineering and Inspection (CEI)

5. Land Use Studies
6. Project Management (PM) and In-house Support

## **I. CORE SERVICE AREAS**

### **1. Transportation Planning & Analysis**

#### **A. Transportation Planning**

The selected Consultant shall provide comprehensive transportation planning studies and analysis to support City transportation projects and initiatives. The Consultant should demonstrate substantial knowledge and experience in the following areas, including but not limited to the development of the following types of plans and analyses:

- Multimodal Transportation Master Plans (i.e., Corridor Studies, Neighborhood Plans).
- Transit Planning including but not limited to: new route planning, capacity analysis, business plan and pro-forma analysis and development, organizational analysis for various transit types.
- Vision Zero and Safe Systems program planning.
- Connected vehicle and other transportation smart technology.

#### **B. Support Services related to Transportation Planning**

The selected Consultant shall provide Support Services related to the delivery of transportation planning projects, including but not limited to:

- Transportation engineering studies, including but not limited to: crash analysis, crossing analysis, road closure analysis, intersection capacity analysis, travel time analysis, origin and destination analysis, lane elimination analysis, multi-modal LOS analysis, bicycle level of comfort analysis, transportation network gap analysis.
- Traffic counting services and analysis including but not limited to vehicular, bicycle, pedestrian, transit.
- Roadway lighting/pedestrian lighting analysis/photometric analysis.
- Environmental Assessments.
- Roadway Safety Audits.
- Grant application assistance including but not limited to technical analyses of transportation studies and grant proposal development.
- Engineers' Cost Estimates.

## **2. Community Outreach**

The selected Consultant shall provide marketing and community engagement support as part of the overall project, when required. Elements may include, but are not limited to:

- Develop Community Outreach Plans.
- Prepare all public outreach documentation, support visual aid material and conduct public presentations.
- Develop creative outreach activities based on unique projects.
- Conduct interactive engagement including attending events, transit rider intercept surveys, street surveys, development of materials to engage users of facilities.
- Prepare all marketing information and mailers on the project.
- Provide virtual opportunities for community outreach through the latest best practices.

## **3. Transportation Engineering & Technology**

### **A. Transportation Engineering services**

The selected Consultant shall provide comprehensive transportation engineering and technology studies to support City transportation projects and initiatives. The Consultant should demonstrate substantial knowledge and experience in the following areas:

- General Transportation and Traffic engineering
- Street, intersection, roadway safety, pavement marking, signage, bicycle and pedestrian design
- Traffic development statement review
- Bicycle and pedestrian level of comfort analysis
- Traffic signal operations and design
- Bus and transit facility design
- Tactical Urbanism concept development
- Traffic modeling capabilities to include macro and micro simulation
- Maintenance of Traffic (MOT) plans design and/or review

## **B. Support Services related to Transportation Engineering**

The selected Consultant must be capable of providing engineering support services as part of the overall project, when required. Support may include, but is not limited to, the following elements:

- Survey and Mapping Services
- Point Excavation and Utility Designation
- Photogrammetry and Remote Sensing Services
- Grant application assistance including but not limited to grant proposal development and cost estimates
- Environmental Engineering Services - which may include but not be limited to Stormwater, NEPA, etc. materials related to overall projects required for regulatory permitting.
- Geotechnical and Construction Materials Testing - including but not limited to soil samples, auger boring, Ground Penetrating Radar, soil resistivity testing, and concrete testing.

## **4. Parking management & technology**

### **A. Planning & Analysis Services**

- Planning and financial feasibility study, parking study, asset management plans, maintenance programs and system upgrade recommendation, including but not limited to:
  - Day-to-day operations of facilities
  - Demand management and pricing strategies
  - Parking management strategies
  - Supply and demand analysis
  - Efficiency analysis (operational, project management)
  - Financial feasibility analysis
  - Analysis of market share
  - Shared parking analysis
  - Rate and revenue strategies
  - Operations & Parking technology

- Surveys of existing conditions
- Parking accumulation observations
- Parking technologies for cost savings and customer convenience
- Analysis, recommendation and design for parking structures and surface parking lots, including but not limited to:
  - Architecture design and durability design
  - Lighting
  - Wayfinding/signage
  - Adaptive reuse
  - Pay on Foot Kiosks
  - Traffic microsimulation
  - EV Charging station assessments and placement recommendations
  - Sustainability design, LEED Certifications, Solar reflective technology, solar panel technology
  - Parking functionality (service levels, flow capacity and circulation)
  - Security Analysis of facilities
  - Similar services not specifically listed

## **B. Engineering Services**

- Structural Engineering
  - Assessment of structures, preparation of master plans, design plans, and cost estimates for routine maintenance, short term and long-term investments and repairs.
  - Inspections and testing of materials.
  - Design of repairs/strengthening techniques and development of construction documents.
- Structural feasibility studies and wind load calculations

## **C. Support services related to Parking Management**

- Mechanical Engineering

- Analysis, recommendation and design of mechanical equipment including such elements, but not limited to elevators, ventilation, air conditioning, and generator.
- Electric vehicle charging station design and permitting.
- Electrical Engineering
  - Analysis, recommendation and design of electrical items including but not limited to, lighting, CCTV, security services, solar power systems, and low voltage systems.
- Plumbing Engineering
  - Analysis, recommendation and design of plumbing systems including roof drains, stormwater management, cold and hot water systems, sewer systems, heat and energy transfer systems, and sprinkler systems.
- Permitting Assistance
  - Prepare, coordinate and submission of all related permitting materials in accordance with regulatory codes, acts, ordinances, rules, orders, laws and other legal requirements.
- Construction Inspections
  - Inspection related activities during construction.
- Grant application assistance including but not limited to technical analyses and grant proposal development

## **II. ANCILLARY SERVICE AREAS**

### **1. Public Realm Planning & Analyses**

- Streetscape planning and concept development
- Open space, recreational, urban and environmental planning
- Public space planning and concept development
- Development of urban design and streetscape design standards

### **2. Other Engineering Services: Civil, Mechanical, Geotechnical**

- Structural Testing
- Hydrology and Hydraulic Engineering include analysis, recommendation and design of water resources, water and wastewater, storm drainage, and green infrastructure.
- Other Civil Engineering services such as but not limited to utility engineering, marine engineering, tunnel engineering, and parks and recreation facilities engineering

### **3. Landscape Architect Consulting Services and Arborist**

Comprehensive landscape architectural services:

- Landscape plans for various types of projects including, but not limited to streetscapes, medians, parks, recreation, public spaces and parking facilities.
- Sustainable Green initiatives and maintenance solutions for urban areas
- Development and design for annual maintenance programs for existing and new plants, trees, and shrubs.
- Planting and maintenance schedules, manuals, or similar documents that will assist the City with installation and maintenance of landscaping at selected sites.
- Analysis and evaluation of existing landscape conditions at various sites and make recommendations for improvements, solutions, or modifications to existing conditions.
- Peer reviews and plan checks of landscape plans prepared by third-party consultants.
- Irrigation design and maintenance programming

#### **4. Construction, engineering and inspection (CEI)**

The CEI functional areas including but not limited to those types of projects identified in this scope of services such as civil engineering, structural engineering, landscape architecture, electrical, and environmental engineering.

#### **5. Land use Studies**

- Land use and Transportation Integration Studies: analysis of how current and future land use policies, zoning and development trends impact transportation infrastructure, multimodal access, and mobility needs
- Transit Oriented Development Planning: evaluation of opportunities and strategies for enhancing transit access, creating mixed-use developments, and promoting sustainable growth around transit corridors
- Transportation Demand Management Strategies in Land Use Context: identification of transportation demand reduction strategies based on projected land use and development
- Land Use-Transportation Impact Assessments: assess the transportation impacts of proposed land use changes
- Parking Management in Relation to Land Use: provide analysis of parking needs in relation to land use changes

## **6. Project Management (PM) & In-house Support**

- Acting as an extension of the City's Project Management staff including but not limited to preparing, reviewing and updating design and construction related project documents, monitoring progress, schedules, and submittals, conducting preconstruction meetings, establishing schedules and inspection requirements.
- Providing engineering and architectural service support as an extension of City staff including but not limited to reviewing construction schedules, updates, and monitoring progress, reviewing Contractor's submissions and providing recommendations to staff for acceptance or rejection, facilitation of Request for Information responses, review of change orders, and general assistance with related tasks as needed.

**END OF SECTION**

## SECTION IV – SUBMITTAL REQUIREMENTS

### 4.1 Instructions

**4.1.1** The City uses an [on-line strategic sourcing platform](#) to administer the competitive solicitation process, including but not limited to soliciting proposals, issuing addenda, responding to questions/requests for information. There is no charge to register and download the RFQ from an [on-line strategic sourcing platform](#). Proposers are strongly encouraged to read the various supplier tutorial available in the [on-line strategic sourcing platform](#) well in advance of their intention of submitting a proposal to ensure familiarity with the use of the system. The City shall not be responsible for a proposer's inability to submit a proposal by the end date and time for any reason, including issues arising from the use of the [on-line strategic sourcing platform](#).

All proposals must be submitted electronically.

**4.1.2** Careful attention must be given to all requested items contained in this RFQ. Consultants are invited to submit responses in accordance with the requirements of this RFQ. Please read entire solicitation before submitting a SOQ. Consultants 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. Consultant's notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFQ text is followed

**4.1.3** All information submitted by proposer shall be typewritten or provided as otherwise instructed to in the RFQ. Proposers shall use and submit any applicable or required forms provided by the City and attach such to its response. Failure to use the forms may cause the response to be rejected and deemed non-responsive.

The proposer understands that the information contained in these proposal pages is to be relied upon by the City in awarding the proposed Agreement, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal, relating to the qualifications of the proposer, as may be required by the City.

**4.1.4** Proposals shall be submitted by an authorized representative of the firm. Proposals must be submitted in the business entity's name by the President, Partner, Officer or Representative authorized to contractually bind the business entity. Proposals shall include an attachment evidencing that the individual submitting the proposal, does in fact have the required authority stated herein.

**4.1.5** In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of the City. The Proposer's response to the RFQ is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFQ and the Contract to be executed for this RFQ, subject to the provisions of Chapter 119.07 of the Florida Statutes.

Any language contained in the Proposer's response to the RFQ purporting to require confidentiality of any portion of the Proposer's response to the RFQ, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret

information and exempt from Florida Statutes Chapter 119.07 (“Public Records Laws”), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer’s response to the RFQ constitutes a Trade Secret. The City’s determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the City and the City’s officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the City’s treatment of records as public records. In addition, the proposer agrees to defend, indemnify, and hold harmless the City and the City’s officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City’s treatment of records as exempt from disclosure or confidential. Proposals purporting to be subject to copyright protection in full or in part will be rejected. The proposer authorizes the City to publish, copy, and reproduce any and all documents submitted to the City bearing copyright symbols or otherwise purporting to be subject to copyright protection.

**EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE SOLICITATION AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE SOLICITATION OR ANY PART THEREOF AS COPYRIGHTED.**

**IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES (2024), TO THE CONSULTANT’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT. CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: [PRRCONTRACT@FORTLAUDERDALE.GOV](mailto:PRRCONTRACT@FORTLAUDERDALE.GOV), 954-828-5002, CITY CLERK’S OFFICE, 1 EAST BROWARD BOULEVARD, SUITE 444, FORT LAUDERDALE, FLORIDA 33301.**

Consultant shall:

1. Keep and maintain public records required by the City in order to perform the service.
2. Upon request from the City’s custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes (2022), as may be amended or revised, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if the Consultant does not transfer the records to the City.
4. Upon completion of the Agreement, transfer, at no cost, to the City all public records in possession of the Consultant or keep and maintain public records required by the City to perform the service. If the Consultant transfers all public records to the City upon completion of this Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of this Agreement, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be

provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

**4.1.6** By submitting a response, Proposer is confirming that the firm has not been placed on the convicted vendors list as described in Section §287.133 (2) (a) Florida Statutes; that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the firm.

## **4.2 Contents of the Proposal**

The City deems certain documentation and information important in the determination of responsiveness and for the purpose of evaluating responses. Responses should seek to avoid information in excess of that requested, must be concise, and must specifically address the issues of this RFQ. The City prefers responses be no more than 100 pages in one complete pdf document. The proposals should be organized, divided and indexed into the sections indicated herein. These are not inclusive of all the information that may be necessary to properly evaluate the response and meet the requirements of the scope of work and/or specifications. Additional documents and information should be provided as deemed appropriate by the respondent in response to specific requirements stated herein or through the RFQ.

**Note:** Do not include pricing - Compensation will be requested and considered only during the competitive negotiations process.

### **4.2.1 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.

### **4.2.2 Executive Summary**

Each proposer must submit an executive summary that identifies the business entity, its background, main office(s), and office location that will service this contract. Identify the officers, principals, supervisory staff and key individuals who will be directly involved with the work and their office locations. The executive summary should also summarize the key elements of the proposal.

### **4.2.3 Firm Qualifications and Experience**

Respondents must provide documentation that demonstrates their ability to satisfy all of the minimum qualification requirements. A Standard Form 330 may be used to provide this information. Indicate the firm's number of years of experience in providing the professional services as it relates to the work contemplated. Provide details of past projects for agencies of similar size and scope, including information on your firm's ability to meet time and budget requirements. Indicate the firm's initiatives towards its own sustainable business practices that demonstrate a commitment to conservation. Indicate business structure, i.e. 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.

Provide a comprehensive summary of the experience and qualifications of the individual(s) who will be selected to serve as the project manager(s) for the City.

Suggested format:

1. Legal status (corporation, partnership, LLC), Florida registration
2. Licenses, certifications, and insurance
3. Years of relevant professional experience
4. Firm size, management/technical/support staff
5. Sustainable business practices and initiatives

#### **4.2.4 Qualifications of the Project Team**

List the members of the project team (**may be on a Standard Form 330 if you choose**). Provide a list of the personnel to be used on each project and their qualifications. Providing this information on an organizational chart is recommended. A brief resume including education, experience, licenses and any other pertinent information shall be included for each team member, including sub-consultants to be assigned to each project. Explain how each project team member will contribute to the project, in what capacity, and the level of involvement they will have. Each resume should not exceed two (2) pages in length. 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.

#### **Experience of the Firm and Project Team**

Demonstrate the experience of both the firm and the individuals who will work on this contract:

1. Project manager's qualifications and experience
2. Team members' qualifications (education, licenses, relevant project history)
3. Sub-consultants' roles and experience
4. Organizational chart showing structure and responsibilities
5. Licenses applicable for the Solicitation

#### **History & Past Performance of the Firm**

1. Past projects of similar size/scope with outcomes (on time/on budget).
2. Volume of previous work with the City and/or other agencies (contract values, dates).
3. Performance evaluations (if available) or client commendations.

#### **4.2.5 Approach to Scope of Work**

1. 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.
2. 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 (timeline) for effectively managing and executing the work in the optimum time.

3. Also provide information on your firm's current workload and how this project will fit into your workload. Describe the firm's current and anticipated workload. Include a summary of current projects and anticipated completion timeframes. Describe how City tasks will be prioritized within your organization, and the availability of the project team to commit towards this project.
4. Describe available facilities, technological capabilities and other available resources you offer for the project.
5. Provide a proposed (realistic) schedule from Notice to proceed until the construction drawings are issued, if applicable. The City expects these projects to be completed expeditiously and the City reserves the right to make adjustments to this schedule as necessary.

#### **4.2.6 References**

Provide at least three (3) references, preferably government agencies, for projects with similar scope. Include:

1. Client Name, address, contact person telephone and e-mail address (E-mail will be primary means of contact).
2. Description of work. (type of project and scope)
3. Year(s) the projects were completed

Note: Do not simply include City of Fort Lauderdale work or staff as references to demonstrate your capabilities. The Committee is interested in work experience and references other than the City as well.

#### **4.2.7 Minority/Women (M/WBE) Participation N/A**

#### **4.2.8 Sub-consultants**

Consultant must clearly identify any sub-consultants that may be utilized during the term of this contract.

#### **4.2.9 Required Forms**

##### **1. 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.

##### **2. Non-Collusion Statement**

##### **3. Non-Discrimination Certification Form**

##### **4. E-Verify Affirmation Statement**

**5. Contract Payment Method**

This form must be completed and returned with your proposal. Proposers must presently have the ability to accept these credit cards or take whatever steps necessary to implement acceptance of a card before the start of the contract term, or contract award by the City.

**6. Bid/Proposal Certification**

**7. Drug-free Form**

**8. References**

**9. Affidavit of Compliance with Foreign Entity Laws**

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

9.5 Before awarding a contract, the City reserves the right to require that a firm submit such evidence of its qualifications as the City may deem necessary. Further, the City may consider any evidence of the financial, technical, and other qualifications and abilities of a firm or principals, including previous experiences of same with the City and performance evaluation for services, in making the award in the best interest of the City.

**END OF SECTION**

## **SECTION V - EVALUATION AND AWARD**

### **5.1 Evaluation Procedure**

**5.1.1** Evaluation of the submittals will be conducted by an Evaluation Committee, consisting of a minimum of three members of City Staff, or other persons selected by the City Manager or designee. All committee members must be present at scheduled evaluation meetings. Submittals shall be evaluated based upon the information and references contained in the proposals as submitted. Evaluation procedures shall be regulated by F.S. § 287.055, referred to as Consultant's Competitive Negotiations Act (CCNA). 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.

**5.1.2** The Committee shall short list no less than three (3) submittals, assuming that three or more submittals have been received, that it deems best satisfy the weighted criteria set forth herein and attempt to select the best qualified firm(s) for the particular discipline. The Committee shall then hold discussions, conduct interviews, and/or require oral presentations with all short-listed firms. The Committee shall then re-rank the short-listed firms based upon the information provided in interviews and/or presentations, the materials presented, the firm's responses to the RFQ, and deliberations of the Evaluation Committee at publicly advertised evaluation meetings. The City may request, and the firm shall provide, additional information deemed necessary by the Evaluation Committee to conduct evaluations.

**5.1.3** If the City Manager or his/her designee is unable to negotiate a satisfactory contract with the first ranked firm, negotiations with that firm shall be formally terminated. Upon termination of said negotiations, negotiations shall then be undertaken with the second ranked firm, with this process being repeated until an agreement is reached which is then recommended and formally approved by the City Commission or until the short-list is exhausted in which case a new Request for Qualifications may be undertaken.

### **5.2 Evaluation Criteria**

**5.2.1** Per Florida Statute 287.055, in determining whether a firm is qualified, the agency shall consider such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. The agency may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations.

**5.2.2** The City uses a mathematical formula to determine the scoring for each individual responsive and responsible firm based on the weighted criteria stated herein. Each evaluation committee member will rank each firm by criteria, giving their first ranked firm as number 1, the second ranked firm a number 2, and so on. The City shall average the ranking for each criterion, for all evaluation committee members, and then multiply that average ranking by the weighted criteria identified herein. The lowest average final ranking score will determine the recommendation by the evaluation committee to the City Manager.

**5.2.3 Weighted Criteria  
Criteria**

	<u>Percentage</u>
<p><b>Qualifications of Firm and Team</b> [Including licenses, insurance, and other pertinent information for firm]</p>	<b>25</b>
<p><b>Experience</b> [Including firm and project team, principals, project manager, staff and sub-consultants]</p>	<b>35</b>
<p><b>History and Past Performance of the Firm</b> [Including previous similar projects, references, volume of previous work awarded by the City and/or other agencies; recent, current, and projected workloads]</p>	<b>20</b>
<p><b>Approach to Scope of Work</b> [Including the proposer’s understanding of the City’s transportation challenges and needs] overall approach.]</p>	<b>20</b>
<b>TOTAL</b>	<b>100%</b>

**5.3 Contract Award**

- 5.3.1** The City reserves the right to award a contract to that Consultant who will best serve the interest of the City. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all submittals. The City also reserves the right to waive minor irregularities or variations of the submittal requirements and RFQ process.
- 5.3.2** Upon award of a contract by the City Commission, the City Manager is authorized to execute the Contract on behalf of the City.
- 5.3.3** The City Manager shall appoint a contract administrator or project manager for each contract to assure compliance with the contract and applicable law. The contract administrator or project manager shall review all pay requests or deny same as required prior to approval by the City Manager.

**END OF SECTION**



City of Fort Lauderdale • Procurement Services Division  
100 N. Andrews Avenue, Suite 619 • Fort Lauderdale, Florida 33301  
954-828-5933 • Fax 954-828-5576 • [purchase@fortlauderdale.gov](mailto:purchase@fortlauderdale.gov)

## ADDENDUM NO. 1

RFP/ ITB No. 502  
Transportation, Public Spaces Planning, Engineering

ISSUED: 09/04/2025

This addendum is being issued to make the following change(s):

1. The attached document under *Question 1* (“RFQ-Required Forms- Event 502”) has been updated to include:
  - Drug-Free Workplace Form
  - Affidavit of Compliance with Foreign Entity Laws

All other terms, conditions, and specifications remain unchanged.

Inessa Rubin  
Senior Procurement Specialist

Company Name: \_\_\_\_\_  
(please print)

Bidder's Signature: \_\_\_\_\_

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



City of Fort Lauderdale • Procurement Services Division  
100 N. Andrews Avenue, Suite 619 • Fort Lauderdale, Florida 33301  
954-828-5933 • Fax 954-828-5576 • [purchase@fortlauderdale.gov](mailto:purchase@fortlauderdale.gov)

**ADDENDUM NO. 2**

RFP/ ITB No. 502  
Transportation, Public Spaces Planning, Engineering

ISSUED: 10/01/2025

This addendum is being issued to make the following change:

1. The opening date has been changed to **Wednesday, October 8, 2025, at 2:00 PN (local time)**,

All other terms, conditions, and specifications remain unchanged.

*Inessa Rubin*

Senior Procurement Specialist

Company Name: \_\_\_\_\_  
(please print)

Bidder's Signature: \_\_\_\_\_

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

# Executive Summary Report

of

## Event: 502-2 - Transportation, Public Spaces Planning, Engineering

**Buyer:** INESSA RUBIN

**Date Range:** 08/28/2025 04:00:00 PM - 10/08/2025 02:00:00 PM

**Suppliers Notified:** 15

**Notified Suppliers Responding:** 1

**All Suppliers Responding:** 11

### Suppliers Responding

Supplier	Contact	Phone Number	E Mail	City	State Or Province	Total Bid Amount	Total Awarded	Response Attachment Exists
The Corradino Group, Inc.	Larry Johnson	3055940735	ljohnson@corradino.com	Miami	FL	0.00	0.00	Yes
Stantec Consulting Services	Grace Morales	9544812812	grace.morales@stantec.com	Deerfield Beach	FL	1.00	0.00	Yes
DRMP, Inc.	Lisa Greene	407-896-0594	marketingdept@drmp.com	Orlando	FL	0.00	0.00	Yes
Kimley-Horn	Erin Athas	4072333683	florida.marketing@kimley-horn.com	Orlando	FL	1.00	0.00	Yes
HBC Engineering Company	Maria Gouveia	3052327932	mgouveia@hbcengineeringco.com	Ft. Lauderdale	FL	1.00	0.00	Yes
Benesch	William Peters	9843551676	wipeters@benesch.com	Fort Lauderdale	FL	0.00	0.00	Yes
Marlin Engineering Inc.	Viktoriia Okulovych	9548705070	marketing@marlinengineering.com	Fort Lauderdale	FL	1.00	0.00	Yes
CTS Engineering, Inc.	Stephanie Morell	305-317-6340	smorell@ctseinc.com	Ft Lauderdale	FL	0.00	0.00	Yes
Volkert, Inc.	Kelsey Warnke	7362883	kelsey.warnke@volkert.com	Sunrise	FL	1.00	0.00	Yes
The Street Plans Collaborative, Inc.	Tony Garcia	305-978-6426	tony@streetplans.org	Miami	FL	0.00	0.00	Yes

continued...

Supplier	Contact	Phone Number	E Mail	City	State Or Province	Total Bid Amount	Total Awarded	Response Attachment Exists
Mead & Hunt	Alisa Folden	954-604-6554	alisa.folden@meadhunt.com	Fort Lauderdale	FL	0.00	0.00	Yes

## Event Lines And Responses

Item	Description	Unit of Measure	Quantity
CCNA - TRAFFIC AND TRANSPORTATIO-	CCNA - Traffic &Transportation Engineering and Planning Svcs	DO	1.0000

### Responses

Supplier	Bid Quantity	Unit of Measure	Unit Price	Award Amount
The Corradino Group, Inc.	1.0000	DO	0.000	0.00
Stantec Consulting Services	1.0000	DO	1.000	0.00
DRMP, Inc.	1.0000	DO	0.000	0.00
Kimley-Horn	1.0000	DO	1.000	0.00
HBC Engineering Company	1.0000	DO	1.000	0.00
Benesch	1.0000	DO	0.000	0.00
Marlin Engineering Inc.	1.0000	DO	1.000	0.00
CTS Engineering, Inc.	1.0000	DO	0.000	0.00
Volkert, Inc.	1.0000	DO	1.000	0.00
The Street Plans Collaborative, Inc.	1.0000	DO	0.000	0.00
Mead & Hunt	1.0000	DO	0.000	0.00

## Header Questions And Responses

continued...

QUESTION

1. Did you fill out and attach major required documents?

Question Responses			
Supplier	Name	Answer	Send To CM
68	The Corradino Group, Inc.	Yes	Yes
217	Stantec Consulting Services	Yes	Yes
1918	DRMP, Inc.	Yes	Yes
2907	Kimley-Horn	Yes	Yes
2997	HBC Engineering Company	Yes	Yes
3013	Benesch	Yes	Yes
4630	Marlin Engineering Inc.	Yes	Yes
4858	CTS Engineering, Inc.	Yes	No
5125	Volkert, Inc.	Yes	Yes
5127	The Street Plans Collaborative, Inc.	Yes	Yes
5183	Mead & Hunt	Yes	Yes

QUESTION

2. Did you list at least three reference companies with contact names and emails?

Question Responses			
Supplier	Name	Answer	Send To CM
68	The Corradino Group, Inc.	Yes	Yes
217	Stantec Consulting Services	Yes	Yes
1918	DRMP, Inc.	Yes	Yes
2907	Kimley-Horn	Yes	Yes
2997	HBC Engineering Company	Yes	Yes
3013	Benesch	Yes	Yes
4630	Marlin Engineering Inc.	Yes	Yes
4858	CTS Engineering, Inc.	Yes	No

continued...

### Question Responses

Supplier	Name	Answer	Send To CM
5125	Volkert, Inc.	Yes	Yes
5127	The Street Plans Collaborative, Inc.	Yes	Yes
5183	Mead & Hunt	Yes	Yes

### QUESTION

3. Please confirm (Yes/No) that you understand this form will be required at the time of contract signing

### Question Responses

Supplier	Name	Answer	Send To CM
68	The Corradino Group, Inc.	Yes	Yes
217	Stantec Consulting Services	Yes	Yes
1918	DRMP, Inc.	Yes	No
2907	Kimley-Horn	Yes	Yes
2997	HBC Engineering Company	Yes	Yes
3013	Benesch	Yes	Yes
4630	Marlin Engineering Inc.	Yes	Yes
4858	CTS Engineering, Inc.	Yes	No
5125	Volkert, Inc.	Yes	No
5127	The Street Plans Collaborative, Inc.	Yes	Yes
5183	Mead & Hunt	Yes	Yes

## Contacts

Name	Email
INESSA RUBIN	irubin@fortlauderdale.gov

## Q And A

Supplier	Question	Answer
Lakdas/Yohalem Engineering Inc.	Can firms submit qualifications only for the Structural Engineering portion of the scope, or must proposers cover all service areas listed in the RFQ?	Submissions must include the Core Services at the minimum.
Volkert, Inc.	Under section 4.2.9 Required Forms the RFQ lists 7. Drug-free Form. This form is not in the attachment with the rest of the forms. Will the City issue this form so we can include it within our submission?	The referenced Drug-free Form has been added to the attachment titled "RFQ-Required Forms - Event 502." Please note that this change is reflected in Amendment 1 issued for this solicitation.
Volkert, Inc.	Under section 4.2.9 Required Forms the RFQ lists 9. Affidavit of Compliance with Foreign Entity Laws. This form is not in the attachment with the rest of the forms. Will the City issue this form so we can include it within our submission?	The referenced Affidavit of Compliance with Foreign Entity Laws form has been added to the attachment titled "RFQ-Required Forms - Event 502." Please note that this change is reflected in Amendment 1 issued for this solicitation.
Volkert, Inc.	Will the City please confirm that the use of SF 330 format is optional and not a requirement.	Confirmed
Volkert, Inc.	Regarding section 4.2.6 References. Do the references provided need to be specific to the firm and their projects or can they be from personal PM experience?	The references must be specific to the Prime firm.
Volkert, Inc.	Regarding section 4.2.6 References. Does the City want us to provide the "references form" under this section and again under the section 4.2.9 Required Forms or is this section separate and should provide references in a graphic manner?	Include the required form in your response. If you wish to provide graphic references in the content of your proposal, you may.
Volkert, Inc.	Regarding Section 4.2.4 Qualifications of the Project Team. Do we need to provide resumes for every staff member presented on the organizational chart or can we just include resumes of our key team members?	A brief resume including education, experience, licenses, and any other pertinent information shall be included for each project team member, including sub-consultants.
Volkert, Inc.	Regarding section 4.2.9 Required Form, 5. Contract Payment Method: Can the City confirm this needs to be completed and returned with the proposal and that it is applicable to this RFQ?	Confirmed
The Street Plans Collaborative, Inc.	Is it the city's intention to engage several teams of consultants or just one team?	The intent is to hire several firms/teams

continued...

Supplier	Question	Answer
Marlin Engineering Inc.	Does the City have a maximum page limit for this proposal	As stated in Section 4.2 of the Solicitation, "The City prefers that responses be submitted as one complete PDF document, not exceeding 100 pages."
Stanley Consultants	Can firms submit qualifications only for one of the core service areas? such as 1. Transportation Planning & Analysis or 3. Transportation Engineering & Technology?	Submissions must include the Core Services at the minimum.
Stanley Consultants	In Section 3.3 states ".CONSULTANTS should develop their team based on their skills and expertise and desire for types of projects" this implies that on core area could be selected. is a firm allowed to submit quals for areas 1,2 and/or 3 but not 4?	In accordance with Section 3.3 - Scope of Services, of the solicitation document, firms are expected to have expertise in the Core Service areas, at a minimum.
Marlin Engineering Inc.	Does the TOC, covers, and tabs count towards the 100 pages permitted, or can we have 100 pages of content + TOC, covers, and tabs, and if the org chart is 11x17 landscape, does the City count that size page as 1 page or two?	<p>The 100-page limit indicated in the solicitation is a recommendation, not a strict requirement. It is intended as guidance to help keep proposals concise and manageable for the evaluation committee.</p> <p>Therefore: Covers, table of contents, and tab dividers do not need to be counted toward your 100 pages. 11x17 organizational charts (folded or landscape) may be included and will be considered a single page.</p> <p>We encourage you to focus on providing clear, well-organized information within a reasonable length, but your proposal will not be deemed non-responsive if it exceeds 100 pages.</p>
HBC Engineering Company	Can the city please share the names of the incumbents for this contract, if any?	<p>The City currently has multiple contracts in place for Traffic and Transportation Engineering and Planning Services with the below firms:</p> <ul style="list-style-type: none"><li>•The Corradino Group</li><li>•Kittelsohn &amp; Associates, Inc.</li><li>•Marlin Engineering, Inc.</li><li>•Kimley-Horn and Associates, Inc.</li><li>oAlfred Benesch &amp; Co</li></ul>
Volkert, Inc.	Do the projects provided for the section "History & Past Performance of the Firm" need to come come only from the prime firm or can projects include firm and past project manager experience?	The references must be specific to the Prime firm.

continued...

Supplier	Question	Answer
CTS Engineering, Inc.	Can a firm submitting as prime also participate as a subconsultant on another team?	Yes — a firm submitting as a prime consultant can also participate as a subconsultant on another team.
CTS Engineering, Inc.	RFQ-Required Forms - Event 502 is not available	The RFQ-Required Forms are available and visible within the solicitation posting. For your convenience, the forms are re-attached to this response. Please review and let us know if you continue to experience difficulty accessing them.
DRMP, Inc.	Under section 4.2.9 Required Forms the RFQ lists 9 required forms. The document titled "RFQ Required Forms - Event 502" is not showing up in our portal. I've included a screenshot. Is it possible to email the forms document to us?	The required forms can be found under the "Questions" tab(see pic). There are three links: the Required Forms and a separate References Form are for submission., the Anti-Human Trafficking form is for review only. Be sure to indicate "Yes" to confirm that the Supplier is aware this form will be required at the time of contract.
Volkert, Inc.	Section 4.2.3 and Section 4.2.4 "History & Past Performance of the Firm" both require we provide "past projects of similar size/scope with outcomes (on time/on budget)" do we need to provide similar past projects in both sections?	<p>Thank you for your question.</p> <p>Section 4.2.3 requests information regarding the firm's overall qualifications and experience, including past projects of similar size and scope that demonstrate the firm's ability to meet time and budget requirements.</p> <p>Section 4.2.4 is specific to the project team members and sub-consultants proposed for this contract. You should provide qualifications, resumes, and relevant past project experience for each key individual.</p> <p>While there may be overlap in project examples, Section 4.2.3 should focus on the firm-level history and performance, and Section 4.2.4 should demonstrate the experience of the individuals who will be assigned to the City's project.</p>
Volkert, Inc.	Regarding the requirement to "Provide volume of previous work with the City and/or other agencies". Would the City please clarify the "other agencies" the RFQ is referring to.	Accordingly, "other agencies" refers to public agencies or governmental entities comparable in size and scope to the City of Fort Lauderdale. (see section 4.2.3)

Supplier	Question	Answer
Volkert, Inc.	Regarding the requirement to "Provide volume of previous work with the City and/or other agencies". Would the City please provide any parameters or timeframe on how far back we should go in including our previous work with other agencies?	The solicitation does not specify a particular timeframe or limit for reporting previous work. Respondents are encouraged to include projects they believe best demonstrate relevant qualifications, experience, and capacity, particularly those of similar size, scope, and complexity. Projects completed within the past five (5) years are generally considered most relevant, but firms may also reference older projects if they illustrate unique expertise or capabilities that remain applicable.
CTS Engineering, Inc.	Is a respondent submitting as a prime consultant also participate as a subconsultant on a different team?	Yes. A firm may submit as a prime consultant and also participate as a subconsultant on another team, provided there are no conflicts of interest or capacity issues that could affect performance of any awarded work.
Benesch	On page 28, under History & Past Performance of the Firm, #2 instructs proposer to include volume of previous work with the City and/or other agencies. Can you clarify "other agencies", as we have work across FL, as well as nationwide.	"Other agencies" includes any governmental or quasi-governmental entities such as federal, state, county, municipal, special districts, transportation authorities, or similar agencies. Work performed both within Florida and nationwide may be included if it demonstrates relevant qualifications.
Benesch	On page 23 under 4.1.2, the RFQ states notes, exceptions, and comments may be rendered on an attachment. Since there is no sample contract, is this text referencing any notes/exceptions/comments we have to the RFQ/Terms & Conditions?	Please note that Sample Agreement is included within the Attachments. Section 4.1.2 provides an opportunity for respondents to note exceptions or comments related to the RFQ, Terms & Conditions, and/or the sample agreement. Respondents should identify any proposed exceptions in the attachment for the City's review.
Benesch	On page 10 the RFQ states "Consultant shall require all of its subconsultants to provide the aforementioned coverage as well as any other coverage..." Do our subconsultants need to provide a sample insurance certificate for the proposal as well?	No. Subconsultants are not required to submit insurance certificates at the proposal stage. Respondents should confirm that subconsultants can meet the required coverage. Insurance certificates will be required after award and prior to contract execution/Notice to Proceed.
The Corradino Group, Inc.	Section 4.2.4 Qualifications of the Project asks for "Volume of previous work with the City and/or other agencies (contract values, dates)". Can you confirm whether there is a time limit on this request? The past five years, for example? Thank you.	Section 4.2.4 requests that proposers provide information on the volume of previous work with the City and/or other agencies, including contract values and dates. The RFQ does not establish a specific time limit (e.g., the past five years) for this information. Proposers may include any prior projects they consider most relevant in demonstrating their experience and qualifications, consistent with the evaluation criteria in Section V, which consider past performance and the volume of previous work with the City and/or other agencies.

continued...

Supplier	Question	Answer
DRMP, Inc.	Does the 100 page limit include resumes, forms, tabs, and/or the cover?	The 100-page preference (suggested) applies to the main proposal content. Required forms, cover page, tab dividers, and resumes may be included in addition to the main proposal.
Volkert, Inc.	Given the reference to the provided sample contract as a “draft” per the RFQ and the terms of that contract’s section 12.2 “JOINT PREPARATION”, can Proposers anticipate the opportunity for negotiation of terms for the final agreement with the City?	Yes. The agreement is provided as a draft/sample and final terms will be negotiated under the CCNA process. However, any exceptions or variances to RFQ requirements or contract provisions must be disclosed on the Bid/Proposal Certification Form (Section Variances) at the time of submittal. Proposals without listed variances will be deemed fully compliant.
Volkert, Inc.	Referencing the provided sample contract as a “draft” per the RFQ and the terms of that contract’s section 12.2 “JOINT PREPARATION”, are Proposers required to provide any potential adjustments to standard contract terms as exceptions on the Bid Form?	No. Proposers are not required to submit adjustments to the draft/sample contract as exceptions on the Bid/Proposal Certification Form. The draft is provided for reference, and final terms will be negotiated under the CCNA process. However, if a proposer cannot accept specific provisions, such variances must be disclosed on the Bid/Proposal Certification Form( Section Variances) at the time of submittal.
Volkert, Inc.	In section 4.2.4 are we required to outline/identify each subconsultant firm and their roles or should we only include individual sub resumes/project experience and then outline/identify each firm in section 4.2.8?	In Section 4.2.4, you must identify individual project team members, including subconsultant staff, and provide their resumes/project experience along with an organizational chart. In Section 4.2.8, you must identify each subconsultant firm, their role(s), and the scope of services they would perform. So both sections apply, but with different levels of detail: •4.2.4 = people-level (who is on the team, including subs, with resumes/experience). •4.2.8 = firm-level (which subconsultant firms will be on the team, what their roles are).

Supplier	Question	Answer
Kittelson & Associates, Inc.	As this is an on-call contract, could you please clarify what the City is requesting in terms of a schedule? Without a specific project identified, it is not feasible to develop a realistic schedule based on the information provided in the RFQ.	The City is not requesting a detailed project schedule (since no specific project has been defined). Instead, proposers should describe: <ul style="list-style-type: none"><li>•The firm's approach to scheduling and resource allocation for task orders under an on-call contract.</li><li>•How the firm would develop and maintain project schedules once task orders are assigned.</li><li>•Typical timeframes for delivering work products (e.g., concept reports, design phases, permitting documents).</li><li>•The firm's availability of staff and resources to respond quickly to on-call assignments.</li></ul> A generalized schedule framework (such as a sample Gantt chart showing typical phases and durations for a representative transportation/public space project) would be responsive, even if not tied to a specific project.
Kittelson & Associates, Inc.	Can the City share the reference questionnaire in advance? We want to confirm that our references can respond to the questions. Before, our references did agree to part but were unable to because of the questionnaire or process details.	Yes. The City has attached the Performance Reference Survey form that will be provided to references during the evaluation process. Proposers may share this form with their references in advance to confirm willingness and ability to respond. The City will send the official version directly to the references listed in proposer submittals.
Marlin Engineering Inc.	Should a resume be included for all personnel on the organizational chart or only for key personnel?	A brief resume is required for all individuals identified on the organizational chart as part of the proposed project team, including subconsultant staff assigned to the project. Resumes should be no longer than two pages per individual.
The Street Plans Collaborative, Inc.	Is it the City's expectation that we give this form to our references and they email the completed forms directly to the City? Or are we to include their completed reference forms in our submission?	Proposers should provide contact information for at least three references (particularly emails), as required in Section 4.2.6 of the RFQ, by completing the References Form included in the solicitation (attached for convenience). The City will email the official reference survey form directly to those references and request their responses. Proposers should not collect or submit completed reference forms as part of their proposal.