



# City of Doral

## RFQ No. 2021-17 - Transportation Master Plan Update Addendum No. 1

Below are questions/ clarifications that were received regarding this project as well as the City's responses. This Addendum is and does become a part of the above-mentioned solicitation. This addendum is issued to modify the subject solicitation as follows:

### **Deadline for Submittals and Opening of Bids: November 11<sup>th</sup>, 2021, at 10:00 A.M. EST**

1. Under **Tab 7 – Professional Licenses**, state the following:  
Provide copies of Professional Licenses (S.F. 330) for pertinent key personnel (including subconsultants) that will be providing the services requested in this RFQ. Could you please clarify the word S.F. 330?
    - Please disregard the S.F. 330 request. Under Tab 7 please provide copies of Professional Licenses.
  2. Do the projects on the RFQ Reference Survey need to be completed?
    - No, the projects could also be ongoing. The completed surveys must be sent to [procurement@cityofdoral.com](mailto:procurement@cityofdoral.com).
  3. Are the Subconsultants required to provide the forms under Section 4 and Section 5? Or are these forms for the prime-only?
    - Forms are only required from the Prime.
  4. Can you please provide us the total budget for this contract?
    - The allocated budget for this project is \$175,000.00.
  5. Will the city consider extending the deadline for this solicitation?
    - Yes. See new dates below.
- Deadline for Submittals and Opening of Bids: November 11<sup>th</sup>, 2021, at 10:00 A.M. EST.  
<https://global.gotomeeting.com/join/292876213>
- Evaluation Committee Meeting Phase I: November 19<sup>th</sup>, 2021, at 10:00 A.M. EST.
- Evaluation Committee Meeting Phase II (If Applicable) December 2<sup>nd</sup>, 2021, at 5:00 P.M. EST.
- Notice of Award January 6<sup>th</sup>, 2022, by 5:00 P.M. EST.
- Notification of Award (by the City Council): January 12<sup>th</sup>, 2022, at 11:00 A.M. EST.
6. What is the value of the contract?
    - The allocated budget for this project is \$175,000.00.
  7. The solicitation mentions multiple firms will be selected, is that accurate?
    - The award will be made to only **one** proposer which may consist of one Prime Firm (with subconsultants, if applicable).



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8. When do you anticipate the notice to proceed?
  - It is anticipated to award the RFQ at the January 2022 City of Doral Council Meeting, commence contract negotiations soon after, and issue Notice to Proceed by late February/early March 2022.
9. Please clarify: "Proposers shall demonstrate a minimum of 5 years of 2022 Transportation Master Plan Update for governmental agencies"
  - The Proposers are to provide a detailed description of similar contracts which the firm has ongoing or completed within the past five (5) years.
10. Is there a DBE requirement?
  - No, there is no DBE requirement.
11. Can a firm submit as Prime and sub?
  - A firm may submit as a prime and as a sub as part of another team's submittal.
12. Do you envision a heavy public involvement aspect to this scope?
  - Yes, the Transportation Master Plan will require numerous public involvement efforts.
13. Based on your response about wanting to open it up, would a GEC firm be looked on less favorably for this contract?
  - The proposals will be graded independently and firms in the City's GEC pool will not be graded either more or less favorably.
14. In which section of the Submittal Format (page 23 of the RFQ) should we place the **Understanding of the Scope of Services**?
  - As stated on Page 23 the RFQ, the Understanding of Scope of Work is to be included in Tab 1: Letter of Transmittal (Submittal Format – 3.2.1.).
15. Under **Section 5 – Forms/Deliverable** (page 30 of the RFQ), I realized that Form Bidder/Proposer Certification is missing. Could you please provide it?
  - Respondent's Certification is the Bidder/Proposer Certification Form Pg. 52.
16. **3.7 REFERENCES** (Page 26 of the RFQ), state the following:

As part of the RFQ evaluation process, the City may conduct an investigation of references, including a record check of consumer affairs complaints. Proposer's submission of an RFQ constitutes acknowledgment of the process and consent to investigate. City is the sole judge in determining Proposer's qualifications. Proposers are responsible for forwarding the Solicitation Reference Surveys to selected references. Forms must be completed and returned to [procurement@cityofdoral.com](mailto:procurement@cityofdoral.com).

How many references do we need to provide?



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- A minimum of five (5) references shall be provided.

### 17. SUBMITTAL FORMAT 3.2.3. Tab 3: Qualifications and Experience of the Firm

**Firms/Teams Past Performance** – Provide a detailed description of similar contracts which the firm has ongoing or completed within the past five (5) years. How many similar contracts do we need to provide?

- Minimum of three (3), maximum of six (6). ~~The number of similar contracts is up to the Proposer.~~

### 18. In which section of the Submittal Format should we place the **Resumes**?

- Please provide the resumes under Tab 4 with the Organizational Chart.

### 19. Does the City want respondents to submit a Price in the proposal?

- No. This is an RFQ, and pricing should not be submitted as it will hold no weight when evaluating each firm. The cost will be negotiated at the time of award, and thus will only need to be submitted by the awarded firm.

### 20. We understand that the “RFQ Reference Survey form” is for *project experience for the firm*. Section 2.2.2 requests “references for the *Key personnel* in the response”. How does the City prefer that we provide references for the Key personnel?

- This refers to resumes of the Key Personnel. Please provide the resumes under Tab 4 with the Organizational Chart.

### 21. Section 2.2.4 requests that “Proposers shall demonstrate a minimum of five (5) years of 2022 Transportation Master Plan Update for governmental agencies”. Can you please clarify this request? Should we assume that the statement is requesting that “proposers shall demonstrate a minimum of five (5) years of **performing services similar to the scope of** 2022 Transportation Master Plan Update?”

- The Proposers are to provide a detailed description of similar contracts which the firm has ongoing or completed within the past five (5) years

### 22. We understand that the City is only accepting e-submittals. Having reviewed the Solicitation Response Form, this appears to be for paper copy submittals. May we omit the Solicitation Response Form?

- Yes.

### 23. **Terms & Conditions/Indemnification Hold Harmless** As currently worded, the indemnity provision section 1.24.A on page 10 of the RFP is not in compliance with FL Statute 725.08 and is unenforceable. Please consider rewording same to conform with the statute. Note that we recently negotiated a Continuing Professional Services contract with the City of Doral (12/2020), and we would request that the City replace the language in section 1.24.A with this same language *(in blue below) from that 12/2020 contract:*



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*Pursuant to Section 725.08, Florida Statutes, the Consultant shall indemnify, and hold harmless the City, its officers, agents and employees, from and against any and all demands, claims, losses suit, liabilities, causes of action, judgment or damages, to the extent caused by Consultant's, or any persons employed or utilized by the Consultant in the performance of this or any Project Agreement, negligent acts, errors, omission negligence, reckless, or intentionally wrongful conduct under this Agreement. Consultant shall reimburse the City for all its expenses including reasonable attorneys' fees and costs incurred in and about the defense of any such claim or investigation and for any judgment or damages to the extent caused by Consultant's negligent acts, errors, omission negligence, reckless, or intentionally wrongful conduct.*

- **The following language shall replace the aforementioned language:**  
*Consultant shall defend, indemnify, and hold harmless the City, its officers, agents and employees, from and against any and all demands, claims, losses, suits, liabilities, causes of action, judgment or damages, arising out of, related to, or any way connected with Consultant's performance or non-performance of any provision of this Agreement including, but not limited to, liabilities arising from Agreements between the Consultant and third parties made pursuant to this Agreement. Consultant shall reimburse the City for all its expenses including reasonable attorneys' fees and costs incurred in and about the defense of any such claim or investigation and for any judgment or damages arising out of, related to, or in any way connected with Consultant's performance or non-performance of this Agreement. This indemnification may not exceed the limits established in Section 768.25 of the Florida Statutes. This section shall be interpreted and construed in a manner to comply with any applicable Florida Statutes, including without limitation Sections 725.06 and 725.08, Fla. Stat., if applicable.*

24. **RFP p. 23, Para 3.2.3, 2<sup>nd</sup> bullet:** Could the City please clarify what it means by “Tax Status”?

- **Indicate if your firm is doing business as an S- Corporation or C- Corporation.**

25. In *Tab 5 Implementation Schedule*, it states that the project(s) will start no later than October 1, 2021. What is the anticipated start date for the projects? Should we have a start date as mid-December or January given that the project award date on December 8th as noted on page 5 of the RFP?

- **It is anticipated to award the RFQ at the January 2022 City of Doral Council Meeting, commence contract negotiations soon after, and issue Notice to Proceed by late February/early March 2022.**

**However for the purpose of this submittal, the Proposers may submit the project schedule in terms of months.**

26. Can we list the City of Doral as a project reference?

- **No.**