



MEMORANDUM
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THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY

TO: All Proposers
FROM: Sarah Caper, AICP, Principal Planner
DATE: July 24, 2019
SUBJECT: Procurement by Competitive Proposals, #19-04 Forward Pinellas Vision Zero Effort

ADDENDUM No. 1

Following are questions and responses relative to the procurement (#19-04):

1. Will this be awarded as a lump sum contract or time & materials with a limiting amount?

We anticipate that this contract will be awarded as time and materials with a not to exceed amount.

2. On Page 2/26, 4. Response Evaluation, it states, "Cost scoring is automatically assigned based on the cost spread." Since there is no specific cost format form included in the RFP, please clarify how you would like the cost component to be presented (i.e. lump sum amount only, wage/classification rates, etc.) to ensure all submitted costs are evaluated using the same criteria.

Costs should be presented with wage/classification rates that will be used as part of a time and materials contract with a not to exceed amount.

3. Please describe the evaluation process to award points for pricing across competing proposals.

Pricing points are developed using a distribution formula based on the range of proposal prices received.

4. Will extraordinary direct expenses (printing, venue rentals, postage, etc.) associated with tasks outlined in the RFP need to be included in the costs submitted by the consultant or will Forward Pinellas reimburse the consultant with proof of receipts?

While the exact prices of the items listed above may not be known at the time of the proposal, the proposal should include a cost for any direct expenses that are anticipated and how they fit in the overall price/budget for the project. Forward Pinellas is required to follow its internal procedures regarding certain allowable costs, such as those associated with travel and those that may be reimbursed by the Florida Department of Transportation if MPO grant funds are used.

5. Is there a format and/or level of detail that is required for the cost proposal?

There is no prescribed format or level of detail; however, it is recommended that the information provided is clear and easy to understand how the cost was developed.

6. What level of plan development or documentation is anticipated to be necessary for the four (4) demonstration projects and are measures of effectiveness part of the project deliverables?

The four demonstration projects should be used as examples of how Vision Zero might work in Pinellas County and show the range of types of projects that can be used to work towards zero fatalities and serious injuries. It is anticipated that they will be developed in concert with staff and the appropriate implementation agency(ies). The demonstration project documentation should be included somehow in the overall effort. This may be through the toolbox as an example project, but this is not necessarily the only way it may be incorporated into the project.

Measures of effectiveness should be included in the action plan.

7. Do you anticipate using a firm or some kind of tool for mapping, particularly for public involvement?

This is largely up to the consultant to propose as part of a mapping or public involvement strategy. We are open to a range of mapping options or technologies that use mapping that may be incorporated into the public involvement process.

8. Will the consultant team need to provide presentations to the Forward Pinellas Board or Advisory Boards?

Yes, it is anticipated that the consultant team will provide presentations to the Forward Pinellas Board and advisory committees.

9. Does the submitted certificate of insurance need to name Forward Pinellas in the proposal submittal?

No, it does not.

10. Do Attachments/Forms D, E, F and G need to be completed and submitted with the proposal?

No, but they will be required in the agreement between the selected firm and Forward Pinellas.

11. Is there a DBE participation percentage goal that you are looking for, i.e., how is the 0-5 scoring for DBE calculated?

No, the scoring is a 0 or 5 score depending on the inclusion of a DBE firm or not.

12. Please confirm the DBE goal is 3.9% for this project

There is no specific DBE goal for this project.

13. What type of DBE certification is acceptable to meet this goal (FDOT, USDOT, Women's Business Enterprise Council, etc.)

There is no specific DBE goal for this project. Generally, a business is certified as a DBE through the state Uniform Certification Program such as the Florida Unified Certification Program (UCP) and associated UCP DBE Directory. Forward Pinellas must be able to confirm the DBE certification through a copy of the current certification, a state or federal registry or through another comparable system.

14. Can we include the following in the proposal package: covers, table of contents, dividers that will not count toward the page limit?

Yes, covers, table of contents and dividers will not count towards the page limit.

15. Will a front and back cover count as pages?

No, the cover pages do not count as pages.

16. Is the pricing section included in the 30-page limit or is it to be submitted under separate cover?

It is included in the 30-page limit.

17. Does a firm need to be prequalified with FDOT to submit on this proposal?

No, a firm does not need to be prequalified.

All other specifications, terms and conditions remain the same.