



*Florida Department of Transportation*

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SECRETARY

## **Addendum 3**

**ADVERTISEMENT NUMBER:** RFP-DOT-18-19-5002-PIC

**DESCRIPTION:** District Five Public Information Services for Construction

**DATE:** June 6, 2018

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You are hereby notified that the above referenced Request for Proposal (RFP) is modified as noted below:

**SECTION 22.2 (FORMAT, GRADING CRITERIA, AND NUMBER OF PAGES FOR TECHNICAL PROPOSALS IS UPDATED BELOW):**

### **22) PROPOSAL FORMAT INSTRUCTIONS**

#### **22.1 General Information**

This section contains instructions that describe the required format for the proposal. All proposals submitted shall contain two parts and be marked as follows:

**PART I TECHNICAL PROPOSAL NUMBER RFP-DOT-18-19-5002-PIC**  
(One Separately Sealed Package for Technical)

**PART II PRICE PROPOSAL NUMBER RFP-DOT-18-19-5002-PIC**  
(One Separately Sealed Package for Prices)

**THE SEPARATELY SEALED PACKAGES MAY BE MAILED TOGETHER IN ONE ENVELOPE OR BOX.**

Please ensure these are labeled with the proposal number and vendor name.

#### **22.2 Technical Proposal (Part I)** (Do not include price information in Part I)

The Proposer must submit one (1) original with one (1) CD (Label the original as such and include the CD disk in the original) of the Written Technical Proposal which are to be divided into the sections described below. Since the Department will expect all technical proposals to be in this format, failure of the Proposer to follow this outline may result in the rejection of the proposal. The technical proposal must be submitted in a separate sealed package marked "TECHNICAL PROPOSAL NUMBER RFP- DOT-18-19-5002-PIC". Do not include price information in the Written Technical Proposal.

The proposal shall be limited to a page size of eight and one-half by eleven inches (8½" x 11"). The proposals should be indexed and all pages sequentially numbered.

**\*\* USE BLACK AND WHITE, NO COLORS  
\*\* USE FONT TYPE "ARIAL" AND FONT SIZE 12 OR GREATER**

**\*\* SINGLE SIDED PAGES**

**\*\* DO NOT ADD ANY APPENDICES**

**\*\* LIMIT YOUR PROPOSAL TO THE NUMBER OF PAGES ALLOWED**

**\*\* TAB YOUR PROPOSAL (1, 2a, 2b) CORRESPONDING TO THE TECHNICAL PROPOSAL SECTIONS SHOWN BELOW IN SECTION 22.2. SECTION TAB DIVIDERS SHALL NOT CONTAIN ADDITIONAL INFORMATION, THEY SHOULD BE PLAIN AND INCLUDE ONLY THE SECTION OR TAB NUMBER.**

**\*\* NO COVER PAGE IS ALLOWED. IF ONE IS SUBMITTED IT WILL BE CONSIDERED ONE OF THE PAGES WITHIN THE PAGE LIMIT OF THE TECHNICAL PROPOSAL.**

It is recognized that existing financial reports, documents, or brochures, such as those that delineate the Proposer's general capabilities and experience, may not comply with the prescribed format. It is not the intent to have these documents reformatted and they will be acceptable in their existing form.

**1. EXECUTIVE SUMMARY (30 Points)**

The Proposer shall provide an Executive Summary to be written in nontechnical language to summarize the Proposer's overall capabilities and approaches for accomplishing the services specified herein. The Proposer is limited to 1 page for the Executive summary.

**2. PROPOSER'S MANAGEMENT PLAN (70 Points)**

The Proposer shall provide a management plan which describes administration, management and key personnel. The Proposer is limited to 3 pages for the Administration and Management and Key Personnel.

The Proposer can propose an unlimited number of Personnel, however, the proposer is limited to a one page resume per person. At a minimum, this will be the Project manager and Public Information Coordinator positions. **THE RESUME IS NOT INCLUDED IN THE TOTAL PAGE COUNT ALLOWED FOR THE MANAGEMENT PLAN SECTION.**

TO ACKNOWLEDGE RECEIPT OF THIS NOTICE AND ALL CHANGES, PLEASE SIGN AND RETURN BY E-FAX TO THIS OFFICE @ (850) 412-8092 PRIOR TO July 6, 2018 at 2:00PM.

Name of Company: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), F.S. SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, F.S.**