

RFP-DOT-18/19-1105BT
Questions & Answers
District One Commuter Service Program

1. May the Proposer include a cover letter as part of the SOQ submission? If so, would the Department consider excluding the cover letter from page limitations? **Yes, the proposer may include a cover letter. Yes, the cover letter will be excluded from the page limitations.**
2. RFP page 13 of 34, section 22.2.1 states the maximum page limit for Proposer's Management Plan is 4 pages single-sided to address: a. Administration and Management and b. Identification of Key Personnel. Section 22.2.1.b request names of key personnel on the Proposer's team as well as resume for each individual proposed and a description of the functions and responsibilities of each key person. This is a lot of information to be provided on 4 pages, especially if resumes for key personnel from subconsultants are also required. Would the Department consider excluding the resumes from the 4-page limitation and allowing the proposer to submit resumes as an appendix to allow sufficient space to address and provide the required information? **Yes, excluding the resumes from the 4-page limitation is acceptable. The submitted resumes as an exhibit is acceptable.**
3. Please kindly confirm that there is no page limit for 3. Work Plan. **Correct, there is no page limit to the work plan.**
4. Please kindly confirm that Prior Relevant Experience is not required for subconsultants. **The preference for the Department is for the prime consultant and any of their consultants to be able meet the objective of this program.**
5. Can the Department please share the past 3 years' performance program evaluations and annual reports on the current program? **I have confirmed with our Legal Office that this is a public records request and as such, I will be forwarding this request to our Legal Office for processing.**
6. What was the budget for District 1's Commute Program for each of the past 3 years? **We can provide what was in the work program, but is not relevant to the current budget. Fiscal Year 14/15 = 457,779; Fiscal Year 15/16 = 43,194; Fiscal Year 16/17= 169,667**
7. Does the call center need to be staffed 24 / 7 / 365? **This is not a requirement.**
8. Please advise if an addendum will be issued for the Q&A's from all bidders. **No, addendum. We just upload to Vendor Bid System.**
9. RFP page 10 of 34, paragraph 12) Performance Bond states that "A Performance Bond is not required for this project". However, page 18 of 34, paragraph 34) Attached Forms lists Performance Bond as part of a group of forms to be completed and submitted with the RFP response. Please confirm that the Performance Bond Form 375-040-27 is NOT required to be submitted with this response. **It is not required for this bid.**
10. RFP page 10 of 34, paragraph 12) Performance Bond and the RFP Checklist on page 34 of 34 require the proposer to submit a letter from the surety company to document the proposer's present ability to obtain a Performance Bond. However, page 10 of 34, paragraph 12 states that "A Performance Bond is not required for this project". Please kindly clarify that a letter from surety company is NOT required with the Technical Proposal response. **It is not required for this bid.**
11. Please confirm that the proposer is not required to submit the Florida DFS Form W-9 with the submission of this RFP response. **This is not required with your proposal but you be a registered Vendor with the State of Florida though MyFlorida Market Place and submit your W9 to DMS @ <https://flvendor.myfloridacfo.com>**
12. Please confirm where the proposer shall submit the sign forms required as shown on page 18 of 34, paragraph 34) Attached Forms and page 34 of 34, RFP Checklist. **D1Purchasing@dot.state.fl.us**

13. Please confirm where the proposer shall include the acknowledged and signed addendums. D1-Purchasing@dot.state.fl.us
14. Please confirm that the Bid Opportunity List form mentioned in the RFP Checklist is the “Bid Opportunity List for Commodities & Contractual Services” form no. 375-040-62. [This will be given out at the Mandatory Pre-Proposal conference.](#)
15. Please advise where the proposer may obtain a blank form of the “DBE Participation Statement” as mentioned in the RFP Checklist. [This will be given out at the Mandatory Pre-Proposal conference.](#)
16. RFP Special Conditions, paragraph 9.2 requests a copy of the registration or certificate of Key Personnel as appropriate and applicable. Please confirm that, if submitted, this information may be submitted in the same appendix as the resumes and will be excluded from all page limits. [Yes it will be excluded.](#)
17. The proposal structure established in the RFP includes Item 2 – PROPOSER’S TECHNICAL PLAN where the vendor is instructed to detail the technical approach to the scope of services and our innovative approach to tasks and activities with a limit of 8 pages. Item 3 – WORK PLAN simply requests a breakdown of estimated staff hours for each task – which suggests this might be presented in table format. During the pre-proposal meeting, FDOT indicated that the Work Plan section has no page limit and is the section where you anticipate respondents presenting a narrative of their creative approach and describing how they will work within the District. Can you please confirm the desired format for the two sections above including which section has strict page limits, and which section (or subsection) does not have page limits (pages 13 and 14 of RFP PDF document)?
[The work plan has no page limit. The FDOT is anticipating a narrative which should address the implementation of the technical plan, as to who is performing the work and a general assignment of hours for the effort.](#)
[The Proposers Technical Plan has a maximum of 8 pages. There is no set format for this section.](#)
18. Employee classifications are listed in the price proposal that are not mentioned in the scope. Can FDOT please define all employee classifications required in the price proposal?

[These classifications and definitions are intended to be included in the role but not limiting.](#)

[Regional Commuter Assistance Program Manager](#)

[Responsible for day to day onsite administration, planning, public relations/outreach and management oversight of the Commuter Services Program including CarShare, ensuring the attainment of program goals, work plan development and implementation, subconsultant oversight and compliance with contract terms.](#)

[Outreach Specialist\(s\)](#)

[Responsible for the day-to-day outreach and coordination activities of the program. This will entail business community contacts and meetings, presentations, staffing events, and attending meetings and events to represent the program. Develop and maintain relationships with community leaders and serves as the organization's liaison with various constituents.](#)

[Marketing Specialist](#)

Responsible for creation and distribution of artistic material that will assist with promotion of transportation alternatives. Responsible for employer and general public implementation of TDM programs. Responsible for developing, implementing and marketing special projects and/or programs including CarShare and Dump the Pump initiatives, ridesharing (carpool/vanpool) coordination, and provide support to the Regional Commuter Assistance Project Manager.

Clerical/Administrative Support

The Vendor will provide a clerical/administrative staff person, known as the "Program Coordinator," for the purpose of inputting and maintaining accurate data for the Regional CAP, providing information about commuter transportation services through telephone (call) center and off-site events. As part of the administration of this program, the Vendor will receive and process incoming ERH-related correspondence; review for completeness and approve eligible requests; and process them for payment.

19. In section 4.0, there is a requirement to: Create and maintain an information / call center to include a toll-free telephone service. Does FDOT own the toll-free telephone number and pay its associated phone charges or is that the responsibility of the vendor? [This item is being researched.](#)
20. Based on Addendum 1, liquidated damages will apply. Can you please clarify the amount of liquidated damages and how they will be calculated? [Please refer to "Method of Compensation", Exhibit B, Sections 4.0 and 5.0](#)
21. Due to FDOT's stated wishes for an innovative program and the limitations of the price proposal focused on hourly billing rates for its employee classifications, would FDOT be open to an alternative price proposal? [The FDOT is not open to an alternative price proposal. The Department will be issuing an addendum regarding this matter.](#)
22. Regarding liquidated damages, the "Method of Compensation" Exhibit B Section 4.0 states "In the event the Vendor fails to complete the work within the time stated in the Services Period as stated in Exhibit "A", Scope of Services of that Task Work Order, the Vendor shall pay, not as penalty, but as liquidated damages, the amount defined in Exhibit "A", Scope of Services of this Agreement." Yet, the RFP Scope does not specify liquidated damages. Can you please confirm that liquidated damages and their amount and how they will be calculated will be included in each project Task Work Order? [Please see Addendum 2](#)