

DOT-RFP-20-1116-BT Technical Questions

February 19, 2020

1. How is the preliminary price proposal grand total (last row of the first table on page C1) calculated?
Answer: This will be calculated adding all "Regular Time" Unit rates together.

2. The second footnote under the first table on page C1 states that "*Overtime is calculated as regularly hourly rate times 1.5.*" Salaried employees do not receive overtime pay. Should this be left blank for those employee classifications where applicable or should we simply multiply the rate times 1.5 even if it does not apply to that employee?

Answer: That would be up to your company to make that decision.

3. The third footnote under the first table on page C1 states that "*unit billing rates shall include the cost of salaries, overhead, fringe benefits, operating margin and travel expenses.*" Our FDOT prequalification letter provides the overhead percentage and expense percentage (which includes fringe benefits and travel expenses) but the operating margin is negotiated after project award. Therefore, we do not have an operating margin for this contract yet. Can you provide a number that all proposers should use to make the price proposals consistent?

Answer: You do have to be prequalified for this project. This is an RFP no negotiations will be conducted. An Addendum will be advertised to update the Price Proposal.

4. The second table on page C1 requires unit billing rates for subconsultants but does not break down the rates for employee classifications. Can we include subconsultant rates in the first table along with rates for the prime consultant? And if so, should we average the rates of all staff proposed for each employee classification, or list each firm included with the proposer's team separately?

Answer: List each firm separately.

5. The table on page C2 (expense items) requires rates for many different items but some of them may be very different depending on which county the project is located (ie; the *Florida Administrative Weekly Advertisement* and/or the *Newspaper Advertisement* may be very different in Collier County than it would be in Highlands County). How should we determine this rate in order for all proposers' price to be consistent?

Answer: It is an estimate that your Company will be willing to accept for that pay item.

6. Are we interpreting correctly the statement "*Reproduction and Roll Plot Expenses shall be determined for the Price Proposal*" on the top of page C2 to mean that the rate the proposer submits for the four reproduction options and roll plot option will be the ONLY expense items used in the calculation of the price proposal?

Answer: Yes

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7. Section 30.4a (Criteria Evaluation - Technical Proposal) of the Introduction Section provides a point breakdown of the different examples from previous assignments (which equals 50) but does not provide a points breakdown of the Technical Proposal Part 1 as outlined in Section 22.2 (Executive Summary, Proposers Management Plan, Proposers Technical Plan and Work Plan). What are the points for this four-part write-up, and how does that fair with the final score? **Answer: There are no points for this section but are required to be submitted.** How will this portion of the proposal be scored? **Answer: This section will be for information use.**

8. Section 30.4b (Oral Interviews) of the Introduction Section provides a description of the oral interview as *“five minutes for an opening statement, forty minutes for the oral interview and five minutes for a closing statement.”* Does that mean that we have five minutes at the beginning and the end for prepared statements with forty minutes in between to answer questions?

Answer: Yes, five minutes to open, then 40 minutes of questions by the TRC and 5 minutes to close.

9. Section 22.2 Technical Proposal Part 1 provides a page limit of the Executive Summary as *“no more than ten (2) pages.”* Please clarify for consistency among proposers.

Answer: This should be two (2)

10. Section 22.2 Technical Proposal Part 1 - 2b. Do resumes count as part of the 2 pages per person or are those put separately in an appendix with the two pages per person being used to *“describe the functions and responsibilities of each key person relative to the task being performed?”*

Answer: Yes, the two pages per person includes the resume

11. Section 22.2 Technical Proposal Part 1 – 4. Can you provide any additional guidance or assumptions that can be used to assist the proposer in identifying the level of effort? Such as type or location of project – PD&E, Design, rural, urban, multilingual, etc...

Answer: The selected consultant will assist the Communications office with public outreach and communications throughout all 12 counties in the district and throughout multiple departments within the District, including PD&E, Design, Project Management, Traffic Operations, Maintenance, Construction and other Departments where public outreach and communications efforts are needed.

12. What is the total page limit for the Executive Summary? Is it 2 or 10 pages? (referenced under 22.2 #1 Executive Summary)

Answer: It's 2 pages

13. Where do the samples go? Do they count as pages in the summary? If separate, is there a page limit for samples? (referenced under 30.4 a. technical proposal)

Answer: Documents should be no more than one page each, with the exception of the newsletter/flyer and possibly the website, if providing screen shots

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14. Please clarify below. Does it have to be a website that contains a video. Can it be a standalone video produced by our team (which may no longer be on a website)? Website/video (10 points) Submit a link for an active website that your team developed, updates and manages

Answer: No, they can be separate.

15. G. In-House Support: Is the in-house Communications Specialist intended to be full-time in the District Headquarters? If not full-time, what is the estimated amount of time required for the Communications Specialist to report to District Headquarters?

Answer: Yes, full time based from the District Headquarters in Bartow.

16. In the past, there have been two (2) contracts awarded to provide Districtwide Public Involvement Services. How many contracts will be awarded to provide the services described in this RFP?

Answer: There will be one contract.

17. Per the RFP Criteria for Evaluation, the Technical Proposal is worth **50 points** and consists of the following:

- o Website/video (**10 points**)
- o Newsletter or Project Information flyer (**10 points**)
- o Written responses to public comment or citizen inquiry (**10 points**)
- o Project Location Map and Typical Section Illustration (**10 points**)
- o E-mail or Letter of Notification for an upcoming meeting (**3 points**)
- o Press Release (**3 points**)
- o Newspaper Advertisement (**2 points**)
- o Nametag / Sign-in Sheet / Public Comment Form (**2 points**)

Please confirm these items comprise the 50-point total for the Technical Proposal.

Answer: Correct, these are the items that will be evaluated for those 50 points.

18. Who is assigned to the Technical Review Committee (TRC)? Who will serve as the Alternate?

Answer: The TRC consists of Zachary Burch, Communications Manager; Trisha Hartzell, Traffic Operations Engineer; Jennifer Marshall, Environmental Administrator. Alternates are Brian Rick, Communications Specialist and Amy Blair, Project Management Engineer.

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19. Please advise if the Work Samples required in 30.4 Criteria for Evaluation are to be included in Section 3 – Proposer’s Technical Plan. If not to be included in Section 3, please advise where this information should be included in the TECHNICAL PROPOSAL FORMAT.

Answer: That is correct.

20. Please confirm the Work Samples required in 30.4 Criteria for Evaluation are not included or subject to a page limit restriction.

Answer: That is correct.

21. Please advise where the Required Forms should be included in the TECHNICAL PROPOSAL FORMAT.

Answer: Exhibit “C”- Price Proposal Form pages C1C2, Drug-Free Workplace form, DBE Participation, Bid Opportunity List form, Scrutinized Companies List

22. The Technical Proposal requires submittal of a Website/Video worth 10 points toward the 50-point total.

- Please advise if this is meant to require both a website sample and a video sample as two separate submissions? **Answer: Yes, both are required.**
- Will the 10 points for this category be split equally between the samples or is one more heavily weighted over the other? **Answer: The website and video will be collectively scored on a 10-point scale.**

23. Please confirm the Evaluation Criteria is based on 50 points for the Technical Proposal, 50 points for the Oral Interview and 20 points for Pricing for a maximum total of 120 points.

Answer: That is correct.

24. Please confirm the initial contract duration is for 12 months.

Answer: Yes, 12 months with two possible 1-year renewals.

25. Addendum 1 added the note that the unit billing rates are to be “all inclusive.” Please clarify what costs should be included in an “all inclusive” rate. Please confirm Direct Expense Items, such as those identified on the Price Proposal Form, are not to be included in the “all inclusive” rate.

Answer: The all-inclusive rate is for the hourly rate for staff, not for expenses like printing, etc.