

FLORIDA DEPARTMENT OF TRANSPORTATION

ADDENDUM NO. 1

DATE: January 12, 2018

RE: ITN #: ITN-DOT-17/18-4007JR

BID/RFP TITLE: Districts Four and Six Commuter Services

OPENING DATE: 1/22/2018

Notice is hereby given of the following **changes** to, and answers to questions regarding the above-referenced ITN:

The following change has been made to this solicitation:

1. The following language is hereby added to Special Condition 9.1 Qualifications Questionnaire of the Invitation to Negotiate:

Replies to the Qualifications Questionnaire must not exceed ten (10) pages in length, excluding resumes, certificates, licenses, and indexes. If a reply to the Qualifications Questionnaire exceeds 10 pages, excluding resumes, certificates, licenses, and indexes, the pages over 10 will not be provided to the Technical Review Committee for evaluation. Replies to the Qualifications Questionnaire shall be limited to a page size of eight and one-half by eleven inches (8½" x 11"). Type size shall not be less than 11point font. Inclusions (such as media, hyperlinks, etc.) not expressly requested in the Qualifications Questionnaire are prohibited. Replies including such items may be found non-responsive. Replies to the Qualifications Questionnaire should be indexed and all pages sequentially numbered. Bindings and covers will be at the Proposer's discretion.

Unnecessarily elaborate special brochures, art work, expensive paper and expensive visual and other presentation aids are neither necessary nor desired.

2. Special Condition 1, MyFloridaMarketPlace, second paragraph of the Invitation to Negotiate is hereby replaced with the following language:

All payment(s) to the vendor resulting from this competitive solicitation WILL be subject to the MFMP Transaction Fee in accordance with the referenced Form PUR 1000 General Contract Condition #14. However, all vendors should be aware, that effective July 1st, 2017, through June 30th, 2018, in accordance with Senate Bill 2502, the Transaction Fees imposed for use of the State of Florida's eProcurement systems will remain at seven-tenths of one percent (.70%) of the payment issued. The Transaction Fees imposed shall be based upon the date of issuance of the payment.

3. Exhibit C is hereby replaced with the attached, revised Exhibit C. Exhibit C now reflects the revised MFMP Transaction Fee language above.
4. Exhibit B, Method of Compensation is a sample and is subject to change.

#	Question	Answer
1.	I see this says district 4 & 6. Can you tell me which counties are needing the commuter service?	District 4 consists of Indian River, St. Lucie, Martin, Palm Beach, and Broward counties; and District 6 consists of Miami-Dade and Monroe counties.
2.	In page 14 of Invitation to Negotiation document, the Preliminary Price Proposal or Pricing Scheme (Exhibit C) was mentioned to be submitted with Initial Replies/Qualifications Questionnaires, as well as Oral Interview Stage, and it is required also after the Selection Meeting. Please confirm by which stage the Preliminary Price Proposal should be submitted.	Shortlisted firms shall submit their Preliminary Price Proposals at their Oral Presentations. Please refer to Special Condition 2, Timeline.
3.	In the ITN checklist (page 18 of Invitation to Negotiation), the technical proposal was mentioned. Please confirm that the technical proposal referred here is the same as Qualifications Questionnaires.	There is no written technical proposal required for this solicitation, however a copy of the proposer's Oral Presentation <u>must</u> be left with the Department at the end of the presentation.
4.	Please confirm the page limitation for Qualifications Questionnaires.	Please change # 1 above this table for the page limitation and format.

#	Question	Answer
5.	Please confirm that the requested DBE Participation Statement, Bid Opportunity List, and Vendor Certification Regarding Scrutinized Companies List are due together with Qualifications Questionnaires	Yes, submit these with the Qualifications Questionnaire.
6.	Please confirm that there is no need for Drug Free Workplace Program Certification and Performance Bond letter from surety company (not listed in the ITN documents)	These forms do not apply to this solicitation.
7.	Transaction Fee in My Florida MarketPlace shows 1% in the Standard Written Agreement (pg. 3) and .70% in the Invitation to Negotiate (pg. 7) (please clarify)	<p>The State of Florida, through the Department of Management Services [DMS], has instituted MyFloridaMarketPlace, a statewide eProcurement system. Pursuant to Section 287.057(22), Florida Statutes, all payments shall be assessed a transaction fee of one percent (1%), which the Vendor shall pay to the State.</p> <p>However. On to DMS' website for Transaction Fee and Reporting:</p> <p>“Effective July 1st, 2017, through June 30th, 2018, in accordance with Senate Bill 2502, the Transaction Fees imposed for use of the State of Florida's eProcurement systems will remain at seven-tenths of one percent (.70%) of the payment issued. The Transaction Fees imposed shall be based upon the date of issuance of the payment. “</p> <p>See changes 2 and 3 above this table.</p>
8.	Will the MFMP transaction fee change from year to year? What determines the change if any?	See answer to question # 7.

#	Question	Answer
9.	In Invitation to Negotiate form, reads: "The Department has a budgetary ceiling of \$9,635,413.00 for this project" is this accurate. If so, based on 60 month contract, there are limited funds in years 1, 4 and 5.	See answer to question # 20.
10	Are there any limits or restrictions to the Qualifications Questionnaire such as length, format, and inclusions (such as media, hyperlinks, etc.)	Please see change # 1 above this table for the page limitation and format.
11	Does the Qualification Questionnaire differ from the technical proposal?	Yes, <u>however</u> see the answer to question # 3.
12	In reviewing the package, we don't see a Timeline for the Technical proposal. Please advise on due date	None is required, see the answer to question # 3.
13	Will a Loraine Odom Letter be required?	No.
14	In "Scope of Services" form, please define "Coordinate and compile Annual Park and Ride report and documentation of intermediate inspections that have been conducted in the region." Is this a formal audit and certification of the park-n-ride lots?	This is not a formal audit, but at either District's discretion, the vender may be asked to assist in compiling this information in the field and other recourses and thereafter put into a report format.

#	Question	Answer
15	Will contract year begin in July through June of each year or remain on the timeframe of current contract, October through September?	The term of the contract is determined by the execution date of the contract. The term of the contract crosses multiple fiscal years (July 1-June 30).
16	Please clarify what “centrally located between D4 & D6” means for project office. Is this based on proximity to the district offices?	The main office shall be centrally located in the combined geographical region of D4 & D6.
17	Should the response be limited to answering the questions on the Qualifications Questionnaire, found in Exhibit D? If not, should it attempt to address both Exhibit D and the Scope of Services found in Exhibit A?	Replies to the Qualifications Questionnaire should be limited to answering the questions on Exhibit D, Qualifications Questionnaire.
18	Are there maximum, minimum, or suggested page counts for the response?	Please see change # 1 above this table for the page limitation and format.
19	What is the projected start work date, if a contractor change occurs?	The anticipated execution date is 5/4/2018.

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20	Why does the budget decline so drastically in years four and five of the project?	<p>Currently, the funds below have been programmed for this contract. We may program additional funds for years 4 and 5 in the future, pending legislative approval.</p> <table border="1"> <thead> <tr> <th>Fiscal Year</th> <th>D4</th> <th>D6</th> <th>Total Amounts</th> </tr> </thead> <tbody> <tr> <td>2017-2018</td> <td>\$135,000.00</td> <td>\$100,000.00</td> <td>\$235,000.00</td> </tr> <tr> <td>2018-2019</td> <td>\$1,045,143.00</td> <td>\$2,088,300.00</td> <td>\$3,133,443.00</td> </tr> <tr> <td>2019-2020</td> <td>\$1,077,697.00</td> <td>\$2,075,500.00</td> <td>\$3,153,197.00</td> </tr> <tr> <td>2020-2021</td> <td>\$1,111,228.00</td> <td>\$310,000.00</td> <td>\$1,421,228.00</td> </tr> <tr> <td>2021-2022</td> <td>\$1,170,765.00</td> <td>\$521,780.00</td> <td>\$1,692,545.00</td> </tr> <tr> <td>Totals</td> <td>\$4,539,833.00</td> <td>\$5,095,580.00</td> <td>\$9,635,413.00</td> </tr> </tbody> </table>	Fiscal Year	D4	D6	Total Amounts	2017-2018	\$135,000.00	\$100,000.00	\$235,000.00	2018-2019	\$1,045,143.00	\$2,088,300.00	\$3,133,443.00	2019-2020	\$1,077,697.00	\$2,075,500.00	\$3,153,197.00	2020-2021	\$1,111,228.00	\$310,000.00	\$1,421,228.00	2021-2022	\$1,170,765.00	\$521,780.00	\$1,692,545.00	Totals	\$4,539,833.00	\$5,095,580.00	\$9,635,413.00																				
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21	What is the approximate breakdown of budget expenditure by professional services and marketing/advertising?	This contract does not include professional services. That information will not be known until preliminary price proposals are received. Those amounts will be negotiated in accordance with this solicitation.																																																
22	What is the approximate breakdown of budget expenditure for District 4 and District 6?	Please see the table in answer to question #20.																																																
23	Will you provide a salary range or average rate per current job classification, and the number of staff by category?	<table border="1"> <thead> <tr> <th>Classification</th> <th>Average Hourly Rate</th> <th>Full Time Positions</th> <th>Part Time Positions</th> </tr> </thead> <tbody> <tr> <td>Projects Director</td> <td>\$97.77</td> <td>1</td> <td></td> </tr> <tr> <td>Special Projects Coordinator/ Marketing Management:</td> <td>\$47.42</td> <td>1</td> <td></td> </tr> <tr> <td>Program Administrator</td> <td>\$47.42</td> <td>1</td> <td></td> </tr> <tr> <td>Transportation Management Initiative (TMI) Coordinator</td> <td>\$51.13</td> <td>5</td> <td></td> </tr> <tr> <td>First Mile / Last Mile Planner</td> <td>Not on Current Contract</td> <td></td> <td></td> </tr> <tr> <td>Special Activity Coordinator / Outreach Coordinator</td> <td>\$61.09</td> <td>1</td> <td>1</td> </tr> <tr> <td>Special Activity Manager/ Customer Service Manager</td> <td>\$77.54</td> <td>1</td> <td></td> </tr> <tr> <td>Marketing Coordinator</td> <td>Not on Current Contract</td> <td></td> <td></td> </tr> <tr> <td>Customer Service/Call Center Representative</td> <td>\$30.15</td> <td>4</td> <td></td> </tr> <tr> <td>Planner</td> <td>\$68.74</td> <td>1</td> <td></td> </tr> <tr> <td>Senior Planner</td> <td>Not on Current Contract</td> <td></td> <td></td> </tr> </tbody> </table>	Classification	Average Hourly Rate	Full Time Positions	Part Time Positions	Projects Director	\$97.77	1		Special Projects Coordinator/ Marketing Management:	\$47.42	1		Program Administrator	\$47.42	1		Transportation Management Initiative (TMI) Coordinator	\$51.13	5		First Mile / Last Mile Planner	Not on Current Contract			Special Activity Coordinator / Outreach Coordinator	\$61.09	1	1	Special Activity Manager/ Customer Service Manager	\$77.54	1		Marketing Coordinator	Not on Current Contract			Customer Service/Call Center Representative	\$30.15	4		Planner	\$68.74	1		Senior Planner	Not on Current Contract		
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24	How many full-time and part-time positions are dedicated to the project?	See answer to question # 23																																																

#	Question	Answer
25	How many offices do you recommend/require for District 4 and District 6 activities?	Vendor will have one centrally located main office, and may have satellite offices at the vendors discretion. See pages A7-A8 of scope.

Proposers must acknowledge receipt of this Addendum by completing and returning to the Procurement Office with their initial reply, by no later than the time and date of the Initial Reply due date. **Failure to do so may subject the bidder/proposer to disqualification.**

Joe Ricardo
Procurement Agent

_____ Bidder/Proposer

_____ Address

Submitted by (Signature)

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.