

## FLORIDA DEPARTMENT OF TRANSPORTATION

**QUESTIONS AND ANSWERS NO. 1**

DATE: 4/18/2019

**RE: RFP #: RFP-DOT-18/19-4014JR**

RFP TITLE: Emergency Management Support Services

OPENING DATE: 4/22/2019

Notice is hereby given of the following responses to questions regarding the above-referenced RFP:

#	Question	Answer
1.	<p><b>Is there an amount that will be spent each year guaranteed or is this by task order per service needed?</b></p> <p>In other words, is the NTE amount equally spread throughout the 5 year and/or 8 year period?</p>	<p>This is a task work order driven agreement with no guarantees to minimum or maximum number of work documents.</p> <p>See Exhibit C, fourth paragraph below "Grand Total (Proposer's Price)," which states:</p> <p style="text-align: center;"><i>The quantities are estimated for bidding purposes only and are not necessarily a representation of the actual quantities that will be authorized under this Agreement.</i></p>
2.	<p>We understand that D4 represents 5 counties.</p> <p><b>However, are the "local government workshops / orientations to include sub jurisdictions within those counties?</b></p> <p><b>If so, how many workshops/orientation for local government representatives supported by D4 are anticipated?</b></p>	<p>No.</p> <p>I would expect three or four workshops per year. These workshops may be in any of the following locations: District Office, Broward Operations, Palm Beach Operations and Treasure Coast Operations.</p>
3.	<p>How many meetings, conferences, workshops, and site visits as required to ensure the integrity and consistency of the District's emergency operations meet the Department's Mission, Vision, and Values?</p>	<p>There is no set requirement. The number of meetings will depend on drafting of materials updates, weather activities and events and Department management's assessment of preparedness.</p>

# Question	Answer
<p>4. Does the inclusive hourly rate include travel related costs for the contract as indicated in the language, "All other costs associated with providing services under this contract"?</p>	<p>Yes.</p> <p>Exhibit B, page B-1, section 3.0, first paragraph, second sentence states:</p> <p style="text-align: center;"><i>The unit billing rates shall include the costs of salaries, overhead, fringe benefits and operating margin and all other costs associated with providing services under this contract.</i></p> <p>Exhibit C, first paragraph under "Grand Total (Proposer's Price)," states:</p> <p style="text-align: center;"><i>The unit rates shall include the costs of salaries, overhead, fringe benefits and operating margin and all other costs associated with providing services under this contract.</i></p>
<p>5. Is there an incumbent for a previous contract? If so, who is the incumbent?</p>	<p>No, this is the initial agreement for these services.</p>
<p>6. What Web-based and other emergency management software does D4 use?</p>	<p>Microsoft Office; Visio; pdf editing such as Acrobat, Nuance or Bluebeam; and a mapping application such as ArcGIS. Web-EOC access will be requested upon award of the agreement.</p>
<p>7. How many total stakeholders will be engaged on this project?</p>	<p>We will only have one Department project manager coordinating the efforts for the District. There are 5 stakeholders, Broward, Palm Beach, Martin, St. Lucie, and Indian River Counties</p>
<p>8. Under section 22 the proposal does not list forms.</p> <p><b>Where should forms be placed in the response documents?</b></p>	<p>Preferably, provide all forms —excluding Exhibit C, Price Proposal Form— <u>with the Technical Proposal</u>.</p> <p>Proposers may provide forms with the portion of the proposal identified in the solicitation for each form, respectively.</p>
<p>9. Will forms count against page limit?</p>	<p>No, forms are not part of the Technical Proposal.</p>
<p>10. It is required that the proposal be indexed. Will a table of contents satisfy this requirement?</p>	<p>Per the RFP, page 12, special condition 24, first paragraph, second-to-last sentence:</p> <p style="text-align: center;"><i>The proposals should be indexed and all pages sequentially numbered. Bindings and covers will be at the Proposer's discretion.</i></p>

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**Proposers must acknowledge receipt** of this document by completing and returning to the Procurement Office with their proposal, by no later than the time and date of the proposal opening.  
**Failure to do so may subject the bidder/proposer to disqualification.**

\_\_\_\_\_  
Joe Ricardo  
Procurement Agent

\_\_\_\_\_ Bidder/Proposer

\_\_\_\_\_ Address

\_\_\_\_\_  
\_\_\_\_\_ Submitted by (Signature)

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