



Florida Department of Transportation

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GOVERNOR

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KEVIN J. THIBAUT, P.E.
SECRETARY

ADDENDUM NO. 1

Date: April 21, 2021
To: All Proposers
From: Ranae Dodson, Procurement Manager
Subject: District Three Northwest Florida Regional Transportation Management Center
Operations Support DOT-RFP-21-3010-KW

Notice is hereby given of the following changes to the above referenced bid documents:

- **Revise Schedule as follows:
(Call in numbers posted in original solicitation will not change.)**

DEADLINE FOR TECHNICAL QUESTIONS -	April 27, 2021	04:00 PM
PROPOSALS DUE, ON OR BEFORE -	May 10, 2021	02:00 PM
PUBLIC OPENING (technical proposal) -	May 10, 2021	02:30 PM
PUBLIC OPENING (price proposal) -	May 25, 2021	02:00 PM
SELECTION MEETING-	June 1, 2021	09:00 AM

- **Revise Section 22.2, Technical Proposal to establish a proposal limit of 35 pages and remove “facility capabilities” from 22.2 section 3.**
 1. EXECUTIVE SUMMARY (Maximum of 4 pages)
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 encouraged to limit the summary to no more than ~~ten (10)~~ four (4) pages.

 2. PROPOSER'S MANAGEMENT PLAN (Maximum of 10 pages)
The Proposer shall provide a management plan which describes administration, management and key personnel.
 - a. Administration and Management
The Proposer should include a description of the organizational structure and management style established and the methodology to be used to control costs,

services reliability and to maintain schedules; as well as the means of coordination and communication between the organization and the Department.

b. Identification of Key Personnel

The Proposer should provide the names of key personnel on the Proposer's team, as well as a resume for each individual proposed and a description of the functions and responsibilities of each key person relative to the task to be performed. The approximate percent of time to be devoted exclusively for this project and to the assigned tasks should also be indicated. Resumes are limited to a maximum of two (2) pages per person. Resumes will NOT be included in the maximum page limit established for this section.

3. PROPOSER'S TECHNICAL PLAN (Maximum of 21 pages)

The Proposer shall provide a technical plan which explains their technical approach, ~~facility capabilities~~, and prior relevant experience.

a. Technical Approach

The Proposer should explain the approach, capabilities, and means to be used in accomplishing the tasks in the Scope of Services, and where significant development difficulties may be anticipated and resolved. Any specific techniques to be used should also be addressed.

b. Prior Relevant Experience

The Proposer should provide a summary, with description, date, and location of the prior relevant experience they have acquired in providing/performing this work.

4. STAFFING PROPOSAL

The Proposer shall provide a Staffing Proposal which sets forth on an average the estimated staff-hours for each skill classification that will be utilized to perform the work required. (See Exhibit D)

• **Revise liability insurance requirements in the Standard Written Agreement, Section 4 as follows:**

B. LIABILITY INSURANCE. (Select and complete as appropriate):

No general liability insurance is required.

The Vendor shall carry and keep in force during the term of this Agreement, a general liability insurance policy or policies with a company or companies authorized to do business in Florida, affording public liability insurance with a combined bodily injury limits of at least ~~\$200,000.00~~ per person and ~~\$300,000.00~~ each occurrence, and property damage insurance of at least ~~\$200,000.00~~ each occurrence, for the services to be rendered in accordance with this Agreement

• **Replace Scope of Services, Appendix II, ITS SOG IT Appendix II with Standard**

Operating Procedures for Northwest Florida Regional Transportation Management Center. (Document will be provided by email to each registered respondent.)

Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at www.myflorida.com (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements") under this bid number. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting your bid.

Acknowledgment of receipt of Addendum No.1 shall be identified by signing below and enclosed with your bid.

Acknowledgment of Receipt

Signature: _____ Date: _____
(Authorized Signature)

Print/Type Name: _____ Title: _____

Firm: _____