



**19-R02 RFP for
General Planning and Consulting Services**

**ADDENDUM TWO (2)
RESPONSES TO PROPOSER QUESTIONS
AUGUST 1, 2019**

1. Can a firm propose on one or more subtasks, i.e., as A.II, and not all of Task A or would we be required to propose on the entire Task A to be considered competitive?

ANSWER: Yes.

2. The General Information section under the Scope of Work (page 8 of the pdf) states that “It is the intent of LYNX to award an Indefinite Delivery/Indefinite Quantity (ID/IQ) type contract to a panel of qualified consultants....” Does this mean that more than one consultant or team can be selected, both overall and for each category (A – D)? There is also wording in Section 18, Award, that implies that only one Proposer will be selected: “LYNX will award the Contract to the Proposer who submits a Proposal that LYNX determines, in its sole and absolute discretion, is most advantageous to LYNX (the “Selected Proposer”).” These statements seem to be in conflict with one another and are a bit confusing in terms of number of awards in total and number of awards by Category.

ANSWER: More than one consultant or team can be selected, both overall and for each category (A – D).

3. We would like to confirm whether LYNX is looking for teams of consultants to partner together to cover all areas in a given category through one contract. Section 18, Forming of Teams, Item B, states “Proposers responding to this RFP will be expected to demonstrate that one or more team members have substantive practical experience and expertise in the areas listed in TASK CATEGORIES.” This suggests that if a single firm cannot demonstrate substantive experience in all areas under the category – e.g., Items I – V and all lettered sub-items thereunder for Category A, Planning Studies – then it should find teaming partners such that expertise in all of those items can be demonstrated. We just want to confirm if that is LYNX’s intent.

ANSWER: It is up to the firms to make an individual submission or form a team with other firms. Proposal can be targeted for one or more categories and/or subtasks within categories.

4. We would like to inquire about the following requirement on page 19 of RFP 19-R02, General Planning Consulting Services:

18. FORMING OF TEAMS C. Proposers are permitted to partner, subcontract, and/or pool resources to participate in this RFP. With the exception of certified small businesses submitting proposals for the small business set-aside categories identified in Section 36 of this RFP, prime proposers either individually, and/or in conjunction with sub-proposers and/or partners who employ more than 100 employees (nationally or internationally) are to respond to a least five (5) categories. In the event that no single proposer submits a sufficient proposal to cover a category, LYNX reserves the right to award contracts to more than one proposer.

We are unable to find a Section 36 in this document listing small business set-aside categories. Additionally, how are we able to determine whether we are a certified small business with LYNX?

ANSWER: RFP is open to all business classifications and sizes, therefore section 36 would not apply. Task orders under the GPC may establish additional DBE criteria as needed.

No DBE goal is required for this submission, however DBE goals may be established for the task orders issued under the GPC.

5. The RFP states in C. Part II – Technical Requirement, ii. Technical Ability to Perform Required Services, “Each qualification shall be tabbed and shall not be more than 20 pages in length covering all proposed categories, combined.” Are we able to submit for some, but not all, subcategories within category A, B, C, or D, or must we be able to submit for all subcategories within the main category?

ANSWER: Each proposer can choose one or more categories that they are qualified for.

6. Key Personnel Section (page 10 of PDF)
a. Certifications and licenses- do we need to submit copies or just list them?

ANSWER: They can be listed and/or attached.

7. Part III-Past Performance (Page 11 of PDF)

ANSWER: LYNX is looking for references that will demonstrate firm’s capacity to complete the work under selected categories. It is up to the firm’s discretion whether to submit individual and/or team references.

8. Do we need 1 to 5 client references for subconsultants or for prime or as a team?

- a. Do we need to have references specific to each category or as can the 1 to 5 references cover all categories submitted?

ANSWER: LYNX is looking for references that will demonstrate firm's capacity to complete the work under selected categories.

9. Categories (Pages 9, 11, and 18)

- a. What is considered a "category"? Is each letter heading (A. planning studies, B. ITS, etc.) a category? There are only four of those broad groupings (A, B, C and D), but under "Forming of Teams" section (page 18), "prime proposers who employ more than 100 employees are to respond to at least five categories". Please clarify what these five categories could be.

ANSWER: There are 4 categories (A-D)

- b. The 5-page limit for each category description was mentioned under "Forming of Teams" (page 18), but in the Scope of Work-Technical Ability to Perform Services (Page 9), the limit is 20 pages for all categories. Can you clarify what the page limit is?

ANSWER: 5 pages for each category with a total of 4 available Groups (A-D).

- c. If the category is indeed the 4 broad groups (A, B, C, D), does the proposing company or team proposing for a grouping have to fulfill ALL the subtasks (both Roman numeral and numbered subtasks) under each task grouping (A, B, C, D)?

ANSWER: No, proposers can submit for one or more categories and/or subtasks that their firm or team is qualified for.

- d. Can a firm pursue as a subconsultant for some categories, and pursue as a prime firm for other categories?

ANSWER: Yes, as long as their proposal clearly identifies what other categories they are pursuing and corresponding capacity.

10. In reviewing Exhibit E of the RFP, entitled "LYNX General Contracting Provisions", there are requirements for bid/performance guarantees as well as bonding requirements under Section A.2. As a design professional, the proposer is not equipped to provide bid/performance guarantees or payment/performance bonds. Can LYNX clarify its intent in this regard?

ANSWER: Please include any concerns about meeting this RFP requirement in your proposal. Bid/performance bonds may not be required for all tasks and may

vary based on the value of the task. The exception to this is the requirement for construction/engineering projects.

11. In reviewing the sample contract language, the standard of care and indemnification provisions in Section 8(b) and 8 (h) respectively are not consistent with a design professional's industry accepted standard of care or professional liability insurance parameters. Is the expectation that the proposer, as a design professional, accept this contract language or can it be negotiated upon contract award to better align with the proposer's professional standard of care and insurance constraints?

ANSWER: Please include any concerns about meeting this RFP requirement in your proposal. Bid/performance bonds may not be required for all tasks and may vary based on the value of the task. The exception to this is the requirement for construction/engineering projects.

12. Pursuant to underwriting mandates, design professionals cannot list third parties as additional insured under professional liability insurance coverage. Would LYNX be willing to negotiate this contract language in Section 8(i) or provide a waiver upon contract award?

ANSWER: Please include any concerns about meeting this RFP requirement in your proposal. Bid/performance bonds may not be required for all tasks and may vary based on the value of the task. The exception to this is the requirement for construction/engineering projects.

13. The RFP states we need to provide a service fee schedule which shows category rates for the initial term of the contract.
- Will the invoicing for task orders be billed on this category schedule or will consultants need to provide rates by individual staff expected to work on the project?

ANSWER: Yes, fee schedule will be used for task order billing. Please include anticipated job classification in exhibit 1 of the submission.

- How would LYNX like to see task work order-related out-of-pocket expenses (travel, printing, data collection, etc.) reflected in the proposed fee schedule? Is LYNX open to accept a Consultant's FDOT-approved direct expense percentage? If so, can this percentage be added to the "indirect cost column"?

ANSWER: Rates quoted shall be fully loaded and include direct labor costs, indirect expenses (overhead) and profit. The proposer shall state what is included in the overhead pool, as the duplication of costs is not permitted.

14. Under Section C. Part II – Technical Requirements, ii Technical Ability to Perform Required Services - Can you clarify if the tabs between categories will be counted as part of the 20 page limit in this section?

ANSWER: No, tabs will not be counted as part of the 20 page limit.

15. Under Section C. Part II – Technical Requirements, iii Key Personnel, Item 2 the instructions state: 2. Name, title, email address, phone number, and fax number. - Can you please specify who on the project team you want this information for?

ANSWER: Key personnel that will be assigned to Lynx's contract.

16.4. Proposal Requirements, C. Part II – Technical Requirements, ii, 3, PDF page 10, Section 4 states “Each qualification shall be tabbed and shall not be more than twenty (20) pages in length covering all proposed categories, combined.” while Section 18 Forming of Teams states “each category within a category is limited to a five (5) page description and should be tabbed to identify the categories proposed”. Is Section 18 referring to “category areas” or the main four (4) categories? Please clarify page limits.

ANSWER: 5 pages maximum for each selected category under the four groups (A-D).

17.4. Proposal Requirements, C. Part II – Technical Requirements, v. Part IV – Categories, PDF page 11 What do you anticipate being in this section? Can we include category approach write-ups here or in Part ii – Technical Ability to Perform Required Services?

ANSWER: Part II is requesting information for a corporate overview and Part ii is looking for technical ability to perform under selected categories.

18.17. Task Categories, PDF page 16 Please define the terms “category” and “category areas”. If a “category” is A, B, C, D and the “category areas” are i, ii, iii, iv, etc. then can we select less than all category areas under a category or must we cover all category areas?

ANSWER: Proposal can be targeted for one or more groups, A-D; and or categories within the groups A-D and clearly identify them in their proposal.

19.18. Forming of Teams, C, PDF page 19 “Prime proposers either individually, and/or in conjunction with sub-proposers... who employ more than 100 employees (nationally or internationally) are to respond to at least 5 categories.” However, only 4 categories are listed as A, B, C, D (unless the answer to our previous question yields a different definition). Please clarify requirement for large firms to respond to at least 5 categories.

ANSWER: Requirement does not apply. Please disregard.

20. Exhibit 2, PDF page 25 Proposer Qualifications and Business Reference Questionnaire, specifically questions 21 and 22. This request for information appears to be redundant to the remainder of the RFP document, in that it requests work undertaken in the last 3-10 years with client references and one or more public clients currently under contract with contract details. Please advise whether you are requesting this information be supplied a second time and if so, whether these additional pages count toward any applicable page limit.

ANSWER: Where redundant either provide the information a second time or reference where in the proposal the information was provided previously.

21. Is there an overall submittal page limit?

ANSWER: 30

22. Exhibit J Certification Regarding Buy America

This certification applies only to the “procurement of steel, iron or manufactured products.” Since this contract is limited to professional services, should responding firms affirmatively assent to this certification by completing it out and signing or merely indicate in the blank lines that it is not applicable and include in the submittal package without signing?

ANSWER: Since Buy America may be relevant for task orders, please complete Exhibit J.

23. Scope of Work – 4. Proposal Requirements – C. Part II – Technical Requirement – iv. Part III – Past Performance/Experience and References. This section states Contractor must provide “...client references for whom they performed substantially similar work during the last three (3) years...” This section also instructs Contractor to complete and provide reference information as contained in Exhibit 2. Exhibit 2 requires references “...who are current customers or have been served by your company with the last five (5) years...” Additionally, Item 21 of Exhibit 2 – Proposer Qualifications and Business Reference Questionnaire asks for references for work performed within the last ten (10) years. Please verify if references are to be for work within the last three (3), five (5) years or ten (10) years.

ANSWER: References for similar work should be within the last 3 years and overall firm experience for the past 5 years. Questionnaire responses can refer back to the references listed in the earlier section of the proposal.

24. Scope of Work – 4 Proposal Requirements - C. Part II – Technical Requirement - v. Part IV – Categories - 3. States “All parties will be required to submit all

requirements listed within this RFP.” Does this statement suggest subconsultants are required to submit all the requested information that is outlined in the proposal for the Prime consultant, including the required exhibits? If not, please clarify what information is requested for subconsultants.

ANSWER: All information is requested for prime and subconsultants.

25. Scope of Work – 4 Proposal Requirements - C. Part II – Technical Requirement - iii. Key Personnel - requests a “matrix detailing individuals proposed and teaming firms”. This section also requests an organizational chart. Please confirm if these are the same thing.

ANSWER: The chart should reflect personnel that will be assigned to LYNX projects.

26. For organizational purposes, is it acceptable to submit separate proposal books for each category?

ANSWER: Each category should be under a separate tab and not exceed 5 pages.

27. Scope of Work - 18. Forming of Teams - C., mentions a “Section 36”, but there is no Section 36 in the proposal. That same section states “prime proposers are to respond to a least five (5) categories” but there are only 4. Please clarify the intentions of this paragraph.

ANSWER: Section 36 does not apply. Please disregard.

28. Exhibit 2 - Questions 20 and 21 requests information that is already previously requested in other sections of the RFP. Is it acceptable to direct the answer to the corresponding page vs. repeating the same information?

ANSWER: Yes

29. Exhibit 2 – Question 22, can the list of Public clients be the same as the references we provide in Exhibit L?

ANSWER: Yes, if the firm chooses to do so.

30. Scope of Work – 4. Proposal Requirements - A. Format of Proposals - iv., states “If proposing Teams, place each team member’s documentation as an Appendix and their submittal documentation must follow the same format.” Does this statement suggest we group subconsultant information in one separate appendix at the end of the submittal or throughout the proposal following the Primes response? Please expand on and clarify what is requested in this section.

ANSWER: Group subconsultant information in one separate appendix at the end of the submittal.

31. Scope of Work – 13. Subcontracting – states that “Contractor shall require approved subcontractor to comply with all obligations of Contractor specified in this Contract”. Many small firms do not hold same levels of insurance as is typically required and may not be able to comply with this provision. If necessary, will it be acceptable for a small firm subcontractor to hold a different level of insurance than what LYNX requires?

ANSWER: Please include any concerns about meeting this RFP requirement in your proposal. Bid/performance bonds may not be required for all tasks and may vary based on the value of the task. The exception to this is the requirement for construction/engineering projects.

32. Scope of Work – C. Part II Technical Requirements, vi. Part V – Cost, 3. Job Classification - states that the hourly fees will be firm for all three (3) years of the contract. Will you please confirm if rates are to also hold for the two (2) optional extension years as well?

ANSWER: Yes.

33. Exhibit 1 – Service Fee Schedule - states “Only job classifications listed on the Service Fee Schedules will be evaluated for award consideration”. Proposers shall edit the position classifications to appropriately reflect any and all positions that may support the category(s) of work to which the proposer is responding”. Will you confirm our understanding that only the five (5) listed categories will be evaluated as part of the scoring, but that additional categories and rates may be listed/submitted based on the anticipated contract needs?

ANSWER: Classifications should be under listed categories.

34. Are you planning on sharing a list of pre-proposal conference attendees after the meeting? This is useful in order to find potential partners and subcontractors.

ANSWER: Yes, list was sent out to participants as 19-R02 Addendum 1 following the pre-proposal meeting.

35. Will consultants participating in this RFP (either as a subcontractor or prime) be eligible to respond to operational solicitations that arise from its recommendations? For example, if a consultant recommends the implementation of a certain transportation service, will that same consultant be eligible to respond to future RFPs which may arise based on that recommendation?

ANSWER: Firms awarded the contract will be invited to participate in the mini competition for task orders falling under the GPC.

36. How many contracts does the committee estimate will be awarded for RFP 19-R02?

ANSWER: Committee will select a pool of qualified firms to provide services under identified groups (A-D) and categories.

37. Regarding terminology, may a firm submit on any of the 4 task categories labeled "A-D" or on any of the subcategories labeled in Roman Numerals?

ANSWER: Yes, a firm can select a category (A-D) or one or more subtasks within the category for their submission. Selected category/subtasks should be clearly stated.

38. May a firm submit solely on any of the subsections of a subcategory labeled in Arabic Numerals?

ANSWER: Yes

39. Can you please confirm the RFP and potential Task Order(s) DBE goals?

ANSWER: No DBE goal for GPC submission, however DBE goals may be established for the task orders issued under the GPC.

40. Names of current vendors providing services for the categories listed in the RFP.

ANSWER: Please see RFP 19-R2 Addendum 1 provided following the pre-proposal meeting

41. Average utilization (and spend) for consulting services over the past five years.

ANSWER: Unable to provide this data at this time.

42. Is there a preference for firms with a local presence?

ANSWER: No local preference has been specified in the RFP.

43. When there are specific project needs, will there be a competitive bid process of firms who were selected as a result of this bid?

ANSWER: Yes, firms awarded the GPC will be invited to participate in the task order mini competition process under their selected categories and/or tasks.

44. Can you confirm that the term "category" is referring to the 4 higher level groups (indicated by letters) listed in the Scope of Work Section 17. In other words, the term "category" when used in this RFP is referring to Planning Studies, Intelligent

Transportation Systems, Organizational Analysis and Sustainability Programs, and Safety and Security Planning.

ANSWER: Correct.

45. Please clarify the proposal requirements Section C Part II ii 3 on page 10, "Provide a detailed statement of each category's qualification. Each qualification shall be tabbed and shall not be more than twenty (20) pages in length covering all proposed categories, combined." Does this mean that we have twenty (20) pages to explain our qualifications on all the of the Categories and Subtasks we are interested in pursuing indicated in the RFP. Are there page number restrictions on Section C Part II ii 1, 2, 4 or 5?

ANSWER: Yes, a maximum of 5 pages per category (A-D), inclusive of subtasks within the categories.

46. Please clarify what information is to be included in the matrix requested in Section C Part II iii Key Personnel on page 10. Can you distinguish between which information should be included in the write up accompanying the matrix, which information should be included in the matrix itself, and which information should be provided on resumes? Is there a page limit for this section?

ANSWER: 5 pages for each category (subtasks). Part C allows for an additional 4 pages.

47. Should a firm choose to include a subconsultant on their proposal, does the subconsultant need to complete all the necessary forms along with the prime consultant? If the subconsultant only needs to submit some of the forms, can you indicate which ones are needed?

ANSWER: All information is requested for prime and subconsultants.

48. In Section 18 Forming of Teams on page 19, the RFP states that "Proposers are permitted to partner, subcontract, and/or pool resources to participate in this RFP. With the exception of certified small businesses submitting proposals for the small business set-aside categories identified in Section 36 of this RFP, prime proposers either individually, and/or in conjunction with sub-proposers and/or partners who employ more than 100 employees (nationally or internationally) are to respond to a least five (5) categories." Must a large firm submit on at least 5 categories (understanding that there are only 4 categories listed)?

ANSWER: Section 36 does not apply to the RFP.

49. May a firm submit as a prime in one category and a subconsultant on another category?

ANSWER: Yes, as long as both are clearly identified in their proposal.

50. Please clarify the requirement in Section C Part II iv 2 "Provide at least one example of relevant work for each area of selected category." Which level of the Scope of Work Section 17 are you referring to?

ANSWER: Please provide examples of relevant work for selected category (A-D) and/or subtasks identified under section 17.

51. Can you provide an edited/updated version of the RFP as opposed to an addendum with these clarifications?

ANSWER: No.

52. If the Prime consultant bidding on this RFP is a DBE, and sub consultants on this team are not DBEs, Do any of the Exhibit I forms need to be completed? These forms are oriented to the subconsultant as a DBE. Please provide clarity if these are needed given this teams configuration.

ANSWER: The prime firm does not need to complete all forms. However, they should provide some documentation of DBE certification by completing Exhibit I attachment 3. The forms of Exhibit I attachment 1 and 3 must be completed and submitted for each sub-consultant to perform on the contract, with documentation of Disadvantaged Business Enterprise (DBE) certification from an accepted certifying agency.

53. Regarding Exhibit 1, Are you looking for dollar amounts or percentages for the columns titled "Indirect Cost" and "Profit"?

ANSWER: Percentage

54. Do you want an org chart in addition to the matrix?

ANSWER: LYNX is looking for the chart for personnel that will be assigned to handle LYNX account.

55. Discrepancy in Part 3 Past Performance/Experience and References:
a. Are references for work in the past three or five years?

ANSWER: One to 5 references for similar work in the last 3 years and overall references for the past 5 years.

56. The RFP says we can submit up to five references, however Exhibit 2 only provides space for three. Please confirm if five will be allowed.

ANSWER: Please refer to the Reference section of your submittal when responding to the reference questionnaire.

57. Do we “apply/propose” for the main category or the sub categories?

ANSWER: It is up to each firm to propose on categories and or subtasks they are qualified for. Please clearly identify what category and subtasks the proposal is for.

58. C. Part II – Technical Requirements – Section ii: It appears that this is the section of the proposal where we identify the categories that we are proposing on, correct? If so, are we providing tabs to separate the main categories or all sub categories as well?

ANSWER: Tabs will not be counted towards the overall page limit, therefore it is up to each proposer to determine how they would like to format the proposal.

59. V. Part IV – Categories - In this section of our proposal are we only submitting Exhibit 1 for each of the categories that we are bidding on as noted in section C-Part II above?

ANSWER: Correct.

60. We would like to clarify nomenclature regarding categories and subtasks. Is this assumption correct?

- A. PLANNING STUDIES = Category **Correct**
- i. Service Planning = Subtask **Subcategory**
- 1. Service operations planning and route service restructuring plans = Subtask **Correct**

ANSWER: See above

61. We request clarification regarding the page limits on our approach/understanding of each category and subtask. The scope of work requirements state that “Each qualification shall be tabbed and shall not be more than twenty (20) pages in length covering all proposed categories, combined.” In another section of the RFP, it states, “Each category within a category is limited to a five (5) page description and should be tabbed to identify the categories proposed.” How do we approach page limits for proposing on individual subtasks as opposed to full categories? Is the page limit 20 regardless?

ANSWER: Correct, not to exceed 20 pages for selected categories and/or subtasks. Tabs will not be counted towards the overall page count.

62. Does Lynx prefer that a proposer identify the lead person for each category and each subtask, or simply one for each category?

ANSWER: It is up to the proposer's discretion to identify key personnel that will be assigned to LYNX account.

63. If a firm teams, can a subcontractor lead an individual subtask?

ANSWER: Yes, and please identify individual subtasks in the proposal.

64. In proposing, may a firm with fewer than 100 employees propose only for subtasks within a category?

ANSWER: Yes, the 100 employee requirement does not apply to this RFP.

65. The scope of work requirements state that experience should be provided for "the last three (3) years" and "within the past five (5) years." Are project quals supposed to be within 3 years or 5 years?

ANSWER: One to 5 references for similar work in the last 3 years and overall references for the past 5 years.

66. For Exhibit 1, it says the exhibit should be submitted for each category. We are assuming that there are 4 categories within the scope of work, so a maximum of 4 exhibit 1's should be submitted. Please confirm that is correct.

ANSWER: Correct

67. Section 13 states that Lynx requires prior approval for each subcontractor, does that apply even if the subcontractor is part of the team proposed for a category or subtask?

ANSWER: GPC award will constitute LYNX's approval of the sub consultant listed in the proposal.

68. In response to Section 22.B, may firms within the competitive range subsequently team in response to a task order issued by Lynx?

ANSWER: No, teams will be considered only if formed a team in response to the RFP.

69. The insurance requirements in Exhibit D (Terms and Conditions) Article 13 specifies \$5M of "Umbrella" coverage. This amount is in conflict with the Sample Contract (located as the last part of the RFP Article 8(i)(vii) which specifies \$1M "Umbrella" coverage. Which coverage is required?

ANSWER: The insurance requirements in Exhibit D apply.

70. Is it possible to get a copy of the sign in sheet from the Pre-Proposal Conference that took place on July 10th?

ANSWER: Copy was sent out following the pre-proposal meeting and is attached.

71. Part V – Cost subsection 6 states that travel will be authorized on a case by case basis: will this be done at the time that Task Orders are issued for the work?

ANSWER: Travel will be considered on a case by case basis only for the necessary subject matter expert for issued task orders.

72. Should the cost of travel (airfare, hotel, per diem, etc.) and ODCs (printing, conference bridge, etc.) be included in the Direct Labor Costs in Exhibit 1, or will this be addressed in the individual Task Orders when they are issued?

ANSWER: Rates quoted shall be fully loaded and include direct labor costs, indirect expenses (overhead) and profit. The proposer shall state what is included in the overhead pool, as the duplication of costs is not permitted.

73. Do you need to be able to address all the subcategories inside of one of the scope categories or can you apply for specific subcategories (i.e.: Can you submit for Sustainability Programs under Organizational Analysis and Sustainability Programs or do you also need to be able to address Organizational Efficiency/Business Process Analysis sub categories to be able to apply?)

ANSWER: Proposers may select any subtasks within the category.

74. In Section 4. Proposal Requirements, under A. Format of Proposals, it states: “If proposing Teams, place each team member’s documentation as an Appendix and their submittal documentation must follow the same format.” Can you please clarify what is meant by “If proposing Teams” and also clarify what “submittal documentation” must be included for each team member?

ANSWER: “If the Proposer is proposing a team approach, place each team member’s documentation...”

See responses to questions 24 and 30.

75. The DBE provisions in Exhibit I state: “The DBE goal established for this Solicitation is __%.” Please confirm if there is any DBE goal or if we can assume that there is no contract-specific goal.

ANSWER: No DBE goal for GPC submission, however DBE goals may be established for the task orders issued under the GPC

76. The DBE provisions in Exhibit I requires good faith efforts documentation to be submitted. Please clarify whether such documentation is required if there is no DBE goal.

ANSWER: DBE documentation is not required for initial DBE submission, but may be required for task orders issued following the award of the GPC.

77. Do bidders need to include the following completed forms in the proposal for the prime firm only, or for subconsultant firms as well?

- Exhibit 1—Service Fee Schedule
- Exhibit 2-- Proposer Qualifications and Business Reference Questionnaire
- Exhibit G – Certification Regarding Debarment
- Exhibit J – Certification Regarding Buy America
- Exhibit M – E-Verify
- Exhibit H – Certification Regarding Lobbying
- Exhibit N – Non-Collusion
- Exhibit F – Proposer’s Offer & Guarantees
- Exhibit L – References
- Exhibit O – No Bid

ANSWER: Prime and subconsultants.

78. Are bidders supposed to indicate which topics within a given category they intend or are qualified to work on, or just identify qualifications on the category as a whole?

ANSWER: Proposers are requested to identify specific categories, subcategories and/or subtasks they are submitting a proposal for.

79. In Section 4. Proposal Requirements, under ii. Technical Ability to Perform Required Services, it states: “Provide a detailed statement of each category’s qualification. Each qualification shall be tabbed and shall not be more than twenty (20) pages in length covering all proposed categories, combined.” However, under Part IV. Categories, the RFP states: “Proposers are requested to elect one or more categories (see Exhibit 1, Service Fee Schedule) to which they are applying.” Pls clarify how the contents of these two sections should vary (i.e., where bidders should identify Categories they wish to be considered for and include qualifications relevant to each Category).

ANSWER: Please identify in the tabs for each selected category and or task.

80. In Exhibit A. Solicitation Instructions and Conditions, under No. 14 . Revisions and Amendments to the Proposal, it states: “The form transmitting the revision or amendment must be signed by the Proposer, acknowledging its receipt, and copy of the signed document must be included in the Proposal documents. Failure to (i)

sign the form transmitting the revision or amendment and (ii) include the signed form in the Proposal may, in LYNX sole discretion, result in the rejection of the Proposal.” However, Addendum 1, for example, did not have an accompanying form to sign. Where should bidders affix signature to acknowledge receipt?

ANSWER: The Proposer is not required to sign or return a form transmitting the revision or amendment.

81. If including subconsultant partners as part of a Prime’s team, can their information be integrated in with the Prime’s info, rather than separated in the appendix? For example, can their resumes, project experience, required forms, etc. be included in the same sections as the Prime’s requested info, as long as the sub firm’s name is clearly stated?

ANSWER: Executed forms are to be included in the appendix.

82. Do the subconsultant partners also need to complete all of the required forms listed on page two of the RFP, or are those just for the Prime firms to complete?

ANSWER: Yes

83. Regarding “ii. Technical Ability to Perform Required Services” under “Part II – Technical Requirement item 3. Provide a detailed statement of each category’s qualification. Each qualification shall be tabbed and shall not be more than twenty (20) pages in length covering all proposed categories, combined.”

a. We suggest stating a five page approach per category limit; that way if a firm is only submitting on one category, they only get five pages as opposed to 20 pages, making it fair to those submitting on multiple categories.

ANSWER: Correct, maximum of 5 pages per category, with a total of 20 if submitting on all 4.

84. As cost is a component of the scoring, please explain how this will be evaluated as this is an on-call contract where hourly rates are provided by category. The nature of the assignments will play a large part in deciding which staff to use.

ANSWER: Cost is weighed at 10 pts of the evaluation criteria. Please submit rates for all of the job classifications that you foresee using under the selected categories.

85. Please clarify the client reference requirements for “Part III – Past Performance/Experience and References.” If a firm is proposing for all four categories, would that be up to five client reference projects included for each proposed category, which could be a total of 20 client references?

ANSWER: No, total of 5 references.

86. Please clarify the job categories required on Exhibit 1; (i.e. our firm does not have staff that are consider journeyman).

ANSWER: Please list your company's classifications that would be compatible to the Journeyman professional category.

87. Regarding the cone of silence for solicitation: If we have a separate project for a Florida client that will involve outreach and interviews with transit agency staff during the time period leading up to this proposal submittal, how should we handle that? Is it ok if communications and interview questions are solicited to Lynx planning staff through the client (FDOT) instead of through our consultant firm staff or could our consultant staff send interview questions for written responses from Lynx during this procurement time?

ANSWER: Cone of silence only applies to matters related to the RFP.

88. Regarding Exhibit B – Scope of Work C. Part II ii 3. - The RFP notes that we should provide a detailed statement of each category's qualification and that each category should be no more than 20 pages in length covering all project categories, combined. Can you please clarify whether you are saying that it should be 20 pages maximum for all qualification statement categories or is it 20 pages maximum for each category to which we are submitting qualification statements?

ANSWER: 5 pages maximum per category, with a total not to exceed 20 pages if proposing on all 4 categories.

89. Regarding Exhibit B – Scope of Work C. Part II iii 1 – For ease of review and to minimize size of the proposal, would LYNX accept a list of certificates and registrations as opposed to physical copies?

ANSWER: Yes.

90. Regarding Exhibit B – Scope of Work Under 4 - Proposal Requirements, v. (Part IV – Categories), bullet 3 of the RFP it states, "All parties will be required to submit all requirements listed within this RFP." Could LYNX please define which aspects of the RFP are required for subconsultants.

ANSWER: Items need for prime are also needed for partner subconsultants as extensions of the prime.

91. In regards to Exhibit K – Sample Contract:

- With regard to the standard of care language in Article 8(b), will LYNX revise the language to make it consistent with industry standards and practices and

have the standard of care as “the care and skill ordinarily exercised by an individual practicing the same profession under similar circumstances”?

ANSWER: Please include any concerns about meeting this RFP requirement in your proposal.

- Where the scope is professional services and not construction or facility improvements, will LYNX remove the bond and performance guarantee requirements?

ANSWER: Please include any concerns about meeting this RFP requirement in your proposal.

- Will LYNX agree to remove the “ensure faithful performance” language in Section A.2 on pg. 4 of the general contracting provisions? That language arguably may create a fiduciary relationship which could be uninsurable.

ANSWER: Please include any concerns about meeting this RFP requirement in your proposal.

- Where the scope is professional services, will LYNX revise the indemnity obligation in Article 8(h) of the sample contract to be, “the Consultant will indemnify and hold harmless the agency, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys’ fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant” so that it does not exceed what is permitted by Florida Statutes Chapter 725.08?

ANSWER: Please include any concerns about meeting this RFP requirement in your proposal.

- Would LYNX be open to discussing the data security provisions so that they extend only to what is required in the context of the services the Consultant would be providing?

ANSWER: Please include any concerns about meeting this RFP requirement in your proposal.

- Would LYNX be willing to revise Section 16(c) of the sample contract so that each party is responsible for its own fees and costs?

ANSWER: Please include any concerns about meeting this RFP requirement in your proposal.

92. RFP 4. Proposal Requirements (Scope Pages 2-7 of 18): Will each of the following elements be sub-tabbed for each category of work a firm is submitting for: Part II – Technical Requirements, Part III – Past Performance/Experience and References; and Part V – Cost? (i.e., Part II – Technical Requirements: sub-tab 1 A: Planning Studies, sub-tab 2 B: ITS, sub-tab 3 C: Organization Analysis and Sustainability Programs, etc.)

ANSWER: Yes. (Tabs will not be counted towards the page limit.)

93. RFP 4. Proposal Requirements (Scope Pages 2-7 of 18): Other than the elements listed on the previous question, are any additional proposal elements required to be sub-tabbed by category of work?

ANSWER: No.

94. Proposal Section C. Part II – Technical Requirements; ii. Technical Ability to Perform Required Services (Scope Page 3 of 18) Does the 20 page limit apply only to No. 3 – Detailed Statement for each work category? Are there no page limits to all other elements of ii. Technical Ability to Perform Required Services?

ANSWER: 30 page total.

95. Proposal Section C. Part II – Technical Requirements; iii. Key Personnel Summary (Scope Page 3 of 18) Can the 11"x17" staff matrix be more than one page for each category?

ANSWER: Yes.

96. RFP 4. Proposal Requirements, v. Part IV - Categories (Scope Page 5 of 18): Part IV – Categories. Is this section to clarify which categories a firm is submitting for?

ANSWER: Yes.

97. RFP 4. Proposal Requirements, v. Part IV - Categories (Scope Page 5 of 18): Part IV – Categories. Does LYNX have any specific information required for this section?

ANSWER: Firms proposal on the selected category and/or subtasks

98. RFP 4. Proposal Requirements, iv. Part III – Past Performance/Experience and References (Scope Page 5 of 18) versus vii. Part VI – Certifications/Exhibits (Scope Page 5 of 18): Are references to be included in each of these sections?

ANSWER: Yes