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Solicitation Addendum

Addendum No.:	1
Solicitation No.:	22-R078768JH
Solicitation Title:	Transit Development Plan (TDP) Major Update
Addendum Date:	March 31, 2022
Procurement Contact:	Jeb Hayter

RFP 22-R078768JH is amended as set forth herein. Responses to questions posed by prospective bidders are provided below. This Addendum is hereby incorporated in and made a part of RFP 22-R078768JH.

The deadline to submit all inquiries concerning interpretation, clarification or additional information pertaining to this RFP was March 24, 2022.

CHANGE TO:

SECTION A, INSTRUCTIONS TO PROPOSERS, A.03 PUBLIC OPENING OF PROPOSALS, SECOND PARAGRAPH

Manatee County will make public the names of the business entities which submitted a proposal and city and state in which they reside at the opening. No review or analysis of the proposals will be conducted at the ~~virtual~~ proposal opening.

REPLACE:

SECTION D, FORMS, FORM 10

Replace Section D, Forms, Form 10 with the attached Form 10 – Disadvantaged Business Enterprise Goal (Revised) incorporated into this RFP and attached to this Addendum 1.

REPLACE:

EXHIBIT 2, PROPOSAL RESPONSE REQUIREMENTS

Replace Exhibit 2, Proposal Response Requirements with the attached Revised Exhibit 2, Proposal Response Requirements incorporated into the RFP and attached to this Addendum 1.

QUESTIONS AND RESPONSES:

Q1. In Tab 7, how is #3 different from #14? Can you please provide clarification or remove one of the questions?

R1. See Revised Exhibit 2 attached to this Addendum 1.

Q2. In Tab 7, #9, should this address project management instead of program management? If so, will our answer to #9 also answer #15?

R2. See Revised Exhibit 2 attached to this Addendum 1.

Q3. In Tab 7, #18, item B, do you need signed reference letters or just a list of references?

R3. Signed reference letters required.

Q4. Should we submit sub-consultant resumes under Tab 7 #2 or Tab 7 #10?

R4. Submit under #10.

Q5. In Tab 7, how is #16 different from #7? Can you please provide clarification or remove one of the questions?

R5. See Revised Exhibit 2 attached to this Addendum 1.

Q6. In Tab 7, how is #17 different from #8? Can you please provide clarification or remove one of the questions?

R6. See Revised Exhibit 2 attached to this Addendum 1.

Q7. In Tab 7, Item 18b you request “reference letters (name, address, phone, and email) for all cited TDP projects completed and active”. Are you requiring a signed reference letter from the client(s) for our TDPs listed in 18a, or can we simply provide the requested contact information for the reference for each of our projects?

R7. Please provide a signed reference letter from a client listed in 18a.

Q8. In Tab 9, the format provided for the fees form doesn’t allow for multiple staff and varying rates by staff for each task. It looks like we’re tied to just one staff person per task and that’s not how the work will get done. Can we modify the form to include multiple staff per task that have different hourly rates?

R8. Include multiple team members per Task.

Q9. Has the County identified potential interview dates? Has it been determined if interviews will be conducted virtually or in-person?

R9. The County will publish a Notice of Public Meetings once the solicitation has been opened. Meetings are held in-person.

Q10. Regarding the bonding requirements on RFP page 40 (Bid Bond/Performance Bond), would the County consider waiving those requirements given this is a professional services project?

R10. No bond is required, Section D, Form 8, Insurance Requirements. No bond requirements are checked.

Q11. Is DBE participation an evaluation criterion?

R11. No, DBE participation is not in the evaluation criterion.

Q12. Has a not to exceed budget been stipulated for this project?

R12. Yes, \$250,000.

Q13. Tab 3, Will the Bonding Requirements outlined on page 40 of Form 8 be enforced? In our experience they are not typically applicable to professional services, so we have not had to previously provide a Payment and Performance bond. Please clarify.

R13. Refer to R10.

Q14. Tab 3, On page 45 it states an original DBE Affidavit is required and to “see below”. The only affidavit we could locate appears to be for the Good Faith Efforts (which is N/A for us) on page 52. Please clarify.

R14. See Form 10 – Disadvantaged Business Enterprise Goal (Revised) attached to this Addendum 1.

Q15. Tab 3, It also states on page 45 that a DBE Letter of intent is required and to “see below.” I could not locate an example as indicated. Please clarify.

R15. See Form 10 – Disadvantaged Business Enterprise Goal (Revised) attached to this Addendum 1.

Q16. Tab 7, #3 and #14 appear to be asking for the same information regarding staff hours and rates by subtask/task. Can you please clarify?

R16. See Revised Exhibit 2, Proposal Response Requirements attached to this Addendum 1.

Q17. Tab 7, #6 and #15 appear to be asking for the same information regarding firm management procedures. Can you please clarify?

R17. See Revised Exhibit 2, Proposal Response Requirements attached to this Addendum 1.

Q18. Tab 7, #7 and #16 appear to be asking for the same information regarding subconsultant experience. Can you please clarify?

R18. See Revised Exhibit 2, Proposal Response Requirements attached to this Addendum 1.

Q19. Tab 7, We found that #8, #17, and #18 are all asking for varying levels of detail concerning our TDP experience. We have a couple clarifying questions. Is it acceptable for us to combine these questions into one section in our proposal?

R19. Yes, responses can be combined into one. Please note in other sections where to find combined response.

Q20. Tab 7, We found that #8, #17, and #18 are all asking for varying levels of detail concerning our TDP experience. We have a couple clarifying questions. Our list of related projects within the last five years addressing #8 and #18 is quite comprehensive. Can we select a few (3-5) projects to provide all of the requested

detail for, including FDOT dates and reference letters, and then list all remaining projects to round out our overall experience over the last five years? Please confirm this accomplishes what you are looking for. Providing reference letters for all completed projects over the last five years would severely limit the number of projects that could then be cited in our proposal.

R20. Provide a list of all completed projects relevant to a Transit Development Plan (TDP). Provide reference letters for completed TDP's from the last five years.

Q21. Tab 9, This appears to be asking for the same information requested in Tab 7 under #3 and #14. Are you looking for a separate budget or do you just want to see the Fees Form completed?

R21. See Revised Exhibit 2, Proposal Response Requirements attached to this Addendum 1.

Q22. Tab 9, The Fees Form lists 9 tasks, but we see only 8 in the scope. Please clarify.

R22. See Revised Exhibit 2, Proposal Response Requirements attached to this Addendum 1.

Q23. Tab 9, There were instructions for how to include the Fees Form in the original printed version. Should it be included or left out of the electronic version?

R23. Fees Form should be a separate file in the electronic version. Do not password protect or lock the file.

NOTE:

Deleted items will be ~~struck through~~, added or modified items will be underlined. All other terms and conditions remain as stated in the RFP.

INSTRUCTIONS:

Receipt of this Addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

END OF ADDENDUM

AUTHORIZED FOR RELEASE

MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS
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DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL

It is the policy of the AGENCY and the United States Department of Transportation (“DOT”) that Disadvantaged Business Enterprises (“DBE’s”), as defined herein and in the Federal regulations published at 49 C.F.R. part 26, shall have an equal opportunity to participate in DOT-assisted contracts. It is also the policy of the AGENCY to:

1. Ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. Create a level playing field on which DBE’s can compete fairly for DOT-assisted contracts;
3. Ensure that the DBE program is narrowly tailored in accordance with applicable law;
4. Ensure that only firms that fully meet 49 C.F.R. part 26 eligibility standards are permitted to participate as DBE’s;
5. Help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To promote the use of DBEs in all types of federally assisted contracts and procurement activities; and
7. Assist in the development of firms that can compete successfully in the marketplace outside the DBE program.

This Contract is subject to 49 C.F.R. part 26. Therefore, the Contractor must satisfy the requirements for DBE participation as set forth herein. These requirements are in addition to all other equal opportunity employment requirements of this Contract. The AGENCY shall make all determinations with regard to whether or not a Bidder/Offeror is in compliance with the requirements stated herein. In assessing compliance, the AGENCY may consider during its review of the Bidder/Offeror’s submission package, the Bidder/Offeror’s documented history of non-compliance with DBE requirements on previous contracts with the AGENCY.

DBE Participation Goal

The DBE participation goal for this Contract is set at 10.00 %. This goal represents those elements of work under this Contract performed by qualified Disadvantaged Business Enterprises for amounts totaling **not less than** 10.00 % of the total Contract price. Failure to meet the stated goal at the time of proposal submission **may** render the Bidder/Offeror non-responsive.

CONTRACT ASSURANCE

The Contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 C.F.R. part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as the AGENCY deems appropriate.

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DBE Participation

For the purpose of this Contract, the AGENCY will accept only DBE's who are:

1. Certified, at the time of bid opening or proposal evaluation, by the [*certifying agency or the Unified Certification Program (UCP)*]; or
2. An out-of-state firm who has been certified by either a local government, state government or Federal government entity authorized to certify DBE status or an agency whose DBE certification process has received FTA approval; or
3. Certified by another agency approved by the AGENCY.

Proposed Submission

Each Bidder/Offeror, as part of its submission, shall supply the following information:

1. A completed **DBE Utilization Form** (see below) that indicates the percentage and dollar value of the total bid/contract amount to be supplied by Disadvantaged Business Enterprises under this Contract.
2. A list of those qualified DBE's with whom the Bidder/Offeror intends to contract for the performance of portions of the work under the Contract, the agreed price to be paid to each DBE for work, the Contract items or parts to be performed by each DBE, a proposed timetable for the performance or delivery of the Contract item, and other information as required by the **DBE Participation Schedule** (see below). No work shall be included in the Schedule that the Bidder/Offeror has reason to believe the listed DBE will subcontract, at any tier, to other than another DBE. If awarded the Contract, the Bidder/Offeror may not deviate from the DBE Participation Schedule submitted in response to the bid. Any subsequent changes and/or substitutions of DBE firms will require review and written approval by the AGENCY.
3. An original **DBE Letter of Intent** (~~see below~~) from each DBE listed in the **DBE Participation Schedule**.
4. An original **DBE Affidavit** (~~see below~~) from each DBE stating that there has not been any change in its status since the date of its last certification.

Good Faith Efforts

If the Bidder/Offeror is unable to meet the goal set forth above (DBE Participation Goal), the AGENCY will consider the Bidder/Offeror's documented good faith efforts to meet the goal in determining responsiveness. The types of actions that the AGENCY will consider as part of the Bidder/Offeror's good faith efforts include, but are not limited to, the following:

1. Documented communication with the AGENCY's DBE Coordinator (questions of IFB or RFP requirements, subcontracting opportunities, appropriate certification, will be addressed in a timely fashion);
2. Pre-bid meeting attendance. At the pre-bid meeting, the AGENCY generally informs potential Bidder/Offeror's of DBE subcontracting opportunities;

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3. The Bidder/Offeror's own solicitations to obtain DBE involvement in general circulation media, trade association publication, minority-focus media and other reasonable and available means within sufficient time to allow DBEs to respond to the solicitation;
4. Written notification to DBE's encouraging participation in the proposed Contract; and
5. Efforts made to identify specific portions of the work that might be performed by DBE's.

The Bidder/Offeror shall provide the following details, at a minimum, of the specific efforts it made to negotiate in good faith with DBE's for elements of the Contract:

1. The names, addresses, and telephone numbers of DBE's that were contacted;
2. A description of the information provided to targeted DBE's regarding the specifications and bid proposals for portions of the work;
3. Efforts made to assist DBE's contacted in obtaining bonding or insurance required by the Bidder or the Authority.

Further, the documentation of good faith efforts must include copies of each DBE and non-DBE subcontractor quote submitted when a non-DBE subcontractor was selected over a DBE for work on the contract. 49 C.F.R. § 26.53(b) (2) (VI). In determining whether a Bidder has made good faith efforts, the Authority may take into account the performance of other Bidders in meeting the Contract goals. For example, if the apparent successful Bidder failed to meet the goal, but meets or exceeds the average DBE participation obtained by other Bidders, the Authority may view this as evidence of the Bidder having made good faith efforts.

Administrative Reconsideration

Within five (5) business days of being informed by the AGENCY that it is not responsive or responsible because it has not documented sufficient good faith efforts, the Bidder/Offeror may request administrative reconsideration. The Bidder should make this request in writing to the AGENCY's [Contact Name]. The [Contact Name] will forward the Bidder/Offeror's request to a reconsideration official who will not have played any role in the original determination that the Bidder/Offeror did not document sufficient good faith efforts.

As part of this reconsideration, the Bidder/Offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The Bidder/Offeror will have the opportunity to meet in person with the assigned reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. The AGENCY will send the Bidder/Offeror a written decision on its reconsideration, explaining the basis for finding that the Bidder/Offeror did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Termination of DBE Subcontractor

The Contractor shall not terminate the DBE subcontractor(s) listed in the **DBE Participation Schedule** (see below) without the AGENCY's prior written consent. The AGENCY may provide such written consent only if the Contractor has good cause to terminate the DBE firm. Before

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transmitting a request to terminate, the Contractor shall give notice in writing to the DBE subcontractor of its intent to terminate and the reason for the request. The Contractor shall give the DBE five days to respond to the notice and advise of the reasons why it objects to the proposed termination. When a DBE subcontractor is terminated or fails to complete its work on the Contract for any reason, the Contractor shall make good faith efforts to find another DBE subcontractor to substitute for the original DBE and immediately notify the AGENCY in writing of its efforts to replace the original DBE. These good faith efforts shall be directed at finding another DBE to perform at least the same amount of work under the Contract as the DBE that was terminated, to the extent needed to meet the Contract goal established for this procurement. Failure to comply with these requirements will be in accordance with Section 8 below (Sanctions for Violations).

Continued Compliance

The AGENCY shall monitor the Contractor's DBE compliance during the life of the Contract. In the event this procurement exceeds ninety (90) days, **it will be the responsibility of the Contractor to submit quarterly written reports to the AGENCY that** summarize the total DBE value for this Contract. These reports shall provide the following details:

- DBE utilization established for the Contract;
- Total value of expenditures with DBE firms for the quarter;
- The value of expenditures with each DBE firm for the quarter by race and gender;
- Total value of expenditures with DBE firms from inception of the Contract; and
- The value of expenditures with each DBE firm from the inception of the Contract by race and gender.

Reports and other correspondence must be submitted to the DBE Coordinator with copies provided to the [Agency Name1] and [Agency Name2]. Reports shall continue to be submitted quarterly until final payment is issued or until DBE participation is completed.

The successful Bidder/Offeror shall permit:

- The AGENCY to have access to necessary records to examine information as the AGENCY deems appropriate for the purpose of investigating and determining compliance with this provision, including, but not limited to, records of expenditures, invoices, and contract between the successful Bidder/Offeror and other DBE parties entered into during the life of the Contract.
- The authorized representative(s) of the AGENCY, the U.S. Department of Transportation, the Comptroller General of the United States, to inspect and audit all data and record of the Contractor relating to its performance under the Disadvantaged Business Enterprise Participation provision of this Contract.
- All data/record(s) pertaining to DBE shall be maintained as stated in Section [insert reference to record keeping requirements for the Project.]
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Sanctions for Violations

If at any time the AGENCY has reason to believe that the Contractor is in violation of its obligations under this Agreement or has otherwise failed to comply with terms of this Section, the AGENCY may, in addition to pursuing any other available legal remedy, commence proceedings, which may include but are not limited to, the following:

- Suspension of any payment or part due the Contractor until such time as the issues concerning the Contractor's compliance are resolved; and
- Termination or cancellation of the Contract, in whole or in part, unless the successful Contractor is able to demonstrate within a reasonable time that it is in compliance with the DBE terms stated herein.

DBE UTILIZATION FORM

The undersigned Bidder/Offeror has satisfied the requirements of the solicitation in the following manner (please check the appropriate space):

_____ The Bidder/Offer is committed to a minimum of _____% DBE utilization on this contract.

_____ The Bidder/Offeror (if unable to meet the DBE goal of _____%) is committed to a minimum of _____% DBE utilization on this contract and submits documentation demonstrating good faith efforts.

DBE PARTICIPATION SCHEDULE

The Bidder/Offeror shall complete the following information for all DBE's participating in the contract that comprises the DBE Utilization percent stated in the DBE Utilization Form. The Bidder/Offeror shall also furnish the name and telephone number of the appropriate contact person should the Authority have any questions in relation to the information furnished herein.

DBE IDENTIFICATION AND INFORMATION FORM

Name and Address	Contact Name and Telephone Number	Participation Percent (Of Total Contract Value)	Description Of Work To Be Performed	Race and Gender of Firm

REVISED EXHIBIT 2, PROPOSAL RESPONSE REQUIREMENTS RFP NUMBER 22-R978768JH

This section identifies specific information which must be contained within the proposal and the order in which such information should be organized. The information each Proposer provides will be used to determine those Proposers with the background, experience, and capacity to perform the scope of services as stated in this RFP and which Proposal best meets the overall needs of the County. For more information on the evaluation process, refer to Section B, Evaluation of Proposals.

2.01 INFORMATION TO BE SUBMITTED

The contents of each Proposal will be organized and arranged with tabs in the same order as listed below and with the same TAB numbers. The Proposal should contain sufficient detail to permit the County to conduct a meaningful evaluation. However, overly elaborate responses are not requested or desired. **Responses to Tab's 8 and 9 only are limited to 20 one-sided pages.**

2.02 PROPOSAL FORMAT

TAB 1 - INTRODUCTION

Include the following in Tab 1 of the Proposal.

1. A cover page that identifies Proposer, the RFP by title and the RFP number.
2. An introductory letter/statement that describe your proposal in summary form (limit 2 pages).
3. A table of contents.

TAB 2 – MINIMUM QUALIFICATION REQUIREMENTS

In Tab 2 submit the information and documentation requested that confirms Proposer meets the following minimum qualification requirement(s):

1. Must be registered with the State of Florida, Division of Corporations to do business in Florida.

No documentation is required. The County will verify registration.

2. The Proposer has developed and completed a Transit Development Plan (TPD) for at least three (3) clients since March 1, 2017, provide the following information for the three qualifying clients.
 - a) **Name of client**
 - b) **Location (City/State)**
 - c) **Client contact name**

- d) **Contact phone**
- e) **Contact email**
- f) **Service dates (Start/End)**
- g) **Components**

3. Proposer Is NOT listed on the Florida State Board of Administration, Scrutinized List of Prohibited Companies found at the SBAFLA website at <http://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/PFIA/tabid/1478/ItemId/3354/Default.aspx>

No documentation is required. The County will verify

4. Proposer is not on the Florida Suspended, Debarred, Convicted Vendor List.

No documentation is required. The County will verify

5. Proposer is not on the Federal Excluded Parties (Convicted Vendor) List

No documentation is required. The County will verify

6. Proposer is not on the FDOT Contractor Suspension List

No documentation is required. The County will verify

7. Proposer has not been convicted of a public entity crime per Section 287.133, Florida Statutes or environmental law in the past five years.

Proposer must complete Form 3 and submit with its Proposal attesting that it has not been convicted of a public entity crime or environmental law in the past five (5) years.

8. If Proposer is submitting as a joint venture, Proposer must file the required documents with the Florida Department of Business and Professional Regulation as required by Florida Statute Section 489.119, prior to the Due Date and Time.

If Proposer is a joint venture, provide a copy of Proposer's approved filing with the Florida Department of Business and Professional Regulation.

If Proposer is not a joint venture, provide a statement to that effect.

9. Proposer has no reported conflict of interests in relation to this RFP.

If no conflicts of interests are present, Bidder must submit a fully completed copy of Form 4.

If there is a potential conflict of interest, on a separate page submit a statement to that affect and disclose the name of any officer, director or agent who is an employee of the County. Disclose the name of any County employee who owns, directly or indirectly, any interest in Bidder's firm or any of its branches.

TAB 3 – FORMS

Provide the completed and executed Attachments included in this RFP in Tab 3.

1. Form 1, Acknowledgement of Addenda
2. Form 2, Proposal Signature Form
3. Form 3, Public Contracting and Environmental Crimes Certification
4. Form 4, Conflict of Interest Disclosure Form
5. Form 5, Non-Collusion Affidavit
6. Form 6, Truth-in Negotiation Certificate
7. Form 7, Scrutinized Company Certification
8. Form 8, Insurance Statement
9. Form 9, Indemnity and Hold Harmless
10. Form 10, Disadvantaged Business Enterprise Goal (Revised)
11. Form 11, Certificate of Good Faith Efforts
12. Form 12, Prompt Payment Affidavit
13. Form 13, Standard Lobbying Certification Form

TAB 4 - TRADE SECRETS

Pursuant to Section A.24, Trade Secrets, in Tab 4 identify any trade secret being claimed.

NOTE: Designation of the entire Proposal as “Trade ‘Secret’, ‘Proprietary’ or ‘Confidential’ is not permitted and may result in a determination that the Proposal is non-responsive and therefore will not be evaluated or considered. Proposer must submit purported trade secret information as follows:

1. Trade secret material must be segregated in a separate document, from the portions of the Proposal that are not being declared as trade secret. NOTE: Trade secret requests made after the Due Date and Time are not allowed.
2. Proposer shall cite, for each trade secret claimed, the Florida Statute number which supports the designation. Further, Proposer shall provide a brief written explanation as to why the cited Statute is applicable to the information claimed as trade secret.
3. Proposer shall provide an additional hard copy and electronic copy of its proposal that redacts all designated trade secrets.

TAB 5 - PROPOSER STATEMENT OF ORGANIZATION

In Tab 5, provide information and documentation on Proposer as follows:

1. Legal contracting name including any dba.
2. State of organization or incorporation.
3. Ownership structure of Proposer's company.
(e.g., Sole Proprietorship, Partnership, Limited Liability Corporation, Corporation)
4. Federal Identification Number.
5. A fully completed (signed and dated) copy of Proposer's W-9.

6. Contact information for Proposer's corporate headquarters and local office (if different) NOTE: local is defined as Manatee, DeSoto, Hardee, Hillsborough, Pinellas or Sarasota counties. Include the following:
 - a. Address
 - b. City, State, Zip
 - c. Phone
 - d. Number of years at this location
7. List of officers, owners and/or partners, or managers of the firm. Include names, addresses, email addresses, and phone numbers.
8. Contact information for Proposer's primary and secondary representatives during this RFP process to include the following information:
 - a. Name
 - b. Phone
 - c. E-mail
 - d. Mailing Address
 - e. City, State, Zip
9. Provide a brief summary regarding any **prior or pending litigation**, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein, in which the Proposer, any of its partners, employees or subcontractors is or has been involved within the last three years.
10. Provide details of any ownership changes to Proposer's organization in the past three years or changes anticipated within six months of the Due Date and Time (e.g., mergers, acquisitions, changes in executive leadership).

[Remainder of page intentionally left blank]

TAB 6 - PROJECT UNDERSTANDING, APPROACH, AND SCHEDULE: (35 POINTS)

In Tab 6, provide in-depth and appropriateness of Proposer for the following tasks:

1. Proposing Firm will be judged on the merit of their proposal, particularly with the strength of the proposal's ability to accurately and thoroughly address all tasks and subtasks from the attached scope of work.
 - a. Task 1 - Establish and advisory review committee and project schedule.
 - b. Task 2 - Develop and implement a public involvement plan (PIP).
 - c. Task 3 – Base data compilation and analysis.
 - d. Task 4 – Identify and evaluate existing transit services.
 - e. Task 5 – Situation appraisal.
 - f. Task 6 – Estimate transit service demand and mobility needs.
 - g. Task 7 – Review and update of public transportation goals, objectives, and policies.
 - h. Task 8 – Prepare ten-year transit development plan (TDP)
2. Timeliness / Feasibility of proposed project schedule.
3. State your firm's commitment and details on how the proposal will meet MCAT'S specific project schedule deadline (submittal of final draft TDP to FDOT) by September 1, 2023.
4. Describe scheduling and budgeting experience on other TDP's along with evidence of satisfactory completion, both on time and within budget over the past five (5) years.
5. Describe your firm's approach to project schedule and budget.

[Remainder of page intentionally left blank]

TAB 7 - PROJECT MANAGER AND PROJECT TEAM MEMBERS
QUALIFICATIONS AND EXPERIENCE (35 POINTS)

In Tab 7, provide the following information regarding Proposer's qualifications and experience for the provision of services. The key personnel who will be assigned to Tasks 1-8 should be identified.

1. The experience each team member has had on completing a TDP and other transit systems planning, analysis and management must be provided.
2. Resumes of all team members must be provided and up to date.
3. Title, hourly rate, number of hours per staff person, allocation of staff person and hours by Task and Subtask are required for all project team members.
4. The Firm must demonstrate that it has sufficient personnel with the various types of skills needed to staff the task orders when needed.
5. The Firm must describe the process it will follow to respond to a specific request from MCAT.
6. The Firm should also describe the management procedures it will follow to oversee work by its personnel and work by Sub-consultants on multiple tasks simultaneously.
7. Provide an overview of proposed Sub consultant(s) experience.
8. Describe relevant TDP's and other short and mid-range bus transit systems planning, transit financial planning and analysis, transit facilities planning and development, project management, environmental analysis and preliminary project planning and conducted by consultant and each Sub-consultant in the last five (5) years.
Include role of firm (as prime, joint venture or sub-consultant); type of work; Project Manager; name and telephone number of client representative; project dollar value (state whether figure is for services or total project) and total dollar value amount of contract (with dollar or percent of contract amount received by firm).
9. List program management functions that each participant firm will perform.
10. The Sub-consultant(s) team shall include the resumes of all staff who will participate in the project.
11. Experience and strength of proposed project team. Provide evidence of knowledge and experience with TDP's and related transit planning projects.
12. Strength and experience of Project Manager and key personnel for project team.
13. Provide an organizational chart for the members of the proposed project team.
14. ~~Title, hourly rate, number of hours per staff person, allocation of staff person by — hours, task, and subtask for all project team members.~~
15. ~~Firms project management procedures.~~
16. ~~Review of subconsultant experience.~~
17. ~~Description of relevant TDP and related transit operating / planning experience.~~
18. Completion of at least one (1) major (Ten-Year) TDP within the last five (5) years.
 - a. List information regarding project team member's previous major (Ten Year) TDP development experience, including starting date, submittal to FDOT date and final FDOT approval date.
 - b. Provide reference letters (name, address, phone, and email) for all cited TDP projects completed and active.

**TAB 8 - PROPOSED ADDITIONAL SOLUTIONS TO TDP SCOPE OF WORK
AND BUDGET (15 POINTS)**

In Tab 8, provide Proposer's additional solutions to include the following:

1. Identification of additional solutions and work products recommended for completing the TDP but not specified in Tasks 1 through 8 of TDP Scope of Work.

[Remainder of page intentionally left blank]

TAB 9 - PROPOSED PROJECT COST: (15 POINTS)

Total proposed project cost by task, including total proposed hours, hourly rates, and identification of staff by name title (including firm and all proposed subconsultants).

Submit one hard copy original and one duplicate hard copy of the Fees form in a separate envelope labeled 'Fees' with the Proposer's name clearly marked on the outside of the package. Include Proposer's Fees form with the original hard copy of the Proposal response. Do Not include a copy of the Fees form in the duplicate hard copy.

FEES FORM**RFP NUMBER 22-R078768JH**

Task	Hours	Hourly Rates	Name	Title	Cost
Task 1					
Task 2					
Task 3					
Task 4					
Task 5					
Task 6					
Task 7					
Task 8					
Task 9	-	-	-	-	-
TOTAL PROPOSAL COST TASK 1 THROUGH 9 8					

END EXHIBIT 2