

## Downtown Multimodal RFP Addendum

1. Please advise on the date and time of the selection team meeting. Are proposers permitted to attend this meeting?

*A date has not yet been determined, but potentially third week of August. Proposers may attend if room space permits, but no formal presentations/comments or questions.*

2. Please clarify the month/week of the project's anticipated notice to proceed (NTP).

*We do not have a specific date for the NTP.*

3. Please confirm whether proposers are permitted to submit a cover letter/letter of interest, and whether this item is exclusive of the page limitations.

*Yes, you may submit a cover letter which does not count toward the page limitations of the RFP packet.*

4. Please clarify if front/back covers and tabs are exclusive of the page limitations.

*Yes, front/back covers and tabs are not included in the page limitations.*

5. Please advise if proposers are permitted to utilize an 11 x 17-page size for large-scale graphics.

*No, proposers are not able to submit an 11x17 for large scale graphics.*

6. Please advise on the level of detail proposers should utilize when listing "Major Work Presently Under Contract" on the Proposers Qualification Form and what this item should entail (i.e. major work presently under contract firmwide, in the state of Florida, with Lee County, etc.).

*The work (similar to services solicited under this RFP) could be anywhere in the US (firmwide) but **preferably in Florida**. Project summary, Project location, Project Employer should be provided in addition to providing info on percentage of work completed and contract amount.*

7. On the Proposers Qualification Form under "OTHER REFERENCES", please provide more detail on the information Lee County MPO is requesting regarding "Bank(s) Maintaining Account(s)" and "Surety/Underwriter: if required"

*This information must be available on request from the selected firm during contract negotiations.*

8. In regards to font restrictions, please advise if proposers are permitted to use the Arial font family, including Arial Narrow.

Yes, proposers are permitted to use arial font, including arial narrow.

9. Can the RFP packet be emailed?

Yes, the RFP packet can be emailed to [cbarraco@leempo.com](mailto:cbarraco@leempo.com) or mailed or hand delivered.

10. On page 24 it is stated *“The proposal format shall be 22 single sided, letter-sized pages, exclusive of resumes, staffing charts and required forms.”* Can you please clarify which forms are part of required forms? Does this include insurance forms, or will those be counted towards the page count?

Insurance forms are required forms and are exclusive of the page counts as stated.

11. Regarding proposal submission, on page 1 it is stated *“All Proposals must be forwarded to the Lee County MPO, through its Designee, Ms. Calandra Barraco, via email at [cbarraco@leempo.com](mailto:cbarraco@leempo.com), by hand delivery at 815 Nicholas Parkway East, Cape Coral, Florida 33990, or via mail at P.O. Box 150045, Cape Coral, Florida 33915.”* On page 24 it is stated, *“The proposer shall submit the original properly signed in blue ink and clearly marked “Original”, and six (6) copies of the proposal to the MPO Designee. All proposals must be submitted in a sealed envelope or package.”* Can you please clarify if you would you like us to both email and ship the proposal, or just ship?

This was answered addendum #9, the RFP packet can be emailed OR mailed OR hand delivered. Only one form of submission is required.

12. The five additional questions to be submitted are shown on page #37. On page 34 under Response to Question (15 points) it is stated, *“Rating will be based on the firm’s responses to the five questions located in page 35 and 36 of this RFP package.”* Can you please confirm that the five questions you would like us to respond to are on page 37?

There are exactly five questions on page 37 under #12, which are the five questions that are referred to.

13. Regarding OPTIONAL TASK 3 (Preliminary Environmental Clearance on page 23): Is it anticipated that the tech memo will include the natural resources evaluation, discussion about contamination, and a desktop study/documentation of cultural resources? Or will any of the following be required: *Natural Resources Evaluation Report (NRE), ESA or Contamination Screening Evaluation Report (CSER), A cultural resources survey.*

This can be discussed once a firm is selected and during contract negotiations.

14. How was the budget project determined?

Based on similar size studies and tasks requested

15. Does the MPO have an estimated cost breakdown by task?

This will be discussed and finalized with selected firm.

16. Page 10 Section 2.6 1) d) “conduct an equity analysis that details the vulnerable populations...” What does this mean? Vulnerable to what?

Vulnerable populations as defined by USDOT - Negative health effects related to the transportation system can fall hardest on vulnerable members of the community, such as low-income residents, minorities, children, persons with disabilities, and older adults.

17. Page 10 Section 2.6 2) “For this analysis Consultant will develop a survey and use the survey...” Who will be surveyed? How should the survey be administered? How many surveys? What specific information do you want collected in the survey?

This will be discussed and finalized with selected firm.

18. Page 13 Section 4.2.3 “based on the input received from Stakeholder Interviews...” Which stakeholders do you want interviewed? What information do you want from the interviews? This is the first reference to stakeholder interviews in the document. Please expand on what information is sought, from whom and how it should be collected, how many interviews?

This will be discussed and finalized with selected firm.

19. Page 13 Section 4.4 “...based on weighted objectives”. What is the highest priority? Which priorities have more weight? This will be governed by financial constraints or the desires of the stakeholders?

This will be discussed and finalized with selected firm and based within the project budget.

20. Page 16 Task 8 “consultant will perform a preliminary environmental assessment of the Preferred Trail Alternative..” Is this for all alternatives or only one? What does a preliminary environmental assessment mean? Is that simply noting possible environmental areas as identified on the National Wetlands Inventory website and through a review of the LeePlan or will more information be required?

Of the preferred alternative as stated, further details on the depth of the environmental assessment will be discussed and finalized with selected firm.

21. Page 18 Section 10.1.4 Surveys – please provide more guidance on the requested surveys.

Additional guidance will be provided to selected firm and based on completion of Task 2.6 and Task 4.5.1

22. Page 18 Section 10.1.7 “consultant will facilitate up to six public meetings...” What determines the number of meetings? Is there a minimum number of meetings? Do these meetings need to be advertised? What are the requirements?

Additional guidance will be provided to selected firm, but there is no minimum number of meetings – only maximum of six - and the meetings will be advertised.

23. Page 19 Task 11. The Project Stakeholder Committee should consist of a minimum of 7 people? One person from each category identified? Is this correct?

Yes, correct.

24. Page 19 Section 11.2. Is there any guidance on the interview questionnaires? What is TEAM meeting platform? Is this Microsoft Teams?

Guidance will be provided to selected firm and based on completed tasks. Yes, TEAM meeting is Microsoft Teams.

25. Page 21 Section 12.4 Can these meetings be virtual/online or do they have to be in person?

As stated in 12.4, the meetings with staff will be virtual – Project Status Meetings (10 or more) CONSULTANT will meet **virtually** with MPO Staff as necessary to ensure timeliness and quality of work. These meetings will be no less than one for each task.

Posted on July 19, 2024 at 3:00 p.m.