



Questions / Answers # 2

August 5, 2022

Request for Qualifications

Executive Director Note:

Greetings, and thank you for your interest in providing professional services to the Council. It seems to me that the RFQ is more confusing than we anticipated. We will do our best to answer your questions succinctly.

The South Florida Regional Planning Council (SFRPC) seeks to identify and pre-qualify consultant firms who can augment Council staff and assist us in securing and implementing contract work from multiple sources. The SFRPC provides technical assistance to local governments and other regional stakeholders in an array of planning areas. These include, but are not limited to, economic development; data analysis; resilience / peril of flood; urban design; transportation planning; transportation impact methodology, planning and analysis; GIS; affordable housing analysis; water and wastewater infrastructure planning; preparation of comprehensive land use plans; capital improvement elements; brownfield assessment, remediation, and redevelopment; grant writing support; and assessment of large-scale development impacts.

The South Florida Regional Planning Council ("SFRPC") is requesting statements of qualifications from environmental, planning, engineering, or general consulting advisory firms (hereinafter "Respondents" or "Consultants") registered to do business in Florida to provide the following services. Please refer to RFQ for additional detail.

- Environmental Services and Brownfields Services
- Grant Writing
- Resilience Planning Services including Vulnerability Assessments
- Transportation Planning Services
- Economic Development Planning and Research
- General Planning Services

As the Council secures contracts or needs professional services for specific tasks, we will turn to our pre-qualified pool of firms and choose from them to assist the Council.

Some clarifications:

1. Questions regarding the RFQ are due no later than Friday August 12th (by email).
2. Qualifications are due no later than Friday August 19th at 5 p.m.
3. We are seeking to pre-qualify and work with several firms on an ongoing, as needed, basis anytime during this process and beyond.
4. Insurance coverage will be addressed separately to reflect what is usually required depending on the planning area.
5. There is no specific contract at this time.
6. We would like to have a pool of qualified firms to choose from to streamline the procurement process.
7. Reference Form is provided at the end of this document.

RFQ QUESTIONS and ANSWERS

1. Mentions the need for 4 references, is that per category?

Yes. We would like to know that the firm is qualified and has positive experience in the category that it would like to provide services in. For example, if applying for resilience planning, four satisfied customers who have used resilience services is requested.

2. Is there a reference form we should use?

No reference form was contemplated but one is provided herewith for everyone's use.

3. Can we submit a specialization within a category?

Yes.

4. Are subs required to provide references as well?

It certainly would not hurt but not necessary. Additional information will be requested as needed.

5. How many companies could potentially be selected?

Companies are chosen on an as needed basis.

6. How will Task Work Orders be issued under this Contract? Will there be a competitive process for potential Task Work Orders issued under this Contract?

The intention is to identify qualified firms to work with in the future while streamlining the procurement process. The Council reserves the right to contract for professional services at any time as needed but will not close the RFQ. It is anticipated that there will be multiple contracts to address different areas of expertise. The SFRPC may contract with multiple firms for the same area of expertise.

7. What is the potential budget for this Contract? Is there an estimated budget range for potential TWO's anticipated under this Contract?

We do not have a proposed annual budget or contract duration.

8. To confirm, the company is not required to submit on all of the categories in the scope? We can provide responses to only 1 or 2 specific scope topic areas/categories?

You are not required to submit on all categories. Please pick your specialty. If you are considering applying for more than one category, you can provide the entirety of the backup for that category.

9. For the schedule of fees, should the hourly rates be loaded or unloaded? Can we provide rates for a staff category, or should it be by staff name/certified payroll? Can you please provide a general format that you would like the rates shown in?

The fees are neither loaded nor unloaded, that would be up to the applicant. The rates provided should be staff category at this time. There is no general or specific format requirement.

10. For the references, is there a specific type of performance data would you like to see for on-time and on-budget? (e.g., Reference testimony? Total budget and total billed? Schedule of activities and completion dates?)

A reference form is attached.

Questions as of August 10, 2022

1. if we submit for two categories on the RFQ for Planning Services, would you like those to be separate or can we combine? So, for instance, we would have 6 pages for the SOQ section instead of 3. OR, do you want us to treat them separately and have two sets of everything for each section (resumes, references, etc.). Sorry for the inconvenience, but just want to make sure we follow exactly what you need from us. Thanks so much!

Please provide the entirety of the backup for each category.

2. Per section IV on page 6 of the RFQ, Can you please clarify this statement, "If you are presenting qualifications in more than one category, you can provide the entirety of the backup for that category."

It is recommended that you provide the entirety of the backup for each category even if it means there are extra pages.

3. Due to the current virus outbreaks affecting the world, would you consider allowing email submissions?

Hard copies are required, digital versions are welcomed if included. The RFQ does not state emailing as a method of proposal delivery, only questions.

REFERENCE FORM

FIRM NAME:

RFQ JUNE 21 AMENDED JULY 11, 2022

Please provide at least four (4) references for services / scope of work outlined in the RFQ that the applicant has provided within the past five (5) years. Please use the following format in submitting the required references.

Client information should include a contact person who can comment on the organization's / company's ability to perform the services required under this contract. The contact person must be an employee of the reference, not of the applicant or a third-party firm. The reference may be contacted anytime after the proposal due date. Please ensure that the telephone numbers and contact names given are up-to-date and accurate.

Project Number 1

1. Name of Client: _____

2. Project Name: _____

3. Name of Title of the Client's Point of Contact (POC):

4. POC Phone Number: _____

5. POC Email: _____

6. Approximate Value of the Contract: _____

7. Dates Services Were Provided: _____

8. Description of Services Provided: _____

9. RFQ Applicant Team Members Involved:
