



RFP FY25-03

The Palm Beach MPO
d/b/a

The Palm Beach Transportation Planning Agency (TPA)

is providing responses to questions received regarding
Request for Proposals (RFP) FY25-03 for:

General Planning Consultant Services

March 21, 2025

The following questions were submitted regarding RFP FY25-03 General Planning Services between 3/17/2025 and 3/21/2025.

Question 1:

Would a standalone proposal from our firm be welcome or is the TPA looking for a prime that can complete all of the TPAs tasks? Is one firm being selected or multiple firms?

Response:

The TPA is soliciting the services of two prime consultants that have the ability and resources, which may include subconsultants, to fulfill the listed activities, in its entirety, included as part of the Technical Project Proposal in Section 3.2.3 of the published RFP.

Question 2:

For the Example projects section (F) how many projects would you like for us to provide (As Prime and per subconsultant).

Response:

The TPA does not have a minimum or maximum number of projects that must be included on the General Services Administration (GSA) Form SF330. This is at the discretion of the respondent.

Question 3:

If utilizing subconsultants, are proposers required to submit SF330 Part I E. resumes for each subconsultant key personnel?

Response:

Yes, resumes for subconsultants are required to be submitted as part of General Services Administration (GSA) Form SF330. Subconsultant information should also be included in Attachment A.

Question 4:

If utilizing subconsultants, are proposers required to submit signed Part II – General Qualifications forms from each subconsultant?

Response:

Yes, Part II should include subconsultant information. Please have each subconsultant complete the General Services Administration (GSA) Form SF330.

Question 5:

If utilizing subconsultants, are proposers required to submit separate forms (signed and notarized when applicable) from each subconsultant for any of the following attachments:

- Attachment B – Authorized Representative Declarations Form
- Attachment D – Affidavit Regarding Labor and Services
- Attachment E – Drugfree Workplace Certificate Form

Response:

Yes, attachments B, C, D, and E should include the subconsultants.

Question 6:

Would the TPA consider a deadline extension considering the final Addenda may be released as close as 2 business days from the submission deadline?

Response:

No, answers and addenda will be provided weekly to ensure adequate time for respondents to make adjustments.

Question 7:

Would the TPA accept 11 pt or 12 pt Arial Font for submission?

Response:

Yes, 11pt. or 12pt. Arial font is acceptable.