



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 28, 2025

The following questions were submitted regarding RFP FY25-03 General Planning Services between 3/24/2025 and 3/28/2025.

Question 1:

Can the TPA share a standard agreement for example, for our legal department to review? or have there been any contract changes since the previous GPC solicitation, can the TPA share a standard agreement example?

Response:

The TPA is providing a draft contract agreement for review. The draft contract agreement can be viewed on the TPA Website at <https://palmbeachtpa.org/business/> as well as DemandStar. Please note that this contract is subject to change upon finalization.

Question 2:

Does the TPA have a sample agreement for RFP NO. FY25-03 available for our team to review?

Response:

The TPA is providing a draft contract agreement for review. The draft contract agreement can be viewed on the TPA Website at <https://palmbeachtpa.org/business/> as well as DemandStar. Please note that this contract is subject to change upon finalization.

Question 3:

For the required SF330 Forms, does it matter which version of this form is used? Included in the RFP is **SF330 Rev 8/2016** but previously the TPA has used **SF330 Rev 7/2021**. Does it matter which one of these are used?

Response:

The attachment has been amended, and the SF330 2021 should be submitted.

Question 4:

Can the Palm Beach TPA please provide a sample contract?

Response:

The TPA is providing a draft contract agreement for review. The draft contract agreement can be viewed on the TPA Website at <https://palmbeachtpa.org/business/> as well as DemandStar. Please note that this contract is subject to change upon finalization.

Question 5:

Would an 11" x 17" organizational chart be acceptable for this submission?

Response:

As per section 3.2 Required Content of the RFP, the document should be a one-page 8.5" x 11" Organizational chart identifying key personnel, roles, and subconsultants; if applicable.

Question 6:

Are there any page limits for the cover letter?

Response:

There is no maximum page limit for the cover letter.

Question 7:

Are there any margin requirements within the 10 pages?

Response:

There are no margin requirements.

Question 8:

Is Arial Narrow an acceptable font?

Response:

As per section 1.5 Entering Proposals, All Proposals should be formatted to print on letter-size paper with **Arial** type in 11 or 12 pt. text.

Question 9:

Are there specific page limits for the different sections of the SF330? For instance, is there flexibility to extend resumes for key personnel beyond a single page? Similarly, are project sheets permitted to exceed one page if additional space is needed to fully describe the projects?

Response:

There are no specific page limits for the different sections of the SF330 form.