



REQUEST FOR PROPOSALS

RFP NO. FY25-03

The Palm Beach MPO
d/b/a
The Palm Beach Transportation Planning Agency (TPA)

is seeking Proposals for:

General Planning Consultant Services

**IN ACCORDANCE WITH THE PROVISIONS OF ADA,
THIS DOCUMENT MAY BE REQUESTED IN AN ALTERNATE FORMAT**

Palm Beach Gardens Mayor Chelsea Reed, TPA Governing Board Chair

Valerie Neilson, Executive Director

**Palm Beach Transportation Planning Agency
301 Datura Street
West Palm Beach, FL 33401**

DATE ISSUED: March 17, 2025

CLOSING DATE AND TIME: April 08, 2025, 4:00 pm EST

TABLE OF CONTENTS

TABLE OF CONTENTS	2
1.1 Issuing office.....	3
1.2 Purpose of the Project	3
1.3 Period of Contract.....	3
1.4 Timetable.....	3
1.5 Entering Proposals.....	4
1.6 Contact Person	5
1.7 Additional Information / Amendment(s)	5
SECTION 2 – TERMS AND CONDITIONS	6
2.1 Proposal Guarantee.....	6
2.2 Modified Proposals	6
2.3 Withdrawal of Proposals	6
2.4 Late Proposals, Late Modified Proposals	6
2.5 RFP Postponement / Cancellation	6
2.6 Costs Incurred by Respondents.....	6
2.7 Proprietary / Confidential Information.....	6
2.8 Negotiations.....	7
2.9 Right to Protest.....	7
2.10 Title VI, Equal Opportunity Employment, and Nondiscrimination.....	8
2.11 Disadvantaged Business Enterprise.....	8
2.12 Rules; Regulations; Licensing Requirements	10
2.13 Federal Debarment.....	10
2.14 Consultants' competitive negotiation act	10
2.15 Responsive Proposals	10
2.16 Exceptions to the RFP	11
2.17 TPA's Exclusive Rights	11
2.18 Selection Process	12
2.19 Evaluation Criteria.....	12
2.20 Award of Contract	12
2.21 Contract Award Amount.....	13
2.22 Standard Contract Provisions.....	13
2.23 Commencement Of Work.....	14
2.24 Insurance Requirements.....	14
2.25 Scrutinized Companies	15
2.26 Authorized Signature	16
SECTION 3 - PROPOSAL REQUIREMENTS	17
3.1 Proposal Format	17
3.2 Required Content.....	17
SECTION 4 – ATTACHMENTS	19

1.1 ISSUING OFFICE

This Request for Proposal (RFP) is issued by the Palm Beach MPO d/b/a the Palm Beach Transportation Planning Agency (hereinafter referred to as “TPA”). The TPA is the sole point of contact concerning this RFP. All communications regarding this RFP must be done through the Contact Person for the TPA (See Section 1.6). The procurement standards governing this RFP can be found on the TPA website at www.PalmBeachTPA.org/Business

1.2 PURPOSE OF THE PROJECT

The TPA solicits the services of two (2) consultant teams (hereinafter referred to as “Contractors”) to provide support for transportation planning activities set forth in the TPA’s Unified Planning Work Program (“UPWP”). The TPA issues work orders to the two Contractors on a rotating basis; however, the TPA makes no guarantee that the selected Contractors will receive work.

1.3 PERIOD OF CONTRACT

The proposed effective date of this Contract is July 1, 2025. The TPA anticipates the contracts resulting from this solicitation will continue for a period of three (3) years from the effective date, expiring June 30, 2028. Two (2) additional twelve (12) month renewal option(s) may be offered at the TPA’s sole discretion.

1.4 TIMETABLE

The anticipated schedule and deadline for the RFP and Contract approval are as follows:

Activity	Date	Time	Location
RFP available for download	3/17/2025	4:00 p.m.	www.PalmBeachTPA.org/Business and www.DemandStar.com
Deadline for receipt of questions or comments	3/28/2025	4:00 p.m.	Submit via e-mail to finance@PalmBeachTPA.org
Response to questions and RFP amendments (if any) available for download	4/4/2025	4:00 p.m.	www.PalmBeachTPA.org/Business and www.DemandStar.com
Deadline for receipt of proposals	4/8/2025	4:00 p.m.	www.DemandStar.com or Palm Beach TPA 301 Datura Street West Palm Beach, FL 33401
Public Opening of Sealed Bids	4/10/2025	2:00 pm	Palm Beach TPA 301 Datura Street West Palm Beach, FL 33401

Selection Committee Meeting	4/23/2025	9:00 a.m.	Palm Beach TPA 301 Datura Street West Palm Beach, FL 33401
Posting of Short List (If applicable)	4/23/2025	4:00 pm	www.PalmBeachTPA.org/Business and www.DemandStar.com
Oral Presentations (if necessary)	4/28/2025	9:00 am	Palm Beach TPA 301 Datura Street West Palm Beach, FL 33401
Posting of Notice of Intent to Award	5/1/2025		www.PalmBeachTPA.org/Business and www.DemandStar.com
Award Date (TPA Governing Board meeting)	5/22/2025		Palm Beach TPA 301 Datura St. West Palm Beach, FL 33401
Contract Start Date	7/1/2025		

NOTE: The TPA reserves the right to alter the above activities, places and/or times at the TPA's sole discretion.

1.5 ENTERING PROPOSALS

All proposals must be submitted by 4:00 p.m. on 4/8/2025.

The submission of a proposal by a Respondent will be considered by the TPA as constituting a legal offer by the Respondent to perform the required services identified therein. Respondents can choose one of the following options for submittal:

1. Respondents may submit electronically via DemandStar at www.DemandStar.com. The Proposal package, including all signed/authorized/notarized forms, can be uploaded through the DemandStar website. The RFP will be available under the Palm Beach Transportation Planning Agency name.
2. Respondents may submit Proposals in person. Please see instructions below.
3. Respondents may submit Proposals by mail. The TPA cannot be held liable for documents that become lost, misplaced, or delayed by any and all delivery services including, but not limited to, USPS, FedEx, UPS, *etc.* Please see instructions below.

In person/mail submittal instructions: Respondents submitting Hard/paper copies of the Proposal must submit in a package with an unbroken seal, including all signed/authorized/notarized forms. All Proposals should be formatted to print on letter size paper with arial type in 11 or 12 pt. text. Any proposal materials submitted unsealed are not eligible for consideration.

In person or mail submittals must be addressed and delivered to the Contact Person:

**Palm Beach TPA c/o Jessica Lopez
301 Datura St.
West Palm Beach, FL 33401**

1.6 CONTACT PERSON

The TPA Contact Person for this RFP is Jessica Lopez, Procurement and Contracts Coordinator, (561) 725-0821, e-mail address: Finance@PalmBeachTPA.org.

Any questions, explanations, or other requests desired by Proposer(s) regarding this RFP must be made in writing to the Contact Person via e-mail or U.S. Mail no later than the date specified and to the address listed in the RFP Timetable (Section 1.4). The request must contain the Respondent's name, address, phone number, and e-mail address.

Respondents are advised that from the date of release of this RFP until award of the contract, no contact with TPA staff concerning this RFP is permitted, except as authorized by the Contact Person designated herein.

The TPA's office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays.

1.7 ADDITIONAL INFORMATION / AMENDMENT(S)

Changes to this RFP, when deemed necessary by the TPA, will be completed only by written Amendment(s) issued no later than the date specified in the RFP Timetable (Section 1.4). Respondents should not rely on any representations, statements or explanations other than those made in the RFP or in any Amendment to this RFP. In the case of any apparent conflict between the RFP and any Amendment issued, the latest Amendment issued shall prevail.

As they are issued, all Amendments to solicitations will be posted under the applicable solicitation on www.PalmBeachTPA.org/Business. It is the sole responsibility of the Respondent to routinely check for any Amendments prior to the Deadline for receipt of Proposals. The TPA shall not be responsible for the completeness of any RFP package not downloaded directly from the TPA website or www.DemandStar.com.

It is the Respondent's sole responsibility to assure receipt of all Amendments. The Respondent should verify with the designated Contact Person (Section 1.6) prior to submitting a Proposal that all Amendments have been received. Respondents are required to acknowledge the receipt of all Amendments by submitting the Amendment Acknowledgement Form as part of their proposal. The Amendment Acknowledgement Form will be attached to the amendment documentation posted to the website.

The TPA shall not be responsible for the completeness of any RFP package not downloaded directly from the TPA website or www.DemandStar.com.

Remainder of this page intentionally left blank

SECTION 2 – TERMS AND CONDITIONS

2.1 PROPOSAL GUARANTEE

The Respondent guarantees their commitment, compliance, and adherence to all requirements of the RFP by submission of their Proposal. *For this proposal, the TPA is not requiring a proposal bond.*

2.2 MODIFIED PROPOSALS

A Respondent may submit a modified Proposal to replace all or any portion of a previously submitted Proposal until the Deadline for receipt of Proposals. The TPA will only consider the latest version of the Proposal.

2.3 WITHDRAWAL OF PROPOSALS

A Proposal may be withdrawn only by written notification. Letters of withdrawal received after the Deadline for receipt of Proposals will not be accepted unless the contract has been awarded to another Respondent, or no award has been made within ninety (90) days after the Deadline for receipt of Proposals.

Unless withdrawn, as provided in this subsection, a Proposal shall be irrevocable until the time that a contract is awarded.

2.4 LATE PROPOSALS, LATE MODIFIED PROPOSALS

Proposals and/or modifications to Proposals received after the Deadline for receipt of Proposals specified in RFP Timetable (Section 1.4) are late and shall not be considered.

2.5 RFP POSTPONEMENT / CANCELLATION

The TPA may, at its sole and absolute discretion, reject any and all, or parts of any and all Proposals; waive any minor irregularities in this RFP or in the Proposals received as a result of this RFP; postpone or cancel, at any time, this RFP process; or re-issue this RFP.

2.6 COSTS INCURRED BY RESPONDENTS

All expenses incurred with the preparation and submission of Proposals to the TPA, or any work performed in connection therewith, shall be borne by the responding party. No payment shall be made for Proposals received, nor for any other effort required of or made by the Respondents, prior to commencement of work as defined by a contract approved by the TPA in accordance with the TPA's Procurement Policy.

2.7 PROPRIETARY / CONFIDENTIAL INFORMATION

Any material submitted in response to this RFP is considered a public document in accordance with Section 119.07, Florida Statutes (F.S.). As a result, all submittals will be subject to the Florida public records law, Chapter 112, Florida Statutes. This includes material which the Respondent

might consider to be confidential. All submitted information that the Respondent believes to be confidential and exempt from disclosure (*i.e.*, a trade secret or as provided for in Section 119.0715 and Section 688.002, F.S.) must be specifically identified as such. Upon receipt of a public records request for such information, determination will be made by the TPA as to whether the identified information is in fact confidential. If the document is withheld from public disclosure pursuant to Section 119.0715, the Respondent may, at the TPA's option, be required to defend the TPA's decision to withhold disclosure of the document or portion thereof that the Respondent has designated as a "trade secret."

2.8 NEGOTIATIONS

The TPA, at its sole discretion, reserves the right to enter into Contract negotiations with the highest evaluated responsive, responsible Respondent(s). If the TPA and said Respondent(s) cannot negotiate a successful Contract, the TPA may terminate said negotiations and begin negotiations with the next highest evaluated responsive, responsible Respondent. This process will continue until the Contracts acceptable to the TPA have been executed or all proposals are rejected. No Respondent shall have any rights against the TPA arising from such negotiations or termination thereof.

2.9 RIGHT TO PROTEST

Any Respondent who is aggrieved in connection with the recommendation for contract award may protest by submitting a written protest to the TPA Executive Director within five (5) business days of the posting of Intent to Award by the TPA.

- A. Protests must be submitted in writing, addressed to the TPA Executive Director, via hand delivery, U.S. Mail, or e-mail to VNeilson@PalmBeachTPA.org. The protest shall identify the protestor and the solicitation and shall include a factual summary of the basis of the protest. Such protest is considered filed when it is received, and date/time stamped by the TPA. Only those issues submitted in writing within the timeframe specified for the notice of protest will be considered.
- B. Upon receipt of the written protest, the TPA Executive Director will review the protest, any written material provided by the parties, or may, in his/her sole discretion, schedule an informal meeting in order to render a decision. The TPA Executive Director shall issue a written decision to either uphold or deny the protest within five (5) business days from receipt of the protest. The written decision shall provide the general rationale for said determination and shall be provided to the protestor and to any other party to the protest.
- C. The protest may be upheld based upon a violation of the provisions of the Palm Beach TPA Procurement Policy or any other ordinance, resolution, policy, or procedure, or upon discovery of an irregularity or procedural flaw that is so severe as to render the process invalid. If the upholding of the protest will result in change of the recommended awardee, a new recommended award shall be posted by the TPA in accordance with the Palm Beach TPA Procurement Policy. If the upholding of the protest will result in a cancellation of the RFP, the TPA Executive Director will uphold the protest and cancel the RFP.
- D. If the protest is denied, the protestor may submit a written appeal to the TPA Executive Director within three (3) business days of the denial. The appeal shall be heard by an Appeal

Committee of no fewer than three (3) TPA Board Representatives including the Chair and/or the Vice Chair. The Appeal Committee will review the appeal, any written material provided by the parties and the determination of the TPA Executive Director and will issue a final decision. The Appeal Committee's decision shall be the final determination and disposition of the protest.

2.10 TITLE VI, EQUAL OPPORTUNITY EMPLOYMENT, AND NONDISCRIMINATION

All proposers and the selected consultant will abide by applicable nondiscrimination authorities and will not discriminate on the basis of race, color, national origin, sex, age, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, religion, family status, or any other characteristic protected by federal, state, or local laws.

The selected consultant will place or cause to be placed in any information developed for public dissemination the following statement: The TPA does not discriminate on the basis of race, color, national origin, sex, age, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, religion, family status, or any other characteristic protected by federal, state, or local laws.

For more information, contact Melissa Eble, Public Relations Director at info@palmbeachtpa.org (561) 725-0813 or 711 (for hearing impaired). Those individuals requiring language services (free of charge) or accommodation for a disability should contact the TPA at least 5 days in advance.

2.11 DISADVANTAGED BUSINESS ENTERPRISE

Disadvantaged businesses, as defined by 49 Code of Federal Regulations (CFR), Part 26, shall have an opportunity to participate in the performance of TPA contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise (DBE) Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

The TPA, the CONTRACTOR, and the TPA's other contractors, shall take all necessary and reasonable steps to ensure the disadvantaged businesses have an opportunity to compete for and perform the contract work of the TPA, in a non-discriminatory environment.

The TPA, the CONTRACTOR, and the TPA's other contractors, shall not discriminate on the basis of race, color, national origin, sex, age, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, religion, family status, or any other characteristic protected by federal, state, or local laws, in the award and performance of its contracts.

The policy covers in part the applicable federal regulations and the applicable statutory references contained therein for the Disadvantaged Business Enterprise Program Plan, Chapters 337 and 339, Florida Statutes, and Rule Chapter 14-78, Florida Administrative Code.

A. CONTRACT AWARD CRITERIA

The TPA is required to implement the FDOT DBE Program on any contracts with FHWA funds. In accordance with 49 CFR Part 26.21, and the FDOT DBE Program Plan, DBE participation on FHWA-assisted contracts must be achieved through race-neutral methods. FDOT operates a 100% race and gender-neutral DBE program. Therefore, no specific DBE contract goal may be applied to this project.

- a. The TPA will not require use of DBEs by the consultant as a matter of contract, nor will it seek sanctions for failing to use DBEs.
- b. The TPA will not use bidder DBE commitments to evaluate bidder proposals or to select the winning consultant.
- c. The TPA will not employ local or regional preferences in the evaluation or award of the contract.
- d. The TPA is precluded from using any business program besides the Florida Department of Transportation (“FDOT”) DBE program. County or municipal small, minority or women’s programs will not be used in award, evaluation, or delivery of the contract.

Certified DBE’s are listed in the Florida Unified Certification Program (UCP) DBE Directory, who by reason of their certification are ready, willing, and able to provide and assist with the services identified in the scope of work. Assistance with locating DBEs and other special services is available at no cost through FDOT’s Equal Opportunity Office DBE Supportive Services suppliers.

More information is available by visiting:

<https://www.fdot.gov/equalopportunity/dbecertification.shtm> or calling 850-414-4750.

B. DBE Certification

Only those firms certified by FDOT or other participants in Florida’s Unified Certification Program at the time of proposal opening shall be reported. It is the responsibility of the respondent to confirm and document the certification of any proposed DBE.

C. DBE Reporting

All bidders are required to complete and submit the DBE Bidder Opportunity List form as part of the submission package. The DBE Bidder Opportunity List form is included as Attachment F of this RFP package.

The selected consultant is required to complete a Commitments and Payments report. This report must indicate whether the consultant will utilize Disadvantaged Business Enterprises (DBEs) for the awarded contract.

- **No DBEs:** If the consultant indicates no DBE participation, they may proceed with submitting the Commitments and Payments report.
- **DBE Participation:** If the consultant indicates DBE participation, they must provide a detailed list of DBE commitments and subcontractors within the Commitments and Payments report.

The consultant is obliged to update the Commitments and Payments report at least every thirty (30) days to reflect on current commitments and payment statuses.

The selected consultant may be required to use the FDOT EOC system to report the use (or lack thereof) of DBEs. The consultant may be required to enter both its DBE commitments and subcontractor list in EOC. Once using the FDOT EOC System, the selected consultant must access FDOT at least every thirty (30) days to update commitments and enter EOC payments.

Assistance or information about the FDOT EOC System can be found by contacting the system administrator at ooohelp@dot.state.fl.us.

2.12 RULES; REGULATIONS; LICENSING REQUIREMENTS

The Respondent shall comply with all laws, ordinances, and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. Respondents are presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may, in any way, affect the services offered, to include Executive Order No. 11246 entitled "Equal Employment Opportunity" as amended by Executive Order No. 11375, and as supplemented by the Department of Labor Regulations (41 CFR, Part 60).

2.13 FEDERAL DEBARMENT

By submitting a response to this RFP, the Offeror certifies that neither it nor any of its principals (which includes officers, directors, or executives) is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction on this transaction by any Federal department or agency.

2.14 CONSULTANTS' COMPETITIVE NEGOTIATION ACT

Pursuant to Paragraph 5(b) of Section 287.055, F.S., the TPA, at its sole discretion, reserves the right to enter into Contract negotiations with the highest evaluated responsive, responsible Respondent. If the TPA and said Respondent cannot negotiate a successful contract, the TPA may terminate said negotiations and begin negotiations with the next highest evaluated responsive, responsible Respondent. This process may continue until the Contract acceptable to the TPA has been executed or all Proposals are rejected. No Respondent shall have any rights against the TPA arising from such negotiations or termination thereof.

2.15 RESPONSIVE PROPOSALS

Each Proposal will be reviewed to determine responsiveness to the RFP. A Responsive Proposal is one which has been signed, has been submitted by the specified submission time, and has provided the information required as stated in Section 3. Proposals deemed to be non-responsive will be rejected from further evaluation by the TPA.

The TPA, at its sole discretion, reserves the right to enter into Contract negotiations with the highest evaluated responsive, responsible Respondent(s). If the TPA and said Respondent(s) cannot negotiate a successful contract, the TPA may terminate said negotiations and begin negotiations with the next highest evaluated responsive, responsible Respondent. This process may continue until the Contract acceptable to the TPA has been executed or all Proposals are rejected. No Respondent shall have any rights against the TPA arising from such negotiations or termination thereof.

The TPA will review each Proposal to determine if the Proposal is responsive to the RFP. Proposals deemed to be non-responsive will be rejected without being evaluated by the TPA. A responsive Proposal is one which:

- Includes all required documents listed on the “ATTACHMENTS” check list
- Has been signed, authorized, and notarized by all parties
- Has been submitted by the specified submission time
- Has completed mandatory DBE Reporting as outlined in Section 2.11.C
- Has provided the information required to be submitted with the Proposal (as stated in Section 3)

Otherwise complies with the requirements of this RFP. While poor formatting, poor documentation, and/or incomplete or unclear information may not be cause to reject a Proposal without evaluation, such substandard submissions may adversely impact the evaluation of a Proposal, especially information relating to establishing financial/business stability. Respondents who fail to comply with all the required and/or desired elements of this RFP, do so at their own risk.

Proposals will only be considered from firms regularly engaged in the business of providing the goods and/or services required by this solicitation. The Proposer must be able to demonstrate a good record of performance and have enough personnel to ensure that they can satisfactorily provide services if awarded the Contract as a result of this solicitation.

Notwithstanding these proposal requirements, the TPA reserves the right, at its sole discretion, to waive any minor irregularity relating to the proposal. The TPA is not required to request that the Respondent address any perceived irregularity. However, the TPA may inquire into any perceived irregularity. Upon request, it shall be the responsibility of the respondent to address the determined minor irregularity within a time frame specified by the TPA (normally within two working days of request). Failure of a respondent to provide the required information within the specified time frame is considered sufficient cause to deem the proposal non-responsive.

2.16 EXCEPTIONS TO THE RFP

All exceptions taken must be specific, and the Respondent must indicate clearly what alternative is being offered to allow the TPA a meaningful opportunity to evaluate the Proposal. Respondents are cautioned that submitting an alternative Proposal does not relieve the respondent from submitting the “Minimum Requirements” as stated in Section 3. The TPA is under NO obligation to accept any proposed exceptions or alternatives.

2.17 TPA’S EXCLUSIVE RIGHTS

The TPA reserves the exclusive right to:

- A. Waive any deficiency or irregularity in the selection process.
- B. Accept or reject any or all qualifications statements in part or in whole.
- C. Request additional information as appropriate; and,
- D. Reject any or all Proposals if found not to be in the best interest of the TPA.

By providing a Proposal for this RFP, all Respondents acknowledge and agree that no enforceable agreement arises until the TPA signs the Agreement, that no action shall require the TPA to sign such agreement at any time, and that each Respondent waives all claims to damages,

lost profits, costs, expenses, reasonable attorney’s fees, etc., as a result of the TPA not signing such agreement.

2.18 SELECTION PROCESS

The TPA Executive Director shall establish a Selection Committee of not less than three (3) members. The Committee will meet at the date, time and location specified in Section 1.4 (as may be amended by the TPA) to evaluate all responsive proposals on the basis of the information provided in Section 2.15 and the evaluation criteria set forth in Section 2.19. Accordingly, Respondents are urged to ensure that their proposal contains all the necessary information for the TPA to fairly and accurately evaluate each of the criteria below.

The Committee may choose to recommend a final ranking, designate a short list of three (3) or more Respondents for oral presentations at the date, time and location specified in Section 1.4 (as may be amended by the TPA), or recommend that the TPA reject all Respondents. In the event that the Committee determines the need for oral presentations, the TPA will post the short list of Respondents pursuant to Section 1.4.

2.19 EVALUATION CRITERIA

Proposals will be evaluated using information provided in the proposal requirements outlined in Section 3.2 Required Content. The Required Content will be based on the qualifications, professional background, and experience of staff members as related to the criteria listed below. Each TPA Selection Committee member will assign a score for each criterion and then rank the proposals on a summary sheet based on the total scores for each proposal.

The Contact person (Section 1.6) will establish an overall ranking based on each Selection Committee member’s ranking. In the event of a tie, the TPA Executive Director will score the Proposals to determine the final ranking.

Evaluation Criteria	Max Points
Experience and Qualifications - Project Manager’s (PM) and staff/sub-consultant experience related to Scoped Services, ability to manage multiple team members, clients, and projects at any given time, and professional background.	35
Responsive to Scope / Project Approach - Understanding and responsiveness to Scope of Services, and clarity and organization planning proposal.	35
Innovation and Creativity – Demonstrates an innovative and creative approach to meet the needs outlined in the scope of services.	20
Quality Control and Assurance – Proper processes, protocols, and assessment mechanisms are in place to provide quality control and assurance.	10
Total	100

2.20 AWARD OF CONTRACT

Two (2) contracts will be awarded to the responsive, responsible Respondent(s) whose Proposals are considered to be the most advantageous to the TPA based on the TPA’s evaluation. The TPA

may reject proposals and readvertise for all or any part of this RFP, whenever deemed in the best interest of the TPA. The TPA shall be the sole judge of what is in its "best interest."

2.21 CONTRACT AWARD AMOUNT

Awarded amounts are conditional based on the work orders authorized by the TPA to be performed by the Consultant(s) over the term of the contract. For the initial contract term, the maximum amount of each contract is **\$1,125,000**. The TPA reserves the right to extend the initial contract for an additional two (2) twelve (12) month periods and an additional \$375,000 per contract per year. In total, the maximum amount of each contract over the five (5) year period is \$1,875,000.

2.22 STANDARD CONTRACT PROVISIONS

Required USDOT assisted contract language

CONTRACT ASSURANCE

The Organization will ensure that the following clause is placed in every USDOT- assisted contract and subcontract:

The contractor 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 the 49 CFR part 26 in the award and administration of USDOT 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 recipient deems appropriate.

PROMPT PAYMENT

The Organization will ensure that the following requirements will be placed in every USDOT- assisted contract and subcontract.

- (A) Every contract awarded by the TPA for performance of work shall contain a provision requiring the prime contractor, before receipt of any progress payment under the provisions of such contract, to certify that the prime contractor has disbursed to all subcontractors and suppliers having an interest in the contract their pro rata shares of the payment out of previous progress payments received by the Prime Contractor for all work completed and materials furnished in the previous period, less any retainage withheld by the Prime Contractor pursuant to an agreement with the subcontractor, as approved by the TPA for payment. The TPA shall not make any such progress payment before receipt of such certification, unless the contractor demonstrates good cause for not making any such required payment and furnished written notification of any such good cause to both the TPA and the affected subcontractors and suppliers.

- (B) Every Contract let by the TPA for the performance of work shall contain a provision requiring the Prime Contractor, within 30 days of receipt of the final progress payment or any other payments received thereafter except the final payment, to pay all subcontractors and suppliers having an interest in the contract their pro rata shares of the payment for all work completed and materials furnished, unless the Contractor demonstrates good cause for not making any such required payment and furnishes written notification of any such

good cause to both the TPA and the affected subcontractors or suppliers within a 30-day period.

Each invoice on a contract with DBE participation will be required to be submitted with DBE breakout.

CONFIDENTIALITY OF PROPOSALS

Proprietary Information:

“In accordance with Chapter 119 of the Florida Statutes (Public Records Act), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that the Request for Proposals and the responses thereto are in the public domain. However, the proposers are requested to **identify specifically** any information contained in their proposals which they consider to be confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.”

Please note that the sections 119.07(3)(m) of the Florida Statutes address in part of the issue of the public nature of sealed bids or proposals as well as the non-public nature of certain trade secrets. The proposal submitted by your company may contain **areas**, which are designated “**confidential**” or “**exempt from disclosure**”. If your proposal contains such information you are required to advise the Palm Beach Transportation Planning Agency with specificity the applicable law making those provisions exempt from disclosure in accordance with the Public Records Law. **A generic notation that the information is “confidential” will not suffice.**

Failure to provide the Departments of Finance and Administration with a detailed explanation and justification including statutory cites and specific reference to your bid package detailing what provisions, if any, you believe are exempt from disclosure in accordance with Chapter 119 of the Florida Statutes.

2.23 COMMENCEMENT OF WORK

This RFP does not, by itself, obligate the TPA. TPA’s obligation will commence upon the effective date of the contract, following execution by both the Respondent and the TPA. The TPA will not be responsible for any work done by the Respondent, even work done in good faith, if it occurs prior to the effective date of the contract.

2.24 INSURANCE REQUIREMENTS

Prior to the effective date of a Contract, it shall be the responsibility of any successful Respondent to provide evidence of the minimum amounts of insurance coverage to Palm Beach Transportation Planning Agency, Attention: Executive Director, 301 Datura Street, West Palm Beach, FL 33401.

- Commercial General Liability no less than 1,000,000.00 Combined Single Limit for bodily injury or death of one or more persons, or property damage in aggregate, and naming the TPA as an “additional insured”. No primary policy shall have a deductible of not more than \$10,000 without the written approval of the TPA, and the excess/umbrella policy shall provide insurance for any loss or damage over the maximum limits of the primary policy.

- The CONTRACTOR shall maintain Workers' Compensation Insurance, employer's liability insurance and any other insurance as required by Florida Statutes. In addition, the CONTRACTOR must obtain Employers' Liability Insurance with limits of not less than: \$500,000 Bodily Injury by Accident, and \$500,000 Bodily Injury by Disease, each employee adjusted periodically as may be required by law from time to time. The Workers' Compensation insurance shall extend to all employees of the CONTRACTOR and, if required by law, shall also extend to volunteers of the CONTRACTOR.

Each successful Respondent shall, on a primary basis and at its sole expense, maintain in full force and effect, at all times during the life of this Contract, insurance coverages and limits (including endorsements) as described herein section 2.24. Failure to maintain the required insurance will be considered default of the Contract. The requirements contained herein, as well as TPA's review or acceptance of insurance maintained by a successful Respondent, are not intended to, and shall not in any manner limit or qualify, the liabilities and obligations assumed by the successful respondent under the Contract.

2.25 SCRUTINIZED COMPANIES

- A. Contractor certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. The TPA may immediately terminate the Contract at its sole option if the Contractor or its subcontractors are found to have submitted a false certification; or if the Contractor or its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Contract.
- B. If the Contract is for more than one million dollars, the Contractor certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. The TPA may immediately terminate this Contract at its sole option if the Contractor, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Contractor, its affiliates, or its subcontractors are placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Contract.
- C. The Contractor agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under this Contract.
- D. If federal law ceases to authorize the above-stated contracting prohibitions then they shall become inoperative.

2.26 AUTHORIZED SIGNATURE

The authorized representative signature required on all Proposals and the Contract must be made by an officer of the company who is legally authorized to enter a contractual relationship in the name of the respondent ("Authorized Person").

Remainder of this page intentionally left blank

SECTION 3 - PROPOSAL REQUIREMENTS

3.1 PROPOSAL FORMAT

The respondent shall submit one (1) electronic copy (ex: USB) of the complete Proposal as a PDF document. SEALED Proposals can be submitted in person directly to the TPA at 301 Datura Street, West Palm Beach, FL 33401 or can be submitted via the online portal www.DemandStar.com. Proposals should be formatted to print on 8 ½" x 11" pages.

3.2 REQUIRED CONTENT

Proposals shall contain all the documents listed below, each fully completed, signed, and notarized as required. Failure of a Respondent to provide the required information is cause to deem the Proposal non-responsive. Notwithstanding these Proposal requirements, the TPA reserves the right, at its sole discretion, to waive any minor irregularity relating to the Proposal.

- 1) Cover Letter - Proposals shall provide a Cover Letter to the TPA containing, at a minimum:
 - Respondent identification (name, address, email address and telephone number).
 - Proposed working relationship between Respondent and subcontractors, if applicable.
 - Contact for proposal evaluation period (Name, title, address, telephone number, e-mail)
- 2) Table of Contents - Proposals shall contain a Table of Contents that outlines in sequential order all the areas of the proposal and allows for clarity and ease of review of the proposal.
- 3) Technical Project Proposal – maximum 10 pages in length (excluding cover letter, table of contents, and attachments). The Technical Project Proposal shall demonstrate experience, qualifications, and approach in accomplishing the activities outlined below.
 - Transportation studies (congestion, active transportation, transit, corridor, and freight)
 - Land use, urban design, and transit-oriented development
 - Safety, safe systems, and public health design and planning
 - Plan views, preliminary designs, and renderings of transportation facilities
 - Traffic, network analysis, and transportation modeling
 - Performance Based Planning and Programming
 - Project review and prioritization
 - Public involvement tools, graphics, content production
 - Collect, maintain, analyze, and visualize transportation and GIS data
 - Innovative transportation planning and engineering, including new technologies
 - Discretionary grant application preparation and delivery
 - Administrative support for the TPA
 - Core products support, including the Transportation Improvement Program, Long Range Transportation Plan, and Unified Planning Work Program

4) Attachments

Attachment A – (One (1) page (8.5"x 11") organization chart identifying key personnel, roles and subconsultants; if applicable)

Attachment B – TPA Authorized Representative Form (Notarized)
Attachment C – Completed General Services Administration (GSA) Form SF330
Attachment D – Attachment Affidavit Regarding Labor and Services (Form No. 375-030-31)
Attachment E – Drugfree Workplace Certificate Form
Attachment F – DBE Bidders Opportunity List

Remainder of this page intentionally left blank

SECTION 4 – ATTACHMENTS

IMPORTANT!

FAILURE TO:

1. SUBMIT THE FORMS CONTAINED IN THIS CHECKLIST.
2. SUBMIT THE FORMS COMPLETED IN ITS ENTIRETY.
3. MEET ALL PROPOSAL REQUIREMENTS.
4. PROVIDE ALL SIGNATURES SIGNED BY AN AUTHORIZED REPRESENTATIVE; and
5. NOTARIZE DOCUMENTS THAT REQUIRE NOTARIZATION,

WILL BE CAUSE FOR THE PROPOSAL TO BE DEEMED “NON-RESPONSIVE” AND WILL RESULT IN IMMEDIATE REJECTION OF THE ENTIRE PROPOSAL.

____ ATTACHMENT A – (One (1) page (8.5”x 11”) organization chart identifying key personnel, roles and subconsultants; if applicable)

____ ATTACHMENT B – TPA Authorized Representatives Form

____ ATTACHMENT C – General Services Administration SF330 Form

____ ATTACHMENT D – Labor and Services Affidavit 375-030-31 Form

____ ATTACHMENT E – Drug Free Workplace Certification Form

____ ATTACHMENT F – DBE Bidder’s Opportunity List

Additional requirements for the proposal may be found throughout the RFP document. Please read the RFP document in its entirety to ensure that all requirements have been met. Any proposal submitted without the required documentation may be considered non-responsive and subsequently ineligible for consideration.

ATTACHMENT B

AUTHORIZED REPRESENTATIVE DECLARATIONS FORM

_____ (Name of Respondent Representative) for
_____ (Respondent), being duly sworn, deposes and says that:

1. The Signatory is an "Authorized Agent" who can bind the above-listed entity to all terms and conditions of the Request for Proposals/Services and the subsequent Proposal Submittal.
2. The Signatory is fully informed respecting the preparation and contents of the attached Proposal and of all Forms, Affidavits and documents submitted in support of such Proposal;
3. The Signatory declares no portion of the sum that Respondent may receive as a result of this Solicitation will be paid to any employees of the Palm Beach MPO dba Palm Beach Transportation Planning Agency (TPA), its elected officials, and/or its consultants, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.
4. The Signatory declares that the Respondent represented herein shall not discriminate against any person in its operations, activities or delivery of services under any agreement it enters into with the TPA. The same shall affirmatively comply with all applicable provisions of federal, state and local equal employment laws and shall not engage in or commit any discriminatory practice against any person based on race, age, religion, color, gender, sexual orientation, national origin, marital status, physical or mental disability, political affiliation or any other factor which cannot be lawfully used as a basis for service delivery.
5. The Signatory has attached, if applicable, a list of and description of any relationships, professional, financial or otherwise that Respondent may have with the TPA, its elected or appointed officials, its employees or agents or any of its agencies or component units for the past two (2) years. Additionally, the Respondent agrees and understands that Respondent shall give the TPA written notice of any other relationships professional, financial or otherwise that Respondent enters into with the TPA its elected or appointed officials, its employees or agents or any of its agencies or component units during the period of this Agreement.
6. The Respondent acknowledges the requirement and declares that the Respondent has provided Bidders Opportunity List information in the FDOT Equal Opportunity Compliance (EOC) System and declares its compliance with this RFP.
7. The Submittal is provided as a genuine offer without prior understanding, agreement, or connection with any corporation, firm, or person providing a Submittal for the same materials, services, and supplies and is, in all respects, fair and without collusion or fraud.
8. The completed PRICING PROPOSAL FORM is submitted as the current, accurate, complete, and all-inclusive Total Pricing, including "out-of-pocket" expenses (if any), to provide the TPA with Services in accordance with the Requirements/Services set forth in this RFP document.
9. Any hourly rates quoted in the attached Submittal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Respondent or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.
10. All Forms, Affidavits and documents submitted in support of and included in this Proposal are true and accurate;
11. No information that should have been included in such Forms, Affidavits and documents has been omitted; and

Continued Page 2

ATTACHMENT B

AUTHORIZED REPRESENTATIVE FORM - CONTINUED

- 12. No information that is included in such Forms, Affidavits or documents is false or misleading.
- 13. The Respondent has the financial stability to fully perform the terms and conditions as specified herein and will provide financial information to document this upon request by the TPA at any time during the solicitation process and in any form deemed necessary by the TPA.
- 14. Respondent and any sub-contractors or sub-consultants shall comply with Section 448.095, Fla. Stat., "Employment Eligibility," including registration and use of the E-Verify system to verify the work authorization status of employees. Failure to comply with Section 448.095, Fla. Stat. shall result in termination of the resulting Contract/Purchase Order, if awarded. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If the contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.
- 15. The Respondent will register with the Florida Division of Corporations as either a Florida or foreign corporation prior to the effective date of the contract with the TPA if it is the Awardee and is not presently registered.

Signature

Print Name

Title

Date

(CORPORATE SEAL)

STATE OF FLORIDA)
COUNTY OF)

The foregoing instrument was acknowledged before me this ___ day of _____, 20___,
Personally known to me _____ OR
Has produced Identification _____, type of identification produced _____.

Notary Public, State of Florida

(Printed Name)

My commission expires:_____

IMPORTANT: FAILURE TO SUBMIT THIS PAGE, INCLUDING ALL REQUIRED INFORMATION AND SIGNATURES, WILL BE CAUSE FOR THE PROPOSAL TO BE DEEMED "NON-RESPONSIVE" AND WILL RESULT IN IMMEDIATE REJECTION OF THE ENTIRE PROPOSAL RESPONSE.

ARCHITECT-ENGINEER QUALIFICATIONS

OMB Control Number: 9000-0157
Expiration Date: 1/31/2027

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 USC § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 9000-0157. We estimate that it will take 29 hours (25 hours for part 1 and 4 hours for Part 2) to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by 40 U.S.C. chapter 11, Selection of Architects Engineers, and Part 36 of the Federal Acquisition Regulation (FAR).

The Selection of Architects and Engineers statute requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS**Part I - Contract-Specific Qualifications**

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact.

4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

ATTACHMENT B

Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)"). Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for this Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in this contract. Self-explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for this Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to this Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number. Self-explanatory.

24. Brief Description of Project and Relevance to this Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

ATTACHMENT C

25. Firms from Section C Involved with this Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in this Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

26. NAMES OF KEY PERSONNEL <i>(From Section E, Block 12)</i>	27. ROLE IN THIS CONTRACT <i>(From Section E, Block 13)</i>	28. EXAMPLE PROJECTS LISTED IN SECTION F <i>(Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)</i>									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mechanical Engineer	X	X	X	X						
Tara C. Donovan	Chief Electrical Engineer	X	X		X						

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport, RI

Part II - General Qualifications

See the "**General Instructions**" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. **Solicitation Number.** If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. **Firm (or Branch Office) Name and Address.** Self-explanatory.

3. **Year Established.** Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. **Unique Entity Identifier.** Insert the unique entity identifier issued by the entity designated at SAM. See FAR part 4.6.

5. **Ownership.**

a. **Type.** Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. **Small Business Status.** Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. **Point of Contact.** Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. **Name of Firm.** Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. **Former Firm Names.** Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective and the associated unique entity identifier. This information is used to review past performance on Federal contracts.

9. **Employees by Discipline.** Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. **Profile of Firm's Experience and Annual Average Revenue for Last 5 Years.** Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. **Annual Average Professional Services Revenues of Firm for Last 3 Years.** Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total.

12. **Authorized Representative.** An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

ATTACHMENT C

List of Disciplines (*Function Codes*)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

ATTACHMENT C

List of Experience Categories (*Profile Codes*)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E01	Ecological & Archeological Investigations
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E02	Educational Facilities; Classrooms
A03	Agricultural Development; Grain Storage; Farm Mechanization	E03	Electrical Studies and Design
A04	Air Pollution Control	E04	Electronics
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	E05	Elevators; Escalators; People-Movers
A06	Airports; Terminals and Hangars; Freight Handling	E06	Embassies and Chanceries
A07	Arctic Facilities	E07	Energy Conservation; New Energy Sources
A08	Animal Facilities	E08	Engineering Economics
A09	Anti-Terrorism/Force Protection	E09	Environmental Impact Studies, Assessments or Statements
A10	Asbestos Abatement	E10	Environmental and Natural Resource Mapping
A11	Auditoriums & Theaters	E11	Environmental Planning
A12	Automation; Controls; Instrumentation	E12	Environmental Remediation
B01	Barracks; Dormitories	E13	Environmental Testing and Analysis
B02	Bridges	F01	Fallout Shelters; Blast-Resistant Design
C01	Cartography	F02	Field Houses; Gyms; Stadiums
C02	Cemeteries (<i>Planning & Relocation</i>)	F03	Fire Protection
C03	Charting: Nautical and Aeronautical	F04	Fisheries; Fish ladders
C04	Chemical Processing & Storage	F05	Forensic Engineering
C05	Child Care/Development Facilities	F06	Forestry & Forest products
C06	Churches; Chapels	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C07	Coastal Engineering	G02	Gas Systems (Propane; Natural, Etc.)
C08	Codes; Standards; Ordinances	G03	Geodetic Surveying: Ground and Air-borne
C09	Cold Storage; Refrigeration and Fast Freeze	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C10	Commercial Building (<i>low rise</i>) ; Shopping Centers	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C11	Community Facilities	G06	Graphic Design
C12	Communications Systems; TV; Microwave	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C13	Computer Facilities; Computer Service	H02	Hazardous Materials Handling and Storage
C14	Conservation and Resource Management	H03	Hazardous, Toxic, Radioactive Waste Remediation
C15	Construction Management	H04	Heating; Ventilating; Air Conditioning
C16	Construction Surveying	H05	Health Systems Planning
C17	Corrosion Control; Cathodic Protection; Electrolysis	H06	Highrise; Air-Rights-Type Buildings
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H07	Highways; Streets; Airfield Paving; Parking Lots
C19	Cryogenic Facilities	H08	Historical Preservation
D01	Dams (<i>Concrete; Arch</i>)	H09	Hospital & Medical Facilities
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	H10	Hotels; Motels
D03	Desalination (<i>Process & Facilities</i>)	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
D04	Design-Build - Preparation of Requests for Proposals	H12	Hydraulics & Pneumatics
D05	Digital Elevation and Terrain Model Development	H13	Hydrographic Surveying
D06	Digital Orthophotography		
D07	Dining Halls; Clubs; Restaurants		
D08	Dredging Studies and Design		

ATTACHMENT C

List of Experience Categories (*Profile Codes continued*)

Code	Description	Code	Description
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage	R01	Radar; Sonar; Radio & Radar Telescopes
J01	Judicial and Courtroom Facilities	R02	Radio Frequency Systems & Shieldings
L01	Laboratories; Medical Research Facilities	R03	Railroad; Rapid Transit
L02	Land Surveying	R04	Recreation Facilities (Parks, Marinas, Etc.)
L03	Landscape Architecture	R05	Refrigeration Plants/Systems
L04	Libraries; Museums; Galleries	R06	Rehabilitation (Buildings; Structures; Facilities)
L05	Lighting (Interior; Display; Theater, Etc.)	R07	Remote Sensing
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining & Mineralogy	S02	Security Systems; Intruder & Smoke Detection
M07	Missile Facilities (Silos; Fuels; Transport)	S03	Seismic Designs & Studies
M08	Modular Systems Design; Pre-Fabricated Structures or Components	S04	Sewage Collection, Treatment and Disposal
N01	Naval Architecture; Off-Shore Platforms	S05	Soils & Geologic Studies; Foundations
N02	Navigation Structures; Locks	S06	Solar Energy Utilization
N03	Nuclear Facilities; Nuclear Shielding	S07	Solid Wastes; Incineration; Landfill
O01	Office Buildings; Industrial Parks	S08	Special Environments; Clean Rooms, Etc.
O02	Oceanographic Engineering	S09	Structural Design; Special Structures
O03	Ordnance; Munitions; Special Weapons	S10	Surveying; Platting; Mapping; Flood Plain Studies
P01	Petroleum Exploration; Refining	S11	Sustainable Design
P02	Petroleum and Fuel (Storage and Distribution)	S12	Swimming Pools
P03	Photogrammetry	S13	Storm Water Handling & Facilities
P04	Pipelines (Cross-Country - Liquid & Gas)	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P05	Planning (Community, Regional, Areawide and State)	T02	Testing & Inspection Services
P06	Planning (Site, Installation, and Project)	T03	Traffic & Transportation Engineering
P07	Plumbing & Piping Design	T04	Topographic Surveying and Mapping
P08	Prisons & Correctional Facilities	T05	Towers (<i>Self-Supporting & Guyed Systems</i>)
		T06	Tunnels & Subways

ATTACHMENT C

List of Experience Categories (*Profile Codes continued*)

Code	Description
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

ARCHITECT-ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	<i>(Check)</i>			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCONTRACTOR			
a.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM

15. FIRM NAME AND LOCATION *(City and State)*

16. EDUCATION <i>(Degree and Specialization)</i>	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>
--	---

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

a. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

b. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

c. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

d. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

e. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL <i>(From Section E, Block 12)</i>	27. ROLE IN THIS CONTRACT <i>(From Section E, Block 13)</i>	28. EXAMPLE PROJECTS LISTED IN SECTION F <i>(Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)</i>									
		1	2	3	4	5	6	7	8	9	10

29. EXAMPLE PROJECTS KEY

NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1		6	
2		7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER *(If any)*

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME			3. YEAR ESTABLISHED	4. UNIQUE ENTITY IDENTIFIER	
					2b. STREET
2c. CITY		2d. STATE	2e. ZIP CODE		a. TYPE
6a. POINT OF CONTACT NAME AND TITLE					
6b. TELEPHONE NUMBER			6c. EMAIL ADDRESS		7. NAME OF FIRM <i>(If Block 2a is a Branch Office)</i>
8a. FORMER FIRM NAME(S) <i>(If any)</i>			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER	

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number <i>(see below)</i>
		(1) FIRM	(2) BRANCH			
	Other Employees					
Total						

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>		PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
		1. Less than \$100,000		6. \$2 million to less than \$5 million	
		2. \$100,000 to less than \$250,000		7. \$5 million to less than \$10 million	
		3. \$250,000 to less than \$500,000		8. \$10 million to less than \$25 million	
a. Federal Work		4. \$500,000 to less than \$1 million		9. \$25 million to less than \$50 million	
b. Non-Federal Work		5. \$1 million to less than \$2 million		10. \$50 million or greater	
c. Total Work					

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE		b. DATE
c. NAME AND TITLE		

ATTACHMENT D

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

AFFIDAVIT REGARDING LABOR AND SERVICES

375-030-31
PROCUREMENT
07/24

Effective July 1, 2024, pursuant to §787.06(13), Florida Statutes, when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services.

Nongovernmental Entity's Name: _____
 Address: _____
 Phone Number: _____
 Authorized Representative's Name: _____
 Authorized Representative's Title: _____
 Email Address: _____

AFFIDAVIT

I, insert nongovernmental entity's authorized representative name, as authorized representative attest that insert nongovernmental entity's name does not use coercion for labor or services as defined in §787.06, Florida Statutes.

Under penalty of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

(Signature of authorized representative)

Date

STATE

COUNTY OF

Sworn to (or affirmed) and subscribed before me, by means of physical presence or online notarization, this
day of _____, (year), by

Notary Public

Commission Expires

Personally Known OR Produced Identification

Type of Identification Produced

ATTACHMENT E

DRUG FREE WORKPLACE CERTIFICATION FORM

To certify a drug-free workplace program, a business entity shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the agency's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).
- (4) In the statement specified in number (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation Section 287.087, Florida Statutes.

THIS CERTIFICATION is submitted by: _____

(Authorized Agent's Name)

_____ of _____

(Title/Position with Entity)

(Entity Name)

who does hereby certify that said Entity has implemented a drug-free workplace program which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

Signature

Date

IMPORTANT: FAILURE TO SUBMIT THESE PAGES, INCLUDING ALL REQUIRED INFORMATION AND SIGNATURES, WILL BE CAUSE FOR THE PROPOSAL TO BE DEEMED "NON-RESPONSIVE" AND WILL RESULT IN IMMEDIATE REJECTION OF THE ENTIRE PROPOSAL RESPONSE.

ATTACHMENT F

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

BID OPPORTUNITY LIST FOR COMMODITIES & CONTRACTUAL SERVICES

375-040-62
PROCUREMENT
01/16

Prime Contractor: _____

Address/Phone Number: _____

Procurement Number: _____

49 CFR Part 26.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on DOT-assisted projects, including both DBEs and non-DBEs. This list must include all subcontractors contacting you and expressing an interest in teaming with you on a specific DOT-assisted project. Prime contractors must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, and 7 for themselves, and their subcontractors.

1. Federal Tax ID Number: _____

2. Firm Name: _____

3. Phone: _____

4. Address: _____

5. Year Firm Established: _____

6. DBE
 Non-DBE

7. Annual Gross Receipts
 Less than \$1 million
 Between \$1 - \$5 million
 Between \$5 - \$10 million
 Between \$10 - \$15 million
 More than \$15 million

1. Federal Tax ID Number: _____

2. Firm Name: _____

3. Phone: _____

4. Address: _____

5. Year Firm Established: _____

6. DBE
 Non-DBE

7. Annual Gross Receipts
 Less than \$1 million
 Between \$1 - \$5 million
 Between \$5 - \$10 million
 Between \$10 - \$15 million
 More than \$15 million

1. Federal Tax ID Number: _____

2. Firm Name: _____

3. Phone: _____

4. Address: _____

5. Year Firm Established: _____

6. DBE
 Non-DBE

7. Annual Gross Receipts
 Less than \$1 million
 Between \$1 - \$5 million
 Between \$5 - \$10 million
 Between \$10 - \$15 million
 More than \$15 million

1. Federal Tax ID Number: _____

2. Firm Name: _____

3. Phone: _____

4. Address: _____

5. Year Firm Established: _____

6. DBE
 Non-DBE

7. Annual Gross Receipts
 Less than \$1 million
 Between \$1 - \$5 million
 Between \$5 - \$10 million
 Between \$10 - \$15 million
 More than \$15 million

AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH YOUR:

**BID SHEET (Invitation to Bid – ITB)
PRICE PROPOSAL (Request for Proposal – RFP)
REPLY (Invitation to Negotiate – ITN)**