



ADDENDUM NOTICE #1
RFP #2017-02, General Planning Consulting Services

Space Coast Transportation Planning Organization
2725 Judge Fran Jamieson Way
MS #82, Bldg. B, Room 105
Melbourne, FL 32940

Date: October 20, 2016

Contact: Laura Carter

Proposal Due Date: November 10, 2016 @ 2:00 P.M.
Space Coast Transportation Planning Office
RFP #2017-02 GPC Services
2725 Judge Fran Jamieson Way
Bldg. B, Rm 105, MS #82
Viera, FL 32940

Please be advised of the following clarifications related to this RFP:

1. If you are a firm that received a notification letter regarding this RFP, in the letter it stated that the due date for proposals was Thursday, November 19, 2016. This is NOT the correct date. As included correctly in the RFP package and posted on the TPO website **proposals are due Thursday, November 10, 2016 by 2:00 p.m.**
2. Can a firm's organizational chart be put on 11 X 17 paper? **Although it may make for easier reading, in order to maintain consistency for all proposals submitted, please only submit on 8 ½ x 11 size paper.**
3. In #3 of section *D: Firm Profile*, can you please clarify what you are looking for in the "relevant prior transportation planning experience of the proposing office"? **The office that will be provided services to the TPO should have prior experience conducting studies and analysis in the transportation planning field as listed in the scope of services section. The information provided here should not necessarily be the project experience listed in section K, as that section would give details on specific projects. In this section the firm should provide language on how long they have been conducting transportation planning services and maybe highlight a few by project specific title.**
4. What is the page limit for the Program Management and Quality Control component in section *H(iv): Qualifications of Engagement Team*? **This section does not have a page limit, however, in general it should not exceed one page.**

5. Is there a page limit for section *J: Specific Approach to Scope Service Tasks*? **Unless specified, there is no page limit. For section J, there is no limit.**
6. In section *K. Previous Project Experience* how many (if any) project examples are requested for the subconsultants? Is it 5 total for the entire submitting team, or would you like 5 per firm? **There is a maximum of five (5) total examples that can be provided in this section. If a firm is submitting a proposal that includes use of other subconsultants, then some of the prior project experience examples should include those in which the firm has worked with previously. The intent is to determine if there is a prior working relationship with the subconsultants listed in the proposal.**
7. Is the entire proposal required to be in Times New Roman font size of 12? Are larger/smaller section headings and footers permitted? **All text, headers and footers must be in font size of 12. To separate sections, the font size may go up to 16, maximum to help improve visual ease of reading.**
8. Are subconsultants required to complete the Required Forms? **Yes, only exception is Proposal Acknowledgment, which only the lead submitting firm needs to complete.**
9. The Truth in Negotiations Certificate included in the original RFP package is incorrect. Please download and use the revised Truth in Negotiations Certificate posted on the TPO website at: <http://spacecoasttpo.com/uncategorized/request-for-general-planning-consultant-proposals/>

Any questions related to these clarifications should be directed to the contact person listed above.