

**TAMPA-HILLSBOROUGH COUNTY  
EXPRESSWAY AUTHORITY**

**Letter of Clarification No. 1**

**FOR**

**Request for Proposals**

**Misc. Toll Operations Support Services**

**RFP T-00321**

**Letter of Clarification No. 1 ~ RFP No. T-00321**

Date of Letter of Clarification: **May 14, 2021**

The following responds to questions received on the solicitation reference above:

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| Question 1: | On page 5 of the RFP, "Appendices" is excluded from the 12-page proposal limit. Is "Appendices" intended to be the required forms attached to the RFP? Or can supplemental information the Prime firm deems necessary to include be added to the Appendices?   |
| Response 1: | <b>Supplemental information the Prime firm deems necessary to include be added to the Appendices.</b>  |
| Question 2: | On page 13 of the RFP, Exhibit C - Questionnaire, is there anything to provide for 2.1.a? Or is the information answered in Section 3. References?   |
| Response 2: | <b>Information answered in Section 3.</b>  |
| Question 3: | Page 3 of the RFP states 'The successful respondent(s) and their team(s) will have professionals for the broad range of disciplines and expertise (i.e. architects, civil engineer, structural engineer, traffic engineer, mechanical engineer, electrical engineer, etc.) as may be needed for performing the services.' Are these professionals required to be currently licensed in FL or is current licensure in another state, with the ability to apply for reciprocity an acceptable alternative? |
| Response 3: | <b>Current licensure in another state, with the ability to apply for reciprocity is acceptable.</b>  |
| Question 4: | Is an organizational chart desired?  |
| Response 4: | <b>Yes</b>   |
| Question 5: | Which governing agencies do you accept SBE certification from? Does this include certifications from states outside of Florida?  |
| Response 5: | <b>Certification from any governmental entity is acceptable.<br/>Yes, if the firm is located outside of Florida.</b>   |

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| Question 6:  | There is no mention of rates in the RFP. Is it THEA's intention to exclude rates from the proposals?   |
| Response 6:  | <b>Yes</b>   |
| Question 7:  | Should all the Exhibits that need to be completed be submitted as an appendix in the proposal response? Are the appendices only intended to include the exhibits?  |
| Response 7:  | <b>Forms that need to be completed should not be included in an appendix.</b>  |
| Question 8:  | Are exhibits and required forms excluded from the page count?  |
| Response 8:  | <b>Yes</b>   |
| Question 9:  | Is there a page limit on individual resumes?   |
| Response 9:  | <b>Two page limit.</b>   |
| Question 10: | <b>Page 4, item 8.</b> The proposal indicates, "The respondent shall provide THEA with a Program Management Plan (PMP), including Change Management (CM) controls, to ensure all project activities are documented. See Attachment C." Attachment C seems to not apply to a Program Management Plan, only Change Management. Is there a form of the program management plan? If so, can you provide the appropriate form or further clarification? |
| Response 10: | <b>No, the PMP needs to be provided by the respondent.</b>   |
| Question 11: | <b>Page 5, item III (3).</b> Can we use an 8.5 x 14" sheet for the organizational chart?   |
| Response 11: | <b>Yes</b>   |

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| Question 12: | <p><b>Page 4, item 8.</b> The RFP indicates, “The respondent shall provide THEA with a Program Management Plan (PMP), including Change Management (CM) controls, to ensure all project activities are documented.” We understand this is intended to be an expectation once the contract is awarded and not as part of the Proposal submittal in response to this RFP. If that is incorrect and you are requiring a PMP and CM to be submitted for this RFP response, please clarify:</p> <ul style="list-style-type: none"><li>a. Does the PMP and CM need to be for this project, or is a sample from another project sufficient?</li><li>b. Does the PMP and CM count toward the 12-page limit, or is it excluded from the limit?</li></ul> |
| Response 12: | <ul style="list-style-type: none"><li>a. <b>Sample from other projects will be acceptable</b></li><li>b. <b>Excluded</b></li></ul>   |
| Question 13: | <p><b>Pages 14-16.</b> The RFP requests details of previous projects performed that can be used as references, with blank spaces for three projects. Are we limited to three projects or can we include more than three?</p>   |
| Response 13: | <b>Three (3) projects</b>  |
| Question 14: | <p><b>Page 13, item 1.3 (b).</b> The questionnaire field requests, “Number of years has been in their top management position.” Is this a request for the number of years the project manager has been in their management position? Can you please clarify the meaning?</p>   |
| Response 14: | <b>Yes, number of years in top management position</b>   |
| Question 15: | <p><b>Page 5, item III (3).</b> The RFP states, “Type size shall not be less than 10-point font.” If we use any graphics or tables in the proposal that contain text, is it mandatory that the text within these visual aids be 10 point as well, or does the 10-point limit only apply to the main body text?</p>   |
| Response 15: | <b>No, it is not</b>   |

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| Question 16: | Will the successful respondent to this RFP be prohibited from participating in future THEA AET efforts during the period of performance of this Contract if there is an Organizational Conflict of Interest identified?          |
| Response 16: | <b>THEA will consider conflict of interest on a case-by-case basis.</b>  |
| Question 17: | In reference to Ranking and Evaluation Criteria outlined on page seven of the RFP. It doesn't appear that the basis of award is on price or costs. Please provide the bidder with how THEA will evaluate the proposal for award. |
| Response 17: | <b>Selection will be based on the six criteria and point value stated on page seven.</b>   |
| Question 18: | Is the Respondent required to bid on all services listed in the Scope or may the proposal include a response to only a portion of the Scope?   |
| Response 18: | <b>"All" or "portions" will be acceptable.</b>   |

**Respondents MUST** acknowledge receipt of this Letter of Clarification by signing, dating and returning the completed Acknowledgement of Receipt of Letter of Clarification/ Addendum form **with the Respondent's bid package**.

All other items, conditions, and specifications in the procurement document not specifically changed by the Addendum remain unchanged.

Please send all questions to THEA's Procurement Manager, Man Le, via email at [Man.Le@tampa-xway.com](mailto:Man.Le@tampa-xway.com).

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM and/or LETTER OF CLARIFICATION**

Were Addenda issued on this Solicitation?

Yes

No

Were Letter of Clarification issued on this Solicitation?

Yes

No

I (We) hereby acknowledge receipt of the following Addendum/Addenda issued in reference to this solicitation by listing the Addenda by number, date and signing the form:

Addendum \_\_\_\_\_ Date: \_\_\_\_\_

Addendum \_\_\_\_\_ Date: \_\_\_\_\_

Letter of Clarification \_\_\_\_\_ Date: \_\_\_\_\_

Letter of Clarification \_\_\_\_\_ Date: \_\_\_\_\_

**BIDDER:**

By: \_\_\_\_\_

Authorized Signature

\_\_\_\_\_  
Printed Name of Signer

\_\_\_\_\_  
Title of Signer

\_\_\_\_\_  
Date Signed

**[END OF ACKNOWLEDGMENT OF RECEIPT FORM]**