

Question: 7/7/26

Posted: 7/21/26

1. Section A, Sub-section 2.3 (page 12 of 38) of the RFP references "coordinating the SBE policy to achieve the established goals and other related items necessary to fulfill the requirements of the contract". What is the SBE policy and what are the requirements or goals for small business enterprise (SBE), disadvantaged business (DBE), or minority business (MBE) for this project?

Answer: Section 2.3 of the RFP has been amended to include an aspirational goal of 15% SBE participation.

2. In Section B, Sub-section 4 (page 18 of 38), there is reference to PD&E. The text states "PD&E being an inter-disciplinary exercise requires a mix of disciplines and areas of expertise. Being able to bring that expertise to the project and work with THEA is an important quality of the successful firm, this is more than an organizational chart." Is it THEA's intention to include PD&E type services under this procurement? Could you please clarify the expectations for this item?

Answer: This reference was inadvertently placed in the RFP it will be removed in the addendum. Please ignore references to PD&E.

3. Exhibit H, Section A2 – We can name those listed as "additional Insured" on the specified policies, but not "additional named insureds." Is this acceptable?

Answer: Yes.

4. Exhibit H, Section A8 – This states that our aggregate policy limits shall apply exclusively for the agreement. We can require our General Liability insurance is specific to this agreement, thus preserving the GL policy limits exclusively for this agreement, we likely cannot do the same for our Professional Liability policy. It is our experience that project specific professional liability insurance policies are, in general, only available for discrete construction projects, and only for very large projects where engineer's fees are in excess of \$10,000,000. These Project Specific Professional Liability policies come with an expensive premium and likely would not be available on the market for this type of work. Can this requirement be waived for the Professional Liability policy?

Answer: amy

5. Page 17 of 38 in the RFP references a staff hour estimate. Please confirm if a staff hour estimate is required, and if so, provide its requirements.

Answer: This will be addressed in the addendum. There is no staff hour estimate required.

6. Page 22 of 38 in the RFP references PD&E. However we do not see PD&E work in the scope. Please clarify whether or not PD&E will be part of the scope of services.

Answer: This reference was inadvertently placed in the RFP it will be removed in the addendum. Please ignore references to PD&E.

7. Please confirm if the ELOR includes the following sections, or if these sections should be separate from the ELOR: 1) Respondent's Understanding of the Scope of Work, 2) Team, and 3) Resumes

Answer: They should be included. There is a numbering error in the RFP which was clarified at the Mandatory Pre-Proposal Meeting and will be addressed in the addendum.

8. Section B states that only team members who will actively participate under potential work assignments should be included and that as-needed individuals should be omitted. Will THEA allow respondents to identify core committed staff in the organizational chart and separately identify specialty subject matter experts available by task order?

Answer: Yes.

9. Please confirm whether one-page resumes are required only for the Project Manager and lead staff shown on the organizational chart, or whether resumes are also required for specialty subject matter experts who may support individual task orders.

Answer: Section B, Item 5 of the RFP has been amended to reflect that resumes of subject matter experts should be included.

10. Please clarify the oral interview format. The RFP states five minutes for opening statements followed by a 45-minute oral interview, while the pre-proposal meeting discussion appeared to describe a limited 25 minute presentation period followed by THEA Q&A. Please confirm the allowed presentation time, Q&A time, and whether a slide deck is permitted.

Answer: This will be addressed in the addendum and was clarified at the Mandatory Pre-Proposal Meeting. The oral interview will last 50 minutes. Five minutes for introductions. Twenty minutes for oral presentations. Twenty-five minutes for questions and answers.

11. Please confirm that the five-page limit applies only to the Expanded Letter of Response narrative and excludes the table of contents, organizational chart, resumes, required exhibits, and any staff-hour estimate.

Answer: Confirmed. No staff hour estimates required.

12. The RFP states that the consultant shall furnish a QA Plan upon issuance of a purchase order at no cost to THEA. Should respondents include a contract-level QA/QC approach in the ELOR only, or is THEA expecting a draft QA Plan with the proposal?

Answer: THEA is not expecting a draft QA Plan, however, proposers should include within their ELOR package a discussion of the key aspects of the firm's QA program, the QA/QC approach and QA/QC responsibilities as identified in the evaluation criteria in Section 1.8 of Section A of the RFP.

13. The scope includes cybersecurity compliance audits and remediation oversight. Please clarify whether THEA expects specific cybersecurity certifications, such as CISSP, CISM, CISA, CEH, or similar, for proposed cybersecurity personnel.

Answer: Certifications are not required but may be considered by the evaluation committee.

14. The RFP states that professionals and technicians shall be licensed/certified in Florida if required. Please clarify which scope elements THEA anticipates requiring Florida PE-sealed work products, if any, under this contract.

Answer: Scope elements that may require a Florida Professional Engineer include, but are not limited to, overseeing the planning, design, development, installation and testing of roadside, back office, roadside system audit and related toll technology systems, equipment and infrastructure. These services may be contracted via the General Tolling Consultant Contract or may be acquired by THEA via other contracts available to the agency.

15. The scope includes toll facility planning, civil infrastructure design, and design review. Please clarify whether THEA anticipates this contract may include signed-and-sealed design documents for roadside infrastructure, toll gantries, power systems, communications infrastructure, or facility modifications.

Answer: Please see answer to question 14.

16. Please clarify whether cost estimates are expected to follow any specific format, basis, or standard, such as FDOT-style pay items, AACE classification, planning-level estimates, or engineer's opinions of probable construction cost.

Answer: There is no specific format prescribed for all work. Cost estimate format will be specific to individual projects and the associated needs.

17. The scope references management reports, ad-hoc reports, and dashboards using Authority systems and/or third-party tools such as Power BI. Please clarify whether THEA has a preferred reporting platform or data-governance standard respondents should address.

Answer: THEA does not have a preferred reporting platform. THEA's new operational back office uses Jasper and Quick Site for reports and dashboards and THEA staff often use Power BI for reporting.

18. Please confirm whether all insurance limits listed in Exhibit H must be carried directly by each subconsultant, or whether subconsultants may satisfy requirements through the prime consultant's coverage and flow-down provisions where appropriate.

Answer: THEA will only look to the prime for insurance purposes. Subconsultant limits are between the prime and the subconsultant.

19. In EXHIBIT A it requests a professional license number for the project manager, can you please clarify whether a Professional Engineer (PE) is required as part of the consultant team for this contract. If so, is it required that the PM hold a PE license?

Answer: Professional licensure is not required. Exhibit A of the RFP has been amended to reflect the answer.

20. Section B states that the ELOR Package should be submitted electronically to Procurement; however, the Format section states that the ELOR Package must be submitted as a single document attached to a secure OneDrive that will be provided by the Procurement Manager. Please confirm whether respondents should email the ELOR Package directly to Procurement or upload the response through a secure OneDrive link.

Answer: ELOR packages should be submitted through a OneDrive link provided my procurement. Please contact procurement for you secure link.

21. Section B states that the Organizational Chart is limited to one page and may be submitted on paper sized larger than 11" x 17" if folded neatly to 11" x 17". Since this is an electronic submission, please confirm whether an 11" x 17"-page size is permitted for the Organizational Chart within the PDF submission.

Answer: Yes.

22. Please confirm whether the Table of Contents is excluded from the five-page limit for the Expanded Letter of Response.

Answer: Yes.

23. Section B states that the ELOR Package should be "organized, tabbed and submitted" in the order listed. For an electronic PDF submission, should respondents include divider/tab pages or PDF bookmarks? If divider/tab pages are included, please confirm whether they are excluded from the page count.

Answer: Confirmed.

24. Please confirm whether workload/availability percentages and office location of key staff members NEEDS to be identified within the ELOR or is noting this information on the Organizational Chart and/or the resumes is acceptable?

Answer: Workload and availability percentages and supporting information need to be contained within the ELOR package. Proposers may choose to place this information in the organizational chart or resumes.

25. Please also confirm the intended section reference, as the oral interview evaluation criteria appear to be listed in Section 1.20? The RFP has the scoring labeled as **presentation** evaluation criteria.

Answer: The presentation is an oral interview that encompasses the criteria listed in 1.20. How you present the criteria and convey that to the evaluation committee is what you will be scored on.

26. Section B, Team, references "PD&E being an inter-disciplinary exercise." Since this solicitation is for General Toll Consultant Services, please confirm whether respondents should interpret this requirement as requesting a multidisciplinary tolling team organized by relevant areas of expertise.

Answer: This reference was inadvertently placed in the RFP it will be removed in the addendum. Please ignore references to PD&E.

27. On page 17, under number 2 outlining the content for the ELOR reads, "The five-page limit for the Expanded Letter of Response excludes the Organizational Chart, resumes, forms, and staff-hour estimate." Please confirm whether a staff-hour estimate is required for this solicitation and, if so, where it should be included within the ELOR Package.

Answer: No staff hour estimate required.

28. Does the 5-page limit for the Expanded Letter of Response (ELOR) include the cover letter? Additionally, are all exhibits and forms excluded from this page count?

Answer: Cover letter, exhibits and forms are excluded from the page count.

29. The RFP does not specify a required number of project experiences or reference contacts. Does THEA prefer that respondents include specific project examples or client references within the ELOR? If so, is there a preferred format or quantity?

Answer: THEA does not prescribe specific project examples or client references. Proposers should provide information to best present the capabilities of the proposer that best match the services requested in the RFP

30. What documentation is required from sub-consultants at the ELOR stage? For example, are signed teaming agreements or sub-consultant-specific exhibits necessary?

Answer: Signed teaming agreements are not required to be submitted with the ELOR. Proposers should include information for subconsultants which the proposer believes will best represent the capabilities for the project.

31. Are companies serving as subcontractors required to have attended the Mandatory Pre-Proposal Meeting in order to qualify the Prime Vendor as Responsive?

Answer: No.

32. Section 1.19 Interviews states "Each shortlisted respondent will be allotted 5 minutes for opening statements, followed by a 45-minute oral interview. A question-and-answer session or clarifying questions by the Evaluation Committee will be held until the end of the interview if time permits." Can THEA please confirm if during the 45-minute oral interview Respondents will be able to present a pre-prepared presentation?

Answer: This will be addressed in the addendum and was clarified at the Mandatory Pre-Proposal Meeting. The oral interview will last 50 minutes. Five minutes for introductions. Twenty minutes for oral presentations. Twenty-five minutes for questions and answers.

33. Section B Expanded Letters of Response, Content subsection details how the ELOR package is to be organized. Can THEA please confirm that the 5-page limit for item #2 *Expanded Letters of Response* only applies to the items bulleted in the a) Minimum Requirements list? And that the details requested for item #3 *Respondent's Understanding of the Scope of Work* and item #4 *Team* do not have a set page limit.

Answer: They should be included. There is a numbering error in the RFP which was clarified at the Mandatory Pre-Proposal Meeting and will be addressed in the addendum. 5 page limit for Minimum requirements, understanding the scope of work and team.

34. Section C lists all Exhibits that must be completed and included with the Respondent's ELOR package. Since there is no signature required on *Exhibit H Insurance Requirements* can THEA confirm it does not need to be included with the ELOR package?

Answer: Proof of insurance should be included.

35. Could THEA please advise when we might expect to receive a copy of the contract for review?

Answer: Upon award.

36. Will THEA be open to negotiation to the end contract terms for the successful Respondents?

Answer: THEA will negotiate wage rates and all purchase orders will be negotiated.

37. Could THEA please share the list of companies that attended the mandatory pre-bid meeting?

Answer: This list will not be available until after the award of contract and expiration of the protest period.

38. Could THEA please provide further clarification on the SBE requirements for this contract, if any?

Answer: Section 2.3 of the RFP has been amended to include an aspirational goal of 15% SBE participation.

39. Can THEA confirm if a firm can be a Prime on one team and a Subconsultant on another team for this RFP?

Answer: A firm may be a prime on one team and a subconsultant on another team.