

Southeast Florida Regional Partnership

Indian River - St. Lucie - Martin
Palm Beach - Broward - Miami-Dade - Monroe

SOUTHEAST FLORIDA'S REGIONAL VISION AND BLUEPRINT FOR ECONOMIC PROSPERITY (RVB)

THE SOUTH FLORIDA AND TREASURE COAST REGIONAL PLANNING COUNCILS MASTER CONSULTANT REQUEST FOR STATEMENT OF QUALIFICATIONS (SOQ)

**Submittals must be received by 4 pm, EDT
Friday, July 22, 2011**

**Proposal Name: RVB Consultant
Proposal Number: SOQ #06
South Florida Regional Planning Council
3440 Hollywood Boulevard, Suite 140
Hollywood, Florida 33021**

Issued on June 24, 2011

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I. NOTICE TO APPLICANTS

The South Florida and Treasure Coast Regional Planning Councils (RPCs) are soliciting Statements of Qualifications (SOQ) from qualified firms acting as teams to assist the RPCs in developing a regional plan for sustainable development, to be known as the “2060 Southeast Florida Regional Vision and Blueprint for Economic Prosperity” (RVB). The South Florida Regional Planning Council (SFRPC), on behalf of the Southeast Florida Regional Partnership (Partnership), is the fiscal agent for this project. The consultant team will work closely with the RPCs, the Project Management Team (RPC Executive Directors, Project Director, Program Manager, U.S. Department of Housing and Urban Development (HUD) Point of Contact), the Executive Committee, and Partnership and Consortium members, additional staff and the public in all phases of the process described more specifically in the HUD-approved work plan for development of the RVB.

The project involves planning efforts to evaluate and integrate housing, land use, economic and workforce development, transportation, education, equity, and infrastructure investments into a RVB promoting economic prosperity and livability that will result in a vibrant and resilient economy, socially inclusive and equitable communities, and environmental sustainability. The consultant team will work closely with the Project Director, Program Manager and other members of the Project Management Team, the Executive Committee, and Partnership and Consortium members to lead community engagement, coordinate with stakeholders, compile data on existing conditions, conduct needs assessments, conduct scenario planning, define a vision, and draft a final plan for the seven-county Southeast Florida Region comprised of Indian River, St Lucie, Martin, Palm Beach, Broward, Miami, and Monroe counties. The planning process and development of the RVB are expected to be completed within approximately three years. Consultants interested in submitting their qualifications should familiarize themselves with the original Sustainable Communities Initiative Notice of Funding Availability Docket No. FR-5396-N-03 (Specific Section) and Notice of Funding Availability Docket No. FR-5415-N-01 (General Section); the Southeast Florida HUD grant application; and the Southeast Florida Regional Vision and Blueprint Work Plan documents.

A key requirement of the selected consultant(s) will be to assist in coordination efforts with the various stakeholders to ensure effective implementation of the HUD-approved work plan. This project will conclude on or before February 21, 2014. The SOQ is available to all interested applicants and contains all specifications and instructions for submittal. Interested applicants must fully respond to and comply with the specifications and instructions contained in the SOQ. A copy of the SOQ is available at the RPCs’ websites, www.sfrpc.com and www.tcrpc.org; OnVia DemandStar, www.demandstar.com; Planetizen, www.planetizen.com, and the American Planning Association website www.planning.org. The budget for the contract of the selected consultant team will be negotiated. Please refer to the HUD-approved work plan narrative, budget, and project timelines for guidance.

The Equal Employment Opportunity Regulations of the Secretary of Labor Implementing Executive Order 11246, as amended, shall be complied with on this project.

Questions concerning the Request for SOQs must be submitted in writing and received by no later than Noon (Eastern Daylight Savings Time or EDST) on July 11, 2011. Questions and responses will be compiled and posted on the SOQ website by 5 p.m. July 14, 2011.

SOQ responses must be received at the South Florida Regional Planning Council, 3440 Hollywood Boulevard, Suite 140, Hollywood, Florida, 33021 by no later than 4:00 pm (EDST), on July 22 2011. Electronically transmitted, late or misdirected, incorrectly marked or unsealed submittals will not be considered. All proposals must be in a sealed envelope. If delivering by overnight mail, the SOQ response must be in a sealed envelope within the delivery envelope. Please refer to the full SOQ for complete instructions.

SOQ Related Documents

All documents related to, and referenced in this, SOQ will be posted at www.sfrpc.com

SOQ Schedule

SOQ Release (Internet Posting Date)	June 24, 2011
SOQ questions due	July 11, 2011; Noon (EDST)
SOQ responses to questions posted	July 14, 2011
SOQ submittal due	July 22, 2011; 4 pm (EDST)
Short-List by Technical Review Committee	August 2, 2011
Interviews of Short-Listed Teams	Week of Aug 10-16, 2011
Ranking by Technical Review Committee	Aug 19, 2011
Report to the Executive Committee	Week of Aug 29-Sept. 2, 2011
Report to RPC Boards	September 2011
Negotiate Scope and Contract with Top Ranked Team	September TBD

This timetable is for the consultant's information. These dates are subject to change.

Contact

Please forward questions or requests for additional information to: soq@sfrpc.com. Questions will be accepted through Noon (EDST) July 11, 2011. Questions and responses will be compiled and posted on the RPC's website: www.sfrpc.com by 5 p.m. July 14, 2011.

Internet Posting Date: June 24, 2011
SOQ #06

II. PROJECT SUMMARY

The Southeast Florida Regional Partnership is embarking on a regional visioning, strategic planning, and consensus-building initiative to enhance economic, environmental, and social sustainability in the region for the next 50 years and beyond. The overarching outcome this effort strives for is to enhance the economic prosperity of all citizens in SE Florida. A clear understanding of the region's economy and significant trends will be the basis to develop a strategy that generates and furthers economic growth. The resulting RVB will be built with the active participation of public, private and nonprofit partners. This grant is part of an interagency effort by HUD, the U.S. Department of Transportation (DOT) and the U.S. Environment Protection Agency (EPA) to better align their national funding programs and to promote the creation of comprehensive investment plans for strengthening the economy

The fundamental objectives for the process are to:

- Develop a unifying vision for the Southeast Florida region that will result in a vibrant, resilient economy, livable communities, and sustainable development over the next 50 years and beyond. The vision will include implementation steps for local governments as well as recommendations for other public, private and civic stakeholders;
- Initiate a broad educational effort to increase understanding of shared regional assets; issues, challenges and opportunities facing the region; and the necessity for cooperation to sustain the economy, environment, and quality of life as the region moves into the future;
- Achieve regional public participation and engagement in the planning process to engender community champions and supporters of the process who will translate the vision into reality;
- Expand the capacity of local governments and regional and community leaders from the public, private, and civic sectors to develop and implement the RVB;
- Improve communication and build bridges to ensure participation in ongoing planning and decision-making in the region; and
- Ensure that all segments of the population are involved and engaged in the decision-making process, with particular emphasis on traditionally under-represented residents.

The Partnership recognizes that U.S. HUD, DOT, and EPA entered into a Sustainable Communities Agreement on June 16, 2009, that announced their interagency partnership “to help American families in all communities – rural, suburban, and urban – gain better access to affordable housing, more transportation options, and lower transportation costs while simultaneously protecting the environment, promoting equitable development, and helping to address the challenges of climate change.” To this end, the RVB will suggest to the federal government how to better coordinate transportation, environmental protection,

and housing investments and strategies in the Southeast Florida Region. The Partnership has adopted and agreed to support and advance seven “Livability Principles.”

Livability Principles

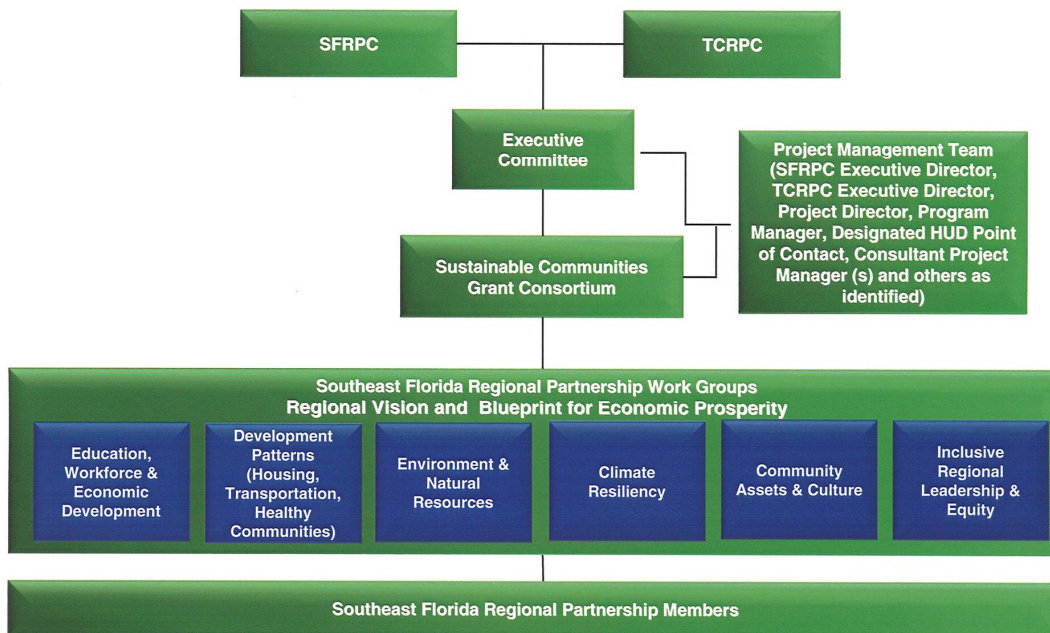
1. Provide more transportation choices
2. Promote equitable, affordable housing
3. Enhance economic competitiveness
4. Support existing communities
5. Coordinate policies and leverage investment
6. Value communities and neighborhoods
7. Enhance community resilience to the impacts of climate change

III. SOUTHEAST FLORIDA REGIONAL PARTNERSHIP ORGANIZATION, ROLES AND COMMITMENTS

The South Florida RPC, working in partnership with the Treasure Coast RPC, has entered into memoranda of understanding (MOU) with 130 organizations, with an additional 70 organizations providing letters and resolutions of support, to create the Southeast Florida Regional Partnership (Partnership). As part of the application process a subset of Partnership members were organized to form the nucleus of a strong leadership consortium called the “Sustainable Communities Grant Consortium” that could be expanded over time to include additional Partnership members. Initial Consortium participants include approximately 45 local governments, metropolitan and transportation planning organizations, nonprofit community-based organizations, professional associations, public and private sector organizations, and educational institutions. The Partnership and the Sustainable Communities Grant Consortium will continue to grow over time. An ongoing task will be to reach out to potential new partners and seek their membership and active involvement.

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Southeast Florida Regional Partnership Organization



The members of the Partnership belong to one of three tiers.

TIER 1 – Partnership Member. This tier is the basic tier of participation. All Partnership members have signed a MOU and committed to work collaboratively to advance regional livability principles through implementation of the work plan developed by the Partnership with support from the Sustainable Communities Regional Planning Grant Program.

TIER 2 – Sustainable Communities Grant Consortium Member. This tier includes the basic commitments and responsibilities outlined for Partnership members, but also includes additional commitment of leveraged resources in terms of staff, financial investment, or other resources. To be a Consortium member, a Partnership member must execute a consortium agreement to formalize its greater level of commitment and direct involvement in the development and implementation of the RVB.

TIER 3 – Consortium Subgrantees. In addition to general Consortium participant commitments and responsibilities, a subset of Consortium participants may be asked to perform specific work plan tasks. In addition to this Agreement, Consortium Subgrantees will be required to enter into a contract with specific deliverables and time frames, and meet all HUD requirements.

IV. CONSULTANT RESPONSIBILITIES

The selected consultant team will manage the overall implementation of the work program, including the performance of the HUD-approved work plan and perform work plan tasks not assigned to RPC staff, Consortium members, sub grantees or any additional consultants, due to time restrictions, requirement of specialized skills, economies of scale, the need to maintain linkages among work plan elements or other valid reasons as determined by the Project Management Team.

The selected consultant team will be expected to do the following:

- Work closely with the Project Management Team, the Executive Committee, Partnership and Consortium members, other staff and the public to complete the project;
- Manage, in partnership with the Program Management Team, the overall implementation of the work plan including the management of consultants, Partnership and Consortium members contributing in-kind and other assistance toward the implementation of the work plan, and Consortium subgrantees;
- Manage and supervise sub-consultants as needed;
- Coordinate with other regional partners, related projects, and planning efforts in the region;
- Implement the overall work plan, work plan tasks and subtasks related to:
 - Scoping Phase (Governance, Organization, Form and Operation of Work Groups and Committees)
 - Task 1 Building Collaborative Partnerships
 - Task 2 Developing Regional Resource Library and Scorecard
 - Task 3 Conducting Public Engagement
 - Task 4 Enhancing Regional Leadership and Technical Capacity
 - Task 5 Developing Regional Vision
 - Task 6 Developing Regional Blueprint
 - Task 7 Conducting Peer Review
 - Task 8 Begin Implementation
- Coordinate with the Central Florida RPC on its HUD Sustainable Communities efforts (Heartland 2060);
- Attend and participate in Partnership, Consortium and other meetings as needed or requested.

The development of the RVB will be completed in four phases:

1. **Development of a Regional Profile**, which shall include a definition of the region; identification of shared identity and values; collection of baseline data; compilation of existing regional information around policy areas; and assessment of infrastructure deficits/surpluses and of existing public, private, and civic plans.
2. **Identification of Trends and Conditions**, which shall include the establishment of baseline trends and conditions; identification of priority issues and guiding principles; identification of alternative growth strategies; and collection of community input.
3. **Development of a Regional Vision**, which shall include the creation of interactive alternative scenarios models; development of a regional consensus for a preferred future growth strategy that embodies key values and policy areas identified with public input; and development of a written Plan document that includes vision statements, goals, policies, and supporting graphic elements and maps.
4. **Development of a Regional Blueprint**, which shall include an issue-oriented policy framework to accomplish the Regional Vision; an assessment of the cost and quantity of infrastructure required to accomplish the Regional Vision; identification of implementation strategies and demonstration projects; and development of a process to update the Blueprint and measure progress toward achieving the Regional Vision using benchmarks and other appropriate indicators.

Products developed for the RVB shall be designed in formats appropriate for posting on the project website, distribution via other public outreach mechanisms and suitable for printing and reproduction. Products must be designed to be understandable to the broad and diverse Southeast Florida population.

a. Deliverables

The consultant team may be asked to supervise, coordinate or be solely responsible for key deliverables, including but not limited to the following:

- Public engagement plan
- Capacity-building plan
- Baseline conditions report
- Needs assessment report
- Workshop training materials
- Model Scenarios
- Regional indicators and scorecard
- Regional toolbox-database of resources
- Regional Blueprint

V. SOQ REQUIREMENTS

a. Eligibility and Threshold Criteria

The Southeast Florida Region is an extremely diverse and complex region, spanning seven counties with broad range of geographic, land use, socioeconomic, cultural, economic, and hydrologic conditions. Accordingly, teams responding to this SOQ must demonstrate the following eligibility and threshold criteria for consideration:

- Experience in leading regional planning efforts of this scope and magnitude in the last ten years;
- Understanding and ability to undertake collaborative regional planning techniques and address issues of equity and access to opportunity;
- Experience in developing economic development strategies that reflect the integration of myriad issue areas such as education, workforce and economic development, housing, transportation, healthy communities, environment, natural resources, climate resiliency, community assets and culture, inclusive regional leadership and equity.
- Demonstrated ability to effectively engage and meaningfully involve community stakeholders with a diverse range of cultures, ethnicities, and races that vary across demographic and socioeconomic strata, with special emphasis on outreach to, and involvement of, traditionally underrepresented populations to enhance shared learning and create a shared RVB;
- Demonstrated experience building community capacity and creating cooperation over a diverse regional area;
- Ability to handle complex databases and conduct complex modeling, including but not limited to economics, transportation, hydrology, geography, finance, and infrastructure system planning;
- Experience in leading multi-disciplinary public planning/visioning efforts or sessions and translating the results into a consensus-driven vision/plan;
- Experience working in a range of land use conditions, including urban, suburban, and rural settings;
- Experience in public engagement with a diverse range of multi-cultural, multi-ethnic participants that vary across demographic and socioeconomic strata;
- Experience among members of the team in working together as a group on projects of this type with the understanding that there may be members who are new to the team;

- Experience translating planning efforts into implementation. Examples of this could include built projects, local codes, comprehensive plans, or other implementation measures.

It should also be noted the Southeast Florida Region has unique geographic, environmental, and climate conditions, especially with regards to climate change, sea level rise, and natural disaster vulnerability. Therefore, experience in Southeast Florida will be considered a strength among respondents.

b. Format

Responses must be submitted in the following format: 8.5 x 11, printed on one side, with one-inch margins, page numbers, written in English (avoiding jargon), Times New Roman, and unreduced 12-point font.

c. Submission Requirements

Interested teams shall submit written documentation substantiating their qualifications to perform the services required.

The submittal package shall be limited to twenty (20) pages of material. Papers should be secured with binder or paper clips. No staples or plastic hole punched binders should be used. Submissions must be presented in a sealed envelope with the SOQ number on the outside.

The SOQ response shall include:

Qualifications

- *Contact Information*: Name, address, phone numbers, and email;
- *Statement of Qualifications and Project Understanding*: A statement of the team's experience and qualifications relevant to the proposed project, including public participation experience, project management roles, and any experience creating and utilizing an interactive alternative scenarios model;
- *Overview and Form of Organization*: A general overview and history of the team, including form of organization, number of years in business, number of employees, office locations, and the names of principals, officers, and directors of all the firms on the team;

Project Organization and Identification of Key Team Members

- Description of the proposed project organization and identification of responsibilities of key personnel. Indicate the roles and responsibilities of the Master Consultant and all Subconsultants.

- Team Matrix: Provide a table with the names of key personnel, their respective titles, type of degrees, overall experience, period of service with the team and office location
- Simple Logic Model that illustrates how consultant team will work with the Project Management Team, Partnership and Consortium Members, local governments and community agencies. (1 page maximum)
- Resumes of Key Team Members who will work on this project (1 page each and will not count toward 20 page limit)

Qualifications and References (1 page per project)

- *Portfolio*: Provide no more than three (3) examples of successfully completed projects of a similar nature. Please include:
 - Name of the project with a web link to the complete project if available
 - Start and end dates
 - Contract amount
 - Name and address of the client
 - Name and current contact information for the client’s project manager
 - Key consultant staff who worked on the project
 - An overview of the project including work performed and progress of the plan and implementation

The RPCs may request access to final work products of listed projects.

VI. PRE—SUBMITTAL ACTIVITIES

All questions relating to the SOQ must be received in writing **via email at soq@sfrpc.com** no later than 12 pm noon, EDST, on July 11, 2011.

Inquires must include the name of the person and consulting team that is posing the question(s). All timely questions will be posted with corresponding responses on the RPCs website devoted to the SOQ. It is the responsibility of the Consultant to check the website for questions and responses concerning the SOQ.

VII. SOQ SUBMITTAL

Interested respondents must submit one (1) original and ten (10) copies of materials, in a sealed envelope that is clearly marked on the outside with the proposal name and number. If the SOQ response is being submitted by courier, the envelope contents comprising the SOQ response should be sealed in a separate envelope that is marked on the outside with the proposal name and number prior to being placed inside of the delivery package. SOQ responses must be delivered physically to:

**South Florida Regional Planning Council
3440 Hollywood Boulevard, Suite 140
Hollywood, Florida 33021
Proposal Name: RVB Consultant
Proposal Number: SOQ #06**

Submittals **MUST BE RECEIVED** at the South Florida Regional Planning Council, 3440 Hollywood Boulevard, Suite 140, Hollywood, Florida, 33021 by no later than 4:00 pm (EDT), July 22, 2011. **Electronically transmitted, late or misdirected, incorrectly marked or unsealed submittals will not be accepted or considered.** All proposals must be in a sealed envelope. If delivering by overnight mail, the proposal must be in a sealed envelope within the delivery envelope.

VIII. EVALUATION CRITERIA

Responses will be evaluated by a Technical Review Committee (TRC) using the below criteria who will develop the short-list of consultants to be interviewed.

1. The team's experience managing multi-disciplinary projects of similar size, scope, and complexity (0-25 points);
2. The team's experience in meeting similar project objectives (0-25 points);
3. The team's experience in incorporating active stakeholder input and public engagement to similar projects (0-20 points);
4. The team's experience in managing projects in regions with highly diverse participant populations with varied ethnic, demographic, and socioeconomic compositions (0-10 points);
5. The team's experience in working together on various projects of this type (0-10 points); and,
6. The team's references (0-10 points).

Consultant teams are encouraged to work with Partnership and Consortium members and capable local firms including minority and women owned firms wherever possible and appropriate.

In the event two or more teams score the same number of points, teams which include certified minority and women-owned businesses as part of their proposed team will receive an additional point. The selected team will agree to a certain percentage of activities being performed by capable, minority and women-owned firms at the time of contract negotiations.

IX. SELECTION PROCESS

The South Florida and Treasure Coast RPCs invite teams of professionals to submit their qualifications for developing a 2060 Regional Vision and Blueprint for Economic Prosperity for Southeast Florida. Written questions can be submitted up to 12 pm (EDST) on July 11, 2011. A TRC will review the qualifications and develop a short-list of not more than five respondent teams to interview. Additional information may be requested at that time. The TRC will rank the interviewed teams and inform the Project Management Team of its recommendation for reporting to the Executive Committee and RPC Boards

Upon notification of selection, the top ranked team is required to execute a contract and begin work within four weeks of notification. The selected team will be requested to, collaboratively with the RPCs, develop a work program and budget based on the HUD-approved work plan. Final contract documents will be developed with the South Florida RPC, working in partnership with the Treasure Coast RPC. If the selected team is unwilling or unable to execute and begin work under a contract within the four-week condition, the SFRPC, as the fiscal agent, has the right to negotiate a contract with the next-ranked team(s).

X. SOQ CALENDAR

The following is an anticipated schedule for the selection process:

SOQ release (Internet Posting Date)	June 24, 2011
SOQ questions due via email soq@sfrpc.com	July 11, 2011; Noon (EDST)
SOQ responses to questions posted	July 14, 2011
SOQ submittal due	July 22, 2011; 4 pm (EDST)
Short-List by Technical Review-Committee	August 2, 2011
Interviews of Short-Listed Teams	August 10-16, 2011
Ranking by Technical Review-Committee	August 19, 2011
Report to Executive Committee	August 29 – September 2, 2011
Report to RPCs	September, 2011
Negotiate Scope and Contract with Top-Ranked Team	September TBD

All dates in the SOQ are subject to change at the discretion of the RPCs, and notice of any changes will be posted on the SOQ website.

XI. SOQ TERMS AND CONDITIONS

1. The RPCs reserve the right to amend the SOQ if needed. If amended, information will be provided on the SOQ page explaining the nature of the amendment.
2. Written requests for clarification of intent or content of this SOQ may be sent to soq@sfrpc.com no later than 12 pm noon (EDT) July 11, 2011. Written questions and answers will be posted on the SOQ webpage no later than July 14, 2011.
3. The consultant selection schedule is subject to change.
4. Expenses incurred in the preparation of submittals, presentation, and other incidental activities related to this solicitation are solely the responsibility of the respondent.
5. All data, documents, and other information provided to the RPCs in response to this SOQ is subject to Chapter 119, F.S., and shall become property of the RPCs.
6. The Equal Employment Opportunity Regulations of the Secretary of Labor Implementing Executive Order 11246, as amended, shall be complied with on this project.
7. The firm(s) must state if and why they are debarred from doing business with any local, state or federal agency.
8. This SOQ is subject to a "Cone of Silence" commencing with advertisement of this opportunity.

XII. CONE OF SILENCE

"Cone of Silence" is defined to mean a prohibition on:

(a) any communication regarding this SOQ between a potential Proposer, Offeror, Respondent, Bidder, lobbyist, or consultant and the South Florida and Treasure Coast RPC staffs including, but not limited to, those on the Project Management Team, RPC Executive Directors and their staff;

(b) any communication regarding this SOQ between a potential Proposer, Offeror, Respondent, Bidder, lobbyist, or consultant and the South Florida and Treasure Coast RPC Board members or their respective staffs;

(c) any communication regarding this SOQ between a potential Proposer, Offeror, Respondent, Bidder, lobbyist, or consultant and any member of the Executive Committee unless the Executive Committee member represents an organization that is a potential partner of the proposed consultant team. No Executive Committee members involved with a proposed consultant team may serve on the TRC or discuss his or her involvement with any other member of the Executive Committee, the Project Management Team, other South Florida or Treasure Coast RPC staff, Board members or their staff after the Cone of Silence has begun.

(d) any communication regarding this SOQ between a potential Proposer, Offeror, Respondent, Bidder, lobbyist, or consultant and members of the TRC.

Notwithstanding the foregoing, the Cone of Silence shall not apply to:

- (a) duly noticed pre-bid/proposal conferences if applicable;
- (b) duly noticed site visits to determine the competency of Bidders/Proposers regarding a particular solicitation during the time period between the opening of Bids/receipt of Proposals and the time that the TRC notifies the Project Management Team of its rankings.
- (c) communications regarding this SOQ between a potential Proposer, Offeror, Respondent, Bidder, lobbyist or consultant and the Contract Manager prior to bid opening date or receipt of Proposals, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation;
- (d) oral presentations before the TRC and communications occurring during duly noticed public meetings of the TRC;
- (e) competitive negotiations;
- (f) communication regarding public presentations that may be made to the RPC Boards and communications occurring during any duly noticed public meeting;
- (g) Contract negotiations;
- (h) Any publicly noticed meeting convened by the RPC Executive Directors in response to an “emergency situation.” An “emergency situation” is defined as an event which is unforeseen, unexpected, or time sensitive that requires immediate action in the course of the SOQ process.

Procedure.

- (a) Imposition. A Cone of Silence shall be imposed upon this SOQ once it is posted. At the time of imposition of the Cone of Silence, the RPC Executive Directors shall provide for Public Notice of the Cone of Silence which will be posted on the SOQ information site. The RPC Executive Directors shall issue a notice thereof to the affected staff, RPC board members, TRC members, and members of the Executive Committee.
- (b) Termination. Except as otherwise provided herein, the Cone of Silence shall terminate at the time the SFRPC Council Board’s approval of the award, or at such time that Bids or Proposals are rejected by the SFRPC Council Board; provided, however, that if the SFRPC Board refers the recommendation back to the Executive Director for further review, the Cone of Silence shall be reinstated until such time as the Executive Director’s subsequent written recommendation is received by the SFRPC Council Board.

Penalties.

Violation of the Cone of Silence by a particular bidder or proposer shall render any award to said bidder or proposer voidable by the SFRPC. Any person who willfully violates a provision of this SOQ Cone of Silence shall be prohibited from serving on the TRC. Final decisions related to the make up of the TRC will be approved by the RPC Executive Directors.

XIII. DEFINITIONS / ACRONYMS

1. Contract Manager – Designated contact for information limited strictly to matters of process or procedure already contained in the corresponding solicitation.
2. Emergency Situation - an event which is unforeseen, unexpected, or time sensitive that requires immediate action in the course of the SOQ and selection / negotiation process.
3. Program Management Team – Jim Murley, Project Director; Marcela Cambolor-Cutsaimanis, Program Manager; Isabel Cosio Carballo, HUD Point of Contact; Jack Osterholt, SFRPC Executive Director; Mike Busha, TCRPC Executive Director; Kim Delaney, TCRPC Growth Management Coordinator
4. RPCs – South Florida and Treasure Coast Regional Planning Councils
5. RVB – 2060 Southeast Florida Regional Vision and Blueprint for Economic Prosperity
6. SOQ – Statement of Qualifications
7. TRC – Technical Review Committee