

Southeast Florida Regional Partnership

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

SOQ Questions and Answers

ADDITIONAL REQUIREMENT FOR SOQ

In addition to the guidelines outlined in VII. SOQ Submittal, please submit two (2) CDs with a pdf copy of your proposal. (SOQ Page 12)

FORMAT

1. Is the 12-point font size requirement applicable to tables and figures included in a proposal submittal? (SOQ page 11)

Yes.

2. Is there any restriction on the inclusion of photographic images, drawings or diagrams within the submittal beyond the requirements for the organization chart and simple logic model?

No, as long as the resulting number of pages does not exceed the total amount permitted.

3. Do the format requirements (font type and size) apply to resumes?

Yes.

4. Are there any restrictions or requirements regarding use of color in the proposal, including the paper itself?

No.

SUBMISSION REQUIREMENTS

1. Are covers, a cover letter, table of contents, and/or dividers included in the 20 page limit? (SOQ, page 11)

No. Covers, a cover letter, table of contents, and / or dividers are not part of the 20 page limit.

2. In Section V.c on page 11 of the SOQ, it states that the SOQ response should include "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." Our firm, and members of our project team, have many principals that may take pages to list. Would it be acceptable to include the names of principals, officers, and directors in an appendix to the proposal that would be excluded from the 20 page limit? (SOQ, page 11)

Yes. It would be acceptable to include the names of principals, officers and directors in an appendix to the proposal that would be excluded from the 20 page limit.

GENERAL

1. Are you building collaborative partnerships?

Yes. The Southeast Regional Florida Partnership is a collaborative partnership. Please refer to documentation on website.

2. How many public engagements have you conducted?

Since January 2010, Partnership participants have participated in regular conference calls and stakeholder meetings. There has not been any targeted "public engagement" outside of Partnership members. Please refer to the work plan posted on SOQ webpage.

3. Have you developed a regional vision or a regional blueprint?

No. Please refer to work plan posted on the SOQ webpage.

4. Have you developed a regional resource library and scorecard?

Specific tasks associated with the development of the regional resource library and scorecard are part of the work program. Please refer to the work plan posted on the SOQ webpage.

5. What are you going to do enhance regional leadership and technical capacity?

Specific tasks associated with the development of regional leadership and technical capacity are part of the work plan. Please refer to the work plan posted on the SOQ webpage.

6. Are the members of the partnership assigned to their according tiers?

General Partnership members (have executed a Memorandum of Understanding) belong to Tier I. Partnership members who are also Consortium members (have executed a Sustainable Communities Grant Consortium Agreement) belong to Tier II. Consortium members who perform work as subgrantees will belong to Tier III. Please review the Sustainable Communities Consortium Grant Agreement and SOQ on website.

7. Have you developed a regional profile?

No. A regional profile will be developed as part of the Regional Resource Library and Scorecard. Please refer to the work plan posted on the SOQ webpage.

8. Who will coordinate public meetings and posting notices?

To be decided by the Project Management Team in consultation with the Consultant Team Lead and/or subgrantee(s) responsible for public outreach.

9. Who is responsible for identifying venues for the public meetings?

To be decided by the Project Management Team in consultation with the Consultant Team Lead and/or subgrantee(s) responsible for public outreach.

10. Will there be a point person for each of the stakeholder categories? It is preferred that the communications be centralized so that the process is not diluted.

The organization of the stakeholder communication structure is not clear yet. This will be developed by the Project Management Team in consultation with the Consultant Team Lead and/or subgrantee(s) and Partnership members assisting with the development of the communication strategy.

11. Will there be requirements for status presentations [to report progress on the project]? It is something that we typically do in these projects and who would you see as being that audience?

Yes. There will be regular project update presentations throughout this process. The audience will include the Executive Committee, Project staff, Partnership members, elected officials and other members of the public.

12. What is the plan of the regions to implement the recommendations from the BluePrint once it is done?

Recommendations related to the implementation of the Regional Vision and Blueprint will be developed during the process by the Partnership.

SOQ SPECIFIC

1. Does the list of three projects apply to the consultant team, or to individual firms within the team?

Ideally the projects should reflect similar work done by the consultant team or members of the team working jointly. If the team has not worked together in previous projects, please submit examples of similar projects done by one or more team members. (SOQ page 12)

2. Are your seven livability principles posted?

Yes. Please refer to documentation posted on the website. (SOQ page 6)

3. When will you identify the trends and conditions?

Please refer to the work plan posted on the SOQ webpage.

4. What is your regional vision?

The regional vision will be one product of the overall planning process. Please refer to the work plan posted on the SOQ webpage.

5. Have you organized your consultant team?

No. This is the purpose of the SOQ process.

6. Is the needs assessment report completed?

No. Please refer to the work plan posted on the SOQ webpage.

7. Will you require a preliminary project timeline in the submittals?

No. The proposed timeline will be revised (if necessary) by the project management team working in conjunction with the selected consultant team.

TIMELINE

1. Have you submitted the questions relating to the SOQ?

Answers to questions received by July 11, 2011 will be posted by July 14, 2011. (SOQ page 4)

CLARIFICATIONS

1. Has a percentage DBE (Disadvantaged Business Enterprise) participation goal been established, either by HUD, or by SFRPC?

The SOQ does not have a DBE Requirement.

2. We recognize that you have requested information regarding Consortium Member interest in sub-grants. Do you know of any sub-grantees at present that have identified tasks or interests in tasks? Would they be part of the Master Contract, or do you anticipate issuing separate contracts direct to sub-grantees?

Yes. Several Partnership/Consortium members have expressed interest in performing paid work in support of the development and implementation of the Regional Vision and Blueprint. Some may be invited or asked to join a Consultant Team. Some may be asked to perform work as a sub-grantee with an individual contract.

3. We understand that we would be expected to coordinate work performed by Consortium Members and sub-grantees. In reference to the 7/10/11 e-mail from Isabel Cosio Carballo, it would appear that we should be contacting Consortium Members. Would this not be relevant only during fee negotiations for the selected proposer?

Partnership members are providing a general information form, and in some cases an expanded 5 page proposal, which indicates that they are interested in performing paid work (work that is over and above their in-kind commitment of time and services) to further the development and implementation of the RVB work plan. These forms will be posted on

the SOQ page for the information of the potential Consultant teams. It is up to the team to decide whether they wish to contact the Partnership member for additional information and at what point in time. These Partnership/Consortium member proposals will also be made available to the Operations Subcommittee for their review and consideration.

4. What is the task description for Task 7 Conducting Peer Review? It is included in the SOQ, but we have not found a description in the work plan or budget.

This will be determined between the management team and the selected consultant team. It essentially consists in assembling a team of expert peers that will review / comment on the work prepared by the Consultant team. The format of this will be decided in the future.