Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

1109 South Marion Avenue
Lake City, Fl 32025

STEPHANIE C. KOPELOUSOS
SECRETARY

June 1, 2009

To: Prospective Bidders

Addendum No: 1, E2L17, Financial Project # 42324415201, Federal # SRTS 024 A Safe Routes to School Sidewalk in Perry, Taylor County, Florida
.

Attached is a Revised Request for Proposal (RFP) for the above referenced project. The Items highlighted in **red** are the changes that were made.

Also, the Workforce and Employment Opportunities Offices and Bituminous Material, Gasoline and Diesel Fuels and Natural Gas Price Index have been added to this project.

You must sign, date and fax a copy of this addendum back to me by close of business today to indicate receipt. A copy of this addendum must be returned with your bid.

_____
Company Name

_____
Date

_____
Signature

Thanks,

Patsy Elkins, CPPB
Contracts Coordinator
Phone: 386.758.3703
Fax: 386-758-3791

REVISED 6-1-09
Changes In Red

Florida Department of Transportation
District 2

DESIGN/BUILD
REQUEST FOR PROPOSAL

For

Safe Routes to School, Taylor County
Taylor County Middle School
Perry Primary School

Financial Projects Number(s): 423244-1-52-01
Federal Aid Project Number(s): SRTS 024 A
Contract Number: E2L17

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ATTACHMENTS

Division I Specifications
FHWA 1273
Typical Section Package

The attachments listed in the table of contents are by this reference hereby incorporated into and made a part of this RFP as though fully set forth herein.

I. Introduction.

The Florida Department of Transportation (Department) has issued this Request for Proposal (RFP) to solicit competitive bids and proposals from Proposers for Safe Routes to School Sidewalk in Perry, Taylor County, Florida.

Description of Work

Construction of 5' wide by 4" thick concrete sidewalks and 6" thick at driveways. with standard pavement markings Ramps and tactile domes should be installed/replaced in the locations where the proposed sidewalk ties into the existing or proposed crosswalks. The location of stop bars and stop signs should be adjusted as necessary to accommodate the installation of the proposed crosswalks. All existing school warning signs, including flashing signs shall be brought up to current standards. New warning signs, crossing signs and marking shall be designed and constructed in accordance with current FDOT standards.

Veterans Drive from Jefferson Street to Clark Street:

- New sidewalk installed on the north side of Veterans Drive from Jefferson Street to Center Street to tie the existing sidewalks. Install Pedestrian signage and signals for crossing Veterans Drive at Center Street.
- Install crosswalks across the north and east legs of Jefferson Street. Advanced pedestrian crossing signage should be installed for the crosswalk.
- Install crosswalks across the north leg of Washington Street
- Install crosswalks across the north leg of Orange Street.
- Install a landing pad on the west leg of Center Street and Install crosswalk across the south leg of Center Street.
- Extend sidewalk installed on the west side of Aquanaldo Avenue to tie into existing sidewalk on the east side of Aquanaldo Avenue
- Extend sidewalk installed on west side of Bulldog Loop to tie into existing sidewalk on the east side of Bulldog Loop.
- Remove crosswalk across Veterans Drive at Margurite Street (west leg of intersection)

Lafayette Street from Jefferson Street to Bulldog Loop:

- Remove crosswalk across the west leg of Center Street.
- Remove the section of sidewalk that extends north from the existing sidewalk approaching Center Street.
- Extend sidewalk installed on west side of Jeff Davis Street to tie into existing sidewalk on the east side of Jeff Davis Street. Relocate crosswalk in front of the stop bars and stop signs.
- Extend sidewalk installed on west side of Aquanaldo Avenue to tie into existing sidewalk on the east side of Aquanaldo Avenue.
- Extend sidewalk installed on west side of Peacock Avenue to tie into existing sidewalk on the east side of Peacock Avenue.
- Extend sidewalk installed on west side of Manilla Avenue to tie into existing sidewalk on the east side of Manila Avenue. Relocate crosswalk in front of the stop bars and stop signs.

Clark Street from Main Street to Pinecrest Street:

- Extend sidewalk installed on the north side of Bay Street to tie into existing sidewalk and existing crosswalk on the west side of Clark Street.
- Remove two existing crosswalks south of Veterans Drive.
- Relocate stop bar and Stop sign at the west approach to the Veterans Drive to meet the minimum spacing requirement.
- Install a small section of sidewalk on the south side of Veterans Drive to tie the existing sidewalk on the west side of Clark Street into the existing crosswalk across the west leg of the intersection.
- Install sidewalk along the west side of Clark Street from the crosswalk across the west leg of the Veterans Drive intersection north to the crosswalk north of the Veterans Drive intersection.
- Install sidewalk along the east side of Clark Street from the crosswalk north of the Veterans Drive intersection north to the end of the existing sidewalk at the Perry Primary School faculty parking lot.
- New sidewalk installed on the north side of Pinecrest Street to tie the existing sidewalk along the north side of Pinecrest Street into the existing crosswalk across the east leg of the intersection.

Main Street from Jefferson Street to Clark Street:

- Extend sidewalk installed on west side of Aquanaldo Avenue to tie into existing sidewalk on the east side of Aquanaldo Avenue. Relocate crosswalk in front of the stop bars and stop signs.
- New sidewalk installed on the south side of Main Street from the end of the existing sidewalk approximately 170’ (driveway of 603 Main Street) to North Peacock Avenue.
- New sidewalk installed on the south side of Main Street from Arena Avenue to Clark Street.
- Install crosswalk across the south leg of Arena Avenue.
- Install crosswalk across the south leg of Blair Avenue.
- Install crosswalk across the south leg of Hinley Avenue
- Install crosswalk across the south leg of Elmo Scott Avenue.

North Peacock Avenue from East Main Street to East Leon Street:

- Sidewalk shall be installed on the east side of North Peacock Street. Begin at East Main Street and end at the existing sidewalk on East Lafayette Street.

Bulldog Loop from East Lafayette Street to East Veterans Drive:

- Sidewalk shall be installed on the east side of Bulldog Loop. Begin at East Lafayette Street and end at the existing sidewalk on East Veterans Drive.
- A Utility conflict box along this section will need to be researched and addressed.

A. Design/Build Responsibility

The Design/Build Firm shall be responsible for survey, geotechnical investigation, design, acquisition of all permits not acquired by the Department, any required modification of permits acquired by the Department, maintenance of traffic, demolition, and construction on or before the date indicated in their proposal. The Design/Build Firm will coordinate all utility relocations.

The Design and Construction Criteria (Section VI) sets forth requirements regarding survey, design, construction, and maintenance of traffic during construction, requirements relative to project management, scheduling, and coordination with other agencies and entities such as state and local government, utilities and environmental permitting agencies, and the public.

The Design/Build Firm shall demonstrate good project management practices while working on this project. These include communication with the Department and others as necessary, management of time and resources, and documentation.

B. Department Responsibility

The Department will provide for its own use and benefit such contract administration, management services, construction engineering inspection services and quality acceptance reviews as it deems necessary, of all work associated with the development and preparation of the contract plans and construction of the improvements. The Department will also provide job specific information and/or functions as specifically outlined in this document.

II. Schedule of Events.

Below is the current schedule of the remaining events that will take place in the selection process. The Department reserves the right to make changes or alterations to the schedule as the Department determines is in the best interests of the public. Proposers will be notified sufficiently in advance of any changes or alterations in the schedule. Unless otherwise notified in writing by the Department, the dates indicated below for submission of items or for other actions on the part of a Proposer shall constitute absolute deadlines for those activities and failure to fully comply by the time stated shall cause a Proposer to be disqualified.

DESIGN BUILD
SCHEDULE OF EVENTS
FINANCIAL PROJECT # 42324415201
Federal Aid Project Number(s): SRTS 024 A
CONTRACT # E2L17

Construction of Safe Routes to School (SRTS) in Perry, Taylor County

04/14/09		Advertised on Internet (Professional Services & District Contracts/VBS)
04/14/09		Advertisement to Pre-Qualified Contractors
04/14/09		Advertise - Encumber funds
06/02/09	10:00 a.m.*	MANDATORY PREBID Lake City District Office 1109 S. Marion Avenue Lake City, Florida 32025-5874
06/17/09	5:00 p.m.	Deadline for technical questions http:///www2.dot.state.fl.us/construction/bidquestionmain.asp
06/22/09	5:00 p.m.	Deadline for FDOT to reply to technical questions.
06/24/09	2:00 p.m.*	Technical and Price Opening Lake City District Office 1109 South Marion Avenue Lake City, Florida 32025-5874
07/02/09	8:30 a.m.*	Technical Review Meeting Lake City District Office 1109 South Marion Avenue Lake City, Florida 32025-5874
07/07/09	8:30 a.m.*	Presentation of bids to Executive Committee, encumber funds Lake City District Office 1109 South Marion Avenue Lake City, Florida 32025-5874
07/07/09	4:15 p.m.	Begin Posting – 72 hours http://www.dot.state.fl.us/procurement/ads/advdbld.htm and http://www.dot.state.fl.us/contractsadministrationdistrict2/
07/10/09	5:00 p.m.	End Posting – 72 hours http://www.dot.state.fl.us/procurement/ads/advdbld.htm and http://www.dot.state.fl.us/contractsadministrationdistrict2/
07/13/09		Mail Contract Award Package to Contractor for Signature
08/03/09		Contract returned to DOT for legal approval and execution
08/10/09		Execution of Contract and mail to Contractor (2) District Financial Services (2), Maintenance/Construction (3) District Contract Office File (1)

* An asterisk indicates a public meeting

III. Threshold Requirements

A. Qualifications

Proposers are required to be pre-qualified in all work types required for the project. The technical qualification requirements of Florida Administrative Code (F.A.C.) Chapter 14-75 consultant firm and all qualification requirements of F.A.C. Chapter 14-22 construction contractor, based on the applicable category of the project, must be satisfied.

B. Joint Venture Firm

If the Proposer is a joint venture, the individual empowered by a properly executed Declaration of Joint Venture and Power of Attorney Form shall execute the proposal. The proposal shall clearly identify who will be responsible for the engineering, quality control, and geotechnical and construction portions of the Work.

C. Price Proposal Guarantee

A bid guaranty in an amount of not less than five percent of the total bid amount shall accompany each Proposer's Price Proposal. The guaranty may, at the discretion of the Proposer, be in the form of a cashier's check, bank money order, bank draft of any national or state bank, certified check, or surety bond, payable to the Department. The surety on any bid bond shall be a company recognized to execute bid bonds for contracts of the State of Florida. The guaranty shall stand for the Proposer's obligation to timely and properly execute the contract and supply all other submittals due therewith. The amount of the guaranty shall be a liquidated sum, which shall be due in full in the event of default, regardless of the actual damages suffered. The bid guaranty of all Proposers' shall be released at such time as the successful Proposer has complied with the condition stated herein, but not prior to that time.

D. Pre-Proposal Meeting

Attendance at the pre-proposal meeting is mandatory and any short listed Proposer who fails to attend will be deemed non-responsive and automatically disqualified from further consideration. All questions of Proposers to be discussed at the pre-proposal meeting must be submitted in writing by the deadline stated in the Schedule of Events. The purpose of this meeting is to provide a forum for all concerned parties to discuss the proposed project, answer questions on the design and construction criteria, CPM schedule, and method of compensation, instructions for submitting proposals, and other relevant issues. In the event that any discussions or questions at the pre-proposal meeting require, in the Department's opinion, official additions, deletions, or clarifications of the Request for Proposal, the Design and Construction Criteria, or any other document, the Department will issue a written summary of questions and answers or an addendum to this Request for Proposals as the Department determines is appropriate. No oral representations or discussions, which take place at the pre-proposal meeting, will be binding on the Department. FHWA will be invited on oversight projects, in order to discuss the project in detail and to clarify any concerns. The Proposers should be instructed to direct all questions after the meeting to one entity, either the Project Manager or the Contracting Unit.

Direct all questions to the department website at the following URL, http://www2.dot.state.fl.us/construction/bidquestionmain.asp. The contractor must take responsibility to review and be familiar with all questions and responses posted to this site up through 2 business days prior to the bid opening and to make any necessary adjustments in the proposal accordingly.

E. Protest Rights

Any person who is adversely affected by the specifications contained in this Request for Proposal must file a notice of intent to protest in writing within seventy-two hours of the receipt of this Request for Proposals. The formal written protest shall be filed within ten days after the date of the notice of protest if filed. The person filing the Protest must send the notice of intent and the formal written protest to:

Clerk of Agency Proceedings
Department of Transportation
605 Suwannee Street, MS 58, Room 562
Tallahassee, Florida 32399-0458

The formal written protest must state with particularity the facts and law upon which the protest is based and be legible, on 8 ½ x 11-inch white paper and contain the following:

1. Name, address, telephone number, and Department identifying number on the Notice, if known, and name, address and telephone number of a representative, if any; and

2. An explanation of how substantial interest will be affected by the action described in the Request for Proposals; and

3. A statement of when and how the request for Proposals was received; and

4. A statement of all disputed issues of material fact. If there are none, this must be indicated; and

5. A concise statement of the ultimate facts alleged, as well as the rules and statutes, which entitle to relief; and

6. A demand for relief; and

7. Conform to all other requirements set out in Florida Statutes (F.S.), Chapter 120 and F.A.C., Chapter 28-106, including but not limited to Section 120.57 F.S. and Rules 28-106.301, F.A.C., as may be applicable.

A formal hearing will be held if there are disputed issues of material fact. If a formal hearing is held, this matter will be referred to the Division of Administrative Hearings, where witnesses and evidence may be presented and other witnesses may be cross-examined before an administrative law judge. If there are no disputed issues of material fact, an informal hearing will be held, in which case the person filing the protest will have the right to provide the Department with any written documentation or legal arguments which they wish the Department to consider.

Mediation pursuant to Section 120.573, F.S., may be available if agreed to by all parties, and on such terms as may be agreed upon by all parties. The right to administrative hearing is not affected when mediation does not result in a settlement.

Failure to file a protest within the time prescribed in Section 120.57(3), F.S., shall constitute a waiver of proceedings under Chapter 120, F.S.

F. Non-Responsive Proposals

Proposals found to be non-responsive shall not be considered. Proposals may be rejected if found to be in nonconformance with the requirements and instructions herein contained. A proposal may be found to be non-responsive by reasons, including, but not limited to, failure to utilize or complete prescribed forms, conditional proposals, incomplete proposals, indefinite or ambiguous proposals, failure to meet deadlines and improper and/or undated signatures.

Other conditions which may cause rejection of proposals include evidence of collusion among Proposers, obvious lack of experience or expertise to perform the required work, submission of more than one proposal for the same work from an individual, firm, joint venture, or corporation under the same or a different name (also included for Design/Build projects are those proposals wherein the same Engineer is identified in more than one proposal), failure to perform or meet financial obligations on previous contracts, employment of unauthorized aliens in violation of Section 274A (e) of the Immigration and Nationalization Act, or in the event an individual, firm, partnership, or corporation is on the United States Comptroller General's List of Ineligible Design/Build Firms for Federally Financed or Assisted Projects.

Proposals will also be rejected if not delivered or received on or before the date and time specified as the due date for submission.

G. Waiver of Irregularities

The Department may waive minor informalities or irregularities in proposals received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Proposers. Minor irregularities are defined as those that will not have an adverse effect on the Department's interest and will not affect the price of the Proposals by giving a Proposer an advantage or benefit not enjoyed by other Proposers.

1. Any design submittals that are part of a proposal shall be deemed preliminary only.

2. Preliminary design submittals may vary from the requirements of the Design and Construction Criteria. The Department, at their discretion, may elect to consider those variations rather than rejecting the entire proposal.

3. In no event will any such elections by the Department be deemed to be a waiving of the Design and Construction Criteria.

4. The Proposer who is selected for the project will be required to fully comply with the Design and Construction Criteria for the price bid, regardless that the proposal may have been based on a variation from the Design and Construction Criteria.

5. Proposers shall identify separately all innovative aspects as such in the Technical Proposal. An innovative aspect does not include revisions to specifications or established Department policies. Innovation should be limited to Design/Build Firm’s means and methods, roadway alignments, approach to project, use of new products, new uses for established products, etc.

6. The Proposer shall obtain any necessary permits or permit modifications not already provided.

H. Modification or Withdrawal of Proposal

Proposers may modify or withdraw previously submitted proposals at any time prior to the proposal due date. Requests for modification or withdrawal of a submitted proposal shall be in writing and shall be signed in the same manner as the proposal. Upon receipt and acceptance of such a request, the entire proposal will be returned to the Proposer and not considered unless resubmitted by the due date and time. Proposers may also send a change in sealed envelope to be opened at the same time as the proposal provided the change is submitted prior to the proposal due date.

I. Department's Responsibilities

This Request for Proposal does not commit the Department to make studies or designs for the preparation of any proposal, nor to procure or contract for any articles or services. Proposers shall examine the Contract Documents and the site of the proposed work carefully before submitting a proposal for the work contemplated and shall investigate the conditions to be encountered, as to the character, quality, and quantities of work to be performed and materials to be furnished and as to the requirements of all Contract Documents. Written notification of differing site conditions discovered during the design or construction phase of the project will be given to the Department's Project Manager.

The Department does not guarantee the details pertaining to borings, as shown on any documents supplied by the Department, to be more than a general indication of the materials likely to be found adjacent to holes bored at the site of the work, approximately at the locations indicated. Proposers shall examine boring data, where available, and make their own interpretation of the subsoil investigations and other preliminary data, and shall base his bid on his own opinion of the conditions likely to be encountered. The submission of a proposal is prima facie evidence that the Proposer has made an examination as described in this provision.

J. Design/Build Contract

The Department will enter into a Lump Sum contract with the successful Design/Build Firm. In accordance with Section V, the Design/Build Firm will provide a schedule of values to the Department for their approval. The total of the Schedule of Values will be the lump sum contract amount.

The terms and conditions of this contract are fixed price and fixed time. The Design Build Firm's submitted bid (time and cost) is to be a lump sum bid for completing the scope of work detailed in the Request for Proposal.

IV. Disadvantaged Business Enterprise (DBE) Program.

A. DBE Availability Goal Percentage:

The Department of Transportation has an overall eight point one percent (8.1%) race-neutral DBE goal. This means that the State's goal is to spend at least 8.1% of the highway dollars with Certified DBE's as prime Design/Build Firms or as subcontractors. Race-neutral means that the Department believes that the 8.1% overall goal can be achieved through the normal competitive procurement process. The Department has reviewed this project and assigned a DBE availability goal shown on the bid

blank/contract front page under "% DBE Availability Goal". Although not a contract requirement, the Department believes that this DBE percentage can realistically be achieved on this project based on the number of DBE's associated with the different types of work that will be required.

Under 49 Code of Federal Regulations Part 26, if the 8.1% goal is not achieved, the Department may be required to return to a race-conscious program where goals are imposed on individual contracts. The Department encourages all of our Design/Build Firms to actively pursue obtaining bids and quotes from Certified DBE's.

B. Anticipated DBE Participation Statement:

The Department is reporting to the Federal Highway Administration the planned commitments to use DBE's. This information is being collected through the Anticipated DBE Participation Statement. This statement shall be submitted to the District Contract Compliance Manager/ Resident Compliance Officer who will then submit it electronically to the Equal Opportunity Office. Although these statements WILL NOT become a mandatory part of the contract, they will assist the Department in tracking and reporting planned or estimated DBE utilization.

C. Equal Opportunity Reporting System:

The Design/Build Firm is required to report monthly, through the Department's Equal Opportunity Reporting System on the Internet at, http://www.dot.state.fl.us/equalopportunityoffice/ actual payments, minority status, and the work type of all subcontractors and suppliers. All DBE payments must be reported whether or not the prime initially planned to utilize the company. Each month the prime must report actual payments to all DBE and MBE subcontractors and suppliers. In order for the race neutral DBE Program to be successful, cooperation is imperative.

D. DBE Supportive Services Providers:

The Department has contracted with a consultant, referred to as DBE Supportive Services Provider, to provide managerial and technical assistance to DBE's. This consultant is also required to work with prime Design/Build Firms, who have been awarded contracts, to assist in identifying DBE's that are available to participate on the project. The successful Design/Build Firm should meet with the DBE Supportive Services Provider to discuss the DBE's that are available to work on this project. The current Provider for the State of Florida is serviced by Blackmon Roberts Group and can be reached at (863) 802-1280 in Lakeland or (305) 777-0231 in Coral Gables.

E. DBE Affirmative Action Plan:

A DBE Affirmative Action Plan must be approved and on file with the Equal Opportunity Office prior to award of the contract for each prime Design/Build Firm. Update and resubmit the plan every three years. No Contract will be awarded until the Department approves the plan. The DBE Affirmative Action Plan must be on your company's letterhead, signed by a company official, dated and contain all elements of an effective DBE Affirmative Action Plan. These Plans should be mailed to:

Florida Department of Transportation
Equal Opportunity Office
605 Suwannee Street, MS 65
Tallahassee, FL 32399-0450

Questions concerning the DBE Affirmative Action Plan may be directed to the Equal Opportunity Office by calling (850) 414-4747.

F. Bidders Opportunity List:

The Federal DBE Program requires States to maintain a database of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts or bid or quote subcontracts on DOT-assisted projects, including both DBE's and Non-DBE's.

On the Bidders Opportunity Form if the answers to numbers 2, 3, 4, or 5 are not known, leave them blank and the Department will complete the information. This information should be returned with the bid package or proposal package or submitted to the Equal Opportunity Office within three days of submission. It can be mailed to the Equal Opportunity Office or faxed to (850) 414-4879.

V. PROJECT REQUIREMENTS AND PROVISIONS FOR WORK

A. Governing Regulations:

The services performed by the Design/Build Firm shall be in compliance with all applicable Manuals and Guidelines including the Department, FHWA, AASHTO, and additional requirements specified in this document. Except to the extent inconsistent with the specific provisions in this document, the current edition, including updates, of the following Manuals and Guidelines shall be used in the performance of this work. Current edition is defined as the edition in place at the date of advertisement of this contract. It shall be the Design/Build Firm's responsibility to acquire and utilize the necessary manuals and guidelines that apply to the work required to complete this project. The services will include preparation of all documents necessary to complete the project as described in Section I of this document.

1. Florida Department of Transportation Roadway Plans Preparation Manuals
   http://www.dot.state.fl.us/rddesign/PPMManual/PPM.shtm

2. Florida Department of Transportation Design Standards
   http://www.dot.state.fl.us/rddesign/DesignStandards/Standards.shtm

3. Florida Department of Transportation Surveying Procedure
   http://www2.dot.state.fl.us/proceduraldocuments/procedures/bin/550030101.pdf

4. Florida Department of Transportation EFB User Guide (Electronic Field Book)
   http://www.dot.state.fl.us/surveyingandmapping/Manuals/Efb_Users_Handbook.pdf

5. Florida Department of Transportation Drainage Manual
   http://www.dot.state.fl.us/rddesign/dr/files/2006Drainage-Manual.pdf

6. Florida Department of Transportation Soils and Foundations Handbook
   http://www.dot.state.fl.us/structures/Manuals/SFH.pdf

7. Florida Department of Transportation Structures Manual
http://www.dot.state.fl.us/structures/StructuresManual/CurrentRelease/structuresmanual.htm

8. Florida Department of Transportation Computer Aided Design and Drafting (CADD) Production Criteria Handbook Roadway Standards
http://www.dot.state.fl.us/ecso/downloads/publications/CriteriaHandBook/

9. Florida Department of Transportation Production Criteria Handbook CADD Structures Standards http://www.dot.state.fl.us/ecso/downloads/publications/CriteriaHandBook/

10. Florida Department of Transportation Structures Manual including Temporary Design Bulletins
http://www.dot.state.fl.us/structures/

11. AASHTO – A Policy on Geometric Design of Highways and Streets
https://bookstore.transportation.org/item_details.aspx?ID=110

12. MUTCD
http://mutcd.fhwa.dot.gov/

13. Safe Mobility for Life (formerly Elders Road User Program)
http://www2.dot.state.fl.us/proceduraldocuments/procedures/bin/000750001.pdf
http://www.tfhrc.gov/humanfac/01103/coverfront.htm

14. American Disabilities Act
http://www2.dot.state.fl.us/proceduraldocuments/procedures/bin/625020015.pdf

15. Florida Highway Landscape Guide
http://www.dot.state.fl.us/emo/beauty/landscap.pdf

16. Florida Department of Transportation Florida Sampling and Testing Methods
http://www.dot.state.fl.us/statematerialsoffice/administration/resources/library/publications/fstm/fstm.shtm

17. Florida Department of Transportation Pavement Coring and Evaluation Procedure
http://www.dot.state.fl.us/statematerialsoffice/administration/resources/library/publications/materialsmanual/documents/v1-section32-clean.pdf

18. Florida Department of Transportation District Design Guidelines
http://www.dot.state.fl.us/rddesign/updates/files/updates.htm

19. Florida Department of Transportation Utility Accommodation Manual
http://www2.dot.state.fl.us/proceduraldocuments/procedures/bin/710020001/710020001.pdf

20. AASHTO – Specifications for Highway Bridges
https://bookstore.transportation.org/category_item.aspx?id=BR

21. Florida Department of Transportation Construction Project Administration Manual
http://www.dot.state.fl.us/construction/Manuals/cpam/CPAMManual.shtm

22. Florida Department of Transportation Flexible Pavement Design Manual
http://www.dot.state.fl.us/pavementmanagement/pcs/FlexiblePavementManualMarch152008.pdf

23. Florida Department of Transportation Rigid Pavement Design Manual
http://www.dot.state.fl.us/PavementManagement/pcs/RigidPavementDesignManualJAN2006.pdf

24. Florida Department of Transportation Pavement Type Section Manual
http://www.dot.state.fl.us/PavementManagement/pcs/PavementTypeSelectionMarch152008.pdf

25. Florida Department of Transportation Right of Way Manual
http://www.dot.state.fl.us/rightofway/ProceduresManual.shtm

26. Florida Department of Transportation Intelligent Transportation System Guide Book
http://www.dot.state.fl.us/trafficoperations/Doc_Library/PDF/ITS_Integration_Guidebook.pdf

27. Federal Highway Administration Checklist and Guidelines for Review of Geotechnical Reports and Preliminary Plans and Specifications
http://www.fhwa.dot.gov/engineering/geotech/pubs/reviewguide/checklist.cfm

28. Florida Department of Transportation Bicycle Facilities Planning and Design Handbook
http://www2.dot.state.fl.us/proceduraldocuments/procedures/bin/625010050.pdf
http://www.dot.state.fl.us/emo/pubs/pdeman/pt2ch14.pdf

29. Federal Highway Administration Hydraulic Engineering Circular Number 18 (HEC 18).
http://www.fhwa.dot.gov/engineering/hydraulics/library_arc.cfm?pub_number=17

30. Florida Department of Transportation Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways
http://www.dot.state.fl.us/rddesign/FloridaGreenbook/2007/2007FloridaGreenbook.pdf

31. Florida Statutes
http://www.leg.state.fl.us/Statutes/index.cfm?Mode=View%20Statutes&Submenu=1&Tab=statutes&CFID=14677574&CFTOKEN=80981948

32. Florida Department of Transportation Pedestrian Facilities Planning and Design Handbook
http://www.dot.state.fl.us/safety/ped_bike/ped_bike_standards.shtm#Florida%20Ped%20Handbook

B. Innovative Aspects:

All innovative aspects shall be identified separately as such in the Technical Proposal.

An innovative aspect does not include revisions to specifications, standards or established Department policies. Innovation should be limited to Design/Build Firm's means and methods, roadway alignments, approach to project, etc.

C. Geotechnical Services:

1. **General Conditions**:

The Design/Build Firm will be responsible for identifying and performing any geotechnical investigation, analysis, and design dictated by the project needs. All geotechnical work necessary shall be performed in accordance with the governing regulations.

The Design/Build Firm shall provide the Department signed and sealed design and construction reports. The reports shall be a record set of all geotechnical information, including relevant support data.

The Design-Build Firm shall submit qualification statements for the geotechnical and non-destructive testing firms to be used on the project for approval by the District Geotechnical Engineer at least 30 calendar days before beginning the design. Acceptance of the contractor's personnel, does not relieve the Design-Build Firm of the responsibility for obtaining the required results in the completed work.

D. Environmental Permits:

1. **Storm Water and Surface Water:**

Plans shall be prepared in accordance with Chapter 62-25, Regulation of Storm water Discharge, Florida Administrative Code.

2. **Permits:**

All applicable data shall be prepared in accordance with Chapter 373 and 403, Florida Statutes, Chapters 40 and 62, Florida Administrative Code; Rivers and Harbors Act of 1899, Section 404 of the Clean Water Act, and parts 114 and 115, Title 33, Code of Federal Regulations. In addition to these Federal and State permitting requirements, any dredge and fill permitting required by local agencies shall be prepared in accordance with their specific regulations. Acquisition of all applicable permits will be the responsibility of the Design/Build Firm. Preparation of complete permit packages will be the responsibility of the Design/Build Firm. The Design/Build Firm will obtain permits while acting as an authorized representative for the "Department" for permitting purposes only. If any agency rejects or denies the permit application, it is the Design/Build Firm's responsibility to make whatever changes necessary to ensure the permit is approved.

The Design/Build Firm will be required to pay all permit fees. Any fines levied by permitting agencies shall be the responsibility of the Design/Build Firm.

However, notwithstanding anything above to the contrary, upon the Design/Build Firm's preliminary request for extension of Contract Time, pursuant to 8-7.3, being made directly to the District Construction Engineer, the Department reserves unto the District Construction Engineer, in his sole and absolute discretion, according to the parameters set forth below, the authority to make a determination to grant a non-compensable time extension for any impacts beyond the reasonable control of the Design/Build Firm in securing permits. Furthermore, as to any such impact, no modification provision will be considered by the District Construction Engineer unless the Design/Build Firm clearly establishes that it has continuously from the beginning of the project aggressively, efficiently and effectively pursued the securing of the permits including the utilization of any and all reasonably available means and methods to overcome all impacts. There shall be no right of any kind on behalf of the Design/Build Firm to challenge or otherwise seek review or appeal in any forum of any determination made by the District Construction Engineer under this provision.

E. Survey:

The Design/Build Firm shall perform all surveying and mapping services necessary to complete the project. Survey services must also comply with all pertinent Florida Statutes and applicable rules in the Florida Administrative Code. All field survey data will be furnished to the District Surveyor in a Department approved digital format, readily available for input and use in CADD Design files. All surveying and mapping work must be accomplished in accordance with the Department's Surveying Procedure, Topic Nos. 550-030-101; Right-of-Way Mapping Procedure, Topic No. 550-030-015; Aerial Surveying Standards for Transportation Projects Procedure, Topic No. 550-020-002. This work must

comply with the Minimum Technical Standards for Professional Surveyors and Mappers, Chapter 61G17, Florida Administrative Code (F.A.C.), pursuant to Section 472.027, Florida Statutes (F.S.) and any special instructions from the Department. This survey also must comply with the Department of Environmental Protection Rule, Chapter 18-5, F.A.C. pursuant to Chapter 177, F.S., and the Department of Environmental Protection.

F. Verification of Existing Conditions:

The Design/Build Firm shall be responsible for verification of existing conditions, including research of all existing Department records and other information.

By execution of the contract, the Design/Build Firm specifically acknowledges and agrees that the Design/Build Firm is contracting and being compensated for performing adequate investigations of existing site conditions sufficient to support the design developed by the Design/Build Firm and that any information is being provided merely to assist the Design/Build Firm in completing adequate site investigations. Notwithstanding any other provision in the contract documents to the contrary, no additional compensation will be paid in the event of any inaccuracies in the preliminary information.

G. Submittals:

1. Plans:

Plans must meet the minimum contents of a particular phase submittal prior to submission for review. The Design/Build Firm shall provide copies of the required documents as listed below for each review.

Component submittals must be accompanied by sufficient information for adjoining components or areas of work to allow for proper evaluation of the component submitted for review.

90% Component Plans

4 sets of 11” X 17” Sidewalk plans
2 copies of Final Geotechnical Report
2 sets of documentation - sidewalk
2 copy of Technical Special Provisions
1 electronic PDF copy of plans an all documents

Final Component Plans

1 set of signed and sealed plans
2 sets of 11 "X 17” copies of the signed and sealed set
1 original list of Schedule of Values
2 sets of final documentation
1 signed and sealed copy of Specifications Package
1 set of signed and sealed Technical Special Provisions
2 sets of electronic copies of Technical Special Provisions on CD
1 electronic PDF copy of plans an all documents

Record Set:

The Design/Build Firm shall furnish to the Department, upon project completion, the following:

- 1 set of 11" X 17" signed and sealed plans
- 3 sets of 11 "X 17" copies of the signed and sealed plans
- 3 sets of final documentation (if different from final component submittal)
- 1 sets of final CADD files on CD

The Design/Build Firm's Professional Engineer in responsible charge of the project's design shall professionally endorse (signed and sealed and certified) the record prints, the special provisions and all reference and support documents. The professional endorsement shall be performed in accordance with the Department Plans Preparation Manual.

~~As built plans must be completed by the CEI and submitted to the EOR prior to final acceptance of the project in order to complete the record set.~~

~~The CEI shall certify the final plans as per Section 4.5.7 of Chapter 4 of the Preparation and Documentation Manual (TOPIC No. 700-050-010)~~

H. Contract Duration:

The Design/Build Firm shall establish the contract duration for the subject project. In no event shall the contract duration exceed 120 calendar days. The schedule supporting the proposed contract duration will be submitted with the Technical Proposal. The Proposed Contract Time (PCT) submitted in the Technical Proposal may be amended with responses to technical questions and shall be the same as submitted in the Bid Price Proposal.

I. Project Schedule:

The Design/Build Firm shall submit a project schedule, in accordance with Subarticle 8-3.2 (Design/Build Division I Specifications), to establish contract duration as part of the Technical Proposal. The proposed schedule should allow 10 working days for Department review of design submittals. The minimum number of activities shall be those listed in the payout schedule and those listed below:

- Anticipated Award Date
- Design Submittals
- Design Survey
- Design Reviews by the Department
- Design Review / Acceptance Milestones
- Materials Quality Tracking
- Geotechnical Investigation
- Start of Construction
- Clearing and Grubbing
- Construction Mobilization
- Embankment/Excavation
- Environmental Permit Acquisition
- Sidewalk Design
- Sidewalk Construction

- Signing and Pavement Marking Design
- Signing and Pavement Marking Construction
- Maintenance of Traffic Design
- Maintenance of Traffic Set-Up (per duration)
- Erosion Control
- Additional Construction Milestones as determined by the Design/Build Firm
- Final Completion Date for All Work

The DESIGN BUILD FIRM'S schedule should allow for a ten (10) working day review time for the DEPARTMENT'S review of the 90% design. The review period commences upon the Department's receipt of the valid submittal or re-submittal and terminates upon the transmittal of the submittal back to the Design/Build Firm. The Departments review is not meant to be a complete and detailed review.

Final signed and sealed plans will be delivered to the Department's Project Manager a minimum of 5 working days prior to construction of that component. The Department's Project Manager will send a copy of a final signed and sealed plans to the appropriate office for review and stamping "Released for Construction". Only stamped signed and sealed plans are valid and all work that the Design/Build Firm performs in advance of the Department's release of Plans will be at the Design/Build Firm's risk.

J. Key Personnel/Staffing:

The Design/Build Firm's work shall be performed and directed by key personnel identified in the technical proposal by the Design/Build Firm. Any changes in the indicated personnel shall be subject to review and approval by the Department's Project Manager. The Design/Build Firm shall have available a professional staff that meets the minimum training and experience set forth in Florida Statute Chapter 455.

K. Meetings and Progress Reporting:

The Design/Build Firm shall anticipate periodic meetings with Department personnel and other agencies as required for resolution of design and/or construction issues. These meetings may include:

- Department technical issue resolution
- Permit agency coordination
- Local government agency coordination
- Scoping Meetings

During design, the Design/Build Firm shall meet with the Department's Project Manager on a monthly basis and provide a month look ahead of the activities to be completed during the upcoming month.

During construction, the Design/Build Firm shall meet with the Department's Project Manager on a weekly basis and provide a one-week look ahead for activities to be performed during the coming week.

The Design/Build Firm shall, on a monthly basis, provide written progress reports that describe the items of concern and the work performed on each task.

L. Public Involvement:

1. General:

Public involvement is an important aspect of the project. Public involvement includes communicating to all interested persons, groups, and government organizations information regarding the development of the project. A Public Involvement Consultant (PIC) has been hired by the Department to carry out an exhaustive Public Involvement Campaign and a marketing effort. The Design/Build Firm will continue to be part of the Public Involvement effort but on a limited basis as described below.

2. Public Meetings:

The Design/Build Firm shall provide all support necessary for the PIC to hold various public meetings, which may include:

- Kick-off or introductory meeting
- Metropolitan Planning Organization (MPO) Citizens Advisory Committee Meetings
- MPO Transportation Technical Committee Meetings
- MPO Meetings
- Public Information Meetings
- Elected and appointed officials
- Special interest groups (private groups, homeowners associations, environmental groups, minority groups and individuals)

For any of the above type meetings the Design/Build Firm shall provide all technical assistance, data and information necessary for the PIC to produce display boards, printed material, video graphics, computerized graphics, etc., and information necessary for the day-to-day exchange of information with the public, all agencies and elected officials in order to keep them informed as to the progress and impacts that the proposed project will create. This includes workshops, information meetings, and public hearings.

The Design/Build Firm shall, on an as-needed basis, attend the meetings with an appropriate number of his personnel to assist the Department's Project Representative/PIC. The Design/Build Firm shall forward all requests for group meetings to the PIC. The Design/Build Firm shall inform the PIC of any meetings with individuals that occur without prior notice.

M. Quality Management Plan (QMP):

1. Design:

The Design/Build Firm shall be responsible for the professional quality, technical accuracy and coordination of all surveys, designs, drawings, specifications, geotechnical and other services furnished by the Design/Build Firm under this contract.

The Design/Build Firm shall provide a Design Quality Management Plan, which describes the Quality Control (QC) procedures to be utilized to verify, independently check, and review all design drawings, specifications, and other documentation prepared as a part of the contract. In addition the QMP shall establish a Quality Assurance (QA) program to confirm that the Quality Control procedures are followed. The Design/Build Firm shall describe how the checking and review processes are to be documented to verify that the required procedures were followed. The QMP may be one utilized by the Design/Build

Firm, as part of their normal operation or it may be one specifically designed for this project. The Design/Build Firm shall submit a QMP within 15 working days of the written Notice to Proceed. A marked up set of prints from the Quality Control review will be sent in with each review submittal. The responsible Professional Engineers or Professional Surveyor that performed the Quality Control review, as well as the QA manager will sign a statement certifying that the review was conducted.

The Design/Build Firm shall, without additional compensation, correct all errors or deficiencies in the surveys, designs, drawings, specifications and/or other services.

No fabrication, casting, or construction will occur until all related design review and shop drawing review comments are resolved.

2. **Construction:**

The Design/Build Firm shall be responsible for developing and maintaining a Construction Quality Control Plan in accordance with Section 105 of Standard Specifications which describes their Quality Control procedures to verify, check, and maintain control of key construction processes and materials.

The sampling, testing and reporting of all materials used shall be in compliance with the Sampling, Testing and Reporting Guide (STRG) provided by the Department. The Design/Build Firm will use the Department's database(s) to allow audits of materials used to assure compliance with the STRG. The Department has listed the most commonly used materials and details in the Department's database. When materials being used are not in the Department's database list, the Design/Build Firm shall use appropriate material details from the STRG to report sampling and testing. Refer to the "Access Instruction for LIMS" for more information on how to gain access to the Department's databases: http://www.dot.state.fl.us/statematerialsoffice/quality/programs/qualitycontrol/qcindex.htm

Prepare and submit to the Engineer a Job Guide Schedule (JGS) using the Laboratory Information Management System (LIMS), 21 calendar days prior to commencement of construction. Update the Job Guide Schedule and submit it to the Engineer prior to each monthly progress estimate. The Department may not authorize payment of any progress estimate not accompanied by an up-to-date Job Guide Schedule. Maintain the Job Guide Schedule throughout the project including the quantity placed since the previous submittal, and total to date quantity and any additional materials placed. Do not commence work activities that require testing until the Job Guide Schedule has been reviewed and accepted by the Engineer. At final acceptance, submit a final Job Guide Schedule that includes all materials used on the project in the same format as the monthly reports.

The Department shall maintain its rights to inspect construction activities and request any documentation from the Design/Build Firm to ensure quality products and services are being provided in accordance with the Department's Materials Acceptance Program.

N. Liaison Office:

The Department and the Design/Build Firm will designate a Liaison Office and a Project Manager who shall be the representative of their respective organizations for the project.

O. Schedule of Values:

The Design/Build Firm will be responsible for invoicing the Department based on current invoicing policy and procedure. Invoicing will be based on the completion or percentage of completion of major, well-

defined tasks as defined in the schedule of values. Final payment will be made upon final acceptance by the Department of the Design/Build project. Tracking DBE participation will be required under normal procedures according to the CPAM. The Design/Build Firm must submit the schedule of values to the Department for approval. No invoices shall be submitted prior to Department approval of the schedule of values.

Upon receipt of the invoice, the Department's Project Manager will make judgment on whether or not work of sufficient quality and quantity has been accomplished by comparing the reported percent complete against actual work accomplished.

P. Computer Automation:

The project shall be developed utilizing computer automation systems in order to facilitate the development of the contract plans. Various software and operating systems were developed to aid in assuring quality and conformance with Department of Transportation policies and procedures. Seed Files, Cell Libraries, User Commands, MDL Applications and related programs developed for roadway design and drafting are available for the MicroStation V8 format in the FDOT CADD Software Suite. However, it is the responsibility of the Design/Build Firm to obtain and utilize current Department releases of all CADD applications.

The Design/Build Firm's role and responsibilities are defined in the Department's CADD Manual. The Design/Build Firm will be required to submit final documents and files which shall include complete CADD design and coordinate geometry files in Intergraph / Micro station format, as described in the above referenced document.

The archived submittal shall also include either a TIMS database file, CADD Index file (generated from RDMENU) or documentation that shall contain the project history, file descriptions of all (and only) project files, reference file cross references, and plotting criteria a (e.g. batch, level symbology, view attributes, and display requirements). A printed directory of the archived submittal shall be included.

Q. Construction Engineering and Inspection:

The Department is responsible for providing Construction Engineering and Inspection (CEI) and Quality Assurance Engineering.

The Design/Build Firm is subject to the Department's Independent Assurance (IA) Procedures.

R. Testing:

The Department or its representative will perform verification and resolution testing services in accordance with the latest Specifications. On all Federal Aid Projects, the Department or its representative shall perform verification sampling and testing on site as well as off site locations such as pre-stress plants, batch plants, structural steel and weld, fabrication plants, etc.

S. Adjoining Construction Projects:

The Design/Build Firm shall be responsible for coordinating construction activities with other construction projects that are impacted by or impact this project. This includes projects under the jurisdiction of local governments, the Department, or other regional and state agencies.

T. Design Issue Escalation:

The Department has established the issue escalation process for design questions and conflict resolution that the Design/Build Firm shall follow unless revised by the Partnering agreement. All issues are to be directed to the Department Project Manager. If the issue cannot be resolved at this level the Department Project Manager shall forward the issue to the next level in the process. The escalation process begins with the District Design Engineer, followed by the Director of Operations, and finally to the District Secretary. Each level shall have a maximum of three working days to answer, resolve or address the issue. This three day window is a response time and does not infer resolution. Questions may be expressed verbally and followed up in writing. The Department Project Manager will respond in a timely manner but not to exceed three working days. The Design/Build Firm shall provide any available supporting documentation.

The Design/Build Firm shall provide a similar issue escalation process for his organization with personnel of similar levels of responsibility.

The District Secretary will have the final authority on design decisions.

U. Construction Clarification, Conflict Resolution, and Issue Escalation:

In the event that construction problems occur, the resolution of those problems will be processed in one of the following two ways unless revised by a Partnering agreement:

- If the resolution does not change the original intent of the technical proposal/RFP, then the Design/Build Firm Engineer of Record (EOR) will be responsible for developing the design solution to the construction problem and the District Resident Engineer will be responsible for review and response within 10 working days. The District Resident Engineer will either concur with the proposed solution or, if the District Resident Engineer has concerns, the issue will be escalated as described in the process below**.**

- If the resolution does alter the original intent of the technical proposal/RFP then the EOR will develop the proposed solution, copy in the District Resident Engineer, and send it to the District Construction Office for review and response through the Department Project Manager. The District Construction Office will respond to the proposed solution within ten working days. The District Construction Office will either concur with the proposed solution or, if the District Resident Engineer has concerns, the issue will be escalated as described in the process below. Changes to the original intent of the technical proposal/RFP will require a contract change order and FHWA approval.

- The Department has established the issue escalation process for construction questions and conflict resolution that the Design/Build Firm shall follow unless revised by the Partnering agreement. All issues are to be directed to the Department Project Manager. If the issue cannot be resolved at this level the Department Project Manager shall forward the issue to the next level in the process. The escalation process begins with the District Construction Engineer, followed by the Director of Operations, and finally to the District Secretary. Each level shall have a maximum of three working days to answer, resolve or address the issue. This three day window is a response time and does not infer

resolution. Questions may be expressed verbally and followed up in writing. The Department Project Manager will respond in a timely manner but not to exceed three working days. The Design/Build Firm shall provide any available supporting documentation.

The Design/Build Firm shall provide a similar chain of command for his organization with personnel of similar levels of responsibility.

Should an impasse develop, the Dispute Review Board shall assist in the resolution of disputes and claims arising out of the work on the Contract.

VI. Design and Construction Criteria

A. General:

The Design/Build Firm shall be responsible for: detailed plan checking as outlined in the Plans Preparation Manual (PPM); as described in the RFP; and the Design and Construction criteria package. This includes a checklist of the items listed in the PPM for each completed phase submittal.

Before construction activities can begin, signed and sealed design plans and calculations supporting the design must be reviewed by the Department. Component submittals shall be complete submittals along with all the supporting information necessary for review. The work must represent logical work activities and must show impacts on subsequent work on this project. Any modification to the component construction due to subsequent design changes as the result of design development is solely the Design/Build Firm's risk. Upon review by the Department, the plans will be stamped "Released for Construction" and initialed and dated by the reviewer. Any construction initiated by the Design/Build Firm prior to receiving signed and sealed plans stamped "Released for Construction" shall be at the sole risk of the Design/Build Firm.

All design and construction documents shall be prepared using the English system.

B. Geotechnical Services

The Design/Build Firm shall perform a subsurface investigation, analysis and design for all aspects of the project in accordance with Department standards, policies and procedures. Existing subsurface information may be used. Supplemental subsurface investigation and testing will be required to ensure all aspects of the project are covered.

C. Utility Coordination

The Design Build Firm shall insure FDOT standards, policies, procedures, and design criteria are followed concerning utility coordination. The FDOT standards, policies, procedures, and design criteria are contained in the current adopted Design Standards, Standard Specifications for Road and Bridge Construction, Rule 14-46.001 (Utility Accommodation Manual), and any Supplemental Specification, Provision, or Agreement attached to this RFP.

The Design/Build Firm may employ more than one individual or utility engineering consultant to provide utility coordination and engineering design expertise. However, the Design/Build Firm shall employ and identify a single dedicated person responsible for managing all utility coordination and design activities.

This person shall be contractually referred to as the Utility Coordination Manager and shall be identified in the Design/Build Firm's proposal. The Utility Coordination Manager shall be responsible for developing a list of potential utility agency/owners affected by the project. The plans shall be provided to each potentially affected utility agency/owner and a utility design meeting shall be scheduled. Each Utility Owner shall be given the opportunity to develop a utility work schedule on the Department's utility work schedule from no. 710-010-06. In the event the utility agency/owner is not affected, the Utility Coordination Manager shall receive a written correspondence from the utility agency/owner stating that they have reviewed the design plans and are not affected by the construction. Any deviation from the plans, as previous provided, may render the any previous coordination documents null and void. Upon notification of any such changes, the utility owner may require additional days.

The Design/Build Firm's Utility Coordination Manager shall be responsible for, but not limited to, the following:

1. Ensuring that Utility Coordination and design is conducted in accordance with the Department's standards, policies, procedures, and design criteria.
2. Assisting the engineer of record in identifying all existing utilities and coordinating any new installations.
3. Scheduling utility meetings, keeping and distribution of minutes of all utility meetings, and ensuring expedient follow-up on all unresolved issues.
4. Distributing all plans, conflict matrixes and changes to affected utility owners and making sure this information is properly coordinated.
5. Identifying and coordinating the completion of any Department or utility owner agreement that is required for reimbursement, or accommodation of the utility facilities associated with the Design/Build project.
6. Assisting the Engineer of Record and the contractor with resolving utility conflicts.
7. Review of all Utility Work Schedules.
8. Obtaining and maintaining Sunshine State One Call Design to Dig Tickets.
9. QA Review of construction plans prior to construction activities for completeness
10. Periodic project updates to the district utility office as needed

D. Sidewalk Plans:

General:

The Design/Build Firm shall prepare the Sidewalk Plans Package. This work effort includes the sidewalk design and drainage analysis needed to prepare a complete set of Sidewalk Plans, Traffic Control Plans, Environmental Permits and other necessary documents.

Design Analysis:

The Design/Build Firm shall develop and submit a signed and sealed Typical Section Package and Drainage Analysis Report for review and concurrence by the Department. These packages shall include the following:

1. **Typical Section Package:**

- Transmittal letter
- Location Map

- Sidewalk Typical Section(s)

2. **Drainage Analysis:**

The Design/Build Firm shall be responsible for designing the drainage and stormwater management systems. All design work shall be in compliance with the Department's Drainage Manual; Florida Administrative Code, chapter 14-86; Federal Aid Policy Guide 23 CFR 650A; and the requirements of the regulatory agencies. This work will include the engineering analysis necessary to design any or all of the following: cross drains, French drains, roadway ditches, outfall ditches, storm sewers, retention/detention facilities, interchange drainage and water management, other drainage systems and elements of systems as required for a complete analysis. Full coordination with all permitting agencies, the district Environmental Management section and Drainage Design section will be required from the outset. Full documentation of all meetings and decisions are to be submitted to the District Drainage Design section. These activities and submittals should be coordinated through the Department's Project Manager.

Perform design and generate construction plans documenting the permitted systems function to criteria.

The Design/Build Firm shall check all existing cross drains to determine capacity and design life. Flood flow requirements will be determined in accordance with the Department's procedures.

The Design/Build Firm will consider optional culvert materials in accordance with the Department's Drainage Manual Criteria.

Prior to proceeding with the Drainage Design, the DESIGN/BUILD FIRM shall meet with the District Drainage Engineer. The purpose of this meeting is to provide information to the Design/Build Firm that will better coordinate the Preliminary and Final Drainage Design efforts. This meeting is Mandatory and is to occur 15 working days prior to any submittals containing drainage components.

The Design/Build Firm shall provide the Department's District Drainage Engineer a signed and sealed Drainage Design Report. It shall be a record set of all drainage computations, both hydrologic and hydraulic. The engineer shall include all necessary support data.

E. Geometric:

The Design/Build Firm shall design the geometric for the project using the design standards that are most appropriate with proper consideration given to the design traffic volumes, adjacent land use, design consistency, aesthetics, ADA requirements, and this document.

The design elements shall include, but not be limited to, the horizontal and vertical alignments, lane widths, shoulder widths, median widths, cross slopes, borders, sight distance, side slopes, front slopes and ditches. The geometric design developed by the Design/Build Firm shall be an engineering solution that is not merely an adherence to the minimum AASHTO and/or Department standards.

F. Design Documentation, Computations and Quantities:

The Design/Build Firm shall submit to the Department design notes and computations to document the design conclusions reached during the development of the construction plans.

The design notes and computation sheets shall be fully titled, numbered, dated, indexed, and signed by the designer and the checker. Computer output forms and other oversized sheets shall be folded to a standard size 8½" x 11". The data shall be in a hard-back folder for submittal to the Department. At the project completion, a final set of design notes and computations, signed by the Design/Build Firm, shall be submitted with the record set of plans and tracings.

The design notes and calculations shall include, but not be limited to the following data:

1. Design standards used for the project
2. Geometric design calculations for horizontal alignments
3. Vertical geometry calculations
4. Documentation of decisions reached resulting from meetings, telephone conversations or site visits
5. Final quantities list

G. Specifications:

Prior to preparing the Specifications Workbook, the Design/Build Firm shall contact the District Specifications Engineer. As part of their Technical Proposal, the Design/Build Firm shall use the current Florida Department of Transportation Standard Specifications for Road and Bridge Construction, and the implemented modifications for Divisions II and III contained in the Specifications Workbook in effect at the time the Bid Price Proposals are due in the District Office. The Design/Build firm shall identify, on a marked up copy of the applicable Specifications Workbook, all Division II and III Special Provisions and Supplemental Specifications which will apply to the work in the proposal. Department Specifications may not be modified or revised. The Design/Build Firm shall also include all Technical Special Provisions, which will apply to the work in the proposal. Technical Special Provisions shall be written only for items not addressed by Department Specifications, and shall not be used as a means of changing Department Specifications.

Before construction activities can begin, the Design/Build Firm shall prepare and submit a signed and sealed Construction Specifications Package for the project, containing all applicable Division II and III Special Provisions and Supplement Specifications from the applicable Specifications Workbook, posted on the Department's website at the following URL address: https://www2.dot.state.fl.us/SpecificationsPackage/Utilities/Membership/login.aspx?ReturnUrl=%2fspecificationspackage%2fDefault.aspx. The signed and sealed Specifications Package shall also include individually signed and sealed Technical Special Provisions for any and all work not addressed by Department Specifications. Any Technical Special Provisions included in the signed and sealed Construction Specifications Package which had not been included in the proposal phase, may require a contract cost modification as a condition of approval.

The Design/Build Firm must account for a 10 working day review time in its schedule. Upon review by the Department, the Construction Specifications Package will be stamped "Released for Construction" and initialed and dated by the reviewer.

Any subsequent modifications to the Construction Specifications Package shall be prepared, signed and sealed as a Supplemental Specifications Package, subject to the same process for submittal, review, and, release for construction, as described above, for the original Construction Specifications Package. Construction work affected by Supplemental Specifications Packages shall not begin until stamped "Released for Construction" Supplemental Specification Package is obtained.

H. Shop Drawings:

The Design/Build Firm shall be responsible for the preparation and approval of all Shop Drawings. Shop Drawings shall be submitted to the Department and shall bear the stamp and signature of the Design/Build Firm's Contractor Engineer of Record (EOR), and Specialty Engineer and signed and sealed by the Contractor's EOR or the Specialty Engineer as appropriate. The Department shall review the Shop Drawing(s) to evaluate compliance with project requirements and provide any findings to the Design/Build Firm. The Departments procedural review of shop drawings is to assure that the Design/Build Firm and the EOR have both accepted and signed the drawing, the drawing has been independently reviewed and is in general conformance with the plans. The Departments review is not meant to be a complete and detailed review. Upon review of the shop drawing, the Department will stamp "Released for Construction" or "Released for Construction as noted" and initialed and dated by the reviewer.

Component submittals must be accompanied by sufficient information for adjoining components or areas of work to allow for proper evaluation of the component submitted for review.

I. Sequence of Construction:

The Design/Build Firm shall construct the work in a logical manner and with the following objectives as guides:

1. Maintain or improve, to the maximum extent possible, the quality of existing traffic operations, both in terms of flow rate and safety, throughout the duration of the project.
2. Minimize the number of different Traffic Control Plan (TCP) phases, i.e., number of different diversions and detours for a given traffic movement.
3. Take advantage of newly constructed portions of the permanent facility as soon as possible when it is in the best interest of traffic operations and construction activity.
4. Maintain reasonable direct access to adjacent properties at all times, with the exception in areas of limited access right-of-way where direct access is not permitted.
5. Proper coordination with adjacent construction projects and maintaining agencies.

J. Stormwater Pollution Prevention Plans (SWPPP)

The Design/Build Firm shall prepare an erosion control plan that complies with the Storm Water Pollution Prevention Plan (SWPPP) as required by the National Pollution Discharge Elimination System (NPDES). The Design/Build Firm shall refer to the Plans Preparation Manual for information in regard to the SWPPP and Florida Department of Environmental Protection (FDEP) Rule 62-25 for requirements on the erosion control plan. Detailed limits of the erosion control items will be necessary but may be shown on the roadway plans sheets. This plan shall be submitted along with the Design/Build Firm's Certification at least 15 working days prior to beginning construction activities.

K. Traffic Control Plan:

1. **Traffic Control Analysis:**

The Design/Build Firm shall design a safe and effective Traffic Control Plan to move vehicular traffic during all phases of construction. The areas shall include, but are not limited to, construction phasing,

utility relocation, drainage structures, signalization, ditches, front slopes, back slopes, drop offs within clear zone, and traffic monitoring sites. Special consideration shall be given to the drainage system when developing the construction phases. Positive drainage must be maintained at all times.

The traffic control plan shall address how to assist with maintenance of traffic throughout the duration of the contract.

The Traffic Control Plan shall be prepared by a certified designer who has completed the Department's training course, and in accordance with the Department's Design Standards and the Roadway Plans Preparation Manual.

2. **Traffic Control Plans:**

The Design/Build Firm shall utilize Index Series 600 of the Department's Design Standards where applicable. Should these standards be inadequate, a detailed traffic control plan shall be developed. The Design/Build Firm shall prepare plan sheets, notes, and details to include the following: typical section sheet(s), general notes and construction sequence sheet(s), typical detail sheet(s), traffic control plan sheet(s).

The Design/Build Firm shall prepare additional plan sheets such as cross sections, profiles, drainage structures, retaining wall details, and sheet piling as necessary for proper construction and implementation of the Traffic Control Plan.

3. **Traffic Control Restrictions:**

There will be NO LANE CLOSURES ALLOWED between the hours of **7AM to 9 AM and 2PM to 3:30PM.** A lane may only be closed during active work periods. Rolling barricades will be allowed during the approved lane closure hours. All lane closures, including ramp closures, must be reported to the local emergency agencies, the media and the District **2** information officer. Also, the Design/Build Firm shall develop the project to be able to provide for all lanes of traffic to be open in the event of an emergency or if the lane closure causes a driver delay greater than 20 minutes.

L. Environmental Services/Permits/Mitigation:

The Design/Build Firm will be responsible for preparing designs and proposing construction methods that are permitable. The Design/Build Firm will be responsible for any required permit fees. All permits required for a particular construction activity will be acquired prior to commencing the particular construction activity. Delays due to incomplete permit packages, agency rejection, agency denials, agency processing time, or any permit violations, except as provided in Section V.K.2, will be the responsibility of the Design/Build Firm, and will not be considered sufficient reason for time extension.

The installation of any "Optional Facility" identified within this RFP is not a requirement of this RFP, nor is the Design/Build Firm responsible for any permitting or commenting agency coordination or other impacts to the permit processes that would be associated with such an "Optional Facility", unless the Design/Build Firm chooses to include the "Optional Facility" in its Proposal.

M. Signing and Pavement Marking Plans:

The Design/Build Firm shall prepare signing and pavement marking plans in accordance with Department criteria.

VII. Technical Proposal Requirements.

A. General:

Each Design/Build Firm being considered for this project is required to submit a Technical Proposal. The proposal shall include sufficient information to enable the Department to evaluate the capability of the Design/Build Firm to provide the desired services. The data shall be significant to the project and shall be innovative, when appropriate, and practical. Discussions of past performances on other projects shall be minimized except as they relate to the proposed work.

B. Submittal Requirements:

The Technical Proposal shall be bound with tabs labeled Section 1 through Section 7 with the information, paper size and page limitation requirements as listed below:

A copy of the "Written Technical Proposal" must also be submitted in electronic format on a CD. ~~The format shall be in Microsoft Word and the file saved in html. No macros will be allowed~~. With a Minimum font size of Twelve (12). ~~Graphics and photographs shall be held to a minimum, in the electronic version only, so that Internet loading of the Technical Proposal takes place in 15 seconds or less~~. **NO SPIRAL NOTEBOOKS**

Submit 1 original and 4 copies of the Technical Proposal to:

Patsy Elkins
District Contract Office, MS2015
Department of Transportation, District II
1109 South Marion Avenue
Lake City, FL 32025-5874

Section 1: Written Technical Proposal

- Paper size: 8½" x 11", additional larger charts and graphs may be provided if folded neatly to 8½" x 11"
- Maximum allowed pages: _6_____

The minimum information to be included:

- **Approach and Understanding of the Project**:

The Design/Build Firm shall present a comprehensive plan for completing the specified work. The plan should address all significant design and construction issues and constraints and should demonstrate efficient use of manpower, materials, equipment, construction schemes, and techniques for completing the project.

- **Staffing Plan:**

The Design/Build Firm shall submit a staffing plan, which clearly illustrates the key elements of the organizational structure, proposed to accomplish the management, technical, construction and administrative services required. Project management and key personnel within each area of required services shall be identified and past experience of each, as it relates to this project, shall

be discussed. The Department must approve any changes to the Project Management and Key Personnel. Other items to be included in the discussion of the staffing plan are:

1. Man-loading requirements (both quality and quantity) for all technical services.

2. Man-loading capabilities of all team firms.

3. Man-loading availability for the project.

- **Responsible Office:**

Design/Build Firms being considered for this project may have more than one office location. The office assigned responsibility for the work shall be identified in the Technical Proposal. If different elements of the work will be done at different locations, those locations shall be listed.

- **Other Appropriate Data:**

Other data demonstrating the ability of the Design/Build Firm to provide the desired services may be included in the Technical Proposal.

- **Coordination:**

During the performance of the services, coordination must be maintained with the Department and/or other agencies. A suggested method for assuring proper coordination shall be addressed in the Technical Proposal.

- A summary of innovative aspects: Details can be explained in Section Four (4) below.

- A summary of Quality Management: The actual plan will be provided in Section five (5) below.

- A summary of the project schedule: The full schedule will be provided in Section three (3) below.

Section 2: Resumes of Key Project Personnel

- Paper size: 8½" x 11"
- Maximum allowed pages: Each Résumé is limited to one (1) page per person.
- The minimum information to be included: experience directly relevant to this project.

Section 3: Proposed Schedule

- Paper size: 8½" x 11" or larger if folded neatly to 8½" x 11"
- Maximum allowed pages: ___2_____
- The minimum information to be included in the summary CPM schedule of anticipated major milestones and their associated phasing as follows:

Anticipated Award Date
Design Schedule
Design Reviews by the DEPARTMENT
Geotechnical Investigations

Permitting
Start of Construction
Construction Milestones
Construction Phasing and major MOT shifts
Utility Relocations
Final Completion Date for all Work

Section 4: Innovative Aspects

- Paper size: 8½" x 11"
- Maximum allowed pages: __2____
- Any supportive information associated with the innovative aspects being proposed.

Section 5: Quality Management Plan

- Paper size: 8½" x 11"
- Maximum allowed pages: __5___
- ~~The minimum information to be included shall be in accordance with Section _V, part M_____.~~
- Summary only

Section 6: Design Support Documents

- Paper size: 8½" x 11"
- Maximum allowed pages: _50_____
- ~~The minimum information to be included shall be design calculations and other pertinent preliminary design information. The minimum information to be included shall be in accordance with Section _VI, Part F_____.~~

Section 7: Preliminary Plans

- Paper size: 11" x 17"
- Maximum allowed pages: ___30_____

The minimum information to be included in the preliminary design requirements is as follows

Sidewalk

- Project Limits
- Horizontal alignment
- Major topographic features
- ~~Proposed vertical profile~~
- ~~Survey controls and bench marks~~
- Stationing along Horizontal alignment
- Connections to existing roadway
- Utility provisions
- Maintenance of traffic provisions
- Sidewalk Typical Section
- ~~Preliminary specifications package~~
- ~~Technical Special Provisions~~

~~Section 9: Specifications~~

- ~~Paper size: 8½" x 11"~~
- ~~The minimum information to be included shall be in accordance with section VI, G~~

C. Final Selection Process:

After the sealed bids are received, the Department will have a public meeting for the opening of sealed bids. This meeting will be recorded. The Technical Review Committee shall evaluate the written Technical Proposal for responsiveness. The Department is not obligated to award the contract and the Selection Committee may decide to reject all proposals. If the Selection Committee decides not to reject all proposals, the contract will be awarded to the Proposer determined by the Selection Committee to be responsive and to have the lowest bid.

VIII. BID PROPOSAL REQUIREMENTS.

A. Bid Price Proposal:

Bid Price Proposals shall be submitted on the Bid Blank form and shall include one lump sum price for the Project and the number of calendar days within which the Proposer will complete the project. The lump sum price shall include all costs for all design, geotechnical surveys, architectural services, engineering services, Design/Build Firms quality plan, construction of that portion of the Project, and all other work necessary to fully and timely complete that portion of the Project in accordance with the Contract Documents, as well as all job site and home office overhead, and profit, it being understood that payment of that amount for that portion of the Project will be full, complete, and final compensation for the work required to complete that portion of the Project. The Price Proposal shall be hand delivered in a separate sealed package to the following:

Patsy Elkins
District Contract Office, MS2015
Department of Transportation, District II
1109 South Marion Avenue
Lake City, FL 32025-5874

The package shall indicate clearly that it is the Price Proposal and shall identify clearly the Proposer's name, and project description. The Bid Price Proposal shall be secured and unopened until the date specified for opening of Price Proposals.

WORKFORCE AND EMPLOYMENT OPPORTUNITIES OFFICES

To obtain the addresses, phone numbers, fax numbers and e-mail addresses of your local workforce employment partner, please visit the following website:

www.floridajobs.org/onestop/onestopdir/index.htm

BITUMINOUS MATERIAL GASOLINE AND DIESEL FUELS AND NATURAL GAS PRICE INDEX

To obtain information on Bituminous Material Gasoline and Diesel Fuels and Natural Gas Price Index, please visit the following website (click on Contracts Office Menu and choose Asphalt Price Index):

www.dot.state.fl.us/cc-admin