

**ADVERTISEMENT FOR LETTERS OF INTEREST  
FOR  
A DESIGN BUILD PROJECT  
(PROCUREMENT METHOD – SHORTLISTING OF PROPOSERS WITH  
TECHNICAL AND PRICE EVALUATION BY ADJUSTED SCORE)**

FLORIDA DEPARTMENT OF TRANSPORTATION  
DISTRICT 2  
1109 S. Marion Avenue, Mail Station 2015  
Lake City, Florida 32025-5874

**PROCUREMENT NUMBER: E2N44**

**Financial Project #2107642-52-01**

**Federal Project # 2651 017P**

**PROJECT NAME AND DESCRIPTION:**

The Florida Department of Transportation (Department), District 2 has identified this Federal project for Design Build for the Railroad Station Historic Restoration in the town of Live Oak, Florida. The construction is miscellaneous. The Railroad Station is located on SR 51 (US 129), in Suwannee County (north central Florida). For this project, the building (including any out-building), from the footprint in, shall adhere to AIA specifications including all applicable updates and modifications, from the footprint out, all work shall adhere to the standard specifications for road and bridge construction including applicable updates and modifications.

Note: The Request for Proposal will contain Federal wage rate, FHWA 1273, Buy America and the monthly reporting information required by FHWA.

There will be no stipends for this project.

**Prequalification for Design for this project is:**

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The Design Company shall be prequalified with the Florida Department of Transportation per the Florida Administrative Code 14-75 for the work type of 14.0 Architect.

**Prequalification for Construction is:**

The Contractor must have a current, active State of Florida Certified General Contractor's or Building Contractor's License, issued by the Florida Department of Business and Professional Regulation, in accordance with Florida Statute 489.105.

**Not to exceed budget estimate amount: \$ 787,500.00**

ACTUAL COMMITMENT AND FINAL EXECUTION OF THIS CONTRACT IS CONTINGENT UPON AN APPROVED LEGISLATIVE BUDGET AND AVAILABILITY OF FUNDS.

**SELECTION PROCEDURE: ADJUSTED SCORE TYPE**

**RESPONSE REQUESTED: LETTER OF INTEREST WITH QUALIFICATIONS**

**MAXIMUM NUMBER OF PAGES: 5 PAGES PER SUBMITTAL PER PROJECT**

(Attachments are separate from the five page submittal; example: Letter of Bond ability)

**DESIGN BUILD TEAM REQUIREMENT LIMITATIONS:**

See Design Build Boilerplate on the Procurement Office Home page at:  
[Http://www2.dot.state.fl.us/procurement/ads/advdbld.htm](http://www2.dot.state.fl.us/procurement/ads/advdbld.htm)

**PREQUALIFICATION:**

See Design Build Boilerplate on the Procurement Office Home page at:  
[Http://www2.dot.state.fl.us/procurement/ads/advdbld.htm](http://www2.dot.state.fl.us/procurement/ads/advdbld.htm)

**RESPONSE DUE DATE:**

1. Letters of Interest are due on the date stated in the Calendar (Schedule) of Events, attached.
2. The Request for Proposal will be distributed at a mandatory pre-proposal meeting to shortlisted proposers.
3. Letters of Interest with Qualifications delivered after the due date will not be considered.
4. The Letter of Interest shall contain only five pages excluding the bonding- surety, etc.

**PROTEST RIGHTS:**

See Design Build Boilerplate on the Procurement Office Home page at:  
[Http://www2.dot.state.fl.us/procurement/ads/advdbld.htm](http://www2.dot.state.fl.us/procurement/ads/advdbld.htm)

"Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120 Florida Statutes."

**TECHNICAL QUESTIONS SHOULD BE ADDRESSED TO:**

Direct questions to: <http://www2.dot.state.fl.us/construction/bidquestionmain.asp>. Proposers are responsible for viewing the website and shall be familiar with all questions and responses posted on this website up to the due date of the receipt of the Letters of Interest and are responsible for making necessary adjustments to the information to be presented. Shortlisted Proposers are required to continue to use the same website for submitting questions and obtaining answers up to the due date of the price proposal.

Letters of Interest with Qualifications for the project are due as stated on the Calendar of Events, attached. Letters of Interest are due at 2:00 p.m. at the Lake City District Office, 1109 South Marion Avenue, Lake City, Florida 32025-5874, and Attention: Jane Jones Redd. (Note: The Professional Services boilerplate listed on the website states Letters of Interest are due at 5:00 p.m., however for this project the due time will be 2:00 p.m.)

**LETTER OF INTEREST REQUIREMENTS:**

- The legal entity desiring consideration for the project shall submit 1 original CD and 6 hard copies of their Letter of Interest with Qualifications, not to exceed five (5) pages in length, excluding separate attachments. (This is considered a set.)
- Only one set of documents per Legal Entity for the project is acceptable.
- Receipt of multiple Letters of Interest from a Legal Entity will cause the Department to reject all Letters of Interest of the Legal Entity for this project.
- The Letter of Interest shall, at a minimum, include:
  1. The Construction Company must provide their Contractor's License for General Contractor or Building Contractor issued by the Department of Business and Professional Regulations.
  2. The Design Company must be qualified with FDOT, Professional Services in the work classes for the project.

(These Qualification requirements must be met by the Design Build Team prior to the closing date for the submittal of the Letters of Interest and due date for technical proposals and must be maintained throughout the life of the project.)

#### **LETTER OF INTEREST MUST CONTAIN THE FOLLOWING:**

1. Give the Contractor's name, address, contact person, e-mail address and telephone.
2. Give the Design Firm's name, address, contact person, e-mail address and telephone number.
3. List this Project Name, Financial Project Number and District Contract Number.
4. Give a general approach for this project with
  - organizational chart to be used for this project, with
  - names, titles and classifications of key personnel to be used on this project.
5. Give evidence of bond ability in the form of a letter from a surety licensed to do business in the State of Florida in the amount of the estimated construction cost.
6. The Design Firm shall show proof of professional liability insurance.
7. Give the current Business Structure including
  - current organization chart,
  - key personnel, and
  - Any affiliates.
8. Design Build Team:
  - Identify participating companies and firms with the office location(s).
9. Design Build Experience:
  - Provide a listing of active and completed Design Build, CM@ Risk projects or building construction projects similar to this project.
    - Include
      - Start date and Completion date or anticipated Completion date,
      - Project budget,
      - Owner performance evaluation, if available,
      - Contact information for project(s) listed (points of contact with telephone numbers).
    - Give telephone numbers of the proposed Design Build team with previous experience working together, if any. Name the project and provide information on how team functioned even if the team was not selected or shortlisted.
10. The contractor shall provide a minimum of two examples of similar work that has been performed in the last 5 years. Include scope of work, reference person with contact information, value of contract, and performance evaluation rating.
11. The architect shall provide a minimum of two examples of similar work that has been performed in the last 5 years. Include scope of work, reference person with contact information, value of contract, and performance evaluation rating.
12. List any experience the team has coordinating with the **Florida Department of State, Division of Historical Resources, Bureau of Historic Preservation, Compliance Review.**
13. Other project experience pertinent, but, not previously mentioned.

#### **SELECTION PROCEDURE:**

The Department shall determine the relative ability of the proposer to perform the services required for this project based on

- prequalification information,
- past performance and
- Letter of Interest with Qualifications and
- Building Construction licensing

The Department intends to select three proposers for short-listing. If only three qualified proposals are received, they will be shortlisted. The shortlisted proposers will be provided a Request for Proposal with a Design Criteria Package for the project and will be requested to provide a written technical proposal and a price proposal for the project. The award of the project will be based on an adjusted score using a combination of both the price and technical proposal.

#### **DBE/MBE REQUIREMENTS:**

- A DBE Affirmative Action Plan must be approved and on file prior to award of any contract.
- The Federal DBE program requires states to maintain a database of all firms that are participating, or attempting to participate on DOT assisted contracts. This list must include both DBE and NON DBE companies.
- The Bid Opportunity List form must be submitted with the RFP, (Note: The RFP and price are to be in separate packages.)
- The Anticipated DBE Participation Statement shall be submitted with the price proposal.
- The Design Build Firm is required to report monthly actual payments to subcontractors and suppliers.
- DBEs are encouraged to utilize the DBE Supportive Services Provider. Contact Blackmon Roberts at 863-802-1280 for assistance.
- The Department of Transportation has an overall eight point one eighteen percent (8.18%) race-neutral DBE goal. This means that the State's goal is to spend at least 8.18% of the highway dollars with certified DBEs as prime Design Build Firms sub consultants. Race-neutral means that the Department believes that the 8.18% overall goal can be achieved through the normal competitive procurement process. **The Department reviewed this project and the percentage will be given at RFP time.** The Department believes that this percentage can be realistically achieved.
- The Department in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and related authorities and Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation issued pursuant to such Act, hereby notifies all bidders that the Department will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises and disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this advertisement. Further, the Department will not discriminate against bidders on the grounds of race, color, national origin, sex, age, or disability/handicap in consideration for an award. No company will be awarded a contract unless they have an approved DBE Affirmative Action Program Plan. **Please review the "DBE Bid Package" and the Special Provisions for instructions for submission of a DBE Affirmative Action Plan.**

#### **POSTING DATE FOR SHORTLIST:**

The Shortlist Selection Tabulation depicting the names of the shortlisted proposers will be posted at 4:00 p.m., local time as stated on the Calendar (Schedule) of Events.

#### **MANDATORY PRE-PROPOSAL MEETING:**

The Request for Proposal for the project will be distributed to the shortlisted proposers at this meeting. The Department will conduct the pre-proposal meeting for the purpose of explaining the overall approach proposers shall use for the project. Attendance at the pre-proposal meeting is mandatory and

any shortlisted proposer that fails to attend will be automatically disqualified from further consideration.

## **BONDING REQUIREMENTS:**

**The Price package shall contain the bid bond.**

### **Bid Bond:**

At bid time, a Proposal Guaranty of not less than five percent (5%) of the total actual bid in the form of either a certified check, cashier's check, trust company treasurer's check, bank draft of any national or check, bank draft of any national or payable to the Florida Department of Transportation must accompany each bid. A check or draft in an amount less than five percent (5%) of the actual bid will invalidate the bid proposal. Bid Bonds shall conform to DOT Form 375-020-09 furnished in the Bid proposal package.

### **Performance and Payment Bond:**

At award time the following is applicable:

The legal entity contracting with the Department will be required to provide the Department a performance and payment bond in the amount of the bid before execution of the contract. The successful proposer will be required to maintain in effect throughout the life of the contract a performance and payment bond for 100% of the contract amount. The Surety Company must be authorized to do business in the State of Florida.

## **INSURANCE REQUIREMENTS:**

Policies as required shall be in force for the life of the project.

### **Professional Liability:**

Each team member providing professional services carries and maintains blanket Professional Liability Insurance covering errors and omissions in the amount of \$1,000,000.

### **Worker's Compensation Insurance:**

Worker's Compensation Insurance shall be provided in accordance with the laws of the State of Florida and in amounts sufficient to secure the benefits for all employees. Ensure employees of the subcontractors are covered by similar insurance. Ensure equipment rental agreements that include operators who are employees of independent Contractors, sole proprietorships or partners are covered by similar insurance.

### **Contractors' Public Liability and Property Damages Liability Insurance:**

Furnish proof of Contractors' Public Liability Insurance for a limit of not less than \$1,000,000 for all damages arising out of bodily injuries to, or death of, one person and, subject to that limit for each person, a total limit of \$5,000,000 for all damages arising out of bodily injuries to, or death of, two or more persons in any one occurrence; and regular Contractors' Property damages arising out of injury to, or destruction of, property in any one occurrence and, subject to that limit per occurrence, a total (or aggregate) limit of \$100,000 for all damages arising out of injury to, or destruction of, property during the policy period. Have the Department to be an additional insured party on the Contractor's Public Liability and Property Damages Liability Insurance policies that insure the Contractor for the described work that it performs under the Contract.

If construction is within the limits of the right of way for railroads, comply with 7-13.4 of the Standard Specifications for Road and Bridge Construction 2010 for Insurance requirements.

If the construction involves work on or in the vicinity of utility owned property, the contractor shall comply with 7-13.5 of the Standard Specifications for Road and Bridge Construction 2010 for insurance for protection of utility owners. This shall be covered in the General Comprehensive Liability Insurance for a limit not less than \$1,000,000 for bodily injury, etc.