

Florida Department of Transportation
Notice to Contractors / Consultants

The Department of Transportation is soliciting contracting and consulting services for the Design-Build project identified below. Qualified Design-Build firms must submit a Letter of Interest by the time and date indicated as the response Deadline. It is the responsibility of the Design-Build firm to insure that the complete Letter of Interest is received timely.

QUALIFICATION REQUIREMENTS:

Design-Build firms must be qualified in accordance with Rule Chapter 14-91, Florida Administrative Code. Design-Build firms shall satisfy the technical qualification requirements of Rule 14-75, and all qualification requirements of Rule Chapter 14-22, Florida Administrative Code. The Contractor or Joint Venture must be qualified in the advertised Construction Contractor Work Classes. The Contractor or Joint Venture cannot utilize subcontractors to meet the qualification requirements for the Construction Work Classes. The Design Consultant may utilize subconsultants to meet the advertised Professional Services Work Type requirements. All qualification requirements must be met prior to the Response Deadline. Two or more qualified parties submitting as a Joint Venture must meet the Joint Venture requirements of Rule Chapter 14-22, specifically Rule 14-22.007, Florida Administrative Code. Parties to a joint venture must submit a Declaration of Joint Venture, Form No. 375-020-18, and receive approval from the Department prior to the Response Deadline for Letters of Interest or submittal of the Proposal, whichever occurs first.

CONSULTANT ELIGIBILITY:

It is a basic tenet of the Department's contracting program that contracts are procured in a fair, open, and competitive manner. The Department requires that consultants representing the Department must be free of conflicting professional or personal interests. In order to prevent potential conflicts of interest, the Department has established guidelines to be followed by design consultants. Please familiarize yourself with the requirements of Procedure No. 375-030-006, also known as: "Restriction on Consultants' Eligibility to Compete for Department Contracts". By submitting a Letter of Interest or bid proposal as part of a Design-Build firm, or Joint Venture, the design consultant certifies that they are in compliance with Procedure No. 375-030-006. This procedure is available at the following link: [Professional Services Publications Menu](#)

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 state bank, or a Surety Bid Bond made payable to the Florida Department of Transportation must accompany each bid in excess of \$150,000.00. A check or draft in an amount less than five percent (5%) of the actual bid will invalidate the bid. Bid Bonds shall conform to DOT Form 375-020-34 furnished with the Proposal.

For projects designated as **ADJUSTED SCORE TYPE** for District 2, Letters of Interest must be submitted by the date and time stated below. Letters of Interest will be limited to the page limit indicated and will clearly indicate a name, address, phone number, and e-mail address for a contact person; the key companies and personnel (no separate resumes, please) proposed as participating in the project; and the qualification status of the contractor and design consultant as part of the Design-Build firm. The Department will judge the relative ability of each submitting company to perform the required services based on qualification information, capacity, and the Letter of Interest. The criteria for evaluating letters of interest will include:

- 1) Past Performance Grades: Contractor, and Designer
- 2) Joint experience of the firms working together;
- 3) Design-Build experience of the Consultant firms;
- 4) Similar type of work experience;
- 5) The current capacity of the Construction companies;
- 6) Time delays on past projects;
- 7) Experience of key personnel;
- 8) Safety Record;
- 9) Proposer's organization, resources, and location;
- 10) Environmental record;
- 11) Contractor Cooperation and Dispute History
- 12) Other content in the Letter of Interest and
- 13) Other categories set forth in the advertised project.

At least three Design Build proposers will be shortlisted from received responses on the date and time specified. Results of the short-listing process will be posted on the Department's website (www.dot.state.fl.us/procurement) on the date and time listed on the Calendar of Events. Public meeting dates and times are provided and any change to a meeting date and time will be updated on the website by addendum. Short-listed proposers will be provided a Request for Proposal (RFP) containing a design criteria package and requested to provide a technical proposal and price bid proposal for the project. The award of the project will be determined on an adjusted total score based on both the price and technical proposal score, as explained in the RFP.

Note: The Department reserves the right to reject any and all proposals and/or to waive minor proposal irregularities.

Pursuant to Sections 120.57(3) and 337.11, Florida Statutes, and Rule Chapter 28-110, Florida Administrative Code, any person adversely affected by the agency decision or intended decision shall file with the agency both a notice of protest in writing and bond within 72 hours after the posting of the notice of decision or intended decision, or posting of the solicitation with respect to a protest of the terms, conditions, and specifications contained in a solicitation, and will file a formal written protest within ten days after the filing of the notice of protest.

The required notice of protest and bond, and formal written protest must each be timely filed with the **Florida Department of Transportation, Clerk of Agency Proceedings, 605 Suwannee St., Mail Station 58, Tallahassee, FL 32399-0458**. Failure to file a notice of protest or formal written 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 Statute.

E-VERIFY: The Department of Transportation shall require the following as a condition of all FDOT contracts:

Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;

1. all persons employed by the Vendor/Contractor during the term of the contract to perform employment duties within Florida;
and
2. all persons including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with the department.

PROJECT NAME AND DESCRIPTION: SR 23 Frontage Roads from Old Jennings Road to Oakleaf Plantation Parkway, New Road Construction, Orange Park, Clay County.

CONTRACT NUMBER: E2P15

FINANCIAL PROJECT NUMBER(S): 42930415201 and 42930425201

FEDERAL PROJECT NUMBER(S): 8887-936-A & 8887-937-A

ADVERTISING BUDGET ESTIMATE: \$22,000,000.00

*Actual commitment and final execution of this contract is contingent upon an approved legislative budget and availability of funds

ESTIMATED CONTRACT TIME: 450 approximate calendar days

SELECTION PROCEDURE: DESIGN BUILD ADJUSTED SCORE

RESPONSE REQUESTED: LETTER OF INTEREST WITH QUALIFICATIONS

EACH STIPEND AMOUNT: \$50,000

PREQUALIFICATION REQUIREMENTS:

1) CONSTRUCTION - CONTRACTOR WORK CLASS REQUIREMENTS

Grading, Drainage, Flexible Paving, Hot Plant Mix

2) PROFESSIONAL SERVICES – DESIGN WORK TYPE REQUIREMENTS

3.3 Controlled Access Highway Design

4.1.2 Minor Bridge Design

DBE/MBE REQUIREMENTS: The department has assigned a 8.18 % DBE availability goal to this project.

TECHNICAL QUESTIONS SHOULD BE ADDRESSED TO: <http://www2.dot.state.fl.us/construction/bidquestionmain.asp>.

Proposers are responsible for viewing the website and shall be familiar with questions and responses posted on the website up to the due date of the receipt of the Letters of Interest and continuing up to the due date of the Technical Proposal and again up to the due date of the price proposal. Proposers are responsible for making necessary adjustments to the information to be presented.

LETTER OF INTEREST PAGE LIMIT: **5 PAGES (LIMITED TO)**

Attachments are separate from the five pages of submittal. Examples: Organizational chart and Letter of Bond ability (no resumes, please).

RESPONSE PROCEDURE: Must submit 1 original, 5 copies and 1 CD.

Letters of Interest are due on the date and time stated in the Calendar (Schedule) of Events, below.

DBE/MBE REQUIREMENTS: The Department has assigned 8.18% as a DBE availability goal to this project.

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SPECIAL NOTES:

Websites where advertisement and posting of public information will be:

Vender Bid System: http://vbs.dms.state.fl.us/vbs/main_menu

And District Two District Contract website:

<http://www.dot.state.fl.us/contractsadministrationdistrict2/>

PROCUREMENT CALENDAR (SCHEDULE) OF EVENTS:

March 29, 2011 (Tuesday) 4:00 p.m.	Advertisement of Project
April 12, 2011 (Tuesday) 2:00 p.m.	Letters of Interest w/qualification packages due
April 22, 2011 (Friday) 10:00 a.m.	Technical Review Committee Meeting
April 26, 2011 (Tuesday) 8:30 a.m.	Proposed Shortlist to be presented to Executive (Selection) Committee

April 26, 2011 (Tuesday) 4:15 p.m.	Posting period to begin
April 29, 2011 (Friday) 5:00 p.m.	Posting period to end
May 3, 2011 (Tuesday) 10:00 a.m.	Mandatory Pre-Proposal Meeting for Shortlisted Firms
May 24, 2011 (Tuesday) 9:00 a.m.	Entire day set aside for each interested Proposer for an appointment of approx. 1 ½ hours for an Alternate Technical Concept (ATC) discussion. For appointment, email jane.jones@dot.state.fl.us
June 7, 2011 (Tuesday) 9:00 a.m.	Entire day set aside for each interested Proposer for an appointment of approx. 1 ½ hours for an Alternate Technical Concept (ATC) discussion. For appointment, email jane.jones@dot.state.fl.us
June 20, 2011 (Monday) 8:00 a.m.	Deadline for posting questions to website: www2.dot.state.fl.us/construction/bidquestionmain.asp Watch daily for questions as they come in - they will be answered.
June 24, 2011 (Friday) 5:00 p.m.	Deadline for FDOT to answer questions to website.
July 12, 2011 (Tuesday) 2:00 p.m.	Deadline for receipt of Technical Proposals
July 28, 2011 (Thursday)	Technical Review Committee Meetings to be held to ask fact finding questions of each proposer in a one on one meeting. One week will be given for the clarifying letter from each firm to be received after fact finding meeting.
August 11, 2011 (Thursday) 2:00 p.m.	Technical Review Committee presents scores. Price package due/opened/added to scoring sheets.
August 16, 2011 (Tuesday) 8:30 a.m. 4:15 p.m.	Executive (Selection) Committee meeting. Posting to begin
August 19, 2011 (Friday) 5:00 p.m.	Posting to end
August 22, 2011 (Monday)	Award of Project
September 02, 2011 (Thursday)	Execution of Project

Meetings for Technical (fact finding) questions shall only last one hour. Proposers will not be permitted to ask questions of the Department except to ask the meaning of a clarification question posed by the Department. No additional time will be allowed to research answers.

The meetings listed above are Public and will be held at the Florida Department of Transportation, District 2 Office Complex, located at 1109 S. Marion Avenue, Lake City, Florida 32025.

Appointments for meetings with shortlisted proposers for ATC or Technical Questions shall be in alphabetical order at following times on date specified with lead Design Build Engineer and Technical Review Committee members:

- 09:00 a.m.
- 10:45 a.m.
- 01:15 p.m.
- 03:00 p.m.

Meetings listed above are Public and will be held at the Florida Department of Transportation, District 2 Office Complex, located at 1109 S. Marion Avenue, Lake City, Florida 32025.

Anyone needing special accommodations under the Americans with Disabilities Act of 1990 should send an e-mail to: patsy.elkins@dot.state.fl.us or call telephone number (386)758-3703. Special accommodation requests under the Americans with Disabilities Act should be made at least seven days prior to the public meeting.

RESPOND TO:

Florida Department of Transportation, District 2
1109 S. Marion Avenue, Mail Station 2015,
Lake City, Florida 32025-5874,
Attn: Jane Jones Redd, Purchasing Director, 386-758-3798
Jane.jones@dot.state.fl.us