

ADVERTISEMENT For  
**REQUEST FOR LETTERS OF RESPONSE**  
Florida Department of Transportation  
District Five  
719 South Woodland Boulevard  
DeLand, Florida 32720

**COCOA-BREVARD OPERATIONS CENTER  
CONSTRUCTION MANAGER @ RISK (CMR) CONTRACT**

District Contract No.: E5L23

FPN Nos.: 424014-1-52-01, and 424014-1-32-01

Approximate Construction (Including CMR Contract) Budget: \$15,000,000

Procurement Schedule:

Advertisement Start Date: Wednesday February 11, 2015 Response (Letters of Response with Attachments)

Due Date: Friday February 27, 2015 by 4:00 P.M.

Letter of Response review meeting, Wednesday March 11, 2015 9:00am in the Live Oak Conference room

Shortlist Selection Date: Monday March 16, 2015, 8:15AM

Request for Proposals released to Shortlisted Firms Thursday March 19, 2015

Deadline for Questions Date: Tuesday April 7, 2015, 5:00PM

Deadline for Responses to be posted on the Departments Bidders Q&A website Monday April 13, 2015

Technical Proposals due Friday April 17, 2015

Question Development meeting Tuesday April 21, 2015

Question and Answer Interview with Construction Manager Firms Shortlisted Monday April 27, 2015

Final Selection and Intent to Award Posting Date: Monday May, 4 2015, 8:15AM

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Project Name: Cocoa-Brevard Operations Center Construction Manager @ Risk (CMR) Contract

Project Location: Brevard County at 555 Camp Road, Cocoa, Florida.

Project Description and Work Definition: The Department's intent is to design and construct a new modern operations center on the site of the present Brevard Operations Complex. The site is approximately 30 acres and the new facility will encompass the entire currently occupied site. The facility will need to be built in phases that will allow the existing installation to remain active. The Department has retained a Design Consultant that has begun design of the proposed facility.

Site development includes demolition of buildings and site amenities/infrastructure, selective clearing of trees, site grading, construction of drainage structures including retention area, all utilities, extensive paved parking areas (both concrete and asphalt) and roadways, sidewalks, security fencing, and other miscellaneous site structures. The demolition activities will include the removal, handling, and disposal of regulated materials including asbestos-containing materials and lead based paint, along with components of air conditioning equipment, water coolers, thermostats, and lighting.

Proposed buildings and structures include Administration Building (approximately 21,000 square feet), Vehicle Repair Shop/Warehouse (approximately 10,500 square feet), Crew Building, Hay Storage and Equipment Storage, Vehicle Wash and Vehicle Rinse, material bins and various concrete slabs for miscellaneous structures. Existing vehicle refueling station is to remain and is to be refurbished.

There are two Phases of services requested within this project. Under Phase I the selected Construction Manager will be responsible for working with the Design Consultant to achieve a cost-effective and construction-efficient design which can be constructed within time and budget requirements to implement the work. Compensation for Phase I shall be a negotiated base fee. Under Phase II the same Construction Manager

may be selected to let and manage subcontracts and manage construction efforts to project completion. Compensation for Phase II services shall be a negotiated Construction Manager's Guaranteed Maximum Price (GMP) for the construction completion.

Project Notes:

The Department will designate a Contract Manager who shall be the representative of the Department and who shall be responsible for enforcing performance of the Agreement terms and conditions and shall serve as a liaison with the Vendor. The Department reserves the right to change the Contract Manager at any time. The Vendor shall be notified of any change in the Contract Manager.

- Technical and Administrative Questions:
  - All Questions must be submitted in writing by the date shown in the schedule above to the Departments Bidders Question and Answer Site at:  
<https://www3b.dot.state.fl.us/BidQuestionsAndAnswers/Proposal.aspx/SearchProposal>
- Technical Point of Contact:
  - Michael Nohr, Contract Manager, Fixed Capital Outlay Manager, [michael.nohr@dot.state.fl.us](mailto:michael.nohr@dot.state.fl.us)
- Administrative Point of Contact:
  - Roger Masten, District Contracts Administrator, [roger.masten@dot.state.fl.us](mailto:roger.masten@dot.state.fl.us)
- Letters of Response are to be a maximum of two (2) pages with a minimum font size of 11 and page size of 8-1/2 x 11.
- The Department will review submitted Letters of Response and will Shortlist qualifying Construction Manager that demonstrates maximum relevant experience. Shortlisted Construction Manager will be invited to submit a Technical Proposal and will also be required to attend a Question and Answer meeting with Department staff.
- Letters of Response should include the Project Name, Financial Project Numbers, District Contract Number, Construction Manager name, address, contact person, e-mail address, telephone number, fax number, along with information relevant to the Construction Manager's qualifications with respect to the following:
  - List of Key Personnel and other staffing qualifications,
  - Other Construction Manager project experience,
  - Project approach to executing construction of the operations center.
- In addition to the (2) page Letter of Response above, the following items shall be included as attachments to the Letter of Response:
  - Evidence of ability to provide the necessary Phase II Construction bonding of 100% Performance and 100% Labor and Material bond, 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,
  - Completed "Experience Questionnaire and Contractor's Financial Statement" forms,
  - State of Florida contractor license certification or registration as required under Florida Statutes,
  - Current corporate charter registration,
  - One-page resumes for each Key Person,
  - Organizational Chart. The Organizational Chart may be submitted on paper up to 11" by 17", but should be folded to fit within the Technical Proposal.

Refer to link below for Experience Questionnaire and Contractor's Financial Statement forms, to be completed and submitted with Letters of Response.

[http://www.dot.state.fl.us/contractsadministrationdistrict5/FCO/FCOContracts\\_CM@Risk.shtm](http://www.dot.state.fl.us/contractsadministrationdistrict5/FCO/FCOContracts_CM@Risk.shtm)

- The Construction Manager cannot team with other Contractors to submit more than one Letter of Response.
- One (1) Original and Five (5) copies, plus One (1) CD/DVD of the Letters of Response with Attachments shall be submitted to the Florida Department of Transportation, by the due date and time shown in the Procurement schedule section on page one of this advertisement, Attn.: Roger Masten District Contracts Administrator, 719 South Woodland Boulevard, MS 4-524, DeLand, Florida 32720.
- Letters of Response and attachments delivered after the due time or date will not be considered.
- The Department intends to Shortlist up to four firms to proceed with the selection process for this contract.
- Basis of shortlist evaluation will include:
  - Construction Manager Relevant Project Experience,
  - Key Personnel Relevant Project Experience,
  - Information in Contractor's Financial Statement,
  - Other information contained in the Letter of Response.
- Shortlisted Construction Manager will receive a Request for Proposal (RFP) that will include a Basis of Design package with information related to the Cocoa-Brevard Operations Center and requested services.
- Technical Proposals and Question and Answer Interview  
All shortlisted Construction Manager shall submit a Written Technical proposal and attend a Question and Answer Interview. CMR will be evaluated based on their Technical Proposals and responses provided during the Questions and Answers Interview based on the RFP
- Key Person(s): The Work shall be performed and directed by the personnel identified in the Construction Manager's Letter of Response, and subsequent required selection documentation, who is/are hereby deemed to be the "Key Persons" for purposes of this project. At a minimum the person designated as the CMR shall be considered a Key person. Failure to use said Key Person(s) shall be deemed to be a material breach of contract. If any Key Person leaves the employment of Construction Manager, the Department reserves the right to either terminate the proposed Agreement with the Construction Manager or have it assigned to such entity with whom that Key Person is employed. Construction Manager hereby consents and agrees to such an assignment without the need for further signature by Construction Manager on any assignment document. Should the Department choose to allow Construction Manager to continue providing services under proposed Agreement with the Construction Manager after the departure of the Key Person, any substitute Key Person must be approved by the Department. In the event of the approval by the Department of a substitute Key Person, this Key Person clause shall continue to apply as though the substitute was originally named herein without the need for amendment of proposed Agreement with the Construction Manager.
- Pre-Construction Phase I Fee and, at the Department's choosing, subsequent Construction Phase II Fee will be negotiated with the selected Construction Manager.
- Any person with a qualified disability requiring special accommodations who wants to attend a meeting identified in this Advertisement as a public meeting shall contact the Department at (386) 943-5000 at least five (5) working days prior to the meeting. If you are hearing or speech impaired, contact this office by using the Florida Relay services at 386.961.7510 (TDD).

- Pursuant to Section 120.57(3), 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 Statutes.
- **DBE AND NON-DBE SMALL BUSINESS ASPIRATION GOAL:** It is the policy of FDOT to encourage the participation of small businesses and disadvantaged business enterprises ("DBE") in all facets of the business activities of FDOT, consistent with applicable laws and regulations. FDOT has established an aspiration goal of 10% DBE usage and an additional 3% non-DBE Small Business usage for the subject Project. Firms proposing for this Project shall aspire to have ten percent (10%) or more of the total contract costs performed by DBEs, and an additional three percent (3%) or more of the total contract costs performed by non-DBE small businesses. Although not a contract requirement, FDOT believes that the aforementioned aspiration goal can realistically be achieved based on current availability of DBEs and small businesses. FDOT further believes that the 13% overall goal can be achieved through race neutral means, using standard competitive procurement processes. Pursuant to the provisions of Section 339.0805, Florida Statutes, and Rule 14.78.005, Florida Administrative Code, FDOT has adopted rules to provide certified DBEs opportunities to participate in the business activities of FDOT as vendors, contractors, subcontractors, and consultants. FDOT has adopted the DBE definition set forth in Code 49 of Federal Regulations Section 26.5. The Department's DBE directory may be found at the following website: <https://www3.dot.state.fl.us/EqualOpportunityOffice/biznet/mainmenu.asp> Firms agree to apply their best efforts to utilize qualified non-DBE small businesses as vendors, contractors, subcontractors, and consultants for the Project. Qualifications for small businesses may be found at the following website: <http://www.dot.state.fl.us/EqualOpportunityOffice/sizeStandards.shtm> Firms will submit the [Aspiration Goal Form for "DBE" and "Non-DBE Small Business" Firms](#) at the Pre-Construction Conference.
- The Department reserves the right to reject any or all submittals or accept minor irregularities in the best interest of the State of Florida.
- All meetings will be held at the District 5 Deland Office, located at 719 S. Woodland Blvd. DeLand, FL 32720

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