



# Consultant Acquisition

Angela Matiyow, P.E.

# Agenda

- Defining Procurement
- Prequalification
- Name Changes/Mergers
- Equal Opportunity Office
- Consultant Marketing
- Consultant Acquisition Plan
- Advertisements
- Longlist
- Shortlist
- Final Selection/FTP/ FACTS
- Fee Proposals
- Internet Reports
- DocuSign

# FDOT Procurement Homepage: [WWW.DOT.STATE.FL.US/PROCUREMENT/](http://WWW.DOT.STATE.FL.US/PROCUREMENT/)

Procurement – the act of obtaining equipment, materials, supplies or services.



**OPEN FOR BUSINESS**

# Procurement

## Commodities & Contractual Services

including but not limited to the following:

- Vehicles & Parts
- Computer Equip., Software, & Services
- Communications Equip. & Services
- Bulk Gasoline, Diesel, & LP Gas
- Office Furniture, Supplies & Files
- Tools; Handheld & Power
- Printers, Copiers, & Faxes
- Laboratory & Safety Supplies
- Facility Maintenance Supplies
- IT Consulting Services
- Management Consulting
- Janitorial Services
- Environmental Services
- Lawn Maintenance Services
- Pest Control Services
- Security Guard Services
- Temporary Staffing Services
- Financial/Auditing Services

## Professional Services

- Structural or Roadway Design
- Architectural Services
- Landscape Architectural Services
- Geotechnical Services
- Survey Services
- Aerial Photogrammetry
- Transportation Statistics
- Bridge Inspection
- Construction, Engineering, and Inspection (CEI)
- Drainage services
- Value Engineering
- Project Development & Environmental Studies (PD&E)
- Intermodal Services (Planning)
- Right-of-way services
- Services that require signing and sealing of design plans; engineering calculations or engineering judgment

# Professional Services

Section 287.055, F.S., defines Professional Services:

“Professional Services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping.



**ARCHITECTURE**



**PROFESSIONAL  
ENGINEERING**



**LANDSCAPE  
ARCHITECTURE**



**REGISTERED  
SURVEYING AND  
MAPPING**

# Consultants' Competitive Negotiation Act

[Section. 287.055, F.S.](#) for Professional Services is commonly known as the Consultants' Competitive Negotiation Act or CCNA.

## The 2015 Florida Statutes

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[Title XIX](#)  
PUBLIC  
BUSINESS

[Chapter 287](#)  
PROCUREMENT OF PERSONAL PROPERTY AND  
SERVICES

[View Entire  
Chapter](#)

**287.055** Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services; definitions; procedures; contingent fees prohibited; penalties.—

(1) SHORT TITLE.—This section shall be known as the “Consultants’ Competitive Negotiation Act.”

(2) DEFINITIONS.—For purposes of this section:

(a) “Professional services” means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.

# Background – Professional Services

- CCNA Modeled after Federal Brooks Act
- Federal Brooks Act & CCNA require agencies to promote open competition by advertising, ranking, and selecting professional services consultants based on qualifications.
- Agency shall select in order of preference no fewer than three firms deemed to be most qualified.
- Agency shall undertake negotiations with most qualified firm (#1 ranked firm) at compensation which the agency determines is fair, reasonable, and competitive.



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# Prequalification

- 56 Professional Services Work Types
- 18 Technical Reviewers



# Standard Professional Service Work Types

- |   |   |  |
|---|---|--|
| <p><b>Group 2</b>      <b>Project Development and Environmental (PD&amp;E) Studies</b></p>  | <ul style="list-style-type: none"> <li>• 6.3.3- Intelligent Transportation Traffic Engineering Systems Communication</li> <li>• 6.3.4- Intelligent Transportation Systems Software Development</li> </ul>   | <ul style="list-style-type: none"> <li>• 10.4 - Minor Bridge &amp; Miscellaneous Structures CEI</li> <li>• 10.5.1- Major Bridge CEI – Concrete</li> <li>• 10.5.2- Major Bridge CEI - Steel</li> <li>• 10.5.3- Major Bridge CEI - Segmental</li> <li>• 10.6.1- Complex Bridge CEI - Concrete</li> <li>• 10.6.2- Complex Bridge CEI - Steel</li> <li>• 10.7 - Movable Span Bridge CEI</li> </ul> |
| <p><b>Group 3</b>      <b>- Highway Design - Roadway</b></p> <ul style="list-style-type: none"> <li>• 3.1 - Minor Highway Design</li> <li>• 3.2 - Major Highway Design</li> <li>• 3.3 - Controlled Access Highway Design</li> </ul>   | <p><b>Group 7</b>      <b>Traffic Operations Design</b></p> <ul style="list-style-type: none"> <li>• 7.1 - Signing, Pavement Marking and Channelization</li> <li>• 7.2 - Lighting</li> <li>• 7.3 - Signalization</li> </ul>   | <p><b>Group 11</b>      <b>Engineering Contract Administration and Management</b></p>  |
| <p><b>Group 4</b>      <b>Highway Design - Bridges</b></p> <ul style="list-style-type: none"> <li>• 4.1.1 - Miscellaneous Structures</li> <li>• 4.1.2- Minor Bridge Design</li> <li>• 4.2.1- Major Bridge Design - Concrete</li> <li>• 4.2.2- Major Bridge Design - Steel</li> <li>• 4.2.3- Major Bridge Design - Segmental</li> <li>• 4.3.1- Complex Bridge Design - Concrete</li> <li>• 4.3.2- Complex Bridge Design - Steel</li> <li>• 4.4 - Movable Span Bridge Design</li> </ul> | <p><b>Group 8</b>      <b>Survey and Mapping</b></p> <ul style="list-style-type: none"> <li>• 8.1 - Control Surveying</li> <li>• 8.2 - Design, Right of Way &amp; Construction Surveying</li> <li>• 8.3 - Photogrammetric Mapping</li> <li>• 8.4 - Right of Way Mapping</li> </ul>  | <p><b>Group 13</b>      <b>Planning</b></p> <ul style="list-style-type: none"> <li>• 13.3 - Policy Planning</li> <li>• 13.4 - Systems Planning</li> <li>• 13.5 - Subarea/Corridor Planning</li> <li>• 13.6 - Land Planning/Engineering</li> <li>• 13.7 - Transportation Statistics</li> </ul>  |
| <p><b>Group 5</b>      <b>Bridge Inspection</b></p> <ul style="list-style-type: none"> <li>• 5.1 - Conventional Bridge Inspection</li> <li>• 5.2 - Movable Bridge Inspection</li> <li>• 5.3 - Complex Bridge Inspection</li> <li>• 5.4 - Bridge Load Rating</li> </ul>  | <p><b>Group 9</b>      <b>Soil Exploration, Material Testing and Foundations</b></p> <ul style="list-style-type: none"> <li>• 9.1 - Soil Exploration</li> <li>• 9.2 - Geotechnical Classification Laboratory Testing</li> <li>• 9.3 - Highway Materials Testing</li> <li>• 9.4.1- Standard Foundation Studies</li> <li>• 9.4.2- Non-Redundant Drilled Shaft Bridge Foundation Studies</li> <li>• 9.5 - Geotechnical Specialty Laboratory Testing</li> </ul> | <p><b>Group 14</b>      <b>Architect</b></p> <p><b>Group 15</b>      <b>Landscape Architect</b></p>  |
| <p><b>Group 6</b>      <b>Traffic Engineering and Operations Studies</b></p> <ul style="list-style-type: none"> <li>• 6.1 - Traffic Engineering Studies</li> <li>• 6.2 - Traffic Signal Timing</li> <li>• 6.3.1- Intelligent Transportation Systems Analysis and Design</li> <li>• 6.3.2- Intelligent Transportation Systems Implementation</li> </ul>  | <p><b>Group 10</b>      <b>Construction Engineering Inspection</b></p> <ul style="list-style-type: none"> <li>• 10.1 - Roadway Construction Engineering Inspection</li> <li>• 10.3 - Construction Materials Inspection</li> </ul>   | <p><b>Group 21</b>      <b>Acquisition, Negotiation, Closing, and Order of Taking</b></p> <p><b>Group 22</b>      <b>Acquisition Business Damage Estimating and Estimate Review</b></p> <p><b>Group 24</b>      <b>Acquisition Relocation Assistance</b></p> <p><b>Group 25</b>      <b>Right of Way Clearing and Leasing</b></p>  |

# Prequalification

Procurement Office / Prequalification / Prequalification Applications

## Prequalification Applications



### Applications for Qualification

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Thank you for your interest in Professional Services Qualification with the Florida Department of Transportation. Please review the requirements for qualification for each work type in **RULE 14-75 Administrative Code** prior to beginning your application or renewal. This Rule is updated periodically so the qualification requirements may change.

#### Initial Applications

The information and links needed to get consultant firms qualified with the Department for the first time is available as a downloadable PDF document in the **Checklist for Firms Seeking Initial Qualification with FDOT Professional Services**.

#### Renewal Applications

The information and links needed for consultant firms that have previously been qualified and wish to renew their qualification with the Department is available as a downloadable PDF document in the **Checklist for Firms Renewing Qualifications with FDOT Professional Services**.

#### Modification Applications

The information and links needed for consultant firms that have previously been qualified and need to modify or update their current qualification with the Department between renewal cycles are available as a downloadable PDF document in the **Checklist for Firms Modifying Qualifications with FDOT Professional Services**.

- Navigation:
- Procurement Home Page → Prequalification → Prequalification Applications

# Qualification Administrator

Carliayn Kell – 850-414-4597

[Carliayn.Kell@dot.state.fl.us](mailto:Carliayn.Kell@dot.state.fl.us)

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# Firm Name Changes/Mergers

Procurement Office / Name Changes, Mergers and Acquisitions

## Name Changes, Mergers and Acquisitions



### Name Changes, Mergers and Acquisitions for Professional Service Firms

The Department requires certain documentation in the event that your currently Prequalified Professional Service Firm plans to process a name change or will be merging or acquiring another firm(s). Please review the information below and prepare a package to submit to the FDOT Prequalification Administrator for processing. Please notify Central Office Procurement before the name change, merger, or acquisition occurs in order to avoid complications with your firm's prequalification status, and to ensure a smooth transition.

Name Change Checklist

Merger or Acquisition Checklist

- Navigation:

Procurement Home Page → Prequalification →  
Name Changes, Mergers and Acquisitions to  
Professional Services Firms

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# Equal Opportunity Office

- The Florida Department of Transportation [Equal Opportunity Office \(EEO\)](#) was created to administer the Department's Disadvantaged Business Enterprise Program, Title VI Program (Nondiscrimination in State and Federal Programs and Activities), and Internal and External Equal Employment Opportunity/Affirmative Action Program (Title VII). This office handles [Disadvantaged Business Enterprise \(DBE\)](#) certification and FDOT's [Business Development Initiative \(BDI\)](#) for small businesses.

# Small Business Definition

## The 2016 Florida Statutes

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[Title XXVI](#)  
PUBLIC  
TRANSPORTATION

[Chapter 337](#)  
CONTRACTING; ACQUISITION, DISPOSAL, AND  
USE OF PROPERTY

[View Entire  
Chapter](#)

### **337.027 Authority to implement a business development program.—**

(1) The department may establish a program for highway projects which would assist small businesses. The purpose of this program is to increase competition, lower prices, and provide increased support to meet the department's future work program. The program may include, but is not limited to, setting aside contracts, providing preference points for the use of small businesses, providing special assistance in bidding and contract completion, waiving bond requirements, and implementing other strategies that would increase competition.

(2) For purposes of this section, the term "small business" means a business with yearly average gross receipts of less than \$15 million for road and bridge contracts and less than \$6.5 million for professional and nonprofessional services contracts. A business' average gross receipts is determined by averaging its annual gross receipts over the last 3 years, including the receipts of any affiliate as defined in s. [337.165](#).

(3) The department may adopt rules to implement this section.

History.—s. 12, ch. 2016-181.

# Small Business

Procurement Office / Small Business

## Small Business



### Small Business

The Department has implemented several new Small Business Contracting Strategies, links below.

[Small Business and DBE Strategies - Updated 11/8/2014](#)

[Small Business and DBE Under-Utilization Matrix](#)

[Business Development Initiative Information](#)

[Small Business Size Standards](#)

[BDI Program Guidelines](#)

[BDI Reserved Contracts](#)

[Reports](#)

[Prequalification for Professional Services with FDOT](#)

[Prequalification for Contractors](#)

[Minority Business Enterprise Reporting](#)

[Vendor Payment History \(Department of Financial Services\)](#)

This link will provide vendors with a resource to make inquiries into payments made to them by the State of Florida. The payment information is updated each evening for current day payments.

If you wish to be included in the [Small Business listing for Professional Services](#), please complete your [BDI Affidavit](#) and [Profile form](#) and send to [smallbusiness@dot.state.fl.us](mailto:smallbusiness@dot.state.fl.us).

If you wish to be included in the [Small Business listing for Construction, Maintenance and Other Contractual Services Firms](#), please complete your [BDI Affidavit](#) and [Profile form](#) and send to [FDOT.BDI@dot.state.fl.us](mailto:FDOT.BDI@dot.state.fl.us).

Navigation:

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# Consultant Marketing

## Procurement Office

Procurement Office / Consultant Marketing Home

## Consultant Marketing Home



### Procurement Manager

Carla Perry, P.E.

Procurement Office:  
Haydon Burns Building  
605 Suwannee Street  
Tallahassee, FL 32399

Tel: (850) 414-4477  
Fax: (850) 414-4951

### Most Requested Items

[Marketing Procedure](#)

[Consultant Acquisition Plans](#)

[Professional Services Ads](#)

[District Geographical Information](#)

[Prequalification](#)

[Scheduled Regional Meetings](#)

[Central Office Staff Directory](#)

[District Marketing Information](#)

[FTP Sites](#)

This site provides information on processes to be followed by Consultants when marketing to the Florida Department of Transportation.

You may view the Department's [Marketing Procedure](#), as well as details regarding [district specific marketing information](#).

The [Consultant Acquisition Plans \(CAPs\)](#) provide information on upcoming professional services projects, such as anticipated advertisement dates and the names of the FDOT Project Managers.

If a Project Manager's contact information is not already provided within a CAP, you may call one of the [toll free telephone numbers](#) and ask the receptionist to provide assistance with obtaining phone numbers.

[District Professional Services Administrators](#) are also able to provide Project Manager contact information, or answer any questions regarding project procurement schedules.

### News and Announcements

Navigation:

Procurement Home Page → Consultant Marketing



# Consultant Marketing Procedure 375-040-010

Approved:



Department of Transportation

Effective: March 14, 2012

Office: Procurement

Topic No.: 375-040-010-a

## CONSULTANT MARKETING

### PURPOSE:

This procedure defines Department of Transportation (Department) processes which must be followed when conducting professional consultant marketing and other related meetings.

### AUTHORITY:

Sections 20.23(4)(a), and 334.048(3), Florida Statutes

# Consultant Marketing - Guidance

- Department representatives meeting with Consultants should provide the same general **critical** information on the specifics of the project to all Consultants.



# Professional Services Contacts

Procurement Office / Central Office Consultant Marketing / District Marketing Information

## District Marketing Information



### Professional Services Contacts

Link to District Marketing	Contact Name	Telephone	Email
District One	Elizabeth Leopold	(863) 519-2901	elizabeth.leopold@dot.state.fl.us
District Two	Scott Blocker	(368) 961-7617	scott.blocker@dot.state.fl.us
District Three	Steve Thames	(850) 330-1366	steve.thames@dot.state.fl.us
District Four	Jessica Rubio	(954) 777-4626	jessica.rubio@dot.state.fl.us
District Five	Michelle Sloan	(386) 943-5528	michelle.sloan@dot.state.fl.us
District Six	Vacant	(305) 470-5112	
District Seven	Rebecca Schwarz	(813) 975-6461	rebecca.schwarz@dot.state.fl.us
Turnpike Enterprise	Sheree Mering	(407) 264-3495	sheree.mering@dot.state.fl.us
Central Office	Angela Matiyow, P.E.	(850) 414-4481	angela.matiyow@dot.state.fl.us

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# Consultant Acquisition Plan

**Florida Department of Transportation**  
**Professional Services Information System**  
**Consultant Acquisition Plan (CAP) Report**  
**Fiscal Year 2017**

**District: 1**

Ad Numb.	Financial Mgt. Numbers	Funding Source	BDI	Advertisement Description	Major Types of Work *	Minor Types of Work *	Under-Utilized Work Groups	Advertise Date	Shortlist Date	Final Selection Date	Estimated Start Date	Estimated Contract \$ Amount	DOT Proj. Manager	TRC Members	# CN from Adv.
17101	40998816204	State	N	The Department requires professional services of the General Engineering Consultant (Consultant) for a wide range of administrative and engineering services, including but not limited to, minor engineering design, architectural design, landscape design, registered land surveying technical support, management support, contract administration, project management, training and performance management services, public information services and administrative services.	10.1	10.3, 10.4, 10.5.1, 10.5.2, 10.5.3, 10.6.1, 10.6.2, 10.7	10	04JAN2016	16FEB2016	12APR2016	31JUL2016	\$10,750,000	KATHERINE CHINAULT		1
17102	41002816204	State	N	District Wide Claims Analysis and Constructability/ Biddability reviews construction claims settlement and plan reviews assistance	10.1		10	25JAN2016	03MAR2016	31MAR2016	02JUL2016	\$1,500,000	Kayla Sapp	sapp kayla, brian penny; KATHERINE CHINAULT	1
17103	42093213203	State	N	Consultant services are required in support to the District Drainage/Permitting group of the Florida Department of Transportation.	3.2	3.1	3	29FEB2016	12APR2016	14JUN2016	31AUG2016	\$1,500,000	Karina Della-Sera	Sergio Figueroa; Karina Della-Sera; Carl Spirio	1

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# Advertisements

## Procurement Office

Procurement Office / Procurement Advertisements

### Procurement Advertisements



## Professional Services Advertisements

Current Advertisements

Planned Advertisements

Shortlist and Final Selection Results

All Ads - Planned, Current and Results

- Navigation: Procurement Home Page → Advertisements

# Advertisements

Be sure to carefully review any standard notes that are identified in the advertisement. Standard Notes are found in the boilerplate language above the advertisements.

## DISTRICT 5

Major Work :  
10.1 - Rdwy Construction Engineering Inspection  
Minor Work :  
10.4 - Minor Bridge & Misc. Structures(CEI)  
Contract : 15566 Major Project  
Selection Procedure: Selection from Expanded Letter of Response  
Financial Management Number(s):  
42404046201

### Project Description:

CEI GROUP 146 EAST CTRL RAIL TRAIL FROM KINGMAN ROAD TO VOLUSIA COUNTY LINE; I-95 INT @ ST JOHN'S HERITAGE PKWY/ PALM BAY PKWY N OF MICCO RD; I-95 (SR 9) AT PINEDA; SRA1A (ATLANTIC AVE) FROM N OF SR500 US 192 TO S OF SR 404

Project Manager: Schmitt, Alida J

See Standard Notes Above: 9,10,4

[View proposed scope](#)

(Adobe Acrobat® PDF file)

Advertisement Date	:	26JAN2015	
Response Deadline	:	06FEB2105	
Shortlist Selection Date	:	23FEB2015	Time: 08:15AM
Final Selection Meeting Date	:	09MAR2015	Time: 08:15AM

Response Deadline : 06FEB2105

# Advertisement – Standard Notes

STANDARD NOTES: (Applicable to following projects where indicated)

1. This project does not fall within the FDOT Professional Services Types of Work, therefore technical prequalification of responding consultants is not mandatory. However, prime must be currently licensed as a Professional Engineering firm in the State of Florida. The Standard FDOT [Letter of Qualification form](#) must be completed and submitted to the indicated response e-mail. Consultants, be advised that you are responsible for downloading the latest version of the Letter of Qualification Form when responding to the advertisement. The 11/14 version must be used when responding to this ad. Consultants must include the following as an attachment to the Standard FDOT Letter of Qualification form:

- a. Proof of professional liability insurance (include a copy of professional liability insurance certificate with the Letter of Qualification)
- b. For projects \$500,000 or above, a recent overhead audit (within 6 months of the fiscal year end), prepared by an independent Certified Public Accountant or governmental agency and in conformance with the Department's current [Reimbursement Rate Guidelines](#) should be on file with the Department or a completed [Request for Qualification Package](#), including the recent overhead audit must be submitted to the Prequalification Administrator via email to [co.profserv@dot.state.fl.us](mailto:co.profserv@dot.state.fl.us), prior to the response deadline of the Letter as indicated in the advertisement. Consultants must address all items within the Standard FDOT Letter of Qualification.

The Standard FDOT [Letter of Qualification form](#) completed in its entirety will not exceed the six 8 ½ x 11 pages provided in the form unless otherwise indicated in the advertisement. The content of the Letter cannot go beyond Page 3 of the form. Pages 4, 5, and 6 of the form are reserved for the tables listing prime and subconsultants by work type. Consultants must not add additional pages to the form. The Letter of Qualification will be a single file not to exceed 1MB in size in Adobe PDF format (unzipped). Page size requirement is a font size of 11, with ½ inch margins. Failure to comply with the submittal requirements may cause the Letter of Qualification to be considered non-responsive.

2. Reserved. (Standard note not used).

3. Reserved. (Standard note not used).

# Advertisement – Standard Notes

4. Selection will be made directly from the Standard FDOT [Expanded Letters of Response form](#). Consultants, be advised that you are responsible for downloading the latest version of the Expanded Letter of Response Form when responding to the advertisement. The 11/14 version must be used when responding to this ad. The completed Standard FDOT Expanded Letters of Response form completed in its entirety will not exceed the nine 8 ½ x 11 pages provided in the form. The content of the Letter cannot go beyond Page 6 of the form. Pages 7, 8, and 9 of the form are reserved for the tables listing prime and subconsultants by work type. Consultants must not add additional pages to the form. Consultant shall also submit resumes which are restricted to 2 pages each and an organization chart or staffing chart (can be either 8-1/2x11 or 11x17, at the discretion of the Consultant). Construction Training and Qualification Program (CTQP) printouts may also be submitted. Staff hours on summary sheet (one sheet showing the hours of prime and all subs) will be submitted where applicable. All submittals except organization chart, staffing chart, other required forms, and certifications shall adhere to a font size of 11, with ½ inch margins. The Expanded Letter of Response file size is not restricted to 1MB, however Consultants are advised that the Expanded Letter of Response Form electronic submittal should not exceed FDOT's internal server file size restriction of 15 MB. Failure to comply with the submittal requirements may cause the Letter of Response to be considered non-responsive.

5. Reserved. (Standard note not used).

6. Reserved. (Standard note not used).

# Advertisement – Standard Notes

7. This project has been reserved for competition among only small businesses in accordance with the [Department's Business Development Initiative \(BDI\) Program](#). Letters of Response for this project will only be accepted from firms that meet the definition of a small business set forth by section 337.027, Florida Statutes. The prime consultant submitting a Letter of Response must meet the small business definition of section 337.027, Florida Statutes at the time of submittal of the Letter of Response and must maintain this status as a small business through final selection. All subconsultants utilized for the project must also be small businesses pursuant to section 337.027, Florida Statutes at the time of submittal of the Letter of Response and must also maintain this status as a small business through final selection. Note: Any professional services consultant firm prequalified under Rule 14-75, F.A.C., that is shown as a Small Business on the [Professional Services Prequalified Small Business Report](#) is not required to supply the [Small Business Affidavit Certification for Prequalified Professional Services Firms](#) form with the Letter of Response.

## SMALL BUSINESS ELIGIBILITY CRITERIA:

- a. The prime firm and subconsultants proposed for this project must meet the small business definition set forth by section 337.027, Florida Statutes. They are also required to submit a notarized copy of the Small Business Affidavit Certification Form with the Letter of Response. Firms who have previously submitted the [Small Business Affidavit Certification Form](#), and appear in the [Department's Small Business listings](#) are not required to resubmit the form. Please refer to the advertisement for other submittal requirements
- b. Submitting firms that are small businesses must completely comply with the professional services prequalification process as described in the Florida Administrative Code [Chapter 14-75](#). Additional instructions can be found in the [BDI Program Guidelines](#).

Small Business listing for Professional Services:

<http://www2.dot.state.fl.us/procurement/ProfessionalServices/lppc/listmenu.htm>

# Advertisement – Standard Notes

8. Under-Utilization Goal for DBEs and Small Businesses - The goal of the Department's Under-utilization strategy is to encourage and promote use of Disadvantaged Business Enterprises (DBE) and Small Businesses in areas of work where they have been under-used. Under-utilization is defined by FDOT as 25% or less utilization level in a Work Group, which may vary by district. The specific Under-utilized Work Groups are identified in the advertisement. Consultants are strongly encouraged to propose a DBE or Small Business to perform services for each under-utilized work group identified in the advertisement. DBEs or Small Businesses can be proposed at either the Prime or Sub-level for the Under-utilized Work Group(s). Use of under-utilized DBEs or Small Businesses for Consultant teaming is a shortlist consideration factor for projects referencing this Standard Note. Consultants are requested to indicate your firm's proposed use of DBEs and/or Small Business primes or subconsultants to meet under-utilization goals on the table within the Professional Services Letter of Response form (as designated in the advertisement) by checking the box under the under-utilization (UU) column. Failure to list DBEs and/or Small Business prime or subconsultants on the response form shall indicate no proposed utilization. Please refer to the advertisement for other submittal directions. Reports are available at the following locations to validate status of firms as Small Businesses and DBEs:

DBE listing for Professional Services:

<http://www2.dot.state.fl.us/procurement/ProfessionalServices/lppc/listmenu.htm>

Small Business listing for Professional Services:

<http://www2.dot.state.fl.us/procurement/ProfessionalServices/lppc/listmenu.htm>

Additionally, firms will submit the Professional Services DBE or Small Business Commitment form as required by the advertisement when selecting from Expanded Letters of Response, otherwise it will be required with the Request for Proposal.

# Advertisement – Standard Notes

9. 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: <http://www3b.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory/CustomSearch.aspx> 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 [Professional Services DBE or Small Business Commitment form](#) as required by the advertisement when selecting from Expanded Letters of Response, otherwise it will be required with the Request for Proposal.

DBE listing for Professional Services:

<http://www2.dot.state.fl.us/procurement/ProfessionalServices/lppc/listmenu.htm>

Non-DBE Small Business listing for Professional Services:

<http://www2.dot.state.fl.us/procurement/ProfessionalServices/lppc/listmenu.htm>

10. This contract will require field office personnel; therefore the CEI Team must utilize CEI field office rates.

# Cone of Silence – Advertisement Boilerplate

**INSPECTOR GENERAL:** The Vendor/Contractor agrees to comply with section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with section 20.055(5), Florida Statutes.

**E-VERIFY:** The Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor/Contractor during the term of the contract and shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

**SCRUTINIZED COMPANIES:** Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1 million or more, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to section 215.473, Florida Statutes. A company that is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List may not bid on, submit a proposal for, or enter into a contract with an agency or local governmental entity for goods or services of \$1 million or more.

**SELECTION PROCEDURE:** The listed projects are covered by the selection process detailed in the Rule Chapter 14-75, Florida Administrative Code. Some or all of the responding firms may be requested to provide Written Technical Proposals, Oral Presentations, Interviews, or Expanded Letters of Response, for the ranking process. After ranking of the consultants the contract fee will be negotiated in accordance with Section 287.055 Florida Statutes. Funding on all projects is subject to legislative approval. Registration in MyFloridaMarketPlace is required prior to contracting. Note: The shortlist and final selection meeting dates and times are provided within the advertisement. All public meetings will be held in District headquarters unless otherwise noted. Changes to meeting dates and times will be updated under the [All Advertisements](#) link. The agenda for each public meeting is as follows: a) Opening Remarks (approx. 3 minutes); b) Public Input (15 minutes); c) Department business; d) Closing. For more information, contact the designated responsible office. In order to ensure a fair, competitive and open process, once a project is advertised under Current Advertisements, all communications between interested firms and the Department must be directed to the appropriate Professional Services Office. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

**RESPONSE PROCEDURE:** Qualified consultants are encouraged to submit a Letter of Response, for each project in which they are interested, to the indicated requesting unit by 5:00 PM Eastern time on the date indicated as the

# Cone of Silence - Guidance



- Once a project has been advertised (until final selection), Department employees must refer **ALL** Consultants interested in project information and procurement documents to the Professional Services Office.
- From the time the project is advertised until final selection is posted, the Department cannot distribute Letters of Response, Technical Proposals, Selection Packages, etc., as these documents are exempt from public records requirements until the end of the procurement. If you have any questions or concerns on this topic, please contact your PSU.

# Two Procurement Processes for Professional Services

## Conventional Procurement Process (6 mos.)

- Advertise
- Prequalified firms submit Letters of Response
- Longlist by Technical Review Committee (TRC) or Project Manager
- TRC recommends shortlist (achieved by consensus)
- Selection Committee reviews & approves shortlist
- Shortlisted firms submit written technical proposals, and/or participate in interviews, or oral presentations as required by Acquisition of Professional Services Procedure
- TRC scores proposals
- Selection Committee meets & ranks shortlist, based on recommendations of TRC
- Negotiations undertaken with No. 1 ranked firm
- If negotiations come to an impasse, go to No. 2, etc.

## Selecting directly from Letters of Response (approx. 4 mos.) Used only for Less Complex Construction, Engineering & Inspection Services as specified in Acquisition of Professional Services Procedure.

- Advertise
- Prequalified firms submit Expanded Letters of Response
- TRC evaluates Letters based on advertised weighted scoring criteria
- TRC ranking submitted to Selection Committee
- Selection Committee meets once, to rank all letters
- Negotiations undertaken with No. 1 ranked firm
- If negotiations come to an impasse, go to No. 2, etc.

# Agenda

- Defining Procurement
- Prequalification
- Name Changes/Mergers
- Equal Opportunity Office
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- Consultant Acquisition Plan
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- Shortlist
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- Fee Proposals
- Internet Reports
- DocuSign

# Longlist

- Factors that will be considered by the TRC in developing the Longlist and making its shortlist recommendation include:
  - (A) Past performance grades received by the Consultant on current and previous Department projects
  - (B) The location of the Consultant in relation to the work to be performed
  - (C) Any restrictions placed on the Consultant by the prequalification evaluator.
  - (D) Volume of work previously awarded.
  - (E) Other information contained in the LOR or Letter of Qualification.



# Agenda

- Defining Procurement
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# Shortlist

- A minimum of 3 firms must be shortlisted.



# Shortlist Consideration Factors

## 3.4 Shortlist Consideration Factors

Factors to be considered by the Selection Committee when shortlisting include but are not limited to the following:

- (A) Past performance grades received by the Consultant on current and previous Departmental projects.
- (B) The volume of work previously awarded to the Consultant by the Department as evidenced by new agreements and supplemental amendments executed between the Department and the Consultant within the past five years.
- (C) The distribution of work among the competing Consultants and the utilization of new Consultants.
- (D) The workload of each Consultant, as evidenced by the number of similar projects the Consultant is shortlisted on that have not had a final selection, as well as the residual fees remaining to be paid to the Consultants on active agreements.
- (E) Balancing the needs of the project to the abilities of the Consultants.
- (F) The Consultant's working relationship/experience with the Department on previous projects.
- (G) The general and specific information used to longlist the Consultants (i.e., prequalification restrictions, location (where pertinent), subconsultant relationships, etc.).
- (H) Proposed subconsultant teaming (applicable for projects advertised with DBE under-utilized work types).

# Agenda

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# Final Selection/FTP/FACTS



Florida Department of  
**TRANSPORTATION**

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## Procurement Office

Procurement Office / [Consultant Marketing Home](#)

## Consultant Marketing Home



### Procurement Manager

Carla Perry, P.E.

Procurement Office:  
Haydon Burns Building  
605 Suwannee Street  
Tallahassee, FL 32399

Tel: (850) 414-4477

Fax: (850) 414-4951

This site provides information on processes to be followed by Consultants when marketing to the Florida Department of Transportation.

You may view the Department's [Marketing Procedure](#), as well as details regarding [district specific marketing information](#).

The [Consultant Acquisition Plans \(CAPs\)](#) provide information on upcoming professional services projects, such as anticipated advertisement dates and the names of the FDOT Project Managers.

If a Project Manager's contact information is not already provided within a CAP, you may call one of the [toll free telephone numbers](#) and ask the receptionist to provide assistance with obtaining phone numbers.

[District Professional Services Administrators](#) are also able to provide Project Manager contact information, or answer any questions regarding project procurement schedules.

### News and Announcements

### Most Requested Items

[Marketing Procedure](#)

[Consultant Acquisition Plans](#)

[Professional Services Ads](#)

[District Geographical Information](#)

[Prequalification](#)

[Scheduled Regional Meetings](#)

[Central Office Staff Directory](#)

[District Marketing Information](#)

[FTP Sites](#)

The Consultant Marketing Home page also includes a link to File Transfer Protocol (FTP) Sites.

Each district is responsible for maintaining their own FTP site, which contains past project information, such as letters of response, technical proposals, and final selection packages.

This information is also available on the [Florida Accountability Contract Tracking System \(FACTS\)](#) public search site.



# Final Selection/FTP/FACTS

- <https://facts.fldfs.com/Search/ContractSearch.aspx>  
(or just google, “Florida Accountability Contract Tracking System”)

**Main Search** Quick Tips

---

**Search** [Advanced Search](#)

To search for contract, grant award or purchase order information please enter at least one search criteria in the fields below. If you would like to see details for all agencies or all commodity groups, please provide additional criteria in any of the remaining fields.

<b>Agency Name</b> ALL AGENCIES ▾	<b>Vendor/Grantor Name</b> <input type="text"/>
<b>Dollar Value</b> From <input type="text"/> To <input type="text"/>	<b>Beginning and/or Ending Dates (mm/dd/yyyy)</b> Begin <input type="text"/> End <input type="text"/>
<b>Commodity/Service Type</b> <i>(Contract &amp; Purchase Order Only)</i> ALL COMMODITY GROUPS ▾	<input checked="" type="radio"/> Show All <input type="radio"/> Show Grant Awards Only <input type="radio"/> Show Contracts Only <input type="radio"/> Show Purchase Orders Only

Please refine the search by providing following details if known.

<b>Agency Assigned Contract ID (if known)</b> <input type="text"/>	<b>Grant Award ID (if known)</b> <input type="text"/>
<b>MFMP PO Number (if known)</b> <input type="text"/>	

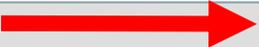
By using this Search you agree to [terms and conditions](#) of the Search.

# Final Selection/FTP/FACTS

## Main Search

Quick Tips

### Search

 [Advanced Search](#)

To search for contract, grant award or purchase order information please enter at least one search criteria in the fields below. If you would like to see details for all agencies or all commodity groups, please provide additional criteria in any of the remaining fields.

#### Agency Name

ALL AGENCIES

#### Vendor/Grantor Name

#### Dollar Value

From  To

#### Beginning and/or Ending Dates (mm/dd/yyyy)

Begin  End

#### Commodity/Service Type (Contract & Purchase Order Only)

ALL COMMODITY GROUPS

- Show All  
 Show Grant Awards Only  
 Show Contracts Only  
 Show Purchase Orders Only

Please refine the search by providing following details if known.

#### Agency Assigned Contract ID (if known)

#### Grant Award ID (if known)

#### MFMP PO Number (if known)

By using this Search you agree to [terms and conditions](#) of the Search.

# Final Selection/FTP/FACTS

Commodity/Service Type *(Contract & Purchase Order Only)*

ALL COMMODITY GROUPS

Show All  Show Grant Awards Only  
 Show Contracts Only  Show Purchase Orders Only

Please refine the search by providing following details if known.

Agency Assigned Contract ID (if known)  
bdk75

Grant Award ID (if known)

MFMP PO Number (if known)

By using this Search you agree to [terms and conditions](#) of the Search.

Reset Search

### Results

Displaying 1 to 1 of 1 [Download Results](#)

AGENCY NAME ▲	VENDOR/GRANTOR NAME	TYPE	AGENCY CONTRACT ID	SIGNED CONTRACT ID	GRANT AWARD ID	PO NUMBER	TOTAL AMOUNT	COMMODITY/SERVICE TYPE	VIEW AUDITS
DEPARTMENT OF TRANSPORTATION	UNIVERSITY OF FLORIDA	Master Agreement	BDK75				\$16,330,008.63	<a href="#">Manufacturing technology research and development services</a>	<a href="#">View</a>

Displaying 1 to 1 of 1 [Download Results](#)

Search results may display contract amounts more than once. Agencies may be recording contracted amounts on a Contract, on a Purchase Order or on both in FACTS. The absence of information in a column indicates that the information is not applicable to that type of agreement.

# Final Selection/FTP/FACTS

## Contract Information

[Back to Search](#)

### Summary

**Agency Name:** DEPARTMENT OF TRANSPORTATION

**Agency Contract ID:** BDK75

**Long Title:** PLANNING & RESEARCH SERVICES

**Vendor Name:** UNIVERSITY OF FLORIDA

**Total Contract Amount:** \$16,330,006.63

**Total Budgetary Amount:** \$16,418,468.78

**Total Payment To Date:** \$6,227,026.32

**Date of Execution:** 04/17/2008

**General Description:** MASTER UNIVERSITY AGREEMENT

Details

Deliverables

Payments

Documents

Audits

### Main Information

**Agency Contract ID:** BDK75

**FLAIR Contract ID:** BDK75

**Short Title:** PLNRSH

**Long Title:** PLANNING & RESEARCH SERVICES

**Contract Type:** Master Agreement

**Contract Status:** Renewed

**Date of Execution:** 04/17/2008

**Date of Beginning:** 04/17/2008

**Original End Date:** 04/16/2014

**New Ending Date:**

**Agency Service Area:**

**Statutory Authority:** 334.044(7)

### Procurement Information

**Authorized Advanced Payment:** No

**Method of Procurement:** Exempt, Services or Commodities provided by Governmental Agencies [s. 287.057 (3) (f) 12, & s.287.057 (22), FS]

**State Term Contract ID:**

**Contract's Exemption Justification:** PER FS 287.057

**Agency Reference Number:**

**Business Case Study Done:** No

**Legal Challenges to Procurement:** No

### Outsourcing / Capital Improvements

**Was the Contracted Function Previously Performed by the State:** No

**Was the Contracted Function Considered for Insourcing back to the State:** No

# Final Selection/FTP/FACTS

## Contract Information

[Back to Search](#)

### Summary

Agency Name: DEPARTMENT OF TRANSPORTATION

Long Title: PLANNING & RESEARCH SERVICES

Total Contract Amount: \$16,330,006.63

Total Payment To Date: \$6,227,026.32

General Description: MASTER UNIVERSITY AGREEMENT

Agency Contract ID: BDK75

Vendor Name: UNIVERSITY OF FLORIDA

Total Budgetary Amount: \$16,418,468.78

Date of Execution: 04/17/2008

Details

Deliverables

Payments

Documents

Audits

### Contract Documents

Click on the pdf icon or Agency Document Link to view the document

DOCUMENT TYPE	DOCUMENT REFERENCE #	EXECUTED DATE	DOCUMENT ADD DATE	AGENCY DOCUMENT LINK	VIEW
Original Contract	Original Contract - BDK75	04/17/2008	8/15/2013 11:58:12 PM		
Amendment	00010000	10/08/2010	8/15/2013 11:58:15 PM		
Amendment	00020000	02/22/2011	8/15/2013 11:58:19 PM		
Amendment	00030000	02/27/2012	8/15/2013 11:58:22 PM		
Amendment	00040000	08/24/2011	8/15/2013 11:58:24 PM		
Amendment	00050000	04/03/2012	8/15/2013 11:58:26 PM		
Amendment	00060000	06/24/2010	8/15/2013 11:58:42 PM		

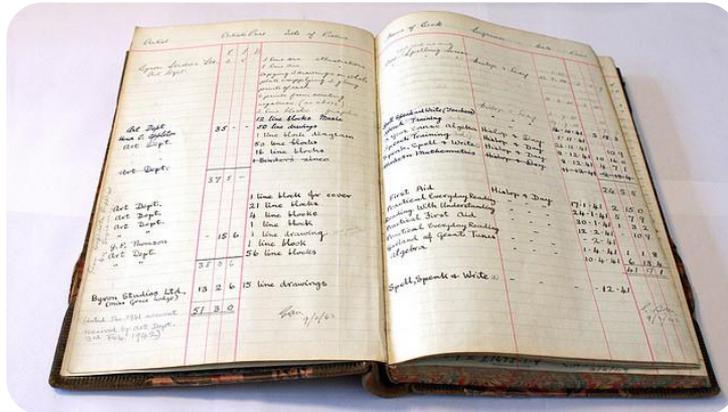


# Agenda

- Defining Procurement
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- Internet Reports
- DocuSign

# Fee Proposal

- Procurement is responsible for ensuring a detailed cost analysis has been performed, and negotiated rates are fair reasonable & competitive.



# Fee Proposal



- Navigation: Procurement Home Page → More → Negotiations → Negotiation Handbook

# Fee Proposal

- The Department will require payroll registers to confirm the accuracy of the pay rates.
- Resumes will be used to validate and confirm employee qualification.

# Fee Proposal

- In order for the Department to ensure that the rates for non-technically qualified or non-professional services firms utilized on professional services contracts are fair, reasonable and competitive, the Procurement Office will negotiate rates for these firms in accordance with one of the following methodologies:
  1. Primes shall request at least two quotes and will utilize the lowest rates. This is to be used for equipment rates, court reporters, and corrosion inspection and testing, aerial photography, and MOT.
  2. Non-technically qualified firms or non-professional services firms will submit the Simplified Self-Certification, Form No. 375-030-92. Adequate support must be provided with the form when submitted, as specified in the Form, including pay roll registers or evidence of draws. Copies of approved self-certified overhead rates for non-prequalified or non-professional services firms will be maintained by Central Office Procurement.
  3. Rates supported by competitively procured contractual services contracts where price was a factor in selection (FDOT “B” contracts), can be used. (support of best value)
  4. Procurement staff will utilize available comparable salary survey information for labor rates to negotiate a reasonable rate.

# Agenda

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# Internet Reports

Procurement Office / Professional Services Reports

## Professional Services Reports



### Professional Services Reports

[Prequalified Consultants](#)

#### **Wage Rate Averages Reports**

[Jobclass Averages](#)

[Table 6 Loaded Rates Report](#)

[Underutilized Work Groups by District](#)

[Vendor Payment History \(Department of Financial Services\)](#)

This link will provide vendors with a resource to make inquiries into payments made to them by the State of Florida. The payment information is updated each evening for current day payments.

[Other Professional Services Reports](#)

- Navigation: Procurement Home Page → More → Professional Services Reports

# Internet Reports

- List of Prequalified Consultants
- Executed and Active Contracts Report
- Wage Rate Average Report
- Geotech and Material Testing Rates report.

# Agenda

- Defining Procurement
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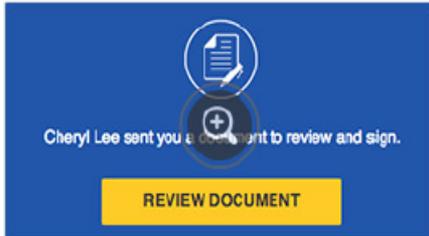
# DocuSign Features

- Conforms with requirements of Chapter 668, F.S. (Electronic Commerce Statute-Section 668.004, F.S.)
- Integrates with standard technology platforms
- Improves productivity, and streamlines signature process
- Includes Workflow Automation
- Information Security and Audit Trail
- Transactions
- Implementing Offices

# DocuSign has been implemented by the following DOTs:

- Arizona DOT
- Connecticut DOT
- Georgia DOT
- Michigan DOT
- Minnesota DOT
- Nevada DOT
- North Carolina DOT
- North Dakota DOT
- Oregon DOT
- South Carolina DOT
- Texas DOT
- Washington DOT
- Wisconsin DOT.
- In Florida, the Department of Highway Safety and Motor Vehicles (HSMV) is also deploying DocuSign.

## Simple Steps for Signing a Document (Contract) using DocuSign:



### STEP 1

#### Click the link in email

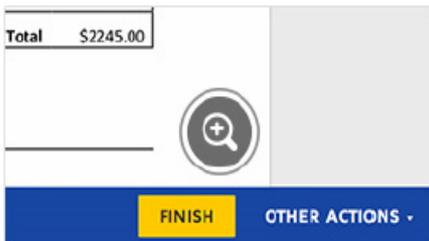
With one click, you can access the document and start the document signing process on virtually any internet-enabled device.



### STEP 2

#### Follow the DocuSign tabs

Tabs and simple instructions guide you through the signing process. Your electronic signatures are secure, legally binding, and widely accepted for most business transactions around the world.

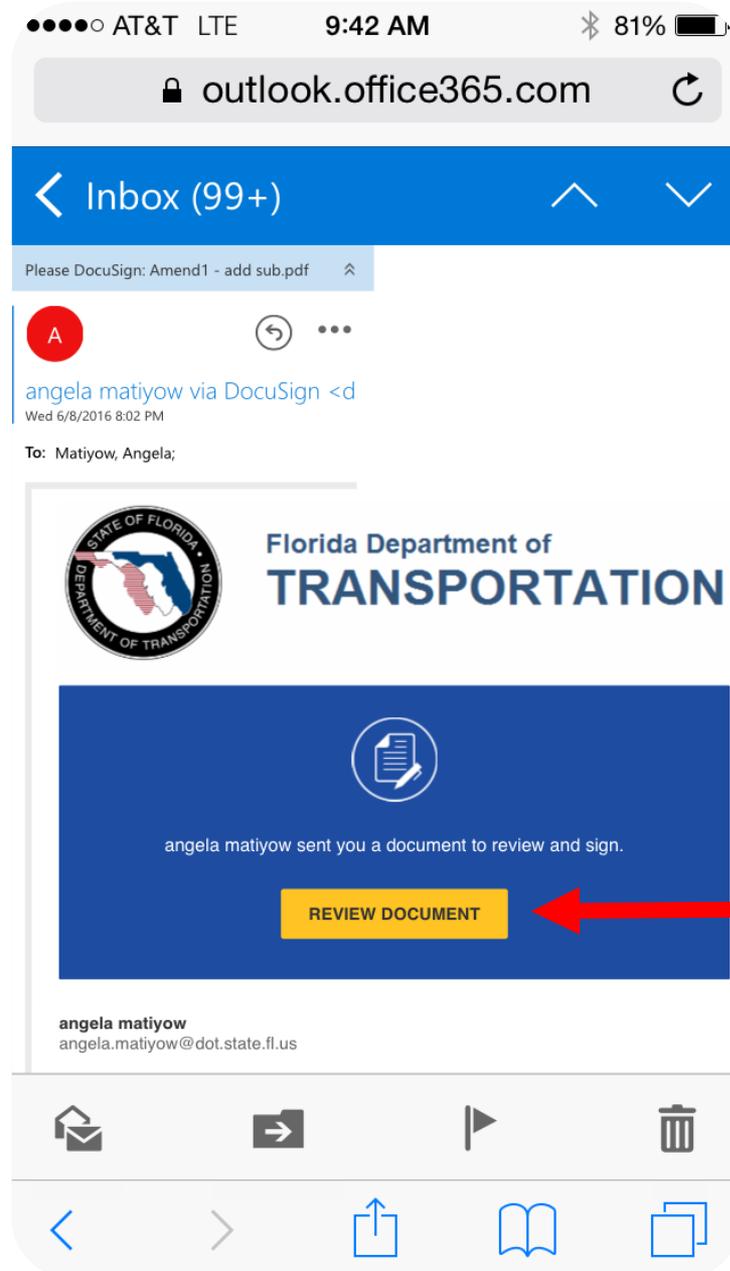


### STEP 3

#### Finish, and you're done

Once you're done signing, click Finish. That's it!

# Mobile Device





## REQUEST FOR SIGNATURE

angela matiyow of FL DOT Coopersmith  
requested your signature

**Review Document**

Skip this information in the future

[How It Works](#)

[Change Signer](#)





Tap Sign Here to sign **NEXT**

DocuSign Envelope ID: 120F9509-58D2-47F1-4A43-2A8348C80B38

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1307 - 2ND FLOOR - SUITE 2000 - WASHINGTON, DC 20004 - (202) 219-0200

FDOT Financial Management No. \_\_\_\_\_  
FEID No. F370962090-026

Professional Service Industries, Inc.

Name of Consultant

BY: *[Signature]*  
Douglas Geiger

Title: \_\_\_\_\_

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION

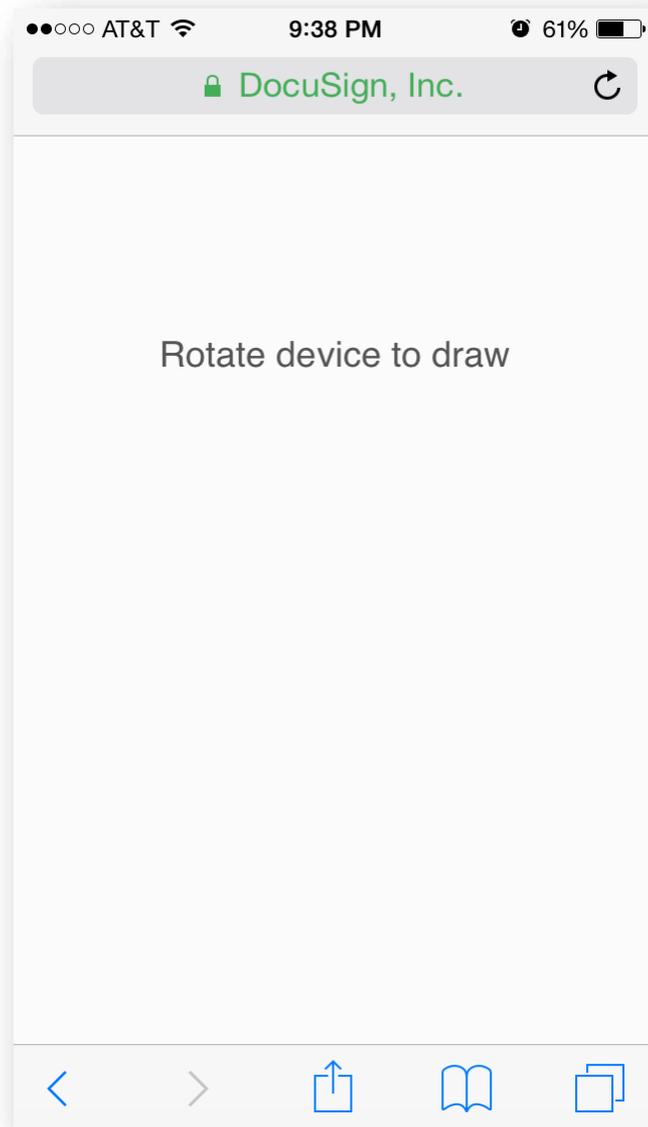
BY: **Sign**  
Brian Blanchard, P.E.  
Chief Engineer

**FOR DEPARTMENT USE ONLY**

PROCUREMENT OFFICE REVIEW:

Decompleted by: *[Signature]*  
Procurement Office





# Adopting a Signature



Select Style

Draw Your Signature

Adopt & Sign

Clear

Angela Matys



By clicking Adopt, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.



Are you finished signing?

FINISH



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1307 10th Street, Suite 1000, Washington, DC 20004 • (202) 219-0200

Contract No. 1307-10-0000  
Amendment No. 1  
FDOT Financial Management No. \_\_\_\_\_  
FEID No. F370962090-026

Professional Service Industries, Inc.

Name of Consultant

BY:

Douglas Geiger

Title: \_\_\_\_\_

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION

DocuSigned by:

Brian Blanchard, P.E.

Chief Engineer

FOR DEPARTMENT USE ONLY

PROCUREMENT OFFICE REVIEW:

DocuSigned by:

Anesha Bluffield  
Procurement Office





### FINISHED SIGNING!

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#### Password

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Recommend 168K



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 DEMONSTRATION DOCUMENT ONLY  
 PROCURED BY DOCUSIGN ONLINE SIGNING SERVICE  
 C-000141 No. 1  
 Amendment No. 1  
 FDOT Financial Management No. \_\_\_\_\_  
 FEID No. F370962090-026

State of Florida Department of Transportation  
 AMENDMENT TO  
 STANDARD PROFESSIONAL SERVICES AGREEMENT

Amendment Number : 1 Amendment Execution Date : June 1, 2016  
 Original Agreement No. : C9098  
 Original Agreement Execution Date : \_\_\_\_\_  
 Execution Date : February 4, 2011  
 Consultant Name : Professional Service Industries, Inc.  
 Consultant Address : 1748 33rd Street, Orlando, Florida 32839  
 Agreement Description : Material & Testing Services  
 Purpose of Agreement : Add Subconsultant

The terms of the original agreement referenced above are hereby amended:  
 In accordance with Section 7.A. of the Standard Professional Services Agreement Terms, Drexel University is hereby authorized to perform subconsultant services under this agreement. The subconsultants will be compensated for these services based on the rates provided in Table 6, referenced in this agreement. No multipliers will be applied to these rates. Payments for services will be based on approved time incurred during the billing period.

Table 6 of Exhibit "B", Method of Compensation, is updated as follows:

Table 6 Loaded Rates		
* No Multipliers will be added to the following rates.		
Consultant	Job Class	Hourly Rate
Drexel University	Specialist	\$ 104.85

Except as hereby modified, amended, or changed, all of the terms and conditions of said original agreement and any supplements and amendments thereto will remain in full force and effect.  
 IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed, the day and year first above written.



Close

Amend1 - add sub.pdf 1 of 2

DocuSign Envelope ID: 120F9509-58D2-47F1-AAA3-2A8346C80B38  
 DEMONSTRATION DOCUMENT ONLY  
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 C-000141 No. 1  
 Amendment No. 1  
 FDOT Financial Management No. \_\_\_\_\_  
 FEID No. F370962090-026

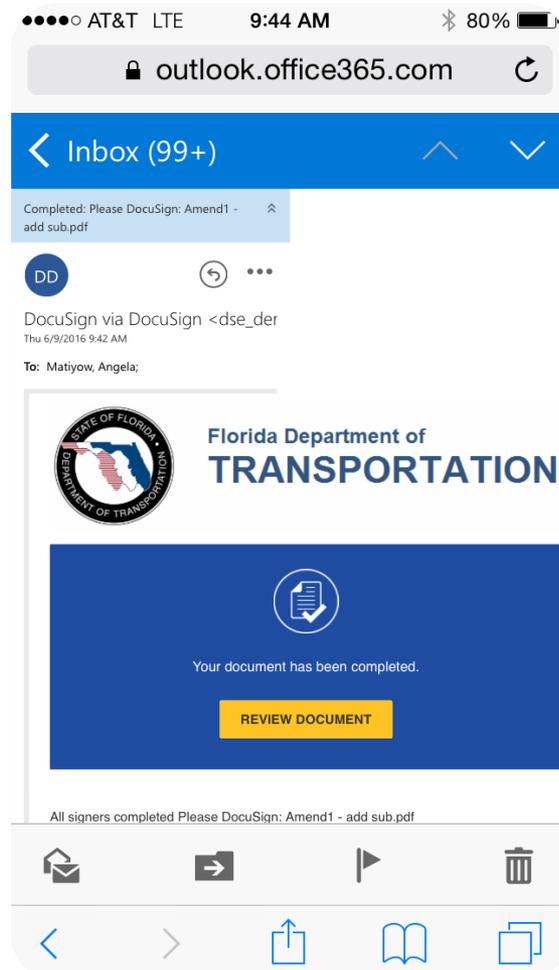
Professional Service Industries, Inc.  
 Name of Consultant  
 BY: [Signature]  
 Douglas Geiger  
 Title: \_\_\_\_\_  
 STATE OF FLORIDA  
 DEPARTMENT OF TRANSPORTATION  
 Described by:  
 BY: [Signature]  
 Brian Blanchard, P.E.  
 Chief Engineer

FOR DEPARTMENT USE ONLY

PROCUREMENT OFFICE REVIEW:  
 Described by:  
[Signature]  
 Procurement Office



# E-mail Notification that Document has been completed



# Adopting a signature part 2

Select Style  Draw Your Signature Adopt & Sign

Clear

Angela Matip 

By clicking Adopt, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

Back

## Select Style

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**Thank you for your time!**