

**CENTRAL FLORIDA EXPRESSWAY AUTHORITY
NOTICE TO PROFESSIONAL ENGINEERING CONSULTANTS
REQUEST FOR LETTERS OF INTEREST FOR
DESIGN CONSULTANT SERVICES FOR
SINGLE LINE DYNAMIC MESSAGE SIGN UPGRADE
PROJECT 599-525, CONTRACT NO. 001086**

The Central Florida Expressway Authority requires the services of a Professional Engineering Consultant in connection with design services for Single Line Dynamic Message Sign (DMS) Upgrade identified as Project No. 599-525, Contract No. 001086, in Orange County, Florida.

Shortlist consideration will be given to only those firms who are qualified pursuant to law, and as determined by the Authority, based on information provided by the firms, and who have been pre-qualified by FDOT to perform, as a minimum, the indicated Types of Work.

Firms are advised that requests made to the Engineer of Record or any of its subconsultants for project information including design documents and files are prohibited. All such requests must be made through the Authority Contact Person shown below. Any violation of this requirement will be grounds for rejection of a submittal made in response to this notice.

MAJOR TYPES OF WORK: Consultants shall be pre-qualified by FDOT in the following work groups: 6.3.1, Intelligent Transportation Systems Analysis and Design; 6.3.2, Intelligent Transportation Systems Implementation; 6.3.3, Intelligent Transportation Systems Traffic Engineering Systems Communications. Use of subconsultants to perform major types of work will not be allowed.

ADDITIONAL TYPES OF WORK REQUIRING PRE-QUALIFICATION: Consultants may use pre-qualified subconsultants for the following work groups: 4.1.1, Miscellaneous Structures; 7.1, Signing, Pavement Marking, and Channelization; 8, Survey and Mapping; 9, Soil Exploration, Material Testing and Foundations; 12, Right of Way Survey and Mapping.

DESCRIPTION: These services include the design of a systemwide upgrade for the Authority's single-line DMS, which are located above the express tolling lanes at the Authority's mainline toll plazas. The services also include an upgrade of legacy ITS cabinet enclosures and ITS field communications equipment at various toll plaza locations.

The selected firm and its subconsultant(s) shall not enter into any other contract with the Authority during the term of the contracts which would create or involve a conflict of interest with the services to be provided.

LETTERS OF INTEREST SUBMITTAL REQUIREMENTS: Consultants wishing to be considered shall submit six (6) sets of a Letter of Interest package utilizing Times New Roman font, 12 pitch, single spacing and one (1) compact disk with an electronic version in pdf format with a resolution of 300 dots per inch (dpi). The Letter of Interest shall be a maximum of five

(5) pages (8½” x 11”), excluding resumes and attachments identified below. The responses shall address the following:

1. Technical Experience – Demonstrate that the firm and any proposed subconsultants have the ability to perform the work effort required by the Authority. Submit details of specific experience for at least three (3) projects similar to those described above completed by the consultant’s Project Manager and other key project team members including the name of client contact person, telephone number, and physical address;
2. Proposed Staffing – Ability, quality, experience and cooperativeness of the proposed individuals of the firm and proposed subconsultants to perform the required services. Detailed resumes of the firm’s proposed Project Manager and other key personnel presently employed by the firm who will be assigned to the project, as well as resumes of subconsultants that may be involved in key roles, shall be provided. Resumes shall include no more than three client/owner references for all proposed personnel for the past 5 years and availability date for each individual. The firm’s Project Manager shall have at least five (5) years of experience on design contracts. Resumes do not count against the 5 page limit;
3. Project Approach - Provide a narrative describing the firm’s approach to delivering the design services. In addition to the narrative, provide a proposed project organization chart including subconsultant personnel and a matrix summarizing proposed personnel experience on similar projects including registrations/certifications. The chart and matrix do not count against the 5 page limit;
4. Location of the Firm – To receive the maximum number of points, the firm’s local office shall also serve as the firm’s corporate headquarters. Identify which situation describes the location of the firm’s corporate headquarters: 1) A local corporate headquarters serving as the local office; 2) A sub-local corporate headquarters with a local office; 3) An out of state corporate headquarters with a local office; 4) An out of state corporate headquarters with a sub-local office; 5) No offices within the state. Local is defined as within a 30-mile radius of the Authority’s Headquarters Building. Sub-local is defined as within the state of Florida, but outside a 30-mile radius of the Authority’s Headquarters Building.
5. M/WBE Utilization – Demonstrate the firm’s good faith effort to meet the participation objective for this project which is 15%. Participation equal to or exceeding 20% will receive the highest score. Firms that are submitting as the “prime” consultant and are certified M/WBEs will not be allowed to use that status to satisfy the participation requirement. Such firms are still required to propose a percentage of participation using other certified M/WBEs and will be scored based on that percentage.
6. Current and Projected Workload – Indicate ability of staff to manage a design assignment and indicate, as a percentage, the current/projected workload of current staff. Indicate the total number of firm’s professional, technical and administrative personnel by discipline, location and office responsible for administering the contract.

7. Volume of Work Previously Awarded – The firm shall submit with the Letter of Interest a list of all direct contracts of any type, both active and completed, between the Authority and the firm during the past five (5) years. The list shall have column headings showing the project name, the firm’s Project Manager, the project fees, the estimated remaining or final budget amount (exclusive of subconsultant fees associated with the project) as of the date of submittal of the Letter of Interest, the percent complete/status, and any comments relative to the project. The object of this criterion is to effect an equitable distribution of contracts among qualified firms provided such distribution does not violate the principle of selection of the most highly qualified firms. This list does not count against the 5 page limit.

Failure to submit any of the above required information may be cause for rejection of the package as non-responsive.

Each firm will also be evaluated based on past performance on Authority projects only. Items considered will include the quality of work product, whether the project was completed within negotiated fee and the ability of the Authority staff to work with the firm’s staff.

SCORING AND SHORTLISTING: The Authority’s Evaluation Committee will shortlist a minimum of three (3) firms based on its evaluation and scoring of the Letters of Interest. Past performance on Authority projects will also be considered as indicated above. Scores for each category identified above will be determined using a weighted system. Each category has been assigned a weight factor that will be multiplied by a grade to determine the score. The assigned weights to each category are as follows: Technical Experience (8); Proposed Staffing (10); Project Approach (6); Office Location (4); M/WBE Utilization (3); Current and Projected Workload (3); Volume of Work Previously Awarded (-3). Grades for each category will be between 0 and 4. Scoring of Past Performance will have a weight of 6 and a grade range between -2 and 2. If the Committee member has no knowledge of the firm or its past performance on Authority projects then the grade shall be zero.

Shortlisting of firms will be based on converting each Committee member’s Total Score into a ranking with the highest score ranked first, second highest ranked second, etc. Once converted, the Committee members’ rankings for each firm will be entered into a summary sheet. The Total Score recorded on the summary sheet will determine the ranking and shortlisting.

Shortlisted firms will proceed to the next step in the process which includes preparation and submittal of a Technical Proposal and an oral presentation. The Authority will provide the shortlisted firms with a Scope of Services for use in preparing the Technical Proposal. Each firm will be evaluated and ranked by the Authority’s Evaluation Committee based on the Technical Proposal and oral presentation. The highest ranked firm will be presented to the Authority Board for approval and authorization to negotiate fees and expenses.

CODE OF ETHICS: All consultants selected to work with the Authority are required to comply with the Authority’s Code of Ethics, a copy of which may be viewed on the Authority’s web site at www.CFXway.com.

EQUAL OPPORTUNITY STATEMENT: The Central Florida Expressway Authority, in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, hereby notifies all firms and individuals that it will require affirmative efforts be made to ensure participation by minorities.

MINORITY/WOMEN/DISADVANTAGED BUSINESS ENTERPRISE

PARTICIPATION: Minority/Women/Disadvantaged Business Enterprises will not be discriminated against on the basis of race, color, sex, or national origin in consideration for qualification or an award by the Authority. The Authority has established a 15% participation objective for M/WBE firms for each project.

NON-SOLICITATION PROVISION: From the first date of publication of this notice, no person may contact any Authority Board Member, Officer or Employee or any evaluation committee member, with respect to this notice or the services to be provided. All such requests for information shall be made to the Authority Contact Person indicated below. Refer to the lobbying guidelines of the Authority for further information regarding this Non-Solicitation Provision.

LETTER OF INTEREST RESPONSE DEADLINE:

February 9, 2015, 1:30 p.m., Orlando local time

AUTHORITY CONTACT PERSON:

Mr. Robert Johnson
Manager of Procurement
Telephone: (407) 690-5372

LETTER OF INTEREST RESPONSE ADDRESS:

Central Florida Expressway Authority
4974 ORL Tower Road
Orlando, FL 32807

Re: Design Consultant Services for Single Line Dynamic Message Sign Upgrade
Project No. 599-525, Contract No. 001086

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Claude Miller
Director of Procurement