

**NOTICE TO PROFESSIONAL ENGINEERING CONSULTANTS
REQUEST FOR LETTERS OF INTEREST FOR
CONSTRUCTION ENGINEERING AND INSPECTION (CEI) SERVICES FOR
INTELLIGENT TRANSPORTATION SYSTEMS (ITS) PROJECTS
CONTRACT NO. 001158**

The Central Florida Expressway Authority (CFX) requires the services of a Professional Engineering Consultant to provide CEI services required by CFX for various ITS construction projects in Orange County, Florida.

The selected consultant shall provide a resource pool of qualified professional, technical and administrative personnel, in the required numbers and at the required times, to assure that services and responsibilities assigned are effectively and efficiently carried out. These services will be provided on an as-needed, per project basis as directed by the Authority.

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

The selected firm shall not enter into any other contract with CFX during the term of the contract which would create or involve a conflict of interest with the services to be provided. Neither shall the selected firm have been involved in any part of the design of any project for which these CEI services may be required.

MAJOR TYPES OF WORK: Consultants shall be prequalified by FDOT in the following types of work: Groups 10.1, Roadway Construction CEI and 10.4, Minor Bridge and Miscellaneous Structures CEI. All subconsultants shall be pre-qualified by FDOT in Work Group 10.1, Roadway CEI. Provide copies of FDOT certifications in the work groups identified above and Florida Department of Professional Regulation registration for prime consultant and subconsultants.

ADDITIONAL TYPES OF WORK REQUIRING PRE-QUALIFICATION: None

DESCRIPTION: The work consists of providing CEI services for CFX construction projects with an emphasis on ITS projects.

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 has the ability to perform the work effort required by CFX. Submit details of specific experience for at least three (3) projects

similar to those described above completed by the consultant's Resident/Sr. Project Engineer, Project Administrator, Sr. Inspector for ITS work, 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 to perform the required services. Detailed resumes of the firm's proposed Resident/Sr. Project Engineer, Project Administrator, Sr. Inspector for ITS work and other key personnel presently employed by the firm who will be assigned to the project 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 Resident/Sr. Project Engineer, Project Administrator, or Sr. Inspector shall have at least five (5) years of experience on CEI contracts that have involved significant Intelligent Transportation Systems (ITS) construction including Data Collection Sensors (DCS), Traffic Monitoring Station (TMS), Front Access Dynamic Message Signs (FDMS), Walk-in Dynamic Message Signs, Close Circuit Television (CCTV), Wrong Way Driving System (WWDS), Fiber Optic Network (FON) and ITS infrastructure. Resumes do not count against the 5 page limit;

3. Project Approach - Provide a narrative describing the firm's approach to delivering the CEI services for an ITS project. In addition to the narrative, provide a proposed project organization chart including 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 CFX Headquarters Building. Sub-local is defined as within the state of Florida, but outside a 30-mile radius of the CFX Headquarters Building.

5. Current and Projected Workload – Indicate ability of staff to manage a CEI ITS 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.

6. 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 CFX and the firm during the past five (5) years. The list shall have column headings showing the project name, the firm's Resident Engineer/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 CFX projects only. Items considered will include the quality of work product, whether the project was completed within negotiated fee and the ability of CFX staff to work with the firm's staff.

Due to the limited opportunity for the use of subconsultants, CFX will not require an objective for D/M/WBE participation. However, proposers are strongly encouraged to identify and secure D/M/WBE participation through the purchase of goods and/or services ancillary to the scope of services.

SCORING AND SHORTLISTING: The CFX Evaluation Committee will evaluate and score the Letters of Interest. Past performance on CFX 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 (10); Proposed Staffing (10); Project Approach (10); Office Location (4); 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 CFX projects then the grade shall be zero.

Final ranking 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 final ranking. The highest ranked firm will be presented to the CFX Board for approval and award of the contract.

CODE OF ETHICS: All consultants selected to work with CFX are required to comply with the CFX Code of Ethics, a copy of which may be viewed on the CFX 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.

DISADVANTAGED/MINORITY/WOMEN/ BUSINESS ENTERPRISE PARTICIPATION: Disadvantaged/Minority/Women/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.

NON-SOLICITATION PROVISION: From the first date of publication of this notice, no person may contact any CFX 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 CFX Contact Person indicated below. Refer to the lobbying guidelines of CFX for further information regarding this Non-Solicitation Provision.

LETTER OF INTEREST RESPONSE DEADLINE:

October 26, 2015, 1:30 p.m., Orlando local time

CFX 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: CEI Services for ITS Projects
Contract No. 001158

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Claude Miller
Director of Procurement