

**CENTRAL FLORIDA EXPRESSWAY AUTHORITY
NOTICE TO PROFESSIONAL ENGINEERING CONSULTANTS
REQUEST FOR LETTERS OF INTEREST FOR
GENERAL ENGINEERING CONSULTANT SERVICES
CONTRACT NO. 001145**

The Central Florida Expressway Authority (CFX) requires the services of a Professional Engineering Consultant to serve as its General Engineering Consultant (GEC) for Contract No. 001145, in Orange County, Florida.

Shortlist consideration will be given to only those firms who are qualified pursuant to law, and as determined by the CFX, 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.

Interested firms are advised that on or about January 24, 2016, CFX will be soliciting Letters of Interest from qualified firms to serve as CFX's Intelligent Transportation Systems (ITS) Consultant. The firm selected as the GEC will not be eligible for consideration as the ITS Consultant.

MAJOR TYPES OF WORK: Consultant shall be pre-qualified by FDOT in the following work groups: 2, Project Development and Environmental (PD&E) Studies; 3.3, Controlled Access Highway Design; 4.1.1, Miscellaneous Structures; 4.1.2, Minor Bridge Design; 4.2.2, Major Bridge Design – Steel; 6.1, Traffic Engineering Studies; 7.1, Signing, Pavement Marking, and Channelization; 7.2, Lighting; 7.3, Signalization; 11, Engineering Contract Administration and Management; 13.4, Systems Planning, 13.5, Subarea/Corridor Planning. Use of subconsultants to perform major types of work will not be allowed.

ADDITIONAL TYPES OF WORK REQUIRING PRE-QUALIFICATION: Consultant may use pre-qualified subconsultants for the following work groups: 6.2, Traffic Signal Timing; 8.1, Control Surveying, 8.2, Design, Right-of-Way & Construction Surveying, 8.4, Right-of-Way Mapping; 9.1, Soil Exploration; 9.2, Geotechnical Classification Lab Testing; 9.4.1, Standard Foundation Studies; 13.3, Policy Planning; 13.6, Land Planning/Engineering; 13.7, Transportation Statistics; 14, Architect; 15, Landscape Architect; 21, Acquisition, Negotiation, Closing and Order of Taking; 24, Acquisition Relocation Assistance; 25, Right-of-Way Clearing and Leasing.

ADDITIONAL EXPERIENCE REQUIREMENTS: Consultant shall also have experience in the following: preparation of Consulting Engineer's Reports for bond sales, support of bond covenants for municipal bonds, toll facility design, toll collection support, maintenance inspection and reporting for expressway systems, pavement management analysis and reporting.

DESCRIPTION: The services to be provided by the selected consultant will include General Engineering Consultant services relating to the development and implementation of CFX's Five-Year Work Plan. These services include, but are not limited to:

- Program management includes staff support of the Five-Year Work Plan such as preparation of cost estimates and schedules in support of the Work Plan and preparation of exhibits, maps and presentations for meetings and briefings;
- Bond financing support services including preparation of the Annual Report to bond holders, Annual Inspection Report, and Engineer's Report for bond sales;
- General or long range planning including project development activities;
- Project management including managing, planning, PD&E, architectural and design consultants, plans processing and plans review;
- Right-of-way support services including managing right-of-way consultants in the areas of appraisal, review appraisals, and right-of-way acquisition;
- Coordinating environmental permits and utility activities;
- Providing contractual services support in the areas of negotiations, contract development and contract administration;
- Other miscellaneous services as requested by CFX.

The selected firm will be required to provide sufficient local staff, as determined by CFX, in the Orlando area to support each activity and the associated program area for a minimum of five (5) years, with potential renewal for an additional five 1 years periods. During the contract term and any renewals, the selected firm and its subconsultant(s) shall not enter into any other contract with CFX 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 CFX. Submit details of specific experience for at least three (3) projects similar to those described above completed by the consultant's Program 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 Program 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 Program Manager shall have at least ten (10) years of progressive experience in a GEC program, with a minimum of three (3) years of such experience in a management role. Resumes do not count against the 5 page limit;

3. Project Approach - Provide a narrative describing the firm's approach to delivering the required 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 CFX's Headquarters Building. Sub-local is defined as within the state of Florida, but outside a 30-mile radius of CFX's Headquarters Building.

5. M/WBE Utilization – Demonstrate the firm's good faith effort to meet the participation objective for this project which is 5%. Participation equal to or exceeding 10% 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 provide the required services 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 CFX 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 CFX projects only. Items considered will include the quality of work product, whether the project was completed within negotiated fee and the ability of the CFX staff to work with the firm's staff.

SCORING AND SHORTLISTING: CFX'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 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 (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. CFX 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 CFX's Technical Review Committee based on the Technical Proposal and oral presentation. 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 CFX's 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.

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. CFX has established a 5% participation objective for M/WBE firms for this project. Participation equal to or exceeding 10% will receive the highest score.

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 the Authority for further information regarding this Non-Solicitation Provision.

LETTER OF INTEREST RESPONSE DEADLINE:

November 23, 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: General Engineering Consultant Services
Contract No. 001145

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Claude Miller
Director of Procurement