

**CENTRAL FLORIDA EXPRESSWAY AUTHORITY  
NOTICE TO PROFESSIONAL ENGINEERING CONSULTANTS  
MISCELLANEOUS DESIGN CONSULTANT SERVICES  
CONTRACT NO. 001161 (SSBE)**

The Central Florida Expressway Authority (CFX) requires the services of a Professional Engineering Consultant to provide miscellaneous design services on an as-needed basis for minor projects including preparation of concepts, plans and specifications for various roadway projects, bridge projects, toll plaza projects and other minor assignments related to the design, construction, operation and maintenance of the expressway system as identified by CFX.

The contract for these services has been reserved for local professional firms (located in Orange County, Seminole County, Lake County or Osceola County) that are currently registered with CFX in its Small Sustainable Business Enterprise (SSBE) program. Letters of interest will only be considered and accepted from firms that are registered with CFX as an SSBE firm at the time of submittal and who meet the prequalification requirements described below. For information about becoming registered, interested parties are invited to visit CFX's web site at <https://www.cfxway.com/DoingBusinessWithUs/BusinessDevelopment.aspx>. The cutoff for receipt of applications for registration is November 30, 2015. Additionally, selection consideration will be given to only those firms who are qualified pursuant to law and who have been pre-qualified by FDOT to perform the indicated Major Types of Work.

Firms are advised that information requests made with regard to this notice must be made through the CFX Contact Person shown below. Any violation of this requirement will be grounds for rejection of a submittal made in response to this notice.

**MAJOR TYPE OF WORK:** 3.1, Minor Highway Design

**ADDITIONAL TYPES OF WORK REQUIRED:** Consultants may use pre-qualified subconsultants for the following work groups: 3.2, Major Highway Design; 4.1.1, Miscellaneous Structures; 4.1.2, Minor Bridge Design; 6.1, Traffic Engineering Studies; 6.2, Traffic Signal Timing; 6.3.1, Intelligent Transportation Systems Analysis and Design; 7.1, Signing, Pavement Marking and Channelization; 7.2, Lighting; 7.3, Signalization; 8.1, Control Surveying; 9.1, Soil Exploration; 9.2, Geotechnical Classification Lab Testing; 9.4.1, Standard Foundation Studies; 14, Architect; 15, Landscape Architect.

**DESCRIPTION:** The services to be performed under this contract will include miscellaneous design services on an as-needed basis for minor projects including preparation of concepts, plans and specifications for various roadway projects, bridge projects, toll plaza projects and other minor assignments related to the design, construction, operation and maintenance of the expressway system as identified by CFX. Specific elements may include (but are not limited to): roadway, bridge and toll plaza design, surveying, drainage evaluation, lighting, signalization, signing and pavement markings, maintenance of traffic, utility design and coordination, intelligent transportation systems, facility roofing, mechanical, electrical and plumbing, geotechnical analysis, landscape design, environmental services, miscellaneous structures and other tasks and associated activities as requested by CFX.

The selected firm and its subconsultant(s) 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.

**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 – Details of specific experience for at least five (5) minor design projects that involve limited access highway construction, completed by the prime consultant 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. Resumes of the consultant's proposed Project Manager and other key personnel presently employed by the consultant and subconsultants who will be working to deliver the services. The Project Manager shall have a minimum of three (3) years of specific experience in minor highway design. Resumes do not count against the five (5) page limit;
3. Project Approach - Provide a narrative describing the firm’s approach to delivering the services. In addition to the narrative, provide a proposed project organization chart including subconsultant personnel and a matrix summarizing proposed personnel experience on similar minor projects. The chart and matrix do not count against the five (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. D/M/WBE Utilization – Demonstrate the firm’s good faith effort to meet the participation objective for this project which is 15%. Firms that are submitting as the “prime” consultant and are certified D/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 D/M/WBEs and will be scored based on that percentage. As part of this section, the Consultant shall submit a copy of the confirmation of registration from CFX in the SSBE program. Submittals that do not include the confirmation may be rejected as non-responsive. Certificates of confirmation for D/M/WBE’s and SSBE’s do not count against the five (5) page limit.

6. Current and Projected Workload – Provide the current and projected availability of the proposed key staff to perform the services. For the firm and key subconsultants, indicate the total number of professional, technical and administrative personnel by discipline and office location.

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 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 five (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.

**SCORING AND SELECTION:** CFX's Evaluation Committee will score and rank the Letters of Interest. 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 (3); Location of Firm (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 4 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.

Selection of a firm 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. The highest ranked firm will be presented to the CFX Board for approval and authorization to negotiate a 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 CFX's web site at [www.cfxway.com](http://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 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 CFX. CFX has established a 15% participation objective for M/WBE firms for each project. **ENTERPRISE**

**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:**

December 2, 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: Miscellaneous Design Consultant Services (SSBE)  
Contract No. 001161

**CENTRAL FLORIDA EXPRESSWAY AUTHORITY**

Claude Miller  
Director of Procurement