

**NOTICE TO PROFESSIONAL CONSULTANTS
REQUEST FOR LETTERS OF INTEREST FOR
GENERAL TRAFFIC AND EARNINGS CONSULTANT
CONTRACT NO. 001300**

The Central Florida Expressway Authority (CFX) requires the services of a Professional Consultant to serve as CFX's General Traffic and Earnings Consultant.

Shortlist consideration will be given to only those firms who: are qualified pursuant to law; have a national reputation for skill and experience in such work; have experience and familiarity with modeling and forecasting in the Orlando urban area as determined by CFX based on information provided by the firms; have unlimited pre-qualification by FDOT in the Major Types of Work indicated below; have an office housing its Project Manager and key modeling staff physically located within a 30-mile radius of CFX's Headquarters Building.

MAJOR TYPES OF WORK: Group 13.4, System Planning, and Group 13.5, Subarea/Corridor Planning.

Attach a copy of the Notice of Qualification issued by the FDOT showing current qualifications in the Types of Work specified above for both the Consultant and all proposed subconsultants. Notice of Qualification do not count against the 5 page limit.

DESCRIPTION: Consultant services are required to provide general traffic and earnings/revenue on a continuing basis for financial planning on CFX system of toll roads including any extensions, expansion projects or candidate projects. The work to be performed by the selected consultant includes, but is not necessarily limited to: data collection and analysis, traffic forecasting, impact analysis, evaluation of alternative toll rate structures, cost analysis, revenue projections, and financial/economic feasibility studies as assigned.

CONFLICT OF INTEREST: If selected, the firm and its subconsultant(s) shall not enter into any other contract with CFX during the term of this 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. Cover Letter – Overview of the firm's capabilities and interest in the project including the firm's point of contact name, email address, phone number, and the firm's mailing address. The cover letter do not count against the 5 page limit;
2. Technical Experience – Demonstrate that the firm and any proposed subconsultants have the ability to perform the work effort required by CFX. Consultant shall indicate its experience and familiarity with computerized traffic modeling and forecasting in the Orlando urban area; describe its experience in applying Florida Urban Transportation Model Structure to development of urban, regional and corridor travel demand models; describe its overall computer modeling capability, including equipment, personnel, and training; describe and list experience in preparing Traffic and Revenue reports for bonded highway projects; describe experience in preparing traffic projections

for design of roadway projects. Consultant shall submit details of the most significant projects (maximum of 5) performed in the last five years that are similar in scope to that of this Project. Consultant shall indicate the scope of work, date(s) services were provided, and the name and telephone number of the principal client contact;

2. Proposed Staffing – Ability, quality, experience, location 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 specifically designated and 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. The firm’s Project Manager shall have at least five (5) years of experience administering similar types of consultant contracts. Other key personnel shall have a minimum of three (3) years’ of specific experience. 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. 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.
6. Current and Projected Workload – Indicate ability of staff to manage a traffic and earnings project 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 CFX staff to work with the firm's staff.

SCORING AND SHORTLISTING: CFX's Evaluation Committee may 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); Location of Firm (3); D/M/WBE Utilization (3); Current and Projected Workload (3); Volume of Work Previously Awarded (-2). 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.

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. No changes shall be made in the personnel proposed in the Letter of Interest for the Project Manager and the "key" personnel specifically designated and presently employed by the firm without the written approval of CFX. The request for approval shall include the reason for the change and a resume of the proposed replacement. 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. The highest ranked firm will be presented to the CFX Board for approval and authorization to negotiate fees and expenses.

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.

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 CFX. CFX has established a 15% participation objective for D/M/WBE firms for each project.

INSPECTOR GENERAL: By submission of a Letter of Interest, the Consultant understands and shall comply with subsection 20.055(5) Florida Statutes.

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 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:

May 31, 2017 1:30 p.m., Orlando local time

CFX CONTACT PERSON:

Ms. Aneth Williams
Director of Procurement
Telephone: (407) 690-5365

LETTER OF INTEREST RESPONSE ADDRESS:

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

Re: General Traffic and Earnings Consultant Services
Contract No. 001300

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Aneth Williams
Director of Procurement