

**NOTICE TO PROFESSIONAL CONSULTANTS  
REQUEST FOR LETTERS OF INTEREST FOR  
CONCEPT, FEASIBILITY & MOBILITY STUDIES  
OF THE NORTHEAST CONNECTOR EXPRESSWAY EXTENSION  
PROJECT NO. 599-215, CONTRACT NO. 001209**

The Central Florida Expressway Authority (CFX) requires the services of a Professional Consultant to perform general transportation planning including a sub area or corridor analysis to identify the need to expand existing corridors and/or construct new corridors as described in the CFX's Visioning + 2040 Master Plan. Specifically, Corridor "I" expanded north to the intersection of SR 50 and SR 520 will be the basis of this study. The work to be performed by the selected Consultant may include, but not necessarily limited to: data collection and analysis, needs analysis, corridor identification and concept development, community and environmental impact analysis, potential utility impacts, evaluation of alternative corridors/concepts, evaluation of alternative interchange locations and concepts, determination of potential fatal flaws, design traffic, cost estimates, agency or group coordination, reporting and documentation. A Draft Scope of Services is attached to this Request for Letters of Interest.

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 Major Types of Work.

**MAJOR TYPES OF WORK:** As a minimum, the Consultant shall be prequalified by FDOT in the following work type: 2.0 Project Development and Environmental Studies.

**ADDITIONAL TYPES OF WORK REQUIRED:** The Consultant shall also be FDOT prequalified on its own or through FDOT pre-qualified subconsultant(s), in the following work type: 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.

**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. Submit details of specific experience for at least three (3) projects similar to those described above completed by the firm’s Project Manager and other key project team members including the name of client contact person, telephone number, and physical address;
3. 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 on project conception projects. Resumes do not count against the 5 page limit;
4. 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;
5. 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.
6. D/M/WBE Utilization – Demonstrate the firm’s good faith effort to meet the participation objective for this project which is 20%. 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.
7. Current and Projected Workload – Indicate ability of staff to manage a project conception 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.
8. 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 and an oral presentation. 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 and oral presentation. The highest ranked firms 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](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.

**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 20% 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 23, 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: Concept, Feasibility & Mobility Studies of the  
Northeast Connector Expressway Extension  
Project No. 599-215, Contract No. 001209

**CENTRAL FLORIDA EXPRESSWAY AUTHORITY**

Aneth Williams  
Director of Procurement