

**NOTICE TO PROFESSIONAL ENGINEERING CONSULTANTS  
REQUEST FOR LETTERS OF INTEREST FOR  
CFX OWNER'S REPRESENTATIVE FOR  
I-4/SR 408 ULTIMATE INTERCHANGE AND THE COORDINATION FOR THE PLANNED  
BRIGHTLINE CONSTRUCTION ALONG SR 528  
CONTRACT NO. 001399R, PROJECT NOS. 408-312B AND 528-915**

The Central Florida Expressway Authority (CFX) requires the services of a Professional Engineering Consultant to serve as CFX's authorized Owner's Representative.

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 Types of Work.

Firms are advised that requests made to the Engineer of Record or any of its subconsultants for project information including design documents and files are prohibited. All such requests 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 TYPES OF WORK:** As a minimum, the consultant shall be prequalified by FDOT in the following types of work: Group 10.1, Roadway Construction CEI.

**DESCRIPTION:** The services to be provided under this contract will include coordination and direct liaison between CFX and FDOT, contractors, and general consultants in relation to the I-4/SR 408 Ultimate Interchange and the coordination for the planned Brightline construction along SR 528.

**DISADVANTAGED/MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION:** CFX notifies all proposers and individuals that it encourages small, minority and women owned businesses to have full opportunity to submit proposals in response to this notice and proposers will not be discriminated against on the basis of sex, race, color, national origin, religion or disability, or other protected status.

**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 the CFX Contact Person indicated below. Refer to the lobbying guidelines of CFX on the CFX website for further information regarding this Non-Solicitation Provision.

**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 does not count against the 5 page limit;

2. **Certification of No Conflict of Interest** - the firm shall acknowledge and declare that neither the firm and its subconsultant(s), and any of their employees: (1) have a pending lawsuit against CFX; (2) are currently retained as an expert witness or consultant in any pending lawsuit, administrative proceeding, or other adversarial proceeding against CFX; (3) are currently retained as an expert witness or consultant in anticipation of any foreseeable or imminent civil, criminal, or administrative proceeding against CFX; (4) have a relationship that would reasonably be deemed or construed as a conflict of interest with CFX. If selected, the firm and its subconsultant(s), and all of their employees, during the term of this contract: (1) shall not enter into any other contract with another person or entity which would create a conflict of interest; (2) shall not act as an expert witness or consultant in any lawsuit, civil, criminal, administrative proceeding, or other adversarial proceeding against CFX. The certification statement does not count against the 5 page limit;
3. **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 Lead Project Engineer and other key project team members including the name of client contact person, telephone number, and physical address;
4. **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 staffing 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 Lead Project Engineer shall have at least five (5) years of experience on Owner’s Representative contracts. Resumes do not count against the 5 page limit;
5. **Project Approach** - Provide a narrative describing the firm’s approach to delivering the Owner’s Representative 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;
6. **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.
7. **Current and Projected Workload** – In graph/chart form indicate ability of staff to manage an Owner’s Representative 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.
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

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 affect 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.

A firm and its subconsultant(s), and any of their employees, found to have conflicts of interest with CFX during the solicitation process and prior to CFX Board action may have their LOI submission rejected from further participation in the solicitation process and ineligible for consideration for CFX Board award.

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 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); Location of Firm (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.

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 Lead Project Engineer or any proposed staff employed by the firm or subconsultants 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 together with a set of preliminary construction plans. Each firm will be evaluated and ranked by CFX's Technical Review Committee based on the Technical Proposal and oral presentation/interview. The highest ranked firm will be presented to the CFX Board for approval and authorization to negotiate fees and expenses.

**CONFLICT IN CONTRACTUAL OBLIGATIONS:** The selected firm and its subconsultant(s) shall not enter into any other contract with CFX during the term of the contracts which would create or involve a conflict of interest with the services to be provided.

**CODE OF ETHICS:** All consultants selected to work with CFX are required to comply with the 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.

**CFX PROTEST PROCEDURE:** Any person who is adversely affected by: (i) the requirements or scope of services contained in this LOI, (ii) a notice of an intent to award or CFX action making the selection at a public meeting of the CFX Board, or (iii) an outcome of Pre-Award meeting and who wants to protest the requirements or scope of services, the intent to award decision, an outcome of a Pre-Award meeting, or selection decision must comply with the proper procedures in the Central Florida Expressway Authority's Policy for Resolution of Protests, Policy: PROC 3.1, which is available for review upon request at the CFX Office, 4974 ORL Tower Road, Orlando, Florida. Failure to comply with Policy: PROC 3.1 shall constitute a waiver of any protest proceedings. A protest bond in the amount of \$5,000.00 will be required to protest the LOI package and the requirements of the Scope of Services. A protest bond in the amount of \$5,000.00, or 1% of the lowest proposal submitted, whichever is greater, will be required to protest a Notice of Intent to Award, or the CFX Board's selection determination. No protest bond is required to protest an outcome of a Pre-Award meeting.

**LETTER OF INTEREST RESPONSE DEADLINE:**

April 05, 2018 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: Owner's Representative Services for  
I-4/SR 408 Ultimate Interchange and the Coordination for the Planned Brightline Construction  
along SR 528.  
Project Nos. 408-312B and 528-915; Contract No. 001399R

**CENTRAL FLORIDA EXPRESSWAY AUTHORITY**

Aneth Williams  
Director of Procurement