

**NOTICE TO PROFESSIONAL ENGINEERING CONSULTANTS
REQUEST FOR LETTERS OF INTEREST FOR
MISCELLANEOUS CONSTRUCTION ENGINEERING AND INSPECTION (CEI)
SERVICES
CONTRACT NO. 000976**

The Orlando-Orange County Expressway Authority requires the services of a Professional Engineering Consultant to provide miscellaneous CEI services required by the Authority for Contract No. 000976 in Orange County, Florida. The Authority has a core staff of CEI management personnel and is seeking a firm who will provide support personnel on an as-needed, per project basis. Support personnel required by the Authority may include, but are not necessarily limited to, Resident/Sr. Project Engineer, Project Administrator, Contract Support Specialist, Senior Inspector, Inspector, Asphalt Plant Inspector, Inspector's Aide, Survey Party Chief Instrument Man, Rod Man/Chain Man, Environmental Specialist, Casting Yard Engineer, Senior ITS Inspector, ITS Inspector.

The selected consultant shall provide a resource pool of qualified professional, technical and administrative personnel, in the required numbers and at the required times, to assure that services and responsibilities assigned under the Scope of Services are effectively and efficiently carried out. It is anticipated that CEI services will be required for roadway, bridge, toll plaza construction and intelligent transportation systems projects. These services will be provided on an as-needed, per project basis as directed by the Authority.

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

MAJOR TYPES OF WORK: As a minimum, the consultant shall be prequalified by FDOT in the following types of work: Groups 10.1, Roadway Construction CEI; 10.4, Minor Bridge and Miscellaneous Structures CEI. The consultant shall also be prequalified, on its own or through FDOT-approved subconsultants, in the following work type: 10.3, Construction Materials Inspection.

DESCRIPTION: The work consists of providing CEI services for a variety of Authority projects including, but not necessarily limited to, roadway and bridge construction, landscaping construction, fence construction, signing construction, roadway lighting construction, drainage modifications/construction, utility construction, ITS system construction and toll facility renovations/modifications/construction.

The selected firm and its subconsultant(s) shall not enter into any other contract with the Authority during the term of the contracts 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 the Authority. Submit details of specific experience for at least three (3) projects similar to those described above completed by the consultant’s Resident/Sr. Project Engineer, Project Administrator, 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 Resident/Sr. Project Engineer, Project Engineer, 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 Resident/Sr. Project Engineer shall have at least five (5) years of experience on CEI contracts. Resumes do not count against the 5 page limit;
3. Project Approach - Provide a narrative describing the firm’s approach to delivering the CEI 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 the Authority’s Headquarters Building. Sub-local is defined as within the state of Florida, but outside a 30-mile radius of the Authority’s Headquarters Building.
5. M/WBE Utilization – Demonstrate the firm’s good faith effort to meet the participation objective for this project which is 15%. Participation equal to or exceeding 20% 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 manage a CEI 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.

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 the Authority 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 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 Authority projects only. Items considered will include the quality of work product, whether the project was completed within negotiated fee and the ability of the Authority staff to work with the firm’s staff.

SCORING AND SHORTLISTING: The Authority’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 Authority 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); 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 an interview with the Evaluation Committee. The scores from the interviews will be added to the scores for the Letters of Interest and the highest ranked firm will be presented to the Authority Board for approval and award of the contract.

CODE OF ETHICS: All consultants selected to work with the Authority are required to comply with the Authority’s Code of Ethics, a copy of which may be viewed on the Authority’s web site at www.ocea.com.

CONFLICT OF INTEREST: If selected, the consultant, during the term of its agreement with the Authority, will not be eligible to pursue any advertised construction engineering and inspection projects of the Authority as either a prime or subconsultant where the consultant participated in the design of the projects. Subconsultants are also ineligible to pursue construction engineering and inspection projects where they participated in the design of the projects.

EQUAL OPPORTUNITY STATEMENT: The Orlando-Orange County 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. The Authority has established a 15% participation objective for M/WBE firms for each project.

NON-SOLICITATION PROVISION: From the first date of publication of this notice, no person may contact any Authority 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 Authority 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:

August 23, 2013, 1:30 p.m., Orlando local time

AUTHORITY CONTACT PERSON:

Mr. Robert Johnson
Manager of Procurement
Telephone: (407) 690-5372

LETTER OF INTEREST RESPONSE ADDRESS:

Orlando-Orange County Expressway Authority
4974 ORL Tower Road
Orlando, FL 32807

Re: Miscellaneous CEI Services - Contract No. 000976

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY

Claude Miller
Director of Procurement