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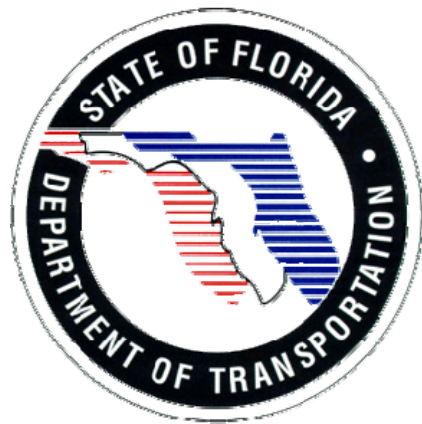
## REVISIONS TO PROCEDURES FOR SELECTING CONTRACTORS AND MANAGING DESIGN-BUILD PROJECTS FOR DISTRICT ONE

The original procedures manual was created in June 2007. Any revisions to this document have been listed below. Click on any revision below to view the page in the procedure for which the revision corresponds.

### **List of Revisions:**

1. Revised August 2, 2007 - Page 16 of 132, Section VI. Bid Price Opening and Beyond, B, 1, the first bullet was revised from “The responsible party for managing the review process” to “The responsible *office* for managing the review process (*CCEI or GC*)”
2. Revised February 14, 2008 - Page 16 of 132, Section VI. Bid Price Opening and Beyond, Paragraph 3 was added and states “*A Public Meeting shall be held a minimum of five working days after the public opening of the Technical Scores and Price Proposals. The Selection Committee will determine at that time which Design Build Firm will be Awarded the project.*”

**PROCEDURES FOR SELECTING CONTRACTORS  
AND MANAGING DESIGN-BUILD PROJECTS  
FOR DISTRICT ONE**



**Prepared by District One  
General Consultant**

**Revised February 14, 2008**

## CONTENTS

I.	DEFINITIONS _____	1
II.	INITIAL PROJECT INFORMATION _____	3
III.	PREPARATION OF RFP PACKAGE _____	9
IV.	SCOPE MEETING _____	11
V.	RECEIVING TECHNICAL PROPOSALS _____	12
VI.	BID PRICE OPENING AND BEYOND _____	12
VII.	MAJOR MILESTONES IN A DESIGN BUILD PROJECT _____	14
VIII.	FLOW CHARTS _____	15

APPENDIX A: Work Program Information

APPENDIX B: Environmental Determination Worksheet

APPENDIX C: Right of Way Certification

APPENDIX D: Project Schedule

APPENDIX E: Advertisement

APPENDIX F: Longlist Evaluation Forms

APPENDIX G: Longlist Summary Sheet and Longlist Meeting Information

APPENDIX H: Firm Evaluation Spreadsheet

APPENDIX I: Documents for Scope Meeting

APPENDIX J: Addendums

APPENDIX K: Technical Proposal Fact Sheets

APPENDIX L: Technical Proposal Review Questions and Design Build Firm Responses

APPENDIX M: Technical Proposal Evaluation Summary Sheet Package

APPENDIX N: Bid Proposal Evaluation Spreadsheet

APPENDIX O: Submittal Tracker

APPENDIX P: Plans Review Memo

## **PROCEDURES FOR SELECTING CONTRACTORS AND MANAGING DESIGN-BUILD PROJECTS FOR DISTRICT ONE**

This document is intended to assist in development of a Design-Build Project and to be used in conjunction with the State Construction Office website and Design-Build Guidelines. (<http://www.dot.state.fl.us/construction/DesignBuild/Design-Build.htm>) District One's preference for Design Build Projects is the Adjusted Score Design Build (ASDB) alternate. However, another type of Design Build option can be used if it meets the District and project goals.

### ***I. DEFINITIONS***

**1.1 Adjusted Score Design-Build (ASDB):** A Design Build project where the contract award is based on the lowest adjusted score, which is determined by dividing the bid price proposal by the technical proposal score to get an adjusted score.

**1.2 Advertisement:** The announcement that contains project information, type of work to be performed, selection procedures, type of response requested, prequalification requirements, special notes, response procedures, project budget amounts, stipend amounts, and tentative dates for project activities. The standard advertisement method for the Professional Services Unit is an Internet advertisement. Additionally, the Department may utilize other forms of communication to announce the advertisement of the project.

**1.3 Bid Proposal:** A package containing the technical proposal and a separately sealed bid price proposal submitted by each Design-Build Firm for the project.

**1.4 Contracting Unit:** The unit in each District that has been given the responsibility of procuring Design-Build contracts. The Professional Services Unit (PSU) is the Contracting Office in District One.

**1.5 Consultant Construction Engineering Inspection Firm (CCEI):** The firm contracted for administration of the Design Build Project.

**1.6 Contractors Past Performance Rating (CPPR):** The rating system used by FDOT for Construction Contracts.

**1.7 Design-Build:** Combining the design and construction phases of a project into a single contract.

**1.8 Design-Build Firm:** Also known as Design-Build team, the Design Build Firm is any company, firm, partnership, corporation, association, joint venture, or other legal entity permitted by law to practice engineering, architecture and construction contracting, as appropriate. The entity may include a construction contractor as the primary party with the design professional as the secondary party or vice versa. The contractor or design professional cannot team with other partners to submit more than one bid per project. The secondary party (i.e., designer or contractor) on a Design-Build team cannot change after the award without the written approval of the Department. Consultant firms that have been contracted by the Department to develop the Request for Proposal on a Design-Build project shall not be allowed to compete as a proposing Design-Build Firm.

**1.9 Design and Construction Criteria Package:** The design and construction requirements that clearly define the criteria essential to ensure a project is designed and constructed in accordance with Department Standards and criteria. The Department will provide all Right of Way services required to construct the proposed improvements. This package is part of the Request for Proposal.

**1.10 Design Project Manager (DPM):** The Florida Department of Transportation Design representative.

**1.11 General Consultant (GC) Project Manager:** The GC representative responsible for facilitating and assisting the FDOT in the acquisition of a Design Build Firm to complete a project.

**1.12 Federal-Aid Oversight:** Applies to the Design and Construction of all Federal-Aid Highway and Intelligent Transportation System (ITS) projects except new or reconstruction projects on the Interstate Highway System with a cost estimate less than one (1) million dollars.

**1.13 Letter of Interest (LOI):** The process that establishes criteria for evaluating interested Design-Build Firms during the short-listing process. The criteria required for the Letters of Interest is stated in the advertisement. Firms desiring to submit bid proposals on Design-Build projects must submit a Letter of Interest setting forth the qualifications of the members of the Firm and providing any other information required by the announcement of the project. (Not applicable on low-bid offering.)

**1.14 Non-Responsive:** Any LOI that does not meet the criteria identified in the short-listing process or any proposal that does not comply with the criteria defined in the Request for Proposal.

**1.15 Operations Center Construction Project Manager:** The local Operations Center Construction Project Manager (CPM) who will administer the Design Build Project during construction.

**1.16 OSHA Violations:** The number of Occupational Safety & Health Administration violations that has been charged to the Contractor over the past five years.

**1.17 Request for Proposal (RFP):** One of several contract documents between the Design Build Firm and the FDOT. The package is provided to the short-listed Design-Build Firms in the adjusted score Design-Build method and to those Design-Build Firms requesting an RFP in the low bid Design-Build method. Federal Highway Administration (FHWA) approval of the RFP is required on FHWA oversight projects prior to authorization and the release of the RFP to short-listed Firms. The RFP must clearly define all functions and responsibilities required of the Firm.

**1.18 Right of Way (R/W):** The FDOT Office responsible for the acquisition of property required for the project and certifying that all the proposed improvements can be built within these limits.

**1.19 Safety Modifier:** The number that is issued to a Contractor, by the insurance industry, and it is used to determine rates. A lower number indicates the Contractor is safety conscious and will run a potentially safer project.

**1.20 Selection Committee:** Committee that reviews the long-list and chooses Firms that will be asked to submit proposals, thus creating the short-list. After the Technical Review Committee evaluates the technical proposals, the Bids are opened and the lowest adjusted score is determined, the Selection Committee makes the final selection.

The Selection Committee in District One, at a minimum, is comprised of the District Secretary (who will serve as Chairperson), the appropriate Director, and the appropriate Office Head. (or person appointed by the District Secretary) A representative from the Professional Services Unit will be a non-voting member and will serve as Recording Secretary at all meetings. Each member of the Committee may appoint a qualified management level alternate as needed.

**1.21 Senate Bill 86:** A method of payment in which FDOT can pay Permitting Agencies for potential impacts to the environment caused by project improvements.

**1.22 Technical Review Committee (TRC):** A committee that develops the long-list from the Letters of Interest received on ASDB projects and evaluates the technical proposals of the short-listed Firms.

The TRC is comprised of the Operations Center Construction Project Manager, District Construction Engineer or designee, District Design Engineer or designee, or the DPM, and others as agreed upon by the preceding identified members. The District Secretary, or his or her representative, may also appoint members to the committee. There shall be a minimum of three members on the TRC. It is essential that the TRC be involved in the development of the Design and Construction Criteria Package for success of the project.

The TRC for bridge projects should include the District Structures Design Engineer. Category II bridges shall also include the State Structures Engineer or designee.

For ITS Projects, the TRC shall include the District Traffic Operations Engineer or designee who will serve as the Design Project Manager (DPM).

**1.23 WPA:** The Department's Work Program Administration system.

**1.24 Work Program Federal Aid Coordinator:** The person in the Work Program Office who is responsible for coordination of all Federal Aid funded projects.

## ***II. INITIAL PROJECT INFORMATION***

### **A. General**

In District One, the GC Project Manager will facilitate and assist the Construction Office, Design Office, Traffic Operations Office, Bridge Office, Maintenance Office, Planning and Environmental Management Office (PLEMO) and Professional Services Unit (PSU) in the acquisition of a Design Build Project/Firm and construction of the project.

Before the acquisition takes place, the project will need to be identified in the Work Program, or in the Production Report, and the Federal Project Identification Number (FPID) assigned. The assigned GC Project Manager will print out the work program sheets for the project limits and general project information to determine the office that

programmed the project, the Design PM, funding sources for the project and Letting Fiscal Year. In the Financial Management System, Screen WP01 gives general project information and Screen WP04 gives the funding categories for the project (See Appendix A). If the project is federally funded, the assigned GC Project Manager will be required to obtain approval of the RFP from the FHWA representative as well as a Federally Authorized Project (FAP) Number through the Work Program Federal Aid Coordinator in the District. The RFP shall be approved by FWHA prior to the RFP being distributed.

**B. Work Program**

1. Stipends are paid on Adjusted Score Design-Build (ASDB) projects only when the Department intends to compensate the unsuccessful short-listed firms for submitting a proposal. If the proposal is determined to be responsive by the Technical Review Committee (TRC) on ASDB projects, the unsuccessful short-listed firms may receive compensation, as a lump sum, for their efforts in preparing a proposal. Three Stipends are generally placed on a project but more could be used if required

Stipends— For the unsuccessful short-listed firms, under the same work program item/segment as the construction phase, the amount to be paid as a stipend will be programmed in WPA as Phase 32-XX (32-01, 02 and 03). Federal funds may be used to compensate the short-listed firms.

<b>GUIDELINES FOR ESTIMATING STIPEND AMOUNTS FOR DESIGN BUILD PROJECTS</b>			
<b>Contract Value</b>	<b>Complex Urban and Rehabilitation</b>	<b>New Construction Projects</b>	<b>Range of Stipend</b>
<\$5M	0.0050 * Estimate	0.0040 * Estimate	\$15K - \$25K
\$5M - \$20M	0.0030 * Estimate	0.0025 * Estimate	\$15K - \$60K
\$20M - \$50M	0.0020 * Estimate	0.0018 * Estimate	\$36K - \$100K
\$50M - \$100M	0.0015 * Estimate	0.0012 * Estimate	\$60K - \$150K
>\$100M	0.0012 * Estimate	0.0010 * Estimate	\$100K +

Note: Estimate only, actual stipend could vary based on nature of work.

Examples:

- A \$4M rehabilitation project would have a recommended stipend of \$4,000,000 (0.0050) = \$ 20,000.
- A \$30M complex urban project would have a recommended stipend of \$30,000,000 (0.0020) = \$ 60,000.
- A \$175M new bridge project would have a recommended stipend of \$175,000,000 (0.0010) = \$175,000.

2. The Construction Cost Estimate is programmed in Work Program Administration (WPA) as Phase 52 which includes, but is not limited to, design, permit, and construction costs for the project. The Phase 52 cost will require a construction

estimate on which other costs are calculated. A Preliminary Cost Estimate includes the following: Design, Geotech, Permit and other necessary costs. The following Table is a recommendation on how to estimate the Preliminary Engineering costs:

Construction Cost Dollar Range	(PE) Percent of Construction Cost
\$0 - \$1,000,000	20%
\$1,000,000 - \$5,000,000	15%
\$5,000,000+	10%

Geotechnical Costs (on bridge projects) will be included in the Preliminary Estimate. This cost will vary with how much Geotechnical work was completed before hand by FDOT. (Consult with the District Materials and Geotechnical Engineer for project details.)

(Range = 0 - 5% of Construction Cost)

The cost of Permits will also be included in the Preliminary Cost Estimate. (Check with Permits office for a more project specific cost estimate or if it has been programmed in the Senate Bill.)

Right-of-Way will not be included in the Preliminary Cost Estimate because the R/W Section will purchase any additional R/W before the project is advertised.

Phase 52 is programmed using a total of the Construction Cost Estimate, Preliminary Cost Estimate and other incidental costs as determined by project needs.

3. The CEI cost will be programmed in WPA as Phase 62 and will be provided by the District Construction Office CEI Manager on Design-Build Contracts.

The GC Project Manager will review the project funding for all phases and prepare recommended Work Program revisions with concurrence from the Programming Office and District Construction Office. (See Appendix A)

### C. Project Scoping

1. The District Construction Office and Design PM will be contacted by the GC Project Manager to determine the Technical Review Committee (TRC) required for the project. Typically, the TRC may be composed of three (3) to five (5) members. However, fewer than five members is not recommended. The most suitable members are listed below:

- Design Project Manager (DPM)
- Operations Center Construction Project Manager (PM)
- District Construction Office Representative
- Two (2) additional FDOT project members as necessary for the project.
- Local governmental agency if required. (Note: Local governmental agency participation shall only occur after discussion and justification with the District Construction Engineer. For ITS projects, it is acceptable for local agencies to participate as technical advisors but not graders in order to maintain a manageable number of TRC members.)



2. The GC Project Manager will initiate the RFP process by scheduling a Kick Off Meeting with the TRC to provide input for preparation of the RFP. The meeting should identify all plans, reports, and other documents as required by the project.
3. The GC Project Manager will prepare an Environmental Determination Worksheet (See Appendix B) and submit for approval at the time of the Kick Off Meeting. If a Preliminary Design & Engineering (PD&E) study was performed, the GC Project Manager will obtain the documents for commitments. If a PD&E Study was not performed, the Environmental Determination will advise what type of document will be required for the project. The Environmental Determination must be obtained before Advertisement of the project.
4. The GC Project Manager will request Right-of-Way Certification (See Appendix C) and will coordinate with the Design PM to determine if existing right of way will satisfy the project needs. If additional right of way is required, the GC Project Manager will coordinate with the Design PM and Right of Way Office for resolution. R/W Certification should be submitted after the Kick Off Meeting and must be obtained before Advertisement of the project.
5. The GC Project Manager will coordinate with the Utility Office to determine if Utility Design Build Agreements will be required.
6. The GC Project Manager will prepare the DRAFT project schedule to meet FDOT goals. The schedule is not inclusive of all meetings required to process a Design-Build Project, but instead it provides dates for major milestones in the process. The GC Project Manager will send a copy of the schedule to all team members assisting in the RFP development and will also submit it to the Design PM, District Construction and PSU for concurrence.

Once the schedule has been approved and concurred with, it shall be sent to the Production Manager for loading into the scheduling system, with copies to the TRC and PSU. The FINAL Schedule (See Appendix D) cannot be approved until the Letting Plan for the Fiscal Year has been set by the Production Manager. The schedule will need to be updated by the GC Project Manager based on the Letting Plan revisions.

7. The GC Project Manager will prepare a DRAFT Advertisement (See Appendix E) for review by the Design PM and District Construction Office. Once comments have been received and incorporated, it will be forwarded to PSU for the actual advertisement placement. PSU will format the final Advertisement for submission to the Professional Services Information System so that it appears within the Florida Department of Transportation Advertisement Website.
  - a. The advertisement will include, as a minimum the following:
    - Project Name and type of work to be performed.
    - Description of work including the County the project is located in, begin and end locations and other information as necessary.
    - Financial Management Number (s)
    - Selection Procedure: Adjusted Score Type or Low Bid Type

- Response Requested: Technical Proposal or Bid Proposal
  - Prequalification Requirements:
    - Contractor Team Member: Major Work Group (s)
    - Professional Team Member Qualified under Rule 14-75 Work Class (es)
  - Address Technical Questions To: Include Name of Contact, phone number or email
  - Special Notes (If applicable) These notes could include any special requirements of the Contractor or Designers to assist in evaluating the Team for the proposed work. Examples may include any Technical Qualifications desired beyond the Work Groups such as ITS experience, special bridge construction etc.
  - Response Procedure: Include site where the RFP (if available) can be viewed, response due date, time, and the number of pages the Letter of Interest is limited to.
  - Date for responding to the Advertisement, who it will be submitted to, and the number of copies of the Letters of Interest required.
  - Project Budget Amount
  - Stipend Amount
  - Tentative dates and times of selection meetings for the project
    - Advertisement Date** : DDMONYEAR
    - Response Due Date** : DDMONYEAR
    - Planned Pre-Bid Meeting Date** : DDMONYEAR **Time:**AM OR PM
    - Planned Bids Due Date** : DDMONYEAR **Time:**AM OR PM
    - Planned Bid Opening Date** : DDMONYEAR **Time:**AM OR PM
    - Planned Tech. Rev. Cmte Meeting:** DDMONYEAR **Time:**AM OR PM
    - Planned Final Sel. Meeting Date:** DDMONYEAR **Time:**AM OR PM
    - **Bid Opening Date/Time/Location**  
**The Bids will be opened on** DDMONYEAR at **Time:**AM OR PM at Florida Department of Transportation, District One, 801 North Broadway Ave, Bartow, Polk County, Fl.
- b. The GC Project Manager will determine the contractor classes of work that will be needed to construct the project. See Rule 14-22, Florida Statutes, Section 337.11(7), for the work classes to be identified. Generally no more than two (2) classes of work are provided. These should be reviewed and be approved by the Design PM and the District Construction Office prior to submittal to PSU. See the following link for Work Classes .  
<http://www.dot.state.fl.us/cc%2Dadmin/PQ/PQWkClassesII.pdf> or in Appendix E.
- c. The GC Project Manager will determine the professional requirements from Rule 14-75, *Qualification of Professional Work Groups*, Florida Statutes, Section 287.055. The Work Groups should be limited to the major work groups required to perform the work and they should be reviewed and be approved by the Design PM and the District Construction Office prior to submittal to the PSU. For work group descriptions please see <http://www.dot.state.fl.us/procurement/pdf/rule%2014-75.pdf> or <http://infonet.dot.state.fl.us/facchapter14/ch14-075.htm>

#### **D. Preparation of Longlist Evaluation Package**

1. Three Letters of Interest (LOI's) or more should be received by PSU to proceed with the Design-Build process. If there are less than three, PSU will have to request and receive approval from the Central Office to move forward with the Project. The GC

Project Manager will obtain the LOI's from PSU for preparation of Longlist Evaluation Packages and will distribute to the TRC for their review and use in the Longlist Evaluation Meeting. Longlist Evaluation Forms (See Appendix F) will be prepared by the GC Project Manager.

2. A Longlist Summary Sheet (See Appendix G) will be prepared by the GC Project Manager and distributed to the TRC for use in the Longlist Evaluation Meeting. Professional Work Group Grades will be needed from PSU for the work groups listed in the Advertisement. Contractor grades (CPPR) can be obtained from the State Construction Office website [http://tlhost01/sas/cgi/broker?\\_SERVICE=default&\\_PROGRAM=CONWEB.IRGRAD11.SAS](http://tlhost01/sas/cgi/broker?_SERVICE=default&_PROGRAM=CONWEB.IRGRAD11.SAS) which can be viewed through the FDOT Intranet site. The State or District Construction Office shall provide contractor time and cost performance results for inclusion in the longlist summary spreadsheet. Also, the Safety Modifier and OSHA violations from the LOI's shall be included.

The Longlist Summary Package will consist of the Longlist Summary Sheet and Evaluation sheets for each Design Build Firm (See Appendix G). The GC Project Manager will prepare the Packages and distribute electronically to the TRC and PSU.

3. The GC Project Manager will coordinate with PSU to schedule and facilitate the Longlist Evaluation Meeting, usually within 5 days of receipt of LOI's. The Longlist Evaluation Scores from the Technical Review Committee will be submitted back to the GC Project Manager to finalize the Firm Evaluation Spreadsheet (See Appendix H). The Longlist Evaluation Forms must be signed and dated by each individual of the TRC.
4. The GC Project Manager will complete the Longlist Package consisting of the signed Evaluation Forms and the LOI Spreadsheet, for submittal to PSU for the Shortlist meeting. A copy of this package should be sent to the TRC. See attached example of a final Firm Evaluation Spreadsheet in Appendix H.
5. Once the Design-Build Firms have been shortlisted, the RFP is ready for distribution to the firms for their review prior to the Scope Meeting. The GC Project Manager will forward the RFP to PSU for distribution. However, if the project is federally funded, the RFP must also be approved by the FHWA representative before distribution. PSU will need written approval from FHWA prior to releasing the RFP to the Design Build Firms. The GC Project Manager will provide a FHWA approval to PSU, if required. PSU will release the RFP to the Design Build Firms and advise them of the Scope Meeting date. The TRC and the GC Project Manager will be copied on the correspondence.

#### **E. Authorization and Encumbrance Activities**

1. The GC Project Manager will request authorization of the RFP if the project is federally funded. A Federal Aid Number must also be requested through the District Federal Aid Office.
2. FHWA must approve the RFP in writing and the District Federal Aid Coordinator must provide authorization of the project before releasing the RFP to the Design-Build

Firms. The GC Project Manager will coordinate with the FHWA Representative and Federal Aid Coordinator to get these approvals.

### **III. PREPARATION OF RFP PACKAGE**

- A.** The GC Project Manager will obtain the current RFP Generic Design-Build Scope from the FDOT State Construction Office website.
- B.** The GC Project Manager will schedule the Project Kick-off Meeting with the TRC and other offices as necessary, to determine project objectives, schedule, and evaluation criteria.
- C.** After the Project Kick-off Meeting, the GC Project Manager will begin writing the RFP for the project. The topics to be covered in the RFP will include:
  - 1. Purpose of the Project
  - 2. Schedule of Events
  - 3. Warranty
  - 4. Areas of work, i.e., roadway, signing and marking, lighting, signals, traffic control plans, environmental requirements, permits (If acquired by FDOT), geotechnical, structures, etc.
  - 5. CEI will be contracted separately and provided by the Department. The selection of the CEI will be managed by PSU with the participation by the District Construction CEI Manager.
  - 6. Special areas that may need to be included if they are related: public information meeting, hazardous contamination, permitting conditions, structure limitations, right-of-way issues, adjacent project coordination, etc.
  - 7. A list of items that FDOT will provide: right-of-way, CEI services, contract administration, bridge numbers, permits, existing information, and documents (prepare a listing of such).
  - 8. The GC Project Manager will coordinate with the District EEO Office to determine the percentage requirements for DBE.
  - 9. Verify that the RFP Escalation write up conforms to the District One preference. If not, then replace this write up in the boiler plate RFP.
  - 10. ITS Projects will require a thorough review of the RFP and documents relating to the functional requirements, minimum technical requirements and conceptual drawings to eliminate any contradictions in the documents for testing. Testing requirements shall be given detailed emphasis in the documents. The Design Build Firm proposals shall be required to include a test plan for determination of level of experience and networking knowledge.
  - 11. Areas that have requirements to be submitted, documents that need to be approved or require concurrence with by the FDOT, include :

- a. Roadway Typical Section
- b. Pavement Design
- c. Project Limits
- d. Identify permits acquired by the Department and whether the Design-Build Firm can use existing permits and modify them or whether they have to acquire their own. All permit fees associated with the acquisition of environmental permits will be the responsibility of the Design Build Firm. This will include but not be limited to activities (including mitigation) costs associated with any wetland and/or wildlife related permit, commitments, requirements, understandings, or agreements throughout the life of the project.

In addition to the storm water and mitigation permits, the RFP shall state the responsibility of Design Build Firm to acquire other permits that may be required for the project. If a building is required by the project, this will include all fees required to obtain a Certificate of Occupancy for the building. These fees may include but not be limited to impact fees, local ordinance fees, connection fees for utilities, inspection fees and other fees required of the local governmental agency or state agency. If a building is involved in the project, then a Special Provision, SP0070201b, Permits Procured by Contractor, will need to be included in the Specifications.

- e. Structures and what type may not be used, the type of walls that may be used, and documentation for miscellaneous items in the proposal.
- f. Submittal of review documents and time frames of reviews.
- g. All other areas that will require information including field office requirements, specific testing requirements, signal timings responsibilities, DRB requirement etc.
- h. Specifications section will require insertion of the following information into the Division One Boiler Plate prior to the Scope Meeting. In Section **2-4 Examination of Plans, Specifications, Special Provisions and Site of Work**; insert Felipe Alvarez, 863 519 2610 and in Section **7-16 Wage Rates for Federal-Aid Projects**, insert the applicable Wage Rates if a Federal Funded Project. If it is not Federally Funded, then insert N/A. See the following for work types and counties: <http://www.dot.state.fl.us/construction/wage2.htm>

**(NOTE to RFP developer:** If the project is Federally Funded, place a note in the Specifications section stating that this project has Federal Funds and all pertinent Specifications shall be included in the Specifications Package. In the RFP, add language that a Preliminary Specification Package will be required to be submitted in the Technical Proposal. In the Evaluation Criteria under Design, add a bullet, Specification Package.)

- 12. Grading criteria for the proposal
- 13. Technical Proposal submittal criteria

14. Bid Price submittal criteria
15. Schedule of Values for the Project or Design-Build Bid Proposal, which must include:
  - a. Project description
  - b. Lump sum price in dollars and written section for the price
  - c. Total Lump Sum Price with contingency
  - d. Footnote about contingency
16. The GC Project Manager will facilitate the development and approval of the RFP with the assistance of the TRC and other Offices involved with the project.

#### ***IV. SCOPE MEETING***

The RFP has been developed and approved by the TRC and FHWA, if necessary. The RFP has also been sent to PSU for distribution to the Design Build Firms. The GC Project Manager will prepare sets of project related information which will include all plans, reports, right of way maps, and other documents that can be furnished to the Design Build Firms for development of their Technical Proposals and use on the project after the Bid has been awarded.

A set of all the information obtained will be required for each Design Build Firm, PSU, the GC Project Manager and each TRC member. Typically there are 10 sets required for each project but this may vary based on needs by other FDOT Offices or FHWA. This number will be determined by the GC Project Manager prior to the release of the RFP.

PSU will conduct the Scope Meeting. All of the TRC members should be in attendance at the Scope Meeting to provide input into the project or respond to questions asked during the meeting. The GC's role will be to provide a detailed list of the documents to be furnished to the DBF's (See Appendix I), explain the project purpose, highlight major elements of the RFP, assist in answering questions asked during the meeting and prepare questions or clarifications from the meeting for an Addendum, if necessary. All Addendums (See Appendix J) will be prepared by the GC Project Manager through coordination with the TRC and forwarded to PSU for review and final processing. The Design Build Firms, the TRC and the assigned GC Project Manager will receive an email notification of the delivery of the Addendum to the Design Build Firms. If PSU does not copy the TRC, then the GC Project Manager will forward the notification to the TRC.

## ***V. RECEIVING TECHNICAL PROPOSALS***

- A.** The RFP Schedule of Events states the date for receipt of the Technical Proposals unless a revision is required due to unforeseen circumstances. The GC Project Manager will get the Technical Proposals from PSU and distribute them to the TRC for their review using a Transmittal Memo. The GC will retain one copy for review of the Technical Proposals in their files.
- B.** The GC Project Manager will prepare a Technical Proposal Fact Sheet (See Appendix K) for use by the TRC in their review and evaluation of the Technical Proposals.
- C.** The schedule will show a meeting for development of questions to be used in the oral interviews, if applicable. The GC Project Manager will schedule the meeting time and place and notify the TRC and PSU. The TRC shall submit general and individual Design Build Firm questions to the GC Project Manager prior to the meeting for consolidation. The Questions Meeting shall finalize the list of questions that will be sent to the Firms for responses. The GC Project Manager will also facilitate the Questions Meeting and submit final questions to PSU for distribution with a copy to the TRC (See Appendix L).
- D.** PSU will send the questions from the TRC to the Design-Build Firms for responses and will state the date and time they are due back to FDOT. Once the responses have been received, PSU will distribute them to the GC Project Manager and to the TRC for use in the Oral Interview.
- E.** All members of the TRC should be in attendance at the Oral Interviews along with PSU, the GC and other Offices, as necessary. The GC Project Manager will attend and may be asked to lead the handling of the questions and assist by interpreting the scope if questions arise. PSU will facilitate the Oral Interviews.
- F.** PSU will prepare and distribute the Technical Proposal Evaluation Summary Sheet Package (See Appendix M) to the TRC for use in the final scoring of the Proposals at the Bid Opening. The TRC will finalize their Technical Proposal Evaluation Summary Sheet Package for submission to PSU at the Bid Opening, as scheduled in the RFP. The Technical Proposals, Questions and Responses shall be the basis of their evaluations as outlined in the RFP, Evaluation Criteria section.

## ***VI. BID PRICE OPENING AND BEYOND***

The personnel required to attend the Bid Opening are PSU, TRC members, Design Build Firms, and the GC. The Bid Opening is a Public Meeting and as such, anyone may attend.

PSU will facilitate the Bid Opening for the project. At the Bid Opening, the TRC must sign, date and read out their scores before turning them in to PSU for the project files. The GC will assist in recording the Final Scores of the TRC and recording the Bid Prices into a Bid Proposal Evaluation Spreadsheet (See Appendix N). The spreadsheet shows the apparent low adjusted score and winner of the project. Once the Scores and Bids have been recorded, the FDOT will then review the Adjusted Scores and Award the Project based on the RFP.

A Public Meeting shall be held a minimum of five working days after the public opening of the Technical Scores and Price Proposals. The Selection Committee will determine at that time which Design Build Firm will be Awarded the project.

A. Once the Project has been Awarded and the Contract is executed, the Construction Office has full authority of the Project. All questions, meetings and other issues that may arise after the project has been awarded will be directed to and/or coordinated by the Operations Center Project Manager or designee for further handling. All meetings will be set up by the Operations Center Project Manager or designee. The District Construction Office and the GC Project Manager should be notified of each meeting held and will attend as necessary.

B. The Review Process of the Plans, Documentation, Specifications and Shop Drawings for the Project are as follows:

1. The Construction PM will schedule a meeting with the selected CCEI and the GC Project Manager to develop the review process for the project. Attendees of this meeting should include the District Construction Office, the local Construction Engineering Manager and others as necessary. This meeting will determine the following:

- The responsible office for managing the review process (CCEI or GC)
- How submittals will be processed
- Who the reviewers will be on the project
- The number of required copies for a submittal of plans or other documents
- The number of days allowed for review time
- The processing of documents and plans when they have been approved or are ready for stamping 'Release for Construction'.

The CPM may schedule a subsequent meeting with all reviewers to go over the submittal and review process for the project.

2. The GC Project Manager will support the CPM as necessary or as requested by the CPM or designee on all design issues. The GC Project Manager will also attend the NTP Meeting to assist in answering questions or issues brought up by the Design Build Firm.

3. The responsible office will set up a filing system and copy others as necessary. A tracking spreadsheet will also be developed to track submittals and approvals for the project (See Appendix O).

4. Upon submission and approval of all comments, responses and changes of Final Plans, Specifications and/or other documents, the responsible office will notify the Operations Center Construction PM, the CEI, the Design Build Firm, the GC and other reviewers of the approval. The Design Build Firm may submit the signed and sealed Final Plans, Specifications and/or other documents to the Operations Center Construction PM to be stamped with the following: 'Released for Construction', date of approval and signature of the person approving the plans. **(Note to RFP developer: Revise RFP for this direction regarding final plans approval.)** A copy of the stamped plans and all revisions will be sent to the District Construction Office for their files and the GC for the District Office file copy.



5. Request for Information (RFI's) will be handled through the CEI. The GC, will request input from the Design PM and assist in developing answers to questions related to Design issues with any RFI's for the project. The Operations Center PM and District Construction Office will lead in answering questions related to construction issues.

## ***VII. MAJOR MILESTONES IN A DESIGN BUILD PROJECT***

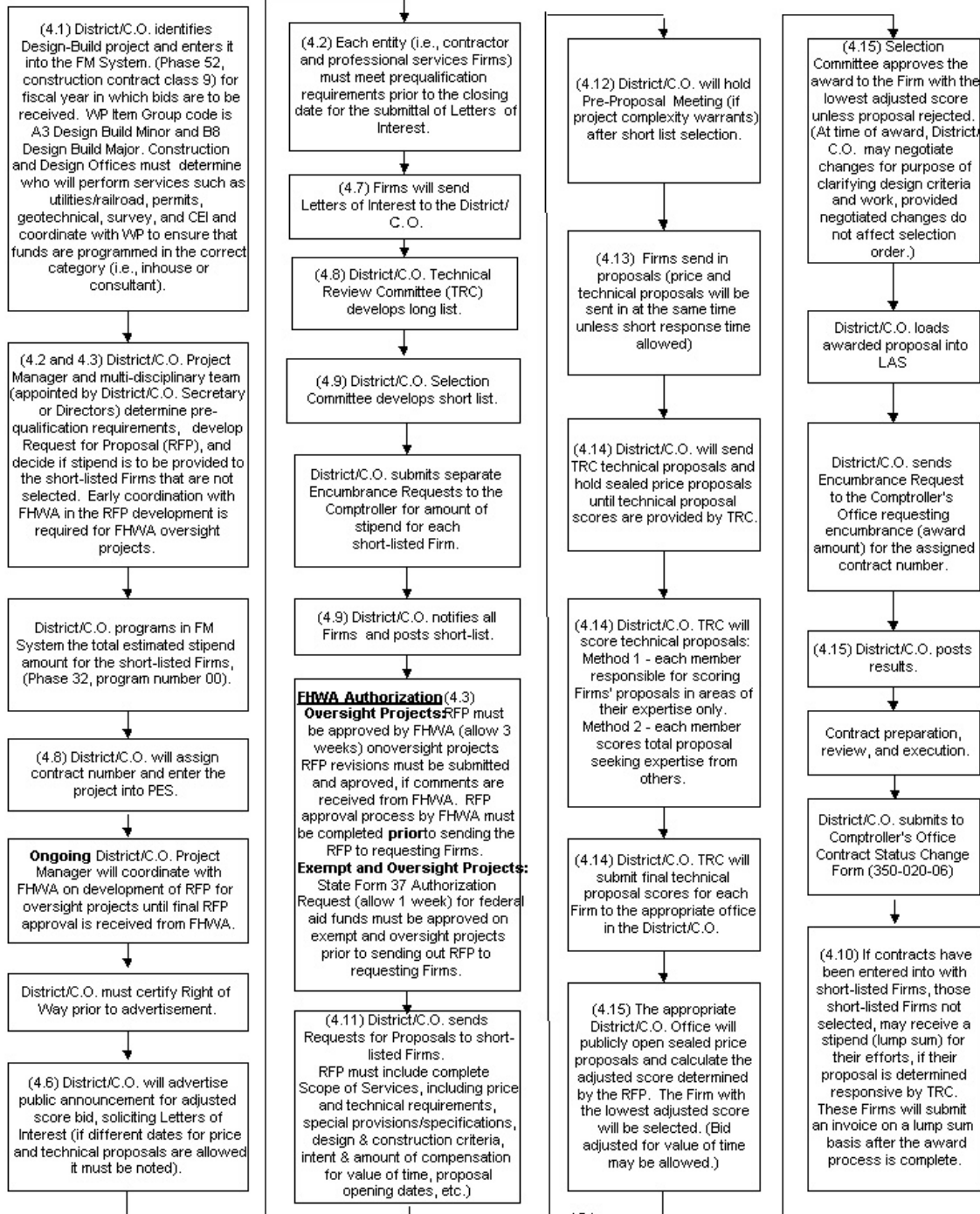
There are many activities and meetings required to prepare a Design Build Project. A listing of some of these meetings/activities and a Contracting Flowchart is shown below. The Contracting Flow Chart shows offices that may be involved in each step of the process and can be adjusted to fit each District as necessary.

- A. Project Kick-off meeting and development of a project schedule
- B. Advertisement Submittal
- C. LOI Meeting
- D. Scope Meeting
- E. Receipt and distribution of Technical Proposals
- F. Questions Development Meeting
- G. Oral Interview
- H. Bid Opening
- I. Initial submittals review process meeting
- J. Final approval of Plans

VIII. FLOW CHARTS

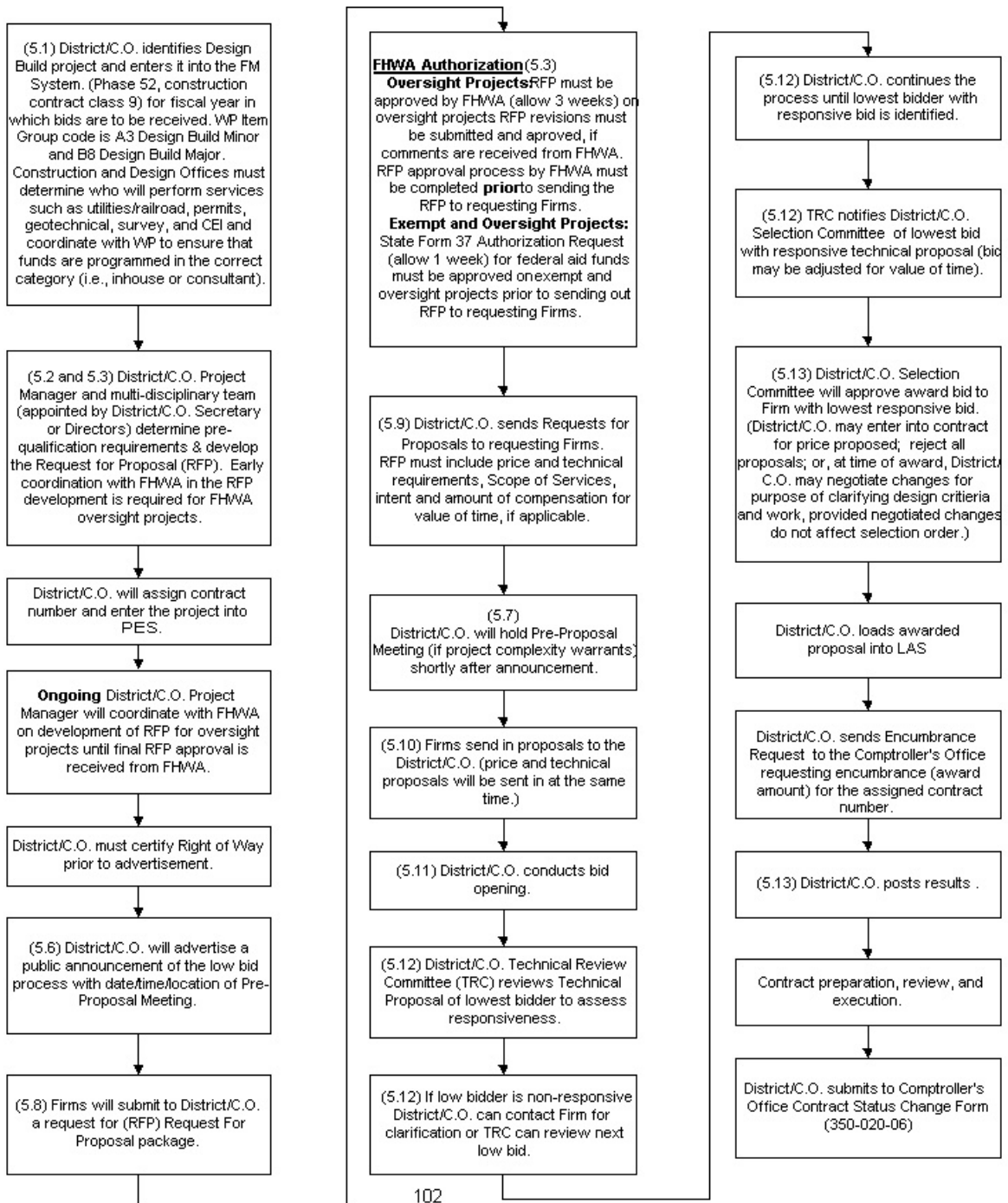
Attachment 1 - Contracting Flowchart  
Adjusted Score

(District or Central Office (C.O.) may be responsible for contracting D/B; therefore, both are identified in this process.)



Attachment 2 - Contracting Flowchart

(District or Central Office (C.O.) may be responsible for contracting D/B; therefore, both are identified in this process.)



# **APPENDIX A**

## **Work Program Information**

GO BACK TO PAGE 4 OF 18

GO BACK TO PAGE 5 OF 18



WP04 D\_ Display

Item\_Seg\_def Phase\_Est Phase\_Sum

```

          FDOT- Work Program Administration                                06-27-2007
                    Item Segment Phase                                11:31:21
Requested Version: G1                                                MORE:
Item/Segment: 123456 1 Status: 060 AWARDED                        Old Item Nbr: _____
Desc: SR 123                FROM SE BIG      HAMMOCK RD TO 1MI W OF HIGHLANDS_C/L
Trans System: 03 INTRASTATE STATE HIGHWAY      Man Dist: 01 Box Item: N
Begin Search At Phase: __ FP Seq: __ Project Total:                4,914,455
      FP                PDC                Total    All    Dstr    Bud    Apr
Ver Phase Seq Year Fund Pgm Amount Amount Typ Typ/Area Dist Cat St
AD  3 2 02 2007 TRIP 00 25,000 25,000 1 01 01 4
    3 9 01 2007 DIOH 00 4,255 4,255 1 01 01 4
    5 2 01 2007 TRIP 02 4,295,355 4,295,355 1 01 01 4
    5 9 01 2007 DIOH 00 387,012 387,012 1 01 01 4
    6 1 01 2007 DIH_ 00 29,503 29,503 1 01 01 4
    6 2 01 2007 TRIP 00 155,602 155,602 1 01 01 4
    6 9 01 2007 DIOH 00 17,728 17,728 1 01 01 4

```

Successfully displayed. No more data to display.

F1=Help F3=Exit

F7=Bkwd F8=Frwd F15=Logoff

# **APPENDIX B**

## **Environmental Determination Worksheet**

GO BACK TO PAGE 6 OF 18

# ENVIRONMENTAL DETERMINATION WORKSHEET

Financial Project ID: 123456-1-52-01 Federal Aid Project No. N/A  
WPI Number: N/A State Project Number: N/A  
County: Desoto City: N/A  
Project Name/Limits: Design Build for Passing Lanes on SR 123 from SE Big Hammock Rd To 1 Mile West of Highlands County Line

## Please Provide a PROJECT LOCATION MAP

- 1.\* Detailed description of project: (lane width; design - rural or curb and gutter); shoulders - width, paved or grass; signals; median - width, painted, grass or raised.
    - (a) Existing Conditions: Existing roadway is two-lane roadway with flush shoulders and ditches.
    - (b) Proposed improvements: Proposed improvements will consist of the addition of passing lanes on SR 123 and possibly the addition of guardrail if needed at locations where existing box culverts cannot be extended.
  - 2.\* Drainage Structures: (number of culverts of pipes) Minor drainage improvements to existing ditches  
(Type, replace, extend, etc.)
  - 3.\* Any excavation greater than one foot below land surface? X yes      no  
If yes, give location(s): In the areas of widening
  - 4.\* Right of Way existing width: Varies (200+ max.)  
Additional required (width, length, area): No right of way will be required as part of this project.  
Displaces: N/A
  - 5.\* Permits Required: May require permits
  6. Floodplains (map no.): \_\_\_\_\_
  7. Wetland involvement: \_\_\_\_\_
  8. Critical Habitat: \_\_\_\_\_  
Endangered species: \_\_\_\_\_
  9. Historic survey required: \_\_\_\_\_  
Recreational or 4(f) property: \_\_\_\_\_
  10. Contamination Involvement: \_\_\_\_\_
  11. For all bridge replacement - Traffic  
Existing \_\_\_\_\_ Projected ADT \_\_\_\_\_ (10 Year)
- \* Design Project Manager completes Item No. 1 thru No.4, and No. 5 only if Permit Requirements known.





# Florida Department of Transportation

JEB BUSH  
GOVERNOR

801 North Broadway Avenue  
Bartow, Florida 33830

DENVER STUTLER  
SECRETARY

## MEMORANDUM

**Date:** July 14, 2005

**To:** Jason Lyle, Project Manager

**From:** Mark A. Schulz, District Environmental Administrator *MS*

**Copies:** Manu Chacko - FHWA Transportation Engineer; Jon Sands, Bernie Masing, Deborah Snyder, Eddie Joyner, Tom Small, L.K. Nandam, Robin Hoy, Charles Bleam, Lori Carlton, Scott McCall, PLEMO file; Randy Cimini-PBS&J

**Subject:**

Financial Project ID:	416410-1-52-01
Federal Project ID:	Pending
County:	Polk
Description:	Design Build I-4 Median Guardrail from west of SR 546 to East of US 27

---

This is a class of action determination for the above-referenced project. This project appears to qualify as a Programmatic Categorical Exclusion per FHWA approval of March 1, 1995, as amended September 4, 1996, for the following type of project action:

7. Upgrade, removal, or addition of guardrail.

It has been determined that the project will not cause adverse impacts to local traffic patterns, property access, community cohesiveness, planned community growth, or land use patterns. Air, noise, contamination, wetland, and water quality impacts are negligible or nonexistent.

Additional right-of-way will not be required, and there will be no relocations. Properties protected under Section 4(f) of the U.S. Department of Transportation Act are not acquired or used. Properties protected under Section 106 of the Historic Preservation Act are not affected. No public hearing is required.

This project is within the Core Foraging Area (CFA) for the Wood stork. One bald eagle nest (PO050) exists approximately 300' from the project corridor. A map is attached showing the location of the eagle nest. Gopher tortoise habitat also exists within the project corridor. The project is located within 180' from CARL land and Green Swamp borders the project for 5 miles. These environmental issues should continue to be reviewed during the design of the project to ensure that no adverse impacts occur.

Please note that projects which are determined to be Programmatic Categorical Exclusions are determined to have general Location and Design Concept Acceptance as described in 23 CFR 771.113(b).

This office requests notification if the scope of the project changes at a later date. A copy of this Environmental Determination is available in the project files.

MAS/ap

District One, Planning and Environmental Management Office  
801 North Broadway Avenue \* Post Office Box 1249 \* Bartow, FL 33831-1249  
(863) 519-2300 \* (863) 534-7039 (Fax) \* MS 1-40

# **APPENDIX C**

## **Right of Way Certification**

GO BACK TO PAGE 6 OF 18



## MEMORANDUM

---

DATE: March 6, 2006

TO: Tom Small, District Right-of-Way (MS 1-66)

COPY: Jim Crackel, District Right-of-Way (MS 1-66)  
Felipe Alvarez, PSU (MS 1-67)

FROM: Jason Lyle, GEC Project Manager (MS 1-49)

SUBJECT: FPID: 123456-1  
SR 123 Passing Lanes  
Desoto and Highlands Counties  
**Right-of-Way Certification**

This DESIGN BUILD project is being prepared for letting in **November 2006**. All proposed improvements will be constructed within existing right-of-way. There are no encroachments on the right-of-way.

Please provide a Right-of-Way Certification for this project.

If you have questions or require additional information, please call me.

416 410 / 1.5

RIGHT OF WAY CERTIFICATION - DESIGN BUILD PROJECTS

R/W ITEM/SEGMENT NO.: N/A MANAGING DISTRICT: One  
 CONST. ITEM/SEGMENT NO.: 4164101 STATE ROAD: SR 400  
 F.A.P. NO.: Not Yet Assigned DESCRIPTION: I-4 - From W of SR 546 to E of US 27  
 COUNTY: POLK  
 PREFERRED ADVERTISEMENT DATE: 10/12/2005 PREFERRED BID OPENING DATE: 4/20/2006

As detailed below, this is to certify that right of way for the above described project meets the requirements of 49 CFR, Part 24 and 23 CFR, Part 635.309, if applicable, as well as statutory and procedural requirements for:

This is  is not  a federal construction project.

- Certification for Project Authorization and Advertisement
- Certification for Construction - Project
- Certification for Construction - Partial Project - Certification # \_\_\_\_\_

This is  is not  the final certification for construction. Limits of construction covered by this partial project certification include parcels:

\_\_\_\_\_  
\_\_\_\_\_

(Check applicable items)

1. TITLE TO RIGHT OF WAY

- (a) No additional right of way was required for this project (or portion thereof as detailed above). Contract specifications require design to remain within existing right of way.
- (b) Title to all right of way necessary for the construction of this project (or portion thereof as detailed above) has been acquired in accordance with approved procedures.
- (c) **Certification for authorization and advertisement only.** Title to some of the right of way necessary for the construction of this project has not been acquired. Necessary processes and procedures are in place to ensure right of way is acquired in accordance with all applicable federal and state requirements. Controls have been included in the design build contract to ensure construction activities do not commence prior to title transfer to all right of way necessary for the construction of this project.

2. RELOCATION ASSISTANCE

- (a) No persons, businesses, or personal property have been or will be displaced by this project (or portion thereof as detailed above).
- (b) Relocation Assistance has been provided and all displaced persons, businesses, and personal property have been moved from this project (or portion thereof as detailed above) in accordance with approved procedures. There were  were no  residential displacees on this project.

CONST. ITEM/SEGMENT NO.: 4164101

- (c) **Certification for authorization and advertisement only.** Displacees remain on the right of way. Necessary processes and procedures are in place to ensure relocation assistance is provided to all displacees in accordance with all applicable federal and state requirements. There are  are not  residential displacees on this project. Controls have been included in the design build contract to ensure construction activities do not commence prior to all displaced persons, businesses, and personal property being moved from the project in accordance with approved procedures.

3. DEMOLITION OF IMPROVEMENTS

- (a) No structures or improvements have been or will be removed from the right of way for this project (or portion thereof as detailed above). Typical clearing and grubbing items may remain on the right of way.
- (b) All structures and improvements have been removed from the right of way for this project (or portion thereof as detailed above). Typical clearing and grubbing items may remain on the right of way.
- (c) **Certification for authorization and advertisement only.** Structures or improvements which have not been detailed for removal in the design build contract remain on the right of way. Abatement of asbestos containing materials, which may or may not be required, is not included in the design build contract. Necessary processes and procedures are in place to ensure demolition and if required, abatement activities, will occur in accordance with all applicable federal and state requirements. Controls have been included in the design build contract to ensure construction activities do not commence prior to all demolition activities and if required, abatement activities being completed in accordance with approved procedures.
- (d) **Certification for authorization and advertisement only.** Structures or improvements remain in the right of way. Demolition activities are included in the design build contract. Abatement of asbestos containing materials, which may or may not be required, is not included in the design build contract. Necessary processes and procedures are in place to ensure abatement, if required, will occur in accordance with all applicable federal and state requirements. Controls have been included in the design build contract to ensure demolition and construction activities do not commence prior to all required abatement activities being completed in accordance with approved procedures.
- (e) Structures or improvements remain in the right of way. Demolition activities are included in the design build contract. Abatement of asbestos containing materials is not included in the design build contract. Abatement of asbestos containing materials was  was not  required. If required, then abatement of all asbestos containing materials by separate contract was \_\_\_\_\_.
- (f) Structures or improvements remain in the right of way. All demolition and asbestos activities are included in the design build contract.

4. HOLD OFF ZONE (applicable to partial certifications for construction only)

There  are  are not occupied properties within the limits of the entire construction project adjacent to the area which is subject to this partial certification for construction. They are parcel numbers:

\_\_\_\_\_

RIGHT OF WAY CERTIFICATION BY:



District Right of Way Manager  
 Assistant District Right of Way Manager

10-13-05

Date

# **APPENDIX D**

## **Project Schedule**

GO BACK TO PAGE 6 OF 18

## FPID 123456-1-52-01 DESIGN BUILD SCHEDULE

	WORKING DAYS	
Name Evaluation Team/ Technical Advisory Team	May 8, 2006	Monday
0% Scope Meeting	May 25, 2006	Thursday
FHWA RFP Submittal	November 1, 2006	Wednesday
Submit Advertisement	December 1, 2006	Friday
Wednesday Advertisement Begins	December 6, 2006	Wednesday
LOI Due	December 20, 2006	Wednesday
Longlist	January 2, 2007	Tuesday
Shortlist	January 9, 2007	Tuesday
RFP's Mailed	January 15, 2007	Monday
Scope Meeting	January 18, 2007	Thursday
Technical Proposal Due	March 14, 2007	Wednesday
Technical Proposal/ Questions Meeting	March 28, 2007	Wednesday
Interviews	April 5, 2007	Thursday
Technical Scores to PSU	April 12, 2007	Thursday
Price Proposal Due/ Open Bid, Publish Technical Scores	April 12, 2007	Thursday
Posting	April 19, 2007	Thursday
Award of Bid	April 25, 2007	Wednesday
Begin Contract Execution	May 1, 2007	Tuesday
Contract Executed	June 8, 2007	Friday
Notice to Proceed	June 18, 2007	Monday

**Proposed Design Build Schedule for  
FPID 123456-1-52-01 DESIGN BUILD SCHEDULE**

Name Evaluation Team/ Technical Advisory Team	19 Days
0% Scope Meeting	160 Days
FHWA RFP Submittal	30 Days
Submit Advertisement	5 Days
Wednesday Advertisement Begins	14 Days
LOI Due	13 Days
Longlist	7 Days
Shortlist	5 Days
RFP's Mailed	3 Days
Scope Meeting	55 Days
Technical Proposal Due	14 Days
Technical Proposal/ Questions Meeting	8 Days
Interviews	7 Days
Technical Scores to PSU	0 Day
Price Proposal Due/ Open Bid, Publish Technical Scores	7 Days
Posting	6 Days
Award of Bid	6 Days
Begin Contract Execution	38 Days
Contract Executed	10 Days
Notice to Proceed	
<b>Total (+-) 407 Days</b>	

RFP Preparation 5 Days  
 Submit Draft RFP RFP Review Complete



# **APPENDIX E**

## **Advertisement**

GO BACK TO PAGE 6 OF 18

GO BACK TO PAGE 7 OF 18

**DISTRICT 1**

**Procurement Name** : E1F99  
**Project Description** : SR 123 Passing Lanes in Desoto County.

Project includes Design and Construction services for constructing two sets of passing lanes from South East Big Hammock Road to one mile west of the Highlands County Line in Desoto County. Each set of passing lanes will consist of one passing lane eastbound and on passing lane west bound for a total of four passing zones.

Submittal Requirements: The legal entity desiring consideration for this project shall submit six copies of their Letter of Interest, not to exceed five pages in length except as noted in 1 below, to the requesting unit listed below. Only one Letter of Interest per legal entity is acceptable. Receipt of multiple Letters of Interest from a legal entity will cause Department rejection of all Letters of Interest of the legal entity. The Letter of Interest shall, as a minimum, include the following information:

1. Business Structure: Identify the legal entity authorized by law to render the design/build services. Include documentation demonstrating compliance with the Minimum Qualifications Requirements set forth in this solicitation. Evidence or proof of meeting the Minimum Qualification Requirements of Professional Liability Insurance and bonding capacity, along with copies of letters from the Department indicating the prequalifications of the legal entity(ies) or firm(s) are exempt from the five-page Letter of Interest restriction.
2. Design/Build Team: Identify participating firms and office location(s). Provide an organization chart relating to the project and include the names, titles and classifications of key personnel for each firm.
3. Design/Build Experience: Provide a listing of active and completed Design/Build projects similar to this project including starting date and completion date or anticipated completion date, budget, owner performance evaluation if available, references, points of contact, telephone numbers of the proposed Design/Build team and demonstrate past experience working together.
4. Other Experience: Provide a listing of active and completed projects other than design/build projects similar to this project including references, points of contact and telephone numbers for the owner and

team members performing engineering design and construction.

5. Approach and Understanding of Project Requirements: Briefly describe the project issues and resolutions by your team.
6. Design/Build Information: List your team's current Safety Modifier Index and OSHA violations within the last five (5) years.

Letters of Interest must be received on or before 5:00 p.m. (Local Time).

**Financial Management Number(s):** 123456-1-52-01, FAP NO. N/A

**Estimated Budget** : \$7,139,202  
**Stipend** : \$25,000  
**Selection Procedure** : ADJUSTED SCORE TYPE  
**Response Requested** : LETTER OF INTEREST(Page Limit: 5)

**Prequalification Requirements:**

**Contractor Team Member Must be qualified under Rule, 14-22 Fla. Administrative Code - Work Class(es):**

GRADING  
FLEXIBLE PAVING

Professional Team Member Qualified under Rule 14-75, F.A.C. - Work Class(es):

3.1 - Minor Highway Design

**Technical Questions Should Be Addressed To:**

Technical Questions are to be directed to Mr. Jason Lyle (813) 519-2907.

**Bonding Requirements:**

The legal entity contracting with the Department must provide evidence of its ability to obtain Professional Liability Insurance covering errors and omissions in the amount of \$1,000,000.00. Evidence shall be in the form of a letter from an insurer or a Florida Resident Agent for an insurer indicating ability to provide such insurance. The insurer must be licensed to do business in the State of Florida. Project specific insurance is insurance covering only this project.

The legal entity contracting with the Department must have a bonding capacity of at least the bid amount for a single contract. Said legal entity must provide evidence of its

ability to be bonded for a single contract in the amount of at least the bid amount. Evidence of this single contract bonding capacity may be in the form of either a letter from the said legal entity's Surety Company indicating a single contract bonding capacity in excess of the bid amount or a copy of a performance and payment bond issued within the past twelve months, in the amount of at least the bid amount for any past single contract of said legal entity. (Note: A 5% bid guaranty will be required of all shortlisted firms submitting proposals and the successful firm will be required to maintain in effect throughout the life of the contract a performance and payment bond for 100% of the contract amount. The Surety Company must be authorized to do business in the State of Florida.)

**Advertisement Date** :  
**Response Due Date** :  
**Planned Shortlist Selection Date** :  
**Planned Pre-Bid Meeting Date** :  
**Planned Tech. Rev. Cmte Meeting** :  
**Planned Bids Due Date** :  
**Planned Bids Opening Date** :  
**Planned Final Sel. Meeting Date** :  
**Bid Opening Date/Time/Location** : /2:00 P.M./ District  
One Headquarters,  
Transportation Support  
Conference Room  
801 North Broadway Ave.,  
Bartow, Florida 33830

**Respond To:**

Florida DOT - District 1  
P. O. Box 1249 / 801 N Broadway Ave  
Bartow, FL 33831-1249  
**Attn:** Felipe Alvarez  
Professional Services, MS 1-67  
**Phone:** (863) 519-2610

# **APPENDIX F**

## **Longlist Evaluation Forms**

GO BACK TO PAGE 8 OF 18

## Longlist Evaluation Criteria

**Project Description:** FPID: 123456-1-52-01, SR 123 Passing Lanes in Desoto County

### *Team A*

Contractor: XJAS Paving Industries, Inc.

Designer: Florida Engineer's Consultant, LLC

Rate each firm in the following areas based on the scale: Excellent (5), Very Good (4), Good (3), Fair (2), Poor (1).

<b>Criteria</b>		<b>Rating</b>
1.	Established Design Build experience (individually or working together on Design Build).	
2.	Strength of Contractor on similar type projects. (Consider claim history, grades, resources, timeliness of completion, safety modifier, environmental compliance, etc.)	
3.	Strength of design firm and personnel with similar project experience. (Consider experience, grades, resources, etc.)	
4.	Overall Design Build team strengths, composition, effectiveness, and experience.	
5.	How did the letter of interest indicate the firm's understanding of specific project requirements (clearly demonstrated knowledge of the project's critical issues)?	
<b>TOTAL</b>		

Technical Review Committee Member: \_\_\_\_\_

Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## Longlist Evaluation Criteria

**Project Description:** FPID: 123456-1-52-01, SR 123 Passing Lanes in Desoto County

### *Team B*

Contractor: Improved Highways, Inc.

Designer: ALCOV, Inc.

Rate each firm in the following areas based on the scale: Excellent (5), Very Good (4), Good (3), Fair (2), Poor (1).

Criteria		Rating
1.	Established Design Build experience (individually or working together on Design Build).	
2.	Strength of Contractor on similar type projects. (Consider claim history, grades, resources, timeliness of completion, safety modifier, environmental compliance, etc.)	
3.	Strength of design firm and personnel with similar project experience. (Consider experience, grades, resources, etc.)	
4.	Overall Design Build team strengths, composition, effectiveness, and experience.	
5.	How did the letter of interest indicate the firm's understanding of specific project requirements (clearly demonstrated knowledge of the project's critical issues)?	
<b>TOTAL</b>		

Technical Review Committee Member: \_\_\_\_\_

Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## Longlist Evaluation Criteria

**Project Description:** FPID: 123456-1-52-01, SR 123 Passing Lanes in Desoto County

### *Team C*

Contractor:   AMSN Enterprises, Inc.  

Designer:   KARKI, Inc.  

Rate each firm in the following areas based on the scale: Excellent (5), Very Good (4), Good (3), Fair (2), Poor (1).

<b>Criteria</b>		<b>Rating</b>
1.	Established Design Build experience (individually or working together on Design Build).	
2.	Strength of Contractor on similar type projects. (Consider claim history, grades, resources, timeliness of completion, safety modifier, environmental compliance, etc.)	
3.	Strength of design firm and personnel with similar project experience. (Consider experience, grades, resources, etc.)	
4.	Overall Design Build team strengths, composition, effectiveness, and experience.	
5.	How did the letter of interest indicate the firm's understanding of specific project requirements (clearly demonstrated knowledge of the project's critical issues)?	
<b>TOTAL</b>		

Technical Review Committee Member: \_\_\_\_\_

Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



## Longlist Evaluation Criteria

**Project Description:** FPID: 123456-1-52-01, SR 123 Passing Lanes in Desoto County

### *Team A*

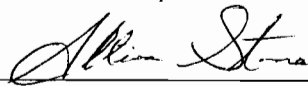
Contractor: XJAS Paving Industries, Inc.

Designer: Florida Engineer's Consultant, LLC

Rate each firm in the following areas based on the scale: Excellent (5), Very Good (4), Good (3), Fair (2), Poor (1).

	Criteria	Rating
1.	Established Design Build experience (individually or working together on Design Build).	4
2.	Strength of Contractor on similar type projects. (Consider claim history, grades, resources, timeliness of completion, safety modifier, environmental compliance, etc.)	4
3.	Strength of design firm and personnel with similar project experience. (Consider experience, grades, resources, etc.)	4
4.	Overall Design Build team strengths, composition, effectiveness, and experience.	4
5.	How did the letter of interest indicate the firm's understanding of specific project requirements (clearly demonstrated knowledge of the project's critical issues)?	5
<b>TOTAL</b>		<b>21</b>

Technical Review Committee Member:



SIGNATURE

*Allison Stone*

PRINTED NAME

*02/23/07*

DATE

## Longlist Evaluation Criteria

**Project Description:** FPID: 123456-1-52-01, SR 123 Passing Lanes in Desoto County

### *Team B*

Contractor: Improved Highways, Inc.

Designer: ALCOV, Inc.

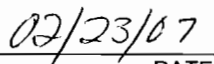
Rate each firm in the following areas based on the scale: Excellent (5), Very Good (4), Good (3), Fair (2), Poor (1).

	Criteria	Rating
1.	Established Design Build experience (individually or working together on Design Build).	4
2.	Strength of Contractor on similar type projects. (Consider claim history, grades, resources, timeliness of completion, safety modifier, environmental compliance, etc.)	4
3.	Strength of design firm and personnel with similar project experience. (Consider experience, grades, resources, etc.)	4
4.	Overall Design Build team strengths, composition, effectiveness, and experience.	4
5.	How did the letter of interest indicate the firm's understanding of specific project requirements (clearly demonstrated knowledge of the project's critical issues)?	4
<b>TOTAL</b>		<b>20</b>

Technical Review Committee Member:

  
SIGNATURE

  
PRINTED NAME

  
DATE

## Longlist Evaluation Criteria

**Project Description:** FPID: 123456-1-52-01, SR 123 Passing Lanes in Desoto County

### *Team C*

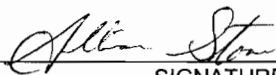
Contractor: AMSN Enterprises, Inc.

Designer: KARKI, Inc.

Rate each firm in the following areas based on the scale: Excellent (5), Very Good (4), Good (3), Fair (2), Poor (1).

Criteria		Rating
1.	Established Design Build experience (individually or working together on Design Build).	4
2.	Strength of Contractor on similar type projects. (Consider claim history, grades, resources, timeliness of completion, safety modifier, environmental compliance, etc.)	4
3.	Strength of design firm and personnel with similar project experience. (Consider experience, grades, resources, etc.)	3
4.	Overall Design Build team strengths, composition, effectiveness, and experience.	4
5.	How did the letter of interest indicate the firm's understanding of specific project requirements (clearly demonstrated knowledge of the project's critical issues)?	4
<b>TOTAL</b>		<b>19</b>

Technical Review Committee Member: \_\_\_\_\_

  
SIGNATURE

Allison Stone  
PRINTED NAME

02/23/07  
DATE

### Longlist Evaluation Criteria

**Project Description:** FPID: 123456-1-52-01, SR 123 Passing Lanes in Desoto County

#### *Team A*

**Contractor:** XJAS Paving Industries, Inc.

**Designer:** Florida Engineer's Consultant, LLC

Rate each firm in the following areas based on the scale: Excellent (5), Very Good (4), Good (3), Fair (2), Poor (1).

	Criteria	Rating
1.	Established Design Build experience (individually or working together on Design Build).	4
2.	Strength of Contractor on similar type projects. (Consider claim history, grades, resources, timeliness of completion, safety modifier, environmental compliance, etc.)	4
3.	Strength of design firm and personnel with similar project experience. (Consider experience, grades, resources, etc.)	4
4.	Overall Design Build team strengths, composition, effectiveness, and experience.	4
5.	How did the letter of interest indicate the firm's understanding of specific project requirements (clearly demonstrated knowledge of the project's critical issues)?	3
<b>TOTAL</b>		<b>19</b>

Technical Review Committee Member: Rachel Stinger  
SIGNATURE

Rachel Stinger  
PRINTED NAME

02/23/07  
DATE

### Longlist Evaluation Criteria

**Project Description:** FPID: 123456-1-52-01, SR 123 Passing Lanes in Desoto County

#### *Team B*

Contractor: Improved Highways, Inc.

Designer: ALCOV, Inc.

Rate each firm in the following areas based on the scale: Excellent (5), Very Good (4), Good (3), Fair (2), Poor (1).

	Criteria	Rating
1.	Established Design Build experience (individually or working together on Design Build).	3
2.	Strength of Contractor on similar type projects. (Consider claim history, grades, resources, timeliness of completion, safety modifier, environmental compliance, etc.)	4
3.	Strength of design firm and personnel with similar project experience. (Consider experience, grades, resources, etc.)	2
4.	Overall Design Build team strengths, composition, effectiveness, and experience.	3
5.	How did the letter of interest indicate the firm's understanding of specific project requirements (clearly demonstrated knowledge of the project's critical issues)?	4
<b>TOTAL</b>		16

Technical Review Committee Member: Rachel Stinger  
SIGNATURE

Rachel Stinger  
PRINTED NAME

02/23/07  
DATE

### Longlist Evaluation Criteria

**Project Description:** FPID: 123456-1-52-01, SR 123 Passing Lanes in Desoto County

#### *Team C*

Contractor: AMSN Enterprises, Inc.

Designer: KARKI, Inc.

Rate each firm in the following areas based on the scale: Excellent (5), Very Good (4), Good (3), Fair (2), Poor (1).

	Criteria	Rating
1.	Established Design Build experience (individually or working together on Design Build).	4
2.	Strength of Contractor on similar type projects. (Consider claim history, grades, resources, timeliness of completion, safety modifier, environmental compliance, etc.)	4
3.	Strength of design firm and personnel with similar project experience. (Consider experience, grades, resources, etc.)	3
4.	Overall Design Build team strengths, composition, effectiveness, and experience.	3
5.	How did the letter of interest indicate the firm's understanding of specific project requirements (clearly demonstrated knowledge of the project's critical issues)?	4
<b>TOTAL</b>		<b>18</b>

Technical Review Committee Member: Rachel Stinger  
SIGNATURE

Rachel Stinger  
PRINTED NAME

02/23/07  
DATE

## Longlist Evaluation Criteria

**Project Description:** FPID: 123456-1-52-01, SR 123 Passing Lanes in Desoto County

### *Team A*

**Contractor:** XJAS Paving Industries, Inc.

**Designer:** Florida Engineer's Consultant, LLC

Rate each firm in the following areas based on the scale: Excellent (5), Very Good (4), Good (3), Fair (2), Poor (1).

	Criteria	Rating
1.	Established Design Build experience (individually or working together on Design Build).	4
2.	Strength of Contractor on similar type projects. (Consider claim history, grades, resources, timeliness of completion, safety modifier, environmental compliance, etc.)	4
3.	Strength of design firm and personnel with similar project experience. (Consider experience, grades, resources, etc.)	3
4.	Overall Design Build team strengths, composition, effectiveness, and experience.	3
5.	How did the letter of interest indicate the firm's understanding of specific project requirements (clearly demonstrated knowledge of the project's critical issues)?	4
<b>TOTAL</b>		<b>18</b>

Technical Review Committee Member:

  
 \_\_\_\_\_  
 SIGNATURE

CHAD McDOWELL  
 \_\_\_\_\_  
 PRINTED NAME

2/23/07  
 \_\_\_\_\_  
 DATE

## Longlist Evaluation Criteria

**Project Description:** FPID: 123456-1-52-01, SR 123 Passing Lanes in Desoto County

### Team B

Contractor: Improved Highways, Inc.

Designer: ALCOV, Inc.

Rate each firm in the following areas based on the scale: Excellent (5), Very Good (4), Good (3), Fair (2), Poor (1).

	Criteria	Rating
1.	Established Design Build experience (individually or working together on Design Build).	4
2.	Strength of Contractor on similar type projects. (Consider claim history, grades, resources, timeliness of completion, safety modifier, environmental compliance, etc.)	3
3.	Strength of design firm and personnel with similar project experience. (Consider experience, grades, resources, etc.)	3
4.	Overall Design Build team strengths, composition, effectiveness, and experience.	3
5.	How did the letter of interest indicate the firm's understanding of specific project requirements (clearly demonstrated knowledge of the project's critical issues)?	3
<b>TOTAL</b>		<b>16</b>

Technical Review Committee Member: Chad McDowell  
SIGNATURE

CHAD McDOWELL  
PRINTED NAME

2/23/07  
DATE



## Longlist Evaluation Criteria

**Project Description:** FPID: 123456-1-52-01, SR 123 Passing Lanes in Desoto County

### Team C

Contractor: AMSN Enterprises, Inc.

Designer: KARKI, Inc.

Rate each firm in the following areas based on the scale: Excellent (5), Very Good (4), Good (3), Fair (2), Poor (1).

	Criteria	Rating
1.	Established Design Build experience (individually or working together on Design Build).	4
2.	Strength of Contractor on similar type projects. (Consider claim history, grades, resources, timeliness of completion, safety modifier, environmental compliance, etc.)	4
3.	Strength of design firm and personnel with similar project experience. (Consider experience, grades, resources, etc.)	3
4.	Overall Design Build team strengths, composition, effectiveness, and experience.	3
5.	How did the letter of interest indicate the firm's understanding of specific project requirements (clearly demonstrated knowledge of the project's critical issues)?	4
	<b>TOTAL</b>	<b>18</b>

Technical Review Committee Member:

Chad McDowell  
SIGNATURE

CHAD McDOWELL  
PRINTED NAME

2/23/07  
DATE

Longlist Evaluation Criteria

Project Description: FPID: 123456-1-52-01, SR 123 Passing Lanes in Desoto County

Team A

Contractor: XJAS Paving Industries, Inc.

Designer: Florida Engineer's Consultant, LLC

Rate each firm in the following areas based on the scale: Excellent (5), Very Good (4), Good (3), Fair (2), Poor (1).

Criteria		Rating
1.	Established Design Build experience (individually or working together on Design Build).	4
2.	Strength of Contractor on similar type projects. (Consider claim history, grades, resources, timeliness of completion, safety modifier, environmental compliance, etc.)	4
3.	Strength of design firm and personnel with similar project experience. (Consider experience, grades, resources, etc.)	4
4.	Overall Design Build team strengths, composition, effectiveness, and experience.	4
5.	How did the letter of interest indicate the firm's understanding of specific project requirements (clearly demonstrated knowledge of the project's critical issues)?	4
TOTAL		20

Technical Review Committee Member  
Signature

Angela Christenson  
SIGNATURE

Angela Christenson  
PRINTED NAME

2/23/07  
DATE

Longlist Evaluation Criteria

Project Description: FPID: 420983-1-52-01, SR 70 Passing Lanes in Desoto County

Team B

Contractor: Improved Highways, Inc.

Designer: ALCOV, Inc.

Rate each firm in the following areas based on the scale: Excellent (5), Very Good (4), Good (3), Fair (2), Poor (1).

Criteria	Rating
1. Established Design Build experience (individually or working together on Design Build).	3
2. Strength of Contractor on similar type projects. (Consider claim history, grades, resources, timeliness of completion, safety modifier, environmental compliance, etc.)	3
3. Strength of design firm and personnel with similar project experience. (Consider experience, grades, resources, etc.)	2
4. Overall Design Build team strengths, composition, effectiveness, and experience.	2
5. How did the letter of interest indicate the firm's understanding of specific project requirements (clearly demonstrated knowledge of the project's critical issues)?	2
TOTAL	12

Technical Review Committee Member;  
Signature

Angela Christenson  
SIGNATURE

Angela Christenson  
PRINTED NAME

2/23/07  
DATE

Longlist Evaluation Criteria

Project Description: FPID: 420983-1-52-01. SR 70 Passing Lanes in Desoto County

Team C

Contractor: AMSN Enterprises, Inc.

Designer: KARKI, Inc.

Rate each firm in the following areas based on the scale: Excellent (5), Very Good (4), Good (3), Fair (2), Poor (1).

Criteria	Rating
1. Established Design Build experience (individually or working together on Design Build).	3
2. Strength of Contractor on similar type projects. (Consider claim history, grades, resources, timeliness of completion, safety modifier, environmental compliance, etc.)	3
3. Strength of design firm and personnel with similar project experience. (Consider experience, grades, resources, etc.)	2
4. Overall Design Build team strengths, composition, effectiveness, and experience.	2
5. How did the letter of interest indicate the firm's understanding of specific project requirements (clearly demonstrated knowledge of the project's critical issues)?	2
TOTAL	12

Technical Review Committee Member:

Signature

Angela Christenson  
SIGNATURE

Angela Christenson  
PRINTED NAME

2/23/07  
DATE

# **APPENDIX G**

## **Longlist Summary Sheet and Longlist Meeting Information**

GO BACK TO PAGE 8 OF 18

**FPID 123456-1, SR 123 Passing Lanes in Desoto County  
Contract No. E1F99**

<b><i>Design Build Team</i></b>	<b><i>XJAS Paving Industries Inc./ Florida Engineer's Consultant, LLC</i></b>	<b><i>Improved Highways, Inc./ ALCOV</i></b>	<b><i>AMSN Enterprises, Inc./ KARKI</i></b>
Past Performance Grade Average	93	86	93
No. of Contracts	33(D1)/21(Other)	41	1
% Increase Time	N/A	N/A	N/A
% Increase Cost	N/A	N/A	N/A
Designer Roadway (3.1)	Florida Engineer's Consultant, Inc.	ALCOV	KARKI
Quality	93	94	93
Schedule	93	96	93
Management	93	93	94
No. of Florida Employees	96	87	40
EMR	0.7	N/A	N/A
OSHA Violations	2	N/A	1

**FPID 123456-1-52-01**  
**SR 123 Passing Lanes Design Build**  
**From South East Big Hammock Road**  
**To One Mile West of the Highlands County Line**  
**Desoto County**  
**Contract No. E1F99**  
**Longlist Meeting Information**

**XJAS/Florida**

1. Business Structure
  - a. XJAS Paving Industries, Inc – General Contractor
  - b. Florida Engineer’s Consultant, LLC – Designer
  
2. Design Build Team
  - a. Mr. Aaron Cook – Project Superintendent for Construction
  - b. Joseph Bell – Designer
  
3. D1 Design Build Experience
  - a. Peace River Bridge Design Build (XJAS)
  - b. I-75 Guardrail Lee County (XJAS)
  
4. Other D1 Experience
  - a. US 41 Sarasota County (XJAS)
  - b. US 17 Desoto County (XJAS)
  - c. I-75 Alligator Alley (Florida)
  - d. I-75 Cable Barrier (Florida)
  
5. Approach and Understanding of Project Requirements
  - a. Field Review preformed on 8/22/06.
  - b. Existing Utilities on South side identified.
  - c. Guardrail may reduce potential wetland impacts.
  - d. Existing culverts to be extended or replaced
  - e. Stormwater treatment/attenuation will be needed.
  
6. Design Build Information
  - a. EMR = 0.70
  - b. 2 OSHA violations

**FPID 123456-1-52-01**  
**SR 123 Passing Lanes Design Build**  
**From South East Big Hammock Road**  
**To One Mile West of the Highlands County Line**  
**Desoto County**  
**Contract No. E1F99**  
**Longlist Meeting Information**

**Improved Highways, Inc./ALCOV**

1. Business Structure
  - a. Improved Highways, Inc. – General Contractor
  - b. ALCOV Inc. – Designer
  
2. Design Build Team
  - a. Mr. Drew Mattina – Project Superintendent for Construction
  - b. Mr. Alejandro Andersen – Designer
  
3. D1 Design Build Experience
  - a. Barefoot Williams Road to S. of SR 951 Collier County (Improved Highways)
  
4. Other D1 Experience
  - a. US 27 from Ponce Deleon Blvd. to Hal McRae Blvd.(Improved Highways)
  - b. SR 710 (Improved Highways)
  - c. US 27 (ALCOV)
  
5. Approach and Understanding of Project Requirements
  - a. Straight Alignment with roadside swales
  - b. Reverse crown roadway.
  - c. 14 box culvert and one RCP cross drain identified.
  - d. Need for guardrail will be evaluated.
  - e. Buried telephone lines south side of alignment
  
6. Design Build Information
  - a. EMR = None given
  - b. OSHA violations not addressed



**FPID 123456-1-52-01**  
**SR 123 Passing Lanes Design Build**  
**From South East Big Hammock Road**  
**To One Mile West of the Highlands County Line**  
**Desoto County**  
**Contract No. E1F99**  
**Longlist Meeting Information**

**AMSN/KARKI**

1. Business Structure
  - a. AMSN Enterprises, Inc. – General Contractor
  - b. KARKI, Inc. – Designer
  
2. Design Build Team
  - a. Mr. Michael Shuff – Project Superintendent for Construction
  - b. Mr. Jim Guice – Designer
  
3. D1 Design Build Experience
  - a. I-75 at SR 82 Ramps (AMSN)
  - b. I-75 Toll Plaza (AMSN)
  
4. Other D1 Experience
  - a. District Wide Resurfacing projects (KARKI)
  
5. Approach and Understanding of Project Requirements
  - a. Field visit to SR 60 passing lane project.
  - b. Provide widening to one side to eliminate cross slope correction.
  - c. Swales will be relocated.
  - d. MOT will be carefully evaluated.
  
6. Design Build Information
  - a. EMR = None given
  - b. SMI = 0.89
  - c. 1 OSHA violation

# **APPENDIX H**

## **Firm Evaluation Spreadsheet**

GO BACK TO PAGE 8 OF 18

# Florida Department of Transportation District One

## Firm Evaluation Spreadsheet

Design-Build Team Ranking Sheet, FPID 123456-1-52-01

Team	Design/Build Teams
A	Contractor: XJAS Paving Industries, Inc. Designer: Florida Engineer's Consultant, LLC
B	Contractor: Improved Highways, Inc. Designer: ALCOV
C	Contractor: AMSN Enterprises, Inc. Designer: KARKI, Inc.

**Evaluators:**

Angela Christenson  
Chad McDowell  
Rachel Stinger  
Allison Stone

**FDOT - District One**  
**Design-Build Team Ranking Sheet, FPID 123456-1-52-01**

**Weighted Factor:**

<i>Team</i>	<i>Design/Build Teams</i>	1.00		1.00		1.00		1.00		1.00		<i>Overall Ranking</i>
		<i>Raw Score</i>	<i>Weighted Score</i>	<i>Raw Score</i>	<i>Weighted Score</i>	<i>Raw Score</i>	<i>Weighted Score</i>	<i>Raw Score</i>	<i>Weighted Score</i>	<i>Raw Score</i>	<i>Weighted Score</i>	
		<b>1</b>		<b>2</b>		<b>3</b>		<b>4</b>		<b>5</b>		
A	Contractor: <b>XJAS Paving Industries, Inc.</b> Designer: <b>Florida Engineer's Consultant, LLC</b>	4.000	4.000	4.000	4.000	3.750	3.750	3.750	3.750	4.000	4.000	19.500
B	Contractor: <b>Improved Highways, Inc.</b> Contractor: <b>ALCOV</b>	3.500	3.500	3.500	3.500	2.750	2.750	3.000	3.000	3.250	3.250	16.000
C	Contractor: <b>AMSN Enterprises, Inc.</b> Designer: <b>KARKI, Inc.</b>	3.750	3.750	3.750	3.750	2.750	2.750	3.000	3.000	3.500	3.500	16.750

Scale:

- 5 pts = Excellent**
- 4 pts = Very Good**
- 3 pts = Good**
- 2 pts = Fair**
- 1 pt = Poor**

**FDOT - District One  
Design-Build Team Ranking Sheets**

**Team: A**

Design-Build Team Ranking Sheet, FPID 123456-1-52-01

Contractor: **XJAS Paving Industries, Inc.**  
 Designer: **Florida Engineer's Consultant, LLC**

**Questions**

Evaluator	1	2	3	4	5	Overall
Angela Christenson	4	4	4	4	4	20
Chad McDowell	4	4	3	3	4	18
Rachel Stinger	4	4	4	4	3	19
Allison Stone	4	4	4	4	5	21
Average Score:	4.000	4.000	3.750	3.750	4.000	19.500

Scale: **5 pts = Excellent**  
**4 pts = Very Good**  
**3 pts = Good**  
**2 pts = Fair**  
**1 pt = Poor**

**FDOT - District One  
Design-Build Team Ranking Sheets**

**Team: B**

Design-Build Team Ranking Sheet, FPID 123456-1-52-01

Contractor: **Improved Highways, Inc.**  
Designer: **ALCOV**

**Questions**

Evaluator	1	2	3	4	5	Overall
Angela Christenson	3	3	2	2	2	12
Chad McDowell	4	3	3	3	3	16
Rachel Stinger	3	4	2	3	4	16
Allison Stone	4	4	4	4	4	20
Average Score:	3.500	3.500	2.750	3.000	3.250	16.000

Scale: **5 pts = Excellent**  
**4 pts = Very Good**  
**3 pts = Good**  
**2 pts = Fair**  
**1 pt = Poor**

**FDOT - District One  
Design-Build Team Ranking Sheets**

**Team: C**

Design-Build Team Ranking Sheet, FPID 123456-1-52-01

Contractor: **AMSN Enterprises, Inc.**  
Designer: **KARKI, Inc.**

**Questions**

Evaluator	1	2	3	4	5	Overall
Angela Christenson	3	3	2	2	2	12
Chad McDowell	4	4	3	3	4	18
Rachel Stinger	4	4	3	3	4	18
Allison Stone	4	4	3	4	4	19
Average Score:	3.750	3.750	2.750	3.000	3.500	16.750

Scale: **5 pts = Excellent**  
**4 pts = Very Good**  
**3 pts = Good**  
**2 pts = Fair**  
**1 pt = Poor**

# **APPENDIX I**

## **Documents for Scope Meeting**

GO BACK TO PAGE 11 OF 18



## **Documents for Scope Package**

**SR 123 Passing Lanes  
Design Build Project in Desoto County  
Financial Project ID 123456-1-52-01  
Pre-Proposal Meeting  
January 24, 2007  
1:15 p.m.**

1. CD with Existing Right of Way Maps for SR 123
2. Roadway and Signing and Marking Plans for FPID 198843-2-52-01
3. Roadway and Signing and Marking Plans for FPID 196871-1-52-01
4. CD with Division One Specifications and 2007 Specs/Workbook
5. Straight Line Diagrams for SR 123
6. Section 338 – Value Added Asphalt Pavement
7. Traffic Data for project limits

## **FORMS TO BE INCLUDED IN THE BID PRICE PROPOSAL**

Included in this section are Bid Price Proposal documents, which must be completed by the DESIGN BUILD FIRM and submitted with their Bid Price Proposals.

- Bid Blank (Form 375-020-17)
- Bid Proposal Requirements
- Design/Build Proposal of (Form 375-020-12, 4 pages)
- Bid Bond (Form 375-020-34)
- Certification of Current Capacity & Status of Contracts on Hand (Form 375-020-22)
- DBE Forms (Form 275-030-11, 8 pages)

**BID BLANK  
DESIGN BUILD - MAJOR**

Let by: District 1 - Bartow

(Void if used by any bidder other than one this Form issued to)

FINANCIAL PROJECT NO(S). 123456-1-52-01

CONTRACT CALENDAR \_\_\_\_\_

CONTRACT NO. E1F99

DATE BIDS DUE: April 12, 2007

TOTAL AMOUNT: \$ \_\_\_\_\_

DATE OF AWARD: \_\_\_\_\_

DATE OF CONTRACT  
EXECUTION: \_\_\_\_\_

Appropriation FY: 07/08

Appropriation Category: \_\_\_\_\_

8.10 % DBE Availability



**PROPOSAL**

The Bidder's Proposal must meet the requirements and design and construction criteria as stated in the FDOT Request for Proposal

STATE ROAD 123 PASSING LANES. ALL DOCUMENTATION/INFORMATION PROVIDED BY THE DEPARTMENT TO THE CONTRACTOR, AND THE CONTRACTOR TO THE DEPARTMENT, FROM THE TIME OF SHORTLISTING (JANUARY 10, 2007) ARE INCLUSIVE WITHIN THIS AGREEMENT.

in DESOTO County(ies)

NOTE: Attach your Proposal Guaranty to this bid blank. All Extensions must be carried out. Any changes made in unit bid prices must be Initialed by bidder.

**STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION  
BID PROPOSAL REQUIREMENTS**

CONTRACT NO.: E1F99 FPID: 123456-1-52-01

PROJECT LOCATION/DESCRIPTION: SR 123 Passing Lanes in Desoto County

PROPOSED CONTRACT TIME: \_\_\_\_\_

Item Description	Unit	Quantity	Price
Design Build	LS	1	_____
Contingency*	LS	1	<u>\$50,000</u>

TOTAL LUMP SUM PRICE PLUS CONTINGENCY FUND \_\_\_\_\_

TOTAL LUMP SUM PRICE INCLUDING CONTINGENCY, PARTNERING, and DISPUTES  
REVIEW WRITTEN OUT:  
\$ \_\_\_\_\_

DESIGN BUILD FIRM NAME: \_\_\_\_\_  
DESIGN BUILD FIRM ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESIGN BUILD FIRM SIGNATURE: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_

\*The Department has established a contingency fund in the amount of \$50,000. These funds are to be utilized in the event approved work orders are issued against the Design/Build Agreement. If no work orders are executed, the funds will be reverted to the Department and are not part of the Total Lump Sum Bid Price.



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**DESIGN - BUILD PROPOSAL**  
**OF**

375-020-12  
CONTRACTS ADMINISTRATION - 03/06  
Page 1 of 4

(Proposer's Firm Name) (Prequalified Name, if Applicable)

(Proposing Firm's Physical Address - City - State - Zip)

F.E.I.D. No. \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_ FAX No. (\_\_\_\_) \_\_\_\_\_

for constructing or otherwise improving a Bridge(s) and/or Section(s) of Road(s) No(s). or building(s) STATE ROAD 123  
PASSING LANES

in DESOTO County(ies),

approximately \_\_\_\_\_

in length, and known as Federal Aid Project No(s): N/A

Contract No.: E1F99 Financial Project No(s): 123456-1-52-01

Submitted \_\_\_\_\_

**TO THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION:**

The Proposer, hereby declares that no person or persons, firm or corporation, other than the Proposer, are interested, in this proposal, as principals, and that this Proposal is made without collusion with any person, firm or corporation, and we have carefully and to our full satisfaction examined the Request for Proposal, Proposal forms, and that we have made a full examination of the location of the proposed work and the sources of supply of materials, and we hereby agree to furnish all necessary labor, equipment, and materials, and that we will fully complete all necessary design and construction work in accordance with the documents herein stated, and the requirements under them of the Engineer, within the time limit specified in this Proposal for the total bid prices shown in the attached schedule of values.

Was an addendum issued on this project?

Yes  No

I (We) hereby acknowledge receipt of the following Addenda issued during the bidding period.			
Addendum No.	Dated	Addendum No.	Dated

The Proposer agrees to perform all necessary work, as provided for in the contract, and if awarded the contract, to execute the Contract within 20 calendar days after the date on which the notice of award has been given, and to fully complete all necessary work under the same within not more than \_\_\_\_\_ calendar days.

The Proposer further agrees to furnish a sufficient and satisfactory bond in the sum of not less than 100 percent of the contract price of the work.

The Proposer agrees to bear the full cost of maintaining all work until final acceptance, as provided in the contract.

If the total amount of this bid exceeds \$150,000.00, a bid guaranty of five percent (5%) of the bid, payable to the Florida Department of Transportation, must accompany this proposal. The guaranty amount shall include all bid items except construction days for A+B Bidding and lane closure for Lane Rental Bidding. If this proposal is accepted and the Proposer fails to execute the Contract under the conditions of this proposal, the bid guaranty shall be forfeited to the Department; otherwise, said guaranty is to be returned to the Proposer upon delivery of a satisfactory bond. The Florida Department of Transportation officials and employees are prohibited by law from soliciting and accepting funds or gifts from any person who has, maintains, or seeks business relations with the Department pursuant to Section 334.195, Florida Statutes.

The Proposer, hereby certifies that it has carefully examined this proposal after the same was completed, and has verified each item placed thereon. The Proposer agrees to indemnify, defend and save harmless, the Department against any cost, damage, or expense which it may incur or be caused by any error in the Proposers preparation of same. By signing and submitting this proposal, the Proposer certifies that no principal (which includes officers, directors or executives) is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

The Proposer hereby certifies and obligates its firm as "Principal (Proposer)" to the attached Bid and Proposal Bond, as if and to the same effect as if the Proposer had affixed its signature thereon.

Section 287.134(a), Florida Statutes requires: An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.

Section 553.62, Florida Statutes, incorporates the Occupational Safety and Health Administration's (OSHA) safety standards, 29 CFR s. 1926.650 Subpart P, as the state standard. The Department of Labor and Employment Security may adopt updated or revised versions by rule. Other state or political subdivisions may also have standards that are applicable. If trench excavation will be required project in excess of five feet in depth, the Proposer must identify the cost of compliance with the applicable trench safety standards below. If there will be no trench excavation on the project in excess of five feet in depth, write "not applicable" below.

	Trench Safety Measure (Description)	Units of Measure	Quantity	Unit Cost	Extended Cost
A.	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____
D.	_____	_____	_____	_____	_____
E.	_____	_____	_____	_____	_____

(ATTACH SEPARATE SHEET IF NECESSARY)

TOTAL: \$ \_\_\_\_\_

If applicable, this certifies that all trench excavation done within the control of the contractor will be in accordance with all applicable standards and with the specifications, and all requirements of Section 553.63(1)(a), 553.63(1)(b), 553.63(1)(c), Florida Statutes.

The Proposer hereby declares that the undersigned is the person or persons responsible within the firm for the final decision as to the price(s) and amount of this bid and the Proposer further declares that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition with any other contractor, bidder or potential Proposer.
2. Neither the price(s) nor the amount of this bid have been disclosed to any other firm or person who is a Proposer or potential Proposer on this project, and will not be so disclosed prior to the bid opening.
3. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.
4. The bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any other firm or person to submit a complementary bid.
5. The Proposer has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised or paid cash or anything of value to any other Proposer or person, whether in connection with this or any other project, in consideration for an agreement or promise by any other firm or person to refrain from bidding or to submit a complementary bid on this project.
6. The Proposer has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any other firm or person, and has not been promised or paid cash or anything of value by any other firm or person, whether in connection with this or any other project, in consideration for the firm's submitting a complementary bid, or agreeing to do so, on this project.
7. The Proposer has made a diligent inquiry of all members, officers, employees, and agents of the Proposer with responsibilities relating to the preparation, approval or submission of the firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this Declaration.
8. As required by Section 337.165, Florida Statutes, the Proposer has fully informed the Department of Transportation in writing of all convictions of the firm, its affiliates (as defined in Section 337.165(1)(a), Florida Statutes), and all directors, officers, and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract or for violation of any state or federal law involving fraud, bribery, collusion, conspiracy or material misrepresentation with respect to a public contract. This includes disclosure of the names of current employees of the firm or affiliates who were convicted of contract crimes while in the employ of another company.
9. The Proposer certifies that, except as noted below, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of Federal funds:
  - (a) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any Federal department or agency;
  - (b) has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State, or local government transaction or public contract; violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) is presently indicted for or otherwise criminally or civilly charged by a Federal, State, or local governmental entity with commission of any of the offenses enumerated in paragraph 9(b) of this certification; and
  - (d) has within a three-year period preceding this certification had one or more Federal, State, or local government public transactions terminated for cause or default.
10. The Proposer certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any Federal Agency unless authorized by the Department.
11. The firm certifies that the Proposer is not a nonresident alien, or a foreign corporation/entity formed under the laws of a country other than the United States.

Where the Proposer is unable to declare or certify as to any of the statements contained in the above stated paragraphs numbered (1) through (11), the Proposer has provided an explanation in the "Exceptions" portion on page 4 of 4 or by attached sheet.

EXCEPTIONS:

Any exception listed above will not necessarily result in denial of award, but will be considered in determining proposer responsibility. For any exception noted, indicate to whom it applies, initiating agency and dates of agency action. Providing false information may result in criminal prosecution and/or administrative sanctions. I declare under penalty of perjury that the foregoing is true and correct.

<p><b>CORPORATION:</b></p> <p>_____</p> <p style="text-align: center;">Bidder</p> <p>Signature: _____</p> <p style="text-align: center;">President</p> <p>_____</p> <p style="text-align: center;">Print Name</p> <p>(Affix Corporate Seal)</p>	<p><b>SOLE PROPRIETORSHIP:</b></p> <p>_____</p> <p style="text-align: center;">Bidder</p> <p>Signature: _____</p> <p style="text-align: center;">Owner</p> <p>_____</p> <p style="text-align: center;">Print Name</p>
<p><b>PARTNERSHIP</b></p> <p>_____</p> <p style="text-align: center;">Bidder</p> <p>Signature: _____</p> <p style="text-align: center;">General Partner</p> <p>_____</p> <p style="text-align: center;">Print Name</p> <p>Signature: _____</p> <p style="text-align: center;">General Partner</p> <p>_____</p> <p style="text-align: center;">Print Name</p>	<p><b>JOINT VENTURE:</b></p> <p>_____</p> <p style="text-align: center;">Bidder</p> <p>Signature: _____</p> <p style="text-align: center;">Attorney-in-Fact (attach authorization)</p> <p>_____</p> <p style="text-align: center;">Print Name</p> <p><b>CONTRACTOR:</b> _____ (Seal)</p> <p>Signature: _____</p> <p style="text-align: center;">President</p> <p><b>CONTRACTOR:</b> _____ (Seal)</p> <p>Signature: _____</p> <p style="text-align: center;">President</p> <p><b>CONTRACTOR:</b> _____ (Seal)</p> <p>Signature: _____</p> <p style="text-align: center;">President</p>
<p><b>LIMITED LIABILITY COMPANY:</b></p> <p>_____</p> <p style="text-align: center;">Bidder</p> <p>Authorized Signature: _____</p> <p>Title: _____</p> <p style="text-align: center;">Manager or Managing Member (Circle One)</p> <p>_____</p> <p style="text-align: center;">Print Name</p>	<p><b>CONTRACTOR:</b> _____ (Seal)</p> <p>Signature: _____</p> <p style="text-align: center;">President</p>
<p>Organized and existing under the laws of the State of _____ and authorized to do business in the State of Florida, pursuant to the laws of the State of Florida, certificate of incorporation or organization or certificate of authority having been issued by the Florida Department of State.</p>	

**FAILURE TO FULLY COMPLETE AND EXECUTE THIS DOCUMENT MAY RESULT IN THE BID BEING DECLARED NONRESPONSIVE**

**ATTACH BID BOND AND DBE FORMS**

**Job No(s).**

123456-1-52-01



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**DESIGN BUILD BID OR PROPOSAL BOND**

375-020-34  
CONTRACTS ADMINISTRATION  
OGC - 02/04

KNOW ALL MEN BY THESE PRESENTS: That we, \_\_\_\_\_,  
\_\_\_\_\_, as Principal (Bidder), and \_\_\_\_\_,  
\_\_\_\_\_, as Surety, are held and firmly bound unto the Florida Department of Transportation (hereinafter called the Obligee), in the full and just sum of FIVE PERCENT (5%) of the actual total of the Proposal referred to herein (do not enter figures), in lawful money of the United States of America, to be paid to the Obligee, to which payment will and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assignees, jointly and severally and firmly by these presents:

WHEREAS, The said Principal is herewith submitting a proposal to the obligee for constructing or otherwise improving a road(s) and/or bridge(s) or building(s) in STATE ROAD 123 PASSING LANES  
DESOTO County, particularly known as Federal Aid Project No.(s) N/A  
Financial Project No.(s) 123456-1-52-01

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that if the said Principal shall execute a contract and give bond for the faithful performance thereof within twenty (20) days after being notified in writing of the award of such contract to Principal, or if the Surety shall pay the Obligee the full amount of this bond, then this obligation shall be void; otherwise it shall remain in full force and effect.

SIGNED, SEALED AND DATED THIS \_\_\_\_\_ day of \_\_\_\_\_,

NAME OF SURETY: \_\_\_\_\_ (Affix Surety Seal)

By: \_\_\_\_\_ (Printed Name)  
Florida Licensed Insurance Agent or Attorney-In-Fact (Signature)

Countersigned: \_\_\_\_\_ (Printed Name)  
Florida Licensed Insurance Agent

The following Statement to be completed regarding the Florida Licensed Insurance Agent:

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Before me, the above signed authority, personally appeared \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ (type of identification) identification and is duly sworn, deposes and says that he/she is a duly authorized insurance agent properly licensed under the laws of the State of Florida to represent \_\_\_\_\_

of \_\_\_\_\_, a company authorized to make corporate Surety Bonds under the laws of Florida and acceptable as Surety on Federal Bonds and that he has signed or countersigned the above bond on their behalf.

Sworn, and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

NOTE: The principal bidder is not required to sign this document, as execution of Form 375-020-12, Design Build Proposal Of, specifically binds the principal bidder to the obligations arising from this document. Failure of the principal bidder to execute Form 375-020-12, Design Build Proposal Of, or failure of the surety to execute this document, shall result in the bid being declared nonresponsive.

NOTE: Power of Attorney showing authority of Florida Licensed Insurance Agent to sign on behalf of, and bind, surety must be furnished with this form. Affix Corporate Seal of Surety. No Bid Bond is required if the total amount of the bid is \$150,000 or less.

For bids to be received on \_\_\_\_\_  
(Letting Date)

Fill in your FDOT Vendor Number VF _____
---

CERTIFICATE

I hereby certify that the amount of any proposal submitted by this bidder for the above letting does not exceed the amount of the Firm's CURRENT CAPACITY (maximum capacity rating less total uncompleted work).

The total uncompleted work as shown on the "Status of Contracts on Hand" report (page 2) \$ \_\_\_\_\_ 0.00

I further certify that the "Status of Contracts on Hand" report (page 2) was prepared as follows:

1. If the letting is before the 25th day of the month, the certificate and report reflect the uncompleted work as of the 15th day of the month, last preceding the month of the letting.
2. If the letting is after the 25th day of the month, the certificate and report reflects the uncompleted work in progress as of the 15th day of the month of the letting.
3. All new contracts (and subcontracts) awarded earlier than five days before the letting date are included in the report and charged against our total rating.

I certify that the information above is correct.

\_\_\_\_\_  
NAME OF FIRM

Sworn to and subscribed before me this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_ (name).

By: \_\_\_\_\_

\_\_\_\_\_  
Title

He/She is personally known to me or has produced

\_\_\_\_\_  
(type of identification)

\_\_\_\_\_  
Notary's Signature

CURRENT CAPACITY VERIFIED:

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Notary's printed name      Commission expires

\_\_\_\_\_  
Contracts Administration Office

(SEAL)

### STATUS OF CONTRACTS ON HAND

(Furnish complete information about all your contracts, whether prime or subcontracts; whether in progress or awarded, but not yet begun; and regardless of whom contracted with.)

1 PROJECTS OWNER, LOCATION AND DESCRIPTION	2 CONTRACT (OR) SUBCONTRACT AMOUNT	3 AMOUNT SUBLET TO OTHERS	4 BALANCE OF CONTRACT AMOUNT	5 UNCOMPLETED AMOUNT TO BE DONE BY YOU		6 AS SUBCONTRACTOR
				AS PRIME CONTRACTOR	AS SUBCONTRACTOR	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			TOTALS			
			TOTAL UNCOMPLETED WORK ON HAND TO BE DONE BY YOU (TOTAL COLUMNS 5 AND 6)			
			\$0.00			

NOTE: Columns 2 and 3 to show total contract (or subcontract) amounts. Column 4 to be difference between columns 2 and 3. Amount in columns 5 or 6 to be uncompleted portion of amount in column 4. All amounts to be shown to nearest \$100. The Contractor may consolidate and list as a single item all contracts which, individually, do not exceed 3% of total, and which, in the aggregate, amount to less than 20% of the total.

## **DBE Utilization**

The Department began its DBE race neutral program January 1, 2000. **Contract specific goals are not placed on Federal/State contracts**; however, the Department has an overall 8.1% DBE goal it must achieve. In order to assist contractors in determining their DBE commitment level, the Department has reviewed the estimates for this letting.

As you prepare your bid, please monitor potential or anticipated DBE utilization for contracts. When the low bidder executes the contract with the Department, information will be requested of the contractor's anticipated DBE participation for the project. While the utilization is not mandatory in order to be awarded the project, continuing utilization of DBE firms on contracts supports the success of Florida's Voluntary DBE Program, and supports contractors' Equal Employment Opportunity and DBE Affirmative Action Programs.

**NOTE:** Any project listed as 0% DBE availability does not mean that a DBE may not be used on that project. A 0% DBE availability may have been established due to any of the following reasons: limited identified subcontracting opportunities, minimal contract days, and/or small contract dollar amount. Contractors are encouraged to identify any opportunities to subcontract to DBEs.

If you have any questions regarding this information, please contact the Equal Opportunity Office at (850) 414-4747.

## **DBE Reporting**

If you are the prime contractor on a project, complete the attached Anticipated DBE Participation Statement and submit the information at the pre-construction or pre-work conference for all federal and state funded projects. This **will not** become a mandatory part of the contract. It will assist the Department in tracking and reporting planned or estimated DBE utilization. During the contract, the prime contractor is required to report actual payments to **all** subcontractors through the web-based Equal Opportunity Reporting System (EORS), BizWeb.

All DBE payments must be reported whether or not you initially planned to utilize the company. In order for our race neutral DBE Program to be successful, your cooperation is imperative. If you have any questions concerning the completion or submission of this information, contact the FDOT EOO at (850) 414-4747.

## **Bid Opportunity List**

The Federal DBE Program requires States to maintain a database of all firms that are participating or attempting to participate on FDOT-assisted contracts. The list must include all firms that bid on prime contracts or bid or quote subcontracts on FDOT-assisted projects, including **both DBEs and non-DBEs**.

A form is included to record bidders' information for **ALL** subcontractors or sub-consultants who quoted to you for specific projects for this letting.

If a contractor quoted to you for more than one project you only need list that contractor once. If you have submitted a bidder's list to the Department previously, you need only list new companies who have quoted to you or requested to be on specific projects. If you do not know the answers to numbers 2, 3, 4, or 5 you may leave them blank and the Department will complete them. This information should be returned with your bid package or proposal package or submitted to the Equal Opportunity Office within three days of your submission. It can be mailed or faxed.

**Please reply to:** Florida Department of Transportation  
Equal Opportunity Office  
605 Suwannee Street, MS 65  
Tallahassee, FL 32399-0450  
(850) 414-4747  
(850) 414-4879

## ANTICIPATED DBE PARTICIPATION STATEMENT

Financial Project Number: 123456-1-52-01

Contract Number: E1F99

Federal Aid Project Number (if applicable): N/A

Prime Contractor Name: \_\_\_\_\_

Contract Dollar Amount: 0.00

Is the prime contractor a Florida Department of Transportation Certified Disadvantaged Business Enterprise (DBE)?  
(yes  ) (no  )

Expected amount of contract dollars to be subcontracted to DBE(s): \$ 0.00

It is our intent to subcontract \_\_\_\_\_ % of the contract dollars to DBE(s). Listed below are the proposed DBE sub-contractors:

<u>DBE (s) Name</u>	<u>Type of Work/Specialty</u>	<u>Dollar Amount/Percentage</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This information is used to track and report anticipated DBE participation in **all state and federally funded FDOT contracts**. The **anticipated DBE amount will not become a part of the contractual terms**.

**This form must be submitted at the pre-construction or pre-work conference. DOT staff must forward this to the Equal Opportunity Office, 605 Suwannee Street, MS 65 Tallahassee, FL 32399-0450 or fax to (850) 414-4879. If you have any questions, please contact the EOO at (850) 414-4747.**

## Equal Opportunity Reporting System Information

To comply with changes in the Disadvantaged Business Enterprise (DBE) Program, the Department is collecting both actual payments made to subcontractors and sub-consultants, and DBE commitment amounts. Actual payments will be collected through the web-based Equal Opportunity Reporting System (EORS) and commitments will be collected through the Anticipated DBE Participation Statements.

It is extremely important that you continue to submit the Anticipated DBE Participation Statement at the pre-construction conference for all federal and state funded projects. This primary information is used by the State and Federal Government to evaluate our performance in the DBE Program.

**In addition, for federal and state funded projects, you must also report actual payments in the Equal Opportunity Reporting System.** Revisions were made to the specifications beginning with the October 2000 letting that states in section 9-6.7:

The Contractor is required to report monthly, through the Department's Equal Opportunity Reporting System on the Internet at [www.dot.state.fl.us](http://www.dot.state.fl.us), actual payments, retainage, minority status, and the work type of all subcontractors and suppliers.

Since the specifications were revised, we have made some additional modifications to ease the burden on the contractor. We will pursue making the permanent modifications to the specifications. In the interim, each month you must report actual payments to all DBE subcontractors, sub-consultants and suppliers. Payments to all non-DBE subcontractors and sub-consultants will need to be reported either monthly or at the end of the project. Payments to non-DBE suppliers need not be reported at all. This information can be submitted in hard copy form, if necessary.

Instructions for accessing the EORS are included. If you have any questions, please contact the Equal Opportunity Office at (850) 414-4747.

## INSTRUCTIONS FOR ACCESSING THE EQUAL OPPORTUNITY REPORTING SYSTEM

### Purpose

The Florida Department of Transportation, Equal Opportunity Office has been charged with requirements of reporting Disadvantaged Business Enterprise Information to the U.S. Department of Transportation, Federal Highway Administration (FHWA) according to the new 49 Code of Federal Regulations Part 26. The Equal Opportunity Reporting system was developed as a solution to collect this information.

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### Objective

The Equal Opportunity Reporting system will collect information of actual payments and retainage paid to the Prime Consultant/Contractor by the Department of Transportation and the Prime Consultant/Contractor's actual payments and retainage paid to their subs and suppliers, by the type of work they performed. The reporting of this information will be performed by the Prime on a monthly basis for an invoice or estimate number per contract.

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To establish access to the new Equal Opportunity Reporting System (BizWeb), contact Business Innovations Plus toll-free at 1-877-249-8725. The site location is <http://www.bipincwebapps.com/bizwebflorida/>

## **INSTRUCTIONS FOR COMPLETING DBE/AA PLAN**

**NOTE: THE DBE/AA PLAN MUST BE APPROVED BY THE EQUAL OPPORTUNITY OFFICE AND COMPLETED IN ACCORDANCE WITH CHAPTER 14-78, FLORIDA ADMINISTRATIVE CODE**

### **DBE/AA PLANS**

DBE/AA Plans must be submitted by the prime contractor, be submitted on company letterhead (first page only), signed by a company official, dated and contain all elements of an effective DBE/AA Plan (sample enclosed).

Plans that do not meet these mandatory requirements may not be approved. Approvals are for a (3) three year period and should be updated at anytime there is a change in the company's DBE Liaison Officer and/or President.

DBE/AA Plans must be received with the contractors bid or received by the Equal Opportunity Office prior to the letting for the contract to be awarded.

### **MAIL PLANS TO:**

**Florida Department of Transportation  
Equal Opportunity Office  
Contract Compliance Section  
605 Suwannee Street, MS 65  
Tallahassee, Florida 32399-0450**

Questions concerning the DBE/AA Plan may be directed to the Contract Compliance Section by calling (850) 414-4747

## DBE AFFIRMATIVE ACTION PLAN

### POLICY STATEMENT

It is the policy of \_\_\_\_\_ that disadvantaged businesses, as defined by 49 CFR **Part 26, Subpart D** and implemented under Rule Chapter 14-78, F.A.C., shall have the **opportunity** to participate as subcontractors and suppliers on all contracts awarded by the Florida Department of Transportation.

The requirements of Rule Chapter 14-78, F.A.C., shall apply to all contracts entered into between the Florida Department of Transportation and \_\_\_\_\_ Subcontractors and/or suppliers to \_\_\_\_\_ will also be bound by the requirements of Rule Chapter 14-78 F.A.C.

\_\_\_\_\_, and its subcontractors shall take all necessary and reasonable steps in accordance with Chapter 14-78, F.A.C., to ensure that disadvantaged businesses have the **opportunity** to compete and perform work contracted with the Florida Department of Transportation.

\_\_\_\_\_, and its subcontractors shall not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts with the Department of Transportation.

\_\_\_\_\_, has designated and appointed a Liaison Officer to develop, maintain, and monitor the DBE Affirmative Action Plan implementation. The Liaison Officer will be responsible for disseminating this policy statement throughout \_\_\_\_\_ and to disadvantaged controlled businesses. The statement is posted on notice boards of the Company.

X \_\_\_\_\_, President

X \_\_\_\_\_



## **I. DESIGNATION OF LIAISON OFFICER**

\_\_\_\_\_ will aggressively recruit disadvantaged businesses as subcontractors and suppliers for all contracts with the Florida Department of Transportation. The Company has appointed a Liaison Officer to develop and maintain this Affirmative Action Plan in accordance with the requirements of Rule Chapter 14-78, F.A.C.

The Liaison Officer will have primary responsibility for developing, maintaining, and monitoring the Company's utilization of disadvantaged subcontractors in addition to the following specific duties:

- (1) The Liaison Officer shall aggressively solicit bids from disadvantaged business subcontractors for all Florida Department of Transportation contracts;
- (2) The Liaison Officer will submit all records, reports, and documents required by the Florida Department of Transportation, and shall maintain such records for a period of not less than three years, or as directed by any specific contractual requirements of the Florida Department of Transportation.

The following individual has been designated Liaison Officer with responsibility for implementing the Company's affirmative action program in accordance with the requirements of the Florida Department of Transportation.

## **II. AFFIRMATIVE ACTION METHODS**

In order to formulate a realistic Affirmative Action Plan, \_\_\_\_\_ has identified the following known barriers to participation by disadvantaged subcontractors, before describing its proposed affirmative action methods:

1. Lack of qualified disadvantaged subcontractors in our specific geographical areas of work;
2. Lack of certified disadvantaged subcontractors who seek to perform Florida Department of Transportation work;
3. Lack of interest in performing on Florida Department of Transportation contracts;
4. Lack of response when requested to bid;
5. Limited knowledge of Florida Department of Transportation plans and specifications to prepare a responsible bid.

In view of the barriers to disadvantaged businesses stated above, it shall be the policy of \_\_\_\_\_ to provide opportunity by \_\_\_\_\_ utilizing the following affirmative action methods to ensure participation on the contracts with the Florida Department of Transportation. \_\_\_\_\_ will:

1. Provide written notice to all certified DBE subcontractors in the geographical area where the work is to be subcontracted by the Company;
2. Advertise in minority focused media concerning subcontract opportunities with the Company;
3. Select portions of the work to be performed by DBEs in order to increase the likelihood of meeting contract goals (including, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation);

4. Provide adequate information about the plans, specifications, and requirements of the contract, not rejecting subcontractors without sound reasons based on a thorough investigation of their capabilities;
5. Waive requirements of performance bonds where it is practical to do so;
6. Attend pre-bid meetings held by the Florida Department of Transportation to apprise disadvantaged subcontractors of opportunities with the Company;
7. Follow up on initial solicitations of interest to DBE subcontractors to determine with certainty whether the DBE company is interested in the subcontract opportunity.

\_\_\_\_\_ understands that this list of affirmative action methods is not exhaustive and will include additional approaches after having established familiarity with the disadvantaged subcontracting community and/or determined the stated approaches to be ineffective.

### III. IMPLEMENTATION

On contracts with specific DBE goals, \_\_\_\_\_ will make every effort to meet contract goals as stated by utilizing its affirmative action methods. On projects with no specific goals, the Company will, as an expression of good faith, seek to utilize DBE subcontractors where work is to be subcontracted.

### IV. REPORTING

\_\_\_\_\_ shall keep and maintain such records as are necessary to determine the Company's compliance with its DBE Affirmative Action Plan.

The Company will design its record keeping system to indicate:

1. The number of DBE subcontractors and suppliers used by the Company, identifying the items of work, materials and services provided;
2. The efforts and progress being made in obtaining DBE subcontractors through local and community sources;
3. Documentation of all contracts, to include correspondence, telephone calls, newspaper advertisements, etc., to obtain DBE participation on all Florida Department of Transportation projects;
4. **The Company shall comply with Florida Department of Transportation's requirements regarding payments to subcontractors including DBEs for each month (estimate period) in which the companies have worked.**

### V. DBE DIRECTORY

\_\_\_\_\_ will utilize the DBE Directory published by the Florida Department of Transportation.

The Company will distribute Form Number 275-030-01, Schedule A Certification Form Number 1, to potential DBE contractors and assist in their completion.

**FLORIDA DEPARTMENT OF TRANSPORTATION  
 BID OPPORTUNITY LIST**

Please complete and mail or fax to:  
 Equal Opportunity Office  
 605 Suwannee St., MS 65  
 Tallahassee, FL 32399-0450  
 TELEPHONE: (850) 414-4747  
 FAX: (850) 414-4879

This information may also be included in your bid or proposal package.

Prime Contractor/Consultant: \_\_\_\_\_

Address/Telephone Number: \_\_\_\_\_

Bid/Proposal Number: E1F99 \_\_\_\_\_

Quote Submitted MM/YR: 04/07 \_\_\_\_\_

49 CFR Part 26.11 requires the Florida Department of Transportation to develop and maintain a "bid opportunity list." The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and materials supplies on DOT-assisted projects, including both DBEs and non-DBEs. For consulting companies this list must include all subconsultants contacting you and expressing an interest in teaming with you on a specific DOT assisted project. Prime contractors and consultants must provide information for Nos. 1, 2, 3 and 4 and should provide any information they have available on Numbers 5, 6, 7, and 8 for themselves, and their subcontractors and subconsultants.

1. Federal Tax ID Number: \_\_\_\_\_  
 2. Firm Name: \_\_\_\_\_  
 3. Phone: \_\_\_\_\_  
 4. Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 5. Year Firm Established: \_\_\_\_\_

6.  DBE  
 Non-DBE  
 7.  Subcontractor  
 Subconsultant

8. Annual Gross Receipts  
 Less than \$1 million  
 Between \$1 - \$5 million  
 Between \$5 - \$10 million  
 Between \$10 - \$15 million  
 More than \$15 million

1. Federal Tax ID Number: \_\_\_\_\_  
 2. Firm Name: \_\_\_\_\_  
 3. Phone: \_\_\_\_\_  
 4. Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 5. Year Firm Established: \_\_\_\_\_

6.  DBE  
 Non-DBE  
 7.  Subcontractor  
 Subconsultant

8. Annual Gross Receipts  
 Less than \$1 million  
 Between \$1 - \$5 million  
 Between \$5 - \$10 million  
 Between \$10 - \$15 million  
 More than \$15 million

1. Federal Tax ID Number: \_\_\_\_\_  
 2. Firm Name: \_\_\_\_\_  
 3. Phone: \_\_\_\_\_  
 4. Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 5. Year Firm Established: \_\_\_\_\_

6.  DBE  
 Non-DBE  
 7.  Subcontractor  
 Subconsultant

8. Annual Gross Receipts  
 Less than \$1 million  
 Between \$1 - \$5 million  
 Between \$5 - \$10 million  
 Between \$10 - \$15 million  
 More than \$15 million

# **APPENDIX J**

## **Addendums**

**GO BACK TO PAGE 11 OF 18**

**NOTICE TO CONTRACTORS  
OFFICE OF THE STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION**

**DISTRICT ONE  
PROCUREMENT OFFICE  
801 N. BROADWAY AVENUE  
P. O. BOX 1249  
BARTOW, FLORIDA 33830  
(863) 519-2610**

**March 9, 2007**

**ADDENDUM NUMBER THREE**

**PROJECT DESCRIPTION:** SR 123 Passing Lanes  
**FINANCIAL PROJECT NOS.:** 123456-1-52-01  
**COUNTIES:** DESOTO  
**CONTRACT NO.:** E1F99

The following is a list of the revisions made to the Design Construction Criteria Package:

Document	Page Number	Revisions
Request for Proposal	2	<p>Section II, Schedule of Events, the Department has extended the Technical Proposal due date. Revisions to the Schedule of Events are highlighted in bold and italicized:</p> <p><b><i>March 27, 2007 - Technical Proposals due in District Office by 4:00 p.m. local</i></b></p> <p><b><i>April 10, 2007 - Technical Questions to be sent to the Design Build Firms.</i></b></p> <p><b><i>April 17, 2007 - Design Build Firm's Responses to Technical Questions from Technical Review Committee are due by 10:00 a.m. (Local Time)</i></b></p> <p><b><i>April 24, 2007 - Price Proposals due in District Office by 2:00 p.m. local time.</i></b></p> <p><b><i>April 24, 2007 - Public announcing of Technical Scores and opening of Price Proposals at 2:00 p.m. local time in District One Headquarters, 3<sup>rd</sup> Floor Transportation Support Conference Room, 801 North Broadway Ave., Bartow, Florida 33830.</i></b></p>

		<p><b>May 1, 2007</b> - Posting of the Department's intended decision to Award (will remain posted for 72 hours/days)</p> <p><b>May 8, 2007</b> – Anticipated Award Date.</p> <p><b>June 15, 2007</b> – Anticipated Execution Date.</p>
	37	Section VII. B, the third paragraph, first sentence, changed to read as follows: “Technical Proposals are due <b>March 27, 2007</b> by 4:00 pm. Submit one (1) original and nineteen copies of the Technical Proposal to:.”
	40	Section VII. B, end of the sentence for the top third line item, changed to read as follows: Variations/Exceptions and Documentation (To be submitted to the Department <b>no later than 10:00 a.m., local time, Tuesday, March 6, 2007</b> and approved prior to the Technical Proposals, which is <b>4:00 p.m., local time, Tuesday, March 27, 2007.</b> )
		Section VIII, Bid Price Proposal, A., first paragraph, last sentence, changed to read as follows: The Price Proposal shall be hand delivered on or by <b>April 24, 2007</b> by 2:00 p.m. in a separate sealed package to the following:

Please made the following corrections to Addendum No. 02, issued March 8, 2007:

1. Correct the date reflected on Addendum No. 02; the correct date is March 8, 2007, not February 7, 2007. Also, when completing the Proposal Form, please annotate the correct date on the Form.
2. On the last page of Addendum No. 02, please revise the last sentence to read “Acknowledge receipt of Addendum Number **Three** in the space provided on the proposal.”

Attached to this Addendum is a revised copy of the Request for Proposal (dated 03.08.07).

Acknowledge receipt of Addendum Number Three in the space provided on the proposal.

Felipe Alvarez

*Felipe Alvarez*

Consultant Acquisition Supervisor

**PLEASE SIGN BELOW IN RECEIPT OF THIS NOTICE AND ADDITIONAL DOCUMENTS ANNOTATED ABOVE.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

E1F99 , ADDENDUM NO. 03  
March 9, 2007

2 of 2

FPID No. 123456-1-52-01

# **APPENDIX K**

## **Technical Proposal Fact Sheets**

[GO BACK TO PAGE 12 OF 18](#)

# FACT SHEET

## FPID 123456-1-52-01 SR 123 Passing Lanes Design Build in Desoto County

Task	Improved Highways, Inc./ALCOV	AMSN Enterprises, Inc./KARKI	XJAS Paving Industries, Inc./ Florida Engineer's Consultant, LLC
<b><u>Total Contract Days</u></b>	361	323	352
<b><u>Roadway</u></b>			
<u>Pavement Design</u>			
Milling/Resurfacing	Mill 1" and resurface with 1" of FC-9.5.	No milling and resurfacing will be done.	No milling and resurfacing will be done.
Widening	12" Type B Stab., OBG 9, Type SP (Traffic C)(2.5"), FC-9.5 (1")	12" Type B Stab., OBG 9, Type SP (Traffic C)(2.5")(PG 76-22), FC-9.5 (1")(PG 76-22)	12" Type B Stab., OBG 9, Type SP (Traffic C)(2.5")(PG 76-22), FC-9.5 (1")(PG 76-22)
Shoulder	12" Type B Stab., OBG 1, Type SP (Traffic C)(1"), FC-9.5 (1")	12" Type B Stab., OBG 1, Type SP (Traffic C)(1"), FC-9.5 (1")	12" Type B Stab., OBG 1, Type SP (Traffic C)(1"), FC-9.5 (1")
<b><u>Typical Section</u></b>	Existing 2 lane rural segment with 12' wide travel lanes and 10' wide paved shoulder (5' paved). Proposed roadway will be 3-12' lanes with 5' paved shoulders on both sides.	Existing 2 lane rural segment with 12' wide travel lanes and 10' wide paved shoulder (5' paved). Proposed roadway will be 3-12' lanes with 5' paved shoulders on both sides.	Existing 2 lane rural segment with 12' wide travel lanes and 10' wide paved shoulder (5' paved). Proposed roadway will be 3-12' lanes with 5' paved shoulders on both sides.



<b>Task</b>	<b>Improved Highways, Inc./ALCOV</b>	<b>AMSN Enterprises, Inc./KARKI</b>	<b>XJAS Paving Industries, Inc./ Florida Engineer's Consultant, LLC</b>
<b><u>Drainage</u></b>	After meeting with SWFWMD, it was determined that earthen ditch blocks would need to be used for attenuation purposes. No formal SWFWMD interpretation at this time.	Linear ponds that utilize ditch blocks and earthen berms will be used to satisfy water quality and water quantity requirements.	Linear ponds that utilize earthen berms to satisfy water quality and water quantity requirements.
<b><u>MOT—Phases, Lane Closures</u></b>	Three phases of traffic control have been proposed. Phase IA – Overbuild south side paved shoulder to 2%. Phase IB – Construct north side roadway and shoulder. Phase II – Final dressing, sod and milling. Phase III – Friction course and signing and marking.	Four phases of traffic control have been proposed. Phase I – Overbuild eastbound shoulder and shift traffic over. Phase II - Construct additional lane, paved shoulder and linear ponds. Phase III – Stripe existing and new lanes. Phase IV – Open lanes to traffic.	Three phases of traffic control have been proposed. Phase I – Overbuild eastbound shoulder and shift traffic over. Phase II - Construct additional lane, paved shoulder and linear ponds. Phase III – Stripe existing and new lanes.
<b><u>Permits</u></b>	Contact has been made with the USACE to determine if a permit will be required or not. No answer received to date. The DBF has started the application process for anticipated wetland and surface water impacts. Most likely a Nationwide Permit Program permit would be needed. A Standard General Permit will be required from SWFWMD. Minor environmental impacts to wetland impacts are anticipated with the drainage outfalls at existing lateral ditches. A Cultural Resource Assessment Study will be performed per the RFP. An NPDES permit will also be prepared.	Preliminary research shows that there should not be any impacts to historical buildings however a Cultural Resource Assessment Study will be performed per the RFP. Anticipate Standard General Permit from SWFWMD, a Nation-Wide 14 permit from the USACE and an NPDES permit from FDEP. Prepared to submit for these permits upon NTP.	Anticipate Standard General Permit from SWFWMD, a Nation-Wide 14 permit from the USACE and an NPDES permit from FDEP. Prepared to submit for these permits upon NTP.

<b>Task</b>	<b>Improved Highways, Inc./ALCOV</b>	<b>AMSN Enterprises, Inc./KARKI</b>	<b>XJAS Paving Industries, Inc./ Florida Engineer's Consultant, LLC</b>
<b><u>Environmental</u></b>	Crested Caracara, wood stork and eastern indigo snake. Caracara nesting site area outside of project area and should any wetland impacts occur the wood stork would be mitigated on a ratio of 1:1.	Crested Caracara, wood stork and eastern indigo snake. Caracara nesting site area outside of project area and construction activities will occur outside of the nesting season. Precautions will be taken during construction to make sure no animals are disturbed.	Crested Caracara, wood stork and eastern indigo snake. Precautions will be taken during construction to make sure no animals are disturbed.
<b><u>Roadway Design</u></b>	A length of 0.75 miles for the tangent was determined for the passing lane. 1.19 miles total length of passing lane with tapers was determined as well. Both were determined from the Highway Capacity Manual. Roadway will be widened to the north.	Roadway will be widened to the north to reduce impacts. Passing lane will be 1.4 miles total in length.	Roadway will be widened to the north to reduce impacts. Passing lane will be 0.80 miles total in length.
<b><u>Geotechnical</u></b>	Geotech borings and LBR have been taken to determine existing ground conditions and seasonal high water table levels. Geotech work will be done in accordance with the FDOT Soils and Foundations Manual.	Preliminary geotechnical investigation has been done to determine soil type and seasonal high water table levels.	Preliminary geotechnical investigation has been done to determine soil type and seasonal high water table levels. Geotech work will be done in accordance with the FDOT Soils and Foundations Manual.
<b><u>Specifications</u></b>	Specs workbook has been prepared. No technical specifications have been identified.	Specs workbook has been prepared. No technical specifications have been identified.	Specs workbook has been prepared. No technical specifications have been identified.
<b><u>Warranty</u></b>	5 year warranty on pavement, turf, and pavement markings.	5 year warranty on pavement for rutting, cracking, ride, raveling, potholes and slippage areas. Also roadway grade settlement, roadway drainage systems, and traffic devices. Grassing shall be warranted for one year.	5 year warranty on pavement for rutting, cracking, ride, raveling, potholes and slippage areas. Also roadway grade settlement, roadway drainage systems, and traffic devices.

<b>Task</b>	<b>Improved Highways, Inc./ALCOV</b>	<b>AMSN Enterprises, Inc./KARKI</b>	<b>XJAS Paving Industries, Inc./ Florida Engineer's Consultant, LLC</b>
<b><u>Utilities</u></b>	Utilities have been determined. Three UAO's on the project that have the following services: Desoto County 16' force main, Embarq telephone line and FPL overhead electric. Coordination with Utilities upon NTP.	Utilities have been determined. There are five UAO's on the project that have the following services: Desoto County 16' force main, Embarq telephone line, FPL overhead electric, Comcast cable, and Williams Communications cable. Coordination with Utilities upon NTP.	Utilities have been determined. There are five UAO's on the project that have the following services: Desoto County 16' force main, Embarq telephone line, FPL overhead electric, Comcast cable, and Williams Communications cable. Coordination with Utilities upon NTP.
<b><u>QC Plan</u></b>	QMP will be established for the project following DOT guidelines.	QMP will be established for the project following DOT guidelines.	QMP will be established for the project following DOT guidelines.
<b><u>Variances</u></b>	No variances have been identified.	No variances have been identified.	No variances have been identified.
<b><u>Innovation</u></b>	Widening to the north side of the roadway and placing the passing lanes at opposite ends of the project to increase the efficiency of the passing lanes. Avoiding utility impacts, safety and 14 days of float in the schedule are the other innovative aspects given in the technical proposal.	Starting the permit process prior to NTP to expedite the project schedule, reduced run-off treatment volumes, reduced wetland impacts, forgoing milling and resurfacing of existing pavement, and using the excavated soil from the linear ponds for roadway embankment are all innovative aspects proposed.	Starting the permit process prior to NTP to expedite the project schedule, reduced run-off treatment volumes, reduced wetland impacts, forgoing milling and resurfacing of existing pavement, and using the excavated soil from the linear ponds for roadway embankment are all innovative aspects proposed.

# **APPENDIX L**

## **Technical Proposal Review Questions and Design Build Firm Responses**

GO BACK TO PAGE 12 OF 18

SR 123 PASSING LANES  
FPID: 123456-1-52-01  
DESIGN BUILD TECHNICAL PROPOSAL  
REVIEW QUESTIONS  
APRIL 12, 2007

**XJAS/Florida**

1. Please define the warranty items, warranty bond amounts and terms that you are proposing?
2. How did you arrive at three utility companies and are you sure there are not more companies? Who is coordinating utilities and what is their FDOT experience relating specifically to clearing utilities for the Department?
3. What contract time are you committing to, 375 or 361? If you commit to 361, please explain how you derive 14 days of float. 361 would become the length of contract time and there would be no float. Please explain.
4. Has your team considered not overbuilding the East Bound shoulder? If so, what would the time and cost savings be?
5. Please summarize, in table format, each passing lane tangent length and transition length. If the tangent length is less than 1.0 mile, please explain what impacts would be encountered in your design to make the tangent length 1.0 mile. What additional cost would be incurred to make each tangent length 1.0 mile?
6. Has there been a determination as to possible co-mingling of water on the project per your proposed design and any issues with off-site flow with the same regard?
7. Please explain the pre-application meeting with SWFWMD, and if the agency is accepting your design. Were there any commitments? Were there any contingencies? Did any aspect of your design need to change in order to be permissible?
8. Please explain how you will ensure the safe access to driveways, during and after construction, with respect to the placement of the passing lanes.
9. The value added section of the proposal states the contractor will give the Department a five year warranty on traffic stripes. Since this is not a requirement of the Department who will be performing the warranty inspections?
10. In the Warranty section (707-7) it states a warranty bond will be provided to the Department. Could you please elaborate on the cost if the bond will not be paid separately, but will be included in the cost of other bid items?

11. In the warranty section (707-7) it states that Better Roads or a Responsible party will assume responsibility for performance of the traffic stripes. The Department has a contract with the prime not with the subcontractor therefore the Department always goes to the prime for warranty work or corrective issues. Would Better Roads be willing to change their proposal to reflect this?
12. Drainage
  - a. What comments did the Southwest Florida Water Management District offer concerning the dual linear pond design proposed vs. a single linear pond system?
  - b. Have they approved your stormwater management design?
  - c. Considering the amount of right of way in the area, did you consider a design which would maintain a front shoulder slope of 6:1? If you did consider it, what reasoning do you have for not using it?
13. Maintainability
  - a. Please provide a list of items to be coordinated with the local maintenance unit and your proposal for handling each item.
14. Warranty
  - a. Provide in table form, each warranty item, length of warranty and who is providing inspections and at what intervals.

**Improved Highways, Inc./ALCOV**

1. Please define the warranty items, warranty bond amounts and terms that you are proposing?
2. How did you arrive at five utility companies and are you sure there are not more companies? Who is coordinating utilities and what is their FDOT experience relating specifically to clearing utilities for the Department?
3. MOT phasing indicates overbuilding the existing East Bound shoulder. To what cross slope are you overbuilding? Plans do not indicate overbuild.
4. The phasing does not indicate a milling of the East Bound shoulder back to an 0.06 cross slope. Is this planned and if so, during what phase? What type of pavement surface will be put down over the milled surface?
5. Has your team considered not overbuilding the East Bound shoulder? If so, what would the time and cost savings be?
6. You do not propose to mill and resurface the existing lanes. How will you ensure a proper construction joint between the existing pavement and the widening

section if you do not pull a structural course over the whole surface? There are similar widening projects that used your approach and the pavement joint between existing and proposed has many potholes that require frequent maintenance. Please explain.

7. Please summarize, in table format, each passing lane tangent length and transition length. If the tangent length is less than 1.0 mile, please explain what impacts would be encountered in your design to make the tangent length 1.0 mile. What additional cost would be incurred to make each tangent length 1.0 mile?
8. Has there been a determination as to possible co-mingling of water on the project per your proposed design and any issues with off-site flow with the same regard?
9. Please explain the pre-application meeting with SWFWMD, and if the agency is accepting your design. Were there any commitments? Were there any contingencies? Did any aspect of your design need to change in order to be permissible?
10. Please elaborate on the paving process you intend to use and what approved plant the asphalt will come from.
11. In your schedule you show three different structural asphalt placements could you please elaborate on this.
12. Without milling and resurfacing how do you propose to remove conflicting/existing pavement markings and ensure striping functions properly without marring the pavement surface?
13. Standard specifications for striping are 6 inches with no tolerance. You are showing one inch tolerance could you please elaborate on this.
14. With Qeusa/Avcon warranting grassing for one year, are you going to be performing mowing and litter pick up during this period?
15. During the five year warranty period if the Department has to perform routine maintenance on an item does this void the warranty or will Qeusa still warranty these items?
16. Could you please elaborate on the Limitation of warranty obligations on page 79?
17. Drainage
  - a. What comments did the Southwest Florida Water Management District offer concerning the single linear pond design proposed vs. a dual linear pond system?
  - b. Have they approved your stormwater management design?

18. Roadway

- a. Your design is not proposing milling. How do you plan to adequately remove the existing striping so there will not be any damage to the existing pavement and so there will not be any shadowing of the removed stripes?

19. Warranty

- a. You provided warranty threshold limits less than 100 percent of the intended design. What justification are you using for this allowance?
- b. Provide in table form, each warranty item, length of warranty and who is providing inspections and at what intervals.

**AMSN/KARKI**

1. Please define the warranty items, warranty bond amounts and terms that you are proposing?
2. How did you arrive at five utility companies and are you sure there are not more companies? Who is coordinating utilities and what is their FDOT experience relating specifically to clearing utilities for the Department?
3. The phasing does not indicate a milling of the East Bound shoulder back to an 0.06 cross slope. Is this planned and if so, during what phase? What type of pavement surface will be put down over the milled surface?
4. You do not propose to mill and resurface the existing lanes. How will you ensure a proper construction joint between the existing pavement and the widening section if you do not pull a structural course over the whole surface? There are similar widening projects that used your approach and the pavement joint between existing and proposed has many potholes that require frequent maintenance. Please explain.
5. Please summarize, in table format, each passing lane tangent length and transition length. If the tangent length is less than 1.0 mile, please explain what impacts would be encountered in your design to make the tangent length 1.0 mile. What additional cost would be incurred to make each tangent length 1.0 mile?
6. Has there been a determination as to possible co-mingling of water on the project per your proposed design and any issues with off-site flow with the same regard?
7. Please explain the pre-application meeting with SWFWMD, and if the agency is accepting your design. Were there any commitments? Were there any contingencies? Did any aspect of your design need to change in order to be permissible?



8. Please elaborate on the paving process you intend to use and what approved plant the asphalt will come from.
9. In your schedule you show three different structural asphalt placements could you please elaborate on this.
10. Standard specifications for striping are 6 inches with no tolerance. You are showing one inch tolerance could you please elaborate on this.
11. With Qeusa/Avcon warranting grassing for one year, are you going to be performing mowing and litter pick up during this period?
12. During the five year warranty period if the Department has to perform routine maintenance on an item does this void the warranty or will Qeusa still warranty these items?
13. Drainage
  - c. What comments did the Southwest Florida Water Management District offer concerning the single linear pond design proposed vs. a dual linear pond system?
  - d. Have they approved your stormwater management design?
14. Roadway
  - c. Your design is not proposing milling. How do you plan to adequately remove the existing striping so there will not be any damage to the existing pavement and so there will not be any shadowing of the removed stripes?
15. Warranty
  - a. You provided warranty threshold limits less than 100 percent of the intended design. What justification are you using for this allowance?
  - d. Provide in table form, each warranty item, length of warranty and who is providing inspections and at what intervals.

April 19, 2007

Mr. Felipe Alvarez  
Consultant Acquisition Supervisor  
District One, Professional Services

Re: SR 123 Passing Lanes Design-Build Project  
FPID: 123456-1-52-01  
Design-Build Technical Proposal  
Review Question Responses

Dear Felipe:

Enclosed please find our Team's responses to the questions the Department provided in regard to our Technical Proposal submitted for the SR 123 Passing Lane Project.

1. Please define the warranty items, warranty bond amounts and terms that you are proposing.

*Response: Warranty items and terms are as follows:*

- a. Pavement construction including base courses, asphalt structural course and friction course are being provided with a five (5) year warranty.*
- b. Grassing is being provided with a one (1) year warranty.*
- c. Guardrail is being provided with a one (1) year warranty.*
- d. Traffic devices are being provided with a one (1) year warranty.*
- e. Drainage systems are being provided with a one (1) year warranty.*

*The Warranty Bond Amount will be determined based on the Bid Amount for the project.*

2. How did you arrive at five utility companies and are you sure there are not more companies? Who is coordinating utilities and what is their FDOT experience relating specifically to clearing utilities for the Department?

*Response: To identify existing utilities we reviewed the existing SR 123 Milling & Resurfacing plans done by Faller Davis Associates, as well as contacted utility owners along the alignment. As a result of these efforts we were able to identify five current utility owners as having existing facilities within the*

*project corridor. We spoke by phone with all of the five utility owners we identified in our proposal as shown page 11 of our Project Approach and also spoke with City of Arcadia staff since they were identified in the SR 123 Milling and Resurfacing plans done previously. However, we were informed by City staff that the City of Arcadia does not have utilities out that far along SR 123.*

*Our Team certainly understands identification of all existing utilities will be necessary and recognize that if additional utility owners have facilities within the project limits, it is incumbent upon our Team to identify and coordinate with ALL Owners during the course of completing this project and are very much looking forward to that opportunity.*

*The Utility Coordinator for our Team will be Mr. Robert H. Palm, PE for design activities and Mr. Louis Gaudio for field activities. Mr. Palm has extensive utility design and coordination experience with more than 20 years experience. Mr. Palm has provided utility coordination efforts for District 3, District 5, Seminole Count Environmental Services, Orange County Public Works, Orlando Aviation Authority, and Orlando-Sanford Aviation Authority, as well as many other public and private clients.*

*Likewise, Mr. Gaudio has over 18 years field construction experience many of which have been done for various Departments of Transportation including two FDOT District 1 projects and numerous County and City government projects.*

3. MOT phasing indicates overbuilding the existing East Bound shoulder. To what cross slope are you overbuilding? Plans do not indicate overbuild.  
*Response: Upon further consideration we believe the overbuild on the outside shoulder can be eliminated from the project. By eliminating overbuild on the shoulder, we will provide additional cost savings and expedite construction sequencing of the project without compromising project safety. As a second alternative approach for MOT, if it is acceptable to the Department, in lieu of shifting traffic onto the eastbound shoulder, during construction activities we could reduce travel lane widths to 11 ft and not shift traffic onto the shoulder. Regardless of which method is approved both will provide adequate maintenance of traffic and will reduce project costs and time. Based on these two alternative MOT approaches, we recommend eliminating the overbuilding of the eastbound shoulder.*

*As a result of eliminating the eastbound overbuild we will save approximately \$150,000 and the reduction will be reflected in our bid price. Additionally, this modification to project approach will reduce the project schedule by approximately four days.*

4. The phasing does not indicate a milling of the East Bound shoulder back to an 0.06 cross slope. Is this planned and if so, during what phase? What type of pavement surface will be put down over the milled surface?

*Response: As stated above, we have decided to eliminate the overbuilding of the existing eastbound shoulder as a cost and schedule savings. Therefore, milling the shoulder back to a 0.06 cross slope will not be necessary.*

5. Has your team considered not overbuilding the East Bound shoulder? If so, what would the time and cost savings be?

*Response: Yes we have considered this. In fact, as mentioned above, upon further discussion and consideration, we have decided it would be beneficial both from a cost savings standpoint, as well as schedule, to eliminate this step from the MOT process. Please see response above.*

6. You do not propose to mill and resurface the existing lanes. How will you ensure a proper construction joint between the existing pavement and the widening section if you do not pull a structural course over the whole surface? There are similar widening projects that used your approach and the pavement joint between existing and proposed has many potholes that require frequent maintenance. Please explain.

*Response: Prior to submitting our proposal, we discussed this issue extensively. However, we determined that the resulting additional cost incurred as a result of milling and resurfacing the existing travel lanes is not warranted and would result in significant additional project costs. Our Team understands the Department's concern relative to the possibility of maintenance issues occurring between the existing pavement and the proposed widened area. To address this issue we propose to saw-cut the existing pavement at the edge of the travel lane and remove the existing shoulder, we will place particular emphasis on compaction of sub-base and base, and will provide a tack coat at the widening joint location to prevent water intrusion.*

7. Please summarize, in table format, each passing lane length and transition length. If the tangent length is less than 1.0 mile, please explain what impacts would be encountered in your design to make the tangent length 1.0 mile? What additional costs would be incurred to make the tangent length 1.0 mile?

*Response: As part of our Team's preliminary design efforts on the SR 123 Passing Lane Project we did perform an analysis to determine optimum passing lane lengths based on the available traffic data. This information is included in Section 7 – Design Support Documents, Section 5. Based on the available traffic data, we determined the optimum passing lane length is one mile including tapers.*

*Taper and Tangent Lengths are shown in the table below. As can be seen from this table, Segments 1, 2, and 4 provide tangent lengths of exactly 5,280 ft (i.e., one mile). In regard to Segments 1 and 2, the End Taper of Segment 1 and the Begin Taper of Segment 2 actually overlap by 325 ft. Therefore, when the overlap between tapers is accounted for the total taper lengths between Segments 1 and 2 is 1,235 ft and the Tangent Length for Segment 2 is one mile.*

<i>Passing Lane Tangent and Taper Lengths</i>				
	<i>Begin Taper Length</i>	<i>Tangent Length</i>	<i>End Taper Length</i>	<i>Total Length</i>
<i>Segment 1</i>	<i>1,560 ft</i>	<i>5,280 ft</i>	<i>780 ft</i>	<i>7,620 ft</i>
<i>Segment 2</i>	<i>780 ft</i>	<i>5,280 ft</i>	<i>1,560 ft</i>	<i>7,295 ft</i>
<i>Segment 3</i>	<i>1,560 ft</i>	<i>3,940 ft</i>	<i>1,600 ft*</i>	<i>7,100 ft</i>
<i>Segment 4</i>	<i>780 ft</i>	<i>5,280 ft</i>	<i>1,560 ft</i>	<i>7,620 ft</i>

*\* Includes center left turn lane length.*

*In regard to Segment 3, the tangent length currently provided is 3,940 ft. The reason for providing this reduced length was based on three reasons. First, Segment 3 begins on the west end at the end of the proposed taper and center left turn lane that is to be constructed and provide access for westbound left turn movements into the expansion of the DeSoto Correctional Institute. This project is currently under design by Post Buckley Schuh & Jernigan. Construction is planned to start either late spring or early summer. Given the advent of the center left turn lane at this location (Sta. 1385+30), we felt it would introduce a potentially unsafe condition into the project by extending the passing lane further west through this location of the project. Therefore, we began Segment 3 at the end of the planned taper for the center left turn lane. Secondly, the end limits of Segment 3 were based on not impacting the existing box culvert located at Sta. 1467+50. Additionally, we felt it important to provide a center left turn lane at the WSA Landfill given the number of trucks accessing this property which also resulted in contributing to the reduced tangent length.*

*Obviously, these three constraints resulted in providing a tangent length that was less than one mile. In order to provide a one mile long tangent section we will need to eliminate the center left turn lane at the WSA Landfill and extend one end of the quadruple 7' x 10' concrete box culvert located at Sta. 1467+50, as well as provide an additional 1,340 ft of roadway. The anticipated cost for extending the box culvert and the additional 1,340 ft of roadway is approximately \$500,000. This additional cost will not be reflected in our actual bid which will be based on the current project design. If the Department determines it necessary to extend the Segment 3 tangent length, then those costs can be discussed further following the award of the project.*

8. Has there been a determination as to possible co-mingling of water on the project per your proposed design and any issues with off-site flow with the same regard.

*Response: When we met with SWFWMD staff on February 27, 2007 we did discuss this issue. SWFWMD staff informed us that we would need to treat all project runoff of co-mingling of existing runoff volumes with runoff volumes that resulted from new construction. Understanding that fact from the outset is largely why we chose to widen only along the north side of the roadway and to provide a cross slope of 2% in the opposite direction from the existing travel lanes. By constructing the newly proposed passing lanes with a 2% cross slope toward the north there is no co-mingling. Therefore, treatment of existing runoff is avoided and the water quality requirement will be to treat new impervious surfaces only.*

*In regard to off-site flows, as can be seen from the aerial imagery and existing contour information on our project design plans a continuous ditch runs almost the entire length of the project along the north side of the project. Since we are proposing to construct passing lanes along the north side where the ditch is located, off-site flows are not anticipated to be co-mingled with runoff from new construction.*

9. Please explain the pre-application meeting with SWFWMD, and if the agency is accepting your design. Were there any commitments? Were there any contingencies? Did any aspect of your design need to change in order to be permissible?

*Response: A pre-application meeting was held February 27, 2007 to establish the required design criteria and to discuss key issues with WMD staff, and Mr. David Sua, PE (Surface Water Regulation Manager, SWFWMD Sarasota office). We did discuss in-depth our proposed design and SWFWMD conceptually accepted our drainage design. Our discussions with the WMD relative to obtaining the project ERP essentially boiled down to a few key items related to drainage design approach / commitments. These items were:*

- Minimize and avoid wetland impacts*
- Provide floodplain compensation for any fill proposed in 100-year floodplains*
- Provide the necessary stormwater treatment volumes per SWFWMD ERP Basis of Review Section 5.8 B (1) – treatment of new impervious only*
- Minimize stormwater treatment requirements by avoiding co-mingling of existing and proposed runoff volumes*
- Swale ditch blocks should be designed with a concrete core that extends two (2) feet into the ditch slopes*

- *Recovery of the water quality treatment volume should be accomplished within 72 hours through a mounding analysis program such as MODRET or PONDS.*
- *Avoiding impacts to existing box culverts and adjacent wetlands*

*During the pre-application meeting with SWFWMD, discussions were held regarding wildlife surveys and wetland determinations prior to application submittal. Coordination with USFWS and FFWCC will occur regarding the results of the caracara surveys. The results of the coordination will be included in the permit application package. No contingencies were discussed and no change in design is required to be permissible.*

10. Please elaborate on the paving process you intend to use and what plant the asphalt will come from.

*Response: The structural course will be placed in two lifts with each section being completed separately at different times of the project. The final friction course will be installed at the very end of the project, all sections being completed consecutively and not concurrently which will help to reduce MOT issues.*

*The Asphalt will be provided by APAC from either the University Plant in Sarasota or the Laurel Plant in Port Charlotte.*

11. In your schedule you show three different structural asphalt placements could you please elaborate on this.

*Response: The project schedule indicates two days of structural asphalt placement for each of four sections. The final friction course will be placed in eight consecutive days at the end of the project.*

12. Without milling and resurfacing how do you propose to remove conflicting/existing pavement markings and ensure striping functions properly without marring the pavement surface?

*Response: As has been performed on previous FDOT projects, the existing striping will be removed using hydroblasting. The temporary striping will be tape, not painted, for easy removal.*

13. Standard specifications for striping are 6 inches with no tolerance could you please elaborate on this. You are showing one inch tolerance could you please elaborate on this.

*Response: We will provide striping in accordance with Standard Specification for Road and Bridge Construction 2007 edition Sections 710-5 and 711.*

14. With warranting grass for one year, are you going to be performing mowing and litter pick up during this period?

*Response: As per standard specifications, mowing and litter pick up will be done during construction activity; however, upon final acceptance by the Department, mowing and litter removal will cease and the one (1) year warranty will begin.*

15. During the five year warranty period if the Department has to perform routine maintenance on an item does this void the warranty or will still warranty these items?

*Response: No, routine maintenance by the Department will not void the warranty.*

16. Could you please elaborate on the Limitation of Warranty obligations on page 79?

*Response: Please see response to Items 1 and 15 above.*

17. Drainage

- a. What comments did the Southwest Florida Water Management District offer concerning the linear pond design proposed vs. a dual linear pond system?

*Response: We did not discuss dual linear ponds during our pre-application meeting with SWFWMD. Our Team's stormwater treatment approach and our discussion with SWFWMD centered on providing linear pond treatment. The WMD understood that there is limited right-of-way available to provide stormwater treatment within the project limits and seemed to be pleased that we would be able to treat all of the runoff from new impervious areas. Telephone contact with David Sua, PE (Surface Water Regulation Manager, SWFWMD Sarasota office) was conducted April 18, 2007 to discuss the two pond design approaches.*

***Mr. Sua stated that the linear pond design we have proposed appeared reasonable for this project. Additionally, Mr. Sua said that there is no apparent benefit to providing a dual linear pond system and may be the result of a wetlands stormwater management design approach which is also an acceptable design. Floodplain compensation can be handled in the same linear pond site used for stormwater management although additional stormwater modeling is required in this case. Alternatively, separate swale cells can be utilized for floodplain compensation.***

- b. Have they approved your stormwater management design?

*Response: Conceptually, SWFWMD has approved our stormwater management design based on the key design items outlined in response to Comment 9 above. Permit approval of the stormwater management design will occur following SWFWMD review of the drainage calculations (water quality volume and recovery, water quantity, and*



*floodplain management) associated with the proposed drainage design. Our pre-application meeting documented our discussion of the proposed improvements and our proposed approach to providing stormwater treatment and attenuation on the project. Our meeting also included a discussion of methods and approaches to permitting the project that will be helpful in expediting the process.*

18. Roadway

- a. Your design is not proposing milling. How do you plan to adequately remove the existing striping so there will be not be any damage to the existing pavement and so there will not be any shadowing of the removed stripes?

*Response: See response to Item #12 above.*

19. Warranty

- a. You provided warranty threshold limits less than 100% of the intended design. What justification are you using for this allowance?

*Response: The RFP request threshold limits at which point repairs will be made. We feel that this represents a reasonable guideline for repair purposes.*

- b. Provide in table form, each warranty item, length of warranty and who is providing inspections and at what intervals.

*Response: Please see response to Item #1 for warranty items and durations.*

*As indicated on Pg. 79 of our technical proposal, \_\_\_\_\_ will perform annual inspections.*

This concludes our responses to the enclosed Technical Approach questions provided.

# **APPENDIX M**

## **Technical Proposal Evaluation Summary Sheet Package**

**GO BACK TO PAGE 12 OF 18**

**EVALUATION SUMMARY SHEET**

**CONTRACT NO. E1F99**

**DESIGN BUILD/ SR 123 Passing Lanes in Desoto County**

**FPID No.: 123456-1-52-01**

Areas being Evaluated:	Consultant	
	Improved Highways/ALCOV	AMSN Enterprises/KARKI
Permitting/Environmental Protection/Commitments (0-10)	6	8
Maintainability (0-5)	3	4
Contract Guaranteed/Value Added (0-10)	5	7
Schedule (0-15)	12	13
Coordination (0-10)	8	9
Quality Management Plan (0-5)	4	4
Maintenance of Traffic (0-15)	9	8
Design and Geotechnical Services Investigation (0-15)	14	14
Construction Methods (0-10)	9	9
<b>TOTAL SCORE:</b>	70.00	76

**Evaluated by:** Rachel Stinger

**Title:** Design Project Manager

Evaluator's Initials \_\_\_\_\_

**EVALUATION SUMMARY SHEET**

**CONTRACT NO. EIF99**

**DESIGN BUILD/ SR 123 Passing Lanes in Desoto County**

**FPID No.: 123456-1-52-01**

<b>Design Build Team: Improved Highways/ALCOV</b>	<b>Maximum Value Allowed</b>	<b>Evaluator's Score</b>
<b>Permitting/Environmental Protection/Commitments)</b>	<b>10</b>	<b>6</b>
<b>Maintainability</b>	<b>5</b>	<b>3</b>
<b>Contract Guaranteed/Value Added</b>	<b>10</b>	<b>5</b>
<b>Schedule</b>	<b>15</b>	<b>12</b>
<b>Coordination</b>	<b>10</b>	<b>8</b>
<b>Quality Management Plan</b>	<b>5</b>	<b>4</b>
<b>Maintenance of Traffic</b>	<b>10</b>	<b>9</b>
<b>Design and Geotechnical Services Investigation</b>	<b>15</b>	<b>14</b>
<b>Construction Methods</b>	<b>10</b>	<b>9</b>
<b>TOTAL SCORE:</b>	<b>90</b>	<b>70</b>

**Evaluated by:** Rachel Stinger

**Title:** Design Project Manager

**Date:** 6/12/2007

EVALUATION SUMMARY SHEET

CONTRACT NO. E1F99

DESIGN BUILD/ SR 123 Passing Lanes in Desoto County

FPID No.: 123456-1-52-01

DESIGN BUILD TEAM: Improved Highways/ALCOV

	Maximum Allowed	Evaluator's Score
<b>Environmental Protection/Commitments</b>	<b>10</b>	<b>6</b>

Credit will be given for minimizing impacts to the environment during all phases of design/construction and insure that all environmental commitments are honored Credit will be given for minimizing impacts to the environment during the design, permitting, and construction phases of the project, while insuring that all environmental commitments are honored. Credit will be given innovative construction techniques that minimize impacts to wetlands and the selection of mitigation alternatives that are most cost effective for the impacts. Stormwater permitting that includes consideration for future expansion of I-75 will be looked upon favorably.

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	Maximum Allowed	Evaluator's Score
<b>Maintainability</b>	<b>5</b>	<b>3</b>

Credit will be given for a design that minimizes periodic and routine maintenance. The following elements should be considered: access to provide adequate inspections and maintenance, access to structure's lighting system, and quality of construction materials. Credit will be assigned for exceeding minimum material requirements to enhance durability of structural components.

Comments: \_\_\_\_\_  
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DESIGN/BUILD TEAM: Improved Highways/ALCOV

	<b>Maximum Allowed</b>	<b>Evaluator's Score</b>
<b>Contractor Guaranteed/Value Added</b>	<b>10</b>	5

These points will be based on additional features above the requirements of the RFP, which may include, but not limited to, items such as adding time to warranty period, varying the threshold limits, varying the degrees of distress associated with each evaluated item, etc.

Comments: \_\_\_\_\_  
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	<b>Maximum Allowed</b>	<b>Evaluator's Score</b>
<b>Schedule</b>	<b>15</b>	12

Credit will be given for a comprehensive and logical schedule that demonstrates the ability and commitment to minimize impacts and complete the work within the proposed duration. Critical path elements of the schedule shall be addressed.

Comments: \_\_\_\_\_  
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**DESIGN/BUILD TEAM: Improved Highways/ALCOV**

	<b>Maximum Allowed</b>	<b>Evaluator's Score</b>
<b>Coordination</b>	<b>10</b>	8

Credit will be given for a coordination plan/effort that includes, as a minimum, coordination with the following groups: Department management team; Community organizations/businesses/property owners/general public; Permitting/environmental/regulatory agencies; Utility owners; Local governments; FHWA; Public Information Consultant; and Other infrastructure projects.

Comments: \_\_\_\_\_  
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	<b>Maximum Allowed</b>	<b>Evaluator's Score</b>
<b>Quality Management</b>	<b>5</b>	4

Credit will be given for an efficient, complete and comprehensive quality management plan, which incorporates effective peer reviews and includes all phases of the project.

Comments: \_\_\_\_\_  
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**DESIGN/BUILD TEAM: Improved Highways/ALCOV**

	<b>Maximum Allowed</b>	<b>Evaluator's Score</b>
<b>Maintenance of Traffic</b>	<b>10</b>	9

Credit will be given for a MOT scheme that minimizes disruption of roadway traffic. This shall include, but not be limited to: Minimization of lane closures and traffic control plan phases; Provisions for adequate lane and shoulder widths; Avoiding visual obstructions; and Avoiding reductions in speed limits..

Comments: \_\_\_\_\_  
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	<b>Maximum Allowed</b>	<b>Evaluator's Score</b>
<b>Design and Geotechnical Services Investigation</b>	<b>15</b>	14

Credit will be given for the quality of the following elements: Quality of proposal plans and design features; Quality and quantity of design staff and resources; Design coordination and plans preparation schedule; Design and construction coordination plan; Geotechnical investigation plan; Test load program; Structure design; and Innovation.

Comments: \_\_\_\_\_  
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**DESIGN/BUILD TEAM: Improved Highways/ALCOV**



	<b>Maximum Allowed</b>	<b>Evaluator's Score</b>
<b>Construction Methods</b>	<b>10</b>	9

Credit will be given for construction methods that: Minimize disruption to traffic; Mitigate impacts to other projects; Minimize impacts to the environment; Reduce cost; Provide worker safety; Exceed minimum material requirements to enhance durability of structural components; Minimize impacts to property owners; and Minimize visual, noise, vibration, and dust impacts.

Comments: \_\_\_\_\_  
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**DESIGN/BUILD TEAM: Improved Highways/ALCOV**

**EVALUATION SUMMARY SHEET**

**CONTRACT NO. EIF99**

**DESIGN BUILD/ SR 123 Passing Lanes in Desoto County**

**FPID No.: 123456-1-52-01**

<b>Design Build Team: AMSN Enterprises/KARKI</b>	<b>Maximum Value Allowed</b>	<b>Evaluator's Score</b>
<b>Permitting/Environmental Protection/Commitments)</b>	<b>10</b>	<b>8</b>
<b>Maintainability</b>	<b>5</b>	<b>4</b>
<b>Contract Guaranteed/Value Added</b>	<b>10</b>	<b>7</b>
<b>Schedule</b>	<b>15</b>	<b>13</b>
<b>Coordination</b>	<b>10</b>	<b>9</b>
<b>Quality Management Plan</b>	<b>5</b>	<b>4</b>
<b>Maintenance of Traffic</b>	<b>10</b>	<b>8</b>
<b>Design and Geotechnical Services Investigation</b>	<b>15</b>	<b>14</b>
<b>Construction Methods</b>	<b>10</b>	<b>9</b>
<b>TOTAL SCORE:</b>	<b>90</b>	<b>76</b>

**Evaluated by:** Rachel Stinger

**Title:** Design Project Manager

**Date:** June 12, 2007

**EVALUATION SUMMARY SHEET**

**CONTRACT NO. E1F99**

**DESIGN BUILD/ SR 123 Passing Lanes in Desoto County**

**FPID No.: 123456-1-52-01**

**DESIGN BUILD TEAM: AMSN Enterprises/KARKI**

	<b>Maximum Allowed</b>	<b>Evaluator's Score</b>
<b>Environmental Protection/Commitments</b>	<b>10</b>	<b>8</b>

Credit will be given for minimizing impacts to the environment during all phases of design/construction and insure that all environmental commitments are honored Credit will be given for minimizing impacts to the environment during the design, permitting, and construction phases of the project, while insuring that all environmental commitments are honored. Credit will be given innovative construction techniques that minimize impacts to wetlands and the selection of mitigation alternatives that are most cost effective for the impacts. Stormwater permitting that includes consideration for future expansion of I-75 will be looked upon favorably.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	<b>Maximum Allowed</b>	<b>Evaluator's Score</b>
<b>Maintainability</b>	<b>5</b>	<b>4</b>

Credit will be given for a design that minimizes periodic and routine maintenance. The following elements should be considered: access to provide adequate inspections and maintenance, access to structure's lighting system, and quality of construction materials. Credit will be assigned for exceeding minimum material requirements to enhance durability of structural components.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESIGN/BUILD TEAM: AMSN Enterprises/KARKI**

	<b>Maximum Allowed</b>	<b>Evaluator's Score</b>
<b>Contractor Guaranteed/Value Added</b>	<b>10</b>	7

These points will be based on additional features above the requirements of the RFP, which may include, but not limited to, items such as adding time to warranty period, varying the threshold limits, varying the degrees of distress associated with each evaluated item, etc.

Comments: \_\_\_\_\_  
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	<b>Maximum Allowed</b>	<b>Evaluator's Score</b>
<b>Schedule</b>	<b>15</b>	13

Credit will be given for a comprehensive and logical schedule that demonstrates the ability and commitment to minimize impacts and complete the work within the proposed duration. Critical path elements of the schedule shall be addressed.

Comments: \_\_\_\_\_  
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**DESIGN/BUILD TEAM: AMSN Enterprises/KARKI**

	<b>Maximum Allowed</b>	<b>Evaluator's Score</b>
<b>Coordination</b>	<b>10</b>	9

Credit will be given for a coordination plan/effort that includes, as a minimum, coordination with the following groups: Department management team; Community organizations/businesses/property owners/general public; Permitting/environmental/regulatory agencies; Utility owners; Local governments; FHWA; Public Information Consultant; and Other infrastructure projects.

Comments: \_\_\_\_\_  
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	<b>Maximum Allowed</b>	<b>Evaluator's Score</b>
<b>Quality Management</b>	<b>5</b>	4

Credit will be given for an efficient, complete and comprehensive quality management plan, which incorporates effective peer reviews and includes all phases of the project.

Comments: \_\_\_\_\_  
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**DESIGN/BUILD TEAM: AMSN Enterprises/KARKI**

	<b>Maximum Allowed</b>	<b>Evaluator's Score</b>
<b>Maintenance of Traffic</b>	<b>10</b>	8

Credit will be given for a MOT scheme that minimizes disruption of roadway traffic. This shall include, but not be limited to: Minimization of lane closures and traffic control plan phases; Provisions for adequate lane and shoulder widths; Avoiding visual obstructions; and Avoiding reductions in speed limits..

Comments: \_\_\_\_\_  
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	<b>Maximum Allowed</b>	<b>Evaluator's Score</b>
<b>Design and Geotechnical Services Investigation</b>	<b>25</b>	14

Credit will be given for the quality of the following elements: Quality of proposal plans and design features; Quality and quantity of design staff and resources; Design coordination and plans preparation schedule; Design and construction coordination plan; Geotechnical investigation plan; Test load program; Structure design; and Innovation.

Comments: \_\_\_\_\_  
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**DESIGN/BUILD TEAM: AMSN Enterprises/KARKI**

	<b>Maximum Allowed</b>	<b>Evaluator's Score</b>
<b>Construction Methods</b>	<b>10</b>	9

Credit will be given for construction methods that: Minimize disruption to traffic; Mitigate impacts to other projects; Minimize impacts to the environment; Reduce cost; Provide worker safety; Exceed minimum material requirements to enhance durability of structural components; Minimize impacts to property owners; and Minimize visual, noise, vibration, and dust impacts.

Comments: \_\_\_\_\_  
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**DESIGN/BUILD TEAM: AMSN Enterprises/KARKI**

# **APPENDIX N**

## **Bid Proposal Evaluation Spreadsheet**

GO BACK TO PAGE 12 OF 18



# Florida Department of Transportation District One



## Bid Proposal Evaluation Spreadsheet

Contract Number: E1F99

FPID: 123456-1-52-01

### Team Design/Build Teams

- A Improved Highways, Inc./ ALCOV
- B AMSN Enterprises Inc./ KARKI
- C XJAS Paving Industries, Inc./Florida Engineer's Consultant, LLC

### Evaluators:

Rachel Stinger  
Angela Christenson  
Allison Stone  
Chad McDowell

### Evaluation Criteria:

Evaluation Criteria:		Score
1	Environmental Protection/Commitments	(0-10)
2	Maintainability	(0-5)
3	Contractor Guaranteed/Value Added	(0-10)
4	Schedule	(0-15)
5	Coordination	(0-10)
6	Quality Management Plan	(0-5)
7	Maintenance of Traffic	(0-10)
8	Design and Geotechnical Services Investigation	(0-15)
9	Construction Methods	(0-10)
<b>TOTAL</b>		<b>90</b>

**FDOT - District One**  
**Bid Proposal Evaluation Spreadsheet**  
**Contract Number: E1F99**  
**FPID: 123456-1-52-01**

Team	Contractor/Deigner	Scores									Technical Score(TS)
		1	2	3	4	5	6	7	8	9	
A	Improved Highways, Inc./ALCOV	7.500	3.750	6.750	10.750	8.250	4.000	8.500	12.000	9.000	70.500
B	AMSN Enterprises Inc./KARKI	8.250	4.000	7.750	12.250	8.250	3.750	8.250	12.750	7.500	72.750
C	XJAS Paving Industries, Inc./Florida Engineer's Consultant, LLC	8.000	4.000	7.000	12.250	7.500	4.000	8.250	12.500	7.750	71.250

Adjusted Scores			
Improved Highways, Inc./ALCOV	<u>\$5,140,000.00</u>	÷	<u>70.500</u> = <u>72,907.80</u>
	Bid Price Proposal (BPP)		Technical Score(TS) Adjusted Score
AMSN Enterprises Inc./KARKI	<u>\$4,295,354.82</u>	÷	<u>72.750</u> = <u>59,042.68</u>
	Bid Price Proposal (BPP)		Technical Score(TS) Adjusted Score
XJAS Paving Industries, Inc./Florida Engineer's Consultant, LLC	<u>\$43,557,780.12</u>	÷	<u>71.250</u> = <u>611,337.26</u>
	Bid Price Proposal (BPP)		Technical Score(TS) Adjusted Score

**FDOT - District One  
 Bid Proposal Evaluation Spreadsheet**

Contract Number: E1F99

FPID: 123456-1-52-01

Design Build Team: **Improved Highways, Inc./ ALCOV**

Evaluators	Evaluation Criteria									Score Total	Technical Score
	1	2	3	4	5	6	7	8	9		
Rachel Stinger	6.000	3.000	5.000	12.000	8.000	4.000	9.000	14.000	9.000	70.000	70.500
Angela Christenson	9.000	4.000	8.000	11.000	9.000	3.000	7.000	11.000	8.000	70.000	
Allison Stone	7.000	5.000	7.000	10.000	7.000	5.000	10.000	12.000	10.000	73.000	
Chad McDowell	8.000	3.000	7.000	10.000	9.000	4.000	8.000	11.000	9.000	69.000	

**FDOT - District One  
Bid Proposal Evaluation Spreadsheet**

Contract Number: E1F99

FPID: 123456-1-52-01

Design Build Team: **AMSN Enterprises Inc./ KARKI**

Evaluators	Evaluation Criteria									Score Total	Technical Score
	1	2	3	4	5	6	7	8	9		
Rachel Stinger	8.000	4.000	7.000	13.000	9.000	4.000	8.000	14.000	9.000	76.000	72.750
Angela Christenson	9.000	4.000	8.000	14.000	8.000	3.000	8.000	13.000	7.000	74.000	
Allison Stone	8.000	4.000	8.000	10.000	9.000	5.000	9.000	12.000	8.000	73.000	
Chad McDowell	8.000	4.000	8.000	12.000	7.000	3.000	8.000	12.000	6.000	68.000	

**FDOT - District One  
Bid Proposal Evaluation Spreadsheet**

Contract Number: E1F99

FPID: 123456-1-52-01

Design Build Team: XJAS Paving Industries, Inc./Florida Engineer's Consultant, LLC

Evaluators	Evaluation Criteria									Score Total	Technical Score
	1	2	3	4	5	6	7	8	9		
Rachel Stinger	7.000	4.000	5.000	14.000	8.000	5.000	7.000	14.000	9.000	73.000	71.250
Angela Christenson	8.000	5.000	7.000	14.000	6.000	3.000	9.000	13.000	7.000	72.000	
Allison Stone	8.000	3.000	7.000	10.000	9.000	4.000	9.000	11.000	8.000	69.000	
Chad McDowell	9.000	4.000	9.000	11.000	7.000	4.000	8.000	12.000	7.000	71.000	

# **APPENDIX O**

## **Submittal Tracker**

GO BACK TO PAGE 13 OF 18

**123456-1-52-01**  
**SR 123 Passing Lanes Design Build**  
**Desoto County**  
**Plans Submittal**

Department	Responsible for Review	Location	Rec'd from the DBT	Sent for Review	Reminder Notice Sent	Comments Received from Reviewers	Comments Sent to DBF	Received Responses from DB Team	Sent Responses to the Reviewers	Approved Responses Received From Reviewers	
	Due Dates		1/10/2007	1/11/2007	1/21/07 1/30/07	1/31/07	1/31/2007	2/5/2007	2/7/2007		
GEC	Joseph Cruz	MS 1-49		√		1/15/07	2/2/2007				
Geotechnical	Kathleen Mullins	MS 1-9		√		1/24 NC					
Structures	Brian Bingham	MS 1-43		√		2/1/07		2/2/2007	2/7/2007	2/7/07	
Traffic Ops	Frank Nickdel	MS 1-8		√							
Target Engineering (CEI)	Johnathan Dobbs			√							
Sarasota Ops	Robert Sherwood	MS 1-90		√							
Charlotte County	Jacob Richardson			√							
Punta Gorda, City of	Ralph Nordin			√							
Construction-	Adam Archer	MS 1-6		-							2/9/07
Construction-	Rachel Stinger	MS 1-6									
Traffic Ops	Terry Strickland	MS 1-8		√							
Traffic Ops	Alan Vann	MS 1-8		-							
Sarasota Ops	Lee Cotrell	MS 1-90		√							
Lee County	Donald Harboe			√		1/30/07					
Lee County	Richard Hubbard			-							
Charlotte County	David Kennan			√		1/25/07					
Desoto County	Robin Bond			√							
City of Arcadia	Jordan Miles			√							
Traffic Control Devices	Anthony Davis		√	-			√				
Design Specs:											
1st Review	Scott Douglass	MS 1-37		1/22/2007		1/25/07	1/26/2007				
2nd Review						2/19/07					
3rd Review							2/26/07				
FHWA	Todd Wood			√							

Received signed and sealed plans:  
 Sent to construction to be released for construction:  
 Plans stamped released for construction:  
  
 Sent to Johnathan for copying and disbursement:

Meetings:  
 Meeting held in Desoto Co. 2/15/07 1:30  
 Meeting held among Terry Strickland, Joesph Cruz, Gary Jones, and Brian Bingham 02/16/07

# **APPENDIX P**

## **Plans Review Memo**





# TRANSMITTAL

**Date:** June 19, 2007  
**To:** (Project Specific)  
**Copy:** (Project Specific)  
File  
**From:** Jason Lyle, GEC Services, MS 1-49  
**Subject:** FPID 123456-1-52-01  
SR 123 Passing Lanes  
Desoto County  
**100% Plan Review.**

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The following are being transmitted to you for review and comment.

Components	Reviewer #1	Reviewer #2	Reviewer #3	Reviewer #4	Reviewer #5	Reviewer #6	Reviewer #7
Roadway Plans	✓	✓	✓	✓	✓	✓	✓
Drainage Calculations			✓	✓			✓
Pavement Design			✓	✓			✓

Please send comments to me in a Microsoft Word document to [jason.lyle@dot.state.fl.us](mailto:jason.lyle@dot.state.fl.us) . Understand this Design Build contract only allows 10 working days for review and all comments will need to be returned by the date below. Please notify me immediately if you will not be able to meet the date below. Thank you for your assistance with this review.

**COMMENTS DUE BY: July 3, 2007**

**Design Build Project Checklist**  
**FPID No.:**  
**Contract Number:**  
**Project Description:**

Design Project Manager:	_____
District Construction Project Manager:	_____
Operations Center Project Manager:	_____
GEC Project Manager:	_____

- Print out the WP01 Screen for the File  
Completed By: \_\_\_\_\_ Date: \_\_\_\_\_
- Print out the WP04 Screen for the File  
Completed By: \_\_\_\_\_ Date: \_\_\_\_\_
- Review Project Funding to Determine if any Changes Need to be Made.  
Completed By: \_\_\_\_\_ Date: \_\_\_\_\_
- Contact the Construction Office and Design PM to Determine the Technical Review Committee for the Project.  
Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

**List of Technical Review Committee Members:**

Name	Office	Phone Number	Email Address
1			
2			
3			
4			
5			

- Determine the project requirements from Design Project Manager and other related offices.  
Completed By: \_\_\_\_\_ Date: \_\_\_\_\_
- Schedule a Kick-off Meeting with TRC, Construction Office, Design PM, and other related offices.  
Completed By: \_\_\_\_\_ Date: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_
- Prepare a Draft Schedule and Submit to PSU  
Completed By: \_\_\_\_\_ Date: \_\_\_\_\_
- Submit Environmental Determination Worksheet to PLEMO  
Completed By: \_\_\_\_\_ Date: \_\_\_\_\_
- Receive Environmental Determination Worksheet from PLEMO  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_
- Submit Right-of-Way Certification to ROW  
Completed By: \_\_\_\_\_ Date: \_\_\_\_\_
- Receive Right-of-Way Certification from ROW  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_
- Request FAP No. from Work Program (If federally funded)  
Completed By: \_\_\_\_\_ Date: \_\_\_\_\_
- Receive FAP No. from Work Program  
Completed By: \_\_\_\_\_ Date: \_\_\_\_\_
- Prepare and Submit Advertisement to PSU  
Completed By: \_\_\_\_\_ Date: \_\_\_\_\_
- Begin RFP Preparation for project.  
Started By: \_\_\_\_\_ Date: \_\_\_\_\_

## Design Build Project Checklist

FPID No.:

Contract Number:

Project Description:

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Schedule Letters Of Interest Meeting	Completed By: _____	Date: _____	Date of Meeting: _____
LOI's Due	Due Date: _____		
Receive LOI's from PSU	Date: _____		
Assemble LOI package and distribute to the TRC for review.	Completed By: _____	Date: _____	
Schedule Longlist Evaluation Meeting	Completed By: _____	Date: _____	Date of Meeting: _____
Submit the LOIs Evaluated by the TRC back to PSU.	Completed By: _____	Date: _____	

**List of Shortlisted Firms:**

Contractor Name

Designer Name

---

Submit Final RFP to PSU	Completed By: _____	Date: _____	
Schedule Pre-Proposal (Scope) Meeting	Completed By: _____	Date: _____	Date of Meeting: _____
Prepare All Information for DBF's to be distributed at the Pre-Proposal Meeting	Completed By: _____	Date: _____	
Receive Questions from DBF's regarding RFP	Date(s): _____		
Reply to Questions from DBF	Date(s): _____		
Receive Technical Proposals from DBF's	Date: _____		
Prepare Fact Sheet for TRC	Completed By: _____	Date: _____	
Schedule Technical Proposal Questions Development Meeting	Completed By: _____	Date: _____	Date of Meeting: _____
Submit Questions to PSU for distribution to DBF's	Completed By: _____	Date: _____	
Receive and Distribute DBF's Responses to Questions from TRC	Completed By: _____	Date: _____	
Oral Interviews Scheduled (If Necessary)	Completed By: _____	Date: _____	Date of Meeting: _____
Final Grades and Bid Opening Scheduled	Completed By: _____	Date: _____	Date of Meeting: _____
Posting of project (Contact PSU for the Date)	Completed By: _____	Posting Date: _____	
Award of project (Contact PSU for the Date)	Completed By: _____	Award Date: _____	
Contract Execution (Contact PSU for the Date)	Completed By: _____	Execution Date: _____	
NTP Meeting (Contact Construction for the Date)	Date of Meeting: _____		

**Design Build Project Checklist**  
**FPID No.:**  
**Contract Number:**  
**Project Description:**

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Miscellaneous Submittals:

Typical Section	Approved By: _____	Date: _____
Pavement Design	Approved By: _____	Date: _____
Bridge Reports	Approved By: _____	Date: _____
Geotech Report	Approved By: _____	Date: _____
Permit Application	Approved By: _____	Date: _____
Permit Approved	Approved By: _____	Date: _____
90% Review submittal	Completed By: _____	Date: _____
90% Comments distributed	Completed By: _____	Date: _____
100% Submittal	Completed By: _____	Date: _____
100% Comments distributed	Completed By: _____	Date: _____
Final Plans/Documents Submittal	Completed By: _____	Date: _____
Approved Final Plans/Documents	Completed By: _____	Date: _____
RFI's	Completed By: _____	Date: _____