

The Design-Build Firm will provide litter removal and mowing within the project limits in accordance with Specification Section 107 with a 30-day mowing frequency and a 30-day litter removal frequency.

B. Department Responsibility

The Department will provide contract administration, management services, construction engineering inspection services, environmental oversight, and quality acceptance reviews of all work associated with the development and preparation of the contract plans, permits, and construction of the improvements. The Department will provide Project specific information and/or functions as outlined in this document.

In accordance with 23 CFR 636.109 of the FHWA, in a Federal Aid project, the Department shall have oversight, review, and approval authority of the permitting process.

The Department will determine the environmental impacts and coordinate with the appropriate agencies during the preparation of NEPA Reevaluations. For federal projects, NEPA Reevaluations will be processed by the Department's EMO Office for approval by OEM pursuant to 23 U.S.C. §327 and a Memorandum of Understanding dated December 14, 2016 and executed by the FHWA and the Department.

II. Schedule of Events.

Below is the current schedule of the events that will take place in the procurement process. The Department reserves the right to make changes or alterations to the schedule as the Department determines is in the best interests of the public. Proposers will be notified sufficiently in advance of any changes or alterations in the schedule. Unless otherwise notified in writing by the Department, the dates indicated below for submission of items or for other actions on the part of a Proposer shall constitute absolute deadlines for those activities and failure to fully comply by the time stated shall cause a Proposer to be disqualified.

Date	Minimum # of Days	Event
October 22, 2021	0	Planned Advertisement
November 1, 2021	10	Current Advertisement
November 22, 2021	21	Letters of Interest for Phase I of the procurement process due in District Office by 5:00 pm local time
December 9, 2021	17	Proposal Evaluators submit Letter of Interest Scores to Contracting Unit 09:00 am local time
December 10, 2021	1	Contracting Unit provides Letter of Interest scores and Proposal Evaluators comments to Selection Committee 10:00 am local time
December 14, 2021	4	Public Meeting of Selection Committee to review and confirm Letter of Interest scores 10:00 am local time
December 14, 2021	0	Shortlist Posting Date
December 15, 2021	1	Final RFP provided to Design-Build Firms continuing to Phase II of the procurement processes. 05:00pm local time
December 22, 2021	7	Mandatory Pre-Proposal meeting at 09:00 am local time in 801 N. Broadway Ave., Bartow, FL, 33830 . All Utility Agency/Owners that the Department contemplates an adjustment, protection, or relocation is possible are to be invited to the Mandatory Pre-Proposal Meeting.
December 22, 2021	0	Utility Pre-Proposal Meeting facilitated by the District Utility

		Engineer at xx:xx am/pm local time at 801 N. Broadway Ave., Bartow, FL, 33830.
December 29, 2021	7	Deadline for Design-Build Firm to request participation in One-on-One Alternative Technical Concept Discussion Meeting No. 1 05:00pm local time
January 5, 2022	7	Deadline for Design-Build Firm to submit preliminary list of Alternative Technical Concepts prior to One-on-One Alternative Technical Concept Discussion Meeting No. 1 05:00pm local time
January 12, 2022	7	One-on-One Alternative Technical Concept Discussion Meeting No. 1. 90 Minutes will be allotted for this Meeting.
January 27, 2022	15	Deadline for submittal of Alternative Technical Concept Proposals 05:00pm local time.
January 27, 2022	0	Final deadline for submission of requests for Design Exceptions or Design Variations. 05:00pm local time
February 10, 2022	14	Deadline for Department Responses to Alternative Technical Concept Proposals
February 23, 2022	13	Addendum issued for approved Design Exceptions. 05:00pm local time
February 28, 2022	5	Deadline for Design-Build Firm to request participation in One-on-One Alternative Technical Concept Discussion Meeting No. 2 05:00pm local time
March 7, 2022	7	One-on-One Alternative Technical Concept Discussion Meeting No. 2. 60 Minutes will be allotted for this Meeting. This ATC meeting is for continuing discussion on ATCs submitted prior to for which the Department requested additional information and were not approved or for new ATCs that are a direct response to an Addendum issued on or after February 28, 2022.
March 14, 2022	7	Deadline for submittal of Alternative Technical Concept Proposals for which the Department requested additional information and were not approved or for new ATCs that are a direct response to an Addendum issued on or after. Deadline is 5:00 pm local time.
March 28, 2022	14	DDE completes review of ATCs and notifies Design-Build Firms.
April 11, 2022	14	Deadline for submittal of questions, for which a response is assured, prior to the submission of the Technical Proposal. All questions shall be submitted to the Pre-Bid Q&A website.
April 18, 2022	7	Deadline for the Department to post responses to the Pre-Bid Q&A website for questions submitted by the Design-Build Firms prior to the submittal of the Technical Proposal.
April 21, 2022	3	Technical Proposals due in District Office by 05: 00 p.m. local time
April 21, 2022	0	Deadline for Design-Build Firm to “opt out” of Technical Proposal Page Turn meeting.
April 28, 2022	7	Technical Proposal Page Turn Meeting. Times will be assigned during the Pre-Proposal Meeting. 30 Minutes will be allotted for this Meeting.
May 18, 2022	20	Question and Answer Written Responses. Deadline for the Department to provide a list of questions/clarifications for the Design-Build Firm to answer.
May 26, 2022		Deadline for submittal of Question and Answer Written Responses to the Department’s questions/clarifications from the Design-Build

	8	Firm. 05:00pm local time
June 2, 2022	7	Deadline for submittal of follow up questions to previously submitted Question and Answer Written Responses to the Department's questions/clarifications from the Design-Build Firm. 05:00 pm local time
June 9, 2022	7	Deadline for submittal of Question and Answer Written Responses to the Department's follow up questions. 05:00pm local time.
June 9, 2022	0	Deadline for submittal of questions, for which a response is assured, prior to the submission of the Price Proposal. All questions shall be submitted to the Pre-Bid Q&A website.
June 13, 2022	4	Deadline for the Department to post responses to the Pre-Bid Q&A website for questions submitted by the Design-Build Firms prior to the submittal of the Price Proposal.
June 13, 2022	0	Deadline for the Design-Build Firm to submit a written statement per Section III. Threshold Requirements, F. Question and Answer Written Responses
June 15, 2022	2	Price Proposals due in District Office by 11:00 am local time.
June 15, 2022	0	Public announcing of Technical Scores and opening of Price Proposals at 11:00 am local time in 801 N. Broadway Ave., Bartow, FL, 33830.
June 21, 2022	6	Public Meeting Date of Selection Committee to determine intended Award
June 21, 2022	0	Final Selection Posting Date
June 28, 2022	7	Anticipated Award Date
July 15, 2022	17	Anticipated Execution Date

III. Threshold Requirements.

A. Qualifications

Proposers are required to be pre-qualified in all work types required for the Project. The technical qualification requirements of Florida Administrative Code (F.A.C.) Chapter 14-75 and all qualification requirements of F.A.C. Chapter 14-22, based on the applicable category of the Project, must be satisfied.

B. Joint Venture Firm

Two or more Firms submitting as a Joint Venture must meet the Joint Venture requirements of Section 14-22.007, F.A.C. Parties to a Joint Venture must submit a Declaration of Joint Venture and Power of Attorney Form No. 375-020-18, prior to the deadline for receipt of Letters of Interest.

If the Proposer is a Joint Venture, the individual empowered by a properly executed Declaration of Joint Venture and Power of Attorney Form shall execute the proposal. The proposal shall clearly identify who will be responsible for the engineering, quality control, and geotechnical and construction portions of the Work. The Joint Venture shall provide an Affirmative Action Plan specifically for the Joint Venture.

C. Price Proposal Guarantee

A Price Proposal guaranty in an amount of not less than five percent (5%) of the total bid amount shall