

construction of the specific activity as required in Section V.I.3 for each TWO issued under this contract. The Design-Build Firm is responsible for coordinating with the District Environmental Management Office any engineering and environmental (e.g., social, cultural, natural, and physical information required to complete the re-evaluations of the PD&E Study. The Design-Build Firm will not be compensated for any additional costs or time associated with Reevaluation(s) resulting from proposed design changes from the original concept or scope of work identified in the Task Work Order.

The Design-Build Firm shall demonstrate good project management practices while working on this Contract. These include communication with the Department and others as necessary, management of time and resources, providing the Department with complete documentation related to this Contract when requested, and assigning project supervisors at all times during construction with authority to make decisions on behalf of the DB team.

### **E. Department Responsibility**

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

In accordance with 23 CFR 636.109 of the FHWA, in a Federal Aid Task, 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 PD&E Study re-evaluations. For Federal Tasks, re-evaluations will be processed by the District Environmental Management Office for approval by the Department's Office of Environmental Management (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. The Environmental Document will be prepared by the Department and will be provided to the Design-Build Firm.

### **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.

<b>Date</b>	<b>Event</b>
Thursday, December 22, 2022	Planned Advertisement
Monday, January 9, 2023	Current Advertisement
Monday, February 6, 2023	Letters of Interest for Phase I of the procurement process due in District Office by 05:00 pm local time

Thursday, February 16, 2023	Proposal Evaluators submit Letter of Interest Scores to Contracting Unit 2:00 pm am local time
Friday, February 17, 2023	Contracting Unit submit Letter of Interest Scores and Proposal Evaluator comments to Selection Committee 09:30 am local time
Tuesday, February 21, 2023	Public Meeting of Selection Committee to review and confirm Letter of Interest scores 09:30 am local time
Tuesday, February 21, 2023	Shortlist Posting Date
Thursday, February 23, 2023	Final RFP provided to Design-Build Firms continuing to Phase II of the procurement process 05:00 pm local time
Tuesday, February 28, 2023	Virtual Mandatory Pre-Proposal Meeting at 8:00 am local time.
Tuesday, February 28, 2023	Virtual Utility Pre-Proposal Meeting facilitated by the District Utility Engineer at 09:00 am local time at 801 N. Broadway Ave., Bartow FL, 33830
Monday, March 13, 2023	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.
Monday, March 20, 2023	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.
Wednesday, March 22, 2023	Technical Proposals due in District Office by 05:00 pm local time
Wednesday, March 22, 2023	Deadline for Design-Build Firm to “opt out” of Technical Proposal Page Turn meeting.
Wednesday, March 29, 2023	Technical Proposal Page Turn meeting. Times will be assigned during the Pre-Proposal Meeting. 30 Minutes will be allotted for this meeting.
Wednesday, April 26, 2023	Question and Answer Written Reponses. Deadline for the Department to provide a list of questions/clarifications for the Design-Build Firm to answer.
Wednesday, May 3, 2023	Deadline for submittal of Question and Answer Written Responses to the Department’s questions/clarifications from the Design-Build Firm 05:00 pm local time .
Wednesday, May 10, 2023	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 .
Wednesday, May 17, 2023	Deadline for submittal of Question and Answer Written Responses to the Department’s follow up questions. 05:00 pm local time.
Wednesday, May 17, 2023	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.
Monday, May 22, 2023	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.
Monday, May 22, 2023	Deadline for the Design-Build Firm to submit a written statement per Section III. Threshold Requirements, F. Question and Answer Written Reponses.

Wednesday, May 24, 2023	Price Proposals due in District Office by 11:00 am local time.
Wednesday, May 24, 2023	Public Meeting announcing of Technical Scores and opening of Price Proposals at 11:00 am local time in 801 N. Broadway Avenue, Bartow FL, 33830.
Tuesday, May 30, 2023	Public Meeting Date of Selection Committee to determine intended Award
Tuesday, May 30, 2023	Final Selection Posting Date
Tuesday, June 6, 2023	Anticipated Award Date
Tuesday, June 27, 2023	Anticipated Execution Date

### III. Threshold Requirements.

#### A. Qualifications and Modifications to Key Staff or Teaming Arrangements

Proposers are required to be pre-qualified in all work types required for the Contract. 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.

The Design-Build Firm's work shall be performed and directed by key personnel identified in the letter of interest and/or technical proposal by the Design-Build Firm. In the event a change in key personnel is requested, the Design-Build Firm shall submit the qualifications of the proposed key personnel and include the reason for the proposed change. Any changes in the indicated personnel shall be subject to review and approval by the District Construction Engineer. The Department shall have sole discretion in determining whether or not the proposed substitutions in key personnel are comparable to the key personnel identified in the letter of interest and/or technical proposal. The Design-Build Firm shall have available professional staff meeting the minimum training and experience set forth in Florida Statute Chapter 455.

Partner/Teaming Arrangements of the Design-Build Firm (i.e., Prime Contractor or Lead Design Firm) cannot be changed after submittal of the Letter of Interest without written consent of the Department. In the event a change in the Partner/Teaming Arrangement is requested, the Design-Build Firm shall submit the reason for the proposed change. Any changes in the Partner/Teaming Arrangement shall be subject to review and approval by the Department's Chief Engineer. The Department shall have sole discretion in determining whether or not the proposed substitutions in Partner/Teaming Arrangements are comparable to the Partner/Teaming Arrangements identified in the Letter of Interest and/or Technical Proposal.

#### 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 Guaranty

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