

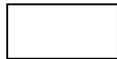
Date:

**State of Florida
Department of Transportation**



Contract #

Financial Project Number (s)



**REQUEST FOR PROPOSAL (RFP)
ASSET MAINTENANCE (AM) CONTRACT
PROPOSAL REQUIREMENTS**

ELECTRONICALLY SUBMIT PROPOSAL PACKAGES TO:

D4.Designbuild@dot.state.fl.us

ATTACHMENTS:

Select the following item(s) by placing an “X” in only the boxes that apply.

PRICE PROPOSAL FORMS

<input checked="" type="checkbox"/>	Bid or Proposal Bond Form #375-020-09
<input checked="" type="checkbox"/>	Proposal Blank Asset Maintenance Form #375-020-56
<input checked="" type="checkbox"/>	Performance Based Contract Bid Proposal Price Sheet, Form #850-070-20

CONTRACT FORMS

<input checked="" type="checkbox"/>	AM Contract Form #375-020-58
<input checked="" type="checkbox"/>	Performance Based Bond – (Year One), Form #375-020-59
<input checked="" type="checkbox"/>	Performance Based Bond – (Subsequent Years), Form #375-020-61
<input checked="" type="checkbox"/>	Contract Affidavit Form #375-020-30
<input type="checkbox"/>	N/A DBE Forms #275-030-11

Other:

1) PROPOSAL SUBMITTAL

The State of Florida, Department of Transportation (“Department”) will accept Proposals for:

Project Location (s) and Work Description:

Asset Maintenance for all sections and sub sections of State Road 5 (US1), A1A, and connecting state roads in Broward County.

The Department intends to award this Asset Maintenance Contract to the responsive and responsible Proposer whose Proposal receives the highest Total Proposal Score (Technical Proposal Score plus Price Proposal Score) upon evaluation by the Department.

Details of the services, information and items to be furnished by the Contractor are described in the Asset Maintenance (“AM”) Scope of Services (“Scope of Services”) and any applicable Attachments, attached thereto and made a part thereof.

2) MANDATORY PRE- PROPOSAL MEETING

There will not be a Pre-Proposal Meeting for this Contract.

3) REQUEST FOR PROPOSAL (“RFP”) QUESTIONS & ANSWERS

Any questions arising from this RFP must be forwarded, in writing, to the location indicated in the Schedule of Events below. In order for Proposer questions to be answered in a timely fashion, its questions must be received by the Department no later than the date and time shown in the Schedule of Events.

The Department's written responses to written inquiries submitted timely by potential Proposers will be posted on the internet at:

[FDOT - BID Q&A](#)

It is the responsibility of all potential Proposers to monitor this site for new and changing information prior to submitting their Proposal.

4) CHANGES TO PROPOSAL REQUIREMENTS (ADDENDA)

Notices of changes (addenda) will be posted on the Department of Transportation Contracts Administration

Web Site under this Contract number at:

<https://www.fdot.gov/contracts/d4/default.shtm>

Only written communications provided by the duly authorized Department representative will be a valid expression on behalf of the Department. It is the responsibility of each potential Proposer to monitor this site for any changing information prior to submitting its Proposal. Proposers shall acknowledge addenda by printing and signing each addendum and submitting the signed addenda along with the Technical Proposal submittal.

5) SCHEDULE OF EVENTS

Below is the current schedule of the events that will take place in the selection process. The Department reserves the right to make changes or alterations to the schedule as necessary to serve 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 actions required of the Proposers constitute absolute deadlines; failure to timely comply by these deadlines will cause a Proposer to be disqualified.

SCHEDULE OF EVENTS			
ACTIVITY	DATE:	TIME (Local)	LOCATION
Advertisement	1/22/2026	5:00 pm	D4-Department Contract Administration Website
Deadline for submission of written questions	2/5/2026	Noon	Department Bid Question & Answer website
Department reply to Questions	2/12/2026	5:00 pm	Department Bid Question & Answer website
Proposals Due (Technical Proposal and Price Proposal)	3/26/2026	Noon	D4.Designbuild@dot.state.fl.us
Technical Review Committee Meeting Public Announcement of Technical Proposal Scores, Public Opening of Price Proposals and Public Announcement of Total Proposal Scores	5/18/2026	Noon	D4 District Office 3400 W Commercial Blvd, Ft. Lauderdale, FL 33309
Contracts Awards Committee Meeting	6/1/2026	Noon	D4 District Office 3400 W Commercial Blvd, Ft. Lauderdale, FL 33309
Posting of Department's Decision to Award	6/1/2026	10:00 am	D4-Department Contract Administration Website
Anticipated Award Date	6/8/2026		

6) CONDITIONS

The Department reserves the right to determine if Proposals demonstrate evidence of experience, expertise, and capability of performing the requirements of the Contract. Requirements of this RFP include receiving seventy (70) points or more on the Technical Proposal.

The Department reserves the right to accept or reject any or all Proposals received and reserves the right to make an award without further discussion of the Proposals submitted. It is understood that the Proposal will become a part of the Department's official file, without obligation to the Department.

7) RESPONSIVENESS OF PROPOSALS

Proposals found to be non-responsive shall not be considered. Proposals may be rejected if found to be in nonconformance with the requirements and instructions herein contained. A proposal may be found to be non-responsive by reasons, including, but not limited to, failure to utilize or complete prescribed forms, conditional proposals, incomplete proposals, indefinite or ambiguous proposals, failure to meet deadlines and improper and/or undated signatures.

Other conditions which may cause rejection of proposals include evidence of collusion among Proposers, obvious lack of experience or expertise to perform the required work, submission of more than one proposal for the same work from an individual, firm, joint venture, or corporation under the same or a different name, failure to perform or meet financial obligations on previous contracts, employment of unauthorized aliens in violation of Section 274A (e) of the Immigration and Nationality Act, or in the event an entity, including but not limited to, an individual, firm, partnership, or corporation is on the United States Department of Labor's System for Award Management (SAM) list.

Proposals will also be rejected if not delivered or received on or before the date and time specified as the due date for submission. Proposals not meeting a minimum Average Technical Score of 70 will be found non-responsive and Price Proposals will not be opened.

7.1 Waivers The Department may waive minor informalities or irregularities in Proposals received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Proposers. Minor irregularities are defined as those that will not have an adverse effect on the Department's interest and will not affect the price of the Proposal by giving a Proposer an advantage or benefit not enjoyed by other Proposers.

8) CONTRACTUAL OBLIGATIONS

The Contractor will be required to ensure that each individual, partnership, firm or corporation that is part of the Proposer team, by subcontract, will be subject to, and comply with, the contractual requirements.

8.1 Unauthorized Aliens

Employment of unauthorized aliens by a contractor may constitute a violation of Section 274A (e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens or knowingly hires subcontractors who employ unauthorized aliens, such violation shall be cause for the Department's unilateral cancellation of the Contract.

8.2 Convicted Vendors

A person or business affiliate placed on the convicted vendor list following a conviction for a public entity crime 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 in excess of the threshold amount provided in Section 287.017 Florida Statutes, for Category Two. All restrictions apply for a period of thirty six (36) months from the date of placement on the convicted vendor list.

8.3 Method of Compensation

See Payment Schedule in the attached AM Scope of Services. This Payment Schedule defines the compensation to be made to the Contractor for each month of each year for services set forth in the Contract.

9) COSTS INCURRED IN PROPOSAL SUBMITTAL

This RFP does not commit the Department or any other public agency to pay any costs incurred by an individual firm, partnership, or corporation in the submission of a Proposal or to make necessary studies or designs for the preparation thereof, nor to procure or contract for any articles or services.

10) CANCELLATION PRIVILEGES

Pursuant to Section 339.135(6)(a), Florida Statutes, during any fiscal year the Department shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. A statement from the Department's Office of Comptroller declaring that funds are available shall be required prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding one year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the State of Florida's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Legislature. If the Department deems at any time during the term of this Contract that monies lawfully applicable to this Contract shall not be available for the remainder of this term, or that for cause the Contract shall be cancelled, the Department shall notify the Contractor in writing, with instructions as to the effective date of cancellation, whereupon the obligations of the parties herein shall end and this Contract shall be considered cancelled by mutual consent. This Contract may be canceled by the Contractor only by mutual consent of both parties.

11) ATTACHMENT TO PROPOSAL PACKAGE SUBMITTAL – CONFIDENTIAL MATERIAL

The Proposer must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "(Name of Proposer), Attachment to ("Price" or "Technical" as applicable) Proposal, (Contract #) Confidential Material". The Proposer must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Proposer asserts to be exempt from public disclosure and placed elsewhere in the Proposal will be considered waived by the Proposer upon submission, effective after opening.

12) COPYRIGHTED MATERIAL

By submitting a Proposal, the Proposer authorizes the Department to make copies and distribute Copyrighted material for the use of Department staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes.

13) PROPOSAL MODIFICATION, WITHDRAWAL AND RESUBMITTAL

Proposers may modify or withdraw previously submitted Proposals at any time prior to the Proposal due date. Requests for modifications or withdrawal of a submitted Proposal shall be in writing and shall be signed in the same manner as the Proposal. Upon receipt and acceptance of such a request, the Proposal will not be considered unless resubmitted in its entirety by the due date and time.

Requests for withdrawal of a Proposal after Proposal due date and time will be considered if received by the Department, in writing, prior to the Technical Proposal Package opening date and time.

14) PROPOSAL FORMAT INSTRUCTIONS

14.1 General Information

This section contains instructions that describe the required format for the Proposal. Proposals shall contain **TWO SEPARATE** electronic files (Technical Proposal and Price Proposal) as further described below.

Both the Technical Proposal and the Price Proposal shall be submitted to:

D4.Designbuild@dot.state.fl.us

All Proposal files shall be named as follows:

FILE I – TECHNICAL PROPOSAL – (Insert Proposer’s Name) (E4Y55)
FILE II – PRICE PROPOSAL - (Insert Proposer’s Name) (E4Y55)

14.1.1 FILE I: TECHNICAL PROPOSAL – (Proposer Name) – (E4Y55)

The Proposer must **submit one (1) electronic copy of the Technical Proposal** which is to be divided into the exact number of sections as described in 15.2 below. Acceptable formats include Microsoft Word, Adobe PDF, and HTML. Bookmarks which provide links to content within the Technical Proposal are allowed. Bookmarks which provide links to information not included within the content of the Technical Proposal shall NOT be utilized. Failure of the Proposer to follow this outline will result in the rejection of the Proposal Package. The submitted Technical Proposal will become a part of the Contract and the Contractor shall adhere to commitments made in the Technical Proposal. Do not include any Price Proposal information in the Technical Proposal.

14.1.2 FILE II: PRICE PROPOSAL – (Proposer Name) – (E4Y55)

Price Proposals shall be submitted electronically on the Performance Based Contract Bid Proposal Price Sheet form attached hereto.

Each Proposer shall submit an original Bid Bond (form 375-020-09) within five (5) days of the due date of the Price Proposal in order to complete their respective Proposal submittal. **Scanned bid bonds will not be accepted** and will cause the submittal to be deemed **nonresponsive**. The Bid Bond shall be submitted to the address below:

D4 District Office, Procurement, 1st Floor,
3400 W Commercial Blvd, Ft. Lauderdale, FL 33309

14.2 Presenting the Technical Proposal

Construct the Technical Proposal using 8½" x 11" pages. One sheet of the Technical Proposal may consist of a larger foldout page (11" x 17"); this larger page may be utilized at the Proposer's discretion within any section of the Technical Proposal. Use a type size of twelve (12) point or larger Times New Roman font. The entire Technical Proposal is limited to a maximum of **15** total pages, not counting bindings, covers, and table of contents. All pages should be numbered sequentially. A page with information on both sides is considered two pages. Include all relevant material for each section with the appropriate sections; do not include any appendices, exhibits, resumes, or information in any form outside of the Section appropriate for that information.

15) EVALUATION OF PROPOSALS

15.1 Evaluation Process:

A Technical Review Committee (TRC) shall be established to review and evaluate each Technical Proposal submitted in response to this RFP. The TRC shall consist of at least three, but no more than five individuals with background, experience, and/or professional credentials in related service areas.

The District Contracts Office will distribute to each member of the TRC an electronic copy of each responsive Technical Proposal. The TRC members will independently evaluate the Technical Proposals using the Criteria for Evaluation established in this RFP. During evaluation, TRC members will assign points for each section of the Technical Proposal up to the maximum points attainable for each Criteria. Each TRC member will total the points assigned for each Proposer and prepare and sign a technical summary. The independent evaluations will be sent to the District Contracts Office and the TRC members' point total for each Proposer will be averaged to create the Proposer's Average Technical Score. The Department reserves the right to consider any proposal as non-responsive if any part of the Technical Proposal does not meet established codes and criteria.

The Department will not give positive consideration to tentative or qualified commitments in the Technical Proposals. For example, the Department will not view and score favorably phrases such as "we may" or "we are considering" in the evaluation process for the reason that they do not indicate a firm commitment.

The Department shall not open Price Proposals until the time specified in the Schedule of Events for Public Opening of Price Proposals. The Department shall keep Price Proposals confidential until the Public Opening meeting. At the Public Opening meetings, the District Contracts Office shall open, review, and evaluate the Price Proposal packages and prepare a summary of evaluation.

The Contract Awards Committee (CAC) will consider the summary of evaluation and the recommendations by the TRC prior to making a decision to award or reject bids.

15.2 Criteria for Evaluation

Proposals will be evaluated and graded in accordance with the criteria detailed below.

15.2.1 Technical Proposal Score

Technical Proposal Score = (Proposer's Average Technical Proposal Score/ Highest Average Technical Score) x 70

The following Criteria for Evaluation table establishes the Sections that each Proposer is required to address in their Technical Proposal. Each Section and subsection identify a maximum point value determined by the District specifically for this project.

CRITERIA FOR EVALUATION

Section	Max Points Attainable
1. Firm and Management Team - Performance and Experience	10
2. Quality Management Plan	20
3. Customer Service and Incident Response	20
4. Work Needs Analysis	20
5. Scenarios & Situations	30
TOTAL	100

1. Firm and Management Team - Performance and Experience

a. Firm Experience and Performance - Describe the firm's experience with similar contracts and types of work. Contracts may be contracts with the department or contracts with other agencies, states, or countries. Focus on how well the firm performed the work, not just the experience gained, whether by its own work force or by subcontractors. For each contract, as a minimum, report the owner, contract number, contract value, contract start date/length, general scope, name and contact information of the project manager, and a summary of all performance evaluations, accolades, or results achieved within the last three (3) contract years.

b. Management Team – Provide an overall management team plan and organizational chart. Include the management team's experience with work that is relevant to this project, and the percentage of time each team member will be committed to project tasks, functions, and responsibilities. Provide a detailed description of the management methodology that will be used to provide services reliably, including details on the plans to coordinate and communicate with all responsible parties. Include information on the management operational capabilities for each area of the work described in the Scope of Services.

2. Quality Management Plan

Describe the approach and methods the proposer will use to monitor, report, and ensure compliance with the Scope of Services. Include the measures the proposer will use to continually ensure that its plan is sufficiently carried out, as well as detailing the means whereby any needed corrective actions will be made. Describe the process the proposer will use to analyze and communicate quality management actions and findings with operations management, supervisory personnel, and the department. Describe how the proposer will use their management plan to implement improvements and prompt other actions throughout the contract term. Include proposer's plan for training and peer review processes.

3. Customer Service, Incident, and Emergency Response

Describe the proposer's plan to respond, address, and document all Customer Service issues, Incidents, and Emergencies. Include detailed plans for Emergency Response coordination with the department and other entities in responding to incidents and emergencies. Include details on the proposer's plans to respond to all customers, including the department. Examples of non-department customers include first responders, local business communities, neighborhood associations, area Community Traffic Safety Teams, Transportation Planning Organizations, the general public, local governments, environmental groups, permit/review agencies, and other contractors.

4. Work Need Analysis – Preventative and Routine

Describe the plans, methods, and approach the proposer will follow for determining work needs and root cause analyses, proactively identifying deficiencies, patrolling the contract area, and any other tasks associated with determining work requirements and minimizing recurring deficiencies. Proposers should demonstrate an understanding that all work-needs assessments are the responsibility of the Contractor and demonstrate a strong emphasis on proactive methods planned to avoid the need for reactive responses.

5. Scenarios & Situations

Describe how the Proposer would respond to the following scenarios and situations that can be anticipated.

- a. Results of the most recent MRP evaluation for the corridor reveal that the Striping and Symbols characteristics do not meet MRP standard requirements. Explain steps the proposer would take to plan and perform maintenance for those characteristics to ensure these characteristics will meet the required MRP standards with the next MRP evaluation.
- b. The FDOT Project Manager informs you that a customer has reported a recurring flooding issue with a drainage inlet at an intersection along their route home. A Department owned drainage outfall is nearby, but it is unclear whether it is connected to the inlet.

- c. A roadway widening project that includes safety and intersection improvements within the limits of the contract will begin in the near future. Describe the proposer's approach to maintaining the area during construction, including steps to address punch lists and inspections to facilitate a smooth post-construction transition and acceptance process, and avoid delays or unresolved items.
- d. It has come to your attention that King Tides are anticipated to impact roadway you are responsible for maintaining. Describe the steps the proposer will take to address the possibility of tidal flooding.

15.2.2 Price Proposal Score

Price analysis is conducted through the comparison of the Total Performance Based Lump Sum Bid Amount ("Bid") as entered on the Performance Based (PB) Bid Proposal Price Sheet submitted by each Proposer.

Price Proposal Score = (Lowest Bid / Proposer's Bid) x 30

15.2.3 Total Proposal Score

If all other criteria are met, the Contract will be awarded to the Proposer with the highest Total Proposal Score.

Total Proposal Score = Technical Proposal Score + Price Proposal Score