

State of Florida
Department of Transportation



Contract # E4V68

Financial Project Number (s) 231723-6-82-01; 231723-6-82-02;
231723-6-82-03; 231723-6-82-04

DBE Availability 10.65 %

REQUEST FOR PROPOSAL (RFP) BROWARD COUNTY ROAD RANGER
SERVICE PATROL BEST-VALUE PERFORMANCE CONTRACT
PROPOSAL REQUIREMENTS

MAIL OR DELIVER PROPOSAL PACKAGES TO:

Florida Department of Transportation
Procurement Office 3400 W
Commercial Blvd. Ft. Lauderdale, FL
33309

By overnight mail or hand-deliver:

Florida Department of Transportation
Procurement Office
3400 W Commercial Blvd.
Ft. Lauderdale, FL 33309

Mail Via US Postal Service:

Florida Department of Transportation
Procurement Office
3400 W Commercial Blvd.
Ft. Lauderdale, FL 33309

ATTACHMENTS:

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

PRICE PROPOSAL FORMS

Bid or Proposal Bond Form #375-020-09

Proposal Blank Asset Maintenance Form #375-020-56

Bid Proposal Price Sheet, Form #850-070-20

CONTRACT FORMS

AM Contract Form #375-020-58

Performance Based Bond – (Year One) #375-020-59

Performance Based Bond – (Subsequent Years) #375-020-61

Contract Affidavit Form #375-020-30

DBE Forms #275-030-11

OTHER:

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SPECIAL CONDITIONS

1) TECHNICAL PROPOSAL SUBMITTAL

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

Project Location (s) and Work Description:

Contract Limits:

Road Ranger Service Patrol along the entire I-95 (State Road 9) corridor in Broward County from the Miami-Dade County line to the Palm Beach County line including the I-95 Express Lanes; portions of the I-595 (State Road 862) corridor from I-75 (State Road 93) to NW 136th Avenue and from State Road 7 (US 441) to Port Everglades; and the entire I-75 (State Road 93) corridor from the Miami-Dade County line to Mile Marker 52, including the I-75 Express Lanes. The turnaround shall be at Mile Marker 52 in Collier County, west of the Alligator Alley Toll Plaza. Coverage includes all on and off ramps.

The Department intends to award this contract to the responsive and responsible Proposer whose Proposal Package receives the highest total score (Technical Proposal Score plus Price Score) upon evaluation by the Department.

Details of the services, information, and items to be furnished by the Contractor are described in the Best-Value Performance (“BVP”) Scope of Services with Attachments, attached hereto, and made a part thereof.

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

Any questions arising from this RFP must be forwarded, in writing, to the procurement agent at the location indicated in the Schedule of Events below. 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 department website.

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

3) ORAL INSTRUCTIONS / CHANGES TO PROPOSAL REQUIREMENTS (ADDENDA)

No negotiations, decisions, or actions will be initiated or executed by a potential Proposer as a result of any oral discussions with a state employee. Only those communications which are in writing from the Department will be considered as a duly authorized expression on behalf of the Department.

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>

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.

4) SCHEDULE OF EVENTS

Below is the current schedule of the remaining 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
Deadline for submission of written questions prior to the pre-proposal	11/01/21	5:00 PM	d4.designbuild@dot.state.fl.us
Final Deadline for Questions	11/10/21	5:00 PM	d4.designbuild@dot.state.fl.us
Department replies to Questions	11/18/21		Via Email
Technical and Price Proposals Due (Must be due same time)	12/17/21	12:00 PM	District 4 Procurement Office Florida Department of Transportation 3400 West Commercial Blvd, Fort Lauderdale 33309
Technical Evaluator Committee Members Provides Questions to Procurement Office	1/14/22		
Procurement Sent Questions to AM Proposers	1/21/22		
AM Proposers Deadline for submittal Written Responses to Procurement Office.	1/28/22		
Technical Evaluators Committee Members Scores due to Procurement	2/8/22		Procurement Office

Technical Evaluators Committee Meeting and Public Announcement of Technical Scores, Public Opening of Price Proposals and Public Announcement of Prices	2/11/22		D4 District Office 3400 W Commercial Blvd, Ft. Lauderdale, FL 33309
Selection Committee Meeting(special)	2/21/22		D4 District Office 3400 W Commercial Blvd, Ft. Lauderdale, FL 33309
Posting of Department's Decision to Award	2/21/22		Department Contract Administration Website
Anticipated Award Date	2/25/22		

5) PROPOSER ELIGIBILITY

The Department will determine whether the Proposer is eligible to perform the services being contracted based upon its Proposal Package demonstrating satisfactory experience and capability in the work area and demonstrating an understanding of Best-Value Performance contracting.

6) DEPARTMENT RESERVATIONS AND RESPONSIVENESS OF PROPOSALS

6.1 General

The Department will determine whether the Proposer is eligible to perform the services being contracted based upon its Proposal Package demonstrating satisfactory experience and capability in the work area and demonstrating an understanding of Performance-Based contracting.

6.2 Responsiveness of Proposals

Proposals found to be non-responsive shall not be considered. The Department will declare a Proposal nonresponsive for any of the reasons specified in Section 2 of Attachment II of the Scope of Services or for any of the following reasons:

- The Proposal is received by the Department after the date and time specified as the due date for submission.
- The Proposal is found to be not in conformance with the requirements and instructions of this RFP.
- An individual, firm, partnership, or corporation is on the Listing of Parties Excluded from Federal Procurement and Non procurement Programs.
- The Proposer's or its affiliate(s) applicable license(s) necessary to do business in the State of Florida is suspended, revoked, or denied by any public agency or semi-public agency.

6.3 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.

7) 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.

7.1 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.

7.2 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.

7.3 Method of Compensation

See Payment Schedule in the attached Best-Value Performance Scope of Services.

8) 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 Package or to make necessary studies or designs for the preparation thereof, nor to procure or contract for any articles or services.

9) 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 agreement that monies lawfully applicable to this agreement shall not be available for the remainder of this term, or that for cause the agreement 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 agreement shall be considered cancelled by mutual consent. This Contract may be canceled by the Contractor only by mutual consent of both parties.

10) 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 Package, (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.

11) COPYRIGHTED MATERIAL

Copyrighted material will be accepted as part of a Technical Proposal only if accompanied by a waiver that will allow the Department to make paper and electronic copies necessary 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. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

12) PROPOSAL PACKAGE MODIFICATION, WITHDRAWAL AND RESUBMITTAL

Proposers may modify submitted Proposal Packages at any time prior to the Proposal Package due date. Requests for modification of a submitted Proposal Package shall be in writing and shall be signed by an authorized signatory of the Proposer. Upon receipt and acceptance of such a request, the entire Proposal Package will be returned to the Proposer and not considered unless resubmitted by the due date and time. Proposers may also send a change in a sealed envelope to be opened at the same time as the applicable proposal. The Contract Number, Proposer's Name & Vendor Number, the phrase "Technical Proposal Modification" or "Price Proposal Modification" as appropriate, as well as the applicable opening date and time should appear on the envelope.

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

13) PROPOSAL FORMAT INSTRUCTIONS

13.1 General Information

This section contains instructions that describe the required format for the Proposal Package. All submitted Proposal Packages shall contain two parts, each separately sealed and marked as follows:

13.1.1 PART I: TECHNICAL PROPOSAL – (Proposer Name) – (Contract Number)

The Proposer must submit one electronic copy via flash drive and hard copy of the Technical Proposal which is to be divided into the exact four (4) sections and applicable subsections as described in 15.2 below. 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 will be expected to adhere to commitments made in the Technical Proposal. Do not include any Price Proposal information in the Technical Proposal.

Technical Proposal shall deliver in a separate envelope to the following address on the due date and time included in the Request for Proposal to:

Maria Velarde
District 4 Procurement Office
Florida Department of Transportation
3400 West Commercial Blvd, Fort Lauderdale 33309

13.1.2 PART II: PRICE PROPOSAL – (Proposer Name) – (Contract Number)

The Proposer must submit one hard copy of the Price proposal on the Bid Documents form provided by the Department in a sealed envelope.

Price Proposal shall deliver in a separate envelope to the following address on the due date and time included in the Request for Proposal:

Maria Velarde
District 4 Procurement Office
Florida Department of Transportation
3400 West Commercial Blvd, Fort Lauderdale 33309

The two separately sealed parts of the Proposal Package may be mailed or delivered together in a common envelope or container on the due date and time included in the Request for Proposal.

14) Presenting the Technical Proposal

Construct the Technical Proposal using 8¹/₂" x 11" paper, plus up to four (4) larger foldout pages. Use a type size of twelve (12) point or larger Times New Roman font. Use margins no less than 1" at top and 1/2" at bottom and sides. In the language of the Technical Proposal, do not use ambiguous words such as may, might, should, etc.; use only definitive statements of what the Proposer will or will not accomplish. The entire Technical Proposal is limited to a maximum of 35 total pages, not counting bindings, covers, dividers, and resumes.

Sequentially number all pages. A page with information on both sides is considered two pages. It is recognized that existing financial reports, documents, or brochures, such as those that delineate the

Proposer's general capabilities and experience, may not comply with the prescribed format. It is not the intent to have these documents reformatted and if used, they will be acceptable in their existing form. 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.

Also provide the Technical Proposal in digital format on a flash drive. Acceptable formats include Microsoft Word, Adobe PDF, and HTML.

14.1 Diversity Achievement

The Department encourages the recruitment and utilization of certified and non-certified minority businesses. The Department, its contractors, consultants, and suppliers should take all necessary and reasonable steps to ensure that minority businesses have the opportunity to compete for and perform contract work for the Department in a nondiscriminatory environment.

14.2 Affirmative Action

The State of Florida, Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities, hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit proposals in response to this invitation. Further, the Florida Department of Transportation will not discriminate against proposers on the basis of race, color, sex, or national origin in consideration of an award. No company will be awarded a contract unless they have an approved DBE Affirmative Action Program Plan. Please review the "DBE Bid Package" and Section 7-24 of Attachment II of the Scope of Services for instructions for submission of a DBE Affirmative Action Plan.

14.3 Disadvantaged Business Enterprise (DBE) Utilization

The Department encourages DBE firms to compete for Department contracts, and also encourages non-DBE and other minority contractors to use DBE firms as sub-contractors. The successful Proposer shall utilize the Department's Equal Opportunity Compliance System (www.dot.state.fl.us/equalopportunityoffice/eoc.shtm) to indicate their intention regarding DBE participation and report their actual use of DBEs as the contract progresses.

To request certification or to locate DBEs, call the Department of Transportation's Equal Opportunity Office at (850) 414-4747, or visit their website at: www.dot.state.fl.us/equalopportunityoffice.

15) EVALUATION OF PROPOSALS

15.1 Evaluation Process:

A Technical Review Committee (Committee) shall be established to review and evaluate each Technical Proposal submitted in response to this Proposal Solicitation. The Committee 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 Unit will distribute to each member of the Committee a copy of each responsive Technical Proposal. The Committee members will independently evaluate the Proposals using the Criteria for Evaluation established below.

During evaluation, Committee members will assign points for each section of the Technical Proposal based on the maximum allowed in the Criteria for Evaluation. Each Committee member will total the points assigned for each Proposer and prepare and sign a technical summary. All Committee members' point total for each Proposer will be averaged to create the Proposer's Average Technical Score. Proposing firms receiving an Average Technical Score of less than 70 will be deemed non-responsive and will be eliminated from further consideration.

The Department will not give consideration to tentative or qualified commitments in the proposals. For example, the Department will not give consideration to phrases 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.

15.2 Criteria for Evaluation

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

15.2.1 Technical Score

Technical Score = Average Technical Score x 70%

The following Criteria for Evaluation table establishes four (4) sections and corresponding subsections, 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. No section shall have a maximum point value less than five (5).

15.2.2 CRITERIA FOR EVALUATION

1. EXECUTIVE SUMMARY

The Proposer shall provide an Executive Summary to be written in nontechnical language to summarize the Proposer's overall capabilities and approaches for accomplishing the services specified herein. The Proposer shall limit the summary to no more than two (2) pages.

2. MANAGEMENT PLAN

The Proposer shall provide a management plan which describes administration, management, and key personnel.

a. Administration and Management

The Proposer shall include a description of the organizational structure and management style established and the methodology to be used to control costs, services reliability and to maintain schedules, as well as the means of coordination and communication between the organization and the Department.

b. Facility Capabilities

The Proposer shall provide a description and location of the Proposer's facilities as they currently exist and as they will be employed for the purpose of this work.

c. Identification of Key Personnel

The Proposer shall provide the names of key personnel on the Proposer's team, as well as a resume for each individual proposed and a description of the functions and responsibilities of each key person relative to the task to be performed. The approximate percent of time to be devoted exclusively for this project and to the assigned tasks should also be indicated.

3. TECHNICAL PLAN

The Proposer shall provide a technical plan which explains their technical approach, facility capabilities, and prior relevant experience.

a. Technical Approach/Innovative Concepts

The Proposer shall explain the approach, capabilities, and means to be used in accomplishing the tasks in the Scope of Services, and where significant development difficulties may be anticipated and resolved. Any specific techniques to be used should also be addressed. Innovative concepts that could enhance the quality of the scope of work specified in the Scope of Services should be outlined in this section.

b. Prior Relevant Experience

The Proposer shall provide a summary, with description, date, and location of the prior relevant experience they have acquired in providing/performing this work.

4. WORK PLAN

The Proposer shall provide a Work Plan which sets forth proposed beat structure, vehicle type, and shift availability that will be utilized to perform the work required. See example beat structure in Attachment III of the Scope of Services.

The District must select criteria and the number of associated points with each of those criteria to enable the Technical Review Committee to clearly set apart the different proposals.

15.2.3 Technical Proposal (100 points)

The following point system is established for scoring the technical proposals:

	<u>Point Value</u>
1. Executive Summary	20 points
2. Management Plan	25 points
3. Technical Plan	30 points
4. Work Plan	25 points

Technical Proposals Evaluation Criteria

1. Executive Summary - 20 points
2. Management Plan - 25 points
 - a. Administration and Management (10)
 - b. Facility Capabilities (5)
 - c. Identification of Key Personnel and Staff Experience (10)
3. Technical Plan - 30 points
 - a. Technical Approach/Innovative Concepts (15)
 - b. Prior Relevant Experience (15)
4. Work Plan - 25 points

15.3 Price Proposal = 30%

Price analysis is conducted through the comparison of price quotations submitted.

Price Score = 100 x (Lowest Bid / Proposer's Bid) x 30%

15.2.4 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 Score + Price Score

16) AWARD OF THE CONTRACT / NOTICE TO PROCEED

The Contractor will be authorized to begin work when they receive an executed contract and a written Notice to Proceed issued by the Contract Manager.