

ADVERTISEMENT For  
**REQUEST FOR LETTERS OF RESPONSE**  
Florida Department of Transportation  
District Five  
719 South Woodland Boulevard  
DeLand, Florida 32720

**OCALA OPERATIONS CENTER**  
**CONSTRUCTION MANAGER @ RISK (CMR) CONTRACT**

District Contract No.: F5007

FPN Nos.: 450125-1-32-01, 450125-1-52-01, 451650-1-52-01, and 451653-1-52-01

Approximate Construction (Including Design & CMR Contract) Budget: \$8,000,000.00

Procurement Schedule:

Ocala Procurement Schedule	
3/13/2024	Advertisement Start Date
3/29/2024	Letters of Response with Attachments Due 5:00 PM
4/8/2024	Shortlist Selection Meeting 9:30 AM, Posting 12:00 PM
4/11/2024	Request for Proposals released to Shortlisted Firms
4/18/2024	Ocala Operations Site Visit (Optional)
4/30/2024	Deadline for Questions Date
5/6/2024	Deadline for Responses to be posted on the Departments Bidders Q&A website
5/10/2024	Technical Proposals Due 5:00 PM
5/20/2024	Question and Answer Interview with Shortlisted Construction Manager Firms
5/28/2024	Final Selection and Intent to Award Meeting 9:30 AM, Posting 12:00 PM

Project Name: Ocala Operations Center Construction Manager @ Risk (CMR) Contract

Project Location: **OCALA OPERATIONS CENTER at 627 NW 30TH AVENUE, OCALA, FL 34475.**

Project Description and Work Definition: The Department seeks to contract with a qualified Construction Manager to provide pre-construction and construction phase services for the expansion and reconfiguration of the existing operations center on the site of the present Ocala Operations Complex. Relocation of staff will not be necessary as this is a 10-acre site and work phasing is possible to allow for construction concurrently and the existing installation to remain operational. The Department has retained AECOM as the Design Consultant and design of the proposed facility has begun.

Site development includes site amenities/infrastructure, selective clearing of trees, site grading, construction of drainage structures including any additional retention areas, incremental utilities, paved parking areas (both concrete and asphalt) and roadways, sidewalks, security fencing, and other miscellaneous site structures.

Proposed buildings and structures include a new Administration Building (9,000 square feet), Equipment Storage Building (30' x 280"), Material Storage Bins (6 at 20' x 30' x 5' walls) and various concrete slabs for

miscellaneous structures. Existing vehicle refueling station, vehicle shop, and warehouse are to remain. See Attachment 1 for additional details.

#### Project Phases:

There are two Phases of services requested within this project.

Under Phase I the selected Construction Manager will be responsible for working with the Design Consultant to achieve a cost-effective and construction-efficient design which can be constructed within time and budget requirements to implement the work. Compensation for Phase I shall be a negotiated base fee.

Under Phase II the Construction Manager may be selected to let and manage subcontract and construction efforts to project completion. Compensation for Phase II services shall be a negotiated Construction Manager's Guaranteed Maximum Price (GMP) for the construction completion.

#### Project Notes:

The Department will designate a Contract Manager who shall be the representative of the Department and who shall be responsible for enforcing performance of the Agreement terms and conditions and shall serve as a liaison with the Vendor. The Department reserves the right to change the Contract Manager at any time. The Vendor shall be notified of any change in the Contract Manager.

- Technical and Administrative Questions:
  - All Questions must be submitted by the date shown in the schedule above to the Departments Bidders Question and Answer Site at:  
<https://fdotwp1.dot.state.fl.us/BidQuestionsAndAnswers/Proposal.aspx/SearchProposal>
- Technical Point of Contact:
  - LeeRoy Salinas Jr. Contract Manager, District Five Facilities Manager,  
[LeeRoy.Salinas@dot.state.fl.us](mailto:LeeRoy.Salinas@dot.state.fl.us)
- Administrative Point of Contact:
  - Angie Richards, Contract Analyst III, [angela.richards@dot.state.fl.us](mailto:angela.richards@dot.state.fl.us)
- The Department will review submitted Letters of Response and will Shortlist qualifying Construction Manager that demonstrates maximum relevant experience. Shortlisted Construction Manager will be invited to submit a Technical Proposal and will also be required to attend a Question-and-Answer meeting with Department staff.
- Letters of Response are to be a maximum of two (2) pages with a minimum font size of 11 and page size of 8-1/2" x 11".
- Letters of Response should include the Project Name, Financial Project Numbers, District Contract Number, Construction Manager name, address, contact person, e-mail address, telephone number, fax number, along with information relevant to the Construction Manager's qualifications with respect to the following:
  - List of Key Personnel and other staffing qualifications
  - Other Construction Manager project experience
  - Project approach to executing construction of the operation center

- In addition to the (2) page Letter of Response above, the following items shall be included as attachments to the Letter of Response:
  - Evidence of ability to provide the necessary Phase II Construction bonding of 100% Performance and 100% Labor and Material bond, in the form of a letter from a surety licensed to do business in the State of Florida in the amount of the estimated construction cost
  - Completed “Experience Questionnaire” form (Attachment 2; contact Angie Richards for a Word.doc version)
  - State of Florida contractor license certification or registration as required under Florida Statutes
  - One-page resumes for each Key Person (8-1/2” by 11”, single sided)
  - Organizational Chart (up to 11” by 17”)
  
- The Construction Manager cannot team with other Contractors to submit more than one Letter of Response.
  
- The Letters of Response and required attachments shall be submitted electronically in adobe.pdf format (unzipped) and attached to a single email to [d5fcoprocurement@dot.state.fl.us](mailto:d5fcoprocurement@dot.state.fl.us) by the due date and time shown in the Procurement schedule section on page one of this advertisement. The Department has a 20 MB limit on email. Emails that exceed this 20 MB email server limit may be rejected by the Department's email server. Zipped email attachments are NOT acceptable and will be disabled by FDOT's email server due to security reasons. It is solely the responsibility of the CMR to ensure that the Letter of Response and attachments is received by the Department's server by the due date and time identified in the Procurement schedule.
  
- Letters of Response and attachments delivered after the due time or date will not be considered.
  
- The Department intends to Shortlist up to four firms to proceed with the selection process for this contract.
  
- Basis of shortlist evaluation will include:
  - Construction Manager Relevant Project Experience
  - Key Personnel Relevant Project Experience
  - Other information contained in the Letter of Response
  
- Shortlisted Construction Manager will receive a Request for Proposal (RFP) that will include information related to the Ocala Operations Center and requested services.
  
- Technical Proposals and Question-and-Answer Interview  
 All Shortlisted Construction Managers shall submit a Written Technical Proposal and attend a Question-and-Answer Interview. CMR will be evaluated based on their Technical Proposals and responses provided during the Questions-and-Answers Interview based on the RFP.
  
- Key Person(s): The Work shall be performed and directed by the personnel identified in the Construction Manager's Letter of Response, and subsequent required selection documentation, who is/are hereby deemed to be the “Key Persons” for purposes of this project. At a minimum the person designated as the CMR shall be considered a Key person. Failure to use said Key Person(s) shall be deemed to be a material breach of contract. If any Key Person leaves the employment of

Construction Manager, the Department reserves the right to either terminate the proposed Agreement with the Construction Manager or have it assigned to such entity with whom that Key Person is employed. The Construction Manager hereby consents and agrees to such an assignment without the need for further signature by Construction Manager on any assignment document. Should the Department choose to allow Construction Manager to continue providing services under proposed Agreement with the Construction Manager after the departure of the Key Person, any substitute Key Person must be approved by the Department. In the event of the approval by the Department of a substitute Key Person, this Key Person clause shall continue to apply as though the substitute was originally named herein without the need for amendment of proposed Agreement with the Construction Manager.

- Pre-Construction Phase I Fee and, at the Department's choosing, subsequent Construction Phase II Fee will be negotiated with the selected Construction Manager.
- Any person with a qualified disability requiring special accommodations who wants to attend a meeting identified in this Advertisement as a public meeting shall contact the Department at (386) 943-5000 at least five (5) working days prior to the meeting. If you are hearing or speech impaired, contact this office by using the Florida Relay services at 386-961-7510 (TDD).
- Pursuant to Sections 120.57(3) and 337.11, Florida Statutes, and Rule Chapter 28-110, Florida Administrative Code, any person adversely affected by the agency decision or intended decision shall file with the agency both a notice of protest in writing and bond within 72 hours after the posting of the notice of decision or intended decision, or posting of the solicitation with respect to a protest of the terms, conditions, and specifications contained in a solicitation and will file a formal written protest within ten days after the filing of the notice of protest. The required notice of protest and bond, and formal written protest must each be timely filed with the **Florida Department of Transportation, Clerk of Agency Proceedings, 605 Suwannee St, Mail Station 58, Tallahassee FL 32399-0458**. Failure to file a notice of protest or formal written protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120 Florida Statutes.
- **DBE AND NON-DBE SMALL BUSINESS ASPIRATION GOAL:** It is the policy of FDOT to encourage the participation of small businesses and disadvantaged business enterprises ("DBE") in all facets of the business activities of FDOT, consistent with applicable laws and regulations. FDOT has established an aspiration goal of 10.67% DBE usage and an additional 3% non-DBE Small Business usage for the subject Project. Firms proposing for this Project shall aspire to have 10.67% or more of the total contract costs performed by DBEs, and an additional three percent (3%) or more of the total contract costs performed by non-DBE small businesses. Although not a contract requirement, FDOT believes that the aforementioned aspiration goal can realistically be achieved based on current availability of DBEs and small businesses. FDOT further believes that the 13.67% overall goal can be achieved through race neutral means, using standard competitive procurement processes. Pursuant to the provisions of Section 339.0805, Florida Statutes, and Rule 14.78.005, Florida Administrative Code, FDOT has adopted rules to provide certified DBEs opportunities to participate in the business activities of FDOT as vendors, contractors, subcontractors, and consultants. FDOT has adopted the DBE definition set forth in Code 49 of Federal Regulations Section 26.5. The Department's DBE directory may be found [here](#). Firms agree to apply their best efforts to utilize qualified non-DBE small businesses as vendors, contractors, subcontractors, and

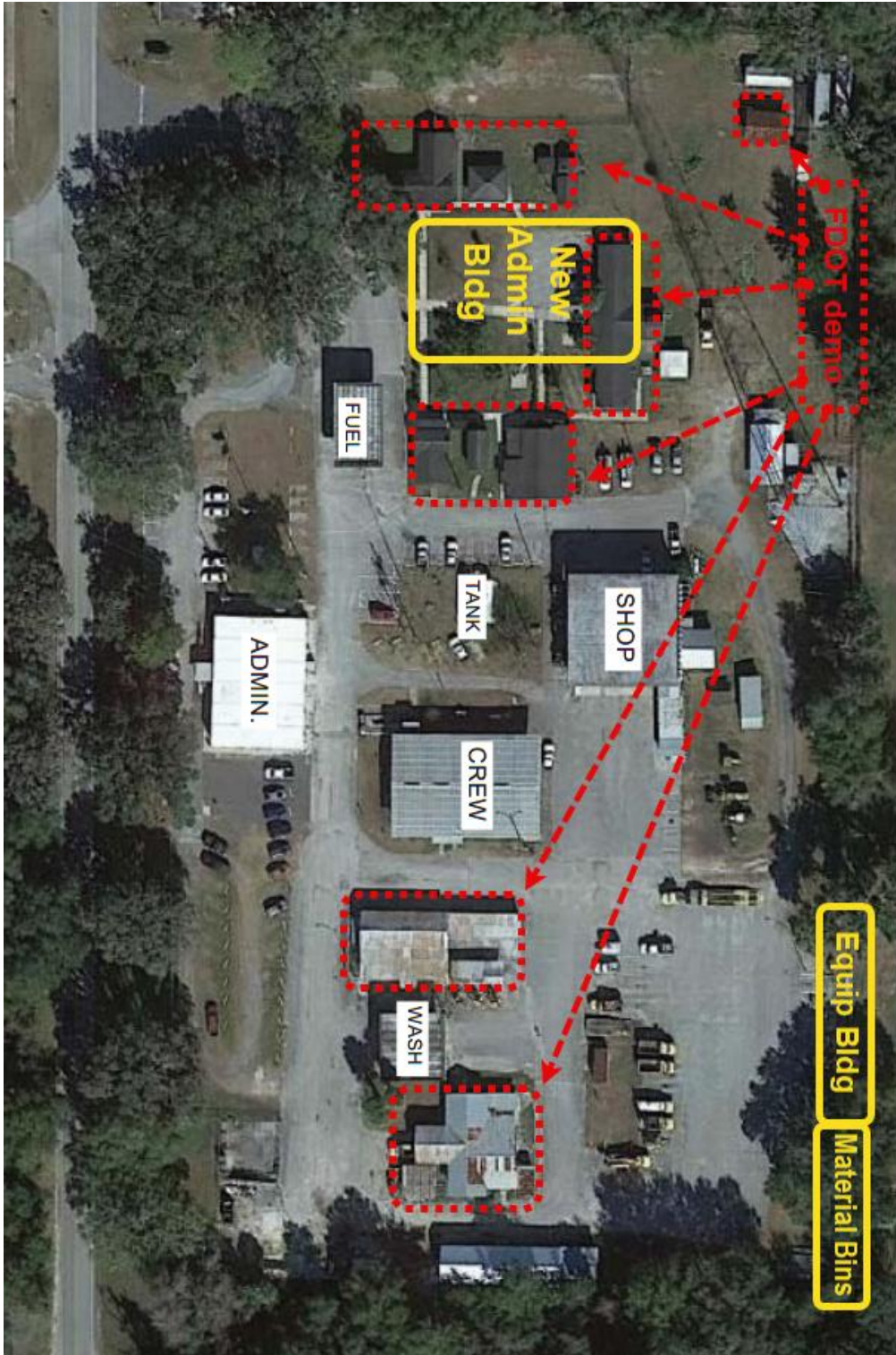
consultants for the Project. Qualifications for small businesses may be found at the following website [this website](#). Firms will submit the [Aspiration Goal Form for "DBE" and "Non-DBE Small Business" Firms](#) at the Pre-Construction Conference.

- The Department reserves the right to reject any or all submittals or accept minor irregularities in the best interest of the State of Florida.
- All meetings will be held at the District 5 Deland Office, located at 719 S. Woodland Blvd. DeLand, FL 32720.

**ACTUAL COMMITMENT AND FINAL EXECUTION OF THIS CONTRACT IS CONTINGENT UPON AN APPROVED LEGISLATIVE BUDGET AND AVAILABILITY OF FUNDS.**

Attachment 1

Ocala Operations Center – Current / Future Site



## **Attachment 1**

### **Ocala Operations Center - Administrative Building**

**Design and construction of a new 9,000 square foot Administrative Building with hard wall offices and cubicles, teams conference rooms, breakrooms, bathrooms/showers, to accommodate approximately 50 employees.**

- Construction of concrete slabs for miscellaneous structures.
- LED wall pack perimeter lighting and additional pole lights
- CCTV (conduit for power/data)
- Sidewalks
- Signage
- Fencing/Automatic Gates w/access control
- Landscaping/Irrigation (well on site)
- New driveways and parking lots with drainage systems.
- LED parking lot lighting (new) relocation of existing.
- Retention ponds, if needed
- All utilities (water, gas, electrical)
- Emergency Generator & Fuel Tank /ATS for entire site
- Construction to be completed in phases to allow for normal operations.

## Attachment 1

### Ocala Operations Center - Equipment Storage Building

**Design and Construction of 30'W x 280"L Steel Framed Metal Building with roof at 24' in front so dump truck can pull in and dump materials and 20' at back of building for pitch.**

- The slab shall be 8" with #4 rebar @ 12" O.C. and a minimum slope of 1/8" per ft towards the front.
- Concrete pad extended 5' from total width of building for total of 35' (thickened @ front for weight of dump truck full of material)
- Exterior sides and back covered.
- Fire alarm/(suppression in areas if needed, flammable storage)
- Steel bollards painted safety yellow to be installed in front of walls and corners of structure shall not impede the gates operation.
- LED lighting in all bays & LED wall pack perimeter lighting and additional pole lights
- Power outlets in all bays
- Lightning protection (building)
- CCTV (conduit for power/data run to admin building)
- Gutter system (rear of building)
- Eye wash station (plumbing)
- Two bays enclosed with rollup doors & man doors for tools storage. Automatic door openers, access control for standard doors, and exhaust fans.
- Battery backup cabinets for lighting, rollup doors (if possible), and fire alarm panel until emergency generator is installed.



## Attachment 1

### Ocala Operations Center - Material Storage Bins

**Design and construction of six (6) roadway material storage bins with bay dimensions of 20'W x 30'L x 5' walls. Preference for two (2) bays to be covered to protect materials.**

- Concrete pad extended 5' from total width of building for total of 25' (thickened @ front for weight of dump truck full of material)
- 4' manual chain link swing gates to each bay with drop rods (Audit requirement to lock all materials)
- The slab shall be 8" with #4 rebar @ 12" O.C. and a minimum slope of 1/8" per ft towards the back of the bin so material does not flow out of the bins with rain.
- The internal/perimeter walls of the bins shall be formed and poured in place and be a minimum of 1' wide with footers and #6 rebar vertically installed with #4 rebar horizontally installed @ 12" E.F.
- Rear walls of the bins shall have a drainage system installed consisting of 4" weep holes every 4' O.C., perforated drainpipe on exterior of rear wall sloped to drain away from wall and be backfilled with a porous material (gravel).
- Steel bollards painted safety yellow to be installed in front of walls and corners of structure shall not impede the gates operation.
- Add additional lighting.

**Attachment 2**

**EXPERIENCE QUESTIONNAIRE**

1. If a Corporation, answer this:

Date of incorporation \_\_\_\_\_

In what State \_\_\_\_\_

Name of Officers:

President \_\_\_\_\_

Vice President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

If a Partnership or Individual Proprietorship, answer this:

Date of organization \_\_\_\_\_

If a partnership, state whether partnership is general, limited association \_\_\_\_\_

Name and Address of Partners:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. a. How many years has your organization been in the construction business?

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

b. How many years under your present business name?

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

c. How many years under previous business name? (List other names)

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

*SUBSIDIARY OR AFFILIATED COMPANIES IN WHICH PRINCIPALS HAVE FINANCIAL INTEREST*

**NAME AND ADDRESS OF SUBSIDIARY  
OR AFFILIATED COMPANIES**

**EXPLAIN IN DETAIL THE  
PRINCIPAL'S INTEREST IN THIS  
COMPANY AND NATURE OF  
BUSINESS**

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

## NUMBER OF FULL TIME PERSONNEL WITHIN YOUR ORGANIZATION

- |   |       |       |       |
|---|-------|-------|-------|
| 3. a. Clerical Personnel                    | _____ | _____ | _____ |
| b. Engineers & Architects                   | _____ | _____ | _____ |
| c. Supervisors, Foremen, or Superintendents | _____ | _____ | _____ |
| d. Skilled Employees including Technicians  | _____ | _____ | _____ |
| e. Unskilled Employees                      | _____ | _____ | _____ |
| f. Estimators                               | _____ | _____ | _____ |
| g. Total number of full time personnel      | _____ | _____ | _____ |

4. WHAT IS THE CONSTRUCTION EXPERIENCE OF THE PRINCIPALS AND SUPERVISORY PERSONNEL OF YOUR ORGANIZATION? (Asterisk any personnel likely to be assigned to project being bid.)

PRINCIPAL'S NAME	TITLE	YEARS OF CONSTRUCTION EXPERIENCE	IN WHAT CAPACITY AND WITH WHOM

5. SUPERVISORY PERSONNEL	TITLE	YEARS OF CONSTRUCTION EXPERIENCE	IN WHAT CAPACITY AND WITH WHOM

6. Within the previous 3 fiscal years has your organization or predecessor organizations ever failed to complete a project? If so, state name of organization and reason thereof.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Within the previous 3 fiscal years has your organization been involved in litigation? \_\_\_\_\_. If so, please list and explain nature and current status.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





## STATUS OF UNCOMPLETED CONTRACTS

As of: \_\_\_\_\_ (date)

11. Give full information about all of your present contracts. In Column C insert "S" if a subcontractor or "P" if a prime contractor, whether in progress or awarded but not yet begun; and regardless of with whom contracted.

A	B	C	D	E
Project Description Location & Owner	Design Architect And/Or Design Engineer	Total Amount of Your Contract (Or Subcontract)	Amount In Column C Sublet To Others	Uncompleted Amount of Contract
Total				

COMPLETE THE FOLLOWING:

Net Total Billings for Previous 3 Fiscal years:

Average Backlog for Previous 3 Fiscal Years: (Estimated total value of uncompleted work on outstanding contract)

YR \_\_\_\_\_ \$ \_\_\_\_\_

YR \_\_\_\_\_ \$ \_\_\_\_\_

YR \_\_\_\_\_ \$ \_\_\_\_\_

YR \_\_\_\_\_ \$ \_\_\_\_\_

YR \_\_\_\_\_ \$ \_\_\_\_\_

YR \_\_\_\_\_ \$ \_\_\_\_\_