

Date: 10/31/2024

State of Florida
Department of Transportation



Contract # E6P36

Financial Project Number (s) 430082-2-72-01

DBE Availability 10.54%

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

PROPOSALS SHALL BE SUBMITTED ELECTRONICALLY TO:

D6.DesignBuild@dot.state.fl.us

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:

SPECIAL CONDITIONS

1. TECHNICAL PROPOSAL SUBMITTAL

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

Project Location (s) and Work Description:

Management of all assets located within the Department's Right-of-Way along:

State Road 5/US -1 (Whitehead Street from Fleming Street to Truman Avenue, Truman Avenue from Whitehead Street to N. Roosevelt Blvd, N. Roosevelt Blvd from Truman Avenue to Overseas Highway, and Overseas Highway from N. Roosevelt Blvd to Miami-Dade County Line) and A1A (S. Roosevelt Blvd. from Bertha Street to Overseas Highway) in Monroe County.

In addition, along State Road 5/US -1 from Monroe County line to Card Sound Road in Miami-Dade County (Section number 87010, MM 112.861 to MM 126.808 in Miami-Dade County).

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 Asset Maintenance (“AM”) Scope of Services with Attachments, attached hereto and made a part thereof.

2. MANDATORY PRE- PROPOSAL MEETING

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

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

All questions arising from this RFP must be forwarded, in writing, to the procurement agent at 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:

<https://bqa.fdot.gov/proposal-search>

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/district-offices/d6/lettings/assetmaintenance/assetmaintenance.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 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
Advertisement	11/1/2024		
Deadline for submission of written questions	12/06/2024	5:00 PM	https://bqa.fdot.gov/proposal-search
Department reply to Questions	12/13/2024	5:00 PM	https://bqa.fdot.gov/proposal-search
Technical and Price Proposals Due (Must be due same time)	01/13/2025	11:00 AM	D6.Designbuild@dot.state.fl.us
Technical Review Committee Meeting and Public Announcement of Technical Scores, Public Opening of Price Proposals and Public Announcement of Prices	02/10/2025	11:00 AM to 12:00 PM	Florida Department of Transportation 1000 NW 111th Avenue - District 6 Auditorium Miami, FL 33172
Selection Committee Meeting	02/17/2025	10:00 AM to 12:00 PM	Florida Department of Transportation 1000 NW 111th Avenue - District 6 Auditorium Miami, FL 33172
Posting of Department's Decision to Award	02/18/2025 To 02/20/25	N/A	https://www.fdot.gov/contracts/district-offices/d6/lettings/assetmaintenance/assetmaintenance.shtm
Anticipated Award Date	02/21/2025	N/A	N/A

6. PROPOSER ELIGIBILITY

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.

7. DEPARTMENT RESERVATIONS AND RESPONSIVENESS OF PROPOSALS

7.1. General

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 Proposal Packages submitted. It is understood that the Proposal Package will become a part of the Department's official file, without obligation to the Department.

7.2. Responsiveness of Proposals

Proposals found to be non-responsive shall not be considered. The Department will declare a Proposal non-responsive for any of the reasons specified in Section 2 of Attachment I 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.

7.3. 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.

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 Package 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 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.

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 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.

12. 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.

13. 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.

14. PROPOSAL FORMAT INSTRUCTIONS

14.1. General Information

This section contains instructions that describe the required format for the Proposal Package. All submitted Proposal Packages shall contain **TWO SEPARATE** electronic file attachments (Technical Proposal & Price Proposal) as further described below.

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

The subject line for each component of the Proposal Package **must show**: Contract Number – (Insert Proposer's Name).

All proposals submitted electronically shall be named as follows:

FILE I – TECHNICAL PROPOSAL – (Insert Proposer's Name) (Insert Contract Number)

FILE II – PRICE PROPOSAL - (Insert Proposer's Name) (Insert Contract Number)

14.1.1. FILE I: TECHNICAL PROPOSAL – (Proposer Name) – (Contract Number)

The Proposer must **submit one (1) electronic copy of the Technical Proposal** which is to be divided into the exact 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) – (Contract Number)

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 within five (5) days of the due date of the Price Proposal in order to complete their respective submittal package. This shall be submitted to the address below:

Florida Department of Transportation
Atten: Ileen Zamora, Room 6202B
1000 NW 111th Avenue Miami, FL 33172

14.2. Presenting the Technical Proposal

Construct the Technical Proposal using 8½" x 11" paper. 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. 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 **15** total pages, not counting bindings, covers, and table of contents. 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.

14.3. 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.

14.4. 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 I of the Scope of Services for instructions for submission of a DBE Affirmative Action Plan.

14.5. 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 (<https://www.fdot.gov/equalopportunity/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: <https://www.fdot.gov/equalopportunity>

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 Proposal Solicitation. 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 Unit will distribute to each member of the TRC an electronic copy of each responsive Technical Proposal. The TRC members will independently evaluate the Proposals using the Criteria for Evaluation established in this Proposal Solicitation. 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. All TRC members' point total for each Proposer will be averaged to create the Proposer's Average Technical Score. If the Average Technical Score for any Proposer is less than 70, the TRC shall make a recommendation to the Contracts Award Committee that the proposal be found non-responsive.

The Department will not give positive consideration to tentative or qualified commitments in the 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 Score

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

Listed in the Criteria for Evaluation chart below are 8 Sections containing topics that Proposers shall include and address within their Technical Proposals. A description of each selected topic is provided below:

CRITERIA FOR EVALUATION

Section	Max Points Attainable
1. Firm and Management Team - Performance and Experience	10
2. Quality Management Plan	5
3. Customer Service and Incident Response	15
4. Work Needs Analysis	10
5. Added Value	20
6. Structures	15
7. Roadway	10
8. Scenarios & Situations	15
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 proposer’s overall philosophy to identify work needs and implement corrective actions in performing maintenance work needs. Include strategy for determining short term vs. long term solutions, and strategy for meeting MRP Criteria, MRP Scores (Enhanced) and non-MRP Criteria as applicable.

Include information to demonstrate the proposer’s commitment to proactive work needs analysis.

5. Added Value

Explain offers of Added Value that will be provided on this project beyond the minimum scope requirements or performance expectations, including specific actions, services, products, frequencies, efficiencies or other factors that may enhance the quality of service under this contract. Do not propose Added Value for any activity the Scope of Services expressly excluded from the scope of this contract. Note that this contract does not require any Added Value. Not proposing added value will result in zero points awarded for this section of the Technical Proposal score. Offers of Added Value could potentially add points to the Technical Proposal score and may or may not be associated with a higher Price Proposal. All Added Value offers will become part of the Proposer’s obligations to fulfill as part of the contract.

6. Structures

Describe the approach and methods to be used for maintaining the Department’s Structures, including selection of experienced staff, planning the work, assigning and managing field crews, documenting completed work, and ensuring quality repair work is performed. Include details on how the Proposer will assume responsibility for and ensure that quality of work is performed and is completed within required timeframes for all priority types.

7. Roadway

Provide the proposer’s maintenance operations plan which describes and explains the approach, methods and strategies to be used in managing and conducting all maintenance activities. Include contract specific performance requirements as well as those required by Policy, Procedure, Manuals, Memos, etc. Describe how these plans will be coordinated and managed for the preservation of the assets.

8. Scenarios & Situations

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

- a. **Scenario #1:** You commonly receive Complaints on Mondays from an elected official or a local agency public official about litter at certain locations. Describe steps the Proposer would take to address the recurring issue.
- b. **Scenario #2:** You receive notification that a Utility owner working under an approved permit, leaves a lane closure setup unattended, and the maintenance of traffic is not in compliance with the Department's standard plans and/or approved MOT plans. Explain how you would handle this situation.
- c. **Scenario #3:** You receive notice of a bridge structure hit. Describe your approach to handle this issue.

15.2.2. Price Score

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

$$\text{Price Score} = \text{Lowest Bid} / \text{Proposer's Bid} \times 30$$

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.

$$\text{Total Proposal Score} = \text{Technical Score} + \text{Price Score}$$