

District One

Presentation of the Consultant Acquisition Plan for Fiscal Year 2025-2026

Work Groups 2.0, 3.1, 3.2, 4.2.3, and 4.4

Benjamin Clayton, P.E.

District Consultant Project Management Engineer

Greg Bowne

District Environmental Administrator

Housekeeping

- Restrooms
 - Silence phones
 - Questions during the presentation
 - You can type questions that you have during the presentation, and we will do our best to answer them.
 - If you have a project specific question, please include the FPID and project manager's name associated with the project.
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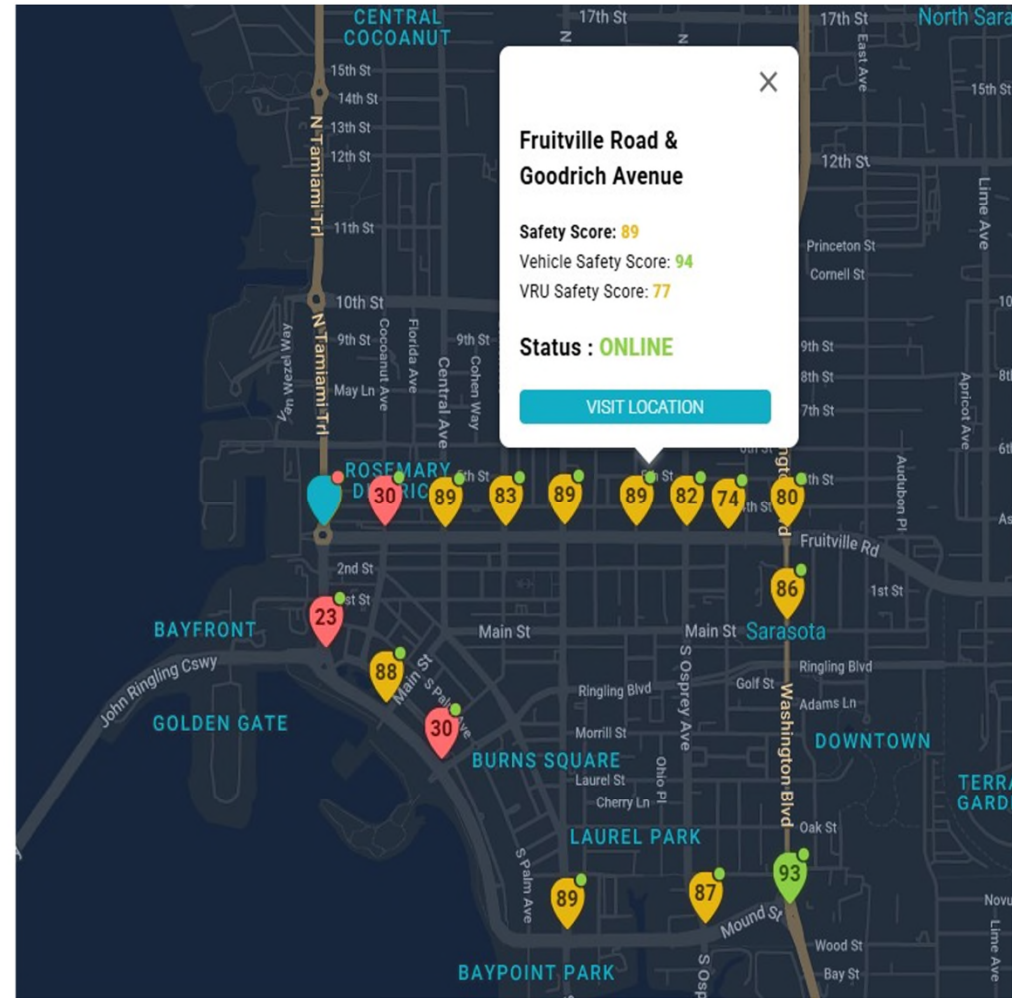
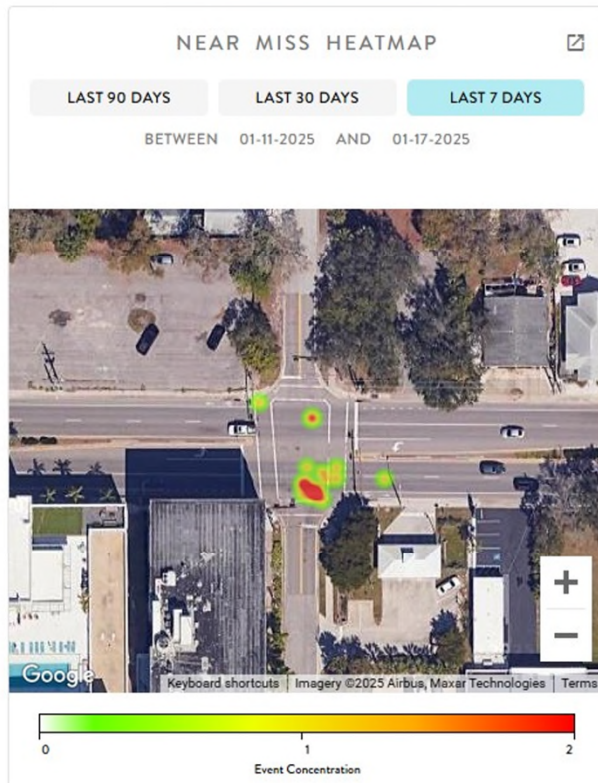
Agenda

- Welcome to District One
 - Procurement Information
 - District Issues
 - Tips from DEMO
 - PD&E Staff Introductions and New Project Information
 - Consultant Project Management Staff Introductions and New Project Information
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Welcome to District One
Nicole Mills, PE
Director of Transportation Development



Sarasota advanced detection











Elizabeth Ayers
Professional Services
Procurement Manager

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Professional Services Contact Info

NAME	TITLE	PHONE NUMBER	Years of Experience
Elizabeth Ayers	Procurement Services Manager	(863) 519-2901	28.5 years
Christina Browne	Professional Services Supervisor	(863) 519-2301	2.8 years
Renee Arocho	Contract Analyst II	(863) 519-2624	1.9 years
Emalee Bell	Contract Analyst III	(863) 519-2330	1.4 years
Emily Black	Contract Analyst I	(863) 519-2440	8 months
Cabrina Donaldson	Contract Analyst II	(863) 519-2444	1.2 years
Savannah Dorminy	Contract Analyst III	(863) 519-2722	5 years
Rebecca Lycans	Contract Analyst III	(863) 519-2302	2.1 years
Harmonee Peterman	Contract Analyst I (CITS Coordinator)	(863) 519-2624	1.7 years
Marlene Santellano	Contract Analyst I	(863) 519-2279	8 months
Isabel Negrin	OPS Contract Analyst I	(863) 519-3026	5 months
Hannah Thomas	OPS Contract Analyst I	(863) 519-2421	5 months
Brayan Oliva	Intern	(863) 519-3026	5 months

d1.profserv@dot.state.fl.us



Design Build Contact Info

NAME	TITLE	PHONE NUMBER	Years of Experience
Elizabeth Ayers	Procurement Services Manager	(863) 519-2901	28.5 years
Don Naylor	District Contracts Administrator	(863) 519-2629	6.11 years
Charli Bell	Senior Contract Specialist	(863) 519-2212	2.3 years
Melissa Porter	Contract Analyst III	(863) 519-2259	5.7 years



Don Naylor



Charli Bell



Melissa Porter

d1-designbuild@dot.state.fl.us



Acronyms

Acronym	Plain Language
ACEC	American Council of Engineering Companies
Ads	Advertisements
AFP	Automated Fee Proposal
BDI	Business Development Initiative
CAP	Consultant Acquisition Plan
CITS	Consultant Invoice Transmittal System
CO	Central Office
D1	District One
DB	Design Build
DBE	Disadvantage Business Enterprise
FDOT	Florida Department of Transportation
FTP	File Transfer Protocol
PM	Project Manager
PSU	Professional Services Unit
Q&A	Question & Answers
SBE	Small Business Enterprise
TBD	To Be Determined
TOW	Types of Work
TRC	Technical Review Committee

FDOT Notifications/Qualifications

- Not receiving email blasts?
 - email addresses are pulled from the qualification packages sent annually to:

Marie Castaneda, Qualifications Administrator
FDOT Central Office Procurement Office
phone: (850) 414-4568
email: marie.castaneda@dot.state.fl.us



General Marketing Meeting

- District 1 Marketing Coordinator:
 - for general marketing to introduce your firm
 - Harmonee Peterman
 - phone: (863) 519-2624
 - email: Harmonee.peterman@dot.state.fl.us
 - copy: christina.browne@dot.state.fl.us

 - ✓ 15 minutes for set up
 - ✓ 25 minutes for your presentation on unlimited qualified TOW
 - ✓ 10 minutes for Q&A
 - ✓ virtual or in person options

 - for a more targeted audience, you may contact a specific Department directly for an informal roundtable discussion

FDOT Consultant Acquisition Plan

- Access to the CAP:
 - [Consultant Acquisition Plan](#)
 - captures all projects on Planned Ads

[Home](#) / [procurement](#)

Consultant Acquisition Plans

District Consultant Acquisition Plans

Current Consultant Acquisition Plans

[Professional Services Consultant Acquisition Plans](#)

FDOT Marketing Presentation

- Consultant Marketing Meeting:
 - Project specific marketing:
 - meetings/communication must cease by Friday, at 5:00 pm prior to the advertisement
 - Link provided in the PLANNED AD under Special Notes (*shown below*)

EXAMPLE



- a project advertises **Monday, January 27, 2025**
- contact with the Department must cease on **Friday, January 24th at 5:00 pm**
- during the cone of silence phase, you may only contact PSU at d1.profserv@dot.state.fl.us

Advertisement: Marketing Meetings will be held on 11/5/24, 11/14/24, and 11/21/24. You may schedule a marketing meeting using this link:
Special Notes: <https://outlook.office365.com/owa/calendar/DITRCMarketingMeetings@fdot.onmicrosoft.com/bookings/s/XnbNBLuB40OTnHjADaisaw2> (https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Foutlook.office365.com%2Fowa%2Fcalendar%2FDITRCMarketingMeetings%40fdot.onmicrosoft.com%2Fbookings%2Fs%2FXnbNBLuB40OTnHjADaisaw2&data=05%7C02%7CEmlv.Black%40dot.state.fl.us%7C65e72644819d4d3dddce08dce6f8c99%7Cdb21de5dbc9e420c83f8f08f85b5ada%7C0%7C638648509604530605%7CUnknown%7CTWFpbGZsb3d8eyJWIjojMC4wLjAwMDAilCjoiV2luMzliLjB1IjE6IjEhaWw%7CJXVC16Mn0%3D%7C0%7C%7C&sdata=kGLCylUpsStHJbjByXYriC3ObxGwGvBLRznDW9x6w%3D&reserved=0)

FDOT Cone of Silence

- Cone of Silence:
 - begins on Friday before the advertisement date at 5:00 pm
 - all communications must come through PSU
 - violating may be grounds for rejecting a response
 - d1.profserv@dot.state.fl.us

- In order to ensure a fair, competitive and open process, once a project is officially advertised on the Current Advertisement site, all communications between interested firms and the Department must be directed to the appropriate PSU. All technical questions from the Consultant shall be in writing. Project Managers and other Department staff will cease discussions of the project with interested firms, and refer inquiries to the PSU. Respondents to a contract solicitation (i.e., contract advertisement) or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of the solicitation, except in writing to the procurement officer responsible for coordinating the procurement, or the Procurement Services Manager, or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

FDOT Advertisements

- Procurement Advertisements:
 - [Procurement Advertisements](#)
 - current ads, planned ads, shortlist/selection results, CAP; as well as DB information

[Home](#) / [procurement](#)

Procurement Advertisements

Professional Services

[Active and Expired Contracts](#)

[Current Advertisements](#)

[Planned Advertisements](#)

[Shortlist and Final Selection Results](#)

[All Ads - Planned, Current and Results](#)

[Consultant Acquisition Plan](#)

[Click here to receive notifications related to Prof. Services and Design Build ads](#)

Design-Build

[Current Advertisements](#)

[Planned Advertisements](#)

[Shortlist and Final Selection Results](#)

[All Ads - Planned, Current and Results](#)

[Design-Build Website](#)

[Design-Build Acquisition Plan](#)

FDOT Debriefings

- Debriefings w/ non-selected firms:
 - Debriefing Meetings with non-selected proposers 72 hours after Final Selection. At this point in time, the Consultant may meet with all Technical Review Committee members at once or separately. Consultant shall contact the Project Manager to schedule post-final selection debriefings. Debriefing with Selection Committee members shall be at the discretion of the Selection Committee members.



FDOT Timeline of Events

- Timeline of events for D1:
 - District 1 specific
 - this is just a guideline and is subject to change and depending on District needs, deadlines and holidays
 - schedules are 5 months (+ or – depending on the need)
 - from advertisement through execution
 - created to promote transparency

Professional Services Scheduling Date Calculator

The goal is to have between a 5 - 5.5 month procurement.

Type of Procurement	Planned Ad	Current Ad	Response Deadline	LOR's Due to TRC	Longlist Meeting (calendar mtg)	Shortlist Meeting (calendar mtg)	RFP Due to SL Firms	Tech Due	Pres/Intw (calendar mtg)	Evals Due from TRC (calendar mtg)	Final Selection Meeting (calendar mtg)	Scope Clarification Meeting (calendar mtg)	Proposal Review (calendar mtg)	Negotiations Meeting (calendar mtg)	Cost Control Negotiations Due (calendar mtg)	Final Docs Due Date (calendar mtg)	Execution
Expanded Letters of Response	2 weeks minimum NOTE: allow the industry to market the TRC (PM to schedule marketing meetings); All planned ads should be in PDA by the middle of January.	14 calendar days (required) NOTE: drop on Friday w/ Ad closing on a Monday (add a day per holiday within the 14 days); 14 days is from Monday to Monday; REMINDER: grading criteria MUST be in the advertisement.	5 business days NOTE: if the Ad closes on a Monday. The letters should be emailed to the TRC by the close of business the following Monday	9 calendar days NOTE: grant at least 9 days in the event we receive interest from more than 10 firms	5 business days NOTE: packages must be dropped the Friday before the Tuesday meeting	1 business day REMINDER: grading criteria MUST be in the RFP	14 calendar days (minimum) NOTE: send to TRC within 2 business days (add days if a holiday falls within this period)	next business day	7 calendar days NOTE: evaluations MUST be emailed to TRC members on the day technicals are emailed to TRC	5 business days NOTE: packages must be dropped the Friday before the Tuesday Selection meeting	Project Specific: within 2 business days of the selection	Project Specific: fee package due within 14-18 calendar days of the Scope Clarification meeting; this meeting should be held within 3 business days	Project Specific: within 7 calendar days	14 calendar days	12 calendar days	30-45 days minimum (more if time permits)	
Abbreviated Technical Proposals																	
Interviews																	
Oral Presentations																	

Procurement reserves the right to modify the schedule to fit the business need or to accommodate holidays or workload distribution. This is subject to change.



Timeline of Events

Type of Procurement	Planned Ad	Current Ad	Response Deadline	LOR's Due to TRC	Longlist Meeting (calendar mtg)	Shortlist Meeting (calendar mtg)	RFP Due to SL Firms	Tech Due
Expanded Letters of Response	2 weeks minimum NOTE: allow the industry to market the TRC (PM to schedule marketing meetings); All planned ads should be in PDA by the middle of January.	14 calendar days (required) NOTE: drop on Friday w/ Ad closing on a Monday (add a day per holiday within the 14 days); 14 days is from Monday to Monday; REMINDER: grading criteria MUST be in the advertisement.	5 business days NOTE: if the Ad closes on a Monday. The letters should be emailed to the TRC by the close of business the following Monday	9 calendar days NOTE: grant at least 9 days in the event we receive interest from more than 10 firms	5 business days NOTE: packages must be dropped the Friday before the Tuesday meeting	1 business day REMINDER: grading criteria MUST be in the RFP	N/A	N/A
Abbreviated Technical Proposals		14 calendar days (required) NOTE: drop on Friday w/ Ad closing on a Monday (add a day per holiday within the 14 days); 14 days is from Monday to Monday					14 calendar days (minimum) NOTE: send to TRC within 2 business days (add days if a holiday falls within this period)	
Interviews								
Oral Presentations								



Timeline of Events

Type of Procurement	Pres/Intvw (calendar mtg)	Evals Due from TRC (calendar mtg)	Final Selection Meeting (calendar mtg)	Scope Clarification Meeting (calendar mtg)	Proposal Review (calendar mtg)	Negotiations Meeting (calendar mtg)	Cost Control Negotiations Due (calendar mtg)	Final Docs Due Date (calendar mtg)	Execution
Expanded Letters of Response	N/A	7 calendar days <u>NOTE:</u> evaluations MUST be emailed to TRC members on the day of shortlist	5 business days <u>NOTE:</u> packages must be dropped the Friday before the Tuesday Selection meeting	<u>Project Specific:</u> within 2 business days of the selection	<u>Project Specific:</u> fee package due within 14-18 calendar days of the Scope Clarification meeting; this meeting should be held within 3 business days	<u>Project Specific:</u> within 7 calendar days	14 calendar days	12 calendar days	30-45 days minimum (more if time permits)
Abbreviated Technical Proposals		7 calendar days <u>NOTE:</u> evaluations MUST be emailed to TRC members on the day technicals are emailed to TRC							
Interviews	next business day	<u>Continuing or District Wide:</u> N/A		<u>Continuing or District Wide:</u> N/A					
Oral Presentations									



Marketing Website

[Home](#) / [procurement](#) / [marketingD1](#)

District 1 Consultant Marketing Home

Procurement Services Administrator
Elizabeth Ayers

Procurement Office:

801 N. Broadway Ave. Bartow, FL 33830
Tel: (863) 519-2901

The following counties are located in District One: Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Lee, Manatee, Okeechobee, Polk and Sarasota.

Most Requested Items



[Marketing Links](#)
[Consultant Acquisition Plan](#)
[Prequalification](#)
[Advertisements](#)
[Staff Directory](#)
[Regional Meetings](#)
[Additional Design Project Info](#)
[FTP Directory](#)

[Consultant Industry Forum GEC & Collier to Polk Trail](#)

List Search..

D1 Procurement Related Documents

> [FY24-25](#)

-  [4. D1-COI Determination Request Form](#) (pdf)
[Download](#) (316 KB)
-  [Conflict of Interest Procedure](#) (pdf)
[Download](#) (1567 KB)

- District 1 Marketing site: project-related *Professional Services* information from planned projects through final selection
[Professional Services Marketing D1 \(fdot.gov\)](#)
- District 1 File Transfer Protocol: after final selection
[File Transfer Protocol \(FTP\) Site](#)

FDOT D1 ACEC-FL Liaison Committee

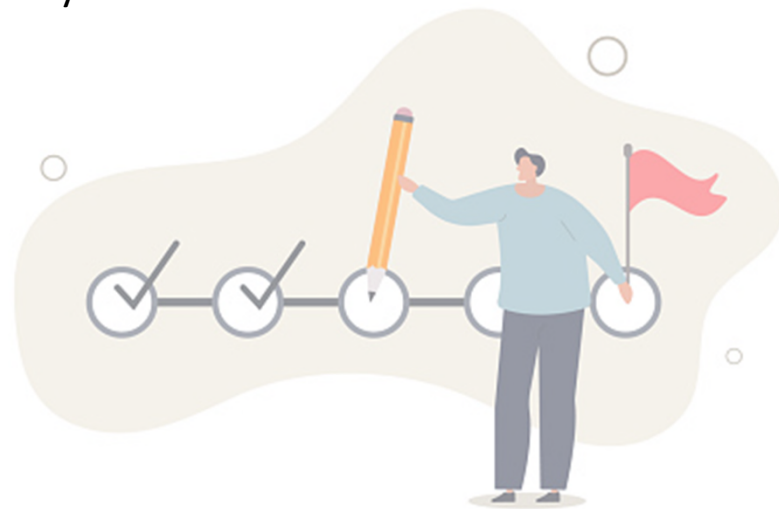
- ACEC-FL D1 Liaison Committee:
 - District 1 ACEC: FL Liaison Committee has meetings quarterly
 - FDOT Members:
 - LK Nandam, John Kubler, Nicole Mills, Lori Albritton, Elizabeth Ayers, Kevin Ingle, Jon Sands, Ben Clayton
 - Consultant Members:
 - Joe Lauk, Randy Prescott, Jason Lyle, Shawn Swets, Tom Presby

- ✓ members serve five years
- ✓ their firms must be active members of the ACEC-FL Transportation Committee
- ✓ one member rotates off the committee every year



FDOT Working to Keep YOU Informed

- In the works:
 - working to develop a tracking system to keep you informed every step of the way on new contracts and amendment
 - when negotiating with subs, the prime will be included in all communications to help with any delays or concerns



FDOT Helpful Links and information

- Link:
 - [Procurement Site links](#)

[Home](#) / [procurement](#)

Procurement Site Index

Active Contracts	General Information
Advertisements	Negotiations
Agency Term Contracts	Professional Services Acquisition of Professional Services
Automated Fee Proposal (AFP)	Professional Services Audit Accounting Information
CITS - Consultant Invoice Transmittal System	Professional Services FAQ
Consultant Marketing	Professional Services Forms
Contacts Listing	Professional Services News
Vendor Information Portal	Professional Services Prequalification
Commodities and Contractual Services Procurement Manual	Professional Services Procurement Manual
Conflict of Interest FAQs	Professional Services Publications
Doing Business With DOT	Professional Services Reports
Electronic Contracting	Professional Services Submittal Examples
Small Business	Title VI Nondiscrimination Contract Provisions, Appendices A and E
Guidance for Use of Affidavit Regarding Labor and Services	Form FHWA-1273

Christina “Chrissy” Browne
Professional Services
Supervisor

FDOT DBE/BDI Program

- DBE Utilization:
 - D1 DBE Coordinator, Hannah Thomas
 - DBE goal is 10.54%
 - Report DBE payments in Equal Opportunity Compliance System *timely*
- BDI Contracts:
 - Statewide Goal is still 15%
- Questions:
 - DBE Commitments D1 Contact: Hannah Thomas (863) 519-2421
 - EEO Contact number for CO: (850) 414-4747

FDOT BDI/SBE Program


- District 1 BDI Program Advisor:
 - Christina Browne
 - phone: (863) 519-2301
 - email: christina.browne@dot.state.fl.us

- D1 Small Business Town Hall:
 - Date: TBD
 - Handbook: Currently in review
 - Meeting: will be advertised on D1 Marketing Site and email invite to SBE Firms from Christina Browne

FDOT Eligibility Requests

- Conflict of Interest Determination Request Form:
 - Located on D1 Marketing Site [Professional Services Marketing D1 \(fdot.gov\)](http://Professional Services Marketing D1 (fdot.gov))
 - Submit form to: D1-CITS@dot.state.fl.us
 - ✓ be proactive and submit request timely
 - ✓ include details
 - ✓ the supervisor will assign and follow up by email

Submit via email to D1.DesignBuild@dot.state.fl.us



CONFLICT OF INTEREST (COI) DETERMINATION REQUEST

Date: Requestor/Contact Person:

Firm: Office No.: Mobile No.:

Email:

Current District One Contract Requiring COI Determination:

Contract No./Financial ID	Work Type
Role	Project Type
Prime <input type="checkbox"/> Subconsultant <input type="checkbox"/> Staff Positions: <input type="text"/> <input type="text"/> <input type="text"/> Scope of Work: <input type="text"/> <input type="text"/> <input type="text"/>	2.0 Project Development and Environmental Studies <input type="checkbox"/> Design-Build <input type="checkbox"/> Construction, Engineering and Inspection <input type="checkbox"/> Design <input type="checkbox"/> General Engineering Consultant <input type="checkbox"/> Project Development & Environment <input type="checkbox"/> Other (list project type) <input type="text"/> <input type="text"/>
Fee Received (\$)	% of Total Contract
<input type="text"/>	<input type="text"/>

Potential Project Pursuit Description:

Financial Project ID No.(s): Formal Advertisement Date:

Advertisement No.:

Potential Pursuit Type (please select one):

Design-Build General Engineering Consultant
 Design Project Development & Environment
 Construction, Engineering and Inspection Other (list project type) Type:

Potential Project Pursuit Role (please select one):

Prime
 Subconsultant

- 4 - 01/13/2019

FDOT Letter Reminders

- Letters of Response & Expanded Letters of Response:
 - use the most current versions of forms; DO NOT reuse forms!
 - submit letters and technicals timely
 - do not use abbreviations/acronyms unless you've spelled it out
 - do not recreate Official DOT Form or add your company logo



Presentation Reminders

- Presentations:
 - your presentation must match with your presentation slides submitted to PSU
 - TRC will grade slides submitted to PSU and what was presented, not additional information not presented
 - do not include TBD slides or placeholder slides
 - slides and technical proposals are due at the same time
 - late submittals will not be provided to the TRC



Fee Proposal Reminders

Request for Fee Proposal:

- resumes should include all information necessary to properly classify personnel, including:
 - education, certifications, applicable licensure (PE License #, state of license and year obtained)
 - dates/years of experience to support proposed classification
 - corrections made should be applied moving forward



Fee Proposal Reminders

- Request for Fee Proposal:
 - due 2 - 2.5 week after Final Selection
 - use most current AFP on the internet EVERY TIME; do not reuse old versions
 - due dates cannot be extended to allow firms to give raises/allow pay cycles to reflect raises; payroll must support rates that are in effect the due date of RFFP.
- Resumes:
 - personnel must be classified in HIGHEST classification qualified for
 - do not recycle incorrect information! Once notified of an error, update resume for future submittals (*this is a commonly made mistake*)
- Negotiations:
 - review Negotiations emails carefully to reduce corrective action and avoid invoice delays.



Checklist Tool for Amendments

Consultant Firms Professional Services Checklist for Amendments

Professional Services Forms for Consultants can be found at: [Professional Services Forms](#)

Important reminders:

- Please keep in mind that the checklists are the *minimum* of what is needed to process the request.
- Errors with submissions will delay processing time.
- All Request for Contract Amendment (RCA) submissions must have the documents submitted as separate attachments.
- The Project Manager and the Firm's contact will receive an email indicating who the RCA has been assigned to with an anticipated review date (this is not the execution date). This person will be your point of contact from assignment to execution.
- The firm's designated signor will receive a copy of the executed document
- For actions involving Fee Sheets/Signed Hours the following guidelines must be used:
 - Signed hours are accurate, match the fee sheets exactly, and have a signature from the DOT and Firm.
 - The Fee Sheets must be broken down by FPID, funding element (lump sum, limiting amount, etc.), and Firm and labeled accordingly.
 - The PDF version should include the correct decimals used to get the total amount.
 - Fee Sheets must have the most current Table 6 Loaded Rates.
 - If adding funds and moving optional services are in the same amendment, the Fee Sheets must be separated.
- Due to volume of work, the CITS coordinator has 30 days from the time of execution to enter the request into CITS.



Checklist Tool for Add Funds

Signed Hours:

Check for accuracy (totals should match the fee sheets exactly)

Signed by the Consultant and the Department

Firm's name must be listed

Fee Sheets:

Must be submitted with the most current Table 6 Loaded Rates

Firm's name must be listed on each fee sheet

Fee Sheets must be **separated** by FPID, Funding Type, and Firm

Example: 2 firms, 2 FPIDs, 2 Funding Types –

Firm A would have 4 separate fee sheets (1. FPID 1/Funding Type 1; 2. FPID 1/Funding Type 2; 3. FPID 2/Funding Type 1; FPID 2/Funding Type 2)

Firm B would have 4 separate fee sheets (1. FPID 1/Funding Type 1; 2. FPID 1/Funding Type 2; 3. FPID 2/Funding Type 1; FPID 2/Funding Type 2)

Current Insurance Certificate

Current Signature Authority, if applicable (will be requested by the Contract Writer)

Professional Services Commitment Form- [Professional Services Forms](#)

Submit form 375-030-83

NOTE: Fee Sheets and Signed Hours should only reflect the current funds being utilized and encumbered.



Checklist Tool for Remove Funds

- Signed Hours:
 - Signed by the Consultant and the Department
 - Firm's name must be listed
 - Show that the hours are negative
- Fee Sheets:
 - Must be submitted with the most current Table 6 Loaded Rates
 - Firm's name must be listed on each fee sheet
 - Fee Sheets must be **separated** by FPID, Funding Type, and Firm
 - Fee Sheets should reflect negative amounts
- Professional Services Commitment Form- [Professional Services Forms](#)
 - Submit form 375-030-83
- Current Insurance Certificate
- Current Signature Authority, if applicable (will be requested by the Contract Writer)



Checklist Tool for Releasing Optional Services

- Signed Hours:
 - Signed by the Consultant and the Department
 - Firm's name must be listed
- Fee Sheets:
 - Must be submitted with the most current Table 6 Loaded Rates
 - Firm's name must be listed on each fee sheet
 - Fee Sheets must be **separated** by FPID, Funding Type, and Firm
- Current Insurance Certificate
- Current Signature Authority, if applicable (will be requested by the Contract Writer)

NOTE: Fee Sheets and Signed Hours should only reflect the current funds being utilized.



Checklist Tool for Adding Subconsultant

- Request for Fee Proposal (not all may apply)
 - Separate PDF attachment for each firm
 - Contact Information
 - Firms Operating Margin
 - Current Qualification letter and/or Self-Certification
 - Current payroll for proposed staff
 - Lower Tier Sub
 - Resumes for proposed staff
 - Fee Schedule

- Automated Fee Proposal (AFP) - [Professional Services Forms](#) (always use the latest version) The completed AFP should be sent to the PM by the Prime- each subconsultant will send their AFP to the Prime

- Professional Services Commitment Form- [Professional Services Forms](#)
 - Submit form 375-030-83

FDOT Checklist Tool for Adding Rate

- Request for Fee Proposal (not all may apply)
 - Separate PDF attachment for each firm
 - Current payroll for proposed staff
 - Resumes for proposed staff
 - Fee Schedule (Pay Items- if applicable)
- Automated Fee Proposal (AFP) - [Professional Services - Automated Fee Proposal](#) (always use the latest version) – The completed AFP should be sent to the PM by the Prime – each subconsultant will send their AFP to the Prime
- Professional Services Commitment Form- [Professional Services Forms](#)
 - Submit form 375-030-83



Checklist Tool for Re-Negotiating Rate after 5 Years

- Request for Fee Proposal (not all may apply)
 - Separate PDF attachment for each firm
 - Contact Information
 - Firms Operating Margin
 - Current Qualification letter and/or Self-Certification
 - Current payroll for proposed staff
 - Lower Tier Sub
 - Resumes for proposed staff
 - Fee Schedule (Pay Items- if applicable)

- Professional Services Commitment Form- [Professional Services Forms](#)
 - Submit form 375-030-83

- Automated Fee Proposal (AFP) - [Professional Services - Automated Fee Proposal](#) (always use the latest version) – The completed AFP should be sent to the PM by the Prime- each subconsultant will send their AFP to the Prime

FDOT Commonly Made Mistakes

- During the Acquisition Phase:
 - breaching the cone of silence
 - using incorrect or modified forms
 - late submittals
 - not responding to RFP notification



FDOT Commonly Made Mistakes

- During the Contract/Amendment Phase:
 - not submitting complete packages timely
 - delayed responses (or non at all)
 - Resumes
 - fee sheets
 - AFP





Benjamin Clayton, P.E.
District Consultant Project Management Engineer

District Issues

- Marketing Meetings, Letters of Interest, and Interviews
 - Quality of Submitted Packages
 - Responsiveness
 - Scope, Schedule and Budget Deviations
-

Marketing Meetings

- Questions/clarification (approx. 15-20 minutes)
 - Schedule marketing meetings to discuss project specific questions
 - Link in advertisement for automated scheduling
 - Consultant's time to ask questions
 - TRC will not restate information from recorded webinar
 - TRC will not be responsible for filling the time.
 - Do you have an out of the box idea? Run it by the TRC in the marketing meeting to see their reaction.
 - If you have no questions, there is no need for you to schedule a meeting
-

Marketing Meetings

- Pay attention to special notes on advertisements
 - TRC calendars are being held for marketing meetings
 - Link to book meeting is in the advertisement
 - Dates published on planned advertisement under special notes
 - Planned advertisements will state which location the project will be managed from
-

Letters of Interest – Design

- Technical Approach
 - LISTEN TO YOUR TRC
 - Between the project specific webinar & marketing meetings, the TRC will be clear in what they are looking for in the letter
 - KNOW THE PROJECT: Identification of project issues is encouraged
 - Review of existing data
 - Field observations
 - Utilize personal experience
 - DISTRICT EXPERIENCE NOT A FACTOR
 - Demonstration of applicable project experience is a key criteria, not a firm's experience with the District or FDOT.

Letters of Interest – Design

- Technical Approach (cont.)
 - Place emphasis on approach to solving project issues and accomplishing goals
 - Show thought process, but remember not to waste space trying to explain every detail
 - Do not repeat the information provided by the TRC. We already know that information, we want to see what you have come up with.
- Stakeholder contacts
 - No contact unless authorized by FDOT

Interviews – Design

- Answer the Questions
 - Do not try to fit a pre-determined response into interview question responses
 - Pay attention to the questions being asked and provide a complete answer
 - Questions are intended to challenge
-

Debrief, debrief, debrief

- The Department is willing to set time aside to debrief the consultants on Letters of Interest, Interviews or Presentations
 - The TRC may begin meeting with consultants 72 hours after final selection
 - Do not delay setting up a debrief meeting
-

Responsiveness

- Responsiveness to Department questions is critical!
 - Pay attention to scheduled due dates, especially Specifications and Mailing – **BE AVAILABLE for plans / specs changes during this time.**
 - This includes subconsultants
 - Request for information (RFI) response delays can affect construction activities – delays in a response can result in errors and omissions (E&O) if time is an issue
 - Invoices must be submitted **monthly.**
-

Scope, Schedule and Budget Deviations

- Minimize “late-in-the-game” scope changes
 - Give due diligence in initial scope definition
- Make every effort to remain within established budget
 - Might require removing less important scope items
- Defined schedules should not be missed without good reasoning
 - If a schedule begins to fall behind, create a plan to bring it back on track

Project Schedules

- No scheduled lettings in 4th quarter
- Schedule definition meeting at NTP
- Ensure commitments are achievable
- Do not assume the letting date will move out
- Do not assume Department review times or activity times will be reduced
- Keep the PM involved – especially when tasks are delayed
- Pavement cores need 90-day turnaround
- **Positive float belongs to the department**

Greg Bowne

Interim District Environmental Administrator



Tips from DEMO



- **Our goals**
 - Keep ***community at the center*** of what we do
 - Communicate often and clearly
 - The development of successful solutions is **collaborative**
 - Evaluate **new ideas** – safety, technology, resiliency, and supply chain
 - **How have we done better?**
 - Prepare **high-quality** environmental documents
 - **Use the OEM checklists** + comply with PD&E Manual, NEPA, FDM and guidance docs

Tips from DEMO



- **Our goals**

- New Stormwater Rule

- Ongoing PD&Es completed by June 28, 2026 are exempt from the Stormwater Rule.
 - Completed means Env Docs are completed and LDCA is issued.
- The development of successful solutions is **collaborative**

- Evaluate **new ideas** – safety, technology, resiliency, and supply chain

- **How have we done better?**

- Prepare **high-quality** environmental documents

- **Use the OEM checklists** + comply with PD&E Manual, NEPA, FDM and guidance docs

Tips from DEMO



- PD&E **schedules are important** – 18 to 24 months
 - Keep a **production** mindset and be proactive
 - Identify completion dates that will impact future phases
- PD&E Progress Meetings
 - Meet **every** month
 - Monthly Invoices
 - **Proactive agendas a week before** – action items, upcoming meetings, and next steps
 - Identify **key discussion** topics and FDOT staff who need to be there
 - Discuss **opportunities to advance** the schedule
 - *Report out on **your risk registers** and mitigation strategies*
- Supplements and Amendments
 - Communicate early with your PM when additional funds will be needed
 - Thoroughly review your packages to avoid unnecessary and costly delays

Tips from DEMO



- **Preparing for pursuits**

- Check www.fdot.gov/procurement - *things change!*

- **Listen to the TRC**

- *Ask the TRC meaningful questions to understand more about the project*

- **Ask FDOT first before you contact project stakeholders**

- Local agencies, property owners, and other partners

- The choice is yours for the **organization chart**

Tips from DEMO

Best marketing tool is quality work

- **Conducting projects**

- **Change is constant**

- Stay familiar with the **latest** regulations/guidance

- Comment resolution

- **Clean and track changes** versions with written responses for *all comments*

- Coordinate methodologies and scopes **before you do the work**

- Stakeholder communication needs to be led by FDOT staff

Tips from DEMO

- **Progress meetings**
 - **Balance all considerations and discuss at progress meetings**
 - Engineering, right-of-way
 - Minimization and avoidance of impacts
 - Public input, neighborhood cohesion, and community character
 - Discuss analysis and **planned submittal dates**
 - *We will **plan ahead** to avoid overwhelming reviewers*
 - **Invite** environmental and subject matter experts (**ours and yours**)



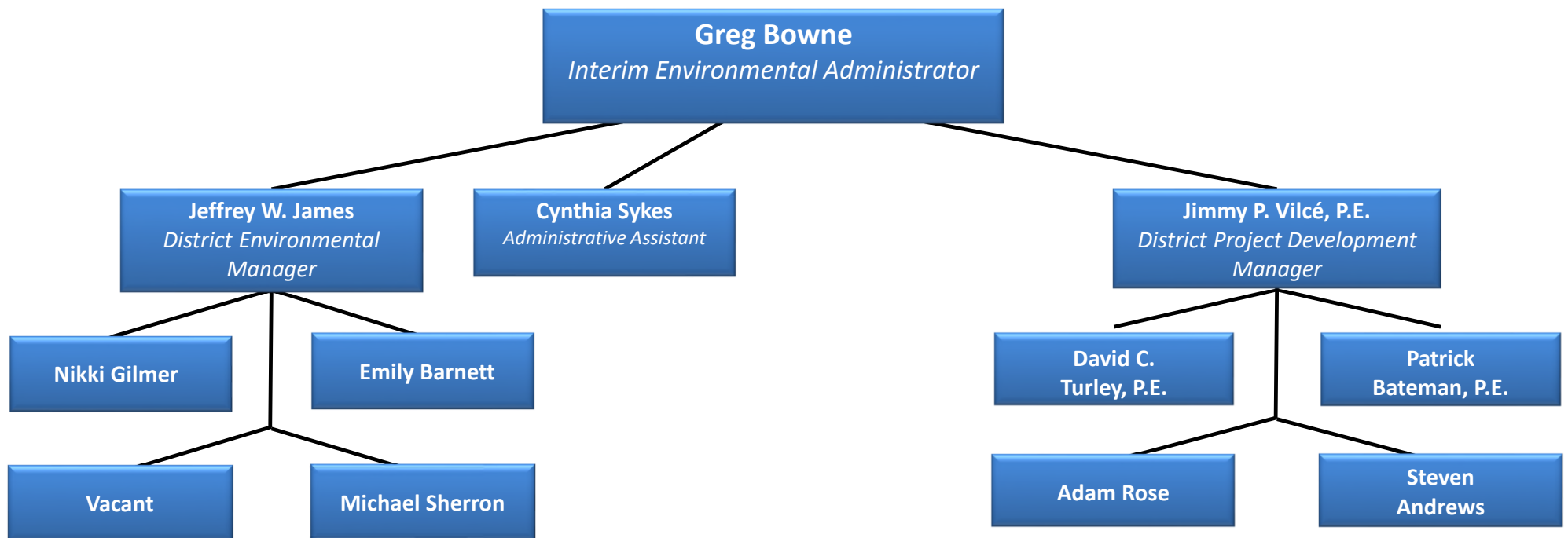
Tips from DEMO

- **Compliance**

- Review the **OEM website regularly**
 - Updates to the PD&E Manual
 - Environmental permitting requirements
 - Procedures, checklists and templates
- SWEPT updates occur regularly
 - **Coordinate PM/EPM**
- Species requirements **change over time.**
 - **Meet with DEMO** prior to species work and check for the latest guidance and methodology



District One Environmental Management Office (PD&E)



Jimmy P. Vilcé, P.E.

- Project Development Manager
- 8.5 years with FDOT
- Jimmy.Vilce@dot.state.fl.us
- 863-519-2293
- Preferences – proactive, frequent communication, responsive, tactful



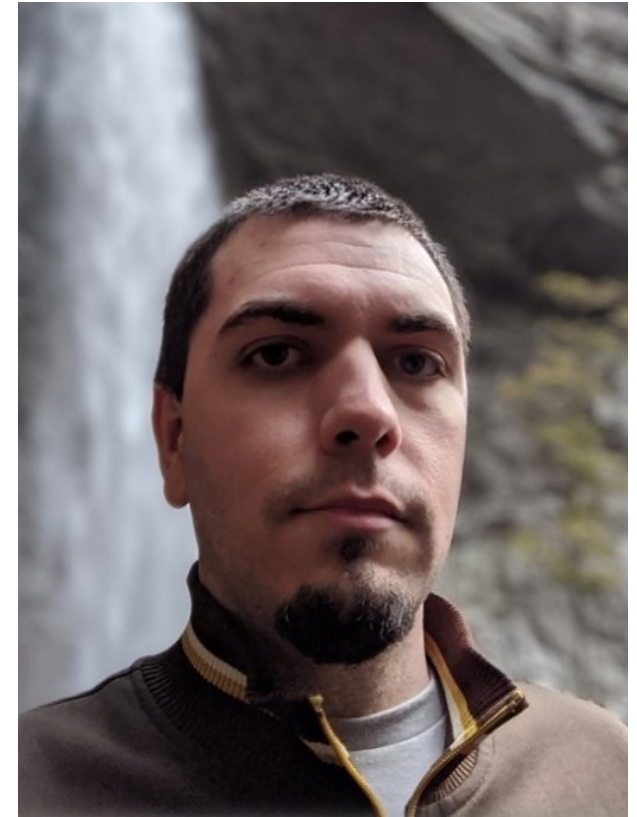
Steven A. Andrews

- Project Manager
- 26 years with FDOT
- 10 years with PD&E
- Steven.Andrews@dot.state.fl.us
- 863-519-2270
- Preferences – focus on the major issues, cover all phases of PD&E, and stay within the budget



Patrick Bateman, P.E.

- Project Manager
- 10 years with FDOT
- Patrick.Bateman@dot.state.fl.us
- 863-519-2792
- Preferences – inform FDOT of problems as soon as they are known



David C. Turley, P.E., CPM

- Project Development Engineer II
- 11 years with FDOT
- 13 years of prior engineering experience
- David.Turley@dot.state.fl.us
- 863-519-2255
- Preferences – have solutions when noting problems, being creative, and being proactive



Adam Rose

- Project Manager
- 5 years with FDOT
- Adam.Rose@dot.state.fl.us
- 863-519-2832
- Preferences – timeliness, early and frequent communication, innovative approaching



Jeffrey W. James

- District Environmental Manager
- 19 years with FDOT
- 28 years of professional experience in the environmental field
- Jeffrey.James@dot.state.fl.us
- 863-519-2625
- Preferences – quality, error free documents and displays, follow guidance documents & the PD&E Manual and meeting all expectations - especially deadlines



Emily Barnett

- Environmental Project Manager
- 2 years with FDOT
- 5 years of environmental experience in the public and private sector
- Emily.Barnett@dot.state.fl.us
- 863-519-2805
- Preferences – quality documents, communication, and timeliness



Nikki Gilmer

- Environmental Project Manager
- ETDM Coordinator
- 2.5 years with FDOT
- 3 years as a Site Manager with FDEP's Petroleum Restoration Program
- Nikki.Gilmer@dot.state.fl.us
- 863-519-2375
- Preferences – timeliness, communication when issues arise, and professional grade documents



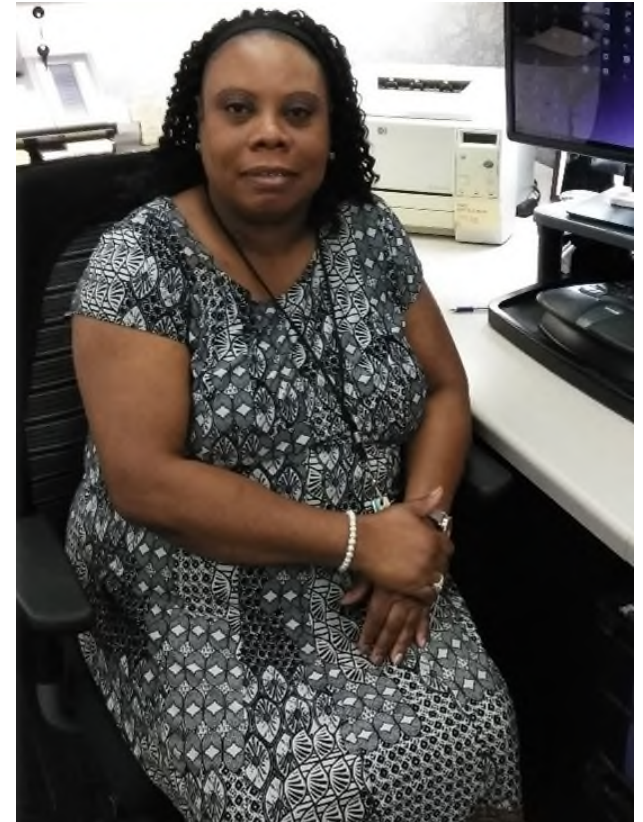
Michael Sherron

- District Contamination Impact Coordinator
- 1 year with FDOT
- 1.5 years as an Environmental Project Manager in the private sector
- Michael.Sherron@dot.state.fl.us
- 863-519-2495
- Preferences – punctuality and efficient communication



Cynthia Sykes

- Administrative Assistant
- 34 years with FDOT
- Title VI Coordinator for District One
- Cynthia.Sykes@dot.state.fl.us
- 863-519-2287



Ad 26134 – Districtwide ETDM Support

- FPID:
 - 412446-1
- Project manager: Nikki Gilmer
- Current ad date: September 26, 2025
- Execution month: February 2026
- TRC members:
 - Nikki Gilmer
 - Emily Barnett
 - Jeffrey James



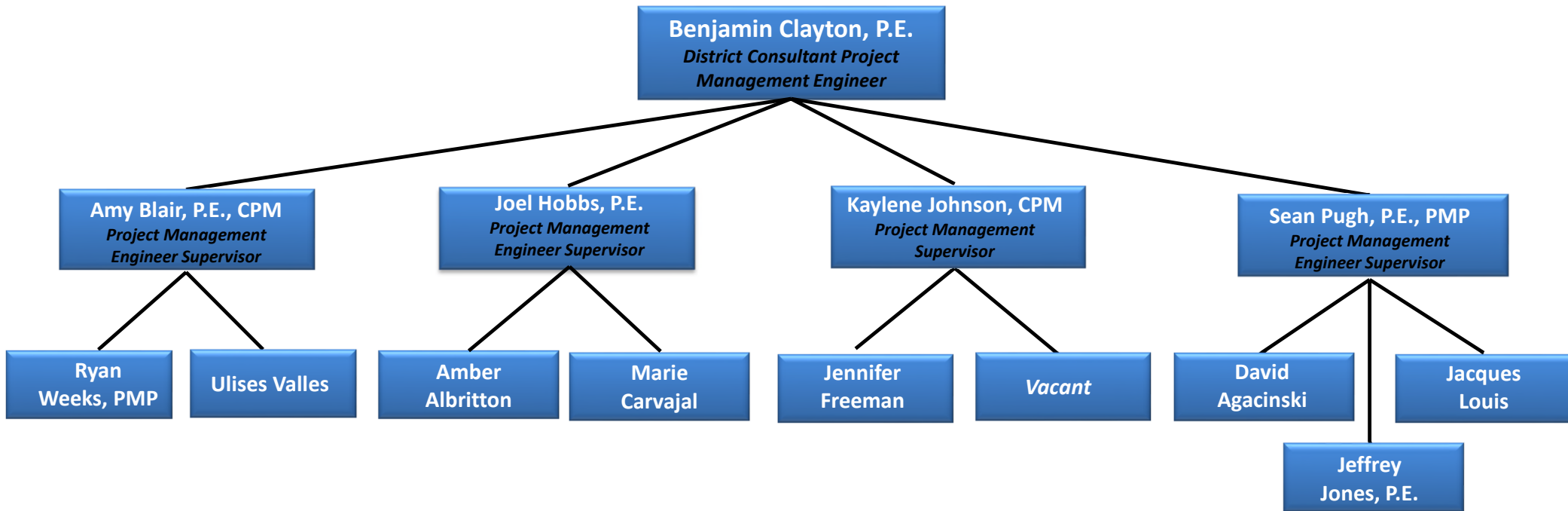
FPID 412446-1 Districtwide ETDM Support

- Scope will include
 - Production and review of Purpose & Needs and Preliminary Effects Determination
 - Coordination with local agencies for new projects
 - Collecting project background information
 - Project tracking in EST and SharePoint
 - Other NEPA Assignments duties as needed
-



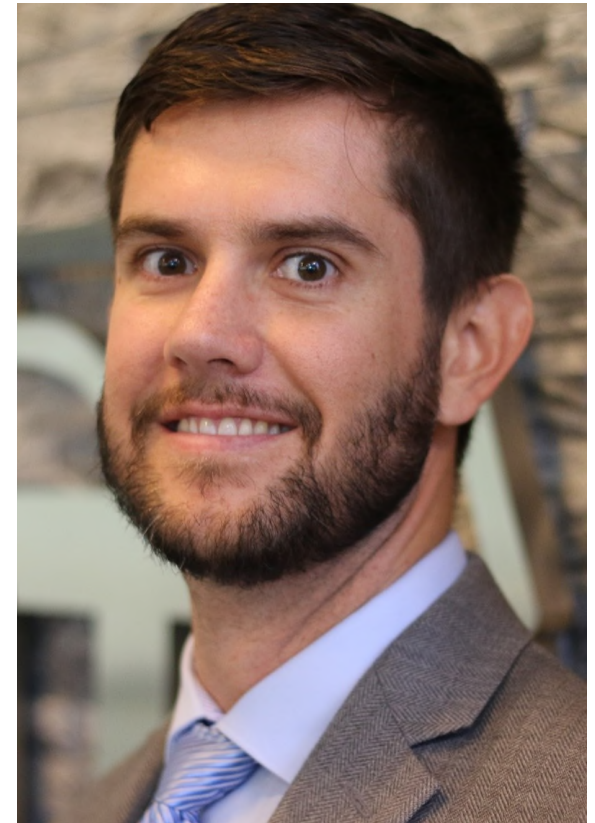
Benjamin Clayton, P.E.
District Consultant Project Management Engineer

District One Project Management Staff



Benjamin Clayton, P.E.

- District Consultant Project Management Engineer
- 11 years with FDOT
 - 4 years P.E. Trainee, 1 year in Drainage, 5 years in Project Management with 3.5 years in current role
- Benjamin.Clayton@dot.state.fl.us
- 863-519-2480



Amy Blair, P.E., CPM

- Project Management Engineer Supervisor
- Hired through the P.E. Training Program
- Amy.Blair@dot.state.fl.us
- 863-519-2272
- I value responsiveness and open communication.



Joel Hobbs, PE

- Project Management Engineer
Supervisor III
- 12 years with FDOT
 - P.E. Trainee, Construction,
Maintenance, Roadway Design,
Project Management
- Joel.Hobbs@dot.state.fl.us
- 863-519-2376



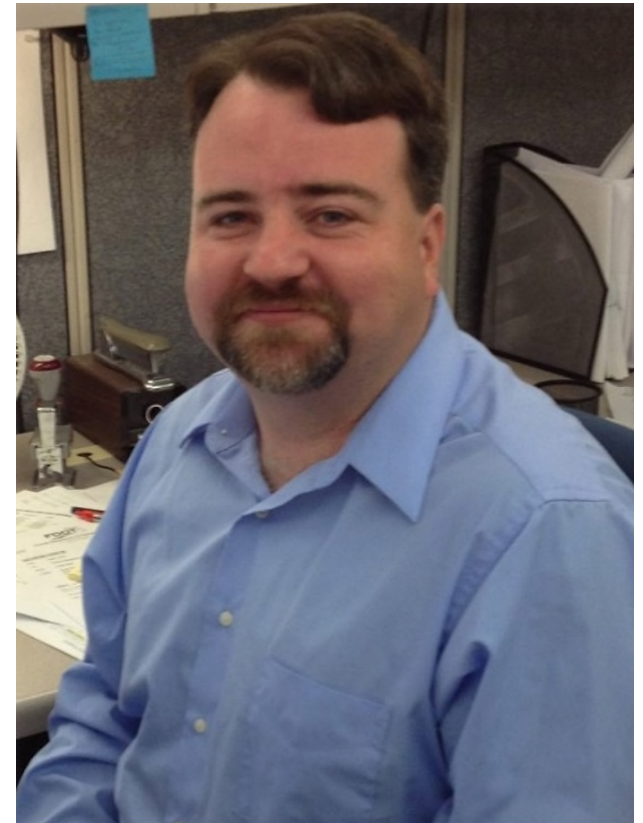
Kaylene Johnson, CPM

- Senior Engineering Specialist Supervisor
- 17 years experience with FDOT
 - 2 years in Accounts Receivable, 6 years in Work Program & 9 years in Project Management
- Kaylene.Johnson@dot.state.fl.us
- 863-519-2396



Ryan Weeks, PMP

- Project Manager
- 17.5 years FDOT
- Ryan.Weeks@dot.state.fl.us
- 863-519-2837
- I value consultants who follow through on their commitments.



Jennifer Freeman

- Project Manager
- 11 years with FDOT
 - 3 years Project Management
 - 4 years District Materials
 - 4 years Financial Services
- Jennifer.Freeman@dot.state.fl.us
- 863-519-2543
- I value proactive project managers who communicate possible issues early and stay on schedule.



Marie Carvajal

- Project Manager IV
- 3 years FDOT as a Project Manager
- 3 years FDOT as a Contract Writer
- Marie.Carvajal@dot.state.fl.us
- 863-519-2669
- I value honest and open and communication in a good consultant.



Amber Albritton

- Project Manager III
- 9 months with FDOT
 - 9 months in Project Management
- Amber.Albritton@dot.state.fl.us
- 863-519-2668
- I value transparency and expedient communication with my consultants.



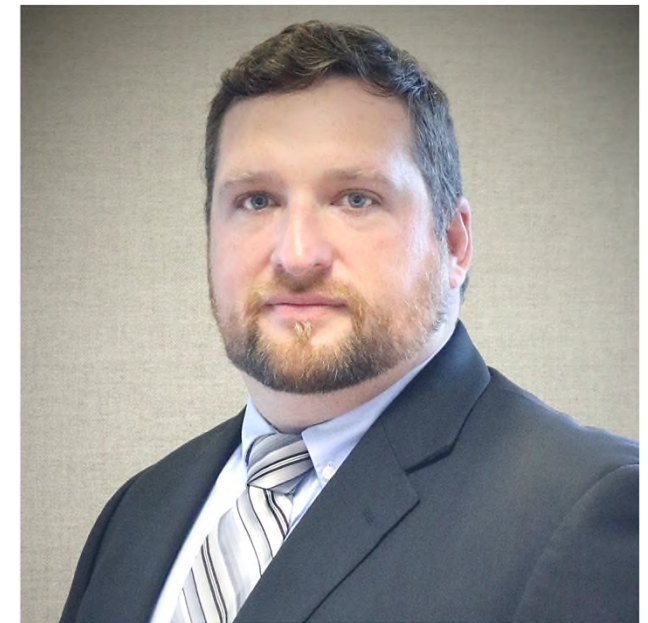
Ulises Valles

- Project Manager III
- 3+ years with FDOT
 - Professional Services: 2 years, 7 Months
 - Project Management: 10 Months
 - Ulises.Valles@dot.state.fl.us
- 863-519-2253



Sean Pugh, P.E.

- Project Management Engineer, Supervisor III
 - Located in the Southwest Area Office, Fort Myers, FL
- 5.5 years with FDOT
- 7 years with IDOT
 - 5 years in Construction
 - Materials and Design
- Sean.Pugh@dot.state.fl.us
- 239-470-9959
- I appreciate when my consultant partners are proactive and keep the Project Managers up to date with any active issues on their projects.



David Agacinski

- Project Manager
- 8.5 years with FDOT, 5.5 years with Project Management
- 30 years prior experience as a registered engineer in Wayne County, Michigan
- David.Agacinski@dot.state.fl.us
- 239-225-1924



Jeffrey M. Jones, P.E.

- Project Management Engineer
- 2.5 Year experience with FDOT in Project Management
- 15 years experience with the Washington State DOT in Construction, Maintenance & Design
- JeffreyM.Jones@dot.state.fl.us
- 239-225-1920
- I value when consultants alerts me of issues in a timely manner and has a solution ready.



Jacques Louis

- Project Manager
 - Located in the Southwest Area Office, Fort Myers, FL
- 1.5 years with FDOT as a project manager
- Jacques.louis@dot.state.fl.us
- 239-225-1914
- I appreciate consultants who provide solutions to presented problems, maintain open communication and adhere to project schedules.



Design Advertisements

- **David Agacinski**
 - 26112- BDI- SR 865 Resurfacing in Lee County *BDI*
- **Amber Albritton**
 - 26106-SR 544 from SR 600 (US 92) to 8th ST NW (US 17)
- **Marie Carvajal**
 - 26105- SR 45 (US 41/US41B) from S of SR 758 (Bee Ridge Rd) to S of SR 683
- **Jennifer Freeman**
 - 26114 – SR 25 (US 27) at Flaghole Rd *BDI*
- **Joel Hobbs**
 - 26123- SR 72 from East of I-75 to Lorraine Road
 - 26113 – SR 789 (Longboat Key) from North Shore RD to Coquina Park ENT
- **Jeffrey M. Jones**
 - 26118- SR 45 (US 41) at Bonita Beach Road
- **Jacques Louis**
 - 26125- US 27 SCFE RRRXING 627659C
- **Ulises Valles**
 - 26119-SR 45 (US 41) from Kings Highway to Conway Blvd



Ad 26112 – SR 865 resurfacing in Lee County

- FPID:
 - 452826-1
- Procurement project manager:
David Agacinski
- Current ad date: April 4, 2025
- Execution month: September 2025



FPID 452826-1 SR 865 FROM S OF SUMMERLIN RD TO OLD MCGREGOR BLVD

- Design project manager: Chris Speese
- 1.781 miles
- Design budget: \$1 million
- Construction budget: \$6.1 million
 - FY 28





**FPID 452826-1 SR 865 FROM S OF SUMMERLIN RD TO
OLD MCGREGOR BLVD**

- Scope will include
 - Mill & Resurface pavement
 - Signing and pavement marking
 - Signal replacement
 - Survey
 - Utility coordination
 - SUE
- Issues and concerns
 - Maintenance of traffic
 - Safety Top 20 Location
 - Existing Chicanes
 - Community impact
 - Scope creep

Ad 26106 –SR 544 from SR 600 (US 92) to 8th Street NW (US 17)

- FPID:
 - 454941-1
- Procurement Project Manager:
Amber Albritton
- Current Ad Date: 02/21/25
- Execution Date: July 2025



FPID 454941-1 SR 544 from SR 600 (US 92) to 8th Street NW (US 17)

- Design Project Manager: Amber Albritton
- 3.160 miles
- Design Budget: \$1.2 million
- Construction Budget: \$13.8 million
 - FY 28



FPID 454941-1 SR 544 from SR 600 (US 92) to 8th Street NW (US 17)

- Scope Includes
 - Resurfacing
 - Signalization
 - Signing and pavement marking
 - Survey
 - Utility coordination
 - SUE
- Issues & Concerns
 - Maintenance of traffic
 - Community impact
 - Scope creep

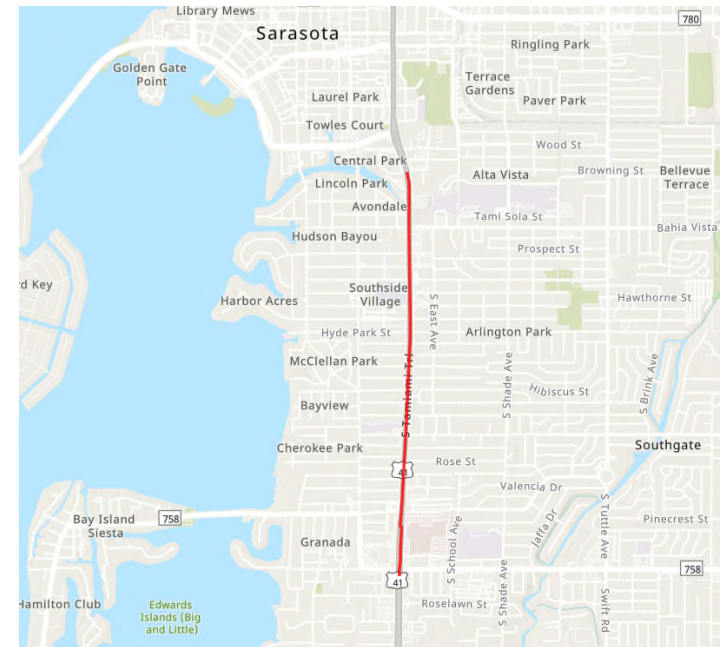
Ad 26105 – SR 45 (US 41/US 41B) FROM S OF SR 758 (BEE RIDGE RD) TO S OF SR 683

- Design Project Manager: Marie Carvajal
- FPID:
 - 452784-1
- Current Ad Date: 02/21/2025
- Execution Date: July 2025



Ad 26105 - FPID 452784-1- SR 45 (US 41/US 41B) FROM S OF SR 758 (BEE RIDGE RD) TO S OF SR 683

- 1.960 miles
- Design Budget: \$1.3 million
- Construction Budget: \$10.8 million
 - FY 28



FPID 442784-1 SR 45 (US 41/US 41B) FROM S OF SR 758 (BEE RIDGE RD) TO S OF SR 683

- **Scope Includes**

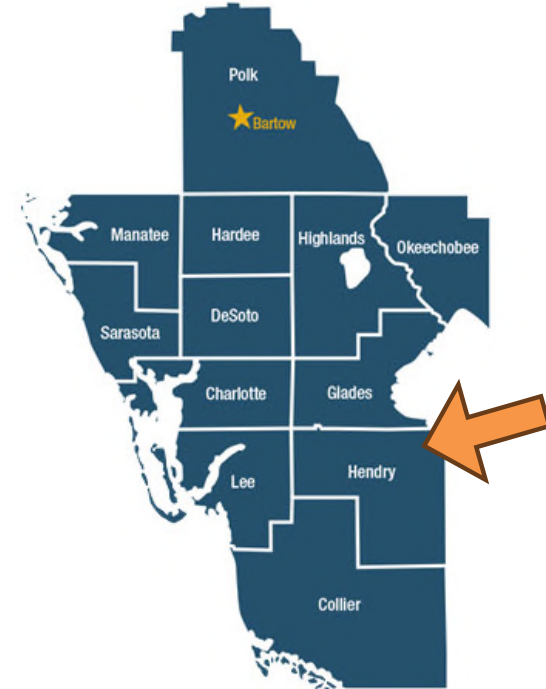
- 3R Milling & Resurfacing
- Signing & Pavement Marking
- Survey
- Utility Coordination
- SUE
- Sidewalk
- Interrupter Islands
- Lighting
- Curve Ramp Reconstruction
- TSM&O Recommendations

- **Issues & Concerns**

- Maintenance of Traffic
- Community Impact

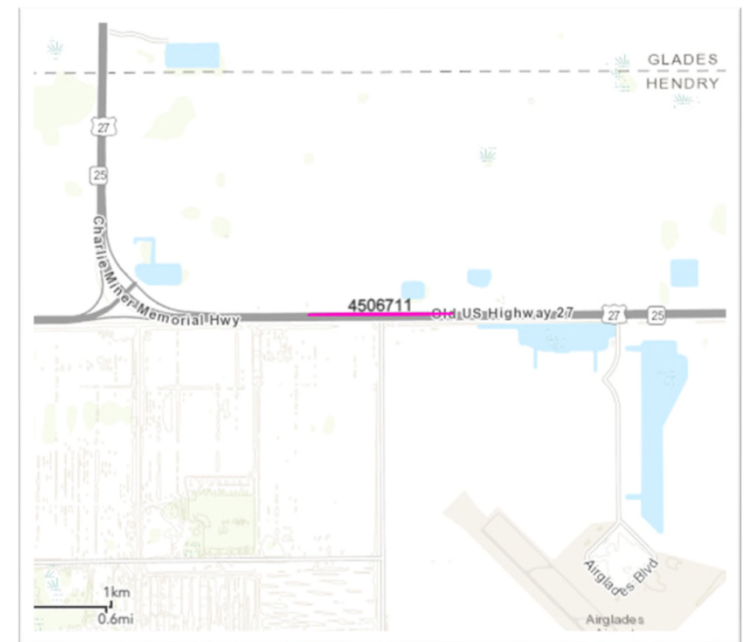
Ad 26114 – SR 25 (US 27) at Flaghole Rd ***BDI***

- FPIDs:
 - 450671-1
- Procurement project manager:
Jennifer Freeman
- Current ad date: 05/02/2025
- Execution month: October 2025



FPID 450671-1 SR 25 (US 27) at Flaghole Rd ***BDI***

- Design project manager: Jennifer Freeman
- 0.600 mile
- Design budget: \$850,000
- Construction budget: \$5.1 million
 - FY 28



FPID 450671-1 SR 25 (US 27) at Flaghole Rd ***BDI***

- Scope will include
 - Concrete Reconstruction
 - Signing and pavement markings
 - Survey
 - SUE
- Issues and concerns
 - Safety
 - Maintenance of traffic
 - Utilities

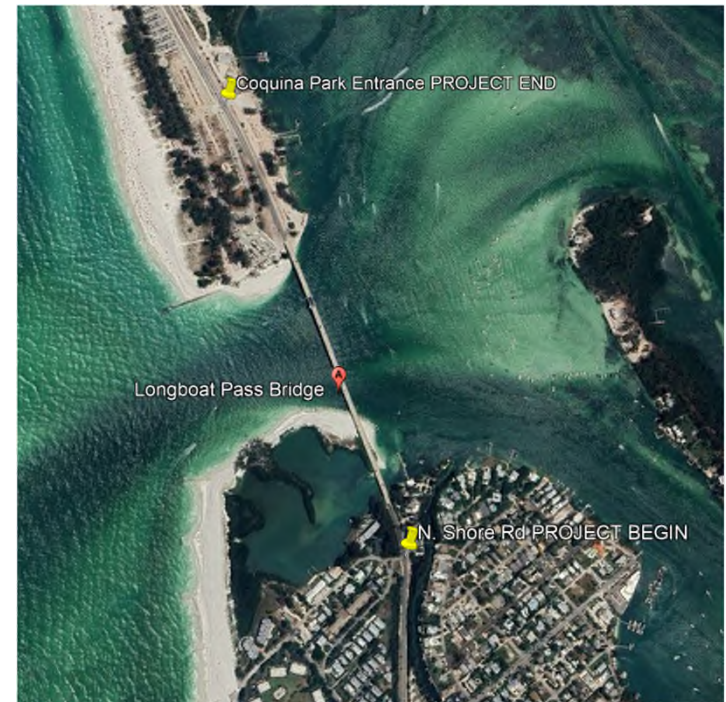
Ad 26113 – SR 789 (Longboat Key) in Manatee County

- FPID: 436676-2-52-01
- Project manager: Joel Hobbs, P.E.
- Current ad date: 5/16/25
- Execution month: October 2025



FPID 436676-2 SR 789 (Longboat Key) from North Shore Rd to Coquina Park Entrance

- 0.710 miles
- Design budget: \$7.5 million
- Construction budget: \$165 million
 - Candidate



FPID 436676-2 SR 789 (Longboat Key) from North Shore Rd to Coquina Park Entrance

- Scope will include
 - Bridge Replacement
 - Signing and pavement marking
 - Signalization
 - Lighting
 - Geotechnical
 - Survey
 - Utility coordination
 - SUE
- Issues and concerns
 - Maintenance of traffic
 - Community impact
 - Community involvement
 - Scope creep

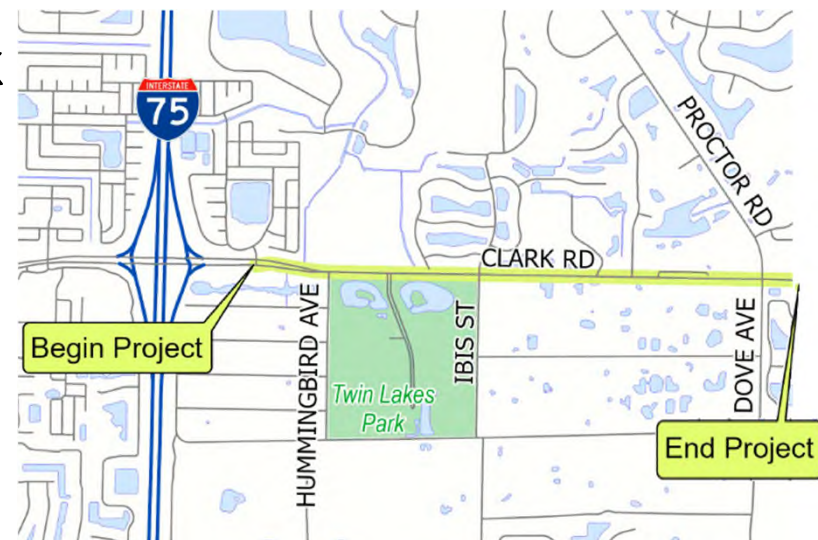
Ad 26123 – SR 72 FROM EAST OF I-75 TO PROCTOR RD

- FPID: 444634-2-32-01
- Procurement project manager:
Joel Hobbs, P.E.
- Current ad date: 10/3/2025
- Execution month: March 2026



FPID 444634-2-32-01

- Design project manager: Jeff Mednick
- 1.603 miles
- Design budget: \$2.3 million
- R/W estimate: \$10 million (FY TBD)
- Construction: \$31 million (FY TBD)



FPID 444634-2-32-01

- Scope will include
 - Capacity Widening (2 to 4 lanes)
 - Roundabouts or Signals (TBD)
 - Signing and pavement markings
 - Survey
 - R/W Mapping
 - SUE
 - Issues and concerns
 - Maintenance of traffic
 - R/W Impacts
 - Utilities
-

Ad 26118 – SR 45 (US 41) AT BONITA BEACH ROAD

- FPID:
– 444321-2
- Procurement project manager:
Jeffrey Jones
- Current ad date: 07/11/2025
- Execution month: December
2025



FPID 444321-2 SR 45 (US 41) AT BONITA BEACH ROAD

- Design project manager: Jeffrey Jones
- 0.60 miles (Intersection Improvement)
- Design budget: \$3.93 million
- Right of Way Budget: \$20.9 million
 - FY 2025, 2099; Relocation in Candidate
- Construction budget: Unfunded

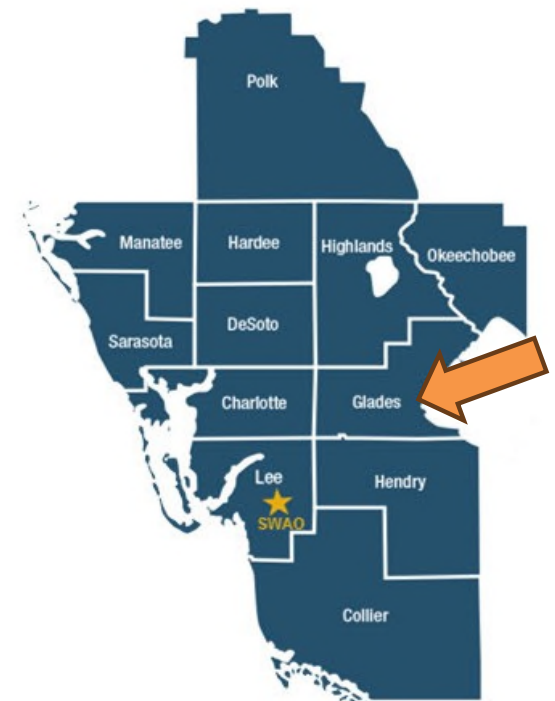


FPID 444321-2 SR 45 (US 41) AT BONITA BEACH ROAD

- Scope will include
 - Intersection Improvement
 - Right of Way
 - Signing and pavement marking
 - Signalization
 - Lighting
- Issues and concerns
 - ROW Acquisition
 - Public involvement
 - Local Coordination
 - Congestion Relief
 - Drainage

Ad 26125 – US27 SCFE RRRING 627659C in Glades County

- FPID:
 - 456024-1
- Procurement Project Manager:
Jacques Louis
- Current ad date: October 3, 2025
- Execution month: March 2026



FPID 456024-1 US27 SCFE RRRXING 627659C

- Design Project Manager: Jacques Louis
- Design budget: \$3.75 million
- Construction budget: \$FY 99
 - Candidate project – no estimates for construction yet.



FPID 456024-1 US27 SCFE RRXING 627659C

- Scope will include
 - Bridge Structures (Grade Sep.)
 - Drainage
 - Traffic Control
 - Survey/SUE
 - Rail Coordination
 - Public Involvement
 - No ROW
 - Issues and concerns
 - Project Coordination
 - Speed in the Corridor
 - Maintenance of Traffic (Curves)
 - Pond Siting (no ROW)
 - Constructability
 - Right of Way
-

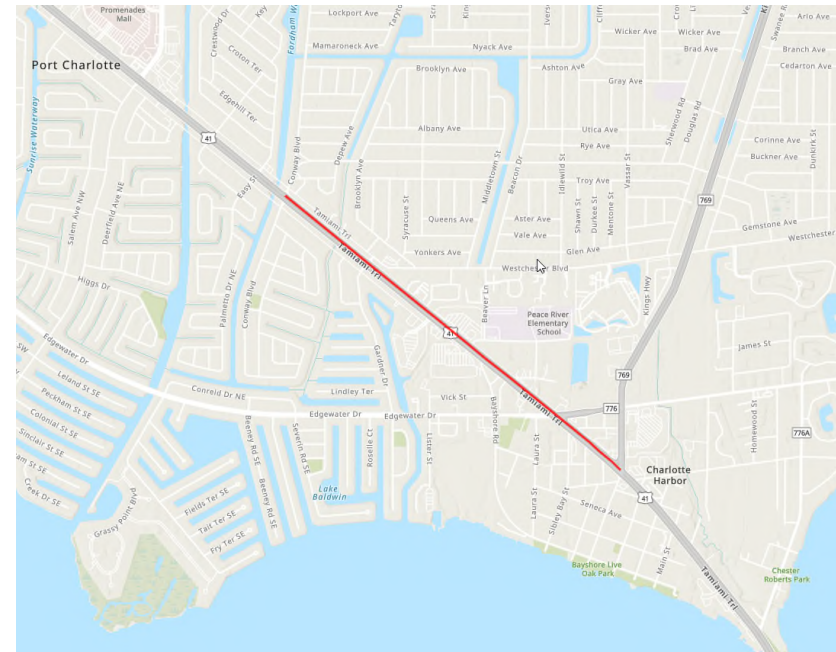
Ad 26119 – SR 45 (US 41) from Kings Highway to Conway Blvd

- FPID:
 - 446830-1
- Procurement Project Manager:
Ulises Valles
- Current ad date: July 18, 2025
- Execution month: December 2025



FPID 446830-1 SR 45 (US 41) from Kings Highway to Conway Blvd

- Design Project Manager: Ulises Valles
- 1.503 miles
- Design budget: \$1.5 million
- Construction budget: \$3.8 million
 - FY 28



446830-1 SR 45 (US 41) from Kings Highway to Conway Blvd

- Scope will include
 - Pedestrian facilities and signing improvements
 - Access Management
 - Survey
 - SUE
 - Issues and concerns
 - Safety
 - Drainage
 - Right of Way
 - Access Management
-



MOVE OVER OR SLOW DOWN

FOR ALL VEHICLES WITH FLASHING LIGHTS

IT'S THE LAW



KEEP FIRST RESPONDERS, ROAD RANGERS AND ROAD CREWS SAFE

Slides and recorded presentation
will be uploaded to the
Professional Service Marketing
site.

<https://www.fdot.gov/procurement/marketingd1>

**Thank You
For Attending!**

