



Florida Department of
TRANSPORTATION

Doing Business with FDOT

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Quick Reference

Contract Type	Examples	Advertisements	Prequalification Information	1% transaction fee required?	Contacts
Professional Services	Engineering (including design), Architecture, Surveying & Mapping, Landscape Architecture, Planning, and Right of Way Services	Planned Projects and Current Advertisements	Professional Services Prequalification	No	Procurement Office
Commodities/ Contractual Services	Supplies, materials, goods, merchandise, equipment/IT consulting services, management consulting, environmental services, temporary staffing services	MyFlorida Market Place advertisements	No prequalification required	Yes	Procurement Office
Construction	Roadway Construction, Bridge Construction	Construction Letting and Project Information	Contracts Administration Prequalification	No	Contracts Administration Office
Maintenance	Right of way mowing, asset maintenance	Construction Letting and Project Information	No prequalification required	No	Contracts Administration Office
Design-Build		Planned Projects and Current Advertisements	Professional Services & Contracts Administration	No	Construction Office and Contracts Administration
Product Evaluation	Traffic Maintenance items – barricades, barriers, cones, sheeting	None	Approved Product List (APL)	No	State Materials Office

Getting Started

Registration in MyFloridaMarketPlace and the Vendor Bid System

[MyFloridaMarketPlace](#) (MFMP) is the State of Florida's vendor registration system.

In addition to being registered in MFMP, you will also need to register for electronic notification of bidding opportunities in the [Vendor Information Portal](#). To be properly notified of bidding opportunities, it is important that the commodity codes used to describe your products / services are inclusive and that the proper choices are selected for notification purposes. The [Vendor Information Portal E-mail Notifications Handout](#) (Adobe PDF) is a guideline for thorough completion of the requirements to get properly notified.

Define Your Business

In order for your company to do business with the Florida Department of Transportation, you must first identify the type of work your company performs and which FDOT office manages that type of work. This will help determine how your firm will need to proceed in order to begin working with the Department.

- Procurement Office
 - [Professional Services](#)
 - [Commodities/Contractual Services](#)

- Contracts Administration
 - [Construction Services](#)
 - [Maintenance Services](#)
 - [Design Build](#)

- State Materials Office
 - [Product Evaluation](#)

Procurement Office

Professional Services

including but not limited to the following:

- Structural or Roadway Design
- Architectural Services
- Landscape Architectural Services
- Geotechnical Services
- Survey & Mapping Services
- Aerial Photogrammetry
- Transportation Statistics (planning)
- Bridge Inspection
- Construction, Engineering, and Inspection (CEI)
- Drainage Design
- Value Engineering
- Project Development & Environmental Studies (PD&E)
- Planning
- Right-of-way Services
- Services that require signing and sealing of design plans; engineering calculations or engineering judgment

Commodities /Contractual Services

including but not limited to the following:

- Vehicles & Parts
- Computer Equip., Software
- Communications Equip.
- Bulk Gasoline, Diesel
- Office Furniture, Supplies
- Tools – Handheld & Power
- Laboratory & Safety Supplies

- Management Consulting
- Janitorial Services
- Environmental Services
- Lawn Maintenance Services
- Pest Control Services
- Security Guard Services
- Temporary Staffing Services
- Financial/Auditing Services
- IT Services

Professional Services

Section 287.055, F.S., the Consultants' Competitive Negotiation Act, requires procurement of professional services by competitive negotiation. The professional services procurement process may also be used for right-of-way services (337.107, F.S.) and planning services (337.1075, F.S.). Professional services procurement, as mandated by statute and [Rule 14-75, Florida Administrative](#), involves a prequalification process, advertisement, and competitive selection of professional services consultants based on qualifications, followed by negotiations to establish a fair, competitive and reasonable fee for the desired services.

A number of standard types of work have been established for frequently used professional services (55 standard work types). Consultants are required to prequalify in order to pursue advertised professional services projects, and to renew their prequalification on an annual basis. Information on prequalification, including downloadable checklists of all required items, is available on the [Prequalification website](#). Prequalification is coordinated through the Professional Services Qualification Administrator.

A listing of currently [Prequalified Consultants](#) is available on the Procurement website.

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Professional Services Work Types

Group 2 - Project Development and Environmental (PD&E) Studies

Group 3 - Highway Design – Roadway

- 3.1 - Minor Highway Design
- 3.2 - Major Highway Design
- 3.3 - Controlled Access Highway Design

Group 4 - Highway Design – Bridges

- 4.1.1 - Miscellaneous Structures
- 4.1.2 - Minor Bridge Design
- 4.2.1 - Major Bridge Design - Concrete
- 4.2.2 - Major Bridge Design - Steel
- 4.2.3 - Major Bridge Design - Segmental
- 4.3.1 - Complex Bridge Design - Concrete
- 4.3.2 - Complex Bridge Design - Steel
- 4.4 - Movable Span Bridge Design

Group 5 - Bridge Inspection

- 5.1 - Conventional Bridge Inspection
- 5.2 - Movable Bridge Inspection
- 5.3 - Complex Bridge Inspection
- 5.4 - Bridge Load Rating

Group 6 - Traffic Engineering and Operations Studies

- 6.1 - Traffic Engineering Studies
- 6.2 - Traffic Signal Timing
- 6.3.1 - Intelligent Transportation Systems Analysis and Design
- 6.3.2 - Intelligent Transportation Systems Implementation
- 6.3.3 - Intelligent Transportation Traffic Engineering Systems Communications
- 6.3.4 - Intelligent Transportation Systems Software Development

Group 7 - Traffic Operations Design

- 7.1 - Signing, Pavement Marking and Channelization
- 7.2 - Lighting
- 7.3 - Signalization

Group 8 - Survey and Mapping

- 8.1 - Control Surveying
- 8.2 - Design, Right of Way & Construction Surveying
- 8.3 - Photogrammetric Mapping
- 8.4 - Right of Way Mapping

Group 9 - Soil Exploration, Material Testing and Foundations

- 9.1 - Soil Exploration
- 9.2 - Geotechnical Classification Laboratory Testing
- 9.3 - Highway Materials Testing
- 9.4.1 - Standard Foundation Studies
- 9.4.2 - Non-Redundant Drilled Shaft Bridge Foundation Studies
- 9.5 - Geotechnical Specialty Laboratory Testing

Group 10 - Construction Engineering Inspection

- 10.1 - Roadway Construction Engineering Inspection
- 10.3 - Construction Materials Inspection
- 10.4 - Minor Bridge & Miscellaneous Structures CEI
- 10.5.1 - Major Bridge CEI - Concrete
- 10.5.2 - Major Bridge CEI - Steel
- 10.5.3 - Major Bridge CEI - Segmental
- 10.6.1 - Complex Bridge CEI - Concrete
- 10.6.2 - Complex Bridge CEI - Steel
- 10.7 - Movable Span Bridge CEI

Group 11 - Engineering Contract Administration and Management

Group 13 – Planning

- 13.3 - Policy Planning
- 13.4 - Systems Planning
- 13.5 - Subarea/Corridor Planning
- 13.6 - Land Planning/Engineering
- 13.7 - Transportation Statistics

Group 14 – Architect

Group 15 - Landscape Architect

Group 21 - Acquisition, Negotiation, Closing, and Order of Taking

Group 24 - Acquisition Relocation Assistance

Group 25 - Right of Way Clearing and Leasing

Professional Services

Announcements regarding projects requiring professional services may be viewed at the following links:

- [Planned Professional Services Advertisements](#)
- [Current Professional Services Advertisements](#)
- [Professional Services Selection Results](#) (Shortlisted, Final Selections)
- [All Advertisements](#)

These announcements require prequalification with the Department. Firms must follow instructions listed in the advertisement when responding.

Professional services contracts procured in accordance with Section 287.055 Florida Statutes are not subject to the 1% MyFloridaMarketPlace transaction fee, pursuant to [Rule 60A-1.032, Florida Administrative Code](#).

Commodities/Contractual Services

Section 287.057, Florida Statutes, and [Rule 60A, Florida Administrative Code](#), requires state agencies to acquire commodities and contractual services, in excess of Category Two (\$35,000), by competitive sealed bids, request for proposals or by competitive negotiations, unless specifically exempted. These processes require a competitive selection based on either the lowest responsive bid (Invitation to Bid - ITB) or the most advantageous responsive proposal/price (Request for Proposals - RFP), or a "best value" determination (Invitation to Negotiate - ITN).

Criteria for evaluation of bids, proposals, or replies are set forth in the ITB, RFP or ITN package. In accordance with [Rule 60A-1.031, Florida Administrative Code](#), all purchasing actions involving commodities and contractual services procured under Section 287.057 Florida Statutes are subject to a 1% MyFloridaMarketPlace Transaction Fee.

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Commodities/Contractual Services

Types of commodities acquired may include; aggregates, barricades, computer hardware and software, electrical supplies, fencing, forms, gas, grass, hardware, heavy equipment, herbicides, janitorial supplies, laboratory equipment, maintenance supplies, nuclear gauges, office supplies and furniture, paint, reflective sheeting, roadway materials, safety products, survey instruments and supplies, tools, tolls equipment, uniforms, and vertical lift platform trucks.

Types of contractual services acquired may include: accounting, asbestos surveys & abatement, auditing, banking, building maintenance, communications, courier, environmental, equipment maintenance, hardware/software development & maintenance, janitorial, landscaping, legal, management, moving, pest control, public outreach, research, right of way appraisal, security, temporary help, training, video, and wildlife research. There is no pre-qualification required for proposing/bidding on these services, however, minimum qualifications may be specified in the bid or proposal package and will need to be demonstrated in the vendor response.

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Commodities/Contractual Services

The Department utilizes the Department of Management Services(DMS) vendor list to notify vendors of advertised projects. Application to be included on this vendor list may be obtained by calling DMS at (850) 487-4634 or to register online, go to the on-line [Vendor Registration](#) web page.

Formal procurement of commodities and contractual services are advertised in the Vendor Bid System located on [MyFlorida.com](#).

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Contracts Administration Office

Construction & Maintenance

including but not limited to the following:

- Bridge Painting
- Computerized Traffic Control
- Debris Removal
- Drainage
- Electrical Work
- Fencing
- Flexible Paving
- Grading
- Grassing, Seeding and Sodding
- Guardrail
- Hot In Place Resurfacing
- Intelligence Transportation Systems
- Landscaping
- Bridge Construction
- Pavement Marking
- Roadway Paving
- Roadway Signing
- Traffic Signal
- Curbs
- Asphalt repairs
- Soundwalls
- Concrete specialty work
- Dredging
- Drill shaft
- Driveways
- Fiber optic cables
- Foundation drilling
- Gutters
- Handrails
- Joint Specialty Work
- Sidewalks
- Structural Steel Cleaning and Painting
- Sinkhole Remediation & Stabilization
- Traffic Separators
- Tree Removal and Trimming
- Underground Utilities

Includes Design Build work

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Construction Services

The Department procures construction services such as roadway and bridge construction. These services are acquired in accordance with Section 337.11 Florida Statutes. Construction advertisement and qualification information can be found on the [Office of Contracts Administration](#) Home Page. From the Contracts Administration homepage you can also access [Construction letting and project information](#). The Contracts Administration Office is responsible for advertising and awarding road and bridge construction projects.

All procurements under Section 337.11 Florida Statutes are not subject to the 1% MyFloridaMarketPlace Transaction Fee, pursuant to [Rule 60A-1.032, Florida Administrative Code](#).

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Maintenance Services

Maintenance services are generally defined as services associated with the maintenance and operation of roadways, structures, and rest areas. Some examples include right-of-way mowing, and asset maintenance. Maintenance service procurements for the Department of Transportation are also authorized under Florida Statute 337.11. Maintenance advertisements and qualification information can be found on the [Office of Contracts Administration](#) Home Page. From the Contracts Administration homepage you can also access [Maintenance letting and project information](#). Acquisition of these services is also coordinated by the Contracts Administration Office.

All procurements under Section 337.11 Florida Statutes are not subject to the 1% MyFloridaMarketPlace Transaction Fee, pursuant to [Rule 60A-1.032, Florida Administrative Code](#).

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Design-Build

Design-Build combines into a single contract the design, construction, and in certain cases the construction engineering and inspection and acceptance requirements for a project, all in accordance with standard Florida Department of Transportation criteria, specifications, and contract administration practices. These projects allow the contractor to participate in the design in an effort to reduce costs and expedite construction. Contractors and Consultants interested in these projects will find information on these procurements on the [Design-Build web page](#). Design-Build contracting is authorized under Section 337.11, Florida Statutes.

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Approved Products List

FDOT uses many products and services in the course of a road or bridge construction or maintenance project. The requirements for these products and services are identified in the [Standard Specifications for Road and Bridge Construction Manual](#).

FDOT does not purchase these items directly. FDOT requires the Contractors to purchase these products and services meeting the Department requirements. The [Approved Product List](#) identifies the products that have been approved for use by the Florida Department of Transportation for use on State and Federal Highways. The products are listed by the Specification, Structures or Design Index reference that identifies the product usage or material requirements. Where applicable, cross-references are provided so that usage and material requirements are easily identified.

FDOT will limit the Contractor's purchase and use of products and materials that require pre-approval to items listed on the APL, effective at the time of placement.

Further information on product evaluation can be found on the [State Materials Office](#) website.

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Small Business

Please visit the Department's Small Business website for information on the Department's [Small Business Size Standards](#).

To see a listing of Small Businesses, please visit the [Small Business site](#).

If you wish to be included in the [Small Business listing for Professional Services](#) or the [Small Business listing for Construction, Maintenance and Other Contractual Services Firms](#), please visit the [Small Business site](#) for more information.

Contacts

Procurement Office

<https://www.fdot.gov/procurement/contacts.shtm>

Contracts Administration Office

<https://www.fdot.gov/contracts/staff.shtm>

State Materials Office

<https://www.fdot.gov/materials/administration/resources/contacts/staffdirectory.shtm>

