



Florida Department of
TRANSPORTATION

Doing Business with FDOT Professional Services

Professional Services

Section 287.055 (the Consultants' Competitive Negotiation Act) and Section 337.105, Florida Statutes, require procurement of professional services by competitive negotiation. The process, as mandated by statute and [Rule 14-75, Florida Administrative Code](#), 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 types of work have been established for which professional consultants are frequently used. Consultants desiring to compete for contracts in these standard types of work for professional services are required to renew their prequalification annually. Information on prequalification 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.

Professional Services

Per Section 287.055, F.S., Professional Services can include, but is not limited to, the following:

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

Getting Started

Firms seeking to work on FDOT Professional Services project must register with [MyFloridaMarketplace](#) (MFMP), the State of Florida's vendor registration system.

All firms performing work for Professional Services contracts are required to be prequalified for any work they perform that is defined by Rule 14-75, F.A.C., regardless of whether they are working as a prime or a subconsultant.

[Rule 14-75, F.A.C.](#), establishes 16 work groups, broken down into 55 work types. Firms should review the descriptions and requirements of each work type prior to submitting for prequalification.

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

Prequalification

Firm Registration

Corporations, Limited Liability Companies (LLCs), and Limited Partnerships are required to register with the [Florida Department of State Division of Corporations](#). Individuals are not required to register.

Certificate of Authorization

Based on the type of work your firm performs, the firm may need to obtain a Certificate of Authorization (COA) from one or more Florida licensure Boards. Architecture, Engineering, Landscape Architecture, and Real Estate, and some Planning firms will need to obtain this from the [Florida Department of Business and Professional Regulation \(DBPR\)](#). Surveying and Mapping firms will need to obtain the COA from the [Florida Department of Agriculture and Consumer Services \(DOACS\)](#).

Prequalification

Professional Liability Insurance

All firms are required to obtain current professional liability insurance (PLI) for the firm. The name on the proof of insurance must match the firm's name as the firm is registered with the Florida Division of Corporations. Proof of PLI can be provided to the Department through one of the following methods:

- a. Submittal of a current certificate of PLI
- b. Submittal of an unequivocal commitment letter from an insurance company

Prequalification

Level of Qualification

Firms may prequalify at two different levels. Different documentation is required for qualification at each level.

- **Minor Level** – Limits firms to perform less than \$500,000 worth of work per project. Qualification at the minor level does not require any additional documentation, but firms can elect to submit a [Self-Certification of Accounting System and Reimbursement Rates](#) form. This is not required for qualification at the minor level, but this information will ultimately be required for contracting with the Department.
- **Unlimited Level** – Firms can perform any amount of work per project, including \$500,000 or more. Qualification at the unlimited level requires the firm to submit an [annual overhead audit](#) performed by an independent CPA for the most recent fiscal year and a signed [Contractor Cost Certification](#).

Prequalification

Request for Qualification Package for Professional Consultants

All firms seeking qualification must complete and submit a signed copy of the [Request for Qualification Package for Professional Consultants](#) application form. [Instructions](#) for the Prequalification Form are provided for additional information.

Resumes

Firms will need to gather resume information for each qualifying individual as it pertains to each work type they are being used to qualify for. [Sample resumes](#) are available. Although these were assembled with specific work types in mind, they provide an excellent basis for constructing resumes for all work types.

Prequalification

Additional information on the Professional Services Prequalification process, including a detailed checklist for firms seeking qualification for the first time, is available on the Procurement website at

http://www.fdot.gov/procurement/Prequalification_Applications.shtm.

Pursuing Professional Services Projects

Announcements regarding projects requiring professional services may be viewed at the Professional Services Advertisements link of this web site.

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

Pursuing Professional Services Projects

It is imperative that you read and understand the advertisement boilerplate, which precedes the actual advertisements on the [Advertisements](#) page.



FDOT *my* MyFlorida.com
PROCUREMENT OFFICE
Current Professional Services Advertisements [Page Help](#)

[Procurement Office Home Page](#)

Pursuant to Section 120.57(3), Florida Statutes, and Rule Chapter 28-110, Florida Administrative Code, any person adversely affected by the agency decision or intended decision shall file with the agency both a notice of protest in writing and bond, where applicable, within 72 hours after the posting of the notice of decision or intended decision, or posting of the solicitation with respect to a protest of the terms, conditions, and specifications contained in a solicitation and will file a formal written protest within ten days after the filing of the notice of protest. The required notice of protest and bond, and formal written protest must each be timely filed with the **Florida Department of Transportation, Clerk of Agency Proceedings, 605 Suwannee St, Mail Station 58, Tallahassee FL 32399**. Failure to file a notice of protest or formal written protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120 Florida Statutes.

IMPORTANT NOTICE !!

All Prime Consultants and all Subvendors/subconsultants/subcontractors must register with the State's web-based e-Procurement system - "MyFloridaMarketPlace." Professional Services acquired in accordance with Chapter 287.055 Florida Statutes, are exempt from the 1% transaction fee. You can also sign up to attend a vendor registration training session or call 1-866-352-3776 for assistance.

District:
[District 1](#) [District 2](#) [District 3](#) [District 4](#) [District 5](#) [District 6](#) [District 7](#) [Turnpike](#) [Central Office](#)

**Notice to Professional Consultants
State of Florida Department of Transportation**

Notice: All Letters of Response are required to be submitted via E-mail. The size limit for Letters of Response has been increased to 1MB. Please read the Response Procedure carefully!

The Department reserves the right to reject all Proposals and/or to waive minor irregularities. The Department of Transportation anticipates seeking professional consultant services on the projects listed in this advertisement. Consideration will be given to only those firms that are qualified pursuant to law and that have been prequalified by the Department to perform the indicated MAJOR Type(s) of Work. Prime Consultants must be prequalified in at least one or more of the MAJOR Types of Work specified in the advertisement. A prequalified subconsultant(s) may be used to meet the other Types of Work specified in the advertisement. Persons and firms used whether prime consultant or subconsultant, can only perform the work for which they are prequalified with the Department, in accordance with Rule Chapter 14-75, Florida Administrative Code. Consultants technically prequalified but without unlimited audit status, will only be considered as primes for projects less than \$500,000. Any firm not prequalified by the Department and desiring consideration for these projects must submit a complete [Request for Prequalification Application](#) to co.profserv@dot.state.fl.us by the advertised Letter of Response Deadline Date and Time. Please call 850-414-4597 if you have any questions on the prequalification process. A Department approved overhead audit (Technical Prequalification + Approved Unlimited Audit) is required for projects \$500,000 or more. The technical work type(s) and

Pursuing Professional Services Projects

Be sure to carefully review any standard notes that are identified in the advertisement. Standard Notes are found in the boilerplate language above the advertisements.

DISTRICT 5

Major Work :
10.1 - Rdwy Construction Engineering Inspection
Minor Work :
10.4 - Minor Bridge & Misc. Structures(CEI)
Contract : 15566 Major Project
Selection Procedure: Selection from Expanded Letter of Response
Financial Management Number(s):
42404046201

Project Description:

CEI GROUP 146 EAST CTRL RAIL TRAIL FROM KINGMAN ROAD TO
VOLUSIA COUNTY LINE: I-95 INT @ ST JOHN'S HERITAGE PKWY/
PALM BAY PKWY N OF MICCO RD; I-95 (SR 9) AT PINEDA; SRA1A
(ATLANTIC AVE) FROM N OF SR500 US 192 TO S OF SR 404

Project Manager: Schmitt, Alida J

See Standard Notes Above: 9,10,4

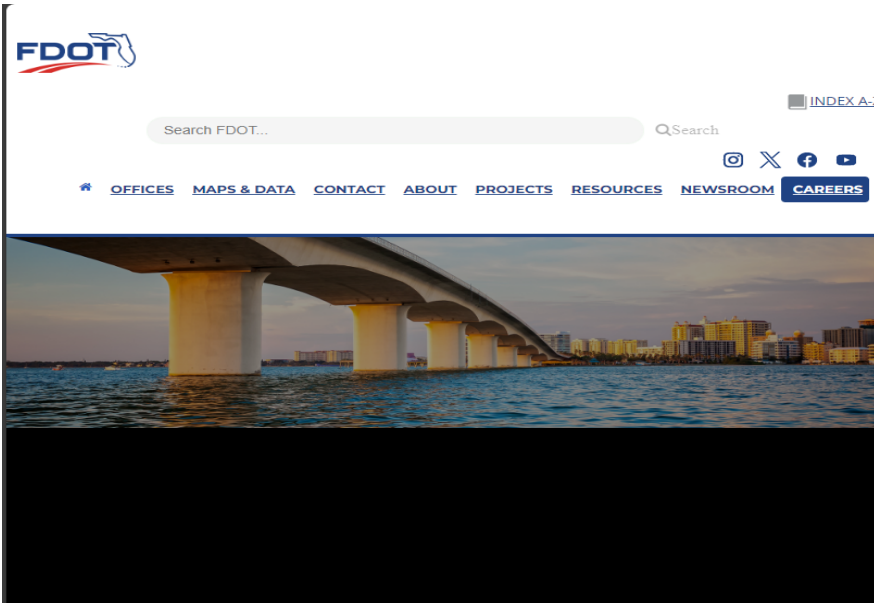
[View proposed scope](#)

(Adobe Acrobat® PDF file)

Advertisement Date	:	26JAN2015	
Response Deadline	:	06FEB2105	
Shortlist Selection Date	:	23FEB2015	Time: 08:15AM
Final Selection Meeting Date	:	09MAR2015	Time: 08:15AM

Response Deadline : 06FEB2105

Pursuing Professional Services Projects



Information on upcoming Professional Services projects is available on the Consultant Acquisition Plan Report.

To view this report, visit the [Procurement website](#) and select Consultant Marketing Home from below the Welcome section.

Procurement Office

Welcome to Procurement Office

The Florida Department of Transportation (FDOT) Central Procurement Office is responsible for acquiring professional consultant services (engineering, architecture, landscape architecture, surveying & mapping, planning, and right of way acquisition), contractual services, and commodities related to the state highway systems. [Learn More...](#)

[Procurement Advertisements](#) [Consultant Marketing Home](#) [Quick Contract Reference Guide](#)
[Doing Business with FDOT](#) [Prequalification](#) [Small Business](#) [Contract Information Report](#)

Procurement Office General Information

The Florida Department of Transportation (FDOT) Central Procurement Office is responsible for acquiring professional consultant services (engineering, architecture, landscape architecture, surveying & mapping, planning, and right of way acquisition), contractual services, and commodities related to the state highway systems. FDOT procures road and bridge construction materials and services, and other products or services related to the maintenance of roads, bridges or other transportation facilities, as well as supplies and services that support the day-to-day operations of the agency.

Pursuing Professional Services Projects

On the Consultant Marketing Home page, select Consultant Acquisition Plans from the column on the left.

FDOT

INDEX A-Z

Search FDOT... QSearch

OFFICES MAPS & DATA CONTACT ABOUT PROJECTS RESOURCES NEWSROOM **CAREERS**

Home / [procurement](#)

Consultant Marketing Home

Procurement Office:
Haydon Burns Building
605 Suwannee Street
Tallahassee, FL 32399
Tel: (850) 414-4477

Most Requested Items

- [Marketing Procedure](#)
- [Consultant Acquisition Plans](#)
- [Professional Services Ads](#)
- [District Geographical Information](#)
- [Prequalification](#)

Pursuing Professional Services Projects

Sample Consultant Acquisition Plan Report

Florida Department of Transportation Procurement Development Application Consultant Acquisition Plan (CAP) Report

Report Run For: Statewide

Please contact the FDOT Project Manager to schedule your marketing meeting prior to the posted official advertisement date.

For additional details on these projects, please visit the [Professional Services Planned Advertisements Website](#)

* NOTE : Work Types are tentatively identified where available and are subject to change.

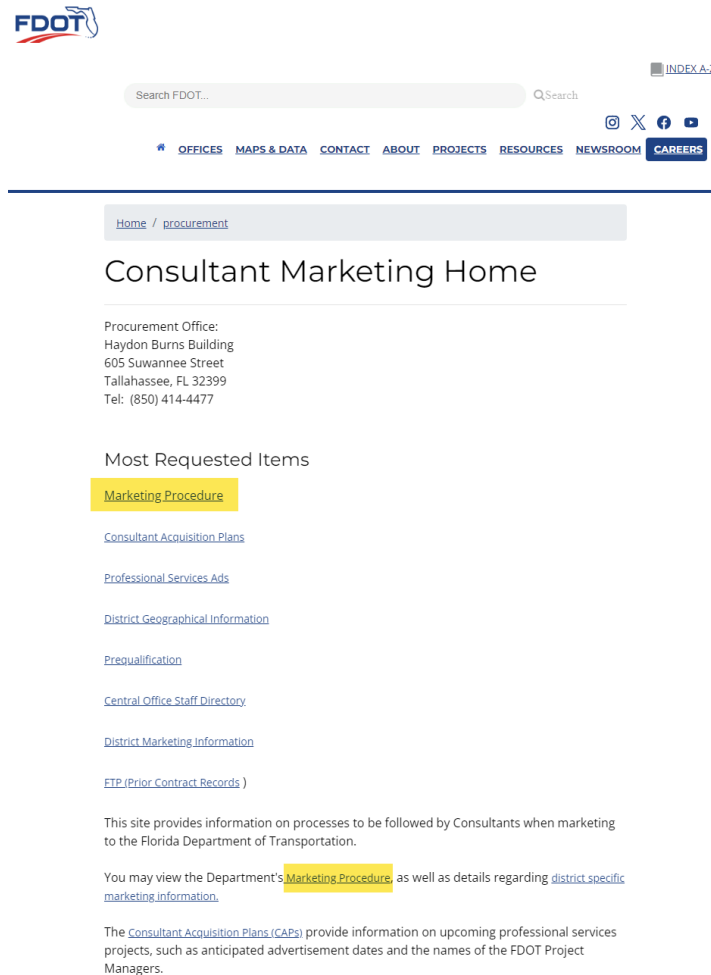
** NOTE : TRC members are subject to change.

For additional Design project information, please refer to the Production Support, [District Project Management Website](#)

Dist No.	Fiscal Year	Ad No.	Financial Mgt. Number(s)	BDI	Description	Major Types of Work*	Minor Types of Work*	Advertisement Date	Shortlist Date	Final Selection Date	Estimated Start Date	Estimated Contract Amount	DOT Project Manager	TRC Members**	Number of Contracts Awarded from Advertisement
01	2024	24150	43801316201, 44490516201	Y	SR 572 FROM DRANE FIELD RD TO PIPKIN CREEK RD - The purpose of this Business Development Initiative (BDI) Construction Engineering and Inspection (CEI) services contract is for contract administration, inspection, and materials sampling and testing for the construction projects known as SR 572 From Drane Field Rd to Pipkin Creed Rd and SR 572 (Drane Field Road) at Waring Road in Polk County.	10.1		02/19/2024	03/19/2024	04/02/2024	06/06/2024	\$1,012,496	Tracy Padula	Randall James, Stacy Hill, Tracy Padula	1
01	2025	25102	45257223201	N	SURVEYING AND MAPPING CONSULTANT - The Department desires to obtain assistance from the Consultant, hereinafter referred to as Surveyor and Mapper, for performing various land surveys of a minor nature and in the preparation of right of way – related maps and real property descriptions on District One projects.	8.1, 8.2	8.3, 8.4	06/03/2024	07/16/2024	08/13/2024	10/15/2024	\$5,000,000	Christopher Morin	Christopher Morin, Harley Davidson, Randy Stoddard	1
01	2025	25104	44432611203	N	PLANNING STUDIO CONTINUING SERVICES - The purpose of this Planning Continuing Services contract is to provide the Department with professional planning services in support of Intermodal Systems Development's Planning Studio, including the preparation of planning	13.3, 13.4, 13.5	2.0, 3.1, 13.7, 14.0, 15.0	03/25/2024	04/30/2024	06/04/2024	08/15/2024	\$5,000,000	Vitor Suguri	Bessie Reina, Erica McCaughey, Vitor Suguri	1

Pursuing Professional Services Projects

On the Consultant Marketing Home page, you can also access the Consultant Marketing Procedure by selecting either Marketing Procedure link.



The screenshot shows the FDOT website's Consultant Marketing Home page. At the top left is the FDOT logo. To its right is a search bar labeled "Search FDOT..." and a "QSearch" button. Further right are social media icons for Instagram, Twitter, Facebook, and YouTube, and a link for "INDEX A-Z". Below these is a navigation menu with links for "OFFICES", "MAPS & DATA", "CONTACT", "ABOUT", "PROJECTS", "RESOURCES", "NEWSROOM", and "CAREERS". The main content area has a breadcrumb trail "Home / procurement" and a heading "Consultant Marketing Home". Underneath, it lists the "Procurement Office" address: "Haydon Burns Building, 605 Suwannee Street, Tallahassee, FL 32399, Tel: (850) 414-4477". A section titled "Most Requested Items" lists several links: "Marketing Procedure" (highlighted in yellow), "Consultant Acquisition Plans", "Professional Services Ads", "District Geographical Information", "Prequalification", "Central Office Staff Directory", "District Marketing Information", and "FTP (Prior Contract Records)". A paragraph explains that the site provides information on processes for consultants marketing to the Florida Department of Transportation. Another paragraph states that users can view the Department's "Marketing Procedure" (highlighted in yellow) and details regarding "district specific marketing information". A final paragraph notes that "Consultant Acquisition Plans (CAPs)" provide information on upcoming professional services projects, including anticipated advertisement dates and project manager names.

Pursuing Professional Services Projects

Consultant Marketing Procedure Excerpt

2. GENERAL MARKETING MEETINGS

Marketing meetings for the purpose of staff introductions, presentations of consultant qualifications to Department staff, or to foster or maintain business relationships may be requested by the consultant firm at any time, but are subject to availability and schedule constraints of Department staff.

3. PROJECT SPECIFIC MEETINGS

Consultant firms who plan to pursue a specific professional services contract as the prime consultant may contact the Department's Project Manager to schedule a meeting to discuss and obtain information on project specifics. Meetings with Project Managers to obtain project specific information will be limited to one meeting per project, of approximately 30 minutes in duration. Visits to obtain project information should be limited to the two month period preceding project advertisement, which represents the optimum time frame for obtaining up-to-date project information. For project specific meetings, Department Project Managers should try to have on hand a draft scope, project schedule, and information on professional services work types under which the project will be advertised. Consultants may meet with the Department prior to advertisement and also during the period when a project is posted on the Procurement Planned Advertisement site. All meetings relative to a project must cease once the project is officially advertised on the Current Advertisement site. In order to ensure a fair, competitive and open procurement process, all communications between interested firms and the Department must be directed to the appropriate Procurement Office, from the point of advertisement through the 72 hour period following the posting of final selection results (unless the project is re-advertised). Failure to comply with this restriction may disqualify a firm from further competition for that project.

Other Department staff not acting in a Project Management role may also be contacted by consultant staff for project specific meetings. Project specific meetings with other Department staff shall be conducted at the convenience of Department staff, where time schedules permit. No visits with any Department staff may occur related to a specific

Pursuing Professional Services Projects

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

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Most Requested Items

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[Prequalification](#)

[Central Office Staff Directory](#)

[District Marketing Information](#)

[FTP \(Prior Contract Records \)](#)

This site provides information on processes to be followed by Consultants when marketing to the Florida Department of Transportation.

The Consultant Marketing Home page also includes a link to File Transfer Protocol (FTP) Sites.

Each district is responsible for maintaining their own FTP site, which contains past project information, such as letters of response, technical proposals, and final selection packages.

This information is also available on the [Florida Accountability Contract Tracking System \(FACTS\)](#) public search site.

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 [reports page](#).

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

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

