

CHAPTER 7 PREPARATION OF RFP

The PSU will prepare the RFP package to be provided to the shortlisted Consultants for the Abbreviated Technical Proposal, Written Technical Proposal, Oral Presentation, or Interview process. Preparation of the RFP is not applicable to contracts selected using the Expanded Letter of Response.

7.1 STANDARD PROVISIONS

The RFP should contain information on project type, scope of services, submittal due dates, scope of services meeting, estimated schedule for performance of the work (where applicable), applicable standards, identification of Project Manager, insurance requirements, reference to standard professional services agreement terms, schedule of events, final evaluation scoring criteria with relative weight, proposed method of compensation, consultant staff hour estimate proposal form (where applicable), required forms, etc. The RFP will specify that all subconsultants performing the standard types of work covered by **Chapter 14-75, F.A.C.**, must be technically prequalified with the Department or have an application for prequalification under review at the time that they are proposed.

7.2 SCOPE OF SERVICES AND DEPARTMENT INDEPENDENT STAFF HOUR ESTIMATE

It is good practice to have the Department's independent staff hour estimate prior to the advertisement of the project. The Project Manager will prepare the scope of services and Department staff hour estimate for each occasion that the Department requires professional services, except where not applicable for task assignment type contracts. For task assignment type contracts, detailed scope of services and staff hour estimate are required at the time of each assignment. The Department's independent staff hour estimate must be completed before proposals can be released to the TRC. Scopes must be written in sufficient detail for the shortlisted Consultants to develop their technical proposals.

The PSU should review the Project Manager's scope of services for clarity and format, and for appropriateness to advertise as professional services. Scopes that request technology resources or services, as referenced in **Topic No. 375-000-002, Transportation Technology Manual**, shall be sent back to Project Manager for Information Resource Request (IRR) approval. Also, the PSU should discuss the method of compensation and other contractual requirements with the Project Manager in order to complete the RFP properly. The PSU will verify the Financial ID Numbers, Federal-Aid Project Numbers, and budget scheduled in the Work Program to reduce issues during the contract execution phase.

7.3 PROPOSED METHOD OF COMPENSATION

The proposed method of compensation shall be described in the RFP (reference Section 11.4).

7.4 TECHNICAL REVIEW CRITERIA

The criteria to be used in the evaluation of Written Technical Proposals, Abbreviated Technical Proposals, Interviews, or Oral Presentations will be included in the RFP.

7.5 CONSULTANT STAFF HOUR ESTIMATE PROPOSAL FORM

Except where not needed for task assignment type contracts, the Consultant will be requested to complete a summary staff hour estimate. A form for this purpose will be included with the RFP and will be required to be submitted with the proposal.

7.6 REQUIRED FORMS AND NOTICES

Certification Forms to be included in the RFP: **Professional Services DBE or Small Business Commitment Form, Form No. 375-030-83** (for non-Fixed Capital Outlay projects), **MBE Planned Utilization Form, No. 375-040-24** (for state funded Fixed Capital Outlay projects), and **Truth in Negotiation Certification, Form No. 375-030-30** will be included and are required to be submitted with the proposal. The RFP should encourage use of DBE, Small Business, or MBE subconsultants. MBE shall be applicable for state funded contracts only.

Vendor Certification Regarding Scrutinized Companies Lists: Companies are prohibited from bidding on, submitting a proposal for, entering into or renewing a contract for goods or services of any amount if at the time of contracting the company is on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel. Companies are also prohibited from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of \$1 million or more if the companies are on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. **Vendor Certification Regarding Scrutinized Companies Lists, Form No. 375-030-60**, shall be required in the RFP for professional services contracts. As part of their contract review process, PSU will check the Florida State Board of Administration's (SBA) website, which provides a comprehensive list of Scrutinized Companies, to ensure that the prime Consultant is not a Scrutinized Company. This shall be done prior to executing the contract. The link to the SBA website is:
<https://www.sbafla.com>

Federal Certification Forms: If the project is to be federally funded, a **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Form, No. 375-030-32** as required by **49 CFR, Section 29**; and **Certification for Disclosure of Lobbying Activities, Form No. 375-030-33** and **Disclosure of Lobbying**

Activities, Form No. 375-030-34 as required by **49 CFR, Section 20** will be included in the RFP and are required to be submitted with the proposal.

Conflict of Interest Certification for Project Development and Environmental (PD&E) Study Contracts: For PD&E projects, a certification that neither the Consultant nor any of the principals of that firm have any financial or any other interest in the outcome of the project will be included in the RFP and is required to be submitted with the proposal. All Consultants used for preparation of environmental management documents for PD&E contracts shall complete and sign the **Consultant Affirmation, Form No. 375-030-18**.

Notices of Restrictions: For all contracts, a notice will be included in the RFP advising that persons or entities convicted of public entity crimes may not submit bids or transact business with state agencies.

7.7 INSTRUCTIONS FOR ABBREVIATED TECHNICAL PROPOSALS

If Abbreviated Technical Proposals are required for the selection process, the following information should be addressed in the RFP:

- (A) The shortlisted Consultants should be encouraged to use simplified Proposal formats and packaging for the Proposal and to restrict the content of the Proposal to a demonstration of an awareness of project issues, explanation of the proposed approach to the project, and plans for the staffing of the project. Performance of actual design as part of the Proposal should be discouraged.
- (B) A maximum limit of two (2), three (3), or five (5) pages allowed will be provided in the RFP. Font size will be restricted to 11 pitch or larger, with ½ inch margins. The length of resumes will also be limited, with a maximum length of two pages per person.
- (C) The electronic transmission of Proposals shall be required.
- (D) Other requirements may apply, depending on project type and selection method.

7.8 INSTRUCTIONS FOR ORAL PRESENTATIONS

If Oral Presentations are required for the selection process, the following shall be the established guidelines:

- (A) The RFP will state that the order of Oral Presentations shall be by random selection.
- (B) The shortlisted Consultants will be instructed to make their Oral Presentations project specific. The Oral Presentation should provide a demonstration of an awareness of project issues, explanation of the proposed approach to the project, and plans for the staffing of the project.

- (C) Attendance at the Oral Presentation by the Consultant's proposed Project Manager will be strongly recommended.
- (D) A limit of 6 participants will be established, unless otherwise noted in the RFP. Switching of participants in the Oral Presentation room is not permitted.
- (E) If a proposed subconsultant is a member of multiple teams submitting for the same project, it is the responsibility of the subconsultant to disclose this information to each respective team.
- (F) A maximum time limit of 30 minutes shall be allowed for the Oral Presentation. A maximum time limit of 30 minutes shall be allowed for Q&A following the Oral Presentation. Time may be redistributed between the Oral Presentation and the Q&A at the discretion of the Department, as long as the net total for both sessions is a maximum of 1 hour.
- (G) PSU shall serve as the timekeeper for Oral Presentations, and the Q&A session.
- (H) Approximately 5 minutes each are allowed for set-up and breakdown of the Oral Presentation materials by the Consultant. Setup and breakdown are not included in the set time limits for the Oral Presentation or Q&A, and are not timed.
- (I) Questions can be both standard (asked of all firms) and clarifying (related to information addressed by the Consultant during the Oral Presentation).
- (J) In accordance with the RFP document, the Department is permitted to place a firm limit on the number of slides for the PowerPoint presentation. Slides shall be numbered by the Consultant.
- (K) Consultants are assessed/scored based on the information verbally communicated during the oral presentation. TRCs are not obligated to review slides after an oral presentation has occurred.
- (L) Only the following items may be provided to the Department for an Oral Presentation: An electronic copy of the PowerPoint slides; an electronic copy of a single 11" x 17" aerial plot per project where specified; a physical copy of the 11" x 17" aerial plot per project, the physical aerial exhibit board where specified, and physical copies of the PowerPoint slides where specified. Electronic copies of the PowerPoint slides and aerial plot(s) shall be due on the date/time specified in the RFP.
- (M) The RFP document will specify if aerial boards are allowed. If specified, altered aerial exhibit boards up to 4' x 6' per project may be utilized during the Oral Presentation. Split views are permitted, as long as the overall total size does not exceed 4' x 6'. The Consultant may leave behind the aerial exhibit boards. The

RFP will specify if the Consultant is permitted to leave behind physical copies of the 11" x 17" aerial boards or PowerPoint slides.

- (N) Written submittals will be restricted to required certifications, organization/staffing chart, resumes, staff hour estimates and schedule of events (except where not applicable). The RFP will require that these items be submitted to the PSU prior to the Presentation.
- (O) Unless otherwise approved by the District Secretary or an Assistant Secretary as applicable, the RFP will advise that smart boards, videos, computer animations, and 3-D models may not be used in the Oral Presentation. However, any other media may be used.
- (P) Consultants are allowed to bring in paper notepads or index cards with notes during the Oral Presentations, for their own reference and use. The notepads and index cards will not be left behind for the Department, nor shared with the TRC.
- (Q) Consultant supplied video-monitors are permitted. If utilized, the Consultant will solely be responsible for the setup and use of this equipment.
- (R) Other requirements may apply, depending on project type and selection method.

7.9 INSTRUCTIONS FOR INTERVIEWS

If Interviews are selected in lieu of formal Oral Presentations or Written Proposals, the following shall be the established guidelines:

- (A) The RFP shall state that the order of Interviews shall be by random selection.
- (B) Interview questions may be developed after shortlisting. However, Interview questions must be prepared in advance of the Interview, by the Project Manager and/or the Technical Review Committee. At least a portion of the prepared Interview questions shall be common to all shortlisted Consultants. The Department may prepare additional questions that are unique for a Consultant, based on the Consultant's Letter of Response, organization/staffing chart, or other information. An equivalent number of Interview questions shall be prepared for each shortlisted Consultant. TRC members may also ask follow-up clarifying questions during the Interview, where time permits. Prepared questions for the shortlisted Consultants should generally be limited to the range of 10- 15 questions, to allow sufficient time for complete responses by the Consultants.
- (C) The Department may pose questions about hypothetical or actual projects, or situational questions, but only during the follow-up Question and Answer portion. The rationale is to avoid imposing the cost of extended research for the Consultant.

- (D) Attendance at the Interview by the Consultant's proposed Project Manager is strongly recommended.
- (E) A maximum of six (6) attendees per Consultant team is allowed. Switching out of participants in the Interview room is not permitted. The Department has the discretion to specify Consultant disciplines that should attend the Interview. The Department may also elect not to specify disciplines.
- (F) Just prior to the start of their Interview, each Consultant team shall be given the prepared questions to review for five (5) minutes. One copy of the questions shall be provided to each member of the Consultant team. The Consultant may keep the copy of the questions during the interview. The Consultant may not leave the Interview room to review the questions. The Consultant remains in the same room as the TRC and PSU staff when reviewing the questions. The five minutes for reviewing questions is not considered as part of the Interview. Discussions by the Consultant team members during the 5 minute review are not part of the interview process, and are not considered in evaluation of the Consultant.
- (G) Introductions of Consultant staff and Department staff are also not counted as part of the Interview time. Interviews are limited to forty-five (45) minutes total, inclusive of Consultant opening statement and Questions and Answers (Q&A). Ten (10) minutes will be allowed after the 45 minute Interview for follow-up questions pertaining to the Consultant's responses and Consultant's closing statement. (closing statement is optional and only if time permits). PSU shall be timekeeper, and is responsible for ensuring the Consultant adheres to the stated time limits. The Interview may conclude early if less time is actually required. Each Consultant may make an opening statement of approximately 5 minutes (opening statement is optional). The opening statement shall not be separately timed.
- (H) No handouts or leave-behinds provided by the Consultant will be permitted. If specified in the RFP document, the Consultant may bring one unaltered aerial board per project identified in the advertisement. The unaltered aerial plot is limited in size to 24" x 36" per project, for use during the Interview. Split views are allowed, as long as the overall size does not exceed 24" x 36". The Consultant shall only include a North arrow, and street names on the aerial plot. The unaltered aerial plot may be marked up or drawn upon by the Consultant during the Interview, but not before the Interview begins. The unaltered aerial plot shall not be left with the Department after the Interview. No other visual aides are allowed to be brought in by the Consultant. The Department may elect to provide the aerial for Consultant Interviews. The provider of the aerial (Consultant or Department) will be specified in the RFP document. The Department shall supply and make available either a standard white board or flip chart with markers during the Interview. The Consultant is not permitted to bring in

prepared diagrams or drawings to display on the Department-supplied flip chart or white board. Procurement will discard the flip chart pages at the completion of the interview. Flip charts and/or white board illustrations will not be given to the TRC for evaluation after the Interview.

- (I) Additional written submittals will be restricted to required certifications, organization/staffing chart, resumes, equipment list, staff hour estimates and schedule of events (except where not applicable). The RFP will require that these submittals be provided to the PSU prior to the Interview.
- (J) Other requirements will apply, depending on project type and selection method.
- (K) Consultants may bring in paper notepads or index cards with notes during their Interviews, for their own reference and use. The notepads and index cards will not be left behind for the Department, nor shared with the TRC.
- (L) Consultants are not permitted to refer to smartphones, tablets, laptops, or other electronic devices during the course of the Interview.
- (M) Exceptions to the Interview requirements in this section require written approval as noted in Section 2.2.