

# CENTRAL FLORIDA EXPRESSWAY AUTHORITY

## MEMORANDUM

TO: Authority Board Members

FROM: Claude Miller   
Director of Procurement

DATE: December 16, 2014

RE: Approval of Final Ranking and Authorization for  
Fee Negotiations for Construction Engineering and Inspection Services for  
S.R. 408/S.R. 417 Interchange Improvements  
Project No. 253F; Contract No. 001069

In accordance with the approved Procurement Policy and Procedures for professional services consultants, the Procurement Department advertised for Letters of Interest (LOI) for the referenced project on October 24, 2014. Responses were received from five firms by the November 7, 2014, deadline. Those firms were: JBS Engineering Technical Services, Inc.; CDM Smith, Inc.; GAI Consultants, Inc.; HDR Engineering, Inc.; Figg Bridge Inspection, Inc.

The LOIs were transmitted to the members of the Evaluation Committee for review and scoring. The Committee met on November 17, 2014, to record the scores for the LOIs. After the scores were recorded, the Committee voted unanimously to shortlist the three firms ranked highest (CDM Smith, JBS Engineering Technical Services, and GAI Consultants). Those firms were notified by the Procurement Department and directed to submit Technical Proposals.

Technical Proposals were received from all three firms by the December 8, 2014, deadline and were transmitted to the members of Technical Review Committee for review and scoring. As part of the scoring process, the Technical Review Committee met on December 16, 2014, to hear oral presentations from the firms. After the oral presentations were completed, the Technical Review Committee convened and prepared its final ranking. The results of that process were as follows:

| <u>Ranking</u> | <u>Consultant Firm</u>                   |
|----------------|--|
| 1              | CDM Smith, Inc.                          |
| 2              | JBS Engineering Technical Services, Inc. |
| 3              | GAI Consultants, Inc.                    |

Board approval of final ranking and authorization to enter into fee negotiations with CDM Smith, Inc., is requested. Once fee negotiations are completed, Board approval of the negotiated amount and award of a contract will be requested.

cc: Joe Berenis, Deputy Executive Director, Engineering, Operations, Maintenance & Construction  
Laura Kelley, Deputy Executive Director, Finance and Administration  
Ben Dreiling, Director of Construction and Maintenance  
Contract File

**LOI-001069 Committee Meeting December 16, 2014 Minutes**

Technical Review Committee for **CEI Services for S.R. 417 Widening from South of Curry Ford Road to S.R. 408; Project No. 253F, Contract No. 001069**, held a duly noticed meeting on Tuesday, December 16, 2014, commencing at 8:58 a.m. in the Pelican Conference Room at the CFX Administrative Bldg., Orlando, Florida.

**Committee Members Present:**

Joe Berenis, Executive Deputy Director Engineering, Construction, Operations, and Maintenance  
Ben Dreiling, Director of Construction and Maintenance  
Don Budnovich, Resident Engineer / S.R. Project Manager

**Other Attendees:**

Robert Johnson, Manager of Procurement

**Presentation / Question and Answer:**

Robert Johnson commenced each presentation with a brief overview of the process and introduced the Technical Review Committee. Robert stated that this portion of the meeting is closed to the public and is being recorded in accordance with Florida Statute.

|                                    |                    |
|------------------------------------|--------------------|
| CDM Smith                          | 09:00 – 09:31 a.m. |
| GAI Consultants                    | 09:43 – 10:18 a.m. |
| JBS Engineering Technical Services | 10:28 – 10:58a.m.  |

**Evaluation Portion:**

Robert stated the evaluation portion of the meeting is open to the public in accordance with Florida Statute. The committee members individually scored the proposers and submitted them to Robert for tallying. Robert Johnson tallied the score sheets utilizing the rankings assigned by each committee member based on the raw scores each Proposer received. Below are the results:

| <u>FIRM</u>     | <u>Points</u> | <u>Ranking</u> |
|-----------------|---------------|----------------|
| CDM Smith       | 03            | 01             |
| JBS Engineering | 07            | 02             |
| GAI Consultants | 08            | 03             |

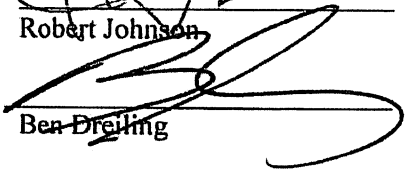
Committee recommends CFX Board approve ranking and authorize negotiations in ranked order. The committee agreed that Ben Dreiling would review and approve the minutes on behalf of the committee.

They're being no other business to come before the Committee; the meeting was adjourned at 11:03am. These minutes are considered to be the official minutes of the Technical Review Committee meeting held Tuesday, December 16, 2014, and no other notes, tapes, etc., taken by anyone takes precedence.

Submitted by:

  
Robert Johnson

Approved by:

  
Ben Dreiling

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY


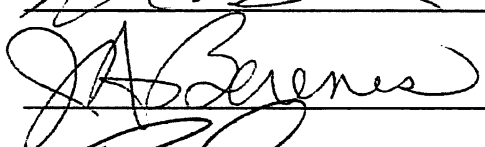
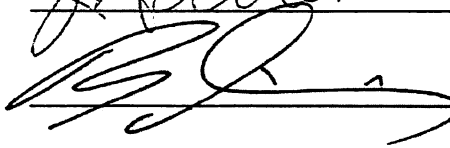
FINAL RANKING SUMMARY

CEI Services for S.R. 417 Widening from South of Curry Ford Road to S.R. 408

Project No. 253F, Contract No. 001069

| CONSULTANT                         | Joe<br>Berrinis<br>RANKING | Ben<br>Dreiling<br>RANKING | Don<br>Budnovich<br>RANKING | TOTAL<br>SCORE | RANKING |
|------------------------------------|----------------------------|----------------------------|-----------------------------|----------------|---------|
| CDM Smith                          | 1                          | 1                          | 1                           | 3              | 1       |
| GAI Consultants                    | 3                          | 2                          | 3                           | 8              | 3       |
| JBS Engineering Technical Services | 2                          | 3                          | 2                           | 7              | 2       |
|                                    |                            |                            |                             |                |         |
|                                    |                            |                            |                             |                |         |
|                                    |                            |                            |                             |                |         |

TECHNICAL REVIEW COMMITTEE MEMBERS:

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOI-001069 Committee Meeting November 17, 2014 Minutes**

Evaluation Committee for CEI Services for S.R. 417 Widening from Berry Dease Rd. to S.R. 408 Consultant Services; LOI-001069, Project 253F, held a duly noticed meeting on Monday, November 17, 2014, commencing at 2:30 p.m. in the Sandpiper Conference Room at the OOCEA Administrative Bldg, Orlando, Florida.

**Committee Members Present:**

Glenn Pressimone, Director of Engineering  
Iranetta Dennis, Director of Business Development  
Julie Naditz, Highway Construction Division Manager, Orange County  
Corey Quinn, Director of Expressway Operations

**Other Attendees:**

Robert Johnson, Manager of Procurement

**Discussion and Motions:**

Robert explained that today's meeting was to evaluate and shortlist the top firms and commenced the meeting collecting the Evaluation Committee Member Disclosure forms that the committee members reviewed and executed.

General discussion ensued about the project and the LOI submittals. Committee members then tallied up the individual evaluation sheets and passed them in for incorporation onto the LOI shortlist summary sheet. Evaluation Criteria forms were collected and the ranking scores from all committee members were tallied with the following results:

| <b><u>Firms</u></b>                 | <b><u>Score</u></b> | <b><u>Ranking</u></b> |
|-------------------------------------|---------------------|-----------------------|
| CDM Smith                           | 08                  | 1                     |
| JBS Engineering Tech Services, Inc. | 10                  | 2                     |
| GAI Consultants                     | 10                  | 2                     |
| HDR Engineering, Inc.               | 14                  | 4                     |
| Figg Bridge Inspection, Inc.        | 18                  | 5                     |

It was the consensus of the committee that the top 3 respondents be invited to submit technical proposals and participate in presentations.

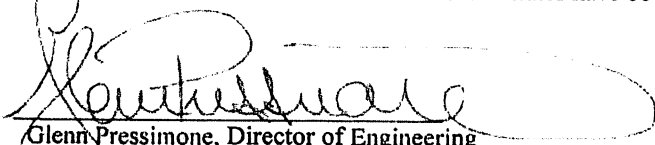
Robert stated that he would set up the presentations in alphabetical order and that the presentations would be held on December 16, 2014, commencing at 9 a.m.

There being no further business to come before the Committee, the meeting was adjourned at 3:00 p.m. These minutes are considered to be the official minutes of the Evaluation Committee meeting held Monday, November 17, 2014, and no other notes, tapes, etc., taken by anyone takes precedence.

Submitted by:

  
Robert Johnson, Manager of Procurement

On behalf of the Evaluation Committee these minutes have been review and approved by:

  
Glenn Pressimone, Director of Engineering

**CENTRAL FLORIDA EXPRESSWAY AUTHORITY**

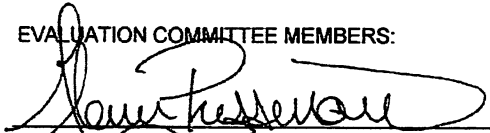
**EVALUATION COMMITTEE MEMBER LETTERS OF INTEREST SHORTLIST RANKING**

**CEI SERVICES FOR S.R. 417 WIDENING FROM SOUTH OF CURRY FORD ROAD TO S.R. 408**

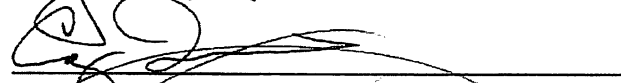
**CONTRACT NO. 001069**

| CONSULTANT                          | Glenn<br>Presimone<br>Score | Corey<br>Quinn<br>Score | Iranetta<br>Dennis<br>Score | Julie<br>Naditz<br>Score | TOTAL<br>SCORE | RANKING |
|-------------------------------------|-----------------------------|-------------------------|-----------------------------|--------------------------|----------------|---------|
| JBS Engineering Tech Services, Inc. | 3                           | 4                       | 2                           | 1                        | 10             | 2       |
| Figg Bridge Inspection, Inc.        | 5                           | 3                       | 5                           | 5                        | 18             | 5       |
| CDM Smith                           | 1                           | <u>2</u>                | <u>3</u>                    | 2                        | 8              | 1       |
| GAI Consultants                     | 2                           | 1                       | 4                           | 3                        | 10             | 2       |
| HDR Engineering, Inc.               | 4                           | 5                       | 1                           | 4                        | 14             | 4       |
|                                     |                             |                         |                             |                          |                |         |

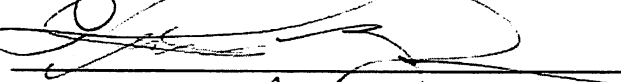
EVALUATION COMMITTEE MEMBERS:



Date: Monday, November 17, 2014



Date: Monday, November 17, 2014



Date: Monday, November 17, 2014



Date: Monday, November 17, 2014

**NOTICE TO PROFESSIONAL ENGINEERING CONSULTANTS  
REQUEST FOR LETTERS OF INTEREST FOR  
CONSTRUCTION ENGINEERING AND INSPECTION (CEI) SERVICES FOR  
S.R. 417 WIDENING FROM SOUTH OF CURRY FORD ROAD TO S.R. 408  
PROJECT NO. 253F, CONTRACT NO. 001069**

The Central Florida Expressway Authority requires the services of a Professional Engineering Consultant to provide CEI services required by the Authority for construction of the widening of S.R. 417 from south of Curry Ford Road to S.R. 408 in Orange County, Florida.

Shortlist consideration will be given to only those firms who are qualified pursuant to law, and as determined by the Authority, based on information provided by the firms, and who have been pre-qualified by FDOT to perform, as a minimum, the indicated Types of Work.

Firms are advised that requests made to the Engineer of Record or any of its subconsultants for project information including design documents and files are prohibited. All such requests must be made through the Authority Contact Person shown below. Any violation of this requirement will be grounds for rejection of a submittal made in response to this notice.

**MAJOR TYPES OF WORK:** As a minimum, the consultant shall be prequalified by FDOT in the following types of work: Groups 10.1, Roadway Construction CEI; 10.4, Minor Bridge and Miscellaneous Structures CEI. The consultant shall also be prequalified, on its own or through FDOT-approved subconsultants, in the following work types: 10.3, Construction Materials Inspection.

**DESCRIPTION:** The work will consist of providing CEI services related to the construction of the six lane widening of S.R. 417 from south of Curry Ford Road to S.R. 408, including bridge widenings over Lake Underhill Rd and Econlockhatchee Trail, along with construction of sound walls, MSE walls and highway lighting . Construction of the project is anticipated to begin on or about April, 2015.

The selected firm and its subconsultant(s) shall not enter into any other contract with the Authority during the term of the contracts which would create or involve a conflict of interest with the services to be provided.

**LETTERS OF INTEREST SUBMITTAL REQUIREMENTS:** Consultants wishing to be considered shall submit six (6) sets of a Letter of Interest package utilizing Times New Roman font, 12 pitch, single spacing and one (1) compact disk with an electronic version in pdf format with a resolution of 300 dots per inch (dpi). The Letter of Interest shall be a maximum of five (5) pages (8½" x 11"), excluding resumes and attachments identified below. The responses shall address the following:

1. Technical Experience – Demonstrate that the firm and any proposed subconsultants have the ability to perform the work effort required by the Authority. Submit details of specific experience for at least three (3) projects similar to those described above completed by the

consultant's Resident Engineer and other key project team members including the name of client contact person, telephone number, and physical address;

2. Proposed Staffing – Ability, quality, experience and cooperativeness of the proposed individuals of the firm and proposed subconsultants to perform the required services. Detailed resumes of the firm's proposed Resident Engineer, Project Administrator, Contract Support Specialist, and Senior Inspector (Roadway/Bridge) presently employed by the firm who will be assigned to the project, as well as resumes of subconsultants that may be involved in key roles, shall be provided. Resumes shall include no more than three client/owner references for all proposed personnel for the past 5 years and availability date for each individual. The firm's Resident Engineer shall have at least five (5) years of experience on CEI contracts. Resumes do not count against the 5 page limit;

3. Project Approach - Provide a narrative describing the firm's approach to delivering the CEI services. In addition to the narrative, provide a proposed project organization chart including subconsultant personnel and a matrix summarizing proposed personnel experience on similar projects including registrations/certifications. The chart and matrix do not count against the 5 page limit;

4. Location of the Firm – To receive the maximum number of points, the firm's local office shall also serve as the firm's corporate headquarters. Identify which situation describes the location of the firm's corporate headquarters: 1) A local corporate headquarters serving as the local office; 2) A sub-local corporate headquarters with a local office; 3) An out of state corporate headquarters with a local office; 4) An out of state corporate headquarters with a sub-local office; 5) No offices within the state. Local is defined as within a 30-mile radius of the Authority's Headquarters Building. Sub-local is defined as within the state of Florida, but outside a 30-mile radius of the Authority's Headquarters Building.

5. M/WBE Utilization – Demonstrate the firm's good faith effort to meet the participation objective for this project which is 15%. Participation equal to or exceeding 20% will receive the highest score. Firms that are submitting as the "prime" consultant and are certified M/WBEs will not be allowed to use that status to satisfy the participation requirement. Such firms are still required to propose a percentage of participation using other certified M/WBEs and will be scored based on that percentage.

6. Current and Projected Workload – Indicate ability of staff to manage a CEI assignment and indicate, as a percentage, the current/projected workload of current staff. Indicate the total number of firm's professional, technical and administrative personnel by discipline, location and office responsible for administering the contract.

7. Volume of Work Previously Awarded – The firm shall submit with the Letter of Interest a list of all direct contracts of any type, both active and completed, between the Authority and the firm during the past five (5) years. The list shall have column headings showing the project name, the firm's Resident Engineer/Project Manager, the project fees, the estimated remaining or final budget amount (exclusive of subconsultant fees associated with the project) as of the date of submittal of the Letter of Interest, the percent complete/status, and any comments relative to the

project. The object of this criterion is to effect an equitable distribution of contracts among qualified firms provided such distribution does not violate the principle of selection of the most highly qualified firms. This list does not count against the 5 page limit.

Failure to submit any of the above required information may be cause for rejection of the package as non-responsive.

Each firm will also be evaluated based on past performance on Authority projects only. Items considered will include the quality of work product, whether the project was completed within negotiated fee and the ability of the Authority staff to work with the firm's staff.

**SCORING AND SHORTLISTING:** The Authority's Evaluation Committee will shortlist a minimum of three (3) firms based on its evaluation and scoring of the Letters of Interest. Past performance on Authority projects will also be considered as indicated above. Scores for each category identified above will be determined using a weighted system. Each category has been assigned a weight factor that will be multiplied by a grade to determine the score. The assigned weights to each category are as follows: Technical Experience (8); Proposed Staffing (10); Project Approach (6); Location of Firm (4); M/WBE Utilization (3); Current and Projected Workload (3); Volume of Work Previously Awarded (-3). Grades for each category will be between 0 and 4. Scoring of Past Performance will have a weight of 6 and a grade range between -2 and 2. If the Committee member has no knowledge of the firm or its past performance on Authority projects then the grade shall be zero.

Shortlisting of firms will be based on converting each Committee member's Total Score into a ranking with the highest score ranked first, second highest ranked second, etc. Once converted, the Committee members' rankings for each firm will be entered into a summary sheet. The Total Score recorded on the summary sheet will determine the ranking and shortlisting.

Shortlisted firms will proceed to the next step in the process which includes preparation and submittal of a Technical Proposal and an oral presentation. No changes shall be made in the personnel proposed in the Letter of Interest for the Resident Engineer, Project Administrator, Contract Support Specialist, or Senior Inspector (Roadway/Bridge) positions without the written approval of the Authority. The request for approval shall include the reason for the change and a resume of the proposed replacement. The Authority will provide the shortlisted firms with a Scope of Services for use in preparing the Technical Proposal together with a set of preliminary construction plans. Each firm will be evaluated and ranked by the Authority's Technical Review Committee based on the Technical Proposal and oral presentation. The highest ranked firm will be presented to the Authority Board for approval and authorization to negotiate fees and expenses.

**CODE OF ETHICS:** All consultants selected to work with the Authority are required to comply with the Authority's Code of Ethics, a copy of which may be viewed on the Authority's web site at [www.cfxway.com](http://www.cfxway.com).



**EQUAL OPPORTUNITY STATEMENT:** The Central Florida Expressway Authority, in accordance with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, hereby notifies all firms and individuals that it will require affirmative efforts be made to ensure participation by minorities.

**MINORITY/WOMEN/DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION:** Minority/Women/Disadvantaged Business Enterprises will not be discriminated against on the basis of race, color, sex, or national origin in consideration for qualification or an award by the Authority. The Authority has established a 15% participation objective for M/WBE firms for each project.

**NON-SOLICITATION PROVISION:** From the first date of publication of this notice, no person may contact any Authority Board Member, Officer or Employee or any evaluation committee member, with respect to this notice or the services to be provided. All such requests for information shall be made to the Authority Contact Person indicated below. Refer to the lobbying guidelines of the Authority for further information regarding this Non-Solicitation Provision.

**LETTER OF INTEREST RESPONSE DEADLINE:**

November 7, 2014, 1:30 p.m., Orlando local time

**AUTHORITY CONTACT PERSON:**

Mr. Robert Johnson  
Manager of Procurement  
Telephone: (407) 690-5372

**LETTER OF INTEREST RESPONSE ADDRESS:**

Central Florida Expressway Authority  
4974 ORL Tower Road  
Orlando, FL 32807

Re: CEI Services for S.R. 417 Widening from Curry Ford Road to S.R. 408  
Contract No. 001069; Project No. 253F

**CENTRAL FLORIDA EXPRESSWAY AUTHORITY**

Claude Miller  
Director of Procurement