

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
Professional Engineering Consultant Services for
S.R. 408 Widening from Good Homes Road to Hiawassee Road
Contract No. 001065

In accordance with the approved Procurement Policy and Procedures for design professional services consultants, the Procurement Department advertised for Letters of Interest for the referenced project on October 19, 2014. Responses were received from eight firms by the November 7, 2014, deadline. Those firms were: Parsons Brinckerhoff, Inc.; Wantman Group, Inc.; TLP Engineering Consultants, Inc.; STV Inc., dba STV/Ralph Whitehead Associates; Dewberry/Bowyer-Singleton; DRMP; EAC Consulting, Inc.; Moffatt & Nichol.

After reviewing and scoring the letters of interest, the Evaluation Committee met on November 18, 2014, and shortlisted four (4) firms (TLP Engineering Consultants, Inc.; DRMP; Parsons Brinckerhoff, Inc.; Wantman Group, Inc.) and requested that Technical Proposals be submitted for review and scoring by December 5, 2014.

Technical Proposals were submitted by all four firms for review and scoring by the Technical Review Committee. As part of the scoring process, the Technical Review Committee heard oral presentations from the firms on December 12, 2014. 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	TLP Engineering Consultants, Inc.
2	DRMP, Inc.
3	Parsons Brinckerhoff, Inc.
4	Wantman Group, Inc.

Board approval of the final ranking and authorization to enter into fee negotiations with TLP Engineering Consultants, Inc., is requested. Once fee negotiations are completed, Board approval of the fee 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
Glenn Pressimone, Director of Engineering
Contract File

LOI-001065 Committee Meeting December 12, 2014 Minutes

Technical Review Committee for Design Services for S.R. 408 Widening Good Homes Road to Hiawassee Road Consultant Services; LOI-001065, held a duly noticed meeting on Friday, December 12, 2014, commencing at 1:01p.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
Glenn Pressimone, Director of Engineering
Ben Dreiling, Director of Construction and Maintenance

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.

DRMP, Inc.	1:04 – 1:48 p.m.
Parsons Brinckerhoff	1:59 – 2:44 p.m.
TLP Engineering Consultants, Inc.	2:54 – 3:33 p.m.
Wantman Group, Inc.	3:45 – 4:26 p.m.

Evaluation Portion:

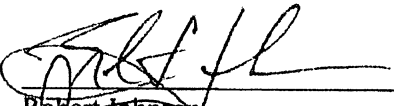
Robert stated the evaluation portion of the meeting is open to the public in accordance with Florida Statute. The committee members individually scored the proposers and submitted them and their executed Disclosure forms to Robert. Robert Johnson tallied the score sheets utilizing the rankings assigned 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>
TLP Engineering	03	01
DRMP, Inc.	06	02
Parsons Brinckerhoff	09	03
Wantman Group, Inc.	12	04

Committee recommends CFX Board approve ranking and authorize negotiations in ranked order. The committee agreed that Glenn Pressimone 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 4:40pm. These minutes are considered to be the official minutes of the Technical Review Committee meeting held Friday, December 12, 2014, and no other notes, tapes, etc., taken by anyone takes precedence.

Submitted by:


Robert Johnson

Approved by:


Glenn Pressimone

ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY


FINAL RANKING SUMMARY


Design Services for S.R. 408 Widening Good Homes Road to Hiawassee Road Consultant Services

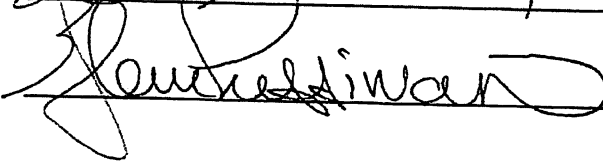
CONTRACT NO. 001065

CONSULTANT	Joe Berrinis RANKING	Glenn Pressimone RANKING	Ben Dreiling RANKING	TOTAL SCORE	RANKING
DRMP, Inc.	2	2	2	6	2
Parsons Brinckerhoff	3	3	3	9	3
TLP Engineering Consultants, Inc.	1	1	1	3	1
Wantman Group, Inc.	4	4	4	12	4

TECHNICAL REVIEW COMMITTEE MEMBERS:







LOI-001065 Committee Meeting November 18, 2014 Minutes

Evaluation Committee for **Design Services for S.R. 408 Widening Good Homes Road to Hiawasse Road Consultant Services; LOI-001065**, held a duly noticed meeting on Tuesday, November 18, 2014, commencing at 1:00 p.m. in the Sandpiper Conference Room at the OOCEA Administrative Bldg, Orlando, Florida.

Committee Members Present:

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

Committee Members Absent:

Don Budnovich, Resident Engineer

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. Additionally, Robert informed the Committee members that Don would not be in attendance but had forwarded his scores to be tallied in with the others.

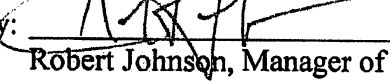
General discussion ensued about the project and the LOI submittals. Committee members then tallied up the individual evaluation sheets and passed them in for incorporation onto the LOI shortlist summary sheet. Evaluation Criteria forms were collected and the ranking scores from all committee members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

<u>Firms</u>	<u>Score</u>	<u>Ranking</u>
TLP Engineering Consultants, Inc.	05	1
DRMP	11	2
Parsons Brinckerhoff	12	3
Wantman Group, Inc.	15	4
Dewberry	20	5
EAC Consulting, Inc.	21	6
STV, Inc.	26	7
Moffatt & Nichol	30	8

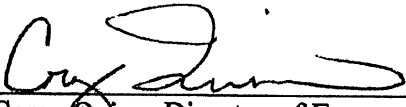
It was the consensus of the committee that the top 4 respondents be invited to submit technical proposals and participate in presentations.

Robert stated that he would set up the presentations in alphabetical order and that the presentations would be held on December 12, 2014, commencing at 1 p.m.

There being no further business to come before the Committee, the meeting was adjourned at 1:54 p.m. These minutes are considered to be the official minutes of the Evaluation Committee meeting held Tuesday, November 18, 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:


Corey Quinn, Director of Expressway Operations

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

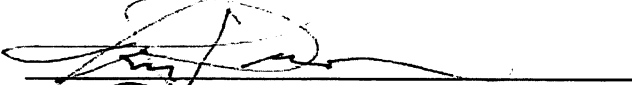
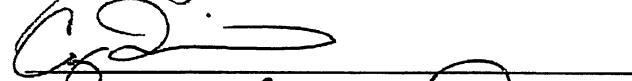
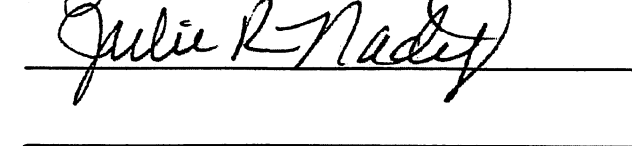
EVALUATION COMMITTEE MEMBER LETTERS OF INTEREST SHORTLIST RANKING

DESIGN CONSULTANT SERVICES FOR S.R. 408 WIDENING FROM GOOD HOMES ROAD TO HIAWASSEE ROAD

CONTRACT NO. 001065

CONSULTANT	Don Budnovich Score	Corey Quinn Score	Iranetta Dennis Score	Julie Naditz Score	TOTAL SCORE	RANKING
DRMP	3	2	5	1	11	2
Moffatt & Nichol	8	8	8	6	30	8
Parsons Brinckerhoff	4	3	1	4	12	3
TLP Engineering Consultants, Inc.	1	1	2	1	5	1
Dewberry	7	4	4	5	20	5
EAC Consulting	5	6	2	8	21	6
STV, Inc.	6	7	7	6	26	7
Wantman Group, Inc.	1	5	6	3	15	4

EVALUATION COMMITTEE MEMBERS:

Date: Tuesday, November 18, 2014

Date: Tuesday, November 18, 2014

Date: Tuesday, November 18, 2014

Date: Tuesday, November 18, 2014

**NOTICE TO PROFESSIONAL ENGINEERING CONSULTANTS
REQUEST FOR LETTERS OF INTEREST FOR
DESIGN CONSULTANT SERVICES FOR
S.R. 408 WIDENING FROM GOOD HOMES ROAD TO
HIAWASSEE ROAD
CONTRACT NO. 001065**

The Central Florida Expressway Authority requires the services of a Professional Engineering Consultant in connection with Contract No. 001065, S.R. 408 Widening from Good Homes Road to Hiawassee Road 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 Major Types of Work.

MAJOR TYPES OF WORK: As a minimum, the consultant shall be prequalified by FDOT in the following work groups: 3.2 Major Highway Design, 3.3 Controlled Access Highway Design.

ADDITIONAL TYPES OF WORK REQUIRED: The consultant shall also be prequalified on its own or through Authority-approved subconsultants, in the following work types: Group 4.1, Miscellaneous Structures and Minor Bridge Design; Group 6.3, Intelligent Transportation Systems Analysis, Design, and Implementation; Group 7, Traffic Operations Design; Group 8, Surveying and Mapping and Group 9, Soil Exploration, Material Testing, and Foundations.

DESCRIPTION: The services to be provided for the project shall include final design and preparation of construction drawings / specifications to provide six (6) general use lanes on S.R. 408 between Good Homes Road and east of Hiawassee Road. Specifically, the project will include median widening of S.R. 408 from four (4) general use lanes to six (6) general use lanes between the Hiawassee Mainline Toll Plaza and east of Hiawassee Road; milling and resurfacing of the existing S.R. 408 between Good Homes Road and Hiawassee Road; median widening of the S.R. 408 twin bridges over Hiawassee Road and outside widening of the S.R. 408 westbound bridge over Lake Sherwood. Additional elements include surveying, drainage evaluation and design, permitting, lighting, signing and pavement markings, maintenance of traffic, utility design and coordination, geotechnical analysis, scheduling and project control, progress reporting and other tasks and associated activities.

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 firm's

Project Manager and other key project team members including the name of client contact person, telephone number, and physical address;

2. Proposed Staffing – Ability, quality, experience, location and cooperativeness of the proposed individuals of the firm and proposed subconsultants to perform the required services. Detailed resumes of the firm’s proposed Project Manager and other “key” personnel specifically designated and 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. The firm’s Project Manager shall have at least five (5) years of experience on similar projects. Resumes do not count against the 5 page limit;

3. Project Approach - Provide a narrative describing the firm’s approach to delivering the required 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 project similar to this 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 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 (3); M/WBE Utilization (3); Current and Projected Workload (3); Volume of Work Previously Awarded (-2). Grades for each category will be between 0 and 4. Scoring of Past Performance will have a weight of 4 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 Project Manager and the "key" personnel specifically designated and presently employed by the firm 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. 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.

CONFLICT OF INTEREST: If selected, the consultant, during the term of its agreement with the Authority, will not be eligible to pursue any advertised construction engineering and inspection projects of the Authority as either a prime or subconsultant where the consultant

participated in the design of the projects. Subconsultants are also ineligible to pursue construction engineering and inspection projects where they participated in the design of the projects.

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: S.R. 408 Widening from Good Homes Road to Hiawassee Road - Contract No. 001065

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Claude Miller
Director of Procurement