

**NOTICE TO PROFESSIONAL CONSULTANTS  
ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY  
REQUEST FOR LETTERS OF INTEREST  
CONSTRUCTION ENGINEERING AND INSPECTION SERVICES  
PROJECT NO. 253E**

The Orlando-Orange County Expressway Authority requests Letters of Interest from qualified firms in connection with Construction Engineering and Inspection (CEI) services required by the Authority. Shortlist consideration will be given to only those firms who are qualified pursuant to law, and as determined by the Authority, and who have been prequalified by FDOT to perform the indicated Types of Work.

**TYPES OF WORK:** As a minimum, the consultant shall be prequalified by FDOT in the following types of work: Groups 10.1, Roadway CEI; 10.5.1, Major Bridge CEI-Concrete; 10.5.2, Major Bridge CEI-Steel. The consultant shall also be prequalified, on its own or through FDOT-approved subconsultants, in the following work type: 10.3, Construction Materials Inspection.

**DESCRIPTION:** The work consists of providing CEI services related to the construction of modifications to the S.R. 417/S.R. 408 interchange including: relocation of eastbound S.R. 408 to northbound S.R. 417 ramps; relocation of the southbound S.R. 417 to westbound S.R. 408 ramps; replacement of the S.R. 408/S.R. 417 spur with a local access road; widening of S.R. 408 from six to eight basic lanes; resurfacing and reconstruction of S.R. 408 from Chickasaw Trail to west of S.R. 417; roadway and bridge widening on S.R. 417 from four to six basic lanes; two lane ramp from southbound S.R. 417 westbound S.R. 408; two lane ramp from eastbound S.R. 408 to northbound S.R. 417.

**LETTERS OF INTEREST SUBMITTAL REQUIREMENTS:** Consultants wishing to be considered shall submit six (6) hardcopy sets of a Letter of Interest package and one electronic copy on compact disk. The letter shall be a maximum of ten (10) pages exclusive of attachments and resumes and shall be divided as follows:

Section 1: Similar Project Experience: Provide CEI project experience on no more than three current/completed projects within the past 5 years. Indicate project name, location, services provided and accurate reference names with phone numbers. All references will be checked.

Section 2: 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; a matrix summarizing proposed personnel experience on similar projects including registrations/certifications; detailed resumes identifying relevant experience on similar projects. 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.

Section 3: Prequalification Documentation: Provide copies of FDOT certifications in the work groups identified above and Florida Department of Professional Regulation registration for prime consultant and subconsultants.

Section 4: 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.

Section 5: Project Team – Identify anticipated subconsultants and the roles that each will play in providing the required services. Resumes should be provided for subconsultants that may be involved in key roles;

Section 6: Office Location - The office assigned responsibility and its physical address shall be identified. It is required that the consultant have an office and key staff located within the Orlando area which includes Orange, Seminole, Lake and Osceola counties.

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

**SELECTION / NEGOTIATIONS:** The Authority's Evaluation Committee will shortlist firms based on its evaluation and scoring of the Letters of Interest and qualifications information received. Scoring of the submittals will be as follows: Similar Project Experience – 25 points; Project Approach – 30 points; Prequalification Documentation – 10 points; Project Team – 25 points; Office Location – 10 points. A minimum of three firms with the highest ranking will be shortlisted.

Shortlisted firms will proceed to the next step in the process which includes preparation and submittal of a Technical Proposal and an oral presentation followed by a question and answer session. 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 Evaluation Committee based on the Technical Proposal and oral presentation and question and answer session. As part of its evaluation process, the Committee will also consider the consultant's willingness to meet time requirements, consultant's projected workload, and consultant's use of Minority/Women Owned Businesses.

**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.expresswayauthority.com](http://www.expresswayauthority.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 Orlando-Orange County 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.

**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 selection committee member, with respect to this notice or the services to be provided, except as related to the submittal requirements detailed above. Reference is made to the lobbying guidelines of the Authority for further information regarding this Non-Solicitation Provision.

**LETTER OF RESPONSE DEADLINE:**

December 11, 2009, 2:00 p.m., Orlando local time.

**AUTHORITY CONTACT PERSON:**

Robert Johnson  
Manager of Procurement  
407-690-5372

**LETTER OF RESPONSE ADDRESS:**

Orlando-Orange County Expressway Authority  
4974 ORL Tower Road  
Orlando, FL 32807  
Re: CEI Services  
Project No. 253E

**ORLANDO-ORANGE COUNTY EXPRESSWAY AUTHORITY**

Claude Miller  
Director of Procurement