

**June 6, 2019  
BOARD OF COUNTY COMMISSIONERS  
ORANGE COUNTY, FLORIDA**

**Addendum No. 2/RFP Y19-816-CH**

**CONSTRUCTION ENGINEERING & INSPECTION (CEI) SERVICES & RESIDENT COMPLIANCE SPECIALIST (RCS) SERVICES FOR SHINGLE CREEK TRAIL PHASE 1 SEGMENT 3 (CENTRAL FLORIDA PARKWAY/TAFT-VINELAND ROAD TO S.R. 528) AND PHASE 2 (TOWN LOOP BOULEVARD TO CENTRAL FLORIDA PARKWAY/TAFT-VINELAND ROAD) CONSTRUCTION PROJECTS**

**Revised Proposal Opening Date: June 18, 2019**

This addendum is hereby incorporated into the proposal documents of the project referenced above. The following items are clarifications, corrections, additions, deletions and/or revisions to and shall take precedence over the original documents. Additions are indicated by underlining, deletions are indicated by ~~strikethrough~~ (strikethrough).

A. The Proposal Opening has been revised as follows:

Delete: ~~June 13, 2019 at 2:00 P.M.~~

Replace with: **June 18, 2019 at 2:00 P.M.**

B. **The following are Requests for Information and their response as follows:**

1. **Question**: Can you please send a copy of the plans?

**Answer**: The plans may be accessed at the following FTP Site:

[ftp://ftp.ocfl.net/divisions/Public\\_Works/pub/Engineering%20Design/SHINGLE%20CREEK%20TRAIL%20-%20MAY%2031%202019/](ftp://ftp.ocfl.net/divisions/Public_Works/pub/Engineering%20Design/SHINGLE%20CREEK%20TRAIL%20-%20MAY%2031%202019/)

The plans are being provided for informational purposes only. The link can't be broken and the site does not work with Google Chrome.

2. **Question**: Can you please share the LAP agreement?

**Answer**: The LAP Agreement for this project is not yet executed. However, a current boilerplate LAP Agreement is available in the forms section of the LAP Website.

<https://www.fdot.gov/programmanagement/LAP/Forms/LapForms.shtm>

3. **Question:** What is the contract amount?

**Answer:** At the time of this RFP, the estimated construction cost for Shingle Creek Trail Phase 2 is \$5,297,648.96. The estimated construction cost for Shingle Creek Trail Phase 1 Segment 3 is \$4,884,535.48.

4. **Question:** What is the CEI amount?

**Answer:** Using current FDOT guidelines for CEI costs as a percentage of construction costs, it is estimated that the value of the CEI work for the two construction projects combined will be approximately \$1,014,250.

5. **Question:** To receive full points for the Project Manager and Project Engineer the requirements are to have 3 acceptable projects in the last 5 years with at least substantial completion. There were several of us at the meeting that had a concern with those proposed being on long term projects which it is not feasible to list 3 projects in the last 5 years. You are penalized for being on large and long term projects. Can this requirement be relaxed?

**Answer:** The Similar Projects requirements have been extended to eight (8) years.

6. **Question:** The concern raised at the meeting was that the EEO compliance has changed in the last 5 years and to meet federal requirements, those proposed need to have this experience. Can the requirement be changed to state that the Project Manager or Project Engineer shall be on projects with Federal EEO requirements in the last 5 years rather than have 3 projects substantially complete

**Answer:** The Similar Projects requirements have been extended to eight (8) years.

7. **Question:** Could we obtain a copy of the most current construction plans for the projects included in this RFP

**Answer:** Please refer to the response to question #1.

8. **Question:** Will there be a separate contract for the materials testing scope or will that run through the current continuing service contracts?

**Answer:** Geotechnical/material testing services are included in the Scope of Services of this RFP. The Scope of Services is provided as Exhibit A. The Geotechnical/Material Testing is addressed under Section 2.6 of the Scope of Services.

C. Note the **Revision** to the Similar Projects as attached in this addendum follows:

Delete: ~~Paragraph 22: Similar Projects: Form D: Similar Projects for Project Manager, Similar Projects Form E: for Project Engineer, and Form F: Skills and Experience of the Project Team as advertised in the Request for Proposals.~~

Replace with: **Paragraph 22: Similar Projects: Form D: Similar Projects for Project Manager, Similar Projects Form E: for Project Engineer, and Form F: Skills and Experience of the Project Team as attached in Addendum 2.**

D. All other items, conditions and specifications remain the same.

E. The Proposer shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned not later than the date and time for receipt of the proposal.

**Receipt acknowledged by:**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Name of Firm**

**21. WEIGHTED CRITERIA**

The following criteria and weights shall be utilized in the evaluation of the Proposals:

<u>Criteria</u>	<u>Weight</u>
Similar Projects Completed by the Proposed Project Manager (Form D)	25
Similar Projects Completed by the Proposed Project Engineer (Form E)	20
Skills and Experience of the Project Team (Form F)	25
Approach, Understanding, Scope Response (Form H)	30
TOTAL	100

**22. SIMILAR PROJECTS**

“Similar Projects” for the purposes of this Request for Proposals has been defined as: The continuing/on-going or project specific contracts for Construction Engineering and Inspection (CEI) services and Resident Compliance Specialist (RCS) services that was substantially completed within the past **5 EIGHT 8** years immediately preceding the due date of this Request for Proposals and shall contain the following elements:

**PROJECT ELEMENTS**

- 1. Roadway Government Contract – CEI & RCS Services provided under a contract to a federal, state or local governmental agency, either through a general services contract or a project specific contract, for a roadway widening project a minimum length of 0.9 centerline miles and a construction cost equal to or greater than two million dollars (\$2,000,000) excluding utilities, or a new trail project with a construction cost equal to or greater than one million dollars (\$1,000,000) having a minimum width of 10 feet and length of 0.9 miles. Construction of a Limited Access project is allowed. Resurfacing, Restoration and Rehabilitation (RRR) projects shall not be considered to be similar projects.**
- 2. Monitor Construction Activities – Provided a field engineer or inspector to monitor the progress of the construction to verify the quality of workmanship and ensure that materials utilized are in compliance with the plans, specifications, and other contract provisions and permits.**

3. **Monitor Payroll Requirements – Provided oversight of receipt and verification of payable** Received and checked weekly payrolls for both the prime contractor and subcontractor for compliance with the Davis Bacon Act and other applicable Federal regulations.
4. **Monitor DBE Requirements** – Monitored the contractor's utilization of certified Disadvantaged Business Enterprise (DBE) and reported to FDOT the Contractor's commitment for DBE utilization and actual payments made to certified DBE's.
5. **Monitor EEO Requirements** – Monitored EEO requirements for both the prime contractor and subcontractor whose contracts exceeded \$10,000 and ensure all required submittals were received from the Contractor and subcontractors.
6. **Review of Pay Requests** - Reviewed monthly pay requests against work completed and documented through daily inspection reports and provided written recommendation for payment.
7. **Monitor OJT Requirements** – Monitored and ensured compliance with On-The-Job Training (OJT) requirements in accordance with FDOT's training program, if applicable to project.
8. **Perform Monthly Interviews** – Monitored the performance of Performed monthly interviews with project personnel of both the prime contractor and sub-contractor to ensure compliance with EEO and Wages requirements.
9. **Pre-construction Meeting** – Attended the pre-construction meeting and communicated all EEO requirements.
10. **Project's Bulletin Board** – Ensured the project bulletin board was in place throughout the life of the project and includes all required documents, posters, forms and other information.

### **Similar Project Scoring**

- **All projects must be substantially complete. "Substantial Completion" shall mean the completion of the Work by the Consultant/Contractor to the point the Owner may make beneficial use of the Work. The date of substantial completion must be prior to the date of submission of proposals.**
- The Consultant shall submit no more three (3) similar projects for the proposed Project Manager and the proposed Project Engineer.
- For a similar project to be considered for one half (1/2) point, each similar project submitted shall contain the mandatory Elements One (1), Two (2), and Three (3).
- For a similar project to be considered for one full (1) point, each similar project submitted shall contain the three mandatory elements, Elements One (1), Two (2), and Three (3), **PLUS** two (2) additional elements from the remaining elements.
- **Projects that do not contain the three mandatory elements, Elements One (1), Two (2), and Three (3) shall receive zero (0) points.**

## SIMILAR PROJECTS

## PROJECT MANAGER

USING PAGES D1 – D3 only - List up to three SIMILAR PROJECTS, (one project per page), for which services have been SUCCESSFULLY COMPLETED WITHIN THE PAST ~~FIVE (5)~~ EIGHT (8) YEARS, immediately preceding the due date proposals in response to the Request for Proposals, which most closely match the scope of work in this RFP, as identified in similar project description, wherein the proposed Project Manager has performed IN THE SAME CAPACITY with your firm, or other firms.

LIST THE ONE PROJECT MANAGER ONLY AS INDICATED ON FORM B. Proposers must explain and emphasize how each element of the similar project description was performed in conjunction with the project listed.

The Proposer shall ensure that the basic description of the similar project, including all required performance requirements and/or dimensions are *identified* and that the elements are adequately explained in the text. The description shall document how the particular element was performed in conjunction with the overall project. The mere listing of elements without specific details in the body of the description will negatively impact the scoring for the project.

In addition, the Proposer should provide a narrative of what skills were used that are similar in nature to what is required in the scope of services for this RFP.

## SIMILAR PROJECTS

### PROJECT ENGINEER

USING PAGES E1 – E3 only - List up to three SIMILAR PROJECTS, (one project per page), for which services have been SUCCESSFULLY COMPLETED WITHIN THE PAST ~~FIVE (5)~~ EIGHT (8) YEARS, immediately preceding the due date proposals in response to the Request for Proposals, which most closely match the scope of work in this RFP, as identified in similar project description, wherein the proposed project engineer has performed IN THE SAME CAPACITY with your firm, or other firms.

LIST THE ONE PROJECT ENGINEER ONLY AS INDICATED ON FORM B. Proposers must explain and emphasize how each element of the similar project description was performed in conjunction with the project listed.

The Proposer shall ensure that the basic description of the similar project, including all required performance requirements and/or dimensions are *identified* and that the elements are adequately explained in the text. The description shall document how the particular element was performed in conjunction with the overall project. The mere listing of elements without specific details in the body of the description will negatively impact the scoring for the project.

In addition, the Proposer should provide a narrative of what skills were used that are similar in nature to what is required in the scope of services for this RFP.

## **FORM F**

### **SKILLS AND EXPERIENCE OF THE PROJECT TEAM**

Using a maximum of three pages, 8 1/2" X 11", labeled "Form F-1" through "Form F-3" describe the experience of the entire project team as it relates to this project. Title the first page "Skills and Experience of the Project Team" and label each page as described above. Include the experience of the prime CONSULTANT as well as other members of the project team; i.e., additional personnel, subconsultants, branch offices, team members, and other resources anticipated to be utilized for this project. Name specific projects (successfully completed within the past ~~five~~ eight years) where the team members have performed similar projects previously.

Specifically identify the management plan. The management plan shall describe, at a minimum, the Proposer's basic approach to the management of the project, to include reporting hierarchy of staff and subconsultants, clarify the individual(s) responsible for the co-ordination of the separate components of the scope of work, and describe the quality assurance/quality control plan. Provide an organizational chart for the team and label as "Form F-4"; the organizational chart will be in addition to the three page maximum.