

**State of Florida
Department of Transportation**



**REQUEST FOR PROPOSALS
FLORIDA STATE SAFETY OVERSIGHT (SSO) PROGRAM
CONSULTANT SUPPORT SERVICES**

RFP-DOT-15/16-9020-DC

CONTACT FOR QUESTIONS:

David Callaway
david.callaway@dot.state.fl.us
Fax: 850/414-4951
Phone: 850/414-4257
FDOT Procurement Office
605 Suwannee Street, MS-20
Tallahassee, Florida 32399-0450

TABLE OF CONTENTS

- FORMS AND INSTRUCTIONS
- REQUEST FOR PROPOSALS REGISTRATION FORM – Complete and Return ASAP
- PRICE PROPOSAL FORM – Complete and Return in Price Proposal
- DRUG-FREE WORK PLACE PROGRAM CERTIFICATION – if applicable
- BID OPPORTUNITY LIST FOR PROFESSIONAL CONSULTANT SERVICES – if applicable
- ANTICIPATED DBE PARTICIPATION STATEMENT – if applicable
- SCRUTINIZED COMPANIES LISTS – Complete and Return with Price Proposal
- RFP CHECKLIST – does not need to be returned.

SECTION 1 – INTRODUCTION SECTION

- 1.1) Invitation
- 1.2) Timeline
- 1.3) Agenda for Public Meetings
- 1.4) Special Accommodations

SECTION 2 – SPECIAL CONDITIONS

- 2.1) MyFloridaMarketPlace
- 2.2) Florida Department of Financial Services (DFS) W-9 Initiative
- 2.3) Questions & Answers
- 2.4) Oral Instructions / Changes to the Request for Proposals (Addenda)
- 2.5) Diversity Achievement
- 2.6) Scope of Services
- 2.7) Intended Award
- 2.8) Pre-Proposal Conference – NONE
- 2.9) Qualifications
 - 2.9.1) General
 - 2.9.2) Qualifications of Key Personnel
 - 2.9.3) Authorized to do Business in the State of Florida
 - 2.9.4) Licensed to Conduct Business in the State of Florida
 - 2.9.5) E-Verify
- 2.10) Warranty/Substitutions
- 2.11) Liability Insurance
- 2.12) Performance Bond - NONE
- 2.13) Method of Compensation
- 2.14) Contract Document
- 2.15) Review of Proposer's Facilities & Qualifications
- 2.16) Protest of Request for Proposals Specifications
- 2.17) Unauthorized Aliens
- 2.18) Scrutinized Companies Lists
- 2.19) Reservations
- 2.20) Additional Terms & Conditions
- 2.21) Responsiveness of Proposals
 - 2.21.1) Responsiveness of Proposals
 - 2.21.2) Multiple Proposals

- 2.21.3) Other Conditions
- 2.22) Proposal Format Instructions
 - 2.22.1) General Information
 - 2.22.2) Technical Proposal (Part I)
 - 2.22.3) Price Proposal (Part II)
 - 2.22.4) Presenting the Proposal
- 2.23) Drug-Free Work Place Preference
- 2.24) Copyrighted Material
- 2.25) Attachment to RFP Submittal – Confidential Material
- 2.26) Costs Incurred in Responding
- 2.27) Mail or Deliver Proposal to:
- 2.28) Modifications, Resubmittal and Withdrawal
- 2.29) Proposal Opening
- 2.30) Proposal Evaluation
 - 2.30.1) Evaluation Process
 - 2.30.2) Oral Presentations by Short-listed Proposers
 - 2.30.3) Price Proposal
 - 2.30.4) Criteria for Evaluation
- 2.31) Posting of Intended Decision/Award
 - 2.31.1) Posting Site
 - 2.31.2) Inability to Post
 - 2.31.3) Request to Withdraw Proposal
- 2.32) Award of the Contract
- 2.33) Renewal
- 2.34) Attached Terms and Conditions
- 2.35) Order of Precedence
- 2.36) Inapplicable provisions of attached Forms PUR 1000 and PUR 1001
- 2.37) Inspector General

SECTION 3 – EXHIBIT “A”, SCOPE OF SERVICES

SECTION 4 – EXHIBIT “B”, METHOD OF COMPENSATION

SECTION 5 – STANDARD WRITTEN AGREEMENT

SECTION 6 – APPENDIX I, TERMS FOR FEDERAL AID CONTRACTS; FORM 375-040-40

SECTION 7 – APPENDIX II, INFORMATION TECHNOLOGY RESOURCES; FORM 375-040-29

SECTION 8 – GENERAL CONTRACT CONDITIONS (PUR 1000)

SECTION 9 – GENERAL INSTRUCTIONS TO RESPONDENTS (PUR 1001)

State of Florida
Department of Transportation
Procurement Office
605 Suwannee Street, MS-20
Tallahassee, Florida 32399-0450

REQUEST FOR PROPOSALS REGISTRATION

PLEASE COMPLETE AND RETURN THIS FORM ASAP
FAX TO 850/414-4951 OR E-MAIL TO david.callaway@dot.state.fl.us

RFP Number: RFP-DOT-15/16-9020-DC

Title: Florida State Safety Oversight (SSO) Program Consultant Support Services

Proposal Due Date & Time (On or Before): December 18, 2015 at 2:00 PM Local Time

Potential proposers should notify our office by returning this Registration Form as soon as possible after downloading. Complete the information below and fax this sheet only to the Florida Department of Transportation Procurement Office at 850/414-4951, or send by e-mail to david.callaway@dot.state.fl.us.

THE REQUEST FOR PROPOSALS DOCUMENT YOU RECEIVED IS SUBJECT TO CHANGE. Notice of changes (Addenda), will be posted on the Florida Vendor Bid System at www.myflorida.com, under this RFP number (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", then click on "Search Advertisements", click on the drop-down arrow beside the box under Advertisement Type, select Competitive Solicitation, click on the drop-down arrow beside the box under Agency, select DEPARTMENT OF TRANSPORTATION, then go to the bottom of the same page and click on Advertisement Search. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal.

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone: (____) _____ Fax Number: (____) _____

Contact Person: _____

Internet E-Mail Address: _____

For further information on this process, e-mail or telephone: David Callaway, david.callaway@dot.state.fl.us, 850/414-4257.

“PRICE PROPOSAL” FORM

(This will become Exhibit “C” for the resulting contract)

RFP Number: RFP-DOT-15/16-9020-DC

RFP Title: Florida State Safety Oversight (SSO) Program Consultant Support Services

Services shall be provided as specified in attached Exhibit “A”, Scope of Services.

Position #	Consultant Position Title	Estimated Yearly Hours*	X Unit Rate** =	Extended Total Price (for evaluation purposes only).
(1)	SSO Project Manager	1,000 / year	\$ _____/hour	\$ _____(1)
(2)	SSO Program Analyst: Safety and Security	1,400 / year	\$ _____/hour	\$ _____(2)
(3)	SSO Program Analyst: Maintenance, Vehicles	1,400 / year	\$ _____/hour	\$ _____(3)
(4)	SSO Investigator	700 / year	\$ _____/hour	\$ _____(4)
(5)	SSO Inspector	1,000 / year	\$ _____/hour	\$ _____(5)
(6)	SSO In-house Consultant	2,000 / year	\$ _____/hour	\$ _____(6)
<u>Estimated Total Price:</u> sum (1) thru (6); for evaluation purposes only = The <u>Estimated Total Price</u> will be the basis for evaluating the price proposals.				\$ _____

NOTE: All Proposers must submit a unit rate for all positions listed on this price proposal form in the format provided. If any positions are left blank or marked N/A, the proposal shall be considered non-responsive.

*The estimated hours are given only as a guideline for evaluation purposes and should not be construed as representing the actual hours to be authorized under this contract. The Vendor shall provide, at the unit rates proposed, the actual hours authorized regardless of whether the total of such hours is more or less than estimated. The resulting contract will be subject to annual appropriated funding.

**The Unit Rates will be used for payment purposes in accordance with contract Exhibit “B” – Method of Compensation, and shall include the costs of salaries, overhead, fringe benefits, operating margin, and administrative expenses.

RENEWAL: see Special Condition 2.33).

THE UNIT RATE(S) WILL APPLY TO THE INITIAL TERM AND ANY RENEWAL PERIODS.

MFMP Transaction Fee: Contract payments will be subject to the Transaction Fee. See Special Condition 2.1

NOTE: In submitting a response, the proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

ACKNOWLEDGEMENT: I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the proposer. I certify that the response submitted is made in conformance with all requirements of the solicitation.

Proposer: _____ FEID # _____

Address: _____ City, State, Zip _____

Authorized Signature: _____ Date: _____

Printed / Typed: _____ Title: _____

BALANCE OF PAGE IS INTENTIONALLY LEFT BLANK

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

287.087 Preference to businesses with drug-free workplace programs.--Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?

[] YES

[] NO

NAME OF BUSINESS: _____

BID OPPORTUNITY LIST FOR PROFESSIONAL CONSULTANT SERVICES, AND COMMODITIES & CONTRACTUAL SERVICES

Prime Contractor/Prime Consultant: _____.

Address/Phone Number: _____.

Procurement Number/Advertisement Number: _____.

49 CFR Part 26.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on DOT-assisted projects, including both DBEs and non-DBEs. For consulting companies this list must include all subconsultants contacting you and expressing an interest in teaming with you on a specific DOT-assisted project. Prime contractors and consultants must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, 7, and 8 for themselves, and their subcontractors and subconsultants.

1. Federal Tax ID Number: _____	6. <input type="checkbox"/> DBE	8. Annual Gross Receipts
2. Firm Name: _____	<input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than \$1 million
3. Phone: _____		<input type="checkbox"/> Between \$1 - \$5 million
4. Address: _____	7. <input type="checkbox"/> Subcontractor	<input type="checkbox"/> Between \$5 - \$10 million
_____	<input type="checkbox"/> Subconsultant	<input type="checkbox"/> Between \$10 - \$15 million
_____		<input type="checkbox"/> More than \$15 million
5. Year Firm Established: _____		

1. Federal Tax ID Number: _____	6. <input type="checkbox"/> DBE	8. Annual Gross Receipts
2. Firm Name: _____	<input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than \$1 million
3. Phone: _____		<input type="checkbox"/> Between \$1 - \$5 million
4. Address: _____	7. <input type="checkbox"/> Subcontractor	<input type="checkbox"/> Between \$5 - \$10 million
_____	<input type="checkbox"/> Subconsultant	<input type="checkbox"/> Between \$10 - \$15 million
_____		<input type="checkbox"/> More than \$15 million
5. Year Firm Established: _____		

1. Federal Tax ID Number: _____	6. <input type="checkbox"/> DBE	8. Annual Gross Receipts
2. Firm Name: _____	<input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than \$1 million
3. Phone: _____		<input type="checkbox"/> Between \$1 - \$5 million
4. Address: _____	7. <input type="checkbox"/> Subcontractor	<input type="checkbox"/> Between \$5 - \$10 million
_____	<input type="checkbox"/> Subconsultant	<input type="checkbox"/> Between \$10 - \$15 million
_____		<input type="checkbox"/> More than \$15 million
5. Year Firm Established: _____		

1. Federal Tax ID Number: _____	6. <input type="checkbox"/> DBE	8. Annual Gross Receipts
2. Firm Name: _____	<input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than \$1 million
3. Phone: _____		<input type="checkbox"/> Between \$1 - \$5 million
4. Address: _____	7. <input type="checkbox"/> Subcontractor	<input type="checkbox"/> Between \$5 - \$10 million
_____	<input type="checkbox"/> Subconsultant	<input type="checkbox"/> Between \$10 - \$15 million
_____		<input type="checkbox"/> More than \$15 million
5. Year Firm Established: _____		

AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH THE: RFP Technical Proposal

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
ANTICIPATED DBE PARTICIPATION STATEMENT

375-040-63
PROCUREMENT
02/07

The Prime contractor is encouraged to complete this form and submit this form with your bid/price proposal/reply. Submission of this form is not mandatory.

Procurement Number: _____.

Contractor's Name: _____.

Contractor's FEID Number: _____.

Is the prime contractor a Florida Department of Transportation Certified Disadvantaged Business Enterprise (DBE)?
(Yes) (No)

Expected amount of contract dollars to be subcontracted to DBE(s): \$ _____.

OR

It is our intent to subcontract _____ % of the contract dollars to DBE(s). Listed below are the proposed DBE subcontractors:

<u>DBE (s) Name</u>	<u>Type of Work/Specialty</u>	<u>Dollar Amount/Percentage</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Submitted by: _____ Title: _____
(Type or Print)

Date: _____

Note: This information is used to track and report anticipated DBE participation in FDOT contracts. The anticipated DBE amount will not become part of the contractual terms.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LISTS**

Florida Statutes
287.135

375-030-60
PROCUREMENT
06/11

Respondent Vendor Name: _____
Vendor FEIN: _____
Vendor's Authorized Representative Name and Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____
Email Address: _____.

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies, for goods or services of \$1 million or more, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: _____,

who is authorized to sign on behalf of the above referenced company.

Authorized Signature: _____

Print Name and Title: _____

RFP CHECKLIST

(DOES NOT NEED TO BE RETURNED WITH YOUR PROPOSAL)

This Checklist is provided as a guideline, only, to assist Proposers in the preparation of their RFP response. Included are some important matters that the Proposer should check. This checklist is just a guideline, and is not intended to include all matters required by the RFP. Proposers are responsible to read and comply with the RFP in its entirety.

Check off each the following:

- ___ 1. The Price Proposal has been completed, as specified, and enclosed in the RFP response.
- ___ 2. The Federal Employers Identification Number or Social Security Number has been entered in the space provided.
- ___ 3. The “Drug-Free Workplace Program Certification” form has been read, signed, and enclosed in the RFP response, if applicable.
- ___ 4. “Scrutinized Companies Lists” certification form has been read, signed, and enclosed in the RFP price proposal, if applicable (proposals of \$1 million or more).
- ___ 5. The “Bid Opportunity List” and the “DBE Participation Statement” form has been read, completed, and enclosed in the RFP response, if applicable.
- ___ 6. The Scope of Services, Exhibit “A”, has been thoroughly reviewed for compliance to the RFP requirements.
- ___ 7. The Technical Proposal (one (1) original and the specified number of copies) has been completed, as specified, and enclosed in the RFP response.
- ___ 8. The www.myflorida.com website has been checked and any Addendums posted have been completed, signed, and included in the RFP response.
- ___ 9. The RFP response must be received, at the location specified, **on or before** the Opening Date and Time designated in the RFP.
- ___ 10. On the Lower Left Hand Corner of the Envelope transmitting your RFP response, write in the following information:

RFP No.: RFP-DOT-15/16-9020-DC .

Title: Florida State Safety Oversight (SSO) Program Consultant Support Services

Opening Date & Time: See “TIMELINE” in SECTION 1.2 - INTRODUCTION

SECTION 1 - INTRODUCTION

1.1) INVITATION

The State of Florida Department of Transportation, hereinafter referred to as the “Department”, requests written proposals from qualified Proposers to provide consultant services to assist the Department in tasks associated with the Florida State Safety Oversight (SSO) Program that is administered by the FDOT Transit Office. It is anticipated that the term of the contract will begin on date of execution and be effective through five (5) years from the execution date.

The Department intends to award this contract to the responsive and responsible Proposer whose proposal is determined to be the most advantageous to the Department. After the award, said Proposer will be referred to as the “Vendor”. For the purpose of this document, the term "Proposer" means the prime Vendor acting on its own behalf and those individuals, partnerships, firms, or corporations comprising the Proposer team. The term "proposal" means the complete response of the Proposer to the Request for Proposals (RFP), including properly completed forms and supporting documentation.

1.2) TIMELINE

Provided below is a list of critical dates and actions. These dates are subject to change. Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at www.myflorida.com (click on “BUSINESS”, click on “Doing Business with the State”, under “Everything for Vendors and Customers”, click on “Vendor Bid System (VBS)”, click on “Search Advertisements”) under this RFP number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal.

ACTION / LOCATION	DATE	LOCAL TIME
DEADLINE FOR TECHNICAL QUESTIONS - (There is no deadline for administrative questions)	Dec. 9, 2015	5:00 PM
PROPOSALS DUE, ON OR BEFORE - (Technical and Price Proposal) Florida Department of Transportation Central Office Procurement 605 Suwannee Street, MS-20 Tallahassee, FL 32399-0450 Phone: (850) 414-4257	Dec. 18, 2015	2:00 PM
PUBLIC OPENING (Technical Proposals) - Florida Department of Transportation 605 Suwannee Street Fourth Floor, Room 440-A Tallahassee, FL 32399-0450 (850) 414-4257	Dec. 18, 2015	2:00 PM
PUBLIC MEETING to SUMMARIZE TECHNICAL EVALUATIONS AND DETERMINE SHORTLIST - Florida Department of Transportation 605 Suwannee Street Fourth Floor, Room 440-A Tallahassee, FL 32399-0450 (850) 414-4257	Jan. 5, 2016	10:00 AM
POSTING OF SHORTLIST -	Jan. 5, 2016	5:00 PM

ORAL PRESENTATIONS – Week of Jan. 18, 2016
(Not open to the public)

**PUBLIC MEETING to SUMMARIZE EVALUATIONS,
OPEN PRICES AND DETERMINE INTENDED AWARD - Jan. 26, 2016 10:00 AM**
Florida Department of Transportation
605 Suwannee Street
Fourth Floor, Room 440-A
Tallahassee, FL 32399-0450
(850) 414-4257

POSTING OF INTENDED AWARD - Jan. 26, 2016 5:00 PM

1.3) AGENDA FOR PUBLIC MEETINGS

Agenda – Public Opening (Technical Proposals)

Agenda for Public Opening of Technical Proposals for RFP-DOT-15/16-9020-DC:

Starting Time: see “Timeline” in RFP solicitation

- Opening remarks of approx. 2 minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the RFP solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, the Technical Proposals received timely will be opened, with Proposer’s name read aloud and tabulated. Price proposals will be kept secured and unopened until the Price Proposal Opening.
- Adjourn meeting.

Agenda – Summarize Technical Evaluations and Determine Shortlist

Agenda for meeting to summarize Technical evaluations to Determine Shortlist for RFP-DOT-15/16-9020-DC:

Starting Time: see “Timeline” in RFP solicitation

- Opening remarks of approx. 2 minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the RFP solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, the Technical evaluation scores will be summarized.
- Announce the Proposers that did not achieve the minimum technical score.
- Announce the Proposers that achieved the minimum technical score as the Shortlist.
- Announce time and date the Shortlist decision will be posted on the Vendor Bid System.
- Adjourn.

Agenda – Summarize Evaluations, Open Price Proposals and Determine Intended Award

Agenda for Price Proposal Opening and Intended Award meeting for RFP-DOT-15/16-9020-DC:

Starting Time: see “Timeline” in RFP solicitation

- Opening remarks of approx. 2 minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the RFP solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, technical and oral presentation scores will be summarized as the Price Proposal for each shortlisted Proposer is opened.
- Calculate price scores and add to technical and oral presentation scores to arrive at total scores.
- Announce Proposer with highest Total Score as Intended Award.
- Announce time and date decision will be posted on the Vendor Bid System (VBS).
- Adjourn

1.4) SPECIAL ACCOMMODATIONS

Any person with a qualified disability requiring special accommodations at a pre-proposal conference, public meeting, oral presentation and/or opening shall contact the contact person at the phone number, e-mail address or fax number provided on the title page at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

SECTION 2 - SPECIAL CONDITIONS

2.1) MyFloridaMarketPlace

PROPOSERS MUST BE REGISTERED IN THE STATE OF FLORIDA'S MYFLORIDAMARKETPLACE SYSTEM BY THE TIME AND DATE OF THE TECHNICAL PROPOSAL OPENING OR THEY MAY BE CONSIDERED NON-RESPONSIVE (see Special Condition 2.21). All prospective proposers that are not registered should go to <https://vendor.myfloridamarketplace.com/> to complete on-line registration, or call 1-866-352-3776 for assisted registration.

All payment(s) to the vendor resulting from this competitive solicitation **WILL** be subject to the MFMP Transaction Fee in accordance with the attached Form PUR 1000 General Contract Condition #14. However, all vendors should be aware that effective November 1st, 2015 through July 1st, 2016, in accordance with Senate Bill 2502-A, the Transaction Fee will change from one percent (1%) to seven-tenths of one percent (.70%) of the payment issued. The Transaction Fees imposed shall be based upon the date of issuance of the payment.

2.2) Florida Department of Financial Services (DFS) W-9 INITIATIVE

The Florida Department of Financial Services (DFS) requires all vendors that do business with the state to submit an electronic Substitute Form W-9. Vendors must submit their W-9 forms electronically at <https://flvendor.myfloridacfo.com> to receive payments from the state. Contact the DFS Customer Service Desk at (850) 413-5519 or FLW9@myfloridacfo.com with any questions.

2.3) QUESTIONS & ANSWERS

In accordance with section 287.057(23), Florida Statutes, respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any technical questions arising from this Request for Proposals must be forwarded, in writing, to the procurement agent identified below. Questions must be received no later than the time and date reflected on the Timeline. The Department's written response to written inquiries submitted timely by Proposers will be posted on the Florida Vendor Bid System at www.myflorida.com (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements"), under this RFP number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting their proposal.

WRITTEN TECHNICAL QUESTIONS should be submitted to the Procurement Agent:

David Callaway, david.callaway@dot.state.fl.us, Procurement Office, 605 Suwannee Street, MS-20, Tallahassee, FL 32399-0450; Fax: 850/414-4951.

Questions regarding administrative aspects of the proposal process should be directed to the Procurement Agent in writing at the address above or by phone: **850/414-4257**.

2.4) ORAL INSTRUCTIONS / CHANGES TO THE REQUEST FOR PROPOSALS (ADDENDA)

No negotiations, decisions, or actions will be initiated or executed by a Proposer as a result of any oral discussions with a State employee. Only those communications which are in writing from the Department will be considered as a duly authorized expression on behalf of the Department.

Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at www.myflorida.com (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements") under this RFP number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal. All Addenda will be acknowledged by signature and subsequent submission of Addenda with

proposal when so stated in the Addenda.

2.5) DIVERSITY ACHIEVEMENT

DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The Department, in accordance with *Title VI of the Civil Rights Act of 1964, 42 USC 2000d- 2000d-4, Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21*, Nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that the Department will affirmatively ensure that in any contract/agreement entered into pursuant to this advertisement, minority and disadvantaged business enterprises will be afforded the full opportunity to submit bids in response to this invitation and will not be discriminated on the basis of race, color, national origin, or sex in consideration for an award.

The Department encourages DBE firms to compete for Department contractual services projects, and also encourages non-DBE and other minority contractors to use DBE firms as sub-contractors. The Department, its contractors, suppliers, and consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform contract work for the Department in a nondiscriminatory environment. The Department shall require its contractors, suppliers, and consultants to not discriminate on the basis of race, color, national origin, religion, gender, age, or disability in the award and performance of its contracts.

Federal law requires states to maintain a database of all firms that are participating or attempting to participate in DOT-assisted contracts. To assist the Department in this endeavor, proposers are requested to submit the **Bidder's Opportunity List** with their Price Proposal Sheet. The list should include yourself as well as any prospective sub-contractor that you contacted or who has contacted you regarding the project.

Proposers are requested to indicate their intention regarding DBE participation on the **Anticipated DBE Participation Statement** and to submit that Statement with their Price Proposal Sheet. After award of the contract resulting from this RFP, the awarded Vendor will need to complete the "Anticipated DBE Participation Statement" online through the Equal Opportunity Compliance (EOC) system within 3 business days after award of the contract. The link to access the EOC system is: <https://www3.dot.state.fl.us/EqualOpportunityCompliance>. This will assist the Department in tracking and reporting planned or estimated DBE utilization.

During the contract period, the Vendor will be required to report actual payments to DBE and MBE subcontractors through the web-based EOC system. All DBE payments must be reported whether or not you initially planned to utilize the company. In order for our race neutral DBE Program to be successful, your cooperation is imperative. If you have any questions, please contact EOOHelp@dot.state.fl.us.

Additional information about the EOC system can be found on the Equal Opportunity Office (EOO) website at <http://www.dot.state.fl.us/equalopportunityoffice/eoc.shtm>. A help manual on how to use the system will be available within the EOC application. If you have any questions or technical issues, please contact the EOO help desk at EOOHelp@dot.state.fl.us.

To request certification or to locate DBEs, call the Department of Transportation's Equal Opportunity Office at (850) 414-4747, or access an application or listing of DBEs on the Internet at www.dot.state.fl.us/equalopportunityoffice/.

2.6) SCOPE OF SERVICES

Details of the services, information and items to be furnished by the Vendor are described in Exhibit "A", Scope of Services, attached hereto and made a part hereof.

2.7) INTENDED AWARD

The Department intends to award a contract to the responsive and responsible Proposer with the highest cumulative total points for the evaluation criteria specified herein (See Section 2.30, Proposal Evaluation). The Intended Award decision will be announced after final evaluation and totaling of scores at the Price Proposal opening specified in the Timeline (See Introduction Section 2.2 Timeline). If the Department is

confronted with identical pricing or scoring from multiple Proposers, the Department shall determine the order of award in accordance with section 295.187(4), Florida Statutes, and Rule 60A-1.011 Florida Administrative Code.

2.8) PRE-PROPOSAL CONFERENCE: A PRE-PROPOSAL CONFERENCE WILL NOT BE HELD.

2.9) QUALIFICATIONS

2.9.1 General

The Department will determine whether the Proposer is qualified to perform the services being contracted based upon their proposal demonstrating satisfactory experience and capability in the work area. The Proposer shall identify necessary experienced personnel and facilities to support the activities associated with this proposal.

2.9.2 Qualifications of Key Personnel

See Exhibit "A", Scope of Services. Those individuals who will be directly involved in the project should have demonstrated experience in the areas delineated in the scope of work. Individuals whose qualifications are presented will be committed to the project for its duration unless otherwise exempted by the Department's Contract Manager. Where State of Florida registration or certification is deemed appropriate, a copy of the registration or certificate should be included in the proposal package.

2.9.3 Authorized To Do Business in the State of Florida

In accordance with sections 607.1501, 608.501, and 620.9102, Florida Statutes, out-of-state corporations, out-of-state limited liability companies, and out-of-state limited partnerships must be authorized to do business in the State of Florida. Such authorization should be obtained by the proposal due date and time, but in any case, must be obtained prior to posting of the intended award of the contract. For authorization, contact:

Florida Department of State
Tallahassee, Florida 32399
(850) 245-6051

2.9.4 Licensed to Conduct Business in the State of Florida

If the business being provided requires that individuals be licensed by the Department of Business and Professional Regulation, such licenses should be obtained by the proposal due date and time, but in any case, must be obtained prior to posting of the intended award of the contract. For licensing, contact:

Florida Department of Business and Professional Regulation
Tallahassee, Florida 32399-0797
(850) 487-1395

2.9.5 E-VERIFY

Vendors/Contractors:

1. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor/Contractor during the term of the contract; and
2. shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

2.10) WARRANTY/SUBSTITUTIONS

When performance of the services requires the supply of commodities, a warranty is required on all items provided against defective materials, workmanship, and failure to perform in accordance with required industry performance criteria, for a period of not less than ninety (90) days from the date of acceptance by the

purchaser. Any deviation from this criteria must be documented in the proposal response or the above statement shall prevail. Delivery of substitute commodities requires prior written approval from the ordering location.

Replacement of all materials found defective within the warranty period shall be made without cost to the purchaser, including transportation if applicable. All fees associated with restocking cancelled orders shall be the responsibility of the vendor.

All items provided during the performance of the contract found to be poorly manufactured will not be accepted, but returned to the vendor, at their expense, for replacement. Replacement of all items found defective shall be made without cost to the Department, including transportation, if applicable. As it may be impossible for each facility to inspect all items upon arrival, a reasonable opportunity must be given to these facilities for inspection of the items, and returning those that are defective.

2.11) LIABILITY INSURANCE

(X) No general liability insurance is required.

2.12) PERFORMANCE BOND

(X) A Performance Bond is not required for this project.

2.13) METHOD OF COMPENSATION

For the satisfactory performance of services, the Vendor shall be paid as described in the attached Exhibit "B", Method of Compensation (see Section 4).

2.14) CONTRACT DOCUMENT

STANDARD WRITTEN AGREEMENT – (see Section 5)

The Department's "Standard Written Agreement" is attached hereto and made a part hereof. The terms and conditions contained therein will become an integral part of the contract resulting from this solicitation. In submitting a proposal, the proposer agrees to be legally bound by these terms and conditions.

2.15) REVIEW OF PROPOSER'S FACILITIES & QUALIFICATIONS

After the proposal due date and prior to contract execution, the Department reserves the right to perform or have performed an on-site review of the Proposer's facilities and qualifications. This review will serve to verify data and representations submitted by the Proposer and may be used to determine whether the Proposer has an adequate, qualified, and experienced staff, and can provide overall management facilities. The review may also serve to verify whether the Proposer has financial capability adequate to meet the contract requirements.

Should the Department determine that the proposal has material misrepresentations or that the size or nature of the Proposer's facilities or the number of experienced personnel (including technical staff) are not adequate to ensure satisfactory contract performance, the Department has the right to reject the proposal.

2.16) PROTEST OF REQUEST FOR PROPOSALS SPECIFICATIONS

Any person who is adversely affected by the contents of this Request for Proposals must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after the posting of the solicitation, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed.

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

2.17) **UNAUTHORIZED ALIENS**

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

2.18) **SCRUTINIZED COMPANIES LISTS**

Section 287.135, Florida Statutes, requires that at the time a company submits a bid or proposal for a contract for goods or services of \$1 million or more, the company must certify that the company is not on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, Florida Statutes.

RFP responses of \$1 million or more must include the attached **Scrutinized Companies Lists Form** to certify the respondent is not on either of those lists. The Form should be submitted with the Price Proposal.

2.19) **RESERVATIONS**

The Department reserves the right to accept or reject any or all proposals received and reserves the right to make an award without further discussion of the proposals submitted. Therefore, the proposals should be submitted initially in the most favorable manner. It is understood that the proposal will become a part of the Department's official file, without obligation to the Department.

2.20) **ADDITIONAL TERMS & CONDITIONS**

No conditions may be applied to any aspect of the RFP by the proposer. Any conditions placed on any aspect of the proposal documents by the proposer may result in the proposal being rejected as a conditional proposal (see "RESPONSIVENESS OF PROPOSALS"). **DO NOT WRITE IN CHANGES ON ANY RFP SHEET.** The only recognized changes to the RFP prior to proposal opening will be a written Addenda issued by the Department.

2.21) **RESPONSIVENESS OF PROPOSALS**

2.21.1 Responsiveness of Proposals

Proposals will not be considered if not received by the Department **on or before** the date and time specified as the due date for submission. All proposals must be typed or printed in ink. **A responsive proposal is an offer to perform the scope of services called for in this Request for Proposals in accordance with all requirements and receiving seventy (70) points or more on the Technical Proposal.** Proposals found to be non-responsive shall not be considered. Proposals may be rejected if found to be irregular or not in conformance with the requirements and instructions herein contained. A proposal may be found to be irregular or non-responsive by reasons that include, but are not limited to, failure to utilize or complete prescribed forms, conditional proposals, incomplete proposals, indefinite or ambiguous proposals, and improper and/or undated signatures.

2.21.2 Multiple Proposals

Proposals may be rejected if more than one proposal is received from a Proposer. Such duplicate interest may cause the rejection of all proposals in which such Proposer has participated. Subcontractors may appear in more than one proposal.

2.21.3 Other Conditions

Other conditions which may cause rejection of proposals include, but are not limited to, evidence of collusion among Proposers, obvious lack of experience or expertise to perform the required work, failure to perform or meet financial obligations on previous contracts, or in the event an individual, firm, partnership, or corporation

is on the General Services Administration Excluded Parties List. Proposers whose proposals, past performance, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of the Contract may be rejected as non-responsible. The Department reserves the right to determine which proposals meet the requirements of this solicitation, and which Proposers are responsive and responsible.

2.22) PROPOSAL FORMAT INSTRUCTIONS

2.22.1 General Information

This section contains instructions that describe the required format for the proposal. All proposals submitted shall contain two parts and be marked as follows:

PART I TECHNICAL PROPOSAL NUMBER RFP-DOT-15/16-9020-DC
(One Separately Sealed Package for Technical)

PART II PRICE PROPOSAL NUMBER RFP-DOT-15/16-9020-DC
(One Separately Sealed Package for Prices)

THE SEPARATELY SEALED PACKAGES MAY BE MAILED TOGETHER IN ONE ENVELOPE OR BOX.

2.22.2 Technical Proposal (Part I)

(Do not include price information in Part I)

The Proposer must submit **one (1) original with signatures, three (3) hard copies, and (1) compact disk (CD)** of the Technical Proposal which is to be divided into the sections described below. Since the Department will expect all technical proposals to be in this format, failure of the Proposer to follow this outline may result in the rejection of the proposal. The technical proposal must be submitted in a separate sealed package marked "TECHNICAL PROPOSAL NUMBER RFP-DOT-15/16-9020-DC".

Section 1. PROPOSER SUMMARY

The Proposer shall provide a Summary of their company and any partner firms or subcontractors in accordance with the format shown below. The Proposer should refer to Section 8. "*Experience, Qualifications and Technology Requirements*", of Exhibit "A", Scope of Services, for detailed guidance on what to provide in this area. The Proposer is encouraged to limit the Summary to relevant information only.

Proposer Summary format:

Company Name:

Address:

Telephone:

Contact Person:

Primary Line of Business:

Areas of Expertise:

E-mail Address:

Website Address (if applicable):

Listing of contracts, minimum of three (3), within the last five (5) years.

Three (3) Letters of Reference.

Section 2. UNDERSTANDING OF THE SCOPE OF SERVICES

Proposers must describe the activities necessary for conducting an SSO rail fixed guideway safety and security program in general. The description should also enable the FDOT to determine the Proposer's experience, capabilities, and knowledge of an SSO program and the difference between the FGTS service to be reviewed under this program and service, which is exempt from this rule (i.e., service regulated by the FRA). Proposers should submit a brief narrative supporting recommendations for conducting the work specified in the RFP, and a detailed methodology for accomplishing the activities to be performed.

Section 3. MANAGEMENT AND ORGANIZATION SUPPORT

Proposers shall briefly describe (no more than two (2) pages) how they will support individuals assigned to this contract in order to ensure the success of the contract and the SSO Program.

Proposers shall also provide a bio and resume, with description, date, and location of prior relevant experience on similar projects, for the primary individual who will be initially assigned to the proposed contract for each of the following positions (refer to the requirements stated in Section 8. "Experience, Qualifications and Technology Requirements", of Exhibit "A", Scope of Services:

- SSO Project Manager
- SSO Program Analyst (Safety and Security)
- SSO Program Analyst (Maintenance, Vehicles)
- SSO Investigator
- SSO Inspector

NOTE: Any technical proposal not meeting, fully, the requirements specifically stated in Section 8.(a)(xii) of Exhibit "A", Scope of Services, will be deemed non-responsive.

2.22.3 Price Proposal (Part II)

The Proposer must submit **one (1) original and two (2) copies** of the Price Proposal.

The price proposal information is to be submitted in a separate sealed package marked "PRICE 33333PROPOSAL NUMBER RFP-DOT-15/16-9020-DC". The Price Proposal information shall be submitted on the Price Proposal form provided in the RFP solicitation.

2.22.4 Presenting the Proposal

The proposal shall be limited to a page size of eight and one-half by eleven inches (8½" x 11"). Foldout pages may be used, where appropriate, but should not exceed five (5) percent of the total number of pages comprising the proposal. Type size shall not be less than 11 point font. The proposals should be indexed and all pages sequentially numbered. Bindings and covers will be at the Proposer's discretion.

Unnecessarily elaborate special brochures, art work, expensive paper and expensive visual and other presentation aids are neither necessary nor desired.

It is recognized that existing financial reports, documents, or brochures, such as those that delineate the Proposer's general capabilities and experience, may not comply with the prescribed format. It is not the intent to have these documents reformatted and they will be acceptable in their existing form.

2.23) "DRUG-FREE WORK PLACE" PREFERENCE

Whenever two or more bids/proposals which are equal with respect to price, quality, and service are received, the Department shall determine the order of award in accordance with section 295.187(4), Florida Statutes, and Rule 60A-1.011 Florida Administrative Code, which includes a preference for bid/proposal responses that certify the business has implemented a drug-free workplace program in accordance with Section 287.087, F.S. The "Drug-Free Workplace Program Certification" must be completed and submitted with the bid/proposal response to be eligible for this preference.

2.24) COPYRIGHTED MATERIAL

Copyrighted material will be accepted as part of a technical proposal only if accompanied by a waiver that will allow the Department to make paper and electronic copies necessary for the use of Department staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

2.25) ATTACHMENT TO RFP SUBMITTAL - CONFIDENTIAL MATERIAL

The Proposer must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "Attachment to Request for Proposals, Number RFP-DOT-15/16-9020-DC - Confidential Material". The Proposer must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Proposer asserts to be exempt from public disclosure and placed elsewhere in the proposal will be considered waived by the Proposer upon submission, effective after opening.

2.26) COSTS INCURRED IN RESPONDING

This Request for Proposals does not commit the Department or any other public agency to pay any costs incurred by an individual firm, partnership, or corporation in the submission of a proposal or to make necessary studies or designs for the preparation thereof, nor to procure or contract for any articles or services.

2.27) MAIL OR DELIVER PROPOSAL TO: (DO NOT FAX OR SEND BY E-MAIL)

Florida Department of Transportation

Florida Department of Transportation
Central Office Procurement
605 Suwannee Street, MS-20
Tallahassee, FL 32399-0450
Phone: (850) 414-4257

It is the proposer's responsibility to assure that the proposal (Technical and Price proposal) is delivered to the proper place **on or before** the Proposal Due date and time (See Introduction Section 2.2, Timeline). Proposals which for any reason are not so delivered will not be considered.

By submitting a proposal, the Proposer represents that it understands and accepts the terms and conditions to be met and the character, quality and scope of services to be provided.

All proposals and associated forms shall be signed and dated in ink by a duly authorized representative of the Proposer.

Each Proposer shall fully acquaint itself with the conditions relating to the performance of the services under the conditions of this Request for Proposals. This may require an on-site observation.

2.28) MODIFICATIONS, RESUBMITTAL AND WITHDRAWAL

Proposers may modify submitted proposals at any time prior to the proposal due date. Requests for modification of a submitted proposal shall be in writing and must be signed by an authorized signatory of the proposer. Upon receipt and acceptance of such a request, the entire proposal will be returned to the proposer and not considered unless resubmitted by the due date and time. Proposers may also send a change in a sealed envelope to be opened at the same time as the proposal. The RFP number, due date and time should appear on the envelope of the modified proposal.

2.29) PROPOSAL OPENING

All proposal openings are open to the public. Technical Proposals will be opened by the Department at the date, time and location in the Timeline (See Introduction Section 2 Timeline). Price Proposals, which have a corresponding responsive Technical Proposal, will be opened by the Department at the date, time and location in the Timeline (See Introduction Section 2 Timeline).

2.30) PROPOSAL EVALUATION

2.30.1 Evaluation Process:

A Technical Review Committee (TRC) will be established to review and evaluate each proposal submitted in response to this Request for Proposals (RFP). The TRC will be composed of at least three (3) persons who

collectively have experience and knowledge in the program areas and service requirements for which the commodities and/or contractual services are sought.

The Procurement Office will distribute to each member of the TRC a copy of each technical proposal. The TRC members will independently evaluate the proposals on the criteria and point system established in the section below entitled "Criteria for Evaluation" in order to assure that proposals are uniformly rated. Due to the complexity of certain procurements, the TRC members are authorized to consult with subject matter experts for the purpose of gathering information, if needed. The independent evaluations will be sent to the Procurement Office and averaged for each vendor. Proposing firms must attain an average score of seventy (70) points or higher on the Technical Proposal to be considered responsive. Should a Proposer receive fewer than seventy (70) points for their average Technical Proposal score, they will not be included on the short-list of Proposers to proceed with an oral presentation, and their Price Proposal will not be opened.

During the process of evaluation, the Procurement Office will conduct examinations of proposals for responsiveness to requirements of the RFP. Those determined to be non-responsive will be automatically rejected.

2.30.2 Oral Presentations by Short-listed Proposers

Oral Presentations will be given by the responsive Proposers that receive seventy (70) points or higher on their technical proposals. The oral presentations should include sufficient information in the presentation and responses to questions to enable the Department to evaluate the Proposer's capability to provide the desired services.

The Department will hold a public meeting to summarize the technical evaluations and identify the short-listed Proposers that attained an average score of seventy (70) points or higher on their Technical Proposal and are thus considered responsive. The responsive Proposers will continue in this procurement process and be participating in Oral Presentations on the date(s) scheduled in the Timeline (See Introduction Section 2.2 Timeline). Short-listed Proposers that fail to appear for their scheduled oral presentation may be found non-responsive.

The following time frames shall govern the Oral Presentations:

- a. Presentation: 30 minutes
- b. Specific Questions on proposal: 30 minutes

The TRC members will independently evaluate the oral presentations on the criteria established in the section below in order to assure that orals are uniformly rated. Oral Presentations are not open to the public.

2.30.3 Price Proposal

Proposers shall complete the Price Proposal form and submit as part of the Price Proposal Package. Any proposal in which this form is not used or in which the form is improperly executed may be considered non-responsive and the proposal will be subject to rejection. The Proposer's completed Price Proposal form shall become part of the contract document (as Exhibit "C") upon award of the contract.

The Procurement Office will open Price Proposals in accordance with Section 2.29, Proposal Openings. The Procurement Office and/or the Contract Manager/TRC will review and evaluate the price proposals and prepare a summary of its price evaluation. The Procurement Office and/or the Project Manager/TRC will assign points based on price evaluation criteria identified herein.

2.30.4 Criteria for Evaluation

Proposals will be evaluated and graded in accordance with the criteria detailed below.

- a. Technical Proposal (100 Points)

Technical evaluation is the process of reviewing the general quality and completeness of the Proposer's response to evaluate the experience, qualifications, and capabilities of the Proposers to provide the desired services and assure a quality contract.

The following point system is established for scoring the technical proposals:

<u>Section</u>	<u>Point Value</u>
1. <i>PROPOSER SUMMARY</i>	20
• Structure of Proposer’s organization.	
• Availability and responsiveness of Proposer’s resources and personnel.	
2. <i>UNDERSTANDING OF THE SCOPE OF SERVICES</i>	40
• Completeness and understanding of the work to be performed.	
• Responsiveness to the RFP general scope of services.	
3. <i>MANAGEMENT AND ORGANIZATION SUPPORT</i>	40
• Qualifications of personnel (education, experience and training).	
• Prior experience with safety and security programs with emphasis on public transportation related projects.	

b. Oral Presentations (10 Points)

Oral Presentation should include sufficient information in the presentation and responses to questions to enable the Department to evaluate the Proposer’s capability to provide the desired services.

c. Price Proposal (20 Points)

Price evaluation is the process of examining a prospective price without evaluation of the separate cost elements and proposed profit of the potential provider. Price analysis is conducted through the comparison of price quotations submitted.

The criteria for price evaluation shall be based upon the following formula:

$$\underline{(\text{Low Price} / \text{Proposer's Price}) \times \text{Price Points} = \text{Proposer's Awarded Price Points}}$$

2.31) POSTING OF INTENDED DECISION/AWARD

2.31.1 - Posting Site

The Department’s decision will be posted on the Florida Vendor Bid System, at www.myflorida.com, (click on “BUSINESS”, click on “Doing Business with the State”, under “Everything for Vendors and Customers”, click on “Vendor Bid System (VBS)”, on date and time in the Timeline, and will remain posted for a period of seventy-two (72) hours. Any proposer who is adversely affected by the Department’s recommended award or intended decision must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after posting of the Intended Award, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest and protest bond in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed. At the time of filing the formal written protest, a bond (a cashier’s check or money order may be accepted) payable to the Department must also be submitted in an amount equal to one percent (1%) of the estimated contract amount based on the contract price submitted by the protestor.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

2.31.2 - Inability to Post:

If the Department is unable to post as defined above, the Department will notify all proposers by electronic notification on the Florida Vendor Bid System (see special condition 2.31.1, above) or by mail, fax, and/or telephone. The Department will provide notification of any future posting in a timely manner.

2.31.3 - Request to Withdraw Proposal:

Requests for withdrawal will be considered if received by the Department, in writing, within seventy-two (72) hours after the price proposal opening time and date. Requests received in accordance with this provision will be granted by the Department upon proof of the impossibility to perform based upon obvious error on the part of the proposer.

2.32) AWARD OF THE CONTRACT

Services will be authorized to begin when the Vendor receives the following document(s), as appropriate, indicating the encumbrance of funds and award of the contract:

- a) A Standard Written Agreement executed by both parties, and a Task Work Order (TWO), issued by the Department's Contract Manager.

2.33) RENEWAL

Upon mutual agreement, the Department and the Contract Vendor may renew the Contract for a period that may not exceed 3 years or the term of the original contract, whichever is longer. The renewal must be in writing and signed by both parties, and is subject to the same terms and conditions set forth in the initial contract and any written amendments signed by the parties. Any renewal shall specify the renewal price, as set forth in the solicitation response except that an agency may negotiate lower pricing. Renewal is contingent upon satisfactory performance evaluations and subject to the availability of funds.

2.34) ATTACHED TERMS AND CONDITIONS

- Exhibit "A" Scope of Services
- Exhibit "B", Method of Compensation
- Standard Written Agreement
- Appendix I (Terms for Federal Aid Contracts)
- Appendix II (Information Technology Resources)
- Instructions to Respondents (PUR 1001)
- General Conditions (PUR 1000)

2.35) ORDER OF PRECEDENCE

All responses are subject to the terms and conditions of this solicitation, which, in case of conflict, shall have the following order of precedence listed:

- Special Conditions
- Scope of Services
- Price Proposal Form
- Standard Written Agreement
- Appendix I (Terms for Federal Aid Contracts)
- Appendix II (Information Technology Resources)
- Instructions to Respondents (PUR 1001)
- General Conditions (PUR 1000)
- Introduction Section

2.36) ATTACHED FORMS PUR 1000, GENERAL CONTRACT CONDITIONS AND PUR 1001, GENERAL INSTRUCTIONS TO RESPONDENTS

These are standard forms from the Department of Management Services that the Department is required to include in all formal solicitations. The following paragraphs do not apply to this Request for Proposals:

- Paragraph 3, Electronic Submission – PUR 1001
- Paragraph 4, Terms and Conditions – PUR1001
- Paragraph 5, Questions – PUR 1001
- Paragraph 31, Dispute Resolution - PUR 1000

2.37) INSPECTOR GENERAL

The contractor/consultant/vendor agrees to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.

**SECTION 3 – EXHIBIT “A”, SCOPE OF SERVICES.
(ATTACHED AS A SEPARATE FILE TO THE RFP PACKAGE)**

SECTIONS 4 – 9: (ATTACHED AS A SEPARATE FILE TO THE RFP PACKAGE)