

**TAMPA-HILLSBOROUGH COUNTY
EXPRESSWAY AUTHORITY**

LETTER OF CLARIFICATION NO. 1

REQUESTS FOR PROPOSAL

FOR

**Design-Build Selmon West Extension
Letter of Interest**

RFP No. O-00217

LETTER OF CLARIFICATION NO. 1

PROJECT NAME: Design-Build Selmon West Extension LOI

DATE OF LETTER OF CLARIFICATION: February 02, 2017

TO ALL PROSPECTIVE RESPONDENTS:

The following responds to questions received on the solicitation referenced above:

Question 1:	Which registration or certification program(s) are used by THEA to qualify Small Business Enterprises?
Response 1:	THEA accepts all governmental SBE certification programs such as the City of Tampa, Hillsborough County and FDOT.
Question 2:	May we assume that all FDOT certified SBE and DBE firms qualify under THEA's policy?
Response 2:	Yes
Question 3:	Together the Advertisement and the Request for Letter of Interest for this project "Encourage the use of registered or certified SBE firms to the greatest extent possible." Are we correct that a specific aspiration goal is not intended?
Response 3:	Correct, a specific aspiration SBE goal is not intended.
Question 4:	May we obtain a copy of THEA's written Small Business Enterprise (SBE) Policy at this time?
Response 4:	THEA's SBE policy is attached.
Question 5:	The Notice to Contractors/Consultants requests resumes for nine key positions, but the list following the paragraph only lists 8 positions. Please confirm if there is a ninth key position.
Response 5:	There are only 8 key positions.
Question 6:	The Notice to Contractors/Consultants states the estimated contract time will be 1100 days, The revised draft RFP states 1000 days. Please clarify.

Response 6:	THEA has estimated a 1100 day contract duration, but if the design-build team believes they can complete the project in a shorter time they can submit a shorter time. THEA will accept any shorter time for contract duration, however, a minimum length of no lower than 1000 days will be utilized in calculating the scoring. Any time submitted less than 1000 days will use 1000 days in the scoring calculation.
Question 7:	In reference to The Notice of Contractors/Consultants, (page 3) Criteria for Evaluating Phase I Submittals, (third bullet) Past Performance Evaluations, Performance History with the Authority, FDOT, and other agencies. Please confirm that firms who do not have experience with the Authority in the last 5 years shall include the additional 3 pages if their performance history is with FDOT.
Response 7:	Yes, that is correct.
Question 8:	We notice that THEA is not requiring inclusion of a Bridge Design Qualification Form in the LOI submission. Is this correct, or an oversight that will be corrected in a subsequent addendum?
Response 8:	Firms should submit documentation showing their pre-qualifications in the required bridge design categories.
Question 9:	Is the FDOT Bridge Design Qualification Form (375-030-55) required for the LOI submittal?
Response 9:	No, the form is not required. Firms should submit documentation showing their pre-qualifications in the required bridge design categories.
Question 10:	Page 3 of the Notice to Contractors/Consultants states “Please provide one (1) page resumes for each of the following nine (9) key staff positions” but there are only 8 positions listed. Can additional resumes be submitted for additional key staff positions beyond the 9 resumes? If not, what is the 9th staff position or will this be left up to the Design-Build teams to decide.
Response 10:	No There are only 8 key positions.

Question 11:	Page 3 of the Notice to Contractors/Consultants states “the past performance information is limited to three (3) 8 ½” x 11” pages total” if the performance history is no longer current. Can three (3) pages be submitted for each contractor and/or consultant without performance history with the Authority (this would be in excess of 3 pages)?
Response 11:	Three pages each (a total of six pages) listing the past performance for the contractor and design team are allowed. Past evaluations, grades, letters of reference or recommendations (provide contact information for verification purposes) do not count towards the three page limit.
Question 12:	Where might I be able to obtain a copy of the contract for this project?
Response 12:	A copy of the contract for this project is not yet available.
Question 13:	Contractors who do not have a history of working with the Authority are required to submit three pages of past performance information, including "evaluations or grades and letters of reference, or recommendations." We have multiple questions: <ul style="list-style-type: none">a. For each project example shown, is the Owner name, phone, email required?b. Many states no longer allow contracting personnel to provide letters of reference or recommendations. Will the Owner name, phone, and email, along with an interim or final grade (if available) be acceptable?c. Many evaluations are longer than ten pages. If we choose to submit evaluations, how should they be submitted, and will they be counted as part of the three page limit?d. If a contracting official does provide us with a letter of reference or recommendation, will that document be counted against the page limit?e. We may be referencing projects from states that do not (or did not, in the case of older projects) have a formal system with evaluations or grades. In that case will the reference contact information be sufficient?f. Does the reference have to be a current employee of the DOT or agency? Many former project managers who are most familiar with our work on a project have moved into private practice or a different DOT or agency.

Response 13:	<p>Three pages each (a total of six pages) listing the past performance for the contractor and design team are allowed. Past evaluations, grades, letters of reference or recommendations (provide contact information for verification purposes).do not count towards the three page limit.</p> <ul style="list-style-type: none">a. Yesb. Yesc. Evaluations do not count towards the three page limit.d. References or recommendations do not count towards the three page limit.e. Yesf. No, provide current contact information for the references.
---------------------	---

[END OF LETTER OF CLARIFICATION NO. 1]

The Tampa-Hillsborough County Expressway Authority

Small Business Enterprise (SBE) Policy For Design and Construction Projects

(Adopted February 25, 2002)

1. Introduction

In recognition of difficulties encountered by Small Business Enterprises (hereinafter "SBEs) in the transportation construction contracting industry, the Tampa-Hillsborough County Expressway Authority ("Authority") hereby adopts this policy to provide mechanisms that will enhance contracting opportunities for SBEs on the Authority's design and construction contracts. This policy shall apply to design contracts in excess of \$250,000, and construction contracts in excess of \$1,000,000.00 (hereinafter also referred to as "Contracts " or "Design & Construction Contracts"), except that the provisions of the Sheltered Market Component covered by paragraph 4(e) hereof may involve contracts of any size and nature.

The Authority shall utilize race-neutral, ethnic-neutral and gender-neutral mechanisms to enhance contracting opportunities for SBEs on Authority Design and Construction Contracts.

2. Definition of SBE

An SBE means a business enterprise that has obtained the required registration or certification from any of the following governmental entities in any one of the categories listed below:

- Hillsborough County as a WMBE or SBE
- City of Tampa as a WMBE or SBE
- Florida Department of Transportation as a DBE
- State of Florida as an MBE as defined in section 288.703(2), Florida Statutes or as an SBE as defined in section 288.703(1), Florida Statutes
- Small Business Administration as an SBE or SBA 8(a)
- Other governmental entities in the Greater Tampa Bay Area as an SBE, MBE, DBE, or WMBE. (Greater Tampa Bay Area means Hillsborough, Pinellas, Polk, Pasco, and Manatee Counties)

3. SBE Outreach Liaison

The Authority shall designate an SBE Outreach Liaison to facilitate the participation of SBEs in Authority Design and Construction Contracts. The Outreach Liaison shall report directly to the Executive Director and shall manage and implement the SBE policy. The Outreach Liaison shall cooperate with firms seeking Authority contracts to assist them in identifying SBEs that are available to participate on the Project. The Authority may retain consultants, as needed, to assist in the SBE Outreach efforts.

4. Mechanisms for promoting Equal Opportunities in Contracting

a) Authority's Outreach: To the extent deemed appropriate and as may be required by regulation, the Authority shall include SBEs on solicitation mailing lists and solicit their participation in Design and Construction Contracts for which such businesses may be suited.

The Authority shall maintain a list of SBEs that have indicated an ability and willingness to participate in Authority projects and shall make the list available to firms seeking Design and Construction Contracts from the Authority for the purpose of encouraging participation from SBEs in Design and Construction Contracts.

The Authority may assist businesses, including SBEs, with learning how to do business with the Authority. The Authority may refer SBEs to available training programs that may improve the ability of SBEs to provide design and construction services to the Authority.

b) Outreach Plans For Prime Contractors and Firms: The Authority encourages all firms and contractors seeking Design and Construction Contracts to actively pursue obtaining bids and quotes from SBEs. The Authority shall require such firms and contractors to submit an SBE Outreach Action Plan that outlines their efforts in actively pursuing such bids and quotes.

c) Monitoring and Collection of Information: The Authority shall monitor utilization of SBEs on Design and Construction Contracts to determine the extent to which firms and contractors provide equal employment and contracting opportunities to SBEs.

The Authority shall collect information from firms serving as prime contractors on Design and Construction Contracts regarding their anticipated SBE participation on Authority Contracts. The information provided concerning anticipated SBE participation shall not become a mandatory part of the contract with the Authority. It shall be available to assist the Authority in tracking planned or estimated SBE utilization.

The Authority shall require firms serving as prime contractors on Design and Construction Contracts to provide a Bidders' Opportunity List that includes all subcontractors or consultants who submitted bids or quotes to the prime contractor or firm for the Authority Contract. The Authority will also require the prime contractors and firms to report actual payments, retainage, SBE status, and the work type of all SBE subcontractors.

The Authority shall require that information provided on SBEs be broken down into appropriate subcategories as established by the Authority.

d) Progress Payments: The Authority's Design and Construction Contracts may contain such special provisions for progress payments as deemed reasonably necessary to encourage SBE participation.

e) Sheltered Market Component: The Executive Director may recommend to the Board, from time to time, that certain contracts be made available only to SBEs. Such designated projects and/or contracts or portions of contracts shall be based on economic feasibility. The Executive Director may waive or modify bid bonds and performance and payment bonds under the Sheltered Market Component utilizing the same guidelines as subsection (f) below.

f) Waiver or Modification of Bonding: So long as consistent with, and within the limits established by State Law, the Executive Director may waive or modify bid bonds and performance and payment bonds normally required or accept alternative forms of security to the extent reasonably necessary to encourage participation from SBEs. An alternative form of security shall be in the form of cash, cashier's check, or irrevocable letter of credit, and shall be subject to the same conditions as the bond required for the contract. In reducing the level or types of bid bonds and performance and payment bonds normally required of SBEs, the Executive

Director should take precautions to ensure that the Authority and any third parties will be adequately protected.

5. Procedures and Annual Report to the Authority Board

The Executive Director shall develop procedures as necessary to implement these policies, and shall annually report to the Board concerning the awarding of design consultant and construction contracts to SBEs during the preceding fiscal year. To the extent practicable, the report required by this Section should include the total dollar value of awards made in the fiscal year to SBEs.

6. Compliance with Federal Regulations.

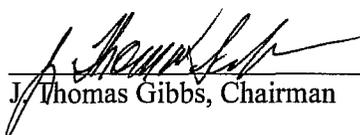
Where a Design or Construction Contract involves the expenditure of federal assistance or contract funds, the Executive Director or designated representative shall comply with any mandatory federal law and authorized regulations. The Executive Director shall modify the procedures as necessary to obtain federal approval, consistent with these policies, and shall bring recommendations for any required modification of these policies to the Board for consideration.

7. Contracts controlled by Executive Director

In addition to those contracts subject to the SBE Policy as set forth above, it is the intent of the Authority to authorize and encourage the Executive Director to consider opportunities to involve SBEs on those contracts that do not require Board approval but are solely within the Executive Director's authority.

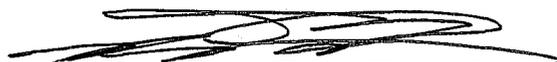
REVISED: March 29, 2004

TAMPA HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY



J. Thomas Gibbs, Chairman

Approved as to Form and Legal Sufficiency:



Steven A. Anderson, Esq.
Ruden McClosky Smith Schuster & Russell, P.A.
General Counsel