

**TAMPA-HILLSBOROUGH COUNTY EXPRESSWAY AUTHORITY
REQUEST FOR LETTERS OF INTEREST – No. O-01621
Notice to Contractors / Consultants:**

The Tampa Hillsborough County Expressway Authority (the “Authority”) is soliciting contracting and consulting services for the Design-Build project identified below. The scope of work for this Low Bid Design-Build contract includes all investigations, design, permitting, coordination, construction activities, and the necessary final approved construction documents to complete this project.

Procurement Number: O-01621

Budget Amount: \$2,000,000

Established Contract Time: 345 Calendar Days

Stipend Amount: \$15,000 (only for short listed firms not selected for the contract)

Project Description: Lee Roy Selmon Greenway Enhancements - The Tampa-Hillsborough County Expressway Authority (Authority) has issued this Request for Letters of Interest (LOI) to solicit competitive bids and proposals from Proposers for the Lee Roy Selmon Greenway Enhancements from Florida Avenue to west of South Jefferson Street in Hillsborough County (the “Project”).

The Selmon Greenway is an existing active use, shared use path facility approximately 1.7 miles in length providing a connector for pedestrians and bike traffic to downtown Tampa locations and activities. The Selmon Greenway extends from the Hillsborough River at the Riverwalk to just east of 19th Street within a larger, city-wide trails network that includes the Riverwalk, Bayshore Boulevard Linear Park Trail, and the McKay Bay Trail.

The purpose of this Design-Build Project is to reconstruct and enhance portions of the trail, upgrade the signage, lighting, seating and landscape plantings. The design shall include, but not be limited to, survey, geotechnical investigation, landscape design, electrical and lighting design, site plan design for grading, paving, and drainage; utility adjustments, signing and pavement marking, and demolition. The Design-Build Firm shall be responsible for, design, and preparation of all documentation related to the acquisition of all permits, maintenance of traffic, demolition, and construction on or before the Project completion date indicated in the Proposal. The Design-Build Firm shall coordinate all utility relocations. All improvements shall utilize sustainable, recycled, and environmentally friendly products.

The Project is further divided into two phases. Phase 1 (Base Bid) being from Florida Avenue to Morgan St. and Phase 2 (Alternate Bid) being from Morgan St. to approximately 150 feet west of South Jefferson Street. It is the intent of the Authority to award one Design-Build contract for this Project. Additionally, it is the intent of the Authority to award the contract based on the lowest responsible, responsive, and qualified bid determined using the base bid (all work required to complete Phase 1) plus any alternates selected within the available funding (all work required to complete Phase 2).

QUALIFICATION REQUIREMENTS: To be deemed qualified, the proposers must present proof that they are prequalified by the Florida Department of Transportation (FDOT or Department) under FAC 14.75 for professionals and under FAC 14-22 for contractors for the Work Classes identified below. The Contractor or Joint Venture members collectively, must be qualified in the advertised Construction Contractor Work Classes. The Contractor or Joint Venture can utilize subcontractors to meet the qualification requirements for the Construction Work Classes. The design consultant may utilize sub-consultants to meet the advertised Professional Services Work Type requirements. All qualification requirements must be met prior to the Response Deadline.

Two or more qualified parties submitting as a Joint Venture must meet the Joint Venture requirements of Rule Chapter 14-22, specifically Rule 14-22.007, Florida Administrative Code. Parties to a Joint Venture must submit a Declaration of Joint Venture, Form No. 375-020-18, and receive approval from the Authority prior to the Response Deadline for Letters of Interest (“LOI”) or submittal of the Proposal, whichever occurs first.

Contractor Team must be qualified under Rule, 14-22, Florida Administrative Code - Work Classes. *A copy of the current Certificate of Qualification in each class shall be submitted with the Letter of Interest:*

- 7 – Drainage
- 8 – Electrical Work
- 10 – Flexible Paving
- 18 - Landscaping
- 40 – Sidewalk

Professional Team Member Qualified under Rule 14-75, Florida Administrative Code - Work Classes. *A copy of the Notice of Qualification shall be submitted with the Letter of Interest:*

- 3.1 – Minor Highway Design
- 4.1.1 - Miscellaneous Structures
- 7.1 - Signing, Pavement Marking & Channelization
- 7.2 – Lighting
- 8.1 - Control Surveying
- 8.2 - Design, Right of Way, & Const. Surveying
- 9.1 - Soil Exploration
- 9.2 - Geotechnical Classification Lab Testing
- 9.4.1 - Standard Foundation Studies
- 15 – Landscape Architect

In lieu of FDOT Prequalification, the Design-Build Team may provide documented evidence of completion of 3 similar projects within the last five (5) years.

CONSULTANT ELIGIBILITY: It is a basic tenet of the Authority’s contracting program that contracts are procured in a fair, open, and competitive manner. The Authority requires that consultants representing the Authority must be free of conflicting professional or personal interests. In order to prevent potential conflicts of interest, the Authority will utilize the Florida Department of Transportation’s (the “Department”) established guidelines to be followed by design consultants. Please familiarize yourself with the requirements of Procedure No.375-030-006, also known as: "Conflict of Interest Procedure for Department Contracts." By submitting a LOI or Bid/Price Proposal as part of a Design-Build Firm, or Joint Venture, the design consultant certifies that they are in compliance with Procedure No. 375-030-006. This procedure is available at the following link: [Procedure 375-030-006](#)

If a Technical Proposal and a Price Proposal are authorized and submitted a Proposal Guaranty of not less than five percent (5%) of the total actual Bid/Price Proposal in the form of either a certified check, cashier's check, trust company treasurer's check, bank draft of any national or state bank, or a Surety Bid Bond made payable to the Tampa-Hillsborough County Expressway Authority must accompany each Bid/Price Proposal in excess of \$150,000. A check or draft in any amount less than five percent (5%) of the actual Bid/Price Proposal will invalidate the Bid/Price Proposal. Bid bonds shall conform to DOT Form No. 375-020-34 furnished with the Bid/Price Proposal.

This Project shall be a **LOW BID DESIGN-BUILD TYPE**. The Authority will conduct a two-phase design-build procurement process. For Phase I, qualified Design-Build Firms must submit an LOI for each project in which they are interested, to the Authority by the time and date indicated as the Response Deadline. It is the responsibility of the Design-Build firm to ensure that the complete LOI is timely received by the Authority. The LOI will be limited to five (5) 8½"x11" pages with a minimum font size of ten (10). In the LOI, please provide the name, address, phone number, and e-mail address for the Design-Build Firm contact person; the qualification status of the contractor and design consultant as part of the Design-Build Firm, and the key companies and key personnel proposed as participating in the Project.

A one (1) page 11"x17" organization chart shall be provided and is also excluded from the page count. *Note:* Resumes, Organizational Chart and three (3) pages of Performance History with the Authority or other State or Local Government Agencies, are not considered in the five (5) page count/limitation. Cover sheets, photos, charts, etc. or other documentation not specifically listed as exclusions will be considered in the page count limitation.

CRITERIA FOR EVALUATING PHASE I SUBMITTALS: The Authority will judge the relative ability of each submitting company/entity to perform the required services based on qualification information and the LOI. The Authority will shortlist three design-build firms based on the qualifications, availability, and past work of the firms, including the partners or members thereof. The criteria for evaluating the Phase I submittals will include:

1. Design-Build Firm Name and prequalifications, including both a Contractor contact name & phone number and a Consultant contact name & phone number (pass/fail)
2. Past Performance Evaluations, Design-Build Project Experience, Organization, and Staffing (10 Total Points):
 - Contractor Grades with the Department
 - Professional Consultant Grades with the Department
 - Performance History with the Authority, FDOT and other agencies
 - Design-Build Project experience of the Contractor and Professional Consultant
 - Similar types of work experience
 - Environmental Record with the Department
 - Design-Build Firm organization
 - Design-Build Firm staffing plan
 - Design-Build Firm coordination plan
 - Availability
 - SBE Participation
3. Design-Build Project Requirements and Critical Issues (10 Total Points):
 - Understanding of Design-Build Project Requirements
 - Identification of critical issues
 - Outline for addressing critical issues
4. Utilization of sustainable, recycled, and environmentally friendly materials (10 Total Points):

Resumes may be separately submitted but are limited to one 8½"x11" page each. Resumes are not counted toward the five (5) page limitation. Please provide one (1) page resumes for each of the following nine (9) key staff positions, as applicable:

- a. Construction Project Manager
- b. Construction Design-Build Coordinator
- c. Construction Superintendent

- d. Construction Electrical/Lighting Superintendent
- e. Design Project Manager
- f. Design Civil Engineer of Record
- g. Structures Engineer of Record
- h. Landscape Architect of Record

Please note: If the contractor and/or design consultant do not have performance history working with the Authority or if the performance history is no longer current (older than 5 years), they are permitted to submit evidence of their past performance, including evaluations or grades and letters of reference, or recommendations (provide contact information for verification purposes). The past performance information is limited to three (3) 8½"x11" pages total and is restricted to firms without performance history with the Authority and/or to firms whose performance history with the Authority is no longer current (older than 5 years). The additional three pages will not count toward the five (5) page limitation of the LOI. The Authority will not consider letters of interest not in conformance with response requirements. Read the preamble for LOI requirements.

RESPONSE PROCEDURE FOR LOW BID TYPE: The LOI and required attachments shall be submitted electronically in adobe.pdf format (unzipped) and attached to a single email. The size of the email shall not exceed 10 MB. Emails that exceed this 10 MB limit may be rejected by the Authority. It is solely the Design Build Firm's responsibility to ensure that the LOI is received by the Authority by the LOI due date and time. This LOI is specifically for the shortlisting. Only (1) LOI per legal entity is acceptable. All LOI files should be sent to the indicated email Man.Le@tampa-xway.com, and must be received by the Authority by the Phase I LOI response deadline shown in this advertisement.

SHORT-LISTED FIRMS: The Authority intends to Short-List three (3) responsive Design-Build Firms from those that timely and affirmatively declare their intent to continue to Phase II. Relative weightings for all Phase I criteria are specified within the project advertisement. All qualified firms submitting a responsive LOI will be scored on a scale of 30 points (Phase I). The responsive Design-Build Firms will be informed of the Phase I scores. By the deadline specified in the advertisement, Design-Build Firms are required to advise the Authority in writing of their intent to continue to Phase II. Design-Build Firms that do not declare affirmatively in writing by the stated deadline will not be permitted to continue on to Phase II of the Design-Build procurement process. Of the firms declaring their intent to move forward, the Authority intends to select the *three (3)* firms receiving the highest scores in Phase I. If less than three (3) teams submit responses, the Authority, at its sole discretion, may elect to continue the selection process or re-advertise the project. Shortlisted teams will proceed to the next step in the process which includes preparation and submittal of a Price Proposal, Proposal Plans, and Form 700-010-21 Low Bid Design-Build Technical Proposal. The Authority will provide the shortlisted teams with an updated Request for Proposal package for use in preparing the Price Proposal. The low responsive and responsible Price Proposal of the Shortlisted Firms will be recommended to the Authority Board for award of the contract.

Partners/Teaming Arrangements or proposed key staff of the Design-Build Firm shall not be changed after submittal of the LOI without written consent of the Authority. Failure to receive approval on such a change may result in the Proposal being declared non-responsive.

COMMUNICATIONS BETWEEN DESIGN-BUILD FIRMS AND AUTHORITY: Respondents to these solicitations or persons acting on their behalf may not contact, between the release of the solicitation and approval of rankings by the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee, Board Member, or officers of the Authority 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. In order to ensure a fair, competitive, and open process, once a project is advertised under Current Advertisements, all communications between interested firms and the Authority must be directed to the Authority's website. It is the responsibility of the Design-Build Firm to review the website and the project advertisement for updates prior to the LOI Response Deadline.

Pursuant to Sections 120.57(3) and 287.042, Florida Statutes, and Rule Chapter 28-110, Florida Administrative Code, any person adversely affected by the agency decision or intended decision shall file with the agency both a notice of protest in writing and bond within 72 hours after the posting of the notice of decision or intended decision, or posting of the solicitation with respect to a protest of the terms, conditions, and specifications contained in a solicitation and will file a formal written protest within ten days after the filing of the notice of protest. The required notice of protest and bond, and formal written protest must each be timely filed with the **Tampa-Hillsborough County Expressway Authority, Contracts and Procurement Manager, 1104 East Twiggs Street, Suite 300, Tampa, FL 33602**. Failure to file a notice of protest or formal written 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.

Stipend: Only the Short-listed Design-Build firms will be eligible for a stipend based on the following guidelines and the RFP terms:

- The shortlisted Design-Build Firm must submit responsive Technical and Price Proposal in order to be eligible for a stipend.
- The shortlisted Design-Build Firm who is ultimately awarded the Contract is not eligible for a stipend.
- The shortlisted Design-Build Firm must execute with original signatures and have delivered to THEA within one (1) week after the Short-List protest period, four (4) originals of the THEA Design-Build Stipend Agreement. Terms of said agreement are non-negotiable. A fully executed copy of the Design-Build Stipend Agreement will be returned to the Design-Build Firm.

Technical Questions Should Be Addressed To:

TECHNICAL QUESTIONS SHOULD BE ADDRESSED TO: man.le@tampa-xway.com

Please reference procurement number O-01621 . Design-Build Firms are responsible for monitoring the THEA website throughout the entire contract acquisition process.

SMALL BUSINESS ENTERPRISE ASPIRATION GOAL: THEA's Small Business Enterprise (SBE) Policy requires nondiscrimination on the basis of race, color, national origin, and gender in its employment and contracting practices and encourages the solicitation and utilization of SBE's. It is the policy of the Authority to encourage the participation of small businesses and disadvantaged business enterprises ("SBE") in all facets of the business activities of the Authority, consistent with applicable laws and regulations. Firms proposing for this Project shall aspire to have design and construction contract costs performed by SBEs. Although not a contract requirement, the Authority believes that the aspiration goal can realistically be achieved based on current availability of SBEs. The Authority further believes that the goal can be achieved through race neutral means, using standard competitive procurement processes. Firms agree to apply their best efforts to utilize qualified SBE's as vendors, contractors, subcontractors, and consultants for the Project.

COMPLIANCE WITH NONDISCRIMINATION STATUTES AND AUTHORITIES: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and

Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

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

The following Firms participated in the development of the conceptual plans or Request for Proposal for this Project and are restricted from participating on a Design-Build Firm without approval from the Authority. The Firms identified below may not represent a comprehensive list. Firms not listed below who performed services or who are later retained to perform services on this Project are subject to restriction unless an exception is obtained from the Authority:

- HNTB Corp.
- Tierra, Inc.
- Element Engineering Group, LLC
- Kimley-Horn

Schedule:

Date	Event
October 8, 2021	Industry Forum (Live and Virtual) at 10:00 am local time. Lee Roy Selmon Board Room, THEA Office, 1104 E. Twiggs Street, Tampa, FL 33602. For Virtual Meeting details send email request to: Man.Le@tampa-xway.com.
December 01, 2021	Advertisement

December 14, 2021	Mandatory Pre-proposal (Live and Virtual) meeting, at 10:00 a.m. local time. Lee Roy Selmon Board Room, THEA office, 1104 East Twiggs Street, Tampa, FL 33602. Attendance can be in-person or virtually. For Virtual Meeting details, send email request to: Man.le@tampa-xway.com
December 21, 2021	Deadline for Questions/Request for clarification
December 23, 2021	Addendum release (if required)
January 06, 2022	Phase 1 LOI Response Deadline by 2:00 p.m. local time
January 20, 2022	Evaluation Committee meets to evaluate LOI at 11:00 a.m. local time
January 21, 2022	Posting of Shortlist
January 31, 2022	Board approval of Shortlist
February 01, 2022	Posting of Notice of Board approval
February 03, 2022	Shortlist firms declare intent to proceed by 2:00pm local time
February 09, 2022	Final deadline for submission of requests for Design Exceptions or Design Variations.
February 24, 2022	Deadline for submittal of questions, for which a response is assured, prior to the submission of the Technical and Price Proposal. All questions shall be submitted to Man Le, Contracts and Procurement Manager (Man.Le@tampa-xway.com).
March 03, 2022	Deadline for the Authority to post responses to the Authority website for questions submitted by the Design-Build Firms prior to the submittal of the Technical and Price Proposals. Responses will be posted to the Authority website: www.tampa-xway.com
March 16, 2022	The Design-Build firm must complete FDOT Low Bid Design- Qualification Validation Form No. 700-011-36 for all qualifying team members, at least 24 hours in advance of the scheduled letting. The form shall be submitted to Man Le, Contracts and Procurement Manager (Man.Le@tampa-xway.com) who will confirm qualification for the prospective Design-Build Firm. The form must be submitted at least 24 hours in advance of the response deadline (Technical and Price Proposal due date and time).
March 17, 2022	Technical and Price Proposals due in Authority Office by 11:00 a.m. local time.
March 17, 2022	Public announcing of Price Proposals at 1:30pm local time at the THEA office, 1104 East Twiggs Street Suite 300, Tampa, FL 33602
March 18, 2022	Public Meeting of the Technical Review Committee to determine responsiveness of Technical Proposals at 2:30pm local time at the THEA Office, 1104 East Twiggs Street, Suite 300, Tampa, FL 33602
March 18, 2022	Public Meeting of Selection Committee to determine intended Award
March 28, 2022	Anticipated Award Date by Board
March 29, 2022	Posting of the Authority's decision to Award
April 01, 2022	Anticipated Execution Date

Respond To:

Letters of Interest shall be submitted to: Man.Le@tampa-xway.com.