

Date:

**State of Florida
Department of Transportation**



Contract #

Financial Project Number (s)

DBE Availability %

**REQUEST FOR PROPOSAL (RFP)
ASSET MAINTENANCE (AM) CONTRACT
PROPOSAL REQUIREMENTS**

ATTACHMENTS:

Select the following item(s) by placing an “X” in only the boxes that apply.

PRICE PROPOSAL FORMS

- Bid or Proposal Bond Form #375-020-09
- Proposal Blank Asset Maintenance Form #375-020-56
- Bid Proposal Price Sheet, Form #850-070-20

CONTRACT FORMS

- AM Contract Form #375-020-58
- Performance Based Bond – (Year One) #375-020-59
- Performance Based Bond – (Subsequent Years) #375-020-61
- Contract Affidavit Form #375-020-30
- DBE Forms #275-030-11

Other:

PROPOSAL SUBMITTAL

The State of Florida, Department of Transportation (“Department”) will accept Proposals for:

Project Location (s) and Work Description:

Performance-based asset maintenance contract for roadway sections and sub sections of I-95 (State Road 9) in Martin, St. Lucie, and Indian River Counties, including Rest Areas and Weigh Station and Weigh Station with Truck Comfort Station within the project limits.

The Department intends to award this Contract to the responsive and responsible Proposer whose Proposal receives the highest Total Proposal Score (Technical Proposal Score plus Price Proposal Score) upon evaluation by the Department.

Details of the services, information and items to be furnished by the Contractor are described in the Asset Maintenance Scope of Services (“Scope of Services”) with Attachments, attached thereto and made a part thereof.

2) MANDATORY PRE- PROPOSAL MEETING

There will not be a mandatory or non-mandatory Pre-Proposal Meeting for this Contract.

3) REQUEST FOR PROPOSAL (“RFP”) QUESTIONS & ANSWERS

Any questions arising from this RFP must be forwarded, in writing, to the location indicated in the Schedule of Events below. In order for Proposer questions to be answered in a timely fashion, its questions must be received by the Department no later than the date and time shown in the Schedule of Events.

The Department's written responses to written inquiries submitted timely by potential Proposers will be posted on the internet at:

<https://fdotwp1.dot.state.fl.us/BidQuestionsAndAnswers/Proposal.aspx/SearchProposal>

It is the responsibility of all potential Proposers to monitor this site for new and changing information prior to

submitting their Proposal.

4) CHANGES TO PROPOSAL REQUIREMENTS (ADDENDA)

Notices of changes (addenda) will be posted on the Department of Transportation Contracts Administration Web Site under this Contract number at:

<https://www.fdot.gov/contracts/d4/default.shtm>

Only written communications provided by the duly authorized Department representative will be a valid expression on behalf of the Department. It is the responsibility of each potential Proposer to monitor this site for any changing information prior to submitting its Proposal. Proposers shall acknowledge addenda by printing and signing each addendum and submitting the signed addenda along with the Technical Proposal submittal.

5) SCHEDULE OF EVENTS

Below is the current schedule of the events that will take place in the selection process. The Department reserves the right to make changes or alterations to the schedule as necessary to serve the best interests of the public. Proposers will be notified in advance of any changes or alterations in the schedule. Unless otherwise notified in writing by the Department, the dates indicated below for actions required of the Proposers constitute absolute deadlines; failure to timely comply by these deadlines will cause a Proposer to be disqualified.

SCHEDULE OF EVENTS			
ACTIVITY	DATE:	TIME (Local)	LOCATION
Final Deadline for Questions	6/11//2025	Noon	Department Bid Question & Answer website
Department reply to Questions	6/18/2025	5:00 pm	Department Bid Question & Answer website
Proposals Due (Technical Proposal and Price Proposal)	7/30/2025	Noon	D4 District Office, Procurement, 1 st Floor, 3400 W Commercial Blvd, Ft. Lauderdale, FL 33309
Technical Review Committee Meeting, Public Announcement of Technical Proposal Scores, Public Opening of Price Proposals and Public Announcement of Total Proposal Scores	9/15/2025	Noon	D4 District Office, Auditorium 3400 W Commercial Blvd, Ft. Lauderdale, FL 33309
Selection Committee Meeting	9/29/2025	Noon	D4 District Office, 3 rd Floor Conference Room, 3400 W Commercial Blvd, Ft. Lauderdale, FL 33309
Posting of Department's Decision to Award	9/29/2025	10:00 am	Department Contract Administration Website
Anticipated Award Date	10/3/2025		

6) CONDITIONS

The Department reserves the right to determine if proposals demonstrate evidence of experience, expertise, and capability of performing the requirements of the Contract. Requirements of this Request for Proposal include receiving seventy (70) points or more on the Technical Proposal.

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 Proposal Packages submitted. It is understood that the Proposal Package will become a part of the Department's official file, without obligation to the Department.

7) RESPONSIVENESS OF PROPOSALS

Proposals may be rejected if found to be in nonconformance with the requirements and instructions herein contained. A proposal may be found to be non-responsive by reasons, including, but not limited to, failure to utilize or complete prescribed forms, conditional proposals, incomplete proposals, indefinite or ambiguous proposals, failure to meet deadlines and improper and/or undated signatures.

Other conditions which may cause rejection of proposals include evidence of collusion among Proposers, obvious lack of experience or expertise to perform the required work, submission of more than one proposal for the same work from an individual, firm, joint venture, or corporation under the same or a different name, failure to perform or meet financial obligations on previous contracts, employment of unauthorized aliens in violation of Section 274A (e) of the Immigration and Nationalization Act, or in the event an individual, firm, partnership, or corporation is on the United States Department of Labor's System for Award Management (SAM) list.

Proposals will also be rejected if not delivered or received on or before the date and time specified as the due date for submission.

7.1 Waivers

The Department may waive minor informalities or irregularities in Proposals received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Proposers. Minor irregularities are defined as those that will not have an adverse effect on the Department's interest and will not affect the price of the Proposal by giving a Proposer an advantage or benefit not enjoyed by other Proposers.

8) CONTRACTUAL OBLIGATIONS

The Contractor will be required to ensure that each individual, partnership, firm or corporation that is part of the Proposer team, by subcontract, will be subject to, and comply with, the contractual requirements.

8.1 Unauthorized Aliens

Employment of unauthorized aliens by a contractor may constitute a violation of Section 274A (e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens or knowingly hires subcontractors who employ unauthorized aliens, such violation shall be cause for the Department's unilateral cancellation of the contract.

8.2 Convicted Vendors

Pursuant to Section 287.133, Florida Statutes, a person or business affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 Florida Statutes, for Category Two. All restrictions apply for a period of thirty six (36) months from the date of placement on the convicted vendor list.

8.3 Method of Compensation

See Payment Schedule in the attached AM Scope of Services. This Payment Schedule defines the compensation to be made to the Contractor for each month of each year for services set forth in the Contract.

9) COSTS INCURRED IN PROPOSAL SUBMITTAL

This RFP 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.

10) CANCELLATION PRIVILEGES

Pursuant to Section 339.135(6)(a), Florida Statutes, during any fiscal year the Department shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in

excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. A statement from the Department's Office of Comptroller declaring that funds are available shall be required prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding one year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the State of Florida's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Legislature. If the Department deems at any time during the term of this Contract that monies lawfully applicable to this Contract shall not be available for the remainder of this term, or that for cause the Contract shall be cancelled, the Department shall notify the Contractor in writing, with instructions as to the effective date of cancellation, whereupon the obligations of the parties herein shall end and this Contract shall be considered cancelled by mutual consent. This Contract may be canceled by the Contractor only by mutual consent of both parties.

11) ATTACHMENT TO PROPOSAL PACKAGE 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 "(Name of Proposer), Attachment to (“Price” or “Technical” as applicable) Proposal, (Contract #) 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.

12) COPYRIGHTED MATERIAL

By submitting a Proposal, the Proposer authorizes the Department to make copies and distribute copyrighted material 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.

13) PROPOSAL MODIFICATION, WITHDRAWAL AND RESUBMITTAL

Proposers may modify or withdraw previously submitted Proposals at any time prior to the Proposal due date. Requests for modification or withdrawal of a submitted Proposal shall be in writing and shall be signed in the same manner as the Proposal. Upon receipt and acceptance of such a request, the Proposal will not be considered unless resubmitted in its entirety by the due date and time.

Requests for withdrawal of a Proposal after Proposal due date and time will be considered if received by the Department, in writing, prior to the Technical Proposal Package opening date and time.

14) PROPOSAL FORMAT INSTRUCTIONS

14.1 General Information

This section contains instructions that describe the required format for the Proposal. Proposals shall contain **TWO SEPARATE** electronic files (Technical Proposal & Price Proposal) as further described below.

Both the Technical Proposal and the Price Proposal shall be submitted to:

D4.Designbuild@dot.state.fl.us

The email subject line for submittals must contain the Contract Number and the Proposer's name.

FILE I - TECHNICAL PROPOSAL – (Insert Proposer's Name) (Insert Contract Number)

FILE II - PRICE PROPOSAL - (Insert Proposer's Name) (Insert Contract Number)

14.1.1 PART I: TECHNICAL PROPOSAL – (Proposer Name) – (Contract Number)

The Proposer must submit **one electronic copy of the Technical Proposal** which is to be divided into the exact number of sections and applicable subsections as described in 15.2 below. Failure of the Proposer to follow this outline will result in the rejection of the Proposal. The Technical Proposal submitted will become a part of the Contract and the Contractor will be expected to adhere to commitments made in the Technical Proposal. Do not include any Price Proposal information in the Technical Proposal.

14.1.2 PART II: PRICE PROPOSAL – (Proposer Name) – (Contract Number)

The Price Proposal shall be submitted electronically on the Performance Based Contract Bid Proposal Price Sheet form attached hereto.

Each Proposer shall submit an original Bid Bond (form 375-020-09) within five (5) days of the due date of the Price Proposal in order to complete their respective Proposal submittal. Scanned Bid Bonds will not be accepted and will cause the submittal to be deemed nonresponsive. Bid Bonds shall be submitted to the address below:

3400 West Commercial Boulevard
Fort Lauderdale, FL 33309-3421

14.2 Presenting the Technical Proposal

Construct the Technical Proposal using 8½" x 11" (letter sized) pages. One sheet of the Technical Proposal may consist of a larger page (11" x 17"); this larger page may be utilized at the Proposer's discretion within any section of the Technical Proposal. Use a type size of twelve (12) point or larger Times New Roman font. Use margins no less than 1" at top and 1/2" at bottom and sides. The entire Technical Proposal is limited to a maximum of **35** total pages, not counting bindings and covers. Sequentially number all pages. A page with information on both sides is considered two pages. Include all relevant material for each section with the appropriate sections; do not include any appendices, exhibits, resumes, or information in any form outside of the Section appropriate for that information.

14.3 Diversity Achievement

The Department encourages the recruitment and utilization of certified and non-certified minority businesses. The Department, its contractors, consultants, and suppliers should take all necessary and reasonable steps to ensure that minority businesses have the opportunity to compete for and perform contract work for the Department in a nondiscriminatory environment.

14.4 Affirmative Action

The State of Florida, Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities, hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit Proposals. Further, the Florida Department of Transportation will not discriminate against proposers on the basis of race, color, sex, or national origin in consideration of an award. No company will be awarded a contract unless they have an approved DBE Affirmative Action Program Plan. Please review the "DBE Bid Package" and Section 7-24 of Attachment II of the Scope of Services for instructions for submission of a DBE Affirmative Action Plan.

14.5 Disadvantaged Business Enterprise (DBE) Utilization

The Department encourages DBE firms to compete for Department contracts and also encourages non-DBE and other minority contractors to use DBE firms as sub-contractors. The successful Proposer shall utilize the Department's Equal Opportunity Compliance System [EOC - Log On \(state.fl.us\)](http://state.fl.us) to indicate their intention regarding DBE participation and report their actual use of DBEs as the contract progresses.

To request certification or to locate DBEs, call the Department of Transportation's Equal Opportunity Office at (850) 414-4747, or visit their website at: [Equal Opportunity Office](#).

15) EVALUATION OF PROPOSALS

15.1 Evaluation Process:

A Technical Review Committee (TRC) shall be established to review and evaluate each Technical Proposal submitted in response to this RFP. The TRC shall consist of at least three, but no more than five individuals with background, experience, and/or professional credentials in related service areas.

The District Contracts Office will distribute to each member of the TRC an electronic copy of each responsive Technical Proposal. The TRC members will independently evaluate the Technical Proposals using the Criteria for Evaluation established in this RFP. TRC members will assign points for each section of the Technical Proposal up to the maximum points attainable for each Criteria. Each TRC member will total the points assigned for each Proposer and prepare and sign a technical summary. The independent evaluations will be sent to the District Contracts Office and the TRC members' point total for each Proposer will be averaged to create the Proposer's Average Technical Score.

The Department will not give consideration to tentative or qualified commitments in the Proposals. For example, the Department will not give consideration to phrases as "we may" or "we are considering" in the evaluation process for the reason that they do not indicate a firm commitment.

The Department shall not open Price Proposals until the time specified in the Schedule of Events for Public Opening of Price Proposals. The Department shall keep Price Proposals confidential until the Public Opening meeting. At the Public Opening meetings, the District Contracts Office shall open, review, and evaluate the Price Proposal packages and prepare a summary of evaluation.

15.2 Criteria for Evaluation

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

15.2.1 Technical Proposal Score

Technical Proposal Score = (Proposer’s Average Technical Proposal Score/Highest Average Technical Proposal Score) x 70

The following Criteria for Evaluation table establishes the Sections that each Proposer is required to address in their Technical Proposal. Each Section and subsection identify a maximum point value determined by the District specifically for this project.

CRITERIA FOR EVALUATION

Section	Max Points Attainable
1. Work-Needs Analysis	10
2. Customer Service	10
3. Incident/Emergency Response/Management	10
4. Experience and Performance	10
5. District-Selected Topics	Max Sub Points
a. Quality Management Plan	10
b. Scenarios & Situations	10
c. Structure Maintenance	10
d. Strategy for Meeting MRP Criteria	10
e. Strategy for non-MRP Activities	10
District-Selected Topics Total Max Points	50
8. Proposer-Selected Topics	10
TOTAL	100

Instructional Narrative for CRITERIA FOR EVALUATION

When responding to each section, the Proposer should emphasize how innovative, unique and exceptional their approach is. Proposer should show how specific challenges will be addressed and how the Proposer will leverage the lessons learned from those challenges in similar situations.

1. **Work-Needs Analysis** – Describe plans, methods, and mindset for performing work needs analyses, proactive deficiency identification, maintenance patrols, or any other tasks associated with determining what needs to be done in the field. Proposers should express that they understand that all work-needs assessment will be the responsibility of the Contractor, not the Department. The TRC will look for a strong emphasis on proactive methods that ensure uniform and consistent compliance with the required performance measures of the Contract.

2. **Customer Service** – Describe plans, methods, and mindset for defining, addressing, anticipating, and serving customers. Customers include local business communities, neighborhood associations, area Community Traffic Safety Teams, Transportation Planning Organizations, the general public, local governments, environmental groups, permit and review agencies, other contractors, and any other group or individual impacted or associated with maintenance functions. The Department and its employees are customers - Department observations and requests will fall under the “Customer Service” performance

measure found in the Scope of Services. Outline methods and plans for letting the public know who to contact, for receiving customer calls, for communicating with customers, and for minimizing Department involvement in resolving issues. Also describe any customer survey programs, web-based/proprietary systems for customer service logging/tracking/reporting, and other customer service applications and approaches that will be employed.

3. **Incident/Emergency Response/Management** – Describe the approach and methods that will be implemented when responding to and recovering from emergency-type incidents and events. Describe plans for managing key aspects of dealing with such events. Plans should be presented for both Governor Declared and Other Emergencies.
4. **Experience and Performance** – Use this Section as an opportunity to present, explain, and describe experience with similar types of work and any form of past performance evaluations, accolades, or results achieved on contracts with similar types of work. Contracts may be contracts with the Department or contracts with other agencies, states, or countries. The focus of this Section should be on presenting and describing the relevant work experience, performance ratings, evaluations, and results, not on experience gained. For each contract, as a minimum, report the owner, contract number, contract value, general scope, name and contact information of the project manager, and a summary of performance evaluations, accolades, or results achieved.
5. **District-Selected Topics** –Proposers shall include responses to the District Selected Topics in their Technical Proposals. The maximum point value for each selected subsection is shown in the Criteria for Evaluation chart.
 - i. **Quality Management Plan** – Describe the approach and methods the Proposer will use to ensure compliance with Contract requirements through use of the proposer’s Quality Management Plan, including details on Quality Assurance and Quality Control processes and the approach and methods the Proposer will follow to ensure compliance with current Department Procedures, Department and Federal manuals, guides and handbooks, Florida Statutes and Administrative Code Rules and other requirements as referenced in the contract documents.
 - ii. **Scenarios & Situations** – Describe how the Proposer would respond to each of the scenarios below.

Scenario #1: The FDOT project manager notifies you that a customer has reported a reoccurring issue with mowing over a large area. There is an active construction project in the area specified by the customer. Describe how the Proposer would respond to the customer, and explain the steps the Proposer would take to ensure the area is consistently maintained.

Scenario #2: The scope of this AM Contract requires submittal of various types of reports throughout the duration of the Contract. Explain the Proposer’s plan to address the various reporting requirements to ensure reports provide clear information, are provided timely, and the information is accurate.

Scenario #3: There are several landscape areas throughout the project limits. Explain the Proposer’s plan, including specific activities and frequencies of the activities the Proposer will follow to maintain the landscape areas in accordance with Contract requirements,

with details on the Proposer's plan for inspecting and submitting required reports.

- iii. Structure Maintenance – Explain the approach, methods, strategies, and work plan the Proposer will follow to address preventive maintenance, routine, periodic maintenance, and performing of major repairs. Include details on how the Proposer's methods and strategies will ensure compliance with all structure maintenance requirements.
 - iv. Strategy for Meeting Maintenance Rating Program (MRP) Criteria – Explain the approach, methods, strategies and work plan the Proposer will follow to ensure conditions on the Contract's high speed, high traffic volume corridors that extend through various municipalities will be maintained in a manner to meet Contract requirements, Department Standards, and community expectations. Include details on specific work activities and frequencies of proposed maintenance activities.
 - v. Strategy for non-MRP Activities - Explain the approach, methods, strategies and work plan the Proposer will follow to maintain various areas of ramp, underpass, sound wall and drainage maintenance that are not covered fully by MRP. Include details on the Proposer's plan, including specific work activities and frequencies of proposed activities, to address deficiencies in these areas.
6. **Proposer-Selected Topics** – This section allows each Proposer the freedom to include any information addressing any additional topics of the Proposer's choosing. Proposers should select additional topics that they feel are important and helpful to the TRC when evaluating Proposals yet are not required for inclusion by any other Section.

15.2.2 Price Proposal Score

Price analysis is conducted through the comparison of the Total Performance Based Lump Sum Bid Amount ("Bid") as entered on the Performance Based (PB) Bid Proposal Price Sheet submitted by each Proposer.

$$\text{Price Proposal Score} = (\text{Lowest Bid} / \text{Proposer's Bid}) \times 30$$

15.2.3 Total Proposal Score

If all other criteria are met, the Contract will be awarded to the Proposer with the highest Total Proposal Score.

$$\text{Total Proposal Score} = \text{Technical Proposal Score} + \text{Price Proposal Score}$$