



Florida Department of  
**TRANSPORTATION**

# Doing Business with FDOT

# Quick Links

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# Quick Reference

| Contract Type                     | Examples  | Advertisements  | Prequalification Information   | 1% transaction fee required? | Contacts   |
|-----------------------------------|---|---|--|------------------------------|--|
| Professional Services             | Engineering (including design), Architecture, Surveying & Mapping, Landscape Architecture, Planning, and Right of Way Services                        | <a href="#">Planned Projects</a> and <a href="#">Current Advertisements</a> | <a href="#">Professional Services Prequalification</a>               | No                           | <a href="#">Procurement Office</a>   |
| Commodities/ Contractual Services | Supplies, materials, goods, merchandise, equipment/IT consulting services, management consulting, environmental services, temporary staffing services | <a href="#">MyFlorida Market Place advertisements</a>                       | No prequalification required   | Yes                          | <a href="#">Procurement Office</a>   |
| Construction                      | Roadway Construction, Bridge Construction   | <a href="#">Construction Letting and Project Information</a>                | <a href="#">Contracts Administration Prequalification</a>            | No                           | <a href="#">Contracts Administration Office</a>                                  |
| Maintenance                       | Right of way mowing, asset maintenance  | <a href="#">Construction Letting and Project Information</a>                | No prequalification required   | No                           | <a href="#">Contracts Administration Office</a>                                  |
| Design-Build                      |   | <a href="#">Planned Projects</a> and <a href="#">Current Advertisements</a> | <a href="#">Professional Services &amp; Contracts Administration</a> | No                           | <a href="#">Construction Office</a> and <a href="#">Contracts Administration</a> |
| Product Evaluation                | Traffic Maintenance items – barricades, barriers, cones, sheeting   | None  | <a href="#">Approved Product List (APL)</a>                          | No                           | <a href="#">Program Management Office</a>  |

# Getting Started

## Registration in MyFloridaMarketPlace and the Vendor Bid System

[MyFloridaMarketPlace](#) (MFMP) is the State of Florida's vendor registration system.

In addition to being registered in MFMP, you will also need to register for electronic notification of bidding opportunities in the [Vendor Information Portal](#). To be properly notified of bidding opportunities, it is important that the commodity codes used to describe your products / services are inclusive and that the proper choices are selected for notification purposes. The [Vendor Information Portal E-mail Notifications Handout](#) (Adobe PDF) is a guideline for thorough completion of the requirements to get properly notified.

# Define Your Business

In order for your company to do business with the Florida Department of Transportation, you must first identify the type of work your company performs and which FDOT office manages that type of work. This will help determine how your firm will need to proceed in order to begin working with the Department.

- Procurement Office
  - [Professional Services](#)
  - [Commodities/Contractual Services](#)
  
- Contracts Administration
  - [Construction Services](#)
  - [Maintenance Services](#)
  - [Design Build](#)
  
- Program Management
  - [Product Evaluation](#)

# Procurement Office

## Professional Services

including but not limited to the following:

- Structural or Roadway Design
- Architectural Services
- Landscape Architectural Services
- Geotechnical Services
- Survey & Mapping Services
- Aerial Photogrammetry
- Transportation Statistics (planning)
- Bridge Inspection
- Construction, Engineering, and Inspection (CEI)
- Drainage Design
- Value Engineering
- Project Development & Environmental Studies (PD&E)
- Planning
- Right-of-way Services
- Services that require signing and sealing of design plans; engineering calculations or engineering judgment

## Commodities /Contractual Services

including but not limited to the following:

- Vehicles & Parts
- Computer Equip., Software
- Communications Equip.
- Bulk Gasoline, Diesel
- Office Furniture, Supplies
- Tools – Handheld & Power
- Laboratory & Safety Supplies
  
- Management Consulting
- Janitorial Services
- Environmental Services
- Lawn Maintenance Services
- Pest Control Services
- Security Guard Services
- Temporary Staffing Services
- Financial/Auditing Services
- IT Services

# Professional Services

Section 287.055, F.S., the Consultants' Competitive Negotiation Act, requires procurement of professional services by competitive negotiation. The professional services procurement process may also be used for right-of-way services (337.107, F.S.) and planning services (337.1075, F.S.). Professional services procurement, as mandated by statute and [Rule 14-75, Florida Administrative](#), involves a prequalification process, advertisement, and competitive selection of professional services consultants based on qualifications, followed by negotiations to establish a fair, competitive and reasonable fee for the desired services.

A number of standard types of work have been established for frequently used professional services (56 standard work types). Consultants are required to prequalify in order to pursue advertised professional services projects, and to renew their prequalification on an annual basis. Information on prequalification, including downloadable checklists of all required items, is available on the [Prequalification website](#). Prequalification is coordinated through the Professional Services Qualification Administrator.

A listing of currently [Prequalified Consultants](#) is available on the Procurement website.

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# Professional Services Work Types

## **Group 2 - Project Development and Environmental (PD&E) Studies**

### **Group 3 - Highway Design – Roadway**

- 3.1 - Minor Highway Design
- 3.2 - Major Highway Design
- 3.3 - Controlled Access Highway Design

### **Group 4 - Highway Design – Bridges**

- 4.1.1 - Miscellaneous Structures
- 4.1.2 - Minor Bridge Design
- 4.2.1 - Major Bridge Design - Concrete
- 4.2.2 - Major Bridge Design - Steel
- 4.2.3 - Major Bridge Design - Segmental
- 4.3.1 - Complex Bridge Design - Concrete
- 4.3.2 - Complex Bridge Design - Steel
- 4.4 - Movable Span Bridge Design

### **Group 5 - Bridge Inspection**

- 5.1 - Conventional Bridge Inspection
- 5.2 - Movable Bridge Inspection
- 5.3 - Complex Bridge Inspection
- 5.4 - Bridge Load Rating

### **Group 6 - Traffic Engineering and Operations Studies**

- 6.1 - Traffic Engineering Studies
- 6.2 - Traffic Signal Timing
- 6.3.1 - Intelligent Transportation Systems Analysis and Design
- 6.3.2 - Intelligent Transportation Systems Implementation
- 6.3.3 - Intelligent Transportation Traffic Engineering Systems Communications
- 6.3.4 - Intelligent Transportation Systems Software Development

### **Group 7 - Traffic Operations Design**

- 7.1 - Signing, Pavement Marking and Channelization
- 7.2 - Lighting
- 7.3 - Signalization

### **Group 8 - Survey and Mapping**

- 8.1 - Control Surveying
- 8.2 - Design, Right of Way & Construction Surveying
- 8.3 - Photogrammetric Mapping
- 8.4 - Right of Way Mapping

### **Group 9 - Soil Exploration, Material Testing and Foundations**

- 9.1 - Soil Exploration
- 9.2 - Geotechnical Classification Laboratory Testing
- 9.3 - Highway Materials Testing
- 9.4.1 - Standard Foundation Studies
- 9.4.2 - Non-Redundant Drilled Shaft Bridge Foundation Studies
- 9.5 - Geotechnical Specialty Laboratory Testing

### **Group 10 - Construction Engineering Inspection**

- 10.1 - Roadway Construction Engineering Inspection
- 10.3 - Construction Materials Inspection
- 10.4 - Minor Bridge & Miscellaneous Structures CEI
- 10.5.1 - Major Bridge CEI - Concrete
- 10.5.2 - Major Bridge CEI - Steel
- 10.5.3 - Major Bridge CEI - Segmental
- 10.6.1 - Complex Bridge CEI - Concrete
- 10.6.2 - Complex Bridge CEI - Steel
- 10.7 - Movable Span Bridge CEI

### **Group 11 - Engineering Contract Administration and Management**

### **Group 13 – Planning**

- 13.3 - Policy Planning
- 13.4 - Systems Planning
- 13.5 - Subarea/Corridor Planning
- 13.6 - Land Planning/Engineering
- 13.7 - Transportation Statistics

### **Group 14 – Architect**

### **Group 15 - Landscape Architect**

### **Group 21 - Acquisition, Negotiation, Closing, and Order of Taking**

### **Group 22 - Acquisition Business Damage Estimating and Estimate Review**

### **Group 24 - Acquisition Relocation Assistance**

### **Group 25 - Right of Way Clearing and Leasing**



# Professional Services

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Announcements regarding projects requiring professional services may be viewed at the following links:

- [Planned Professional Services Advertisements](#)
- [Current Professional Services Advertisements](#)
- [Professional Services Selection Results](#) (Shortlisted, Final Selections)
- [All Advertisements](#)

These announcements require prequalification with the Department. Firms must follow instructions listed in the advertisement when responding.

Professional services contracts procured in accordance with Section 287.055 Florida Statutes are not subject to the 1% MyFloridaMarketPlace transaction fee, pursuant to [Rule 60A-1.032, Florida Administrative Code](#).

# Commodities/Contractual Services

Section 287.057, Florida Statutes, and [Rule 60A, Florida Administrative Code](#), requires state agencies to acquire commodities and contractual services, in excess of Category Two (\$35,000), by competitive sealed bids, request for proposals or by competitive negotiations, unless specifically exempted. These processes require a competitive selection based on either the lowest responsive bid (Invitation to Bid - ITB) or the most advantageous responsive proposal/price (Request for Proposals - RFP), or a "best value" determination (Invitation to Negotiate - ITN).

Criteria for evaluation of bids, proposals, or replies are set forth in the ITB, RFP or ITN package. In accordance with [Rule 60A-1.031, Florida Administrative Code](#), all purchasing actions involving commodities and contractual services procured under Section 287.057 Florida Statutes are subject to a 1% MyFloridaMarketPlace Transaction Fee.

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# Commodities/Contractual Services

Types of commodities acquired may include; aggregates, barricades, computer hardware and software, electrical supplies, fencing, forms, gas, grass, hardware, heavy equipment, herbicides, janitorial supplies, laboratory equipment, maintenance supplies, nuclear gauges, office supplies and furniture, paint, reflective sheeting, roadway materials, safety products, survey instruments and supplies, tools, tolls equipment, uniforms, and vertical lift platform trucks.

Types of contractual services acquired may include: accounting, asbestos surveys & abatement, auditing, banking, building maintenance, communications, courier, environmental, equipment maintenance, hardware/software development & maintenance, janitorial, landscaping, legal, management, moving, pest control, public outreach, research, right of way appraisal, security, temporary help, training, video, and wildlife research. There is no pre-qualification required for proposing/bidding on these services, however, minimum qualifications may be specified in the bid or proposal package and will need to be demonstrated in the vendor response.

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# Commodities/Contractual Services

The Department utilizes the Department of Management Services(DMS) vendor list to notify vendors of advertised projects. Application to be included on this vendor list may be obtained by calling DMS at (850) 487-4634 or to register online, go to the on-line [Vendor Registration](#) web page.

Formal procurement of commodities and contractual services are advertised in the Vendor Bid System located on [MyFlorida.com](#).

A copy of our [Commodities and Contractual Services Vendor Guide](#) is also published online for your convenience. This guide provides an overview of the requirements for doing business with the Florida Department of Transportation.

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# Contracts Administration Office

## Construction & Maintenance

including but not limited to the following:

- Bridge Painting
- Computerized Traffic Control
- Debris Removal
- Drainage
- Electrical Work
- Fencing
- Flexible Paving
- Grading
- Grassing, Seeding and Sodding
- Guardrail
- Hot In Place Resurfacing
- Intelligence Transportation Systems
- Landscaping
- Bridge Construction
- Pavement Marking
- Roadway Paving
- Roadway Signing
- Traffic Signal
- Curbs
- Asphalt repairs
- Soundwalls
- Concrete specialty work
- Dredging
- Drill shaft
- Driveways
- Fiber optic cables
- Foundation drilling
- Gutters
- Handrails
- Joint Specialty Work
- Sidewalks
- Structural Steel Cleaning and Painting
- Sinkhole Remediation & Stabilization
- Traffic Separators
- Tree Removal and Trimming
- Underground Utilities

**Includes Design Build work**

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# Construction Services

The Department procures construction services such as roadway and bridge construction. These services are acquired in accordance with Section 337.11 Florida Statutes. Construction advertisement and qualification information can be found on the [Office of Contracts Administration](#) Home Page. From the Contracts Administration homepage you can also access [Construction letting and project information](#). The Contracts Administration Office is responsible for advertising and awarding road and bridge construction projects.

All procurements under Section 337.11 Florida Statutes are not subject to the 1% MyFloridaMarketPlace Transaction Fee, pursuant to [Rule 60A-1.032, Florida Administrative Code](#).

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# Maintenance Services

Maintenance services are generally defined as services associated with the maintenance and operation of roadways, structures, and rest areas. Some examples include right-of-way mowing, and asset maintenance. Maintenance service procurements for the Department of Transportation are also authorized under Florida Statute 337.11. Maintenance advertisements and qualification information can be found on the [Office of Contracts Administration](#) Home Page. From the Contracts Administration homepage you can also access [Maintenance letting and project information](#). Acquisition of these services is also coordinated by the Contracts Administration Office.

All procurements under Section 337.11 Florida Statutes are not subject to the 1% MyFloridaMarketPlace Transaction Fee, pursuant to [Rule 60A-1.032, Florida Administrative Code](#).

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# Design-Build

Design-Build combines into a single contract the design, construction, and in certain cases the construction engineering and inspection and acceptance requirements for a project, all in accordance with standard Florida Department of Transportation criteria, specifications, and contract administration practices. These projects allow the contractor to participate in the design in an effort to reduce costs and expedite construction. Contractors and Consultants interested in these projects will find information on these procurements on the [Design-Build web page](#). Design-Build contracting is authorized under Section 337.11, Florida Statutes.

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# Program Management Office

FDOT uses many products and services in the course of a road or bridge construction or maintenance project. The requirements for these products and services are identified in the [Standard Specifications for Road and Bridge Construction Manual](#).

FDOT does not purchase these items directly. FDOT requires the Contractors to purchase these products and services meeting the manual requirements. The [Approved Product List](#) identifies the products that have been approved for use by the Florida Department of Transportation for use on State and Federal Highways. The products are listed by the Specification, Structures or Design Index reference that identifies the product usage or material requirements. Where applicable, cross-references are provided so that usage and material requirements are easily identified.

FDOT will limit the Contractor's purchase and use of products and materials that require pre-approval to items listed on the APL, effective at the time of placement.

Further information on [product evaluation](#) can be found on the [Program Management office](#) website.

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# Equal Opportunity Office

The Florida Department of Transportation [Equal Opportunity Office \(EOO\)](#) was created to administer the Department's Disadvantaged Business Enterprise Program, Title VI Program (Nondiscrimination in State and Federal Programs and Activities), and Internal and External Equal Employment Opportunity/Affirmative Action Program (Title VII). This office handles [Disadvantaged Business Enterprise \(DBE\)](#) certification and FDOT's [Business Development Initiative \(BDI\)](#) for small businesses.

# Small Business

Please visit the Department's Small Business website for information on the Department's [Small Business Size Standards](#).

To see a listing of Small Businesses, please visit the [reports page](#).

If you wish to be included in the [Small Business listing for Professional Services](#), please complete your [BDI Affidavit and Profile form](#) and send to [smallbusiness@dot.state.fl.us](mailto:smallbusiness@dot.state.fl.us).

If you wish to be included in the [Small Business listing for Construction, Maintenance and Other Contractual Services Firms](#), please complete your [BDI Affidavit and Profile form](#) and send to [FDOT.BDI@dot.state.fl.us](mailto:FDOT.BDI@dot.state.fl.us).

# Minority Business Enterprise Office

The Minority Business Enterprise (MBE) Office has the unique responsibility to ensure that Florida's diverse business community actively participates in and has access to Florida Turnpike Enterprise's contracting and procurement opportunities. Opportunities range from construction and professional services contracts to commodities and contractual services. Additional information on MBE certification is available through the [Florida Department of Management Services](#) website.

# Contacts

## Procurement Office

<http://www.dot.state.fl.us/procurement/contacts.shtm>

## Contracts Administration Office

<http://www.dot.state.fl.us/cc-admin/staff.shtm>

## Equal Opportunity Office (DBE)

<http://www.dot.state.fl.us/equalopportunityoffice/Personnelisting.shtm>

## Program Management Office

[www.dot.state.fl.us/programmanagement/](http://www.dot.state.fl.us/programmanagement/)

