



Florida Department of
TRANSPORTATION

Doing Business with FDOT Professional Services



Professional Services

Section 287.055 (the Consultants' Competitive Negotiation Act) and Section 337.105, Florida Statutes, require procurement of professional services by competitive negotiation. The process, as mandated by statute and [Rule 14-75, Florida Administrative Code](#), 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 types of work have been established for which professional consultants are frequently used. Consultants desiring to compete for contracts in these standard types of work for professional services are required to renew their prequalification annually. Information on prequalification 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.

Professional Services

Per Section 287.055, F.S., Professional Services can include, but is not limited to, the following:

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

Getting Started

Firms seeking to work on FDOT Professional Services project must register with [MyFloridaMarketPlace](#) (MFMP), the State of Florida's vendor registration system.

All firms performing work for Professional Services contracts are required to be prequalified for any work they perform that is defined by Rule 14-75, F.A.C., regardless of whether they are working as a prime or a subconsultant.

[Rule 14-75, F.A.C.](#), establishes 17 work groups, broken down into 56 work types. Firms should review the descriptions and requirements of each work type prior to submitting for prequalification.

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

Prequalification

Firm Registration

Corporations, Limited Liability Companies (LLCs), and Limited Partnerships are required to register with the [Florida Department of State Division of Corporations](#). Individuals are not required to register.

Certificate of Authorization

Based on the type of work your firm performs, the firm may need to obtain a Certificate of Authorization (COA) from one or more Florida licensure Boards. Architecture, Engineering, Landscape Architecture, and Real Estate, and some Planning firms will need to obtain this from the [Florida Department of Business and Professional Regulation \(DBPR\)](#). Surveying and Mapping firms will need to obtain the COA from the [Florida Department of Agriculture and Consumer Services \(DOACS\)](#).

Prequalification

Professional Liability Insurance

All firms are required to obtain current professional liability insurance (PLI) for the firm. The name on the proof of insurance must match the firm's name as the firm is registered with the Florida Division of Corporations. Proof of PLI can be provided to the Department through one of the following methods:

- a. Submittal of a current certificate of PLI
- b. Submittal of an unequivocal commitment letter from an insurance company

Prequalification

Level of Qualification

Firms may prequalify at two different levels. Different documentation is required for qualification at each level.

- **Minor Level** – Limits firms to perform less than \$500,000 worth of work per project. Qualification at the minor level does not require any additional documentation, but firms can elect to submit a [Self-Certification of Accounting System and Reimbursement Rates](#) form. This is not required for qualification at the minor level, but this information may be requested during negotiations for specific projects.
- **Unlimited Level** – Firms can perform any amount of work per project, including \$500,000 or more. Qualification at the unlimited level requires the firm to submit an [annual overhead audit](#) performed by an independent CPA for the most recent fiscal year and a signed [Contractor Cost Certification](#).

Prequalification

Request for Qualification Package for Professional Consultants

All firms seeking qualification must complete and submit a signed copy of the [Request for Qualification Package for Professional Consultants](#) application form. [Instructions](#) for the Prequalification Form are provided for additional information.

Resumes

Firms will need to gather resume information for each qualifying individual as it pertains to each work type they are being used to qualify for. [Sample resumes](#) are available. Although these were assembled with specific work types in mind, they provide an excellent basis for constructing resumes for all work types.

Prequalification

Additional information on the Professional Services Prequalification process, including a detailed checklist for firms seeking qualification for the first time, is available on the Procurement website at

http://www.dot.state.fl.us/procurement/Prequalification_Applications.shtm.

Pursuing Professional Services Projects

Announcements regarding projects requiring professional services may be viewed at the Professional Services Advertisements link of this web site.

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

Pursuing Professional Services Projects

It is imperative that you read and understand the advertisement boilerplate, which precedes the actual advertisements on the [Advertisements](#) page.

PROCUREMENT OFFICE
Current Professional Services Advertisements

[Procurement Office Home Page](#)

[Results Page](#)

Pursuant to Section 120.57(3), 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 Florida Department of Transportation, Clerk of Agency Proceedings, 605 Suwannee St, Mail Station 58, Tallahassee FL 32399-0488. 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.

IMPORTANT NOTICE !!

All vendors, consultants, contractors, must register with the state's web-based e-Procurement system "MyFloridaMarketPlace." You can register on-line at <http://dms.myflorida.com/infmp>. Professional Services acquired in accordance with Chapter 287.055 Florida Statutes, are exempt from the 1% transaction fee. You can also sign up to attend a vendor registration training session or call 1-866-352-3776 for assistance.

District: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [Turnpike](#) [Central Office](#)

Updated: Monday February 02 2015

**Notice to Professional Consultants
State Of Florida Department Of Transportation**

Notice: All Letters of Response are required to be submitted via E-mail. The size limit for Letters of Response has been increased to 1MB. Please read the Response Procedure carefully!

The Department reserves the right to reject all Proposals and/or to waive minor irregularities. The Department of Transportation anticipates seeking professional consultant services on the projects listed in this advertisement. Consideration will be given to only those firms that are qualified pursuant to law and that have been prequalified by the Department to perform the indicated MAJOR Type(s) of Work. Prime Consultants must be prequalified in at least one or more of the MAJOR Types of Work specified in the advertisement. A prequalified subconsultant(s) may be used to meet the other Types of Work specified in the advertisement. Persons and firms used whether prime consultant or subconsultant, can only perform the work for which they are prequalified with the Department, in accordance with Rule Chapter 14-75, Florida Administrative Code. Consultants technically prequalified without unlimited overhead status, will only be considered as primes for projects identified as "Minor Projects" (projects less than \$500,000). Any firm not prequalified by the Department and desiring consideration for these projects must submit a complete [Request for Qualification Application to \[cp.prof.serv@dot.state.fl.us\]\(mailto:cp.prof.serv@dot.state.fl.us\)](#) by the advertised Letter of Response Deadline Date and Time. Please call 850-414-4597 if you have any questions on the prequalification process. A Department approved overhead audit is required for projects \$500,000 or more. The technical work type(s) and audit must be approved by the shortlist date referenced in the advertisement in order for the responding firm to be considered responsive for shortlisting.

CONSULTANT ELIGIBILITY: It is a basic tenet of the Department's contracting program that contracts are procured in a fair, open and competitive manner. The Department requires that Consultants representing the Department must be free of conflicting professional or personal interests. In order to prevent potential conflicts of interest, the Department has established guidelines to be followed by professional services Consultants. Please familiarize yourself with the requirements of Procedure No. 375-030-006, also known as: "Restriction on Consultants' Eligibility to Compete for Department Contracts". By submitting a Letter of Response, the Consultant certifies that they are in compliance with Procedure No. 375-030-006. This procedure is available at the following link: [Professional Services Publications Menu](#). In addition to the restrictions identified in Procedure No. 375-030-006, please be advised of the following prohibition: A consultant firm or its affiliate who was the Designer or Engineer of Record is precluded from bidding on the same project as the Construction contractor, or as a member of the construction team(subcontractor).

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964: 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 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.

FEDERAL DEBARMENT: By submitting a Letter of Response, the consultant certifies that no principal (which includes officers, directors, or executives) is presently suspended, proscribed for debarment, declared ineligible or voluntarily excluded from participation on this transaction by any Federal Department or Agency.

Pursuing Professional Services Projects

Be sure to carefully review any standard notes that are identified in the advertisement. Standard Notes are found in the boilerplate language above the advertisements.

DISTRICT 5

Major Work :
10.1 - Rdwy Construction Engineering Inspection
Minor Work :
10.4 - Minor Bridge & Misc. Structures(CEI)
Contract : 15566 Major Project
Selection Procedure: Selection from Expanded Letter of Response
Financial Management Number(s):
42404046201

Project Description:

CEI GROUP 146 EAST CTRL RAIL TRAIL FROM KINGMAN ROAD TO VOLUSIA COUNTY LINE; I-95 INT @ ST JOHN'S HERITAGE PKWY/ PALM BAY PKWY N OF MICCO RD; I-95 (SR 9) AT PINEDA; SRA1A (ATLANTIC AVE) FROM N OF SR500 US 192 TO S OF SR 404

Project Manager: Schmitt, Alida J

See Standard Notes Above: 9,10,4

[View proposed scope](#)

(Adobe Acrobat® PDF file)

Advertisement Date	:	26JAN2015	
Response Deadline	:	06FEB2105	
Shortlist Selection Date	:	23FEB2015	Time: 08:15AM
Final Selection Meeting Date	:	09MAR2015	Time: 08:15AM

Response Deadline : 06FEB2105

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.

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.

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>

Equal Opportunity Office (DBE)

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

