

COUNTY ROAD 386 RESURFACING

ENGINEERING SERVICES

REQUEST FOR PROPOSALS INFORMATION PACKAGE

FDOT FPID #: 413202-3-54-01

**Gulf County Board of County Commissioners
1000 Cecil G. Costin Sr. Blvd.
Port St. Joe, FL 32456**

**This Entire Package Is For Convenience Only and to Assist In Filling Out the Proposal.
Do Not Return With Your Proposal**

**GULF COUNTY BOARD OF COUNTY COMMISSIONERS
REQUEST FOR PROPOSALS #1617-01
FDOT FPID NO. 413202-3-54-01**

The Gulf County Board of County Commissioners is seeking professional consultant services for survey, design, permitting, and preparation of construction plans for the resurfacing of CR 386 (Overstreet Road) per FDOT Design Standards. The project will begin at the intersection of CR 386 and US 98 and continue approximately 19.5 miles to the intersection of SR 71. The work primarily consists of milling and resurfacing the existing travel lanes, maintaining 12' widths, and the addition of 5' paved shoulders. The existing right-of-way varies. No additional right-of-way will be required. Consideration will be given to only those firms that are qualified pursuant to law and that have been prequalified by FDOT to perform the indicated types of work.

Work Types: Major work mix: Resurfacing
 Major work groups: 3.1
 Minor work groups: 7.1, 8.1, 8.2, 9.1, 9.2
Response Deadline: Friday, November 4, 2016 at 4:30P.M. ET
Opening Date: Monday, November 7, 2016 at 10:00 A.M. ET
Questions Deadline: Thursday, October 27, 2016

This project is funded with assistance from the Florida Department of Transportation (FDOT). By submitting a letter of response, the Consultant certifies that they are in compliance with FDOT Procedure No. 375-030-006 (Restriction on Consultants Eligibility to Compete for Department Contracts) and that no principle is presently suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation on this transaction by any Federal Department or Agency.

Information regarding the proposal can be obtained at the Gulf County Clerk's Office, 1000 Cecil G. Costin Sr. Blvd., Port St. Joe, FL 32456, and on the County's Web Site at <http://www.gulfcounty-fl.gov/> . In order to ensure a fair, competitive, and open process, once a project is advertised for Letters of Qualifications, all communications between interested firms and the County must be directed to Mrs. Lianna Sagins, Grant Coordinator, 850-229-6144 or at lsagins@gulfcountyedc.com.

If interested, qualified consultants are required to submit the original and three (3) copies of the letter of response to the Gulf County Clerk's Office 1000 Cecil G. Costin Sr. Blvd., Port St. Joe, FL 32456, by the response deadline.

Please indicate on the envelope that this is a sealed proposal for the **"RFQ #1617-01 #413202-3-54-01 CR 386 Resurfacing Project"**.

**BOARD OF COUNTY COMMISSIONERS
Gulf COUNTY, FLORIDA
/s/ WARD MCDANIEL, CHAIRMAN**

Advertise: Oct 18 & 21, 2016
Ad #2016-71
Invoice: Gulf Co BOCC
Ad Size: Legals – New Herald

PART I – GENERAL INFORMATION

The Gulf County Board of County Commissioners is seeking professional consultant services for survey, design, permitting, and preparation of construction plans for the resurfacing of CR 386 (Overstreet Road) per FDOT Design Standards. The project will begin at the intersection of CR 386 and US 98 and continue approximately 19.5 miles to the intersection of SR 71. The work primarily consists of milling and resurfacing the existing travel lanes, maintaining 12’ widths, and the addition of 5’ paved shoulders. The existing right-of-way varies. No additional right-of-way will be required. Consideration will be given to only those firms that are qualified pursuant to law and that have been prequalified by FDOT to perform the indicated types of work.

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If interested, qualified consultants are required to submit the original and three (3) copies of the letter of response to the Gulf County Clerk’s Office, 1000 Cecil G. Costin Sr. Blvd., Port St. Joe, Florida 32456 by the response deadline. All letters of response shall be sealed.

PART II – PROPOSAL PREPARATION INSTRUCTIONS

The Letter of Response shall be signed by an authorized representative of the firm. All information requested must be sealed when submitted. Failure to submit all information may result in a lower evaluation of the proposal. Letters which are substantially incomplete or lack key information may be rejected by the County at its discretion. The selection of the short listed firms will be based on the information provided in the submittal.

Information submitted with the letter of response should include documentation to demonstrate the firm's qualifications and abilities to provide the scope of services. The submittal should include sufficient information to present a clear understanding of similar past projects, especially in Florida, staff experience and abilities, and any other additional, pertinent details to describe the team's capabilities.

A committee will review the information submitted and short list the firms. On-site presentations and/or interviews may be requested of a short list of three or more firms. Once all review is complete, the short-listed firms will be ranked by the selection committee with the top ranked firm being presented to the Board for approval. Negotiations will follow pending Board approval and FDOT approval.

All prospective submitters are hereby cautioned not to contact any County Commissioner member or any member of the Selection Committee after submittals are opened nor attempt to persuade or promote through other channels until notification that the Selection Committee has arrived at a recommendation of the most qualified firms. Until notification is received, all contacts shall be channeled through Mrs. Lianna Sagins at 850-229-6144 or at lsagins@gulfcountyedc.com. Failure to comply with these procedures will be cause for disqualification of the firm's proposal.

The Local Agency of Apple County hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement and any Disadvantaged Business Enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, gender, religion, age, disability, marital status or national origin in consideration for an award.

The County shall comply with the Local Government Prompt Payment Act in accordance with Florida Statutes Chapter 218 and the Public Records Act in accordance with Florida Statutes Chapter 119.

The County shall follow the procedures of the Consultants' Competitive Negotiation Act, Title XIX, Chapter 287, Section 055 of the Florida Statutes. The selection committee shall consider the following factors:

SUBMITTAL REQUIREMENTS: The proposer shall submit the original and three (3) paper copies with all supporting documentation as described below (maximum of 20 pages total):

1. LETTER OF RESPONSE

Letter of response prepared by a corporate officer or principal of the firm authorized to obligate the firm contractually should at a minimum include the following information:

- a. Project name/FDOT Financial Management Number
- b. Consultant's name and address
- c. Proposed responsible office for consultant
- d. Contact person, phone number, and internet email address
- e. Indication as to whether the prime firm and/or sub-consultants are disadvantaged business enterprises (DBE)

2. SCORING FACTORS (max score 100)

- **Ability of personnel (30 Points):** Identify the roles and responsibilities of the proposed personnel with each individual's experience and qualifications. Include resumes for each team player involved with the project.
- **Experience of the firm & References (25 Points):** Demonstrate experience in other projects of similar scope of work and complexity (a minimum of 3 sidewalk projects should be shown). A reference list for each project is required including the name of client contact familiar with the project, project name, telephone number and/or email address, brief description of the project, actual cost and project length. State funded projects should also be shown if possible.
- **Availability of workload & willingness to meet time requirement (20 Points):** Ability of the firm to manage this project within the specified project time and within budget. Show current workload of available personnel and hours projected on this project. Provide a schedule of project progress beginning with field review and ending with final plans and specifications.
- **Proposed approach and methodology (25 Points):** Explain how project design will be approached and what methodology will be followed when developing the design.

3. OTHER STATEMENTS, FORMS AND DOCUMENTATION

- a. Certificate of Insurance: see requirements as listed below
- b. Proof of Licenses/Certifications
Provide proof of proper State of Florida business licensure and professional certifications/registration(s) in the State of Florida.

Provide proof of corporate registration to operate in the State of Florida by the Department of State, Division of Corporations. Information concerning certification with the Secretary of State can be obtained at: <http://ccfcorp.dos.state.fl.us/index.html>.

- c. FDOT Prequalification:
Major Work Group: 3.1 Minor Work Group: 7.1, 8.1, 8.2, 9.1, 9.2
- d. E-Verify
The consultant shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Agency during the term of the contract; and shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- e. Public Entity Crimes Statement

- f. Drug-Free Workplace Form (FDOT Form #375-040-18)
- g. Truth in Negotiation Certification (FDOT Form #375-030-30)
- h. Conflict of Interest Certification (FDOT Form #375-030-50)

LENGTH OF SERVICE - The Consultant's engineering design services shall begin upon written Notice to Proceed (NTP) by the County. It is anticipated that the NTP will be issued by January 24, 2017. It is projected that all work will be completed by October 31, 2017.

TITLE VI NONDISCRIMINATION POLICY STATEMENT - During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor shall comply with the Acts and the Regulations relative to Nondiscrimination in federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers a program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, national origin, sex, age, or disability.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Acts, the Regulations and directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Florida Department of Transportation (FDOT) to be pertinent to ascertain compliance with such Acts, Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Recipient or the FDOT, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient shall impose such contract sanctions as it or the FDOT may determine to be appropriate, including, but not limited to:
 - Withholding of payments to the contractor under the contract until the contractor complies; and/or
 - Cancellation, termination, or suspension of the contract, in whole or in part.

INSURANCE - The consultant shall procure and maintain the following described insurance, except for coverages specifically waived by the County. Such policies shall be from insurers with a minimum financial size of VII according to the latest edition of the AM Best Rating Guide. An A or better Best Rating is “preferred”; however, other ratings if “Secure Best Ratings’ may be considered. Such policies shall provide coverages for any or all claims which may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of the contract documents, whether such services, work and operations be by the contractor, its employees, or by subcontractor(s), or anyone employed by or under the supervision of any of them, or for whose acts any of them may be legally liable.

The contractor shall require, and shall be responsible for assuring throughout the time the agreement is in effect, that any and all of its subcontractors obtain and maintain until the completion of that subcontractor’s work, such of the insurance coverages described herein as are required by law to be provided on behalf of their employees and others.

The required insurance shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.

These insurance requirements shall not limit the liability of the contractor. The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the contractor’s interests or liabilities, but are merely minimums.

Except for workers compensation and professional liability, the contractor’s insurance policies shall be endorsed to name the County as an additional insured to the extent of its interests arising from this agreement, contract or lease.

The contractor waives its right of recovery against the County, to the extent permitted by its insurance policies.

The contractor’s deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. They shall be reduced or eliminated at the option of the County. The contractor is responsible for the amount of any deductible or self-insured retention.

Insurance required of the contractor or any other insurance of the contractor shall be considered primary, and insurance of the County, if any, shall be considered excess, as may be applicable to claims obligations which arise out of this agreement, contract or lease.

Workers Compensation Coverage: The consultant shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and with employers liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease, or a valid certificate of exemption issued by the state of Florida, or an affidavit in accordance with Section 440.02(13)(d) and 440.10(1)(g) Florida Statutes. Contractor shall also purchase any other coverages required by law for the benefit of employees.

General, Automobile and Excess or Umbrella Liability Coverage: The contractor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the commercial general liability and business auto policies of the insurance services office. Minimum limits of \$1,000,000 per occurrence for all liability must

be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the workers compensation coverage section) and the total amount of coverage required.

General Liability Coverage - Occurrence Form Required: Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage coverages, and property damage resulting from explosion, collapse or underground (X,C,U) exposures.

Coverage B shall include personal injury. Coverage C, medical payments, is not required.

The contractor is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the County's acceptance of renovation or construction projects.

Business Auto Liability Coverage: Business auto liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

Excess or Umbrella Liability Coverage: Umbrella liability insurance is preferred, but an excess liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages. Umbrella coverage shall drop down to provide coverage where the underlying limits are exhausted.

Professional Liability: \$1,000,000 per occurrence minimum limit.

PART III – SCOPE OF SERVICES

The services sought are the survey, design, permitting, and preparation of construction plans for the resurfacing of CR 386 (Overstreet Road) per FDOT Design Standards. The project will begin at the intersection of CR 386 and US 98 and continue approximately 19.5 miles to the intersection of SR 71. The work primarily consists of milling and resurfacing the existing travel lanes, maintaining 12' widths, and the addition of 5' paved shoulders. The existing right-of-way varies. No additional right-of-way will be required.

Four (4) bridges exist within the project limits (BR510024 – over Panther Swamp, BR510026 – over Cypress Creek, BR510048 – over the ICWW, and BR510050 – over Wetappo Creek). Bridges BR510024, BR510048, and BR510050 have concrete decks that require no work other than striping and guardrail upgrades. Bridge BR510026 has an asphalt deck that will be milled and resurfaced along with striping and guardrail upgrades.

Three (3) culverts exist within the project limits (510025 – Cypress Creek Relief, 510043 – Wetappo Creek, 510049 – Unnamed Branch) and will need to be evaluated for extension.

The posted speed limit on CR 386 (Overstreet Road) varies from 45 to 60 mph. An appropriate design speed will need to be determined.

Sidewalk is not included in this project.

Guardrail and guardrail end anchorage assemblies should be evaluated for conformance to Standards for type, height, and offset to the travel lanes and hazards. Existing guardrail shall be evaluated to determine if the length of advancement meets Standards. The guardrail should be extended if required.

A. Surveying

1. Survey will be a Level 2 Survey effort, as determined by 25.3.4.2 of the Plans Preparation Manual (PPM).
2. Provide the Primary and Secondary Horizontal and Vertical control.
3. Provide any subsurface utility excavations (SUE) that are required for the projects (may be required at locations or where drainage structure construction or modification is expected to be in conflict with buried utilities).
4. Locate Wetland boundaries.
5. Prepare survey notes and computations to document the surveys.

B. Engineering

1. Design and prepare plans for the milling, resurfacing and shoulder construction according to the following design standards:
 - a. The Florida Green Book
 - b. The Florida Department of Transportation (FDOT) Plans Preparation Manual (PPM).
 - c. The FDOT Design Standards.
 - d. The Manual on Uniform Traffic Control Devices (MUTCD).
 - e. The Americans with Disabilities Act (ADA).
2. Design and prepare plans associated with signing and pavement markings for this project in accordance with the FDOT PPM.
 - a. A No Passing Zone Study will be required to be performed.

3. Develop a safe and effective Traffic Control Plan.
 - a. Move vehicular and pedestrian traffic during all phases of construction.
 - b. Shall include construction phasing of roadways ingress and egress to existing property owners and businesses, routing, signing and pavement markings, roadway pavement, drainage structures, ditches, front slopes, back slopes, drop offs within clear zone, and traffic monitoring sites.
 - c. Special consideration shall be given to the construction of the drainage system when developing the construction phases.
4. Prepare design documentation and computation booklets.
5. Review existing features within the project limits and make a determination if a Design Variation or Exception is appropriate.
 - a. Submit the requests for Variations and Exceptions to the Department as early as possible for approval in order to minimize potential schedule delays.
 - b. Omitting certain work items may require approval at the District Director level (see PPM, Vol I, Ch 25.3.1.2).
6. Prepare contract documents and technical specifications and plans.
7. Perform any necessary geotechnical activities associated with this project.
 - a. Retain all samples until acceptance of final plans.
 - b. Perform specialized field-testing as required.
 - c. All Standard Penetration Testing will be performed using an automatic hammer.
8. Prepare the Typical Section Package.
 - a. Provide to the Department for review and approval prior to the 30% Design Plans submittal.
9. Prepare the Flexible Pavement Design.
 - a. The number of lifts and constructability shall be considered when designing the pavement mix.
 - b. Comply with the most recent version of the FDOT Pavement Design Manual.
 - c. Provide to the Department for review and approval along with the 30% Design Plans submittal.
 - d. Provide a load rating analysis if the pavement design results in a change in the dead load on the Cypress Creek Bridge (BR510026).
 1. Assuming that the proposed pavement design will increase the profile grade, the intent for this project will be to feather/taper the pavement to the bridge deck to prevent an increase in the dead load.
10. Evaluate existing cross slopes and superelevations for correction.
 - a. Determine if minimum and maximum cross slope requirements are met throughout the project limits.
 - b. Determine the method of correction (variable depth milling or overbuild) and the details/tables required.
 - c. Proposed design for cross slope correction must be included in the 60% Design Plans.
11. Coordinate with all utility companies during the design process.
 - a. Identify all utilities in the corridor during the survey phase by calling Sunshine 811.
 - b. Above-ground utility installations that have been struck three times within the latest 5-year period shall be assessed for relocation options.
 - c. Prepare a Utility Conflict Matrix for all utilities which may be impacted by construction activities.
 - d. Provide plans sets or CDs/DVDs to the Utility Company for review.
 - e. Review and implement identified utility locations into the plans.

12. Coordinate with appropriate agencies for all necessary permits.
 - a. Potential agencies requiring coordination include, but are not limited to: Northwest Florida Water Management District, Department of Environmental Protection, and US Army Corps of Engineers.
13. Evaluate the existing signage to determine the need for additional signs, correcting redundant or conflicting signage, and the replacement of damaged signs.
 - a. Review the existing school zone pavement markings and signage and redesign/revise as necessary according to applicable standards.
14. Evaluate the condition of existing culverts, cross drains and side drains for extension/replacement/correction.
 - a. Review locations of side drains for broken mitered end sections – any broken mitered end that is creating a safety hazard should be reconstructed.
 - b. Analyze the hydraulic design and performance of existing cross drains to determine if they are structurally sound and can be extended.
15. Provide stormwater/drainage as necessary to accommodate resurfacing and shoulder additions in accordance with the FDOT Drainage Manual.
 - a. CR 386 (Overstreet Road) has an open drainage system throughout the project limits.
 - b. Storm pipes that are replaced/extended will receive new end treatments.
16. Provide monthly status reports and update meetings through the design and permitting process.
17. Attend progress meetings with the County as necessary.
18. Develop probable cost of construction estimate after 90% design is complete, and update at 100%.
19. Provide any necessary materials for public announcements or public participation meetings.

C. Deliverables

1. Typical Section Package for the County's review and approval (this should be provided prior to the Conceptual Design Plans).
2. Flexible Pavement Design for the Department's review and approval (provided with the Conceptual Design Plans).
3. Two sets of 30% Design Plans for the County's review and two sets for the Department's review.
4. Two sets of 60% Design Plans for the County's review and two sets for the Department's review.
5. Two sets of 90% Plans and Specifications for the County's review and two sets for the Department's review.
6. Two sets of 100% signed and sealed Construction Plans and Specifications (For Advertisement).
7. One copy of the signed and sealed Design and Computations Booklet.

The finished product will result in FDOT approved plans and specifications and bid documents in both hard copy and electronic versions ready for project bidding and construction. Services provided by the Consultant shall comply with all aspects of the Gulf County's Joint Participation Agreement with the Florida Department of Transportation identified as FPID #413202-3-54-01.

All questions concerning this project must be in writing and can be sent to Lianna Sagins by mail at 1000 Cecil G. Costin Sr. Blvd. Room 312, Port St. Joe, Florida 32456 or by email lsagins@gulfcountyedc.com. No verbal questions will be addressed. The deadline for receiving questions is October 27, 2016.

PART IV – EVALUATION OF PROPOSALS

EVALUATION METHOD AND CRITERIA: All proposals will be subject to review and an evaluation process. All proposers responding to the RFQ, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The County will consider all responsive and responsible proposals received.

Proposals shall include all of the information solicited in this RFQ, and any additional data that the consultant deems pertinent to the understanding and evaluating of the proposal. Each proposer will be ranked based on the criteria herein addressed.

During the evaluation process and at the sole discretion of the County, requests for clarification of one or more proposer submittals may be conducted. Any request for clarification will be requested by the County in written format. Such clarification request will provide proposers with an opportunity to answer any questions the County may have on a proposer’s submittal.

Proposals will be reviewed by the selection committee and evaluated based on the format and content outlined in this proposal as follows:

EVALUATION CRITERIA	POINTS
Ability of personnel	30
Experience of the firm & References	25
Availability of workload & willingness to meet time requirement	20
Proposed approach and methodology	25
TOTAL	100

SELECTION: The selection committee will review, evaluate and rank the proposals submitted by all responsive and responsible firms based on the criteria above. The top ranked firm will be recommended to the Board of County Commissioners for approval on January 24, 2017. Should a tie occur, an alternate committee member will be asked to evaluate the firms based on the submitted proposals. The alternate score will be the tie-breaker.

If the Board of County Commissioners concurs with the selection committee, the firm name with the required selection documentation will be forwarded to FDOT for approval of the selected firm. Should FDOT concur with the Board’s recommendation, contract price negotiations will begin between the selected firm and Gulf County

Schedule: The anticipated schedule for this project is as follows:

Proposal Advertised and Issued Initially	October 18 & 21, 2016
Proposal Due Date	November 4, 2016
Selection Committee Meeting	November 7, 2016
County Board of Commissioners to award contingent upon negotiations	November 22, 2016
Submittal to FDOT for Approval	November 22, 2016
Contract Price Negotiations	November 23, 2016
60% Plans Submittal	June 30, 2017
90% Plans Submittal	August 31, 2017
100% Plans Submittal	October 31, 2017