

# General Information AD#26529

## Continuing Services Contract - PLEMO

**Department Designee:**

Kellie Smith

**Technical Review Committee:**

Steven Buck

Mark Trebitz

Tiffany Hill

**Project Manager:**

Joseph Fontanelli

**Advertising Date:**

May 19, 2025

**Marketing Meetings:**

Available May 2025 on CAP website

**CAP Website:** [www.cflroads.com/d5fdotdesign/](http://www.cflroads.com/d5fdotdesign/)

**Selection Method:**

- Five **(5)** firms shortlisted based on Expanded Letters of Response.
- Three **(3)** firms will be awarded contracts
- Expanded Letter of Response : submit to [D5.profserv@dot.state.fl.us](mailto:D5.profserv@dot.state.fl.us)

**Funding:**

- Contract Limit:  
\$5 Million / 5 Year term per firm

### Grading Criteria

**Technical Approach (0-40):**

- *Discuss your approach to carrying out various tasks related to this contract, with details on how the team, as a whole, will complete tasks and deliverables.*

**Other Considerations (0-20):**

- *Provide any additional innovation, unique ideas, tools, technology solutions and process improvements for consideration not previously covered.*

**Proposed Project Staffing (0-20):**

- *Address how your team will be structured, and the roles played by each firm. List your team's experience on similar projects and contracts.*

**Management Approach (0-10):**

- *Discuss your team dynamics and expectations for how your sub consultants' roles will work within this contract. Address your approach to the project management of this contract.*

**Community Engagement (0-10):**

- *Discuss your team's approach to community engagement on projects.*

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## Continuing Services Contract for Planning and Environmental Management Office (PLEMO)

This continuing services contract will support all areas of PLEMO by providing a range of primary and secondary tasks related to transportation planning and environmental documentation. Primary responsibilities will include the preparation of Type 1 and Type 2 Categorical Exclusions; the analysis and documentation of social, cultural, natural, and physical environmental factors; planning and concept studies; and Project Development and Environment (PD&E) studies, including the preparation and review of traffic analysis in support of project development. Environmental compliance and permitting support will also be a key component of this scope.

In addition, the contract will cover secondary or minor tasks such as traffic noise studies; corridor planning—including the development of master plans; support for 3R and transit-pedestrian safety projects; coalition involvement; geotechnical and survey activities; and various miscellaneous services.

Overall, the scope is designed to comprehensively support PLEMO's functions, including assistance with related and emerging responsibilities.

**Applicants are encouraged to address the following elements in their letters of response, including demonstrated capabilities and performance, as these will be critical in evaluating a consultant's ability to meet the demands of the continuing service contract:**

- *Comprehensive / Big-picture perspective*
- *Strong record of project delivery*
- *Proven management experience*
- *Availability of experienced support staff*
- *Implementation of robust quality assurance/quality control (QA/QC) processes*
- *Capacity for staff augmentation*
- *Community engagement*
- *Innovation*
- *Use of emerging technologies*

### Workgroups

**Major work groups include:** 2.0, 13.5

**Minor work groups include:** 3.1, 4.1.1, 4.1.2, 6.1, 7.1, 7.2, 7.3, 8.1, 8.2, 8.3, 8.4, 9.1, 9.2, 13.3, 13.4, 13.6, 13.7, 15.0

### Procurement Schedule

Advertisement	05/19/2025
Response Deadline	06/03/2025
Shortlist Selection	06/23/2025
Final Selection	07/07/2025
Negotiations Period Begin	07/28/2025
Negotiations Period End	08/18/2025

Procurement Information: [d5.profserv@dot.state.fl.us](mailto:d5.profserv@dot.state.fl.us)