

FTE & CONSULTANT MEETING OPPORTUNITIES

I. Consultant Marketing Sessions (Design)

- Held on the second Monday of each month
- 45 minutes in length
- 3 sessions between 1pm - 4pm
- Consultant-led presentation followed by Department Questions & Answers (Q&A)
- Staff is available at the request of Consultant(s); we will ask for a brief summary of the firm that will be sent out with the meeting invite.
- Consultant(s) can submit "Turnpike Team" and information will be posted to a folder on FTE server
- Additional information on logistics is provided once Consultant(s) request/schedule a Marketing Session

Who should Consultant(s) expect to meet with at this meeting?

- FTE Staff that are applicable to the services Consultant provides or projects Consultant will be pursuing
- FTE Program Management, Project Management and/or Technical disciplines

What should Consultant(s) discuss/present?

- Staff
 - As it relates to FTE (Tolling, Limited Access, Widening, Interchanges, Resurfacings, and Permitting)
 - Location in the State
 - Experience in State (relative to projects and FTE)
 - Knowledge of how the Department does business
 - Experience with key agencies within the state (permitting, drainage, locals)
 - National Experience
 - Bring the people who staff will be working with
 - Introduction of new staff/Changes to an existing team
- Differentiators of your firm (Innovations, Efficiencies)
- Strengths of your staff and firm and how that is applicable to Turnpike
- Projects that you're targeting and how you are the right firm for the project. Projects that have been advertised for procurement can't be discussed.
- Quality Assurance (QA)/Quality Control (QC) Process
- Your firm should be pre-qualified in the work groups you are pursuing or demonstrate how those areas of need could be addressed.
- Lessons Learned
- Treat it like an informal interview

- II. Consultant Construction Engineering and Inspection (CEI) Services Project Specific Marketing Sessions:
- Turnpike schedules a date for each project specific marketing meeting, this is an optional meeting.
 - The date is posted in the Department's planned advertisement located on the Procurement Planned Advertisement site at <http://www.fdot.gov/procurement/Advertisements.shtm>
 - Each firm will be allotted one (1) 30 minute session

Who should Consultant(s) expect to meet with at this meeting?

- Construction Project Manager and Technical Review Committee (TRC) Members, subject to availability.

Consultant firms who plan to pursue a specific Consultant CEI contract as the prime consultant, are encouraged to contact:

Rachel Panchookian
Email: Rachel.Panchookian@dot.state.fl.us
Phone: 954.934.1128

III. Technical Panels/Project Information Meeting

- Project specific meeting, i.e. Widening, Resurfacings, PD&Es, etc.
- Objective is for Consultant(s) to gather information in order to improve Letters of Response (LOR) and/or project insight and knowledge.
- 30 or 45 minutes in length depending on complexity of project
- Design Bid Build Pursuits: One-on-one with FTE Staff, Project Manager and Technical Review Committee (TRC)
 - Consultant requests specific FTE staff/technical discipline to attend
- Design Build Pursuits: One-on-one with FTE Project Manager and Technical Review Committee (TRC)
- Typically scheduled between Planned Ad and Formal Ad with contact information for scheduling provided on the planned advertisement
- Consultant-driven meeting - your meeting/your topics

Who should Consultant(s) expect to meet with at this meeting?

- TRC, FTE Project Manager, requested FTE technical staff (Design Bid Build projects)

What should Consultant(s) discuss?

- Project Specifics – that you know, need clarification on
- Key staff if relevant to the project
- Technical-specific questions you might have; FTE insight, lessons learned, project key issues, etc.

What should Consultants be aware of?

- Pursuant to Consultant Marketing Procedure No. 375-040-10: Documentation presented by either the Department or a Consultant during a marketing meeting is a public record, subject to Chapter

119, F.S. All documentation left by the Consultant(s) with the Department, shall be provided in an electronic format to the Department staff conducting the meeting.

- Expectation is that question(s) will be asked of all FTE technical staff requested to attend.

IV. General Information Meeting

- Non-Project specific, i.e. Continuing / Miscellaneous Design Services
- Brief informational presentation on contract specifics followed by Q&A
- 45 minute to one (1) hour in length in an open forum environment
- Scheduled between Planned Ad and Formal Ad with contact information provided on advertisement

Who should Consultants expect to meet with at this meeting?

- TRC, FTE Project Manager, Management and/or other applicable FTE technical Staff for key elements of contract

V. Debriefs

- 30 minutes in length
- Available at the request of Consultant post-acquisition final selection – to be requested at a minimum 72 hours after final selection.
- Scheduled through Professional Services contact identified on advertisement.
- Can be requested for a period not to exceed two (2) months after final selection.

Who should Consultant(s) expect to meet with at this meeting?

- TRC

What should Consultant(s) discuss?

- Answers to questions you might have about acquisition, scoring, selection, project, etc.
- Lessons learned for future pursuits
- TRC feedback
- Consultant-led meeting/your topics