

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES LETTER OF RESPONSE

375-030-22
PROCUREMENT
11/14
Page 1

Advertisement No.: 16151 **DOT FM Number:** 409224-1-32-01

Project Name: District Wide Safety Study and Minor Design

Consultant's Name: HNTB Corporation

Street Address: 201 North Franklin Street, Suite 550

City: Tampa **State:** FL **Zip:** 33602

Office Location: Tampa **Contact person:** Sergio Quevedo, PE, PTOE

Phone: (813) 402-4150 **Contact email:** squevedo@hntb.com

By submittal of this letter the Consultant certifies that all information provided in the letter is true and accurate. The Consultant further affirms that staff proposed are currently employed by the firm(s) identified, or the Consultant has provided a statement of when staff will become employed by the identified firm(s).

Please provide the following information:

- Proposed approach and understanding of critical issues.
- Relevant project experience – Similar type of work experience.
- Other content provided by firm.
- Proposed key personnel and their proposed roles (do not include resumes).

Consultants: *Please be aware that all font (including in graphics, tables, and captions on photos) must be standard Arial Narrow, 11 point, single line spacing with no modification of font or spacing allowed. ½" clear margin on all sides must be maintained on all pages. It is the Consultant's responsibility, due to font and format restrictions within this form, to work within the constraints of the form and its format. Character styling such as use of color, bold, and italics is allowed. Use of a table is recommended for text boxes. The page layout may be modified to add columns, tables, graphics, and photos. All graphics and photos must be created in a clean, blank word document and the "text wrapping square" option applied before cutting and pasting into this form. Consultants may add their logo at the top of the first page (directly underneath the header), however, the Consultant shall not extend the form beyond the pages allocated for the Letter to accommodate insertion of the logo. Consultants are not permitted to insert any other information in the header other than the logo. After pasting your letter into this form, highlight all text and ensure the font size of Arial Narrow, 11 point was retained. Once your content is inserted, delete any additional blank pages that are generated by pressing your delete key after the last word in the Letter of Response. Recreation of the form in another software application to modify the form format is not permitted. This form works best when saved with a .docx extension. *Please retain the source document as it may be requested at a later date in the procurement, to verify adherence with aforementioned restrictions. Note: You may begin typing on this page.*

INTRODUCTION

HNTB Corporation is pleased to submit this letter of response to District 1 for the District Wide Safety Studies and Minor Design contract. We have a dedicated and experienced team who is fully equipped and continuously available to serve the District and provide a seamless transition from one contract to the next. We are well-acquainted with the Highway Safety Improvement Program, the Central Office and FHWA requirements, and the expectations of this contract. Looking to the future, HNTB will continue to bring the same high-quality deliverables while staying on the cutting edge of transportation technologies and safety-related issues.

KEY PERSONNEL

A Familiar Team | The HNTB Team has extensive experience with traffic safety studies under District Wide and GEC contracts. Through our various contracts listed below, as well as many others, we have gained the knowledge and

experience necessary to provide the highest quality of service to the Department. We understand the challenges involved in high-profile projects with short timelines and are well prepared to meet the needs of the Department. As we have demonstrated on the current contract, HNTB is committed to ensuring that appropriate staff and equipment are provided to the District throughout the life of the contract to meet any schedule and production requirements. **All key staff are immediately available, and HNTB has more than adequate staff to complete multiple task orders simultaneously.**

RELEVANT FDOT PROJECT EXPERIENCE

D1 DW Safety Studies	D1 GEC
D1 DW Traffic Studies	D3 GEC
D7 DW Traffic Studies	Florida Turnpike GEC
D7 DW Safety Studies	Central Office Chief Engineer

Principal-in-Charge: Ken Hartmann, PE	
Project Manager: Sergio Quevedo, PE, PTOE	
Quality Control Manager: Jeff Drapp, PE	
Traffic Safety and Operational Studies	
Sara Beresheim, PE, PTOE	Subhasis Ghosh, PE
Carlos Ramirez, PE, PTOE (BAY)*	Erbie Garrett, PE, PTOE (GEG)*
Alternative Intersection Analysis	
Govardhan Muthyalagari, PE, PTOE	Brad Laporte, PE
Steve Mikesell, PE	Megan Lerner, PE (GEG)*
Roadway Safety Audits	
Robin Hernandez, PE	Kurtis Keller
Sergio Quevedo, PE, PTOE	Randall Babb
Bicycle/Pedestrian Safety and ADA Studies	
Sara Beresheim, PE, PTOE	Zack Sarver, PE
Sergio Quevedo PE, PTOE	Robin Hernandez, PE
Data Collection	
Larry Parker	Randall Babb
Elizabeth Putnam	Justin King
Ryan Charest (BAY)*	Ronald Charest (BAY)*
Data Collection	GIS/Database Support
Glenn Bailey	Justin King
Sara Linares	Elizabeth Putnam
Paola Medrano	
Signals and S&PM Design	Roadway Design
Sara Beresheim, PE, PTOE	Robin Hernandez, PE
Carlos Ramirez, PE, PTOE (BAY)*	Zack Sarver, PE
Kurtis Keller	Casey Jarrell, EI
Lighting Analysis & Design	ITS Design
Erbie Garrett, PE, PTOE (GEG)*	Subhasis Ghosh, PE
Structural Design	Drainage Design
Ananda Kelley, PE	Cristina Jackson, PE
Survey and SUE	Geotechnical
Bill Whitley, PLS (EAI)*	Henri Jean, PE (TI)*
* DBE HNTB will achieve FDOT's DBE aspiration goals	

Sergio Quevedo, PE, PTOE, will serve as the project manager bringing more than 13 years of traffic engineering study and design experience with District 1. He serves as our project manager on the current contract. Since 2002, Sergio has completed numerous traffic and safety studies for the District and has developed a strong working relationship with the District staff. Recently, he temporarily served as the District Safety Engineer in District 3. This unparalleled experience with traffic safety issues makes him the best candidate to manage this contract. Under the current contract, **Sergio has recognized the need for responsiveness and used inventive contracting procedures** to reduce processing time when developing new task work orders. Anticipating the requirement for certain tasks to be completed in the future with short turnaround times, task work orders are issued for groups of similar work types and then utilized on an as-needed basis

in response to the needs of the District. This innovative approach has allowed the District to have HNTB on-call with no delay. Sergio will stay in close communication with Mike Kautz, including immediate response to task assignments, task progress reports and monthly reports to ensure that sufficient funds are available for future tasks. While Sergio will be heavily involved in the task assignments, he will also be assisted by highly qualified engineering and support staff with specialties in various aspects of traffic engineering and design.

PROJECT APPROACH

Our primary objective is to serve as an extension of the District's staff. The assignments developed by the District may include a wide range of engineering services, such as traffic safety studies, bicycle/pedestrian safety studies, roadway safety audits, alternative intersection analyses (including roundabouts), signal warrant and intersection operational analyses, traffic counts, pedestrian and bicycle counts, crash analyses, in-house support, lighting analyses, as well as roadway and traffic design. Our past performance proves that HNTB is committed to providing the Department with strong, high-quality engineering support. On recent projects, HNTB has used technology to decrease completion time and maintain budget. Through customized spreadsheets, programming and databases, we have streamlined the processes of many tasks. HNTB utilizes the resources of the Department's online applications to conduct studies on our current contract. Our existing access to this information saves the Department time. HNTB has extensive experience with the Crash Analysis Reporting System, Signal Four Analytics, RCI Database, Work Program, the Skid Hazard Reporting System, ERC and numerous other online applications. With our extensive knowledge of the FDOT Design Standards, Highway Safety Manual, MUTS, PPM, MUTCD, HCM, TEM and FHWA criteria, all studies, analyses, and recommendations will adhere to current policies and procedures. HNTB staff working under this contract are experienced FDOT plans reviewers enforcing the standards on the Department's behalf for design projects. Our team is organized to respond to the contract needs that we foresee continuing into the near future. The following are six critical scope items that will continue to require support on this contract.

UNDERSTANDING OF SCOPE

Work Program Project Development | Work Program support is a major component of this contract. Developing candidate projects is a continuous process and HNTB brings the experience needed to successfully maximize the safety funding that is available. HNTB has been assisting the District with these efforts since 2002 and is well versed in the requirements of the Highway Safety Improvement Program funding source. HNTB has assisted with the development of studies to justify the funding types; developing scopes, cost estimates and conceptual designs; coordinating any potential conflicting or complementary projects; and completing the Work Program code sheets. HNTB also has staff familiar with

the Crash Reduction Analysis System Hub and the need to track all safety projects through this system. Additionally, our experience with the safety programs in Districts 1, 3 and 7 has given us the opportunity to coordinate directly with Central Office and FHWA. These contacts and relationships have been key to getting safety funding approval. HNTB is uniquely positioned to assist District 1 with these efforts and are prepared to continue these services.

Roadway Safety Audits (RSA) | An RSA consists of a formal safety performance examination of a road or intersection by an independent, multidisciplinary team to identify opportunities for safety improvements. HNTB's RSA team is led by **Robin Hernandez, PE**, and supported by staff with RSA experience in District 1 and nationwide. District 1, along with HNTB, has proactively used RSAs to develop innovative safety solutions. Most recently, this was applied to US 41 in Lee County, which is at the top of the District's high crash list. The result was a pilot project targeted at improving pedestrian safety.

Bicycle and Pedestrian Safety | Reducing pedestrian and bicycle crashes is a high priority. HNTB supports the District in achieving this goal through performing pedestrian and bicycle crossing counts, pedestrian group size studies, vehicle gap studies, safety studies, ADA studies and mid-block pedestrian crossing studies that evaluate the need to install a new crosswalk, traffic signal, High-Intensity Activated CrossWalk beacon, or rectangular rapid flash beacons (RRFBs) at a specific location. Our traffic studies and analysis team, led by **Sara Beresheim, PE, PTOE**, is intimately familiar with the requirements in Section 3.8 of the TEM, the treatments available and their appropriate applications. District 1, along with HNTB, **has been at the forefront of technologies available to assist with enhancing pedestrian safety, including the application of pedestrian-activated RRFBs** within the District's beach communities where the population is seasonal and tourist-based and pedestrian activity is high.

Data Collection | Data collection is typically the initial task for a traffic study and forms the foundation for the study recommendations. It also drives the schedule, as it must be completed before other elements can begin or be completed. Therefore, it is imperative that the data be collected in a timely, efficient and accurate manner. HNTB's fully trained technicians have extensive experience in the procedures detailed in the MUTS. **Larry Parker** will lead our data collection team and will be assisted by **Bayside Engineering Group (BAY)**, providing the depth to immediately mobilize for any assignment. At our disposal is an inventory of all of the latest data collection technologies, including pneumatic traffic counters, vehicle magnetic imaging counters, turning movement count boards, ball bank indicators, radar guns, GPS units, vehicles equipped with distance measuring instrumentation, and light meters to measure existing lighting levels. **These resources allow HNTB to efficiently respond to all traffic data collection assignments, including conducting multiple simultaneous traffic counts at different locations throughout the District.**

It also allows us to use different technologies for redundancy, which along with our QC process, enhances data accuracy. HNTB has recently performed weekend turning movement counts, pedestrian/bicycle counts, lighting studies and has been able to provide up to 11 field personnel for data collection in response to the District's needs.

Innovative & Alternative Intersection Analyses | Section 2.13.1 of the FDOT PPM requires roundabouts to be evaluated on new construction, reconstruction and safety improvement projects, and when more restrictive intersection control is proposed. Our alternative intersection analysis team, led by **Govardhan Muthyalagari, PE, PTOE**, has performed many roundabout evaluations for FDOT and other municipalities. We are familiar with the evaluation process and have worked with the Department to make sure projects comply with the Plans Preparation Manual requirements in a way that is both efficient and practical. We have also analyzed and performed reviews for alternative intersections and interchanges, such as DDIs, CFIs and SPUIs. HNTB has a very talented group of traffic modeling experts with extensive experience in SIDRA, VISSIM, CORSIM, NETSIM, HCS, SYNCHRO and SimTraffic. Additionally, HNTB has an active national user group specifically for traffic modelers who **bring vast national expertise to your fingertips.**

Lighting | The existing standards for lighting are being enhanced with a focus on pedestrian safety at intersections. At the forefront of these developments, HNTB was the **first in the District** to measure, analyze and design lighting for crosswalks based on the FHWA criteria for vertical illuminance. We routinely perform Lighting Justification Reports, lighting analyses and lighting designs for intersections, crosswalks, roadways and sidewalks utilizing Visual software. Our lighting analysis and design team is led by **Garrett Engineering Group's (GEG) Erbie Garrett, PE, PTOE**, who designed 65 light systems and reviewed more than 120 others statewide.

QUALITY ASSURANCE/QUALITY CONTROL

HNTB and our subconsultants are committed to a QA/QC program with dedicated resources who add value to services and deliverables. Quality is achieved by conforming to requirements that meet both the District's and HNTB's expectations. HNTB has created **individualized QA/QC plans for data collection, studies and research documents.** Specifics identified within the plan include checklists and study element requirements. As QA/QC Manager, **Jeff Drapp, PE**, will provide objective, independent review of work in progress, as well as assistance with strategy that meets project criteria.

WHY HNTB?

Experienced & Innovative | Traffic safety engineering requires progressive thinking, and HNTB will continue to focus on developing innovative and cost-efficient strategies to address safety issues. We are fully dedicated to the goal of continuing to reduce crashes and improve safety within District 1. We appreciate this opportunity and look forward to continuing our work with you.

Prequalification of Prime Consultant and any proposed Subconsultants by advertised type(s) of work:

Consultant Name		Project Advertised Major & Minor Work Types												
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Prime	HNTB Corporation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subconsultants	Garrett Engineering Group, Inc. (GEG)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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SB = Small Business

UU = Under-utilized work type; subconsultant is fulfilling an under-utilized work type

☒ My firm has submitted a Bid Opportunity List through the [Equal Opportunity Compliance System](#) for this project.

PROFESSIONAL SERVICES DBE OR SMALL BUSINESS COMMITMENT FORM

Firms will submit this form in response to the Request for Proposal or alternatively, at the time of Expanded Letter of Response submittal.

Used for Professional Services:

- BDI Set-Asides (Standard note 7 of Professional Services advertisement)
- Advertisements that contain Under-Utilized Work Groups (Standard note 8 of professional services ad)
- Advertisements that contain a DBE/Small Business Aspiration Goal (Standard note 9 of professional services ad)

Contract/Advertisement No.:	16151/409224-1-32-01
Project Description:	District Wide Safety Study and Minor Design
Prime Consultant:	HNTB Corporation

The Prime is a Department of Transportation certified Disadvantaged Business Enterprise (DBE). ☐ Yes ☒ No

The Prime is a Non-DBE Small Business. ☐ Yes ☒ No

The Prime is a Small Business. ☐ Yes ☒ No

Expected percentage of contract fees to be utilized by DBE(s): 10 %. (Combine DBE Prime and DBE subconsultants, if applicable).

Expected percentage of contract fees to be utilized by Non-DBE Small Businesses 3 %. (Combine Non-DBE Small Business Prime and Non-DBE Small Business subconsultants, if applicable).

The proposed Prime and subconsultants/subvendors are as follows:

Prime (If applicable)	Type of Work	Percentage	DBE	Small Business	"Non-DBE" Small Business
		%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subconsultant/Subvendor (If applicable)	Type of Work	Percentage			
Bayside Engineering Group, Inc.	Data, Signals and Traffic	5%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Echezabal and Associates, Inc.	Survey/SUE	2%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Garrett Engineering Group, Inc.	Data, Signals and Traffic	5%	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tierra, Inc.	Geotechnical	1%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Please note, the number one ranked firm is required to enter DBE Participation in the Equal Opportunity Compliance (EOC) System subsequent to contract award and any future contract amendments or task work orders (if applicable).

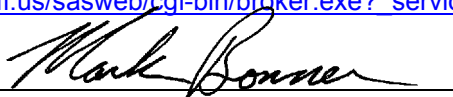
Firms listed in the table as DBEs should appear in the Department's listing of DBE's at:

<http://www3b.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory/CustomSearch.aspx>

Professional Services firms listed as "Non-DBE" Small Businesses should appear on the Department's listing of all Non-DBE Small Businesses at: <http://www2.dot.state.fl.us/procurement/professionalservices/lppc/sbeonly.htm>. Road and bridge construction firms and other non-professional services firms should appear on the Department's listing at:

<http://www2.dot.state.fl.us/sasweb/cgi-bin/broker.exe?service=default&program=inetprog.db2.smbusform.scl>

By: Mark Bonner, PE



Title: Vice President

Date: 5/29/2015