



MIAMI-DADE EXPRESSWAY AUTHORITY

3790 NW 21 St. // Miami, FL 33142

[www.mdxway.com](http://www.mdxway.com)

## ***REQUEST FOR PROPOSAL (RFP)***

**MDX PROCUREMENT/CONTRACT NO.:  
RFP-23-01**

**MDX PROJECT/SERVICE TITLE:  
SYSTEMWIDE AESTHETIC MAINTENANCE**

### **EXHIBIT A SCOPE OF SERVICES**

- |                    |   |
|--------------------|---|
| <b>EXHIBIT A-1</b> | <b>MDX LANE CLOSURE REQUIREMENTS AND PROCEDURES</b>   |
| <b>EXHIBIT A-2</b> | <b>MDX GENERAL SPECIFICATIONS FOR CONSTRUCTION (REV. 201811)</b>                                    |
| <b>EXHIBIT A-3</b> | <b>SUPPLEMENTAL SPECIFICATIONS AND SUPPLEMENTAL MDX GENERAL SPECIFICATIONS – REVISED 10/28/2022</b> |
| <b>EXHIBIT A-4</b> | <b>REQUIRED CYCLICAL OPERATIONS FREQUENCIES AND ACTIVITIES – REVISED 10/28/2022</b>                 |
| <b>EXHIBIT A-5</b> | <b>HOMELESS RELOCATION PROCEDURES</b>   |



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**EXHIBIT A**  
**SCOPE OF SERVICES**

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## **Exhibit A**

### **Scope of Services**

#### **I. OBJECTIVE**

The Miami-Dade Expressway Authority (MDX) requires maintenance services for the mowing, litter removal, graffiti removal, landscape installation and maintenance, native vegetation preserve maintenance, post homeless relocation clean up and sweeping of the MDX System which consists of State Road (SR) 112, SR 836, SR 874, SR 878, SR 924, NW 138 St, and any Acquisition Parcels.

#### **II. INTRODUCTION**

The Scope of Services details the responsibility of the Contractor under the Contract.

At all times during the performance of the Services, the Contractor shall undertake proper health and safety measures to ensure the safety of the traveling public, MDX employees and agents, as well as the Contractor's employees and those of its Sub-Contractors/Sub-consultants.

The following sections detail the description and requirements of the Scope of Services. However, the Contractor's responsibility for repair and maintenance of the MDX System is not limited to those services identified in the Scope of Services if and when the public safety and the traffic operations of the MDX Expressway is at stake.

The Contractor, at the direction of the Engineer, shall take any and all necessary steps to ensure public safety and proper traffic operations, regardless if such steps are included in the Scope of Services or not. Any work performed outside of the Scope will be paid under pay item MDXSPEC, Specialty Work.

The information included in the Technical Exhibit B, MDX Inventory Asset Management Information System (MIAMIS) documents is intended to aid the Contractor in attaining a general understanding of the current size and scope of the MDX System. However, refinements, corrections and additions are made to the System on a regular basis to account for completed projects, acquired properties, or other circumstances. Such changes to the System shall not alter the Contract prices and pay item quantities may be adjusted to account for such changes in the System.

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### **III. SCOPE OF SERVICES:**

#### **A. CYCLICAL OPERATIONS-GENERAL**

The activities listed below shall be conducted and paid, on a per CYCLE basis. For purposes of cyclical activities there shall be five (5) MDX corridors: SR-112, SR-874, SR-878, SR-836, SR-924 and the MDX owned portion of NW 138th Street, as well as the acquisition parcels and other areas listed in Exhibit B-3, MIAMIS Parcels. MDX shall provide frequencies and maximum cycle duration per corridor for each activity (See Exhibit A-4, Required Cyclical Operations Frequencies and Activities). The Contractor shall provide, prior to any work being performed within seven (7) Calendar Days of NTP issuance, a schedule that details which days, within the specific cycle each activity will be performed and shall include the specific geographical location, activity, duration and name of any sub-contractor that will perform the activity.

The schedule shall detail specific sections of the corridor, i.e., road number, direction, accelerated mowing areas, and any other location indicators requested by MDX.

The Contractor shall provide notification to MDX by email with the completion date of any cycle on an identified corridor within one (1) Calendar Day of completion including confirmation that all requirements were satisfied and that no geographic areas were missed.

#### **A.1 Roadside Mowing:**

MDX ROADSIDE MOWING of the MDX System and Parcels, including the mainlines, collector/distributor roads, ramps and all areas maintained by MDX that are not designated as accelerated mowing areas as shown in Exhibit B-4, MIAMIS ROW shall be mowed at a minimum, in accordance with Exhibit A-4, Required Cyclical Operations Frequencies and Activities.

The Contractor shall:

- Mow, trim and edge per schedule.
- Keep track of mowing activities.
- Take extreme caution to assure that no inadvertent damage occurs to landscape materials.
- The Contractor shall be responsible for all costs associated with the replacement of damaged materials.
- Remove all litter from an area of an MDX Asset prior to the commencement of mowing. For specific litter removal requirements, see Section A.3 Litter Roadway and A.4 Litter Turf.

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- Do not permit grass clippings on paved shoulders, streets, sidewalks, curbs, grates, etc. and shall blow free or physically remove any grass clippings.
- Do not allow grass clippings to enter any drainage inlets.
- Remove any excessive grass clippings remaining on turf areas either by raking or additional mowing to mulch grass clippings. No visible grass clumps or clippings shall be visible from any roadway or corridor.
- Trim turf grass around all fixed objects, such as signs, guardrail, fence posts, retaining walls and landscaped areas.
- Trim areas on MDX Assets to the identical finished height as adjoining mowed turf height.
- Trimming shall be accomplished within half a mile of turf mowing within each area.
- Accomplish turf grass edging along mowing curbs, vehicular curbs, sidewalks, drainage flumes, drain inlet boxes, electrical boxes, and irrigation boxes within half a mile of turf mowing within each area of an MDX Asset.
- Do not allow turf to encroach along walls, into sidewalks, islands, rip rap or curbs and such turf shall have herbicide applied and the dead vegetation shall be removed upon brown-out.
- Do not use mowers on slopes and when the ground is sufficiently wet to produce ruts. If rutting occurs Contractor shall repair to prior condition within thirty (30) Calendar Days.
- When mowing within ten feet (10') of any corridor, roadway or ramp, operate equipment in the direction of traffic flow, unless flagmen and warning signs are utilized to protect the work area. Driving any equipment on roadway or ramp pavement is specifically prohibited.
- Warning signs shall be placed at least one thousand feet (1,000') in advance of work area.
- Remove all warning signs when not in use.
- Prevent mowers from crossing any roadways.
- Perform turf activities which include:
  - Fertilizer, Herbicide and Fungicide application – type, rate.
  - Turf repair, i.e., sodding or seeding.
  - Erosion repair.
  - Keep track of dumping tickets for the amount of litter collected.

## **A.2 Facility and Accelerated Mowing**

MDX Facility and Accelerated Mowing areas (including the MDX Headquarter buildings) as shown in Exhibit B, MDX Inventory Asset Management Information System (MIAMIS) documents shall be mowed at a minimum, in accordance with Exhibit A-4, Required Cyclical Operations Frequencies and Activities.

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Fertilization, fungicide, herbicide and pesticide applications to MDX FACILITIES AND ACCELERATED MOWING areas shown in Exhibit B, MDX Inventory Asset Management Information System (MIAMIS) documents shall be as stipulated in the sections for Fertilization, Herbicides, Fungicides and Pesticides below. Application times shall be as stipulated in the schedule with the Contractor supplying specific cycle dates and locations of applications for all MDX Assets.

The Contractor shall:

- Mow, trim and edge per schedule.
- Take extreme caution to assure that no inadvertent damage occurs to landscape materials.
- The Contractor shall be responsible for all costs associated with the replacement of damaged materials.
- Remove all litter from an area of an MDX Asset prior to the commencement of mowing. For specific litter removal requirements, see Section A.3 Litter Roadway and A.4 Litter Turf.
- Do not permit grass clippings on paved shoulders, streets, sidewalks, curbs, grates, etc. and shall blow free or physically remove any grass clippings.
- Do not allow grass clippings to enter any drainage inlets.
- Remove any excessive grass clippings remaining on turf areas either by raking or additional mowing to mulch grass clippings. No visible grass clumps or clippings shall be visible from any roadway facility or Expressway.
- Trim turf grass around all fixed objects, such as signs, guardrail, fence posts, retaining walls, landscaped areas.
- Trim areas on MDX Assets to the identical finished height as adjoining mowed turf height.
- Trimming shall be accomplished within twenty-four (24) hours of turf mowing within each area.
- Accomplish turf grass edging along mowing curbs, vehicular curbs, sidewalks, drainage flumes, drain inlet boxes, electrical boxes and irrigation boxes within twenty-four (24) hours of turf mowing within each area of an MDX Asset.
- Do not allow turf to encroach along walls, into sidewalks, islands, rip rap or curbs and such turf shall have herbicide applied and the dead vegetation shall be removed upon brown-out.
- Do not use turf maintenance equipment when the ground is sufficiently wet to produce ruts. If rutting occurs Contractor shall repair to prior condition within thirty (30) Calendar Days.

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- When mowing within ten feet (10') of any corridor, roadway or Ramp, operate equipment in the direction of traffic flow, unless flagmen and warning signs are utilized to protect the work area. Driving any equipment on roadway or ramp pavement is specifically prohibited.
- Warning signs shall be placed at least one thousand feet (1,000') in advance of work area.
- Remove all warning signs when not in use.

### **A.3 Litter Roadway**

MDX System roadway litter removal of all areas listed above will be conducted daily. **Litter is defined as, but not limited to trash, garbage, illegal dumping, scrap metals, grocery carts, limbs, branches and palm fronds, scrap lumber, rags, paper, plastic, glass, rubber (including whole tires), and any other foreign material that is located on the MDX System including but not limited to drainage, guardrail mowing strips, paved and unpaved shoulders.** MDX Litter Roadway areas as described in Exhibit B, MDX Inventory Asset Management Information System (MIAMIS) documents shall be performed at a minimum, in accordance with Exhibit A-4, Required Cyclical Operations Frequencies and Activities.

The Contractor shall:

- Maintain the MDX System, in a neat and clean condition.
- Dead animals that can be handled by one person and shall be removed and disposed of upon discovery. Larger animals shall be removed and disposed of within twenty-four (24) hours of discovery.
- All litter, debris, dead animals, and hazardous materials collected by the Proposer shall become the property of the Proposer and shall be collected and disposed of off MDX System in accordance with applicable statutes, ordinances and applicable regulatory agency requirements. Bagged litter shall be picked up and disposed of daily.
- All vehicles used in transporting litter shall be equipped to prevent the accumulation of litter from being strewn along any roadway or the MDX System.
- The Proposer shall, upon discovery, remove potentially dangerous debris from any MDX System immediately.
- The Proposer shall remove debris from all areas including water bodies on any MDX System within forty-eight (48) hours. This shall include large debris, autos and sunken vessels if not removed by local enforcement agencies after being reported by the Proposer.



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- Outdoor trash cans shall be emptied weekly unless overflowing, at which time they shall be emptied upon discovery and trash bags replaced.
- Litter removal shall include removal of litter from inlet tops and outfalls, shoulders and shoulder gutters.
- **The entire MDX system shall be patrolled and all litter and debris on paved surfaces shall be removed and properly disposed of in accordance with Exhibit A-4. The cost of this work shall be included in the MDXLITTER ROADWAY pay item.**
- The Proposer shall ensure that all illegal signs and other encroachments are removed from the MDX System within one (1) Calendar Day of the daily patrol conducted by the Contractor. This includes political signs, advertising signs, etc.

#### **A.4 Litter Turf**

MDX Litter Turf areas as described in Exhibit B, MDX Inventory Asset Management Information System (MIAMIS) documents shall be performed at a minimum, in accordance with Exhibit A-4, Required Cyclical Operations Frequencies and Activities. All litter shall be removed from all areas of the MDX System weekly, once immediately in advance of the mowing cycle, and as directed. **Litter is defined as but not limited to trash, garbage, illegal dumping, scrap metals, grocery carts, limbs, branches and palm fronds, scrap lumber, rags, paper, plastic, glass, rubber (including whole tires), and any other foreign material that is located on the MDX System, Facilities, or Parcels including but not limited to turf, drainage ditches, drainage inlets and outfalls, fence line, easements, swales, , slope pavement and abutments, detention ponds, water features, or planted areas.** The Proposer shall be responsible for removal and legal disposal of all litter and debris regardless of whether it existed prior to NTP issuance or not.

Litter Turf shall be specific to cycles occurring in addition to the litter removal associated with all of the other pay items under this section.

Submit a Litter Removal schedule using the supplied MDX cyclical frequency requirements detailed in Exhibit A-4, Required Cyclical Operations Frequencies and Activities, to the MDX Contract Manager for approval within thirty (30) Calendar days of issuance of the NTP.

#### **A.5 Homeless Relocation and Cleanup:**

- **General Requirements:**
  - Contractor shall comply with any and all applicable statutes or local ordinances.



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- All efforts shall be coordinated with MDX Contract Manager.
- If the site was properly posted, and occupants have returned, Call Police Officer and Homeless Trust and provide a date & time to meet at the site with MDX for the Contractor to clean up the area.
- After the areas are cleaned, Contractor should close access to the area whenever possible. MDX reserves the right to amend or alter the process as needed to comply with local requirements.

For additional information on the Homeless Relocation Procedures please refer to Exhibit A-5.

#### **A.6 Landscape Maintenance**

MDX Landscape Maintenance areas as described in Exhibit B, MDX Inventory Asset Management Information System (MIAMIS) documents shall be performed at a minimum, in accordance with Exhibit A-4, Required Cyclical Operations Frequencies and Activities. The following minimum expectations, together with the requirements of Exhibit B-2, MIAMIS MDX Landscaping Maintenance Manual (LMM), are what MDX determines will result in a solid and healthy landscape for this region of Florida. If the minimum maintenance expectation activities do not result in a solid, healthy and/or acceptable landscape, the Contractor is required to implement additional maintenance activities to bring the landscape into compliance. Fertilizer, fungicide, herbicide, and pesticide applications shall be applied as needed to facilitate a healthy landscape and to comply with the Contract. Applications shall be approved by MDX in advance and shall adhere to stipulations detailed herein.

The Contractor shall:

- Apply fertilizer, herbicide, pesticide and fungicide treatments per schedule and as needed.
- When appropriate, herbicides, pesticides and fungicides may be used as needed to control weeds, insects, and diseases on MDX Assets.
- A minimum of three (3) Calendar Days prior to any fertilizer planned application, submit documentation to the MDX Contract Manager for approval that such use and application methods are in accordance with manufacturer's specifications, all agency and jurisdiction requirements, and shall be applied by qualified personnel.
- All fertilizer, herbicide, pesticide and fungicide activities shall be recorded and maintained on file and submitted to MDX upon request. The records shall contain dates of application, application rates and mixing rates, manufacturer's labels, manufacturer's safety data sheets, etc.

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- Extreme caution shall be taken to assure that no inadvertent damage occurs to landscape materials and waterways. The Contractor shall be responsible for replacement of damaged materials or correction of any environmental damage.
- Equipment for fertilizer, fungicide, pesticide and herbicide application shall be properly calibrated and cleaned thoroughly between each use.
- When applying fertilizer, fungicide, pesticide or herbicide adjacent to pavement edges, equipment which prevents drift onto the roadway must be utilized.
- Remove all litter from the landscaped areas prior to the commencement of LANDSCAPE MAINTENANCE. For specific litter removal requirements, see Section A.3, Litter Roadway and A.4, Litter Turf respectively.
- The Contractor shall be responsible for maintaining all landscaped areas identified in Exhibit B, MDX Inventory Asset Management Information System (MIAMIS) documents and as may be added during the course of the Contract.
- The Contractor is responsible for developing and implementing a total vegetative and landscape maintenance program applicable to this region of the state for the length of the Contract period. Vegetative and landscape areas shall be maintained to ensure healthy plant growth in accordance with applicable regional horticultural standards.
- All landscaped areas for MDX Assets shall be maintained in a healthy and vigorous condition. Damaged material shall be replaced within twenty-one (21) Calendar Days of discovery. Should like material not be available for replacement MDX shall determine as appropriate acceptable mitigation for replacement.
- All landscaped areas shall be kept in a clean and aesthetically appealing condition, neatly trimmed, free of weeds, litter, palm fronds, and trimmings.
- It shall be the Contractor's responsibility to remove all undesirable vegetation as needed from the MDX Assets. Material shall not be stockpiled on any MDX Asset. Each day's cuttings must be removed at day's end unless MDX permits chipping in place or provides stockpiling locations.

#### **A.6.1 Pruning**

Pruning shall maintain required clear sight visibility per FDOT Standards at all times. Trimmings must be removed from all work areas on MDX Assets on the same day the work is performed unless MDX permits chipping in place and then it must be chipped on the same day and used as mulch at an approved MDX location. Cost for pruning shall be paid for under the cyclical lump sum payment for LANDSCAPE MAINTENANCE.

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- Tree pruning shall be performed in accordance with International Society of Arborists guidelines, good horticultural practices, and according to the requirements outlined below:
- FDOT criteria and standards, and the FDOT Florida Restoration and Rehabilitation of Streets and Highways minimum horizontal limits of clear zone must be adhered to. Prune to ensure proper line of sight for motorists and clear height over roadway, shoulders and sidewalks.
- Maintain clear sight to all traffic control devices and ITS cameras and access to all equipment cabinets.
- Maintain approved Outdoor Advertising (ODA) criteria sight lines in accordance with the FDOT ODA Requirements (<https://www.fdot.gov/rightofway/VegetationManagement.shtm>).
- Corrective pruning shall be performed on trees to maintain the natural shape and characteristic of each variety. All pruning cuts must be made with sharp instruments and leave a one inch (1") to two inch (2") collar.
- Aesthetic pruning shall consist of the removal of all dead and/or broken branches and palm fronds. Aesthetic Pruning shall be performed as often as necessary to maintain attractive shape and fullness of the tree and to remove all dead branches and palm fronds, but at a minimum of once a month during each MDX Landscape Maintenance Cycle.
- Remove unwanted limbs from neighboring properties.

Shrubs shall be pruned as directed by the MDX Contract Manager to maintain an attractive shape and fullness in accordance with the intended character of the planting. Shrubs should not be pruned into individual shrubs unless that is the intent of the design. The Contractor shall allow shrub planting to form a dense mass with height to be determined by applicable safety criteria and the MDX Contract Manager. Hedge materials shall be pruned as necessary to retain shape as a hedge type of plant. Keep fairly tight in character with height to be determined by the MDX Contract Manager. Contractor shall remove dead fronds monthly or as needed. No more than twenty-five percent (25%) of the fronds shall be removed. Leave fronds on as long as they are still green. Allow boots to remain on the palm until they are ready to fall off naturally. This work specifically includes all methods, materials, labor and equipment necessary to maintain and trim the palms trees.

#### **A.6.2 Mulch Replacement**

Any area of bare soil within planting beds or tree rings shall have mulch added within thirty (30) Calendar Days of discovery. Mulch shall be maintained at a settled depth of three inches (3").

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Mulch shall be one hundred percent (100%) recycled wood or shredded hardwood mulch thoroughly mixed with a pre-emergence weed killer according to the manufacturer's direction. Mulching of landscaped areas shall take place as directed by the MDX Contract Manager.

#### **A.6.3 Hardscape Elements**

Hardscape maintenance activities shall be performed per Exhibit A-4, Required Cyclical Operations Frequencies and Activities, and issues discovered prior to scheduled maintenance shall be corrected within seven (7) Calendar Days. Hardscape elements shall be inspected and kept free of vegetation, debris, damage and vandalism. Hardscape elements shall be kept in working condition. Excessive wear and tear shall be corrected, and a general clean appearance of the hardscape elements maintained. Hardscape elements include but are not limited to, trash cans, bike racks, bike paths/ multi-use trails park benches, fountains, handrails, flag poles, aesthetic walls, artwork, decorative signs, sidewalks, pedestrian ramps and walkways, decorative rock/ glass ground cover, etc.

Decorative rock/ glass ground cover shall be kept organized by type/ color and the Contractor shall provide whatever means necessary to accomplish this requirement.

#### **A.6.4 Herbicides, Fungicides and Pesticides**

During the course of the Contract, it shall be the Contractor's responsibility to remove all invasive vegetation growth as part of routine maintenance activities.

Within the first month of the Contract, the Contractor shall apply herbicide, allow time for brown out, and remove all invasive vegetation and vegetation growing from the pavement and from any structure or structural component including but not limited to bents, pile caps, decks, rails, reinforced earth and retaining walls, slope pavement, sidewalk, barrier walls, sound walls and miscellaneous asphalt, gutters and fences regardless of the vegetation's condition existing prior to NTP. The Contractor shall remove all vegetation exceeding four inches (4") in diameter within the clear zone or within four feet (4') from the face of guardrail within the first three (3) months of NTP. Thereafter it shall be the Contractor's responsibility to apply herbicide, allow time for brown out and remove new undesirable growth as necessary as soon as it is visible.



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Material shall not be stockpiled on any MDX Asset as stated previously, and each day's cuttings must be removed at day's end unless MDX permits chipping in place.

Grass in slope pavements shall be treated with herbicide and removed as necessary to maintain the general aesthetics of the slope pavement. Where vegetation is allowed to overtake slope pavement such that Class V finish is damaged or stained by vegetation or by removal efforts, the Contractor shall clean and re-coat the entire affected area.

MDX Assets shall be kept free of weeds, foreign grass, leaves and/or other undesirable vegetation at all times.

Anyone applying herbicides, fungicides or pesticides must hold a current Restricted Pesticide Applicator License with the Florida Department of Agriculture and Consumer Services with the appropriate endorsements for the applications being performed. Application must comply with manufacturer's recommendations and the Federal Insecticide, Fungicide, and Rodenticide Act, as amended. Every chemical substance used must be on the list of chemical substances or have been submitted for inclusion on such list, as compiled by the Environmental Protection Agency (EPA) pursuant to the Toxic Substances Control Act, as amended and in compliance with all Federal, State and local herbicide, fungicide and pesticide laws. Materials and application shall meet all Federal, State and local Health and Safety Laws, as amended. Material Safety Data Sheets for chemicals intended for use must be submitted within thirty (30) Calendar Days after NTP is issued. All chemicals used must carry an EPA approved number.

The Contractor shall provide and require the wearing of protective clothing and equipment during chemical application as required by applicable laws, regulations, or ordinances and/or directions of manufacturers of materials or equipment.

All equipment must be properly maintained and must meet both the American Standard Safety and Occupational Health and Safety Administration (OSHA) requirements. Contractor or his sub-Contractor shall demonstrate to MDX that proper equipment is owned, and that application is performed by licensed/qualified personnel. All herbicide, pesticide or fungicide activities shall be recorded and maintained on file and submitted to MDX upon request. The records shall contain dates of application, application rates, mixing rates and manufacturer's labels.

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The landscaped areas for all MDX Assets shall be kept free of weeds, foreign grass, leaves and/or other undesirable vegetation at all times. Landscaped areas shall be kept clean of all vegetation not identified for that area.

Separation lines between vegetation types shall be maintained by removing plants that have re-seeded themselves over plant boundaries.

Herbicides, in addition to hand pulling, may be used to assist the Contractor in weed eradication under the following conditions: (1) the herbicide does not damage desirable vegetation; and (2) the dead vegetation is removed within three (3) Calendar Days following an effective application.

#### **A.6.5 Retention Pond Maintenance**

Ponds shall be maintained free of aquatic weed and algae growth. Chemicals utilized for weed and algae control must meet all applicable regulatory requirements (as addressed in Section A.6.4, Herbicides, Fungicides and Pesticides, of this Scope of Services) and not damage or harm the landscape planting and/or littoral planting along the banks of the ponds. A generally clean appearance of the ponds shall be maintained per MDX requirements.

#### **A.7 Fertilizer**

Anyone applying fertilizer must hold a current Applicator License with the Florida Department of Agriculture and Consumer Services with the appropriate endorsements for the applications being performed. Application must comply with manufacturer's recommendations.

The Contractor shall comply with the Miami-Dade County Ordinance referenced below.

[https://www.miamidade.gov/global/service.page?Mduid\\_service=ser1620843942468395](https://www.miamidade.gov/global/service.page?Mduid_service=ser1620843942468395)

All fertilizers shall be slow-release, commercially produced and submitted for approval prior to application. Alternate fertilizer ratios may be used by the Contractor but must meet approval of the MDX Contract Manager prior to application and must be equal or better than the recommendations below. The following recommendations have been made based on various articles by the University of Florida Institute of Food and Agricultural Sciences (UF IFAS).



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Such documents include document ENH860, "Fertilization and Irrigation Needs for Florida Lawns and Landscapes"; document ENH22 "Ornamental Trees for South Florida"; and document ENH1009 "Fertilization of Field-grown and Landscape Palms in Florida". These documents can be found at the EDIS website <http://edis.ifas.ufl.edu>.

The Contractor shall be responsible for utilizing the most recent versions of the documents above. The Contractor is responsible for maintaining application logs and for utilizing the most recent recommendations below.

- Trees, except palms, should be fertilized with a nitrogen-phosphorus-potassium (N-P-K) fertilizer ratio of 3:1:2 or 3:1:3: at a rate of one pound (1 lb.) of nitrogen per one thousand square feet (1000 sf) out to the drip line of the tree.
- Palms should be fertilized with a nitrogen-phosphorus-potassium-magnesium (N-P- K-Mg) ratio of 4:1:6:2 at a rate of one to two pounds (1 to 2 lbs.) of nitrogen per one thousand square feet (1000 sf) and it should also contain one to two percent (1-2%) iron and manganese with trace amounts of zinc, copper and boron to prevent deficiencies.
- Shrubs should be fertilized with a nitrogen-phosphorus-potassium ratio of 3:1:2 or 3:1:3 at a rate of one to two pounds (1 to 2 lbs.) of nitrogen per one thousand square feet (1000 sf).
- Turf grass should be fertilized with a nitrogen-phosphorus-potassium fertilizer ratio of 3:1:2 or 3:1:3 at a rate of one to two pounds (1 to 2 lbs.) of nitrogen per one thousand (1000 sf).
- Planting beds with shrubs and palms may be fertilized together using N-P-K-Mg ratio of 4:1:6:2, such as 8:2:12:4, at a rate of one and a half pounds (1.5 lbs.) per one hundred square feet (100 sf).
- Fertilizer shall not be broadcast such that one area receives multiple applications within one fertilization period.
- Fertilizer shall be removed from non-turf or non-planted areas such as sidewalks and roadways immediately after the fertilization of the area has ceased.
- Fertilization of trees, palms, shrubs, and turf in landscaped, accelerated mowing areas and at facility areas shall occur twice each year per MDX approved schedule or as directed by the MDX Engineer.



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**A.8 Native Vegetation Preserve**

The areas designated as Native Vegetative Preserve in Exhibit B, MDX Inventory Asset Management Information System (MIAMIS) documents shall be cleaned of litter and debris and selectively cleared during the month shown in the schedule under the direct supervision and oversight of a registered Landscape Architect or Biologist approved by MDX. Remove all litter from the native vegetation areas prior to the commencement of Native Vegetation Maintenance. For specific litter removal requirements, see section A.4, Litter Turf.

The Landscape Architect or Biologist shall be on site for the duration of all activities and shall provide a report certifying the status of all Native Areas at the time of completion and recommendations for the future cycles to address. The report shall be submitted electronically by the last day of the month, that all debris and substantially all invasive vegetation has been removed and that no harm was done to native plantings.

All litter and debris shall be removed by manual labor only and placed on transport for legal disposal. All invasive and harmful vegetation shall be cut and herbicide, pesticide and/or fungicide applied as required and removed by manual labor only. Should herbicide, pesticide or fungicide adversely affect any desirable vegetation, the Contractor shall replace the vegetation at his expense.

**A.9 Sweeping:**

All mainline, collector/ distributor roads and ramp shoulders both left and right as well as gores, areas adjacent to temporary and permanent concrete barriers and all turnouts shall be kept free of debris, litter, and sediment accumulation at all times. Sweeping shall also include litter removal for areas of sweeping on the MDX System. Additional litter discovered adjacent to sweeping areas should be removed at that time.

MDX System roadway sweeping of all areas listed above shall be conducted in accordance with Exhibit A-4, Litter Turf or as directed by the MDX Contract Manager.

The Contractor shall provide by the cycle completion due date all litter disposal tickets.

**B. NON-CYCLICAL OPERATIONS-GENERAL**

Non-Cyclical operations listed shall be conducted and paid on an as needed basis.

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## **B.1 Graffiti Removal:**

All graffiti shall be initially removed or painted wherever possible upon discovery and in no case more than twenty-four (24) hours from discovery in an approved manner acceptable to MDX.

Final removal or painting to return the affected area to its previous condition, i.e., color matching paint or Class V coating, shall be completed within seven (7) Calendar Days after discovery. Where sign panels have graffiti on them, care shall be taken to protect the reflectivity from any solvents used to clean the reflective sheeting.

In addition to graffiti removal, the Contractor may have to perform structural concrete cleaning and coating with color matched Class V Finish as directed by the MDX Contract Manager, on damaged and discolored concrete barrier walls discolored by tire marks and impact damage and on pier caps where staining from leaking bridge expansion joints has occurred within thirty (30) Calendar days of discovery or upon notification by the MDX Contract Manager.

## **B.2 Landscape Installation:**

The Contractor shall provide Landscape Installation services, all work shall follow directions from MDX as described below. The following services shall be incidentals to the Landscape Installation.

**Implementation of notes from approved landscaping plans:** The Contractor shall comply with all notes on the landscaping plans.

**Sizes:** Small plants includes all ground covers, shrubs to less than 7 gallons, trees to less than 7-gallon, clustering type palms less than 6 foot overall height, cycads to less than 7 gallon, and incidental landscaping. Large plants include shrubs 7 gallon or greater, trees 7 gallon or greater, all single trunk palms, and clustering type palms 6-foot overall height and greater.

**Grade Standards and Conformity with Type and Species:** Only use nursery grown plant materials purchased from Florida based Nurseryman Stock that comply with all required inspection, grading standards, and plant regulations in accordance with the latest edition of the Florida Department of Agriculture's "Grades and Standards for Nursery Plants. Unless otherwise specified, minimum grade for all plants is Florida No. 1 or better. All plants must be the specified size and grade at the time of delivery to the site and the minimum grade maintained throughout the plant installation period and plant establishment period.

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Use only plants that are true to type and species and ensure that the plants not specifically covered by Florida Department of Agriculture's "Grades and Standards for Nursery Plants" conform in type and species with the standards and designations in general acceptance by Florida nurseries. Prior to planting, certify to the Engineer that all plant materials have been purchased from Florida based Nurseryman Stock. discrepancies between botanical nomenclature and common name arise, the botanical name will take precedence.

**Water:** The water used in the installation operation may be obtained from any approved source. The water shall be free of any substance which might be harmful to plant growth. Effluent water shall meet all Federal, State and Local requirements.

**Mulching:** Three (3) inch minimum coverage. Use of cypress mulch is prohibited.

**Delivery:** All materials must be available for inspection before installation and will be subject to approval or rejection.

**Layout:** Mark proposed mowing limits, planting beds and individual locations of trees and palms as shown in the Contract Documents for the Engineer's review, prior to excavation or planting. Make no changes to the layout, materials or any variations of plant materials from the Contract Documents without the Engineer's written approval.

**Soil Drainage:** All planting holes and beds must drain sufficiently prior to installing any plants. Immediately notify the Engineer of drainage or percolation problems before plant installation.

**Planting:** Meet the requirements of the most recent version of the Design Standards, Index No. 544.

**Establishment:** The establishment periods are defined as one year after installation of all small plants and incidental landscaping and two years after installation of all large plants. Provide the Engineer with seven calendar days advance notice of completing installation of all small and large plants. The establishment period will begin upon acceptance of the complete installation of small and large plants respectively, by the Engineer. Upon completion of installation of small and large plants, the Contractor shall certify that the landscaping has been installed and is being established in accordance with the Contract Documents.

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During the establishment period:

Keep all plants undamaged, watered, fertilized, mulched, pruned, and staked and guyed as necessary to assure specified minimum grade of Florida No. 1.

Keep the individual plant locations and planting beds free of litter and undesirable vegetation.

Keep landscape bed lines correctly located and edged, and the mulch groomed and replenished.

Operate and maintain all components of any irrigation system installed as part of the Contract.

Continue any mowing of the landscape areas specified in the Contract Documents.

**Inspection and Reporting Requirements**

During the establishment period, the Contractor shall inspect and certify monthly on a form provided by MDX that the landscaping is being established per the Contract Documents.

In addition, during the establishment period, a Registered Landscape Architect acting as the Contractor's Landscape Quality Control representative shall perform quarterly inspections of the landscaping. Information in the inspection report shall include, as a minimum, the following:

- Date of inspection
- Description of project
- Location of inspection
- Weather conditions
- Condition of plants - identify by species, location, and number of plants that are no longer the specified minimum grade. Condition of plant beds and adjoining areas (including mulch, turf, edges, bed lines, weeds, and staking and guying), if applicable Condition and operation of the irrigation system, if applicable
- Signature and seal of Contractor's Landscape Quality Control representative
- Submit the inspection form or report to the Engineer within seven calendar days after performing the inspection. Any deficiencies noted on the inspection form or report must be corrected before the next monthly inspection and certification.

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MDX may perform inspections to verify the landscaping is being established in accordance with the Contract Documents. Any deficiencies noted during MDX's inspection must be corrected before the next monthly inspection and certification.

### **Remedial Work**

The Contractor shall perform all necessary remedial work at no cost to MDX. Use replacement plants of the same species and planting medium as the plant being replaced and as specified in the Contract Documents.

Replacement plant size must match the size of the adjacent grown-in plants of the same species and variety which may be larger than the initially installed size. Approval of remedial work does not relieve the Contractor from continuing responsibility under the provisions of this Section.

Upon completion of the establishment period, the Engineer will release the Contractor from further remedial work and responsibility provided all plants meet the requirements of and all previous remedial work, if any, has been completed to the satisfaction of the Engineer. Remove staking and guying from all plants.

### **Disposal of Surplus Materials and Debris**

Remove from the jobsite any surplus material unless otherwise directed by the MDX Contract Manager.

Surplus is defined as material not needed after installation of plants per Contract Documents. Upon commencement of the plant installation, remove daily all landscape installation debris from the landscape locations described in the Contract Documents.

### **Contractor's Failure to Perform**

Should the Contractor fail to timely and satisfactorily perform any remedial work associated with landscaping during the establishment period, MDX will suspend, revoke, or deny the Contractor's certificate of qualification under the terms of Section 337.16(2)(c), Florida Statutes, for a minimum of 6 months or until the remedial work has been satisfactorily performed, whichever is longer.

For information on additional Non-Cyclical pay items, please refer to Exhibit A-3A Supplemental Specifications.

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#### **IV. PERFORMANCE MEASURES**

Should the Contractor not meet the specified time periods for the completion of the Work MDX reserves the right to reduce the Contractor's monthly invoice payment as defined in the Supplemental MDX General Specifications.

In the Contractor's Performance Evaluation under the Contract, MDX will consider the Contractor's compliance with the work assigned by MDX.

#### **V. STAFFING REQUIREMENTS AND EMERGENCY CONTACTS**

The Contractor shall be responsible to allocate managerial staff to thoroughly inspect, review and approve the Services completed by the Contractor's own forces, as well as by the Sub-contractors/Sub-consultants.

The Contractor shall provide additional staff, equipment and materials as needed at no additional compensation to meet all requirements detailed in this Scope of Services in the period stipulated for each work order.

The Contractor shall submit to MDX a list of emergency contact personnel within ten (10) Calendar Days from the date of the Notice to Proceed. This list shall include cell phone numbers, home numbers, office phone numbers and office location of each contact, including shift times of personnel. At a minimum, the Contractor's emergency contact personnel shall have a smart phone device in their possession at all times.

#### **VI. TECHNICAL GUIDELINES COMPLIANCE**

The Contractor shall comply with the following specifications, manuals, guidelines, and procedures, as may be amended (collectively the "Technical Guidelines"). This list may not be all inclusive and it is the Contractor's responsibility to be knowledgeable of and comply with all Florida Department of Transportation (FDOT) and MDX Technical Guidelines, existing and future, which may be relevant to the Services. The Contractor shall notify MDX when such Technical Guidelines not listed herein are used and/or followed. All relevant Technical Guidelines whether used and/or followed or not in the performance of the Services, and whether listed herein or not, are hereby incorporated by reference.

- MDX General Specifications for Construction
- MDX Supplemental General Specifications for Construction
- Supplemental Standard Specifications
- MDX Enhancements Manual
- MDX Maintenance Rating Program Requirements
- Homeless Relocation Procedures



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- MDX Landscape Maintenance Manual
- FDOT Maintenance Rating Program (Topic Number 850-065-002)
- FDOT Roadway and Roadside Maintenance (Topic Number 850-000-015)
- FDOT Single and Multi-Post Sign Inspection (Topic Number 850-055-025)
- FDOT Reporting Attenuator Inventory and Inspection (Topic Number 850-055-003)
- FDOT Highway Safety Memorial Markers (Topic Number 850-050-004)
- FDOT Reporting Incidents and Management of Damage Repair (Topic Number 850-005-001)
- FDOT Bridge Operations and Maintenance Manual (Topic Number 850-010-031)
- FDOT Bridge Underwater Operations Manual (Topic Number 850-010-011)
- FDOT Guardrail Inspection and Maintenance (Topic Number 850-050-003)
- FDOT Contract Maintenance Inspection and Reporting (Topic Number 375-020-002)
- FDOT Asset Maintenance Contracts (Topic Number 375-000-005)
- FDOT Emergency Management Program (Topic Number 500-000-104)
- FDOT Maintenance Rating Program Handbook
- FDOT Guide for Roadside Vegetation Management
- FDOT Guide to Asphalt Pavement Repair
- Florida Highway Guide Sign Program Florida Administrative Code Chapter 14-51
- Utility Accommodations Manual Florida Administrative Code Chapter 14-46
- FDOT Bridge Underwater Operations Manual
- FDOT Bridge Maintenance and Repair Handbook
- FDOT Bridge Operations and Maintenance Manual Plans Preparation Manual
- FDOT Bridge Inspection Evaluation Maintenance Manual

## **VII. CONTRACTOR'S EQUIPMENT**

The Contractor shall keep available all necessary equipment to provide the Services and meet the Contract requirements.

The Contractor shall follow the FDOT requirements in the use and staging of all required equipment.

## **VIII. CONSTRUCTION AREAS**

The Contractor shall continue to maintain the MDX System as directed by the Engineer within a construction zone under the control of others, exclusive of new components installed and not yet accepted by MDX, components taken over by the construction contractor, and specific areas inaccessible due to maintenance of traffic, staging of materials or conflicting work operations. In the event that an area becomes inaccessible, or the construction prevents the regular maintenance of the corridor, or the construction contractor assumes responsibility for a specific roadway component, the Contractor shall notify the MDX Contract Manager and shall coordinate with MDX Construction Project Manager to allow the Contractor access to the area.



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**IX. ADJUSTMENT TO SCOPE OF SERVICES**

MDX at its sole discretion, may increase and/or decrease the quantities of the MDX System Pay Items as established in the Bid Tabulation Sheet. Any such increase or decrease in quantities will not result in an adjustment to the Contractor's compensation because the payment is based on unit prices for services performed by the Contractor. The provisions of Section 4-3 Alteration of Plans or of Character of Work. Part 4-3.1 General b) shall not apply to this Contract.

**X. LANE CLOSURES REQUIREMENTS**

The Contractor shall comply with MDX and local agency lane closure restrictions/requirements (<https://www.mdxway.com/pdf/Lane%20Closure%20Requirements%20and%20Procedures.pdf>). In many locations this may require work to be performed at night and/or on weekends. Where lane closure advance notification exceeds the total allowable completion time for any task, it shall be in the MDX Contract Manager's discretion to waive or reduce advance notification and approval time. In this event, any portion of advance notification time that is not waived shall be added to the allowable completion time for a task. No work shall be performed within the travel lanes by the Contractor / Sub-contractor without an MDX approved lane closure. Should the Contractor work without an MDX approved lane closure, the Contractor shall be subject to a 1% monthly invoice payment reduction.

**XI. ATTACHMENTS**

Exhibit A-1 MDX Lane Closure Requirements and Procedures

Exhibit A-2 MDX General Specifications for Construction (REV. 201811)

Exhibit A-3 Supplemental Specifications and Supplemental MDX General Specifications

Exhibit A-4 Required Cyclical Operations Frequencies and Activities

Exhibit A-5 Homeless Relocation Procedures



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## ***REQUEST FOR PROPOSAL (RFP)***

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**RFP-23-01**

**MDX PROJECT/SERVICE TITLE:**  
**SYSTEMWIDE AESTHETIC MAINTENANCE**

**EXHIBIT A-1**  
**MDX LANE CLOSURE REQUIREMENTS AND PROCEDURES**



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## **MDX LANE CLOSURE REQUIREMENTS AND PROCEDURES**

### **1.0 General:**

Lane Closure Request(s) (LCR) must be submitted following the procedure detailed herein. Failure to comply with the requirements of this document will result in denial of the LCR and the Contractor will have to re-schedule any related activities at no expense to the Miami-Dade Expressway Authority (MDX). Such denial(s) do not represent grounds for a Contract Time extension.

The request(s) must be prepared and signed by the Contractor and submitted for MDX or MDX's representative for approval. The Contractor must seek approval from MDX for personnel responsible for submitting LCRs.

Blanket LCR both for multiple locations and extended periods of time will not be approved. The Contractor must make the requests only after all required resources to complete the work have been secured and should include reasonable contingencies (i.e., an additional day or two to complete a task in case of impacts of unforeseen conditions such as adverse weather conditions).

### **2.0 Lane Closure Availability**

Lane Closure times shall be approved by the Engineer. Restrictions shall apply based on specific location i.e., proximity to tolling points. At a minimum, the following lane closure availabilities should be anticipated.

- For SR 878, SR 874, SR 924, and SR 112 - single lane closures may be scheduled during the following periods:

Between 9:00 AM and 3:30 PM Monday through Friday

Between 11:00 PM and 5:30 AM Sunday through Thursday

Between 5:30 AM and 5:30 PM Saturday

Between 5:30 AM Sunday and 5:30 AM Monday

- For SR 836 - single lane closures may be scheduled during the following periods:

Between 11:00 PM and 5:30 AM Sunday through Thursday

- Full ramp closures, full road closures, or multiple lane closures may be anticipated between 11:00 PM and 5:30 AM

# MDX LANE CLOSURE REQUIREMENTS AND PROCEDURES

Hours may be further restricted as determined by the Engineer.

## 3.0 LCR Procedure:

The LCR form (**Attachment 1**) must be completed and signed by the Contractor's representative. The request must be submitted for approval(s) to MDX.

The requests must be submitted in a clear and complete way, and be signed, so that all pertaining information can be easily understood. Any of the applicable approvers may, as his or her sole discretion, require the forms to be resubmitted if extensive hand corrections have been made to the point the information contained is not deemed clear.

**Figure 1: Traffic Advisory Timeline** below summarizes the steps to be followed for a timely submittal, review, processing and approval of a LCR. The Contractor must take into consideration and allow time for the review by the applicable reviewers so that an approved LCR is forwarded to the GEC Public Information Officer (PIO) no later than 3:00 PM the Wednesday two weeks prior to the week scheduled for the lane closures.

**Figure 1: Traffic Advisory Timeline**

SUN	MON	TUE	WED	THU	FRI	SAT
	1		2	3	4	
5	6	7	8 Lane Closure Request forwarded to GEC PIO	9	10	11
12	13	14	15	16	17 Weekly Advisory Distributed	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

# MDX LANE CLOSURE REQUIREMENTS AND PROCEDURES

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The MDX and GEC PIOs will gather lane closures system wide and coordinate them for any potential conflicts. Such coordination will also include the operations of adjacent projects under construction by other agencies. Once all coordination has been completed, the MDX Weekly Traffic Advisory will be distributed the following Friday afternoon and will include lane closures for the seven (7) Calendar Dayperiod of the upcoming week (Sunday through Saturday, inclusive). Any lane closure forms received after the Wednesday submission deadline will not be considered for inclusion in the MDX Traffic Advisory.

Traffic Advisories may be issued as needed for emergency construction or maintenance activities at MDX's sole discretion. Requests from partner agencies (e.g. FDOT) and for maintenance should be submitted to the MDX Operations & Maintenance Manager for approval.

*MDX Traffic Advisories are distributed weekly on Friday afternoons. The Advisory covers a seven (7) Calendar Day period beginning on the Sunday of the upcoming week and continues through the following Saturday (Sunday through Saturday, inclusive).*

## **4.0 Information to be Included in a LCR:**

Each form shall include at a minimum the following information:

- Construction activity dates and times
- Locations of closure and boundaries
- Number of lanes to be closed (e.g. 1 of 3) and position (e.g. right or left)
- Identify if it is a ramp, a mainline or a street closure
- Any alternate street names/numbers
- Approved detour (if applicable) and any other pertinent information such as FDOT standard index to be used for the lane closure.
- Description of work to be performed

## **5.0 Traffic Advisory Submission Contacts:**

- GEC Public Information Officer: Yvette Holt, 305-335-0924  
Yvette@HoltCommunications.net
- Assistant Director of Engineering: Claudio Diaferia, 305-637-3277, ext. 2113  
cdiaferia@mdxway.com

## **Attachment 1 - Lane Closure Request Form**



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## LANE CLOSURE REQUEST FORM

MDX PROCUREMENT/CONTRACT NO.: \_\_\_\_\_

MDX WORK PROGRAM NO.: \_\_\_\_\_

MDX PROJECT/SERVICE TITLE: \_\_\_\_\_

MDX ROAD NUMBER:	REPORT FOR DATES: (Sunday thru Saturday)
Lane Closure Request No.:	TYPE OF CLOSURE:
MAINLINE <input type="checkbox"/> NB <input type="checkbox"/> SB <input type="checkbox"/> WB <input type="checkbox"/> EB <input type="checkbox"/>	
LOCATION OF CLOSURE: _____	
DAY/DATE/HOURS OF CLOSURE: From: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
To/Thru: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
Will the lane closure affect FDOT Road(s) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments: _____	
RAMP <input type="checkbox"/> NB <input type="checkbox"/> SB <input type="checkbox"/> WB <input type="checkbox"/> EB <input type="checkbox"/>	
LOCATION OF CLOSURE: _____	
DAY/DATE/HOURS OF CLOSURE: From: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
To/Thru: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
Will the lane closure affect FDOT Road(s) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments: _____	
CROSSSTREET <input type="checkbox"/> NB <input type="checkbox"/> SB <input type="checkbox"/> WB <input type="checkbox"/> EB <input type="checkbox"/>	
LOCATION OF CLOSURE: _____	
DAY/DATE/HOURS OF CLOSURE: From: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
To/Thru: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
Will the lane closure affect FDOT Road(s) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments: _____	

## LANE CLOSURE REQUEST FORM

<b>OTHER TRAFFIC MAINTENANCE ACTIONS:</b>		
<b>DESCRIPTION OF WORK TO BE PERFORMED:</b>		
<b>CONTRACTOR:</b>		
<b>PREPARED BY:</b>	_____	_____
	Authorized Signatory	Title
		Date
<b>MDX APPROVAL</b>		
<b>SENT TO:</b>	_____	_____
	Authorized Signatory	Title
		Date
<b>APPROVED BY:</b>	_____	_____
	Authorized Signatory	Title
		Date





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## LANE CLOSURE REQUEST FORM

MDX PROCUREMENT/CONTRACT NO.: **(A)**

MDX WORK PROGRAM NO.: **(B)**

MDX PROJECT/SERVICE TITLE: **(C)**

MDX ROAD NUMBER: <b>(D)</b>	REPORT FOR DATES: (Sunday thru Saturday) <b>(E)</b>
Lane Closure Request No.: <b>(F)</b>	TYPE OF CLOSURE: <b>(G)</b>
MAINLINE <input type="checkbox"/> NB <input type="checkbox"/> SB <input type="checkbox"/> WB <input type="checkbox"/> EB <input type="checkbox"/>	
LOCATION OF CLOSURE: <b>(H)</b>	
DAY/DATE/HOURS OF CLOSURE: From: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
To/Thru: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
Will the lane closure affect FDOT Road(s) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments: _____	
RAMP <input type="checkbox"/> NB <input type="checkbox"/> SB <input type="checkbox"/> WB <input type="checkbox"/> EB <input type="checkbox"/>	
LOCATION OF CLOSURE: <b>(H)</b>	
DAY/DATE/HOURS OF CLOSURE: From: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
To/Thru: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
Will the lane closure affect FDOT Road(s) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments: _____	
CROSSSTREET <input type="checkbox"/> NB <input type="checkbox"/> SB <input type="checkbox"/> WB <input type="checkbox"/> EB <input type="checkbox"/>	
LOCATION OF CLOSURE: <b>(H)</b>	
DAY/DATE/HOURS OF CLOSURE: From: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
To/Thru: _____, ____/____/____, ____:____ a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	
Will the lane closure affect FDOT Road(s) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Comments: _____	

## LANE CLOSURE REQUEST FORM

OTHER TRAFFIC MAINTENANCE ACTIONS:	①	
DESCRIPTION OF WORK TO BE PERFORMED:	②	
CONTRACTOR:	③	
PREPARED BY: ④		
Authorized Signatory	Title	Date
MDX APPROVAL		
SENT TO: ⑤		
Authorized Signatory	Title	Date
APPROVED BY: ⑥		
Authorized Signatory	Title	Date



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**Instructions to complete:  
Lane Closure Request Form**

**Intent:**

The intent of this form is to provide MDX with a tool to track all construction/maintenance activities that may impact the free flow of traffic within the five (5) corridors of the MDX System.

**Instructions:**

- A) Include MDX Procurement/Contract No. (MDX, RFP, RFQ, ITB, ITN-XX-XX, as applicable).  
Example: RFP-13-01; RFQ-13-01; ITB-13-01, as applicable.
- B) Include MDX Work Program Number (112XX.XXX, 836XX.XXX, 874XX.XXX, 878XX.XXX, 924XX.XXX).  
Examples: 11211.060, 83608.030, 87404.060, 87801.030, 92405.030.
- C) Include MDX Project/Service Title.  
Example: Central Boulevard Reconstruction.
- D) Include Road Number.  
Examples: SR 112, SR 836, SR 874, SR 878, SR 924.
- E) Include the Period (on a weekly or bi-weekly basis) the lane closure(s) are being requested for (the period covered is always from a Sunday to a Saturday, two week period maximum).  
Example: From 1/6/13 to 1/12/13.
- F) Include a unique, sequential, project related number.  
Example: 001.
- G) Include the type of closure being requested.  
Example: Single mainline closure; multiple mainline lane closure; ramp closure; street closure.
- H) Fill out the corresponding section based on the information included in bullet G:
- Check the direction of traffic the lane closure will be impacting.
  - Provide the location of the closure (*Example: SR 836 between NW 17th Avenue and NW 27th Avenue*).
  - Provide start weekday, date and time of the requested lane closure.
  - Provide end weekday, date and time of the requested lane closure.
  - Check if requested closure will impact FDOT roads; such request will require additional coordination.

- I) Add any comments that may help better describe specific conditions applicable to the request.
- J) Include other traffic related information applicable to the lane closure request.  
*Example: Per Standard Index No. ##; Refer to Sheet ## for Traffic Control Plan to be used.*
- K) Include a brief description of the work to be performed.  
*Example: Milling and resurfacing operation.*
- L) Include Contractor's legal entity name.
- M) Authorized Officer to contractually bind and enter into contractual arrangements and/or agreements on behalf of the company.
- M) MDX authorized representative to approve the lane closure request and date (to be completed by MDX).
- N) MDX authorized representative concurring with the lane closure request and date (to be completed by MDX).



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## ***REQUEST FOR PROPOSAL (RFP)***

**MDX PROCUREMENT/CONTRACT NO.:**  
**RFP-23-01**

**MDX PROJECT/SERVICE TITLE:**  
**SYSTEMWIDE AESTHETICS MAINTENANCE**

**EXHIBIT A-2**  
**GENERAL SPECIFICATIONS FOR CONSTRUCTION**  
**(REV.201811)**

**PLEASE DOWNLOAD THIS DOCUMENT FROM:**  
**<https://www.mdxway.com/business/procurement-documents>**



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## ***REQUEST FOR PROPOSAL (RFP)***

**MDX PROCUREMENT/CONTRACT NO.:**  
**RFP-23-01**

**MDX PROJECT/SERVICE TITLE:**  
**SYSTEMWIDE AESTHETIC MAINTENANCE**

**EXHIBIT A-3**  
**SUPPLEMENTAL SPECIFICATIONS AND SUPPLEMENTAL**  
**MDX GENERAL SPECIFICATIONS – REVISED 10/28/2022**

## **Exhibit A-3**

### **Supplemental Specifications and Supplemental MDX General Specifications – Revised 10/28/2022**

#### **A. Supplemental Specifications**

The Work specified in this Section will be governed by the Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction and revisions thereto current at the time of the RFP, except as amended by the following:

**ARTICLE 102-1** of the Standard Specifications is expanded as follows:

For maintenance of traffic (MOT), the Contractor shall submit to the Engineer the proposed traffic control plan for approval prior to beginning Work. The Contractor's traffic control plan shall show the proposed methods of ensuring safety and minimum interference with the normal flow of traffic on the travel lanes, reference the appropriate Standard Plans Index, list key personnel, detail what portion of maintenance of traffic operations shall be sub-contracted, and provide proof of certification for Worksite Traffic Supervisor as defined in SUBARTICLE 102-3.2

Lane Closure applications must be submitted two (2) weeks in advance of the Work. The contractor shall be provided with a copy of the MDX Lane Closure Application at the Pre-Work Meeting. Where site conditions do not allow implementation of standard traffic control plans detailed in FDOT Standard Plans, the Contractor shall submit with his lane closure application a traffic control plan sketch. The sketch shall be prepared and signed by an employee or sub-contractor that meets the current FDOT Certification Requirements for Advanced Maintenance of Traffic. The first sketch provided by that individual shall include his/her current Advanced Maintenance of Traffic Certification.

Shoulder closures shall comply with the latest version of the FDOT Standard Specifications for Road Construction, Index 102-602.

Approval of the Contractor's traffic control plan(s) or Lane Closure Application shall not relieve the Contractor of responsibility or liability for injury to persons or damage to property caused by the operation of equipment and/or personnel.

In case of extreme traffic or weather conditions, the Contractor may be required to remove their operation from the roadway and/or right-of-way, at the discretion of the Engineer, the Florida Highway Patrol, or the applicable Police Department, which has jurisdiction on these roadways.



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**Additional Pay Item Notes**

With the exception of Plans or Work Location Lists included in the Contract Documents, no promise of Pay Item (plan) quantities is given. Individual pay item quantities may be under or over-run with no limitation as determined by the Engineer.

Pay Items with numbers matching exactly those included in the FDOT Basis of Estimates, Standard Specifications and Standard Plans shall be paid as detailed in those publications and/or as amended herein. Other Pay Items shall include the descriptions specified in this section and shall be paid as detailed herein.

Price for all F&I pay items in the Bid Tab shall include shoulders closures as needed, for travel lane closures the Contractor shall use Pay Item MDX102-1-Day. All F&I pay items shall include removal of existing components as needed unless removal is provided for under separate pay items.

**MDX ROADSIDE MOWING** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform mowing services within the MDX corridors and the parcels as defined on Exhibit B, MDX Inventory Asset Management Information System (MIAMIS) documents. Payment will be made by CYCLE upon completion and acceptance by MDX.

**MDX FACILITIES & ACCELERATED MOWING** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform mowing services on all MDX facilities and all interchanges/intersections. Payment will be made by CYCLE upon completion and acceptance by MDX.

**MDX LITTER TURF** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform litter and debris removal and disposal services, within the MDX System including the daily patrolling services Monday through Friday, including Holidays. Payment will be made by CYCLE upon completion and acceptance by MDX.

**MDX LITTER ROADWAY (SR 836)** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform litter and debris removal, disposal, and patrolling services within the MDX System Monday thru Sunday including Holidays. Payment will be made by CYCLE upon completion and acceptance by MDX.

**MDX LITTER ROADWAY (SR 112)** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform litter and debris removal, disposal, and patrolling services within the MDX System five times a week including Holidays and weekend cycles. Payment will be made by CYCLE upon completion and acceptance by MDX.

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**MDX LITTER ROADWAY (SR 874)** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform litter and debris removal, disposal, and patrolling services within the MDX System five times a week including Holidays and weekend cycles. Payment will be made by CYCLE upon completion and acceptance by MDX.

**MDX LITTER ROADWAY (SR 878)** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform litter and debris removal, disposal, and patrolling services within the MDX System five times a week including Holidays and weekend cycles. Payment will be made by CYCLE upon completion and acceptance by MDX.

**MDX LITTER ROADWAY (SR 924)** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform litter and debris removal, disposal, and patrolling services within the MDX System five times a week including Holidays and weekend cycles. Payment will be made by CYCLE upon completion and acceptance by MDX.

**MDX LANDSCAPE MAINTENANCE** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform landscape services within the MDX System. Payment will be made by CYCLE upon completion and acceptance by MDX.

**MDX NATIVE PRESERVE** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform native vegetation preserve maintenance within the MDX System. Payment will be made by CYCLE upon completion and acceptance by MDX.

**MDX FERTILIZER** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to apply fertilizer within the MDX System. Payment will be made by TN (Ton) upon completion and acceptance by MDX.

**MDX MULCH** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to apply mulch within the MDX System. Payment will be made by SY (Square Yard) three inches deep upon completion and acceptance by MDX.

**MDX STAKE & GUYING < 15' FT** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to install stake & guying on trees less than or equal to 15ft. tall, within the MDX System. Payment will be made by EA (Each) upon completion and acceptance by MDX.

**MDX STAKE & GUYING > 15' FT** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to install stake & guying on trees greater than 15ft. tall, within the MDX System. Payment will be made by EA (Each) upon completion and acceptance by MDX.

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**MDX TREE REMOVAL < 15' FT** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to remove trees less than or equal to 15ft. tall, within the MDX System. Payment will be made by EA (Each) upon completion and acceptance by MDX.

**MDX TREE REMOVAL > 15' FT** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to remove trees greater than 15ft. tall, within the MDX System. Payment will be made by EA (Each) upon completion and acceptance by MDX.

**MDX STUMP REMOVAL < 24"** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals for stump removal less than or equal to 24" in diameter, within the MDX System. Payment will be made by EA (Each) upon completion and acceptance by MDX.

**MDX STUMP REMOVAL > 24"** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals for stump removal greater than 24" in diameter, within the MDX System. Payment will be made by EA (Each) upon completion and acceptance by MDX.

**MDX PALM RELOCATION 8'-12' FT** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals for palm relocation including staking and guying 8'-12' tall overall, within the MDX System. Payment will be made by EA (Each) upon completion and acceptance by MDX.

**MDX PALM RELOCATION 13'-18' FT** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals for palm relocation including staking and guying 13'-18' tall overall, within the MDX System. Payment will be made by EA (Each) upon completion and acceptance by MDX.

**MDX PALM RELOCATION 19'-24' FT** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals for palm relocation including staking and guying 19'-24' tall overall within the MDX System. Payment will be made by EA (Each) upon completion and acceptance by MDX.

**MDX PALM RELOCATION > 24' FT** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals for palm relocation including staking and guying greater than 24ft tall overall within the MDX System. Payment will be made by EA (Each) upon completion and acceptance by MDX.

**MDX CLEARING AND GRUBBING** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform clearing and grubbing within the MDX System. Payment will be made by AC (Acre) upon completion and acceptance by MDX. All chippings, debris, vegetation, and rock will be disposed of by the Contractor. Desirable trees identified by the Engineer shall not be damaged or disturbed. Trees greater than 24" diameter located within clearing and grubbing areas shall be paid in addition to Pay Item **MDX CLEARING AND GRUBBING**.

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All trees less than 24" diameter located within clearing and grubbing areas shall be included in payment of item **MDX CLEARING AND GRUBBING**. Shrubs including but not limited to Brazilian Pepper shall be considered trees less than 24" diameter. A minimum 1/4 acre per location shall be paid under **MDX CLEARING AND GRUBBING**. A location shall be defined as the acreage of a contiguous area, or the sum acreage of non-contiguous areas identified within a 1-mile radius.

**MDX WATER** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform watering within the MDX System. Payment will be made by \$/MG (1000 Gallons) upon completion and acceptance by MDX.

**MDX 102-1 DAY (SINGLE LANE CLOSURE DAYTIME)** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to provide MOT services for a single lane closure within the MDX System. Payment will be made by LO (Location).

**MDX SWEEPING (836)** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform street sweeping within the MDX System twice a week (Sunday and Wednesday). Payment will be made by CYCLE upon completion and acceptance by MDX.

**MDX SWEEPING (112)** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform street sweeping within the MDX System once a week (Sunday). Payment will be made by CYCLE upon completion and acceptance by MDX.

**MDX SWEEPING (874)** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform street sweeping within the MDX System once a week (Sunday). Payment will be made by CYCLE upon completion and acceptance by MDX.

**MDX SWEEPING (878)** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform street sweeping within the MDX System once a week (Sunday). Payment will be made by CYCLE upon completion and acceptance by MDX.

**MDX SWEEPING (924)** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform street sweeping within the MDX System once a week (Sunday). Payment will be made by CYCLE upon completion and acceptance by MDX.

**MDX CLEAN CONCRETE SURFACE** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to clean concrete surfaces by pressure washing with a minimum of thirty-six hundred (3,600) pounds per square inch pressure. Payment will be made by SF (Square Foot) upon completion and acceptance by MDX.



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**MDX COAT CONCRETE SURFACE** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to furnish and apply class 5 coating to concrete surfaces. Color shall be as required to match existing color or as approved by the MDX Contract Manager. Payment will be made by SF (Square Foot) upon completion and acceptance by MDX.

**MDX LND-INST** - Pay Item shall be full compensation for all labor, equipment, materials, and incidentals to perform landscape installations, establishment, maintenance, and warranty of landscaping as indicated in the Contract Documents. Partial acceptance will occur upon completion of all Work pending the warranty/maintenance period. A partial payment of 85% of the total work will be made upon completion and partial acceptance by MDX and 15% shall be retained until Final Acceptance. Final acceptance and final payment of the retainage will occur at the end of the warranty/maintenance period.

**MDX SPEC** Pay Item shall be full compensation for all equipment, materials, and incidentals necessary for repairs and installation of miscellaneous items not included under separate pay item nor incidental to pay item work. Payment shall require contractor to obtain the Engineer's approval prior to purchasing materials for the unit cost to be incurred. After Engineers approval of unit cost, and prior to payment, the contractor shall provide copies of actual invoices. Payment shall be made at 17.5% above the lesser of pre-approved unit cost or actual invoice cost for materials installed.

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## **B. Supplemental MDX General Specifications**

### **SECTION 1 DEFINITIONS AND TERMS**

Section 1 of MDX General Specifications is amended as follows:

**SECTION 1-3** – Definitions are modified as follows:

**Work Order:** A Work Order is an extension of the Contract and identifies the general description and amount of Work expected to be issued on a monthly basis.

**Notice of Work Need:** A Notice of Work Need is an extension of the Work Order which identifies the specific identification number, geographic location, description of the Work to be done, and completion time for the Work within the allowable time as defined in the Scope of Services.

**Plans:** The approved plans, when provided with a Notice of Work Need, including reproductions thereof, shall show the location, character, dimensions, and details of the Work. For Work that is not detailed by approved plans, the definition of Plans shall be the Florida Department of Transportation (FDOT) Standard Plans, and revisions thereto current at the time of bid opening as relates to construction methods, sequence, and specifications combined with location detail provided in the Notice of Work Need as relates to character, dimensions, and details of the Work.

### **SECTION 3 CONTRACT BOND AND PRE-CONSTRUCTION REQUIREMENTS**

The Work specified in this Section is governed by Section 3 of the MDX General Specifications:

**Sub-section 3-1.1 General Requirements of the Bond** is supplemented to add the following language:

The amount of the Contract Bond shall be for one-fourth (1/4) of the full Contract amount on a yearly basis.

Four (4) months before the Contract anniversary on a yearly basis, the Contractor shall renew the Contract Bond for the following year and must provide MDX with a certified copy of the recorded Bond, in accordance with section 255.05 (1) (b), Florida Statutes. Refer to the ***MDX General Specifications for Construction*** for Contract Bond Requirements.



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## **SECTION 4 SCOPE OF THE WORK**

The Work specified in this Section is governed by Section 4 of the MDX General Specifications:

**SUBARTICLE 4-3.1-** General is deleted.

## **SECTION 5 CONTROL OF THE WORK**

The Work specified in this Section is governed by Section 5 of the MDX General Specifications:

**SUBSECTION 5-1.1** Plans and Contracts Documents is replaced with the following:

The Engineer will issue Work Orders and the associated Notice of Work Need identifying the location and Pay Item quantities to be installed. The Contractor shall include in the discussion at the Pre-Work Meeting the senior manager(s) or employee(s) who will be present at the work sites during completion of the Work.

Where appropriate, trade specific schedules for allowable submittal and material fabrication times may be detailed in the Supplemental Specifications, if any, provided for this Contract.

Upon completion of the assigned Work, the Contractor shall notify the Engineer and certify that the Work quantity and quality were accomplished in accordance with these specifications by signing and returning the Work Order to MDX. All Work completed will be reviewed to verify quantity and quality prior to final payment.

Should inclement weather or other unforeseen circumstance limit or stop the Work, the Contractor shall notify the Engineer of Work stoppage. The end date of a Work Order may be extended by the Engineer in the case of inclement weather or other unforeseen circumstances. The Contractor shall schedule Work in a manner that prevents delays, stoppages, and rework.

If a Work Order is ongoing at the end of the Contract Term, MDX, at its sole discretion, may extend the term of the Contract until the Work is completed.

**SUBSECTION 5-1.2 MDX's Plans** is replaced with the following:

When Plans are provided with a Work Order the Grades shown are finished grades and B.M. Datum is North America Vertical Datum 1988 (NAVD 1988), National Geodetic Vertical Datum of 1929 (NGVD 1929) or other datum as noted on the Plans.





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**SECTION 8 CONTRACTOR'S RESPONSIBILITIES FOR THE PROSECUTION OF THE WORK**

**SUBARTICLE 8-23 - Liquidated Damages for Failure to Complete the Work During Contract Time is renamed and replaced with the following.**

**SUBSECTION 8-23 - Payment Reductions for Failure to Timely Complete Notice of Work Need.**

MDX and the Contractor recognize that time is of the essence for completion of each Notice of Work Need.

Payment for specific Work identified in the Notice of Work Need (s) shall be included in the monthly invoice for the corresponding Work Order. Work not completed as specified in the Scope of Services shall be subject to a 1% per calendar day invoice reduction for that specific Notice of Work Need identification number.

**SECTION 9 MEASUREMENT AND PAYMENT**

The Work specified in this Section shall be governed by Section 9 of the MDX General Specifications, except as amended by the following:

**SUBARTICLE 9-1.3.2 Plan Quantity** is deleted.

**SUBARTICLE 9-3.2.1 Payment Based on Revisions to Plan Quantity** is deleted.



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**EXHIBIT A-4**  
**REQUIRED CYCLICAL OPERATIONS FREQUENCIES AND**  
**ACTIVITIES – REVISED 10/28/2022**

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## **Exhibit A-4**

### **Required Cyclical Operations Frequencies and Activities - Revised 10/28/22**

The Contractor shall submit to the MDX Contract Manager within seven (7) Calendar Days of NTP, a schedule for the completion of cyclical activities for the following fiscal year to be approved by MDX. The schedule will include a begin and end date of each cycle time on each corridor such that required frequencies and maximum corridor completion times are met. Lag time, overlap, and time for inclement weather shall be built into the submitted schedule. The maximum completion times listed below allow for completion of all required areas prior to beginning the next cycle. The Contractor may request changes to the previously approved schedule, to be approved by MDX.

The begin date and required completion date shall be on the same day(s) of each month/week wherever possible.

The schedule shall include the following activities:

- MDX Roadside Mowing and Parcel Mowing (all types including pre-mow litter, trimming/edging)
  - Frequency: 12 per year systemwide
- MDX Facilities and Accelerated Mowing areas, including pre-mow litter, trimming and edging
  - Frequency: 26 per year systemwide
- Landscape Maintenance, inspect for and correct vegetation needs, illegal dumping, etc.
  - Frequency: 12 per year systemwide
- MDX Native Preserve.
  - Frequency: 4 per year systemwide
- Litter Roadway
  - SR 836 – Frequency: daily including weekends and holidays.
  - SR 112/SR 874/SR 878/SR 924 – Frequency: Five times a week including weekend cycles and holidays



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- Litter Turf
  - Frequency: weekly systemwide
- MDX Sweeping
  - SR 836 – Frequency: Twice a week (Sundays and Wednesdays)
  - SR 112/SR 874/SR 878/SR 924 – Frequency: Once a week (Sundays)



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**EXHIBIT A-5**  
**HOMELESS RELOCATION PROCEDURES**

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**Exhibit A-5**

**Homeless Relocation Procedures**

**A. Areas under the jurisdiction of City of Miami:**

1. Call or e-mail City of Miami Homeless Outreach Program.

- Sergio Torres 305-960-4988 or 305-400-5321, storres@miamigov.com,
- Ivan Romero 305-960-4980, iromero@miamigov.com

City of Miami Homeless Outreach Program will visit the site, offer services to the homeless and post a sign stating that they have two weeks to leave the site. Contractor shall follow-up as needed to ensure process continues.

2. Record the date on the posted sign and after two weeks, Maintenance Contractor will be able to clean the site.
3. MDX /Contractor will schedule a date to clean area.
4. Call Police Officer or NET Office responsible for the area and schedule Officer to be on site the day of the clean-up.
5. Follow up with Police Officer two days before the clean-up, as a reminder.
6. Perform clean-up efforts (MDX may attend), Police Officer to witness the clean-up efforts.
7. Notify MDX Public Communication about the homeless encampment clean-up. Provide them with location, date and time.

**B. Areas Under the jurisdiction of Miami-Dade County (same as above except as follows):**

1. Call the Miami-Dade County Homeless Assistance Program at 1-877-994-4357
2. Call Miami-Dade County Police, speak to the Captain and request a Police Officer to be at the homeless encampment for the clean-up (supply date & time).

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**C. Areas under the jurisdiction of City of Hialeah (same as above except as follows):**

1. **North Area:** Contact Luis Lahera, Office 305-816-4492, Fax 305-816-4457  
llahera@hialeahfl.gov
2. **South Area:** Contact Rudy Bello, Office 305-863-2201 rbello@hialeahfl.gov

**D. General Requirements:**

- Contractor shall comply with any and all applicable statutes or local ordinances.
- All efforts shall be coordinated with MDX Facilities Contract Administrator and MDX Public Involvement Office so that MDX may at its option attend some or all field efforts.
- Contractor shall follow-up as needed with all agencies to ensure process continues.
- If the site was cleaned previously, has been properly posted, and occupants have returned, Call Police Officer and provide a date & time to meet at the site with MDX to cleanup area.
- Police Officers for homeless removals are not off-duty Police Officers.
- All areas must be posted with “no trespassing” sign provided and installed by the Contractor.
- After the areas are cleaned, Contractor should close access to the area whenever possible.
- Update contact information on a continuing basis.
- MDX reserves the right to amend or alter the process as needed to comply with local requirements.

**Refer to Exhibit B, MDX Inventory Asset Management Information System (MIAMIS) documents for municipal boundaries on the MDX System.**