



PRE-RFP MEETING:

FORT WORTH DISTRICT

COMPREHENSIVE ENGINEERING CONSULTANT
(3 – INDEFINITE DELIVERABLE \$10M CONTRACTS)

FY 2024, Wave 3

Monday, March 4, 2024



Welcome All!

- Please note that all correspondence will be muted throughout this presentation.
- There will not be an opportunity to ask questions during the Pre-RFP presentation.
- You will be given an opportunity to ask questions after the presentation via email.
- Email questions to: Najitha.Bulathsinhala@TxDOT.gov

This meeting and presentation is for informational purposes only.

The advertised Request for Proposals (RFP) will provide the requirements that will dictate this contract procurement process.



Pre-RFP Meeting Agenda



Introductions

Consultant Selection Team (CST)*	Title
Nicholas V. Spencer, P.E.	FTW Consultant Management Office Supervisor, FTW CEC Program Manager
Korin Adkins, P.E.	FTW District Design Director
Ryan Hayes, P.E.	FTW Transportation Engineer

***Please do not contact the CST members during this procurement process.**

Procurement Support	Title
Natashia Tabatabaie, P.E.	Section Director PEPS Service Center for Fort Worth District
Najitha Bulathsinhala, P.E.	Procurement Engineer PEPS Service Center for Fort Worth District
Joe McCarthy	Contract Administrator PEPS Service Center for Fort Worth District

Nicholas V. Spencer, P.E.
FTW Consultant Management Office Supervisor
FTW CEC Program Manager

Contract Overview – Comprehensive Engineering Consultant

Current workflow:

- **WA1-** Review of any aspect of project delivery.
- **WA2-** Supplemental design of any aspect of project delivery
- **WA3-** Various
 - Staff augmentation,
 - Provide recommendations for improving project delivery processes,
 - Optimize resources and project delivery and implementation of innovative project solutions.
- **WA4** – FTW Bridge Follow-up Actions (FUAs)/scour analysis.

Contract Overview – Comprehensive Engineering Consultant

Fort Worth CEC requests

- Firm rotation basis for Assignments.
- CEC Assignment request form.
- Conflict of interest (COI) and preclusions.
- Assignment Agreement (AA).
- Over 146 assignments issued to date.

Fort Worth CEC Lessons Learned

- Initial WA request process.
- Avoid Invoicing Issues:
 - CEC PM must verify that CSJs are active.
- Consider conflicts and preclusions.
- Staff augmentation
 - Seating location.
 - Computers and access.
- Use of overhead generic CSJs.

Brief Project Overview – Work Categories (DRAFT)

Standard Work Categories*		%*
1.5.1	Feasibility Studies	1.00%
1.7.1	Traffic Demand Modeling	0.50%
1.8.1	Public Involvement	4.00%
1.9.1	Geographic Information System (GIS) and Data Analysis	0.50%
2.1.1	Traffic Noise Analysis	0.50%
2.2.1	Air Quality Analysis	0.50%
2.3.1	Wetland Delineation	0.50%
2.3.2	Conditional/Functional Assessment	0.50%
2.4.1	Nationwide Permit	0.50%
2.4.2	Clean Water Act Sec. 404 Permits	0.50%
2.4.3	U.S. Coast G. & U.S. Army Corps Of Engr. Permits	0.50%
2.6.5	Protected Species Evaluations	0.50%
2.6.6	USFWS/ National Marine Fisheries Service Consultation	0.50%

Standard Work Categories*		%*
2.7.1	Sec. 4(F)/6(F) Evaluations	0.50%
2.7.2	Historic Sites Sec. 4(f) Evaluations	0.50%
2.10.1	Archaeological Surveys, Doc., Excavation, Testing Rpts	0.50%
2.12.1	Socio-Economic & Environmental Justice Analysis	0.50%
2.13.1	Hazardous Materials Initial Site Assessment	0.50%
2.14.1	Environmental Document Preparation	0.50%
2.15.1	Historical Research of Extant Bldgs, Struct, Landsc., & Obj.	0.50%
2.15.2	Historical Surveys & Doc. of Bldgs, Struct, Landsc., & Obj.	0.50%
3.2.1	Route Studies & Schematic Design	8.00%
4.2.1	Roadway Design	5.00%
4.4.1	Freeway Interchanges	1.00%
4.5.1	Constructability Review	3.00%
4.6.1	3-D Visualization and Animation Services	1.00%

***Work Categories and Corresponding Percentages Subject to Change.**

Become Pre-certified: <https://www.txdot.gov/business/consultants/architectural-engineering-surveying/getting-started/precertification.html>

Brief Project Overview – Work Categories Continued (DRAFT)

Standard Work Categories*		%*
5.2.1	Bridge Design	10.00%
5.3.1	Multi-Level Interchange Design	3.00%
5.5.1	Bridge & Non-Bridge Class Culvert and Inlet Design	3.00%
8.1.1	Signing, Pavement Marking & Channelization	2.00%
8.6.1	Rail-Highway Design	3.00%
9.2.1	Active Transportation Planning	0.50%
9.3.1	Pedestrian Facility Design	1.00%
9.3.2	Accessibility Design	1.00%
9.4.1	Bikeway Design	1.00%
10.1.1	Hydrologic Studies	5.00%
10.2.1	Roadway Hydraulic Design	5.00%
10.3.1	Bridge Hydraulic Design	5.00%
10.5.1	Bridge Scour Evaluations And Analysis	5.00%

Standard Work Categories*		%*
10.7.1	Riverine Hydraulic Design	1.00%
10.8.1	FEMA Regulations and Permits	1.00%
11.1.1	Roadway Construction Management And Inspection	1.00%
11.2.1	Bridge Construction Management And Inspection	1.00%
12.1.3	Materials Engineering	1.00%
12.4.1	Pavement Design Services	1.00%
12.5.1	Pavement Evaluation	1.00%
13.3.1	Rail Infrastructure Project Development	1.00%
13.5.1	Rail Construction Management	0.50%
14.1.1	Soil Exploration	1.00%
14.2.1	Geotechnical Testing	1.00%
15.1.1	Right of Way Surveys	2.00%
15.2.1	Design Survey	2.00%

***Work Categories and Corresponding Percentages Subject to Change.**

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Brief Project Overview – Work Categories Continued (DRAFT)

Standard Work Categories*		%*
15.3.6	Airborne LiDAR	0.50%
18.2.1	Subsurface Utility Engineering (Utility Eng. Investigation)	5.00%
18.4.1	Utility Engineering	2.50%
19.3.1	Financial Plan Review and Development (Design-Bid-Build)	0.50%

***Work Categories and Corresponding Percentages Subject to Change.**

Become Pre-certified:

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Contract Overview – Proposed Work Categories

CEC Changes

❖ Added Work Categories

14.1.1	Soil Exploration	1.00%
14.2.1	Geotechnical Testing	1.00%
15.1.1	Right of Way Surveys	3.00%
15.2.1	Design Survey	2.00%
15.3.6	Airborne LiDAR	0.50%
18.2.1	Subsurface Utility Engineering (Utility Eng. Investigation)	5.00%
18.4.1	Utility Engineering	2.50%

❖ A Deputy Project Manager will be required.

***Work Categories and Corresponding Percentages Subject to Change.**

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Najitha Bulathsinhala, P.E.
Procurement Engineer
PEPS Service Center for Fort Worth

Contract Selection Process

Non-Federal with Interviews – HUB Goal (23.7%)

- 105 working days from kick-off to contract execution.

Proposal Evaluation – Step 1

- Proposals are scored independently and used as a basis for the short-list.
- Shortlisted providers move to the Interview Phase.

Interview Evaluation – Step 2

- Proposal scores are not carried over to the interview process.
- Interview scored independently and used as the basis for selection.

Selection

Indefinite Deliverable (ID) Contract with Work Authorizations (WAs)

- 3 Contract at up to \$10M
- 5 years maximum contract duration.
- WAs executed only in the first 4 years.
- The remaining 1 year of the contracts will be utilized to complete work issued previously.
- Fort Worth District use

RFP Information

Proposal Content

- RFP Proposal Content prepared based on the needs for this contract and should be used as guidance,
- CST determines weightings for criteria and the number of pages.

Evaluation Criteria

	Evaluation Criteria	Included Elements:	Weighting for Evaluation of Proposal
1	Technical Approach	Project understanding, project approach , innovative concepts or alternatives	XX
2	Project manager's relevant experience	Similar or related projects, project management experience	XX
3	Project planning and management	Project staffing and resource management (who, how, and why), communication plan, and quality control procedures. The prime firm's past experience with utilizing subproviders and meeting program goals (HUB or DBE) and/or how it plans to utilize subproviders to meet the goals on this contract. Also, may include project scheduling or phasing for SD projects	XX
4	Key staff's relevant experience	Experience with similar projects	XX
	Past Performance Score*		5-15
	Total		100

RFP Information

Make sure to follow the RFP instructions and submit all applicable documents required.

For HUB Subcontracting Plan (HSP) form questions contact Gloria Hearn at Gloria.Hearn@txdot.gov.

Administrative qualification (AQ) is not required to compete for solicitations using this process.

RFP Information



- Proposals must be submitted within the TxDOT Procurement Portal in Bonfire at <https://txdot.bonfirehub.com/>
- Firms must register with the Bonfire portal to compete for PEPS contracts.
- Providers must submit an Intent to Bid to submit their Proposals.
- Once the Proposal package has been submitted to the TxDOT Procurement Portal in Bonfire, the submitter will receive a confirmation email from Bonfire. No further confirmations of receipt will be provided from TxDOT.
- FAQs: <https://ftp.txdot.gov/pub/txdot/ppd/architectural-engineering/faq-bonfire.pdf>

A screenshot of the TxDOT Procurement Portal interface. At the top left is the TxDOT logo and the word "Portal". At the top right is a "Log in / Register" button. The main content area has the heading "Procurement Portal Texas Department of Transportation" and a "Department:" dropdown menu set to "All". Below this are three tabs: "Log in", "Open Public Opportunities", and "Past Public Opportunities". A search bar is located on the right side. At the bottom, a table header is visible with columns: "Status", "Ref. #", "Project", "Department", "Close Date", "Days Left", and "Action".

Data Security Requirements for **Selected** Providers:

Texas Government Code §2054.138 (SB475) requires state agencies entering into a contract with a *provider authorized to access, transmit, use, or store data* for the agency *now require the provider to meet the security controls*. The *TxDOT Contract Template and Attachment I reflects this requirement*.

Providers selected for award may be required to complete a TxDOT Security Questionnaire and meet security controls identified for the contract prior to entering into negotiations for the contract. Failure to meet required security controls may result in the provider response being excluded from further consideration for the contract. Selected providers which meet the required security controls will continue with negotiations for the contract.

[TxDOT Cybersecurity Resources](#)

CONFIDENTIAL when completed per Texas Government Code 552.139



TxDOT Security Questionnaire (TSQ)

Instructions – Respondent/Vendor must complete Section 1 – General Information and Section 2 – Low, Moderate, and High Baseline Questions. Section 3 – Moderate and High Baselines and Section 4 – Privacy Overlay must be completed if indicated in the solicitation or contract, and left blank otherwise. In Sections 2, 3, and 4, responses of No indicate non-compliance with TxDOT cybersecurity and privacy requirements. Answer Yes only if Respondent/Vendor is currently in compliance or will be in compliance and verified as such prior to the start-date of the contract applicable to this review. For any No response in these sections, provide an overview of the remediation plan to comply with requirements, including an estimated timeline and completion date.

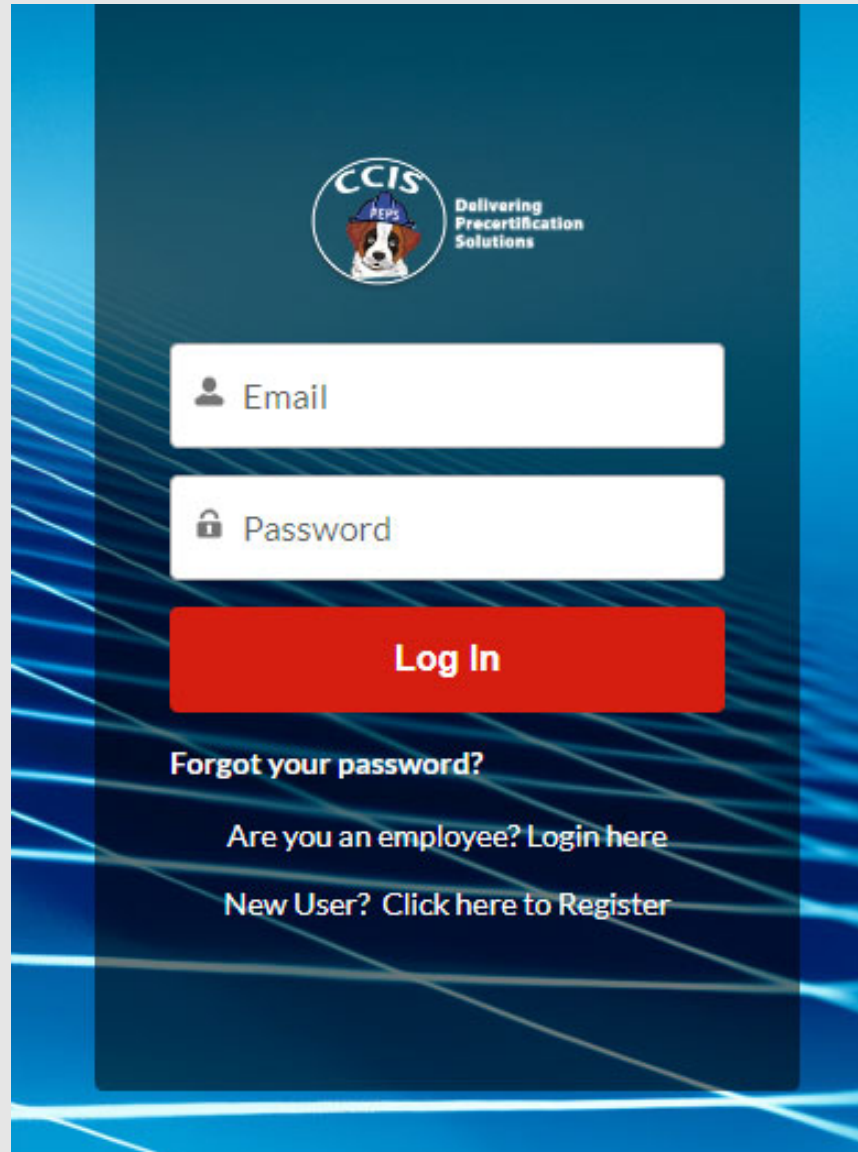
Document Data Classification – This document, when filled out, contains sensitive vulnerability information and is considered an assessment of the extent to which a Respondent/Vendor is vulnerable to unauthorized access or harm, including an assessment of the extent to which TxDOT's or contractors' electronically stored information containing sensitive or critical information is vulnerable to alteration, damage, erasure, inappropriate use or disclosure.

Document Delivery – This document must be delivered in a secure manner to TxDOT and will be protected by TxDOT as a Confidential document. To request support or additional guidance, please contact, via email, the Procurement Official or Contract Manager noted in the solicitation or contract.

Document Usage – This document will be used by TxDOT to evaluate whether the Respondent/Vendor meets security requirements to be considered for contract award or renewal. This document is not intended to replace any other TxDOT or independent security assessments. The document and information contained within will be provided only to the minimum personnel required to accomplish the usage stated above and will be stored and transmitted in a secure manner at all times.

CCIS Update and New PTC Forms

New CCIS Fireside Chats Training



The image shows a login page for CCIS. At the top center is the CCIS logo, which features a dog's head wearing a blue hard hat with 'PEPS' written on it. To the right of the logo is the text 'Delivering Precertification Solutions'. Below the logo are two white input fields: the first is labeled 'Email' with a person icon, and the second is labeled 'Password' with a lock icon. Below these fields is a prominent red button with the text 'Log In'. Underneath the button, there is a link for 'Forgot your password?'. At the bottom, there are two more links: 'Are you an employee? Login here' and 'New User? Click here to Register'. The background of the page is dark blue with light blue abstract patterns.

Avoiding Disqualification



Follow RFP instructions and submit all applicable documents required.

Check Task Leaders' precertification in standard work categories

Match the Task leader in the PTC form to Task Leader mentioned in the proposal.

Utilize the Screening Checklist: Non-Federal Process.

All "Certification" questions in the cover page needs to be answered with "Yes"

Anticipated Timeframe

Tentative Procurement Schedule

Request for Proposal (RFP) Posting	Early-Mid-March
Proposal Due	Early-Mid-April
Interview Dates	Week of May 13 th and 20 th
Selection Notification	Late April
Negotiations Complete	Mid-June
Contract Execution	Early August

Closing Remarks

Reminders

- ✓ If you have questions, always refer to the RFP, follow instructions and ask.
- ✓ Review the Attachments before submitting them to Bonfire
- ✓ Your submittal/proposal can be pulled back for a correction or revision before RFP closing time.
- ✓ Check for Addenda and Q&A

Debriefs

- ✓ Debriefs are provided by the procurement engineer.
- ✓ Please allow up to several weeks for debriefs.
- ✓ Please do not contact the CST members or other District staff to schedule a debrief or inquire information regarding proposal evaluation and selection.

Questions



Presentation slides will be posted by Tuesday, March 5, 2024.

Questions regarding this Pre-RFP meeting should be submitted to:
Najitha Bulathsinhala, P.E. at Najitha.Bulathsinhala@txdot.gov
by 1 pm CT, Wednesday, March 6, 2024

Relevant Questions received and their response will be posted on TxDOT website under “Consultant Information Meetings” by Friday, March 8, 2024.