



**Professional Engineering Procurement Services
(PEPS) Division
Solicitation Number: 36-5RFP5131**

January 29, 2015 - This solicitation is has been changed.

The following section has been revised as follows:

Work Categories and % of Work Per Category:

The description and minimum requirements are provided to the Non-listed work categories:

Non-Listed (NLC) work category 1 – Access Management (5%)

Non-Listed work category 2 – Traffic Projections (5%)

Original Posting Date: January 26, 2015

Posting Period: 14 Days

**REQUEST FOR QUALIFICATIONS (RFQ) TO CONTRACT
FOR**

INDEFINITE DELIVERABLE CONTRACTS

FEDERAL PROCESS – WITH DBE GOAL

The Texas Department of Transportation (TxDOT) intends to enter into seven (7) indefinite deliverable contracts with prime providers pursuant to Texas Government Code, Chapter 2254, Subchapter A, and 43 Texas Administrative Code (TAC) §§9.30-9.42, to provide the following services.

The approximate amount for each contract is \$1,000,000, which is included for informational purposes only and may be adjusted by TxDOT.

Description of Services to be Provided:

The PEPS El Paso Service Center is advertising for the following type of services. The work to be performed shall consist of traffic engineering services in support of the various District's Traffic Engineering Sections. The work may consist of performing traffic signal studies, speed zone studies, origin and destination studies, parking supply and demand studies, travel time and delay studies, capacity analysis studies, Intelligent Transportation System (ITS) planning studies, and control system analysis. These services may include preparing roadway design, drainage design, traffic signal design, signing and pavement marking design, illumination design, ITS design, implementation, and survey data collection necessary to support the design process.

It is expected at the time of the solicitation that work will be primarily in the El Paso, Austin, and San Antonio districts, but work may be required in other districts.

For additional information, the following files are attached to this solicitation:

- TxDOT Contract Template
- Draft - Services to be Provided by the State
- Draft - Services to be Provided by the Engineer

Statement Of Qualifications (SOQ) Deadline and Submittal Information:

SOQs must be received prior to **1:00 p.m. MST, on Monday, February 9, 2015.**

Any SOQs received after the deadline date and time shown above will not be considered.

SOQs will be accepted by hand delivery to TxDOT, 13301 Gateway Blvd. West, El Paso, Texas 79928, Attention: Barty Diaz, or by mail addressed to 13301 Gateway Blvd. West, El Paso, Texas 79928.

SOQs will not be accepted by fax or electronic mail.

To verify that the SOQ was received, the provider may contact the managing office by email, at Barty.Diaz@txdot.gov, using the standard subject line "Verification of SOQ Receipt, Solicitation # 36-5RFP5131.

Conflict of Interest:

TxDOT requires that its consultants and subconsultants be able to work solely in TxDOT's interest, without conflicting financial or personal incentives. TxDOT reserves the right to disqualify any prime provider or subprovider, or to place contractual limits on work or on personnel, if there is a conflict of interest that might affect or might be seen to affect the prime provider's or subproviders's duty to act solely in the interest of TxDOT.

A conflict of interest may involve conflicting incentives with regard to the firm as a whole, or any employee. The conflict may arise between the provider's work under a contract entered as a result of this solicitation and a relationship involving TxDOT, a construction contractor, another engineering firm, a materials testing firm, a third party affected by the project, a subprovider for any other consultant or contractor, or any other entity with an interest in a project on which work is performed under a contract entered as a result of this solicitation.

Evaluation Criteria:

SOQs submitted in response to this Solicitation will be evaluated according to the criteria provided in the *Attachment 2: Questions and Responses Template*.

Questions and Responses (Q&R):

Firms must respond to the questions stated in *Attachment 2: Q&R Template*. Responses must be submitted on the *Q&R Template*. No other format will be accepted.

Responses are limited to space allotted in the *Q&R Template*. Content outside the space allotted in the *Q&R Template* will not be evaluated. Additional pages will not be accepted, except for the attachments listed under the section **SOQ Submittal Format**.

Any false statement provided by a firm may void the submitted response. TxDOT may take any additional action provided by law regarding false statements submitted as part of the solicitation.

Work Categories and the % of Work Per Category:

Attachment 5 – Project Team Composition (Part 3 of 3) form indicates the categories that are engineering and design related services. Refer to the **Administrative Qualification Requirements** section to ensure that all requirements are met for applicable firms.

Standard Work Categories:

- 1.2.1 Systems Planning (5%)
- 1.3.1 Subarea/Corridor Planning (1%)
- 1.4.1 Land Planning/Engineering (1%)
- 1.5.1 Feasibility Studies (1%)
- 4.1.1 Minor Roadway Design (1%)
- 7.1.1 Traffic Engineering Studies (10%)
- 7.2.1 Highway - Rail Grade Crossing Studies (3%)
- 7.3.1 Traffic Signal Timing (8%)
- 7.4.1 Traffic Control Systems, Analysis, Design and Implementation (6%)
- 7.5.1 Intelligent Transportation System (10%)
- 8.1.1 Signing, Pavement Marking & Channelization (8%)
- 8.2.1 Illumination (8%)
- 8.3.1 Signalization (8%)
- 8.4.1 ITS Control Systems Analysis, Design and Implementation (6%)
- 8.5.1 Highway - Rail Grade Crossing (3%)
- 9.1.1 Bicycle & Pedestrian Facility Development (5%)
- 10.2.1 Basic Hydraulic Design (1%)
- 15.2.1 Design & Construction Survey (5%)

Non-Listed Work Categories (NLC/s):

- NLC 1 Access Management (5%)

Description: This category includes development of engineering solutions to maintain desired speed and reduce delays, enhance traffic flow, and improve safety. Associated activities include reducing the number of curb-cuts, spacing, median openings, turn lanes, right turn deceleration lanes, and extension of left-hand queuing lanes.

Minimum Requirements: The team must include one registered professional engineer with demonstrated experience in developing and applying access management strategies

NLC 2 Traffic Projections (5%)

Description: This category includes performing complex transportation projections and travel demand modeling. Associated activities under this category include corridor traffic analysis, development of travel demand forecasts, traffic and transit modeling calibration/validation provided by the Metropolitan Planning Organization (MPO), adjusting modeled data for analysis of projected demographic/economic/land use activities, interpret actual conditions and land use changes and applying modeled traffic data to corridor layout, analyze/evaluate model performance and traffic data forecasted for model, research/validation of supporting data, project future traffic densities and adjust modeled data for actual conditions and land use changes.

Minimum Requirements: The team must include one registered professional engineer, with a minimum of five years of experience in performing traffic projection studies.

Major Work Categories:

- 7.1.1 Traffic Engineering Studies
- 7.3.1 Traffic Signal Timing
- 7.5.1 Intelligent Transportation System
- 8.1.1 Signing, Pavement Marking & Channelization
- 8.2.1 Illumination
- 8.3.1 Signalization
- 9.1.1 Bicycle & Pedestrian Facility Development

NLC 1 Access Management

NLC 2 Traffic Projections

Precertification Requirements:

Standard Work Categories:

Task leaders, must be precertified by the SOQ deadline date and time specified in this Solicitation, for each of the advertised work categories they are identified to lead. Precertification status of subprovider task leaders, by individual, can be verified through the CCIS database using the *Employee Precertification Categories* query tool with a CCIS employee sequence number.

Non-Listed Work Categories:

Precertification is not applicable to non-listed categories (NLCs). Each proposed task leader of a NLC must show their qualifications to meet the minimum requirements on *Attachment 6: NLC Template*. This attachment will only be used to determine if minimum requirements are met. The content of the attachment will not be evaluated.

Annual Firm Renewal Requirement:

Annual renewal is governed by Section 9.33(i) of Title 43 in the Texas Administrative Code (TAC). The following is a summary of that requirement.

All precertified firms must complete the annual renewal process between January 1 and March 31 each year to maintain Active status for the firm. Active status is required for prime providers and subproviders with task leaders identified for standard work categories. As applicable, firms must obtain Active status by the SOQ deadline date and time specified in this Solicitation. Active status is not required for firms proposing to perform only NLC services.

Additional information on annual renewal for precertified firms is available on TxDOT's internet web site at: [Annual Renewal for Precertified Firms](#)

A list of Active precertified firms is available at: [Active TxDOT Precertified Firms](#)

Administrative Qualification Requirements:

Administrative Qualification is governed by Section 9.35(b) of Title 43 in the Texas Administrative Code (TAC).

All firms providing engineering and design-related services must be administratively qualified with an effective rate by the SOQ deadline specified in this Solicitation; or be determined eligible by the TxDOT Audit Office, to use the federal safe harbor rate, by the SOQ deadline specified in this solicitation.

Requirements are summarized on TxDOT's website, which includes a list of firms and their administrative qualification status. The website is found at the following location: [Administrative Qualification](#)

Administrative qualification information is for TxDOT use only. This information will only be released with the approval of the provider or as required by state or federal statute.

Prime Provider Certification Statements:

See *Attachment 1: Cover Page* for certification information. The prime provider must certify that they meet the following requirements:

- The prime firm is registered or licensed with the Texas Board of Professional Engineers. If proposing as a joint venture, the requirement applies to each joint venture member.
- Individuals on the project team must be currently employed by either the prime provider or a subprovider firm that has been identified on the team.
- A professional engineer registered or licensed in Texas will sign and seal the work to be performed on the contract.
- The prime provider shall perform at least 30 percent of the contracted work with its own work force.

Project Manager Requirement:

The prime provider's project manager, as proposed in the SOQ, is required to be a registered Professional Engineer licensed in Texas by the SOQ deadline specified in this Solicitation.

Project Manager Commitment:

TxDOT expects the prime provider to commit its project manager, as proposed in the SOQ, to the duration of the contract. TxDOT further expects the project manager's commitment to the contract to include commitment as project manager to each work authorization without further delegation or substitution over the course of the contract. In selecting a provider, TxDOT evaluates the project manager's qualifications and skills against the specific requirements and unique demands of the contract. The project manager's commitment to the duration of the contract, therefore, is of key importance to TxDOT. Project manager replacement on an active contract, while not strictly prohibited, will require TxDOT's prior consent. Any such replacements will be subject to the terms of the agreement.

Joint Venture Requirements:

TxDOT allows joint ventures. Submittal of a joint venture proposal is at the discretion of the provider. A joint venture is considered the prime. All joint venture parties must be clearly identified.

A single project manager must be identified on *Attachment 4: Organization Chart* to represent the joint venture.

All joint venture parties will be required to sign the contract and take equal 100% responsibility for the contract. Refer to **Prime Provider Certification Statements** section for additional requirements.

Employment Law:

A prime provider or subprovider currently employing former TxDOT employees must be aware of the revolving door employment laws and rules, including Government Code, Chapters §572.054 and §2252.901 and Texas Administrative Code, Rules §10.6, §10.101, and §10.102. The firm and former TxDOT employees are responsible for understanding and adhering to these rules and laws.

E-Verify Certification

In order to comply with Executive Order RP-80, the provider must certify that for all contracts for services, the provider will, to the extent permitted by law, utilize the U.S. Department of Homeland Security's E-verify system to determine the eligibility of:

1. All persons employed by provider during the term of the contract to perform duties within the State of Texas; and
2. All persons, including subcontractors, assigned by provider to perform work pursuant to the contract.

The attached TxDOT Contract Template reflects this certification.

Information on E-Verify can be found at the following link: <http://www.uscis.gov/e-verify>

Disadvantaged Business Enterprise (DBE) Goal:

It is anticipated this contract will include federal funds. The assigned DBE goal for participation in the work to be performed under this contract is **11.7%** of the contract amount.

The provider shall furnish evidence of compliance with the assigned DBE goal, or evidence of a good faith effort acceptable to TxDOT to meet the assigned goal on *Attachment 5: Project Team Composition* (Part 1 of 3). TxDOT maintains the Texas Unified Certification Program Disadvantaged Business Enterprise (TUCP DBE) Directory, which lists businesses alphabetically and by work category.

The DBE goal can be achieved using the prime provider, the subproviders, or both.

Each subprovider listed to meet the assigned DBE subcontracting goal must be DBE-certified in the Subsector 541 NAICS Code applicable to the type of service being offered by that firm. A firm not DBE-certified in the Subsector 541 NAICS Code applicable to the type of service being offered will not be counted toward the assigned DBE subcontracting goal. For example:

- A firm offering architecture services must be DBE-certified in 541310 Architectural Services.
- A firm offering engineering services must be DBE-certified in 541330 Engineering Services.
- A firm offering surveying services must be DBE-certified in 541370 Surveying and Mapping (except Geophysical) Services.
- A firm offering environmental services must be DBE-certified in either 541330 Engineering Services or 541620 Environmental Consulting Services.
- A firm offering materials testing services must be DBE-certified in either 541330 Engineering Services or 541380 Testing Laboratories.

Additional information on the NAICS Codes can be found at the following link, under the heading for Sector 541 – Professional Scientific and Technical Services:

<http://www.sba.gov/content/small-business-size-standards>

Statement of Qualifications (SOQ) Submittal Format:

The prime provider must submit **six (6)** duplicate original SOQs. Each SOQ must be submitted with a single staple in the upper left-hand corner. No other binding will be accepted.

The SOQ submittal must consist of and is limited to the following attachments in numerical order:

Attachment 1: SOQ Cover Page – See the fillable file attached to this Solicitation.

Attachment 2: Questions & Responses (Q&R) Template – See the fillable file attached to this Solicitation.

Attachment 3: Graphics Page - A graphics page may be submitted to support the responses in the *Attachment 2 - Q&R Template*. The graphics page may include drawings, diagrams, charts, tables, or other visual aids. This attachment is limited to one (1) 11" x 17" page, single-sided. For scanning and legibility, a minimum font size of 10 point must be used, and Arial font is preferred.

(Label “*Graphics Page*”. If a graphics page will not be included, insert a single page titled “*Graphics Page - Intentionally Left Blank*”).

Attachment 4: Organization Chart - The task leaders shown on the org chart, as well as subprovider team members shown on the org chart, must be consistent with those identified on *Attachment 5: Project Team Composition Form* (Parts 1, 2, and 3). Personnel other than task leaders may be identified at the prime provider’s discretion. This attachment is limited to one (1) 11” x 17” page, single-sided. For scanning and legibility, a minimum font size of 10 point must be used, and Arial font is preferred. The organization (org) chart must contain the following:

- Project manager’s and task leaders’ name, and contract responsibilities by work category.
- The prime provider’s and subproviders’ name, address, email, and telephone number, by each firm. The abbreviation of firm names is acceptable.

(Label “*Organization Chart*”).

Attachment 5: Project Team Composition Form (Parts 1, 2 and 3) – See the fillable file attached to this Solicitation. Prime provider and subprovider names listed in the Project Team Composition (PTC) form should be the legal firm names as registered with the Texas Comptroller of Public Accounts. For precertified firms, the firm name in the TxDOT CCIS database should also be the legal firm names as registered with the Texas Comptroller of Public Accounts. *(When complete, three parts will be available to print. Instructions for completing and printing Parts 1, 2, and 3 are included on Part 1, under the button labeled “Instructions”).*

Attachment 6: Non-Listed Categories (NLC) Template – See the fillable file attached to this Solicitation. Complete for each NLC shown under the section for **Work Categories and the % of Work Per Category**. Detail how the proposed task leader for the NLC meets the minimum qualifications to perform the work.

Attachment 7: Non-TxDOT Client Verification Form - This form must list the contract numbers for any non-TxDOT work referenced in the *Attachment 2: Q&R Template*.

Project Manager or Task Leader Replacement during Selection:

Prior to short list notification, the prime provider’s project manager may be replaced only by another prime provider staff person proposed in the SOQ, as approved in writing by the consultant selection team (CST).

Prior to short list notification, a task leader may be replaced by another precertified person proposed in the SOQ from the team, as approved in writing by the CST.

Selection Procedure:

Providers will be short-listed based on their SOQ scores.

A short list meeting with providers advancing to the short list will not be held.

Providers advancing to the short list will participate in an interview. These providers will be issued an *Interview and Contract Guide (ICG)* containing instructions for the interview. The prime provider’s project manager must be present for and participate in

the interview or the provider will be removed from further consideration. The project manager may attend only one interview.

Attendance is limited to the following individuals: The task leaders of the following work categories listed in this solicitation must attend the interview with the project manager:

7.1.1 Traffic Engineering Studies and 7.5.1 Intelligent Transportation System.

Each attendee must be identified in *Attachment 4: Organization Chart*.

Interviews will be evaluated, and the interview score will be the basis for the selection. Interviews will be scheduled the week of March 16, 2015.

Contract Information:

Contract execution is expected by April 2015.

The proposed contract payment type is specified rate / lump sum / unit cost.

Work authorizations (WA) may be issued within the first two years of the contract. Contract duration is expected through the latest WA termination date.

Work authorizations under the contract(s) will be issued in conformance with TxDOT's *Prioritization Process for Assigning Work Authorizations*.

Debriefs:

Debriefs may be conducted to discuss the provider's SOQ or interview. Note that no debriefs will be held prior to provider selection. Debriefs for shortlisted providers will be held after contract execution. Requests for debriefs will be accommodated up to four months after contract execution.

Special Accommodations:

To request special accommodations pursuant to the Americans with Disabilities Act (ADA), please notify the contact shown below, a minimum of 48 hours prior to a scheduled meeting.

Barty Diaz at Barty.Diaz@txdot.gov, using the standard subject line: Special Accommodations, Solicitation # 36-5RFP5131

To request special accommodations pursuant to the Language Assistance Plan (LAP) for those with limited English proficiency who need the RFQ or other information translated into another language please notify the contact shown below.

Barty Diaz at Barty.Diaz@txdot.gov, using the standard subject line: Language Assistance Request, Solicitation # 36-5RFP5131

Questions about this Solicitation:

Questions regarding this Solicitation must be submitted in writing (via email) to Raul Ortega, P.E. at Raul.Ortega@txdot.gov to be considered. Submit questions using the standard subject line: Questions & Answers, Solicitation # 36-5RFP5131.

The deadline for submitting questions regarding this Solicitation is **5:00 p.m. MT, on Thursday, January 29, 2015**.

Significant and relevant *Solicitation Questions and Answers* will be posted on TxDOT's website by **Wednesday, February 4, 2015**. They will be posted under this Solicitation Number, at the following location under the button label "*Solicitation Questions and*

Answers": [Contract Solicitation Documents and Information](#)