Professional Engineering Procurement Services (PEPS) Division
Solicitation Number: 18-5RFP0003

October 6, 2014 – This solicitation has been changed.

The following attachment has been revised:

Attachment 4: Project Team Composition Form (Parts 1, 2 and 3) – The work categories have been revised to align with the work categories listed in the RFQ.

The following section has been revised as follows:

Statement of Qualifications (SOQ) Deadline and Submittal Information:

SOQs must be received prior to **12:00 p.m. CT, on Tuesday, ~~October, 7, 2014~~ October 14, 2014**.

Original Posting Date: September 23, 2014
Posting Period: 14 Days

REQUEST FOR QUALIFICATIONS (RFQ) TO CONTRACT FOR INDEFINITE DELIVERABLE CONTRACT(S) ACCELERATED PROCESS - WITHOUT HUB GOAL

The Texas Department of Transportation (TxDOT) intends to enter into two (2) 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 $350,000.00, which is included for informational purposes only and may be adjusted by TxDOT.

The contracts will be assigned to providers in order of rank. The contracts with the highest estimated values will be assigned to the highest ranked or top providers selected, and so forth until all of the contracts have been assigned. The contract amounts are included for informational purposes only and may be adjusted by TxDOT.

Description of Services to be Provided:

The PEPS Dallas Service Center is advertising for the following type of services.

The work to be performed will include material sampling and testing of asphalt concrete, Portland cement concrete, soil, and plant inspection and testing at hot mix asphalt and Portland cement concrete plants, construction project sites, and field laboratories. Construction material testing will be in accordance with the State's Test Procedures.

It is expected at the time of the solicitation that work will be primarily in the Dallas District, 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 **12:00 p.m. CT, on Tuesday, October 14, 2014**.

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

SOQs will be accepted by hand delivery to **TxDOT Dallas District, 4777 East US HWY 80, Mesquite, Texas 75150, Attention: Cynthia Don**, or by mail addressed to **TxDOT Dallas District, 4777 East US HWY 80, Mesquite, Texas 75150, Attention: Cynthia Don.**

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 Cynthia.Don@txdot.gov , using the standard subject line "Verification of SOQ receipt, Solicitation # 18-5RFP0003.

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' 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 RFQ will be evaluated according to the criteria provided in the *Attachment 2: Questions and Responses Template*. Total Q&R weight will be 95%.

In addition, TxDOT will evaluate the prime provider's past performance scores in the CCIS database for department contracts reflecting less than satisfactory performance. Past performance score weight will be 5%.

Questions & 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:

12.1.1 Asphaltic Concrete (30%)

12.1.2 Portland Cement Concrete (30%)

12.2.1 Plant Inspection and Testing (15%)

14.2.1 Geotechnical Testing (25%)

Major Work Categories

12.1.1 Asphaltic Concrete

12.1.2 Portland Cement Concrete

14.2.1 Geotechnical Testing

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.

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

NLC Template (if applicable). 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 RFQ 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 not required to compete for solicitations using this process.

When applicable, administrative qualification is a process used by the department to verify that a provider has an indirect cost rate that meets department requirements.

Administrative Qualification is governed by Section 9.34(b) of Title 43 in the Texas Administrative Code (TAC).

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

The TAC exempts non-engineering firms and certain service types from administrative qualification. For such firms and service types, an indirect cost rate is not required.

For information purposes only, *Attachment 5 - Project Team Composition Form* (Part 3 of 3), indicates the work categories that are exempt from administrative qualification for this solicitation.

For firms not subject to exemption, if selected, an indirect cost rate is necessary for rate schedule development. These firms have two options:

- Be administratively qualified by selection notification, or
- Accept the TxDOT developed indirect cost rate of 145%.

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 are currently employed by either the prime provider or a subprovider firm 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, 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. In order for a joint venture to be precertified, each firm included in the joint venture must be precertified, unless a firm is performing only work identified by non-listed work categories. 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.

State of Texas Historically Underutilized Business (HUB) Subcontracting Plan (HSP) Requirement

This is a state-funded contract and a State of Texas HUB Subcontracting Plan is not required.

Statement of Qualifications (SOQ) Submittal Format:

The prime provider must submit **five (5)** 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 & Reponses (Q&R) Template – See the fillable file attached to this Solicitation.

Attachment 3: Organization Chart - The task leaders shown on the org chart must be consistent with those identified on *Attachment 5: Project Team Composition Form* (Parts 1, 2, and 3). Other personnel may be identified at the prime provider's discretion. This attachment is limited to one (1) 8 ½" x 11 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 4: 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 5: 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:

Consultant selection will be based on the SOQ scoring. There will not be a short list. There is no opportunity for the project manager or task leaders to be replaced for this solicitation.

Selection Procedure:

Providers will be selected based upon their responses to the questions in Attachment 2: Q&R Template, which is attached to this solicitation.

Contract Information:

Contract execution is expected by November, 2014.

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

Work authorizations (WA) may be issued within the first (3) three 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 current policies and procedures.

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.

Cynthia Don at Cynthia.Don@txdot.gov, using the standard subject line:

Special Accommodations, Solicitation # **18-5RFP0003**

Questions about this Solicitation:

Questions regarding this Solicitation must be submitted in writing (via email) to **Kathy Kleinschmidt** at Kathy.Kleinschmidt@txdot.gov to be considered. Submit questions using the standard subject line: Questions & Answers, Solicitation # **18-5RFP0003**.

The deadline for submitting questions regarding this Solicitation is **3:00 p.m. CT, on Friday, September 26, 2014**.

Significant and relevant *Solicitation Questions and Answers* will be posted on TxDOT's website by **Wednesday, October 1, 2014**. 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