



# PRE-RFP MEETING:

## Public Transportation Division (PTN) Transit, Bicycle & Pedestrian Planning Support

Solicitation No. 601CT0000005854

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FY 2024, Wave 3



## 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.

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

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- Introductions
  - Project Overview
  - Contract Selection Process
  - RFP Information
  - Avoiding Disqualification
  - Anticipated Timeframe
  - Closing Remarks and Further Information

# Introductions

Consultant Selection Team (CST)*	Title
Gregory Reininger	Planner Public Transportation Division (PTN)
Matthew Volkmann, P.E.	Transportation Engineer Public Transportation Division (PTN)
Noah Heath	Planner Public Transportation Division (PTN)
Travis Madison	Public Transportation Specialist Public Transportation Division (PTN)

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

Procurement Support	Title
Kori Rodriguez, P.E.	Section Director PEPS Service Center for Divisions
Jessica Landry, P.E.	Procurement Engineer PEPS Service Center for Divisions
Bonnie Sherman, AICP	Planning & Program Development Director Public Transportation Division (PTN)

## Contract(s) Needs:

TxDOT coordinates with local partners to plan for the development of a multimodal transportation system:

Contracts will help Public Transportation Division (PTN):

- Implement recommendations developed through:
  - Statewide Active Transportation Plan
  - Statewide Multimodal Transit Plan
- Integrate and advance transit/bike/ped across the department and state

## Examples of Tasks

- Feasibility and planning studies
  - Statewide, corridor, and regional planning studies
  - Development of statewide programs or policies
  - Transit financial analyses
- Route and design studies
  - Routing and service analyses for transit/bike/ped corridors
  - Prioritization of projects for discretionary grants
  - Alternatives analysis, schematic, environmental, and cost estimates for transit/bike/ped project(s)
- Grant program administration
  - Assistance with implementing competitive selection process
  - Assistance with oversight, coordination, implementation of awarded grants
- Stakeholder engagement and public involvement



# Project Overview

## Expected Work Categories **\*REFER to RFP for final version**

SOLICITATION: 51-4RFP5005		
PS Solicitation No. 601CT0000005854		
Category	Category Name	% of work
1.1.1	Policy Planning	5.00%
1.2.1	Systems Planning	2.00%
1.3.1	Subarea/Corridor Planning	2.00%
1.4.1	Land Planning/Engineering	1.00%
1.5.1	Feasibility Studies	10.00%
1.8.1	Public Involvement	10.00%
1.9.1	Geographic Information System (GIS) and Data Analysis	10.00%
2.14.1	Environmental Document Preparation	5.00%
3.2.1	Route Studies & Schematic Design	5.00%
9.2.1	Active Transportation Planning	10.00%
9.3.1	Pedestrian Facility Design	2.00%
9.3.2	Accessibility Design	1.00%
9.4.1	Bikeway Design	2.00%
13.1.1	Rail Route and Design Studies	5.00%
NLC-1	Transit Route and Service Studies	10.00%
NLC-2	Transit System Financial Analysis	10.00%
NLC-3	Grant Administration	10.00%
<b>Procurement Totals:</b>		<b>100.00%</b>



# Project Overview

## Non – Listed Work Categories

### ■ NLC-1 Transit Route and Service Studies

- conducting route and service studies and providing analyses and program support associated with both fixed-route and demand-response transit models.
- minimum of 5 years of experience in transportation planning, including demonstrated experience with both urban and rural transit, inclusive of both fixed-route and demand-response transit models.

### ■ NLC-2 Transit System Financial Analysis

- conducting financial analyses, including analysis of budget forecasting of the transit system's financials to identify funding needs, estimates of state and federal funding allocations, and surveys of potential alternative funding sources associated with urban and rural transit systems.
- minimum of 5 years of experience in management, administration or analysis of Federal Transit Administration apportionments, including Sections 5311 and 5307. Experience shall also include financial analysis and budget forecasting of the transit system's financials to identify funding needs.

### ■ NLC-3 Grant Administration

- implementing competitive grant programs, including project/program planning, evaluation, budgeting, and procedures; and applying for and managing federal discretionary grants, including project prioritization, performance measurement and reporting.
- minimum of 5 years of experience in grant writing and grant management or administration.

## Expected Challenges

- Coordination/alignment with other TxDOT and local planning efforts
- Data availability, integrity, and use
- Competing internal and external priorities
- Understanding rural and urban needs
- Reaching underrepresented communities

## Project Manager Expectations

- Licensures required
  - PE (PM or DPM)
- Background expected
  - Proactive and solution-oriented
  - Good communicator and collaborative decision-maker
  - Organized with flexible, creative mindset
  - Experienced with active transportation and/or transit planning
  - Understands how to advance planning efforts in a large State DOT
- Expected accessibility
  - Weekly coordination; readily accessible day-to-day
- How much time would you expect the PM to work on this contract
  - 8-40 hours/month, depending on project phase

# Contract Selection Process

## Federal without Interviews – DBE Goal

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



## Request for Proposals (RFP) Screening

- Submittals are screened for qualification by the PEPS Service center used as a basis for the long list.
- Long list providers move to the evaluation Phase.



## Proposal Evaluation

- Each Proposal is scored independently.
- Proposal scores are used as the basis for selection.



Selection

# Contract Selection Process

## Indefinite Deliverable (ID) Contract with Work Authorizations

- 2 Contracts at up to \$5M
- 5 years contract term with Work Authorizations being executed only in the first 4 years.
- The remaining 1 year of the contract will be utilized to complete work issued previously.
- Statewide use



# RFP Information

## Proposal Content

- The proposal response will cover “proposal content” in a written format.
- CST may choose to develop a broad description for the “proposal content”
- 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	Experience with similar or related projects, including both technical and management experience	XX
3	Project planning and management	Project staffing and resource management (who, how, and why), communication plan, and quality control procedures. Includes 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

## Requirements

**PAST PERFORMANCE:** scores for PM and firm are from PS-CAMS. The median score for the PM or Firm will be used if they do not have a PS-CAMS score.

**PRE-CERTS:** Task Leads for each of the advertised standard work categories must be pre-certified by the closing date of the solicitation.

**ADMINISTRATIVE QUALIFICATION (AQ):** is required to compete for solicitations using this process. **Any firm performing an Engineering & Design task (E&D) must have current AQ status or be eligible for Federal Safe Harbor.**

**DBE (GOAL= 7.5%):** Firms listed in the PTC as DBE must be certified by the RFP deadline. A DBE sub provider offering services included in the solicitation must be certified in the NAICS Code for the particular service, or that sub will not be counted toward the goal.

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

# RFP Information



- Proposals must be submitted within the TxDOT Procurement Portal in Bonfire at <https://txdot.bonfirehub.com/>
- FAQs: [PEPS contract advertisements \(txdot.gov\)](#)

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" and "Texas Department of Transportation" with the TxDOT logo on the right. Below this is a "Department:" dropdown menu set to "All". There are three tabs: "Log in", "Open Public Opportunities" (which is active), and "Past Public Opportunities". A search bar is located on the right side of the main content area. At the bottom, a table header is visible with columns: "Status", "Ref. #", "Project", "Department", "Close Date", "Days Left", and "Action".

# RFP Information

CCIS is now accessed through *Salesforce* to track pre-certs *and* generates the PTC form.

Further information: See the RFP and [CCIS Training Announcement \(txdot.gov\)](https://www.txdot.gov/ccis-training-announcement)

CCIS Application Home Accounts Reports Dashboards **Solicitations** Manuel Salas PTC Configuration People

Solicitation **a1xHv000000MGDG**

**Related** Details

**Work Categories (4)**  
4 items • Updated 3 minutes ago

<input type="checkbox"/>	Work Category	Non Listed...	E&D Relate...	% Advertised
1	<input type="checkbox"/> 14.1.1 - Soil Exploration		E	30.00%
2	<input type="checkbox"/> 14.2.1 - Geotechnical Testing		E	30.00%
3	<input type="checkbox"/> 14.3.1 - Transportation Foundation Studies		E	30.00%
4	<input type="checkbox"/> 14.4.1 - Building Foundation Studies		E	10.00%

[View All](#)

**Vendor PTCs (1)**  
1 item • Filtered by Provider Type • Updated 3 minutes ago

	Vendor PTC Name	Accronym / Abbreviation	Provider Type	Status
1	00000122	jac	Prime	Draft

[View All](#)

salesforce

Username 1 Saved Username

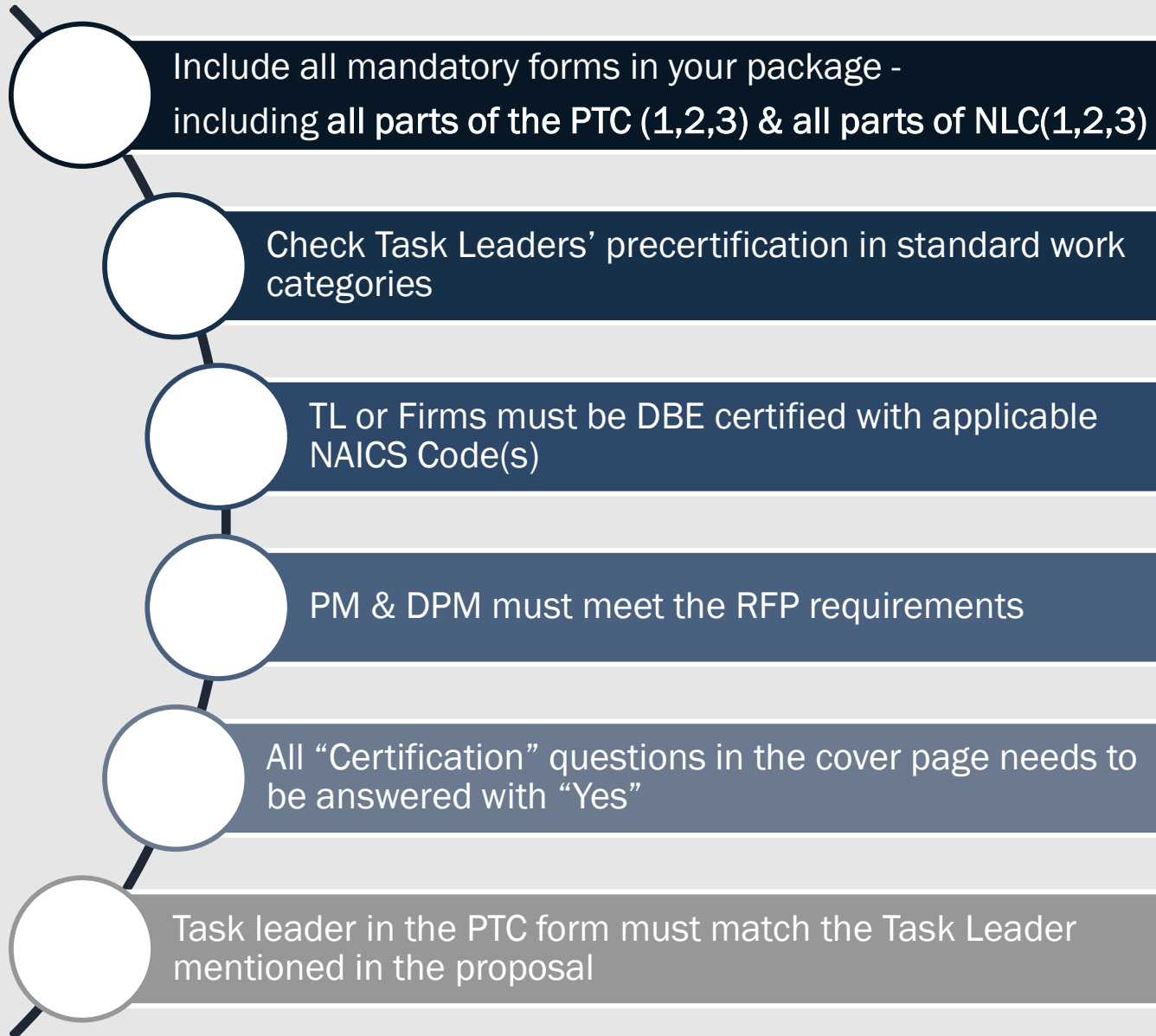
Password

[Log In to Sandbox](#)

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# Avoiding Disqualification





# Anticipated Timeframe

## Tentative Procurement Schedule

Request for Proposal (RFP) Posting	March
Proposal Due	April
Selection Notification	May
Negotiations Complete	May
Contract Execution	July

## Reminders

- ✓ Always refer to the RFP
- ✓ Use the Proposal Screening Checklist:  
<https://www.txdot.gov/business/peps/resources.html>
- ✓ Review the Attachments AFTER submitting them to Bonfire
- ✓ Your submittal/proposal can be pulled back for a correction or revision before RFP closing time.
- ✓ If you have questions, follow RFP instructions and ask.
- ✓ Check for Addenda and Q&A

# Further Information



This presentation will be posted by Tuesday, March 5, 2024.

Questions regarding this Pre-RFP meeting should be submitted to:

Jessica Landry, P.E. at [Jessica.Landry@txdot.gov](mailto:Jessica.Landry@txdot.gov)

by 5 pm, CT, Wednesday, March 6, 2024.

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