



PRE-RFP MEETING: Construction Division (CST) Engineering Support in Construction Record Keeping and Auditing

RFP No. 46-4RFP5000
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 an 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
 - Brief Contract Overview
 - Contract Selection Process
 - RFP Information
 - Avoid Disqualification
 - Anticipated Timeframe
 - Closing Remarks & Instructions for Questions

Introductions

Consultant Selection Team (CST)*	Title
Jason Duncan, P.E.	Deputy Director Construction Division Construction Division (CST)
Andrew Holick, P.E.	Director of Construction Bryan District (BRY)
Saul Romero, P.E.	Director of Construction Odessa District (ODA)
Rodney Svec, P.E.	Director of Construction Yoakum District (YKM)

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

Procurement Support	Title
Kori Rodriguez, P.E.	Section Director PEPS Service Center for Divisions
Ed Butler, P.E.	Procurement Engineer PEPS Service Center for Divisions
Meredith Star	Contract Specialist PEPS Service Center for Divisions

Brief Contract Overview

Type of work to be expected:

- Project Record Keeping
- Project Audits
 - At cadence as requested by the State
- General project schedule assistance
- Change Order Review and processing as requested
- Time Impact Analysis – Review or processing as requested
- Final contractor payments

Contract Setup:

- Construction Division will have the general pool of contracts
- District use statewide
- ****NOTE**** Every Work Authorization will require Engineering review

Brief Contract Overview

Expected Contract Tasks:

- All standard record keeping duties
 - Project Meetings, Measure and Calculation, and Estimates, Etc.
- Project Manager assistance
 - Change orders
 - Project phase review
 - Etc.
- Project Audit duties
 - Construction project record audits
 - Report submitted to the district Director of Construction
 - Audit items include: measure and payment, daily work reports (DWRs), storm water prevention pollution plan (SW3P), change orders, and other items that will be specified in each work authorization
 - General project scheduling assistance
 - Review of project schedules for completeness
 - Monthly update review, or
 - Time Impact Analysis

Brief Contract Overview

Possible challenges to expect:

- Unknown amount of travel
- Usage may be light or heavy
- Project records, project audits, project schedules
 - All statewide, each district could have different needs and requirements
- Kickoff meetings that cover the specific district needs and requirements

Brief Contract Overview

PM Requirements:

- Experience on construction projects, larger projects preferred
- Construction office experience for oversight of audits
- Expected Accessibility (timeframe – e.g. daily/weekly/monthly)
 - PM usage in each work authorization vary greatly depending on needs, 2-24 hours a week

Brief Project Overview

Standard Work Categories*		Percentages (%)*
11.1.1	Roadway Construction Management and Inspection	10%
11.8.1	Construction Schedule Support – Relating to Construction Management of Projects Including Bridges or Multi-Level Interchanges	23%
11.10.1	Construction Record Keeper	33%
NLC-1	Construction Records Auditor	34%

***Work Categories and Corresponding Percentages Subject to Change Prior to RFP Posting.**

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

Project Manager (PM) Requirements:

- The prime provider's project manager is required to be a registered Professional Engineer licensed in Texas.

Contract Selection Process

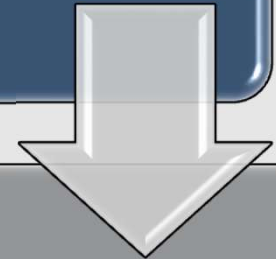
Federal without Interviews – DBE Goal x.x%

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



Proposal Evaluation ➤ Submittals are screened for qualification by the PEPS Service Center and used as a basis for long list.

- Proposals scored independently by CST



Selection

- Top 3 providers

Contract Selection Process

Indefinite Deliverable (ID) Contract with Work Authorizations

- 3 Contracts at up to \$3M
- 5 years maximum contract term with Work Authorizations being issued only in the first 4 years.
- The remaining 1 year of the contracts will be utilized to complete work issued previously.
- Statewide use

Contract Selection Process

Proposal Content

- The proposal will cover “proposal content” in a written format
- CST determines weightings for evaluation criteria and the number of pages allowed for the proposal.

Evaluation Criteria

	Evaluation Criteria	Included Elements:	Weighting for Evaluation of Proposal
1	Technical Approach	Project understanding, 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 contracts.	XX
4	Key staff’s relevant experience	Experience with similar projects	XX
	Past Performance Score		5-15
	Total		100

RFP Information

Bonfire Electronic Submittal Platform:

- Proposals must be submitted within the TxDOT Procurement Portal in Bonfire at <https://txdot.bonfirehub.com/>
- Firms will be required to register with the Bonfire portal in order to compete for PEPS contracts.
- Providers must submit an Intent to Bid in order to submit their Proposals.
- Once a Proposal package has been submitted in 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.dot.state.tx.us/pub/txdot/ppd/architectural-engineering/faq-bonfire.pdf>
- Bonfire Presentation: <https://ftp.txdot.gov/pub/txdot/ppd/architectural-engineering/e-submittal.pdf>

Requirements for Selected Providers:

Data Security Requirements:

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.

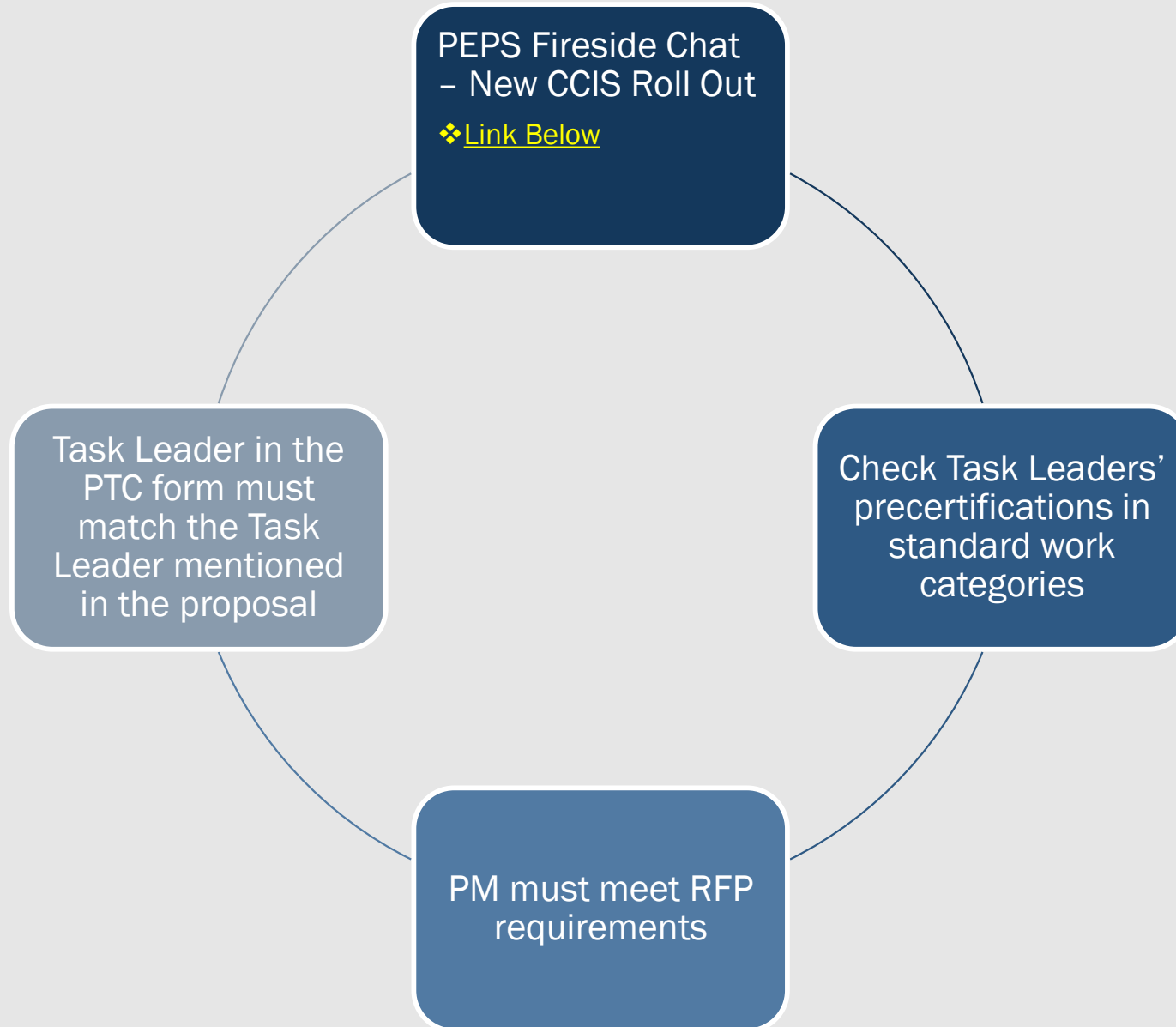
[TxDOT Cybersecurity Resources](#)

[TxDOT Data Classification Policy](#)

[TxDOT Security Questionnaire](#)

Refer to Draft Att. C (Services Provided by the Engineer) in the solicitation package for security requirements

Avoid Disqualification



***<https://www.txdot.gov/content/dam/docs/business/peps/fireside-chats/virtual-login-02-16-24.pdf>

Anticipated Timeframe

Tentative Procurement Schedule	
Pre-RFP Meeting	2/15/2024
Request for Proposal (RFP) Posting	Mid March
Proposal Due	Early April
Selection Notification	Late April
Negotiations Complete	Mid May
Contract Execution	Early July

**** All dates are subject to change**

Reminders

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

Questions



This presentation will be posted on TxDOT.gov by Tuesday, February 20, 2024.

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

Ed Butler, P.E. at Ed.Butler@txdot.gov

by **5 pm, CT, Thursday, February 22, 2024.**

Relevant questions received and their responses will be posted on the TxDOT website under “Consultant Information Meetings” by Tuesday, February 27, 2024.