



**Thank you for dialing in.
Phones will be muted.
We will begin shortly.**

November 20, 2025

Pre-Request for Proposal (RFP) Meeting: Design (DES) Division

Hydraulic Design Manual Revisions

Solicitation Number 601CT0000006393

RFP 48-6IDP5005

FY 2026 - Wave 2

Jessica Landry, P.E.

Housekeeping

- 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.**

Agenda

- 1** | Introductions
- 2** | Brief Project Overview
- 3** | Contract Selection Process
- 4** | RFP Information
- 5** | Avoid Disqualification
- 6** | Post Award
- 7** | Anticipated Timeframe
- 8** | Closing Remarks & Instructions for Questions

Consultant Selection Team (CST)

Consists of three personnel, all licensed Professional Engineers.

Please do not contact these individuals.

Please note, CST members' names will no longer be provided in the Advertisement, and PEPS will not share this information for future waves.

PEPS Service Center for Divisions Team

Table 1: PEPS Service Center for Divisions Team

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
Erinn Davis	Contract Specialist, PEPS Service Center for Divisions

General Scope of Work to be Performed:

Major overhaul of the TxDOT Hydraulic Design Manual, including re-thinking manual vs guidance, and innovative approaches to support our growing State and wide range of hydrophysiographic regions.

SERVICES TO BE PERFORMED BY THE ENGINEER – Part 1

The Engineer shall perform a comprehensive range of tasks related to the revision of the Hydraulic Design Manual (HDM), as well as the development of complementary and supplementary guidance documents. This work includes:

- assessing the current manual and reviewing relevant sources and reference materials;
- providing technical input on potential manual structures and revisions;
- engaging Stakeholders for input, review, and training;
- performing technical writing and graphical communication;
- managing and coordinating project activities; and
- documenting key ideas, decisions, and reference information throughout the manual revision process.

SERVICES TO BE PERFORMED BY THE ENGINEER – Part 2

In addition to tasks directly associated with the HDM, the Engineer shall review other TxDOT manuals—across various disciplines—that contain or should contain hydrology or hydraulics-related content. The purpose of this review is to identify necessary revisions and, as requested by the State, support the development of proposed updates to those manuals.

The overarching goals of this project are to produce a manual and supporting materials that reflect a best-in-class program, empower and support H&H designers across the State, and establish a coherent, maintainable framework for future updates.

Table 2: Standard work categories and corresponding percentages*

Standard Work Categories		Percentages (%)
4.2.1	Roadway Design	1%
4.5.1	Constructability Review	1%
5.2.1	Bridge Design	1%
5.5.1	Bridge & Non-Bridge Class Culvert and Inlet Design	1%
10.1.1	Hydrologic Studies	16%
10.2.1	Roadway Hydraulic Design	12%
10.3.1	Bridge Hydraulic Design	12%
10.4.1	Storm Water Pump Station-Hydraulic Design	10%
10.4.2	Pump Stations-Electrical	1%
10.4.3	Pump Stations-Structures	1%
10.5.1	Bridge Scour Evaluations And Analysis	5%
10.6.1	Coastal Hydraulic Design	12%
10.7.1	Riverine Hydraulic Design	12%
10.8.1	FEMA Regulations and Permits	5%

Non Listed Work Category (NLC-1) : 10%

Technical Writing

Description: This category includes writing technical guidance materials, including, but not limited to, technical papers or technical reports. This category includes providing writing that is technically accurate, useful, concise, complete, clear, consistent, targeted, and well-organized, that is correct in grammar, spelling, and punctuation.

Minimum Requirements: The team must include one professional technical writer, as task leader, with a minimum of three years of experience in technical writing, including publication of at least one technical document. Acceptable publications that demonstrate technical writing include technical guidelines, policy documents, and reports.

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

[Link to Become Pre-Certified](#)

Project Manager (PM) Requirements:

The prime provider's PM **OR** deputy PM **is required** to be a registered Professional Engineer in Texas.

Contract Selection Process

Non-Federal with Interview with Historically Underutilized Business (HUB) Goal (TBD)

- 95 working days from kick-off to contract execution

Proposal Evaluation

Proposals are scored independently and used as a basis for short list

Shortlisted firms move to the Interview Phase



Interview

- Short-listed firms participate in interviews
 - Interview Scores are the basis for selection
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Selection

- Top provider is selected for the contract

Contract Selection Process Continued

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

- 1 contract
- \$6 million
- 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.
- Managed by Design Division

Proposal Content

- The proposal will cover “proposal content” in a written format
- CST determines weightings, including past performance, & number of pages allowed

Table 3: Evaluation criteria and weightings

Evaluation Criteria	Description	Weight
Technical Approach	Project understanding, innovative concepts or alternatives	XX
Project Manager’s Relevant Experience	Similar or related projects, project management experience	XX
Project Planning & 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 (Historically Underutilized Business (HUB) or Disadvantaged Business Enterprise (DBE)) and/or how it plans to utilize subproviders to meet the goals on this contract.	XX
Key Staff’s Relevant Experience	Experience with similar projects	XX
Past Performance		5 to 15

Interviews:

- RFP will indicate 2 specific interview weeks and which task leads should attend.
- Short listed providers will get an Interview and Contract Guide (ICG).
- ICG allows 2 weeks of team preparation.
- ICG outlines in detail the time allotted and the requested interview content.
- Scores are based on CST-determined weightings of the 4 standard criteria utilized in the proposal, without past performance.

Avoid Disqualifications

QR Codes/Hyperlinks

- QR codes and hyperlinks are considered additional information and will not be scored.

Admin. Qualifications

- Not required for Non-Federal process.

Task Leads

- Ensure Task Leads match on PTC and Proposal.
- Check precertifications for firm and task leads.
- Utilize the new PTC form now in CCIS.*

Attachments

- Do not include extra sheets, such as a cover page.
- Include all required attachments.

Legal Firm Name

- Use legal firm name across all documents.

Project Manager & DPM

- Must meet RFP requirements.

[*Link to PEPS Fireside Chat](#)

Negotiations Process

Contract Award

Job Classification Negotiation with Procurement Engineer (~3 days duration)

- Include firm representative negotiating rates
- Include Subs in the process
- Provide reasoning for additional classification requests
- Provide concurrence with final classifications from prime and subs
- Indicate if classification is in your rate portfolio

Rate Negotiation with PEPS Negotiations Engineer

*If there are issues with legal firm names, Secretary of State, or Comptroller registration for any firm on the contract, negotiations will be delayed

Understand IT Security Requirements for this Contract

- Review Draft Attachment C, Section 1.7, Draft Contract Template, Attachment I, and TxDOT Security Questionnaire (TSQ)
- Review and understand Cybersecurity Requirements associated with the Contract
 - TxDOT Cybersecurity Resources Webpage: [TxDOT Cybersecurity Resources](#)
 - TxDOT Data Classification Policy: [TxDOT Data Classification Policy](#)
 - TxDOT Security Questionnaire: [TxDOT Security Questionnaire](#)

Table 4: Tentative procurement schedule

Tentative Procurement Schedule	
Pre-RFP Meeting	11/20/2025
Request for Proposal (RFP) Posting	Mid December
Proposal Due	Early January 2026
Interviews/Selection Notification	Mid February
Negotiations Complete	Early March
Contract Execution	Mid April

Reminders

- Always refer to the RFP
- Use the Proposal Screening Checklist: [Proposal Screening Checklist](#)
- Review the Attachments before & after submitting in Procurement Portal
- 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 questions and answers

Closing Remarks

This presentation will be posted on TxDOT.gov by Friday, November 21, 2025.

Questions regarding this Pre-RFP meeting should be submitted to: Jessica Landry at Jessica.Landry@txdot.gov by 1 pm, CST, Monday November 24, 2025.

Relevant questions received and their responses will be posted on TxDOT.gov by Wednesday, December 3, 2025.