



December 12, 2024

Staying in the Game

Avoid Disqualifications & Improve Submittals

2024 PEPS Conference

Moderator: Kori Rodriguez

Panel Members: Dan Rozycki, Frederick Sunderman, Geetha Chandar, Krishna Peapully , and Tracy Smith-Williams



*Items that can
cause a
disqualification*



Best Practices



Linked Items will be shown in Lime green for reference later

Presentation Topics

1

Solicitation: Request for Proposal

2

Response: Proposal Package

3

Attachments, one by one

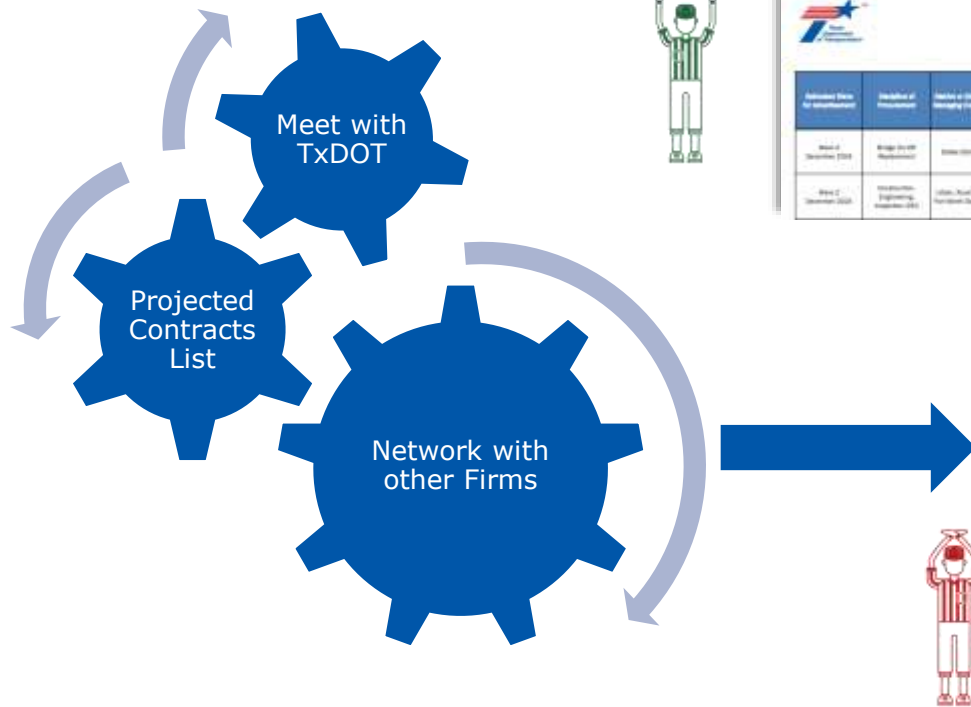
4

Reminders and Resources

5

Questions and Discussion

Pre-game:



PEPS Opportunities

Projected Contracts List FY2025

NOTE: To ensure that you are viewing the most current list, please clear your cache, delete your browsing history, and/or refresh your screen. Below is a list of anticipated contracts for architectural, engineering and surveying professional services. A project's presence on this list is not an indication that a project contract is authorized for advertisement. This information is subject to change.

6/5/19/2024

Anticipated Start for Advertisement	Anticipated End for Advertisement	Project or Contract Description	Project Location	Project Type	Project Status	Project Value (Estimate)	Project Location	Project Type	Project Status	Project Value (Estimate)	Project Location	Project Type	Project Status	Project Value (Estimate)
Week of November 2024	Bridge for I-10	Bridge for I-10	Bridge for I-10	Bridge for I-10	Bridge for I-10	Bridge for I-10	Bridge for I-10	Bridge for I-10	Bridge for I-10	Bridge for I-10	Bridge for I-10	Bridge for I-10	Bridge for I-10	Bridge for I-10
Week of November 2024	Interchange Engineering	Interchange Engineering	Interchange Engineering	Interchange Engineering	Interchange Engineering	Interchange Engineering	Interchange Engineering	Interchange Engineering	Interchange Engineering	Interchange Engineering	Interchange Engineering	Interchange Engineering	Interchange Engineering	Interchange Engineering

Finding teaming partners?

Questions to ask other firms?

Where do you start with TxDOT?

Potential pitfalls?

Solicitation: Request for Proposal

Solicitation



Don't forget
about the
Pre-RFP

Request for Proposal

Draft Scope of Services

Draft Contract Template

*Preclusion Document

*if required

*Non-Listed Category
Template

Subprovider Information form

Question & Answers form

*Project Information

Response: Proposal Package

Response:

Attachment 1 Cover Page (Questionnaire)

Attachment 2 Proposal

Attachment 3 Project Team Composition (PTC) Form

Attachment 4 Subprovider Contact Information

Attachment 5 HUB Subcontracting Plan (state-funded contracts)

Attachment 6 Non-Listed Category Template (if required)

Attachments

One by one

Attachment 1 Cover Page (Questionnaire)

Question Set 1: Cover Page Template

Question Set 1 Instructions

Complete each question in the Question Set. This questionnaire becomes the cover page for your response to the solicitation.

For the General questions - type the requested information in the Response column.

For the Certification questions - select a response of "YES" or "NO" using the dropdown in the Response column. A "NO" response will disqualify the submitted firm from competition.

For the Attestation questions - type the requested information in the Response column.

For the Response Submittal Contents questions - select a response of "INCLUDED" or "NOT INCLUDED" using the dropdown in the Response column.

#	Question	Response	Comment
GENERAL			
1.1	Prime Provider (legal firm name)	-	
1.2	Texas Identification Number (TIN) - The TIN is a number assigned by the Texas Comptroller of Public Accounts to payees who contract with a state agency. If Prime Provider does not have one, include the federal Employer Identification Number (EIN) or use NONE. This number is not the same as the federal ID number requested on the Project Team Composition (PTC) form.	-	
1.3	COGS-Seq ID	-	
CERTIFICATION			
1.2.1	The Prime Provider Firm certifies that the prime firm and all subcontractor firms performing engineering, architecture, or surveying services are registered or licensed with the appropriate State Licensing Board (Texas Board of Professional Engineers and Land Surveyors or Texas Board of Architectural Examiners), and will maintain active status while completing any work submissions that may result from this contract, if awarded.		
1.2.2	The Prime Provider Firm certifies that the individuals on the project team are currently employed by either the prime provider firm or a subcontractor firm that has been identified as part of the team.		
1.2.3	The Prime Provider Firm certifies that a Professional Engineer, Registered Architect, or Professional Land Surveyor (as specified in the Prime Provider Certification Statements section of the solicitation), registered or licensed in Texas, will sign and seal the work to be performed on the contract.		
1.2.4	The Prime Provider Firm certifies that the prime firm and all subcontractor firms are registered, or licensed, with the Texas Secretary of State's office to do business in the State of Texas with the legal firm name as indicated on this questionnaire and on the Project Team Composition Form.		
1.2.5	The Prime Provider Firm certifies that it will perform at least 20 percent of the contracted work with its own work force.		
1.2.6	The Prime Provider Firm certifies that neither the prime provider firm, nor any of the subcontractor firms on the team, are prohibited from entering into a contract with TxDOT as a result of a financial interest as defined under Texas Asset Code Law, 2001-2002. (Reference the Conflict of Interest section of this solicitation for additional information.)		
ATTESTATION			
Full Name of Prime Provider's Project Manager: By completing and submitting this questionnaire, the person listed as the Prime Provider's Project Manager: (1) is certifying that he or she acknowledges and			

Complete the General information

Check all certifications YES

Complete Attestations

Check Submittal Contents

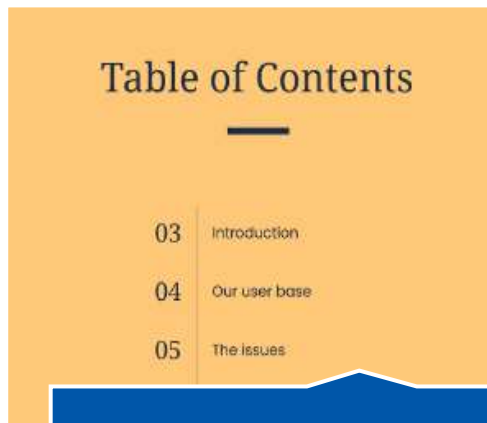


Attachment 2: Proposal

Do not include extra pages!



Intro letter

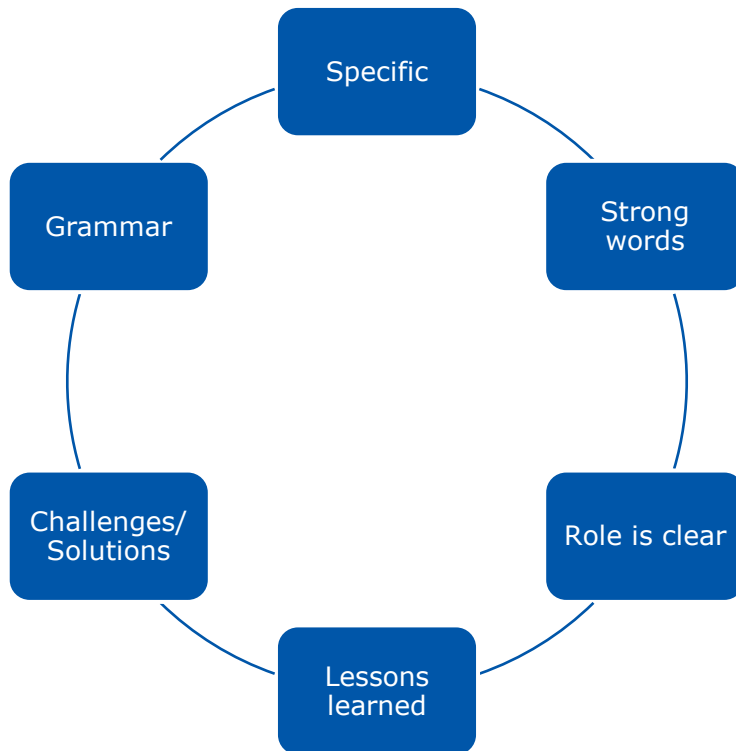


ToC



Blank pages

Attachment 2: Proposal | Tips



Attachment 2: Proposal FAQs of TxDOT



How does TxDOT determine the proposal content?

How does TxDOT determine the proposal length?

Should we use the exact font as stated in the RFP?

Does TxDOT expect us to exceed the HUB/DBE goals?

Attachment 2: Proposal FAQs



How do you show “bench depth” in the proposal?

How should the proposal be organized? By criteria or based on the proposal content?

Are graphics helpful? What about headshots?

Attachment 2: Proposal FAQs



How do you determine what experience to include? Do you use experience from other states?

How do you determine how much room to use for the different criteria?

What is your best practice for quality control of the proposal?

Attachment 3: PTC



Part 1: Include all providers

- Subproviders can perform support roles



Part 1: Meet the HUB or DBE Goal

- Federal (DBE): check the NAICS codes for each DBE subprovider.



Part 1/3: Administrative Qualifications (AQ) (Fed procurements)

- Required for Engineering & Design work on Federal procurements.



Part 2: Propose a precertified TL for every work category

- Make sure TL is employee of the firm

Attachment 3: PTC

Example of NAICS Code

Each subprovider listed to meet the assigned DBE subcontracting goal must be DBE-certified in the North American Industry Classification System (NAICS) Code applicable to the type of service being offered by that firm that corresponds to the services being advertised in this solicitation. A subprovider that is not DBE-certified in the NAICS Code applicable to the type of service being solicited will not be counted toward the assigned DBE subcontracting goal. A listing of Precertification Work Categories and Applicable DBE NAICS Work Codes may be found at:

<https://www.txdot.gov/content/dam/docs/business/peps/resources/dbe-naics-work-category-table.pdf>

Additional information on the NAICS Codes can be found at:

<https://www.naics.com/search/>

A DBE subprovider offering services included in this solicitation must be certified in the NAICS Code for the particular service(s) as shown below:

- Engineering: 541330
- Design or Construction Surveying: 541370 or 541330 for Surveying and Mapping (except Geophysical)
- Right of Way Surveys, LIDAR, Photogrammetry, or State Land Surveying: 541370

Commodity Codes

Code	Description
NAICS 541370	Surveying and Mapping (except Geophysical) Services
NAICS 541360	Geophysical Surveying and Mapping Services

AQ Status Verification



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Firms eligible to do business with TxDOT

Resources

Firms eligible to do business with TxDOT

State laws and rules

PEPS forms

Active precertified firms

- [Active precertified firms by work category](#)

Administrative qualification status by firm

- [Guidance](#)
- [Firms that are administratively qualified](#)
- [Firms participating in the Federal SafeHarbor Program](#)
- [Firms ONLY eligible to compete for TxDOT's state processes \(non-federal\)](#)
- [Non-engineering firms](#)

Directories

- [Texas Unified Certification Program \(TUCPI\) DBE directory](#)
- [Centralized master bidders list - HUB directory search](#)

E&D Work on Fed procurements:

- Firms that are administratively qualified OR
- Firms participating in SafeHarbor Program



Attachment 3: PTC in CCIS

Verify CCIS even if you are a sub

- Legal firm name, Vendor ID number, AQ status

Double check work categories

- Sometimes they are not in numerical order.

Save information before moving on!

Attachment 3: PTC in CCIS



Project Team Composition
DBE Verification
Part 1 of 2
(Federal Process)

TxDOT Assigned DBE Goal: 3%

Is your firm (Prime Provider) a Certified DBE?
☐ Yes ☒ No

Solicitation Number: 000002828

PTC Instructions Save Changes

Prime Provider				Administratively Qualified?	Is all work that prime provider and subcontractors are responsible for				TxDOT Use Only		
Firm Seq No.	Acronym/Abbreviation?	Legal Firm Name?	Vendor ID Number	Yes/No	Prime	Non-DBE	DBE	Total	DBE TUCP Director's (Y/N)	DBE NAICS Code	
ADD		HWLDCHER, INC.	1361238116	Yes							
Subcontractors											

Before "Save"

Be a sub

Project Team Composition
DBE Verification
Part 1 of 2
(Federal Process)

Solicitation Number: 000002828

PTC Instructions Save Changes Continue to Next Form

Prime Provider				Administratively Qualified?	Is all work that prime provider and subcontractors are responsible for				TxDOT Use Only		
Firm Seq No.	Acronym/Abbreviation?	Legal Firm Name?	Vendor ID Number	Yes/No	Prime	Non-DBE	DBE	Total	DBE TUCP Director's (Y/N)	DBE NAICS Code	
ADD		HWLDCHER, INC.	1361238116	Yes							
Subcontractors											

After "Save"

- Sometimes they

Save information before moving on!

Attachment 3: PTC

How do your firms organize the information for the PTC – before inputting it in Salesforce?

When you click on the firm, all the people precertified will pop up.

What if a provider name doesn't populate when you type in their CCIS number?

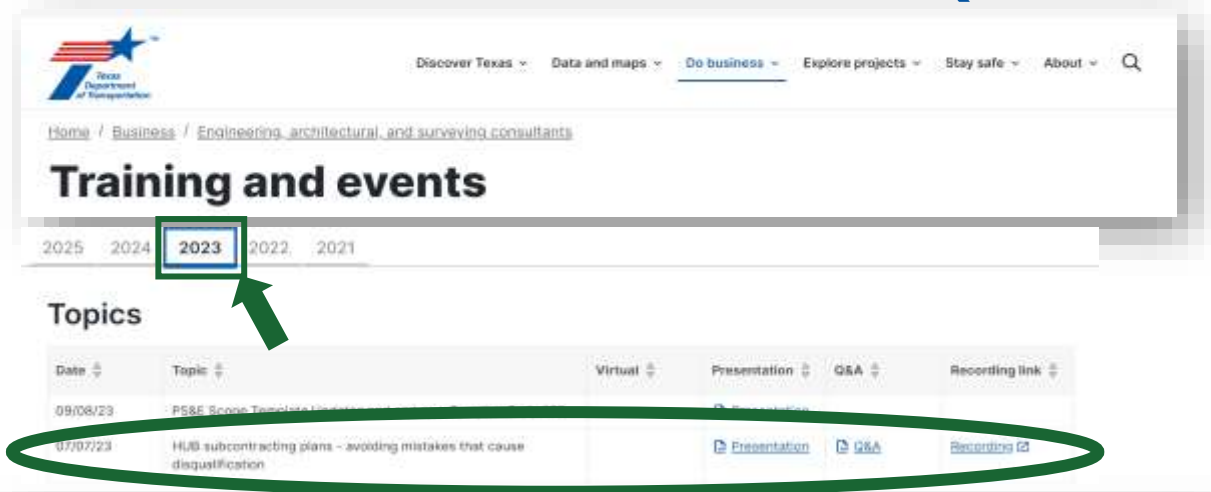
Attachment 4: Subprovider Contact information



- Include it in your submittal
- Include any firm you contact.
- Make sure the YES match your PTC Part 1



Attachment 5: HSP (HUB Subcontracting Plan)



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Home / Business / Engineering, architectural, and surveying consultants

Training and events

2025 2024 **2023** 2022 2021

Topics

Date ▾	Topic ▾	Virtual ▾	Presentation ▾	Q&A ▾	Recording link ▾
09/08/23	PS&E Scope Template Update		Presentation		
07/07/23	HUB subcontracting plans - avoiding mistakes that cause disqualification		Presentation	Q&A	Recording

HUB subcontracting plans – avoiding mistakes that cause disqualification



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Home / Business / Disadvantaged and Small Business Enterprise Programs

Historically Underutilized Business (HUB) Program

HSP Completion Overview

Attachment 6: NLC



Task Leader name must match PTC



Experience – demonstrates meets requirements



Pass/Fail



NOT evaluated

Leave NO DOUBT

Reminders and Resources

REMINDERS:

CONSISTENCY

Proposal

PTC

Subprovider
Form

HSP

NLC

Screening Checklist

The checklist used by our screeners is posted.

Use it to go through your submittal and check each part.

Plan ahead and leave time for quality control!

Note that the checklist does not cover HSP requirements, but there is a Fireside Chat for that!

Proposal Screening Checklist Federal Process			
Criteria	RFP Requirements	Pass	Fail
Cover Page Certifications (Criterion B-1)	All the certification statements are checked yes.		
Cover Page Screening (Criterion B-2)	An individual is identified as the Prime Provider's Project Manager and has entered the required license information. The project manager identified in the cover page questionnaire must match the project manager listed in the proposal or the proposal will be considered non-responsive. If required in the RFP, the Prime Provider's Deputy PM is listed on the cover page and has entered the required license information.		
Prohibited Agency (Criterion C-1)	Per Govt. Code 2252.152, etc., Texas agencies are prohibited by law from conducting business with certain companies listed on the State Comptroller's webpage, which also includes other prohibited entities. Check all the lists located at the link below for Prime Provider Name. https://comptroller.texas.gov/purchasing/publications/divestment.php		
Debarred Agency (Criterion C-2)	Verify that the Prime Provider firm is not on the list of FHWA excluded firms at https://www.sam.gov/		
Proposal within Page Limits (Criterion C-3)	The number of pages within the proposal package does not exceed the number of pages specified in the RFP. If the proposal contains more pages than specified, only the correct number of pages will be scored, the rest will be omitted. This is not a disqualification.		
Proposal Formatted Correctly (Criterion C-4)	The proposal is in substantial compliance with the remainder of the formatting requirements identified in the RFP. A proposal will not be disqualified for minor formatting issues.		

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Resources



Firms eligible to do business with TxDOT

[Active precertified firms and firms that are administratively qualified](#) »



State laws and rules

[Texas government and administrative code](#) »



PEPS forms

[Precertification, administrative qualification, and PS-CAMS forms](#) »

Additional resources

- [Screening checklist: non-federal process \(DBE\)](#)
- [Screening checklist: non-federal process \(HUB\)](#)
- [Screening checklist: federal process](#)
- [DBE NAICS codes for standard work categories](#)
- [Contract negotiation rules of engagement](#)
- [Contract management staffing categories](#)

Resources



Home / Business / Engineering, architectural and surveying consultants

Training and events

The TxDOT procurement process for architectural, engineering and surveying services is very complex and fluid. We are committed to keeping you, our consultant community informed on the changes that can affect the procurement process and contract management. Here are some ways we keep you informed.



2023 conference

2022 conference

Fireside chats

PEPS will be conducting informative sessions known as Fireside Chats every other month until our next conference. Each presentation will begin at 10:00 a.m. and will last approximately 30 minutes, followed by 30 minutes for questions. Upon completion, the presentation and Q&A documents from each session will be published below.

Note: The list and order of presentation topics is subject to change as issues develop.

2025 2024 2023 2022

2021

Topics

Date ▾	Topic ▾	Virtual ▾	Presentation ▾	Q&A ▾	Recording link ▾
09/10/21	Ethics in engineering procurement		Presentation	Q&A	
07/09/21	Prime provider evaluations - status report		Presentation	Q&A	
05/07/21	How to avoid disqualifications in a proposal		Presentation	Q&A	

Training and Events

2022 PEPS Conf: How to Pass the Proposal Screening Process



2021 Fireside Chat: How to Avoid Disqualifications in a Proposal

Don't wait until the last minute

June 2024

prev next

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	1p OPEN					
16	17	18	19	20	21	22
OPEN						
23	24	25	26	27	28	29
OPEN						
30	1	2	3	4	5	6
OPEN						

- Upload documents to Bonfire the day before or at least several hours before the closing date and time. Bonfire will close and not allow your submittal at 1:00 pm.
- Open each file in Bonfire and check that it was uploaded properly.
- Bonfire allows you to remove and replace the files up until the closing date and time have passed. Take advantage of this and perform a quality check of your documents.

Panelists last suggestions

Questions and Discussion



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