General Engineering Consultant Services

Request for Proposal

Iowa Department of Transportation

Introduction
The Iowa Department of Transportation’s District 4 Office is interested in securing Project Management / General Engineering Consultant (PM/GEC) services from a consulting company relating to the overall program management and oversight of design and construction on the I-29/80 Council Bluffs Interstate System project in Pottawattamie County, Iowa. If your firm is interested in providing the described services, please submit a proposal stating your ability and availability to complete this work.

Project Background
The proposed improvements to the Council Bluffs Interstate System (CBIS) are intended to upgrade the mobility through the I-80 and I-29 corridors, improve the condition of the roadways, reduce traffic congestion and crashes, strengthen system linkages, update to current design standards, and accommodate planned development.

The intent of this RFP selection is to secure PM/GEC services for the I-29/80 CBIS project in Pottawattamie County, Iowa as shown on the Planning Segmentation Map attached to the webpage which this RFP is posted. Note that Segments 1 and portions of Segment 2 are currently under construction. The Department expects to first contract services for Segment 3 and add other locations as the need arises. Also included are improvements/relocations of four railroads, associated with Railroad Consolidation through the East Systems Interchange (ESI), from south of U.S. 275 north to 11th Ave. Final design efforts for portions of Segment 2 & 3 are currently under way with a mixture of DOT staff and consultant services.

It is anticipated work on various segments of the Council Bluffs Interstate System will include the projects currently included in the 2013-2017 Transportation Improvement Program, with lettings in the fiscal years indicated. The Department may add additional projects pending funding and scheduling.

In general, the successful candidate for the PM/GEC services will be expected to provide overall project management to include: Design, Construction, and Materials engineering and inspection services for work in this corridor.

Project Scope

The duration of this PM/GEC service contract is expected to be multi-year dictated by program funding and project completion.

The Department’s CBIS PM/GEC contract objectives are to:
1. Augment the Department’s staff for the project.
2. Procure a consultant team capable of successfully and efficiently providing a wide range of project management services and expertise to meet the engineering and business needs of the project.

3. Manage the needs of this corridor through a fully integrated consultant and DOT team approach.

The PM/GEC will be responsible for project management services at the direction of the Department's District Engineer and Project Manager for the CBIS Project.

In addition to the PM/GEC management structure, work tasks under this PM/GEC contract may include, but are not limited to the following Pre-Qualifications as defined in DOT Policy & Procedure 300.04. Due to the complexity and somewhat indeterminate nature of this contract this RFP requires the responder to identify the team of “Required” work categories with in-house or subcontracts; and to make a commitment to cover the “As-Needed” categories with in-house or subcontracts from the pre-qualified lists, if and when individual project needs arise.

**Prequalified work categories**

**Required work categories (at the time of this request, but may not be limited to)**

- **PM/GEC:**
  - 201
- **Bridges and Structures:**
  - 215, 216, 217
- **Design:**
  - 125, 214, 218, 312, 319, 321
- **Location & Environment:**
  - Environmental monitoring and compliance with identified permit and clearance commitments. This work has no existing pre-qualification work category.
- **Construction:**
  - 221, 222, 226
- **ROW:**
  - Management of acquired ROW between the time of acquisition and incorporation into the project. This work has no existing pre-qualification work category.
- **Rail Transportation:**
  - 219, 224
- **Traffic & Safety**
  - 226, 235

**As-Needed work categories which may be required at a later time:**

- **Bridges and Structures:**
  - 323, 359
- **Design:**
  - 212, 213, 226, 311, 313, 314, 315, 316, 420
- **Location & Environment:**
  - 123, 351, 352, 353, 354, 355, 356, 357, 358, 381,
- **Materials:**
  - 316, 324, 330
The respondent must demonstrate relevant qualifications, capacity and capability in performing the “Required” Scope of Work listed above. Additionally, the PM/GEC is expected to supply any additional positions to its staff for successful project delivery including any Key Personnel that may not initially be anticipated. At all times, the PM/GEC will be required to show the necessary experience, expertise, technical ability and skill in the areas identified in the Scope of Work and any other areas necessary for successful project delivery.

**Key Personnel**

It is the expectation all individuals identified as Key Personnel in the PM/GEC’s management structure shall remain on the PM/GEC team for the duration of the contract unless the Department agrees upon replacement. The availability of Key Personnel must be flexible to meet the needs of the project. Where designated, Key Personnel shall be a licensed professional Engineer registered in Iowa once the PM/GEC contract is executed. Individuals identified as Key Personnel may be required to relocate to a Project Office, on an as needed base, located in close proximity to the project.

The following is provided as an example of Key Personnel and a PM/GEC organizational structure. It is provided for information only as the proposal will be evaluated for how the responder structured and staffed this important contract element.

**PM/GEC Contract Manager**

Example of duties:

- Senior corporate executive with overall PM/GEC contract responsibility.
- Reportable to the DOT District 4 District Engineer
- Focused on providing and ultimate accountability for resources, cost, and deliverables assigned to this contract.

Expected Qualifications:

- Professional Engineering license is not required for this position.

**PM/GEC Project Manager**

Example of duties:

- Located at the project and manages, oversees, and coordinates the day-to-day PM/GEC deliverables and work efforts
- Reportable to the PM/GEC Contract Manager and coordinates with the DOT Project Manager.
- Works with the DOT PM to implement an integrated consultant and DOT project team.
- Monitors and validates compliance with DOT policies and procedures, specifications, and contract documents.
- Identifies process improvements and promote efficiencies.
- Plans, develops and manages the projects and scopes.
- Responsible for budget, cost, and reporting.
- Manages schedules, PM/GEC staffing, and reporting.
- Monitors and validates PM/GEC staff training and organizational staff development.
- Manages strategic planning – focus on overall strategic objectives, ongoing assessments of those objectives and active oversight of the tactical steps.
- Proposes contracting strategies to DOT and determines benefits of alternative techniques such as performance based specs.
- Evaluates the size and complexity of the contract packages and recommends repackage as necessary.
- Monitors market conditions regarding availability of materials, etc. that could affect prices.
- Develops and monitor the Project Management Plan (PMP)
- Develop a design-to-budget approach to manage construction escalation.
- Establishes an integrated project controls system utilizing applicable technology. Includes a master schedule, earned value analysis tools, document warehousing, etc.
- Oversees management activities and responsibilities.
- Establishes performance measures for project success and monitors progress toward those measures.
- Participates in meetings with the local stakeholders, giving project updates, etc.
- Manages and conducts management briefings between PM/GEC and DOT on a frequency which is reasonable for the project and agreeable to DOT’s PM.
- Leads PM/GEC management team and punch-list meetings to ensure project progress.

Expected Qualifications:
- Previous PMC/PM/GEC contract management experience in large transportation design and construction projects
- Senior experience in the project development process and contract administration
- Been in a leadership position with staff oversight, coaching, and development experience
- Experience managing a diverse range of technical and professional skills related to design and construction of transportation infrastructure.
- Strong communication skills, an ability to communicate effectively with local stakeholders, resource agencies and DOT management.
- Advanced understanding of contracts, negotiation skills and an ability to work with other consultants.
- Professional Engineering license is not required for this position.

**PM/GEC Discipline for Project Controls Manager**
Example of duties:
- Oversee activities related to procurement, contracting, negotiations, and invoicing.
- Reportable to the PM/GEC and coordinates with DOT Project Manager
- Receives reviews, provides QC, identifies invoicing discrepancies, works directly to resolve inconsistencies, recommends payment to the DOT PM for invoices received and monitors prompt payment.
- Develop and oversee project controls, including document controls, request for information (RFI) tracking, etc.
- Manage the performance measures, regular reporting and progress updates
- Oversee and manage the project schedule
- Develop and manage the financial planning and cash flow analysis
- Oversee the technology applications that will be developed to manage the flow of information.
- Project Level Financial and Administrative Monitoring
  - Maintain the project’s Financial Plan in accordance with FHWA requirements
  - Maintain the project’s Project Management Plan in accordance with FHWA requirements
  - Provide funding and financing recommendations to the District Engineer.
- Conducting and reviewing opportunities for Value Engineering and Best-Value

Expected Qualifications:
- Strong background in business, contracting, and financial management
- Professional Engineering license is not required for this position.

PM/GEC Discipline for Public Relations Manager
Example of duties:
- Developing and maintaining a public involvement plan
- Coordinates all activities related to outreach in the community, including public meetings, project briefings to agencies, etc.
- Develops and implements a social media approach including a web page, Facebook, Twitter, mobile apps, etc.
- Coordinates all media relations activities
- Serves as the local liaison with stakeholders
- Proactively communicates construction schedules, detour routes, etc.
- Monitor changing trends in public opinion and develops solutions to address any issues.

Expected Qualifications:
- Strong background and experience in public relations and all types of media marketing
- Professional Engineering license is not required for this position.

PM/GEC Discipline for Highway Design Manager
Example of duties:
- The design manager oversees the plan development process.
• Reports to the PM/GEC and coordinates with the DOT PM
• Coordinates with other consultants and DOT staff working on the design plans.
• Coordinates needed field surveys.
• Manages Geotechnical needs.
• Provides overall quality assurance and verifies quality control procedures are being followed.
• Manages value engineering and best value analysis and makes recommendations to manage construction costs.
• Establishes and tracks performance measures for quality, cost, and on-time delivery.
• Monitors construction budgets and identifies innovative solutions to reduce cost or schedule.
• Provides QC/QA before submitting plans, plan revisions and staffing plans to DOT PM for final approval.

Minimum Qualifications:
• Strong background and experience in
  o highway, traffic safety, and infrastructure design
• An Iowa Professional Engineering license is required for this position.

PM/GEC Discipline for Bridge Design Manager
Example of duties:
• The design manager oversees the plan development process.
• Reports to the PM/GEC and coordinates with the DOT PM
• Coordinates with other consultants and DOT staff working on the design plans.
• Establishes overall design criteria
• Provides overall quality assurance and verifies quality control procedures are being followed.
• Manages value engineering and best value analysis and makes recommendations to manage construction costs.
• Establishes and tracks performance measures for quality, cost, and on-time delivery.
• Monitors construction budgets and identifies innovative solutions to reduce cost or schedule.
• Provides QC/QA before submitting plans, plan revisions and staffing plans to DOT PM for final approval.

Minimum Qualifications:
• Strong background and experience in
  o Highway structural design.
• An Iowa Professional Engineering license is required for this position.

PM/GEC Discipline for Traffic Manager
Example of duties:
• Manage traffic and safety needs for the PM/GEC contract.
• Report to the PM/GEC and coordinates with the District PM.
• Develop and maintain the traffic management plan.
• Manage traffic modeling needs and coordinate analysis with other Discipline Managers as required.
• Manage and make recommendations for congestion management and other traffic related issues relevant to plan development, staging, and construction.

Minimum Qualifications:
• Strong background and experience in Traffic Engineering
• An Iowa Professional Engineering license is required for this position.

**PM/GEC Discipline for Construction Manager**

Example of duties:
• Reportable to the PM/GEC PM and coordinates with the District Resident Construction Engineer in Council Bluffs
• Performs construction engineering and inspection services
• Reviews proposed letting plans for staging and constructability.
• Identifies needs for plan revisions
• Works directly with the contractor
• Track RFI’s, develop geo-referenced as-built plans, and other record documents
• Manages the DOT’s Field Book system and inspector daily reports. Works directly with the PM/GEC Business Manager to verifies contractor invoices are checked and provided to the DOT PM for prompt payment
  o Independent verification of construction survey
  o Completing record drawings including geo-referenced as-builts and final contract documentation.
  o Processing contractor pay vouchers for approval by District Staff.
  o Managing construction contracts let by DOT.
• Manages and makes recommendations for resolution to DOT PM on issues of contractor and contract disputes.
• Oversee field inspection and compliance staff including quality and compliance testing

Minimum Qualifications:
• Strong background and experience in
  o Transportation infrastructure construction and materials engineering.
• An Iowa Professional Engineering license is required for this position.

**PM/GEC Discipline for Materials Manager**

Example of duties:
• Reportable to the PM/GEC PM and coordinates with the District 4 Materials Engineer
• Coordinates with Construction Manager for construction materials inspection services
• Manages and makes recommendations for resolution to DOT PM on issues of contractor and contract disputes related to materials being supplied and incorporated into the project.
• Oversees overall Materials compliance testing
• Manages and directs Materials testing and acceptance, plant monitoring, fabrication inspection staff, etc.
• Reviews and provides QA for material quality, specification compliance and material certifications

Minimum Qualifications:
• Strong background and experience in transportation materials engineering, materials inspection and certification in accordance with DOT specifications.
• An Iowa Professional Engineering license is required for this position.

PM/GEC Discipline for ROW Manager
Example of duties:
• Reportable to the PM/GEC PM and the Office of ROW. Coordinates with the District Resident Construction Engineer in Council Bluffs.
• Note: The DOT’s Office of ROW intendeds to acquire all ROW; however, allowance is being made to be able to use the PM/GEC contract for acquiring ROW and easements as may be necessary for the project.
• Coordinates development of real estate improvement demolition plans, arranges for necessary environmental inspections and environmental permits, and administers real estate improvement demolition contracts.
• Oversees all ROW related activities, including property management and maintenance of acquired parcels between the time of acquisition and incorporation into the project.
• Coordinates with the PM/GEC PM and Construction Manager to monitor projects needs and ROW availability.
• Recommends to the DOT PM when a parcel of portion of a parcel could be sold as excess.
• Arranges for property plats and surveys necessary for acquisition and disposal.
• Coordinates with the Project Controls Manager to manage and maintain fiduciary records related to acquisition, property management, and disposal.

Minimum Qualifications:
• Strong background and experience Real Estate appraisal, negotiation, acquisition, and property management.
• An Iowa Professional Engineering license is not required for this position.

PM/GEC Discipline for Environmental Compliance
Example of duties:
• Reportable to the PM/GEC PM and the Office of Location & Environment
• Note: The DOT’s Office of Location & Environment intendeds to obtain all environmental permits and clearances; however, allowance is being made to be able to use the PM/GEC contract for permitting, NEPA revisions, and environmental clearances should the need arise.
• Coordinates all NEPA related requirements, including coordination of all Tier 2 document, supplementals or reevaluations.
• Tracks “Green Sheet” commitments for compliance and monitor environmental commitments through design and construction.
• Participates in design reviews and construction staging planning to verify compliance.
- Coordinates and track permit development and monitoring.
- Develops any necessary mitigation planning activities.
- In conjunction with the DOT, coordinate directly with resource or regulatory agencies.

Expected Qualifications:
- Strong background and experience in environmental permitting, environmental compliance, and identifying and monitoring sensitive resources.
- Professional Engineering license is not required for this position.

Other proposed structures and PM/GEC Discipline Managers can be proposed. Each respondent’s submittal will be evaluated as proposed.

**Contract Information**
The Department anticipates interviews with presentations as a part of the selection process. Invitational presentations with the top responding firms are expected to be conducted the week of April 29, 2013. The consultants will receive notice approximately one week prior to the interview date.

The Department anticipates that the selection process will be completed by mid-May

Negotiation with the selected consultant will commence upon notice that the selection process is completed.

The Department anticipates utilizing the Professional Services Lump Sum Agreement for the Development of Scope of Services and initial Project Budget.

It is anticipated that these multi-year services will be contracted as a series of contracts rather than one all-encompassing contract. Contracted work is anticipated to be on a Cost Plus Fixed Fee payment basis.

**General Requirements**
The consultant and their subconsultants are required to be prequalified as defined in the Iowa DOT’s Policy and Procedure Manual for the duration of the contract. Failure for the PM/GEC to remain prequalified during the contract may result in cancellation of any remaining portion of the contract. Failure for a subconsultant to remain prequalified may result in the cancelation of any remaining portion of the subconsultants work and require the PM/GEC to propose and obtain DOT’s prior concurrence for another firm to complete that portion of work. Additional work categories may be included at a later date which may not be identified in the project scope. Details regarding prequalification are available at the Consultant Utilization webpage, [http://www.prof-tech-consultant.dot.state.ia.us/](http://www.prof-tech-consultant.dot.state.ia.us/).

It is the policy of the Iowa DOT that Disadvantaged Business Enterprises (DBEs) shall have the maximum practicable opportunity to participate in the performance of Iowa DOT contracts. Funding of the work under this contract is not expected to involve federal-aid highway funds. Therefore, the DOT will not establish a DBE goal but still encourages the spirit of the program to be incorporated. In the event DBE participation is required on a particular
contract, the goal will be established as part of the negotiation. A list of certified DBE firms may be found at http://www.dot.state.ia.us/contracts/contracts_eeoaa.htm.

As noted in the Proposal Requirements section below, the PM/GEC shall emphasize its qualifications and team makeup in 50 single sided pages or less. The proposal should demonstrate a clear understanding of contract Scope of Work and services necessary for a complex design and urban construction project, as well as the PM/GEC’s Project Management philosophy and strategy for the successful delivery of the proposed project.

Emphasis should be placed upon providing information concerning your proposed project approach, similar projects your firm has recently performed, the availability and qualifications of your key staff, and firms you propose to us as subcontracts to meet the “Required Work Categories.” The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

**Minimum Proposal Requirements**

Please provide the following information in the order listed:

1. For a firm to be considered, their proposal must be received by 3:00 p.m. on March 25, 2013.
2. All responders must provide adequate information on the responses cover page to clearly identify the submittal is for the I-29/80 CBIS project in Pottawattamie County, Iowa, PM/GEC RFP along with the replying firm and a point of contact for the firm.
3. Include your firm’s approach to addressing the identified Scope of Work and your understanding of the project’s scope. Briefly discuss similar projects the members on your team have completed in the past five years.
4. Include the name, qualifications, experience, office address and availability of the PM/GEC contract manager, PM/GEC project manager, and Discipline Managers in charge of each major work task. This information should include the identification of similar projects managed or the individual’s level of involvement if not a discipline manager.
5. Include a detailed resume, summary of current workload and availability for each key management personnel to be assigned to the project.
6. For the “Required Work Categories” include experience and qualifications for any sub-consultants to be used and work they are expected to perform. Provide a commitment statement to use pre-qualified firms if the need arises to add tasks from the “As-Needed” work categories.
7. Commitment statement specific to the willingness and availability of key personnel to temporarily relocate to a local project office.
8. To avoid a potential conflict of interest, provide a disclosure of all work for the Iowa DOT or other clients specific to this corridor project. Also include a brief discussion how that previous or on-going work may be affected or impacted by selection as the PM/GEC.
9. Only electronic PDF submittals will be accepted. The proposals must be formatted to print on 8.5” x 11” pages. The proposal must be limited to a total of 50 single-sided pages. All pages, including proposal covers, cover letter, appendixes, and dividers will
count against the page total. The maximum size limit of the PDF proposal is 7.5 megabytes.

10. Resumes and example work may be included in, and submitted as, an appendix. If the Consultant elects to provide an appendix, it shall be identified as the firm’s appendix and submitted as a PDF document by means of separate email to James Muetzel. The appendix must be formatted to print on 8.5” x 11” pages. All pages within the appendix, including cover, resumes, work examples, dividers, etc., will count towards the 50 single-sided page limits established above. The maximum size limit of the PDF appendix is 7.5 megabytes.

11. The Department will accept only one proposal and one appendix from each Consultant.
12. The electronic proposal must be submitted via email to james.muetzel@dot.iowa.gov. An email will be sent confirming receipt of the proposal within 30 minutes or by 1:00 p.m. on the submittal deadline date, whichever is later.

The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements. Inclusion of promotional literature of a general nature will be counted as part of the total page limit.

Cost information shall not be submitted as part of the proposal.

Any technical questions or questions regarding this RFP shall be submitted via email to James.Muetzel@dot.iowa.gov. Any questions about this RFP must be received by noon on March 18, 2013. Questions and answers regarding this RFP will be posted with the RFP on the Consultant Utilization website, http://www.prof-tech-consultant.dot.state.ia.us.

Any proposal not complying with all requirements stated in this RFP may not be accepted.

Proposal Evaluation Criteria
The selection committee will review and evaluate the proposals submitted based on the following criteria and the weighted value assigned to each.

Project Team Staffing and Experience – 35%
- The Selection Committee will consider qualifications of the Project Manager and Project Team. Qualifications include expertise/past experience and performance on similar projects.
- The current workload (major assignments), deadlines, and commitment of key staff personnel as they pertain to the ability of the respondent to perform the PM/GEC services within the required time.

Contract Scope and Project Management Approach – 45%
- The selection committee will review the proposals to ascertain:
  o If the information solicited in the request for proposal (RFP) has been completely addressed.
  o If there is a comprehensive understanding of the work required based on the information provided.
If the project team has conveyed adequate understanding of how to accomplish the work.
If the response adequately covers the resource needs of not only project management, but also the design, construction, and post construction requirements.
If there is a complete organization structure to address mitigation of potential conflict of interest.

Resources – 20%
- The selection committee will evaluate the resources (staff and equipment), capabilities, availability, experience, past performance, and knowledge of Iowa DOT processes and policies of the respondent and the proposed subconsultants.

Interview Requirements
The selection committee will conduct oral interviews during the week of April 29, 2013. The top responding firms will receive notice approximately one week prior to the interview date. Information about the interview location, requirements, and other details will be provided to the top responding firms at the time of the notification.

Oral interviews of no longer than 75 minutes will be conducted with the top responding firms. The interview will begin with a 45-minute presentation by the consultant to be followed by questions from the selection committee members.

Consultants may provide a PowerPoint presentation, including visual aids. The presentation will be on the topics below:

- Project Management Approach
  - Discuss the Project Team’s approach to managing this project.
  - Discuss your company’s Quality Control / Quality Assurance Plan as it applies to the work related to this RFP.
- Advantages in selecting your consultant company for this work.

Contacting any selection team member, or DOT staff member other than James Muetzel, is inappropriate and could be reason for disqualification.

Public Records Law
The Iowa DOT will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. The Iowa DOT's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

Statement of Non-Discrimination
The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment
and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran’s status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's affirmative action officer at 515-239-1693. If you need accommodations because of a disability to access the Iowa Department of Transportation’s services, contact the agency's affirmative action officer at 800-262-0003.