



TEXAS DEPARTMENT OF TRANSPORTATION



FEDERAL PROCESS

2018 PEPS Conference
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Presentation Topics

- 1 Overview of Federal Selection Process
- 2 The Solicitation: Request for Proposal
- 3 The Response: Proposal
- 4 Scoring the Proposal
- 5 Short List Evaluation - Interviews
- 6 Tips for Submitting a Winning Proposal
- 7 Questions/Discussion

Overview of Federal Selection Process

PEPS Selection Processes

Routine Processes

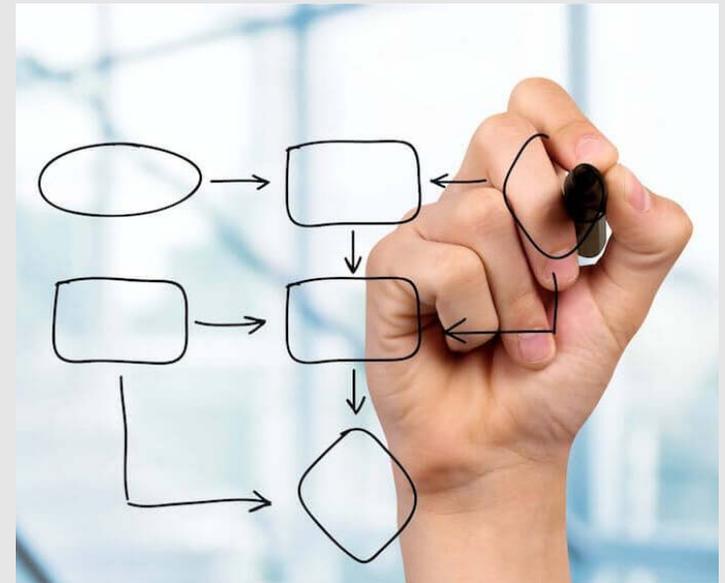
Comprehensive
Streamlined
Accelerated

Federal

Less Common Processes

Emergency

Urgent and
Critical



Development of New Federal Processes



Removed
SOQ

Federal
without
Interview

Federal
with
Interview

Comparison of Processes

Accelerated & Streamlined without interviews

RFQ

SOQ

Selection

Federal without interviews

RFP

Proposal

Selection

Streamlined with interviews & Comprehensive (non-federal)

RFQ

SOQ

Short List

Interview

Selection

Federal with interviews and Federal Management

RFP

Proposal

Short List

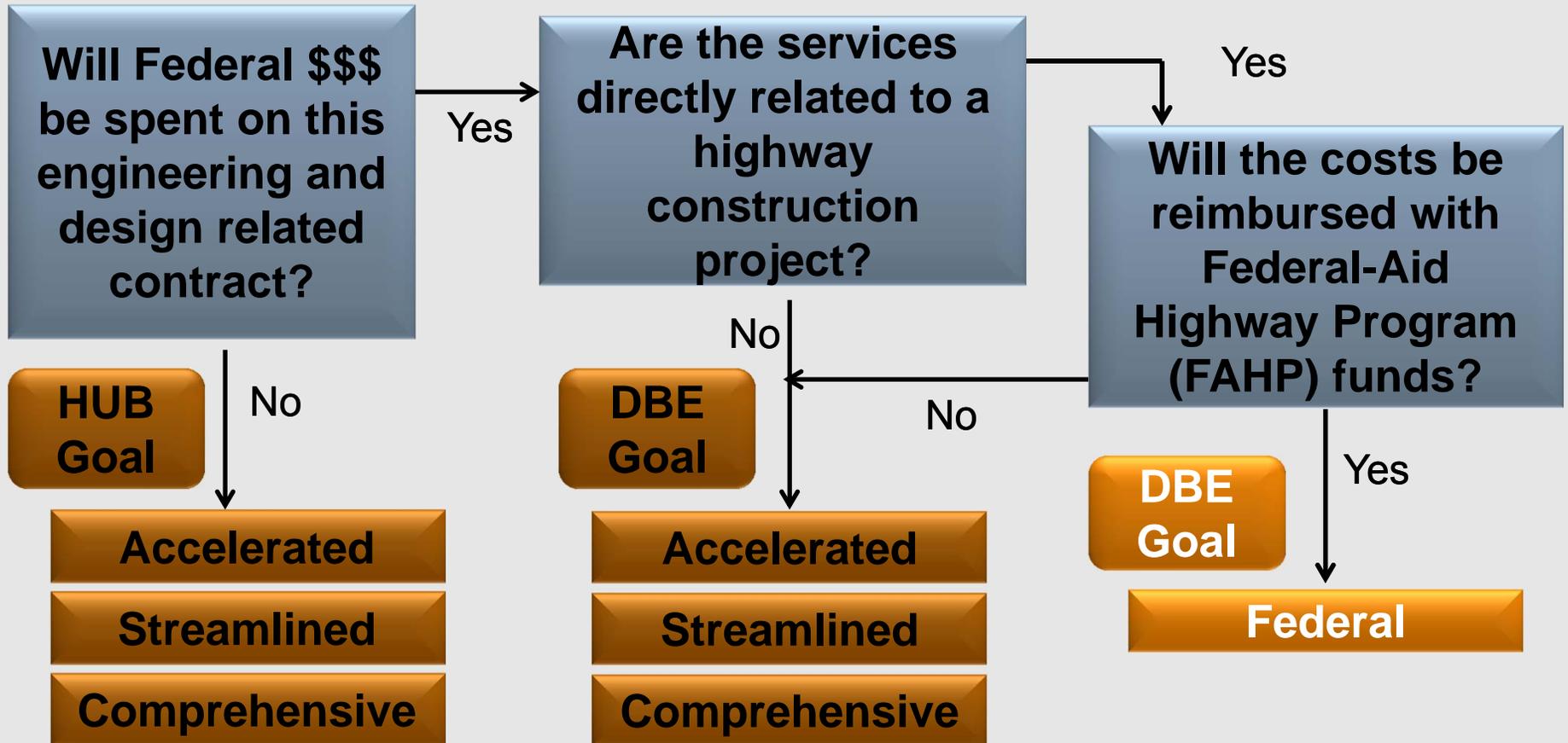
Interview

Selection

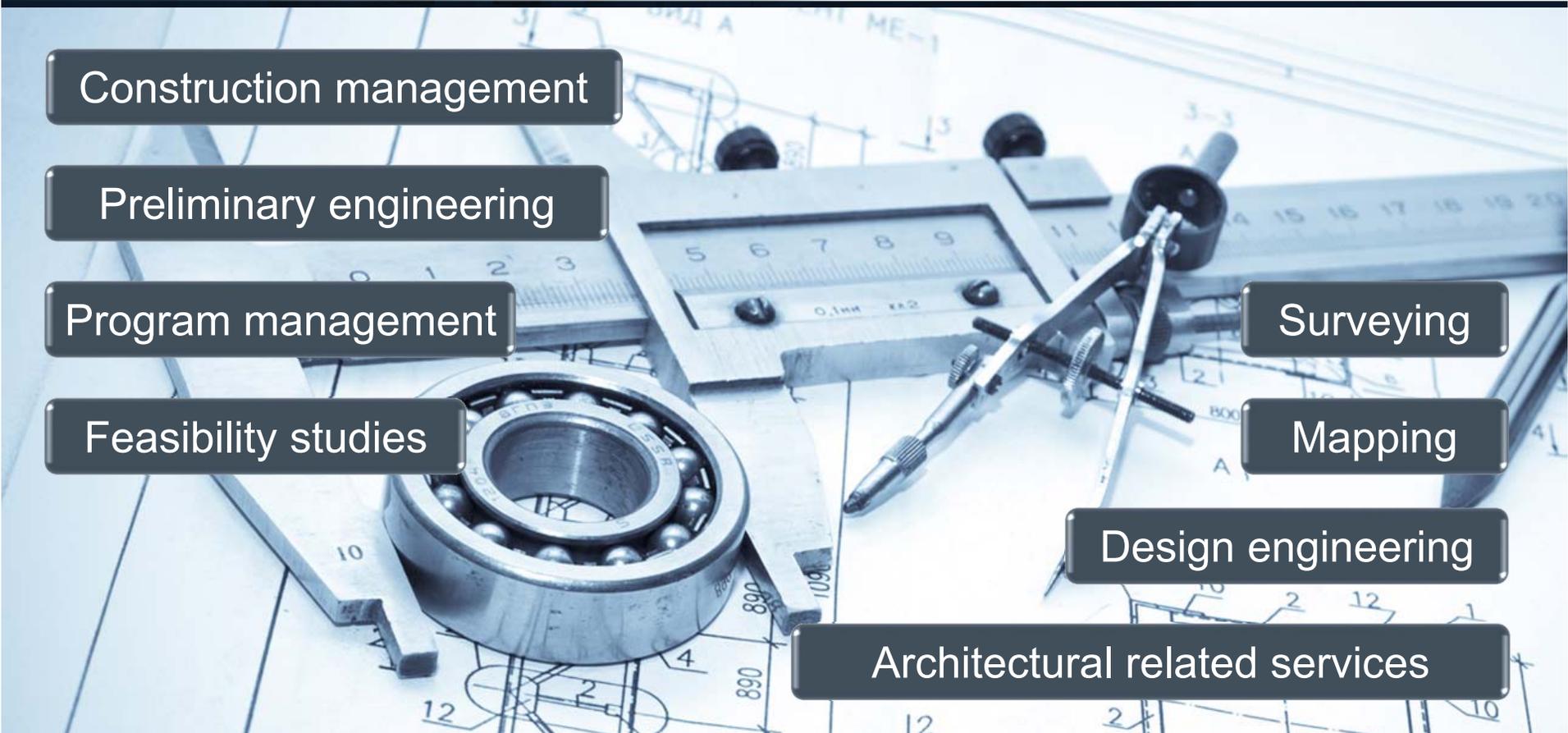
Federal Selection Processes

Process	Description	Examples
Federal without Interviews ID/SD	<ul style="list-style-type: none"> • ID - single discipline, low-risk • SD < \$1M - single discipline, low-risk • Proposal - No Interviews • 75 working days 	<ul style="list-style-type: none"> • PS&E • Survey • Etc.
Federal with Interviews ID/SD	<ul style="list-style-type: none"> • ID – moderate to high risk, multi-discipline • SD >= \$1M, moderate to high risk • Proposals and Interviews required • 90 working days (ID), 145 working days (SD) 	<ul style="list-style-type: none"> • PS&E • Schematic / Environmental • Etc.
Federal Management ID/SD	<ul style="list-style-type: none"> • Management service projects using Federal funds that meet Federal process requirements • Proposals and Interviews required • Coordination with FHWA is required • 145 working days 	<ul style="list-style-type: none"> • CEI • GEC • PMC

What contracts require the Federal Selection Process?



Engineering and Design Related Services

The background of the slide features a collection of engineering-related items. In the center, there is a ball bearing with 'SKF' and '6205' visible on its outer ring. To the right, a pair of compasses is positioned over a technical drawing. A ruler with a scale from 0 to 20 is visible at the top right. The technical drawing includes various lines, circles, and numbers, such as '12', '2', '4', '890', and '1091'. The overall color scheme is a light blue/teal.

Construction management

Preliminary engineering

Program management

Feasibility studies

Surveying

Mapping

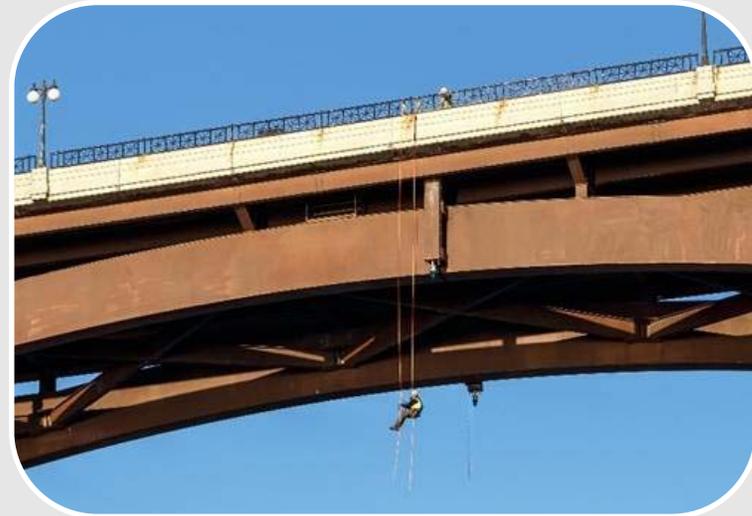
Design engineering

Architectural related services

Contracts With Federal Funding (Not Subject to Federal Process)



State Planning and
Research Program Funded
Contracts (not Federal-aid
highway funds)



Bridge Inspection
Contracts (work not directly
related to highway
construction project)

Federal Process and Administrative Qualification

The Federal Selection Process requires firms providing engineering and design related services to be Administratively Qualified (AQ) to compete for the contract (43 Texas Administrative Code (TAC) Chapter 9).

The department uses the AQ process to verify that a provider:

- has a Federal Acquisition Regulation (FAR) compliant indirect cost rate that meets department requirements,
- has a job cost accounting system adequate for segregating direct and indirect costs, and
- is aware of federal cost eligibility and documentation requirements.

Administrative Qualification Status

TxDOT maintains external list

- Firms listed with date range of effective status
- Firm not Administratively Qualified for procurement if date range not inclusive of Proposal due date

Prime Provider firm responsible for verifying firms on team Administratively Qualified before competing for contract



The Solicitation: Request for Proposal

Solicitation

Solicitation
gives
providers all
details about
procurement



- Request for Qualifications (RFQ): Non-Federal Selection Processes
- Request for Proposal (RFP): Federal Selection Process

RFQ Versus RFP

RFQ	RFP
Goals and characteristics - Same process used for both	
Questions are developed	Topics are developed
Scoring – criteria is determined by the CST (scoring grid)	Scoring – standardized criteria are used
Past Performance Evaluations - included in the scoring for both	

Purpose of RFQ Questions & RFP Topics

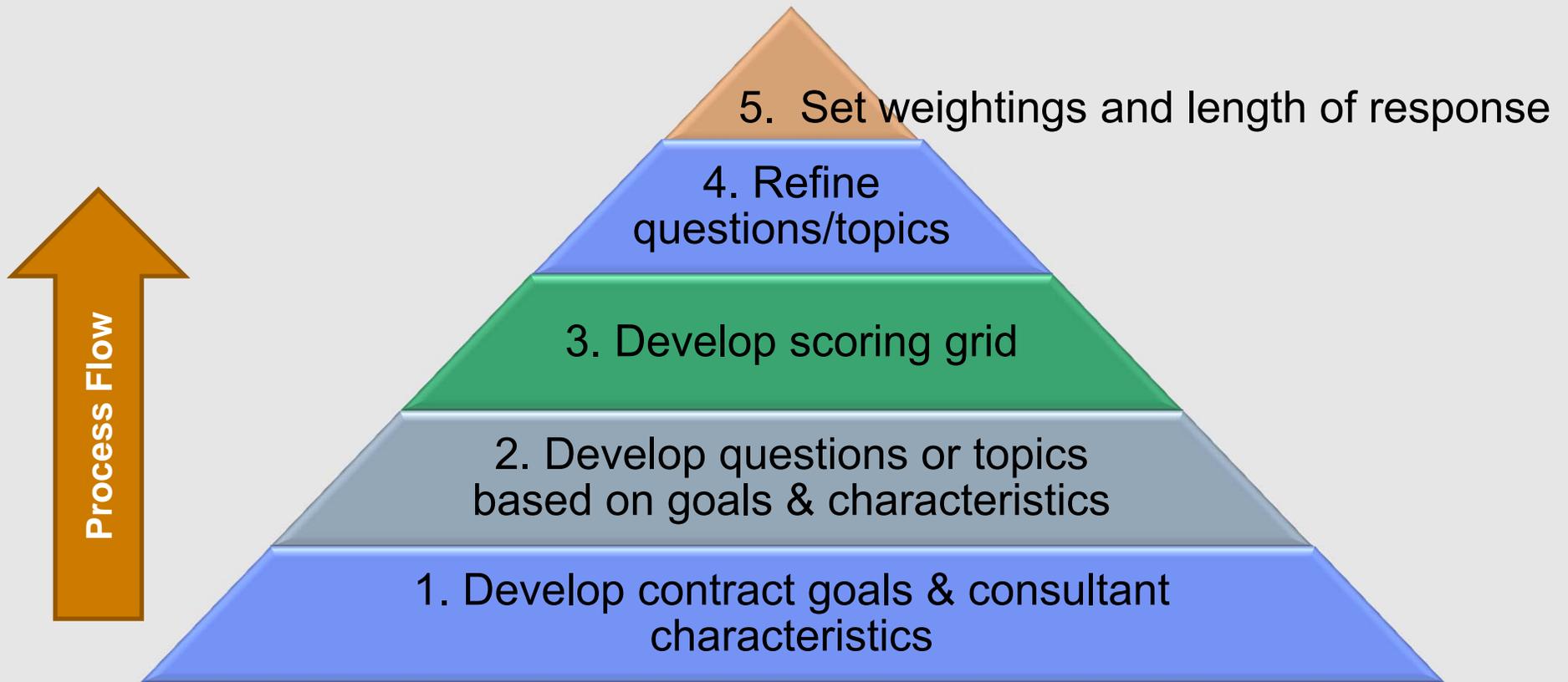
TxDOT Perspective

- **Find best provider**
- Determine how experienced and qualified provider is
- Find provider with specific skills to meet needs
- Differentiate between providers

Consultant Perspective

- **Win contract**
- Describe experience and qualifications of team
- Give examples of past projects
- Highlight staff expertise

RFQ Questions and RFP Topics Development Process



Request for Proposal - Topics

Proposal: written format

Interview: in-person presentation

- Consultant Selection Team (CST) may:
- develop broad topics for Proposal and narrow topics for Interview or
 - use same topics for both

Request for Proposal – Evaluation Criteria

Criteria fixed for federal process

CST members score Proposals based on criteria and relative weightings

Same three criteria for Proposal and Interview:

- Technical Approach
- Project Manager's Relevant Experience
- Key Staff's Relevant Experience

Administrative Qualification Guidance in RFP



Federal Process requires firms providing Engineering and Design related services to be Administratively Qualified by Proposal Due Date

TAC rules allow TXDOT to take up to 60 days to process AQ submittal

The Provider Response: Proposal

What is the Provider Response?

Formal document submitted by provider in response to RFQ or RFP that states provider's qualifications to perform advertised contract

Proposal Components (Attachments)

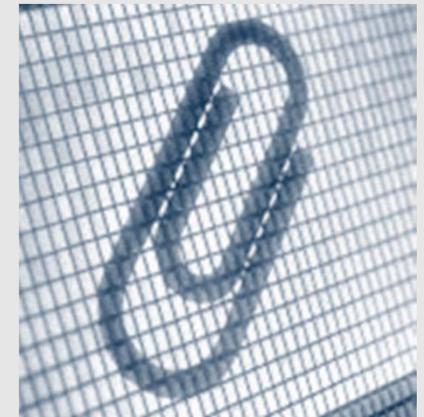
Proposal cover page

Proposal

Project Team Composition (PTC) form

Non-listed Categories (NLC) qualifications template

Subprovider Contact Information – DBE Goal



Initial Screening

PEPS screener uses Screening Checklist

- Not part of actual evaluation (no score)



Verifies Proposal meets certain requirements

- received by deadline
- complete and includes all applicable attachments
- PTC form requirements met
- NLC requirements met

Disqualifications

- responses that fail to meet that same criterion (non-responsive)
- verified by Procurement Engineer, Service Center Manager, and PEPS Division Director



Long List

- Proposals that pass screening (responsive)
- proceed to evaluation



Scoring the Proposal

Evaluation

CST

- 3-5 members representing the District or Division
- at least one is licensed engineer, architect, or surveyor

Long List

- CST evaluates Long List using three criteria presented in RFP

Scoring

- CST members score Proposal individually
- meet to deliberate scores
- agree on the outcome



Evaluation Parameters

- CST may evaluate only what presented in response
- Scores may not reflect members' previous experiences with firms
- Scores may not consider extraneous information or marketing material
- Cost cannot be considered when evaluating providers
- Past performance reflected in evaluation score average (ESA)
- ESAs compiled from Prime Provider Evaluations

Selection or Short List

Federal without Interview

- Top ranked firms are selected for contract(s)

Federal with Interview

- Top ranked firms become Short List and proceed to interview stage

Short List Evaluation: Interview

Interview and Contract Guide (ICG)

Sent to short-listed providers in advance

Includes:

- Interview dates/times/location
- Attendance requirements
- Interview structure (agenda)
- Criteria and corresponding weights
- Presentation topics



FY 2019 Wave 1: Interviews are Same for all Selection Processes

Presentation

- Slide show format set in ICG
- Provider provides equipment: no extraneous equipment
- No hand-outs may be left behind

Follow-up Questions

- CST members develop questions related to presentation content
- Not an open discussion: just question and answer format

Scoring and Selection

Scoring

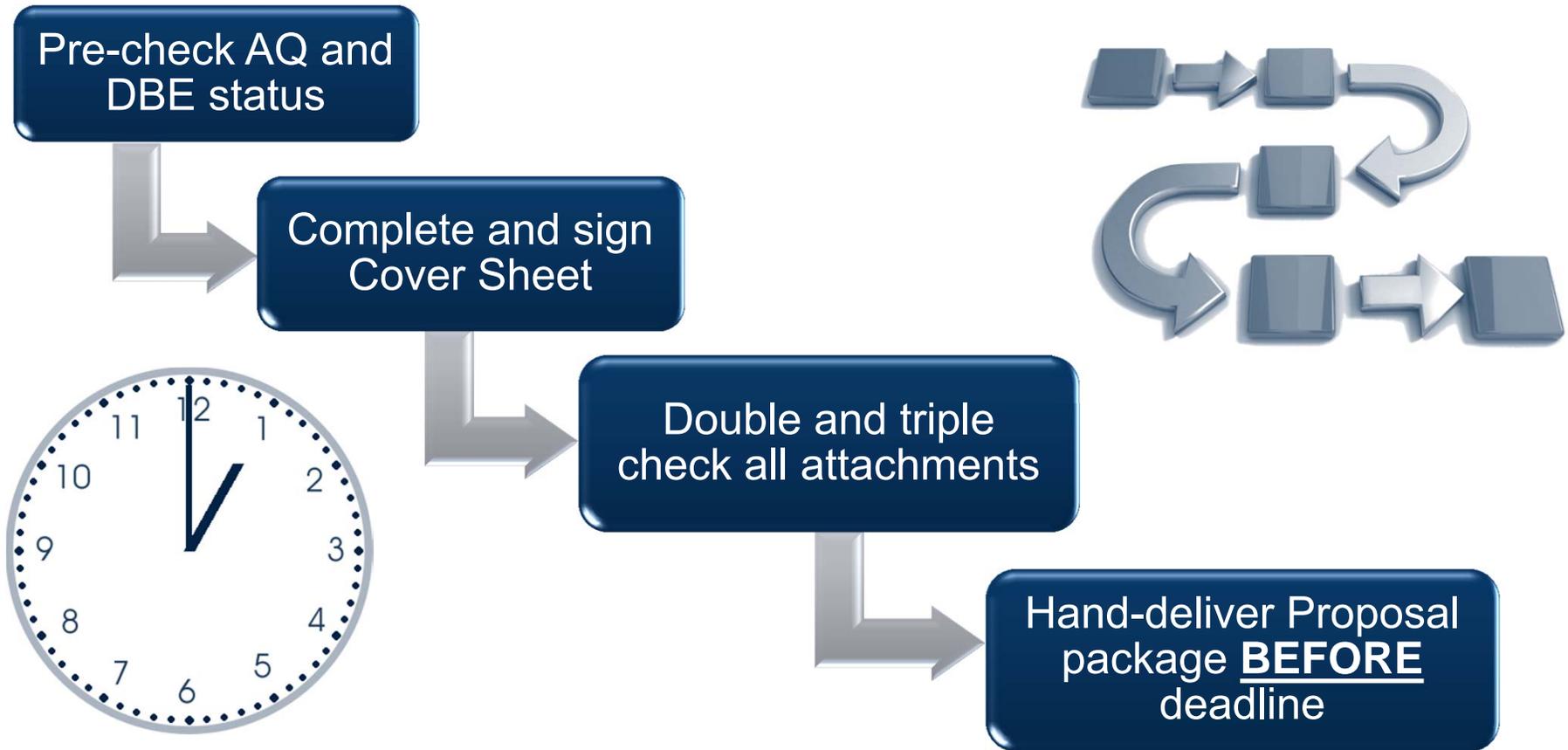
- CST members individually score interviews, deliberate results, and agree on outcome

Selection

- Top ranked firms selected for contract(s)

Tips for Submitting a Winning Proposal

Don't be Disqualified!



Focus on the criteria, but don't forget the topics!

Develop Proposal
based on topics

Focus on criteria in
each topic and in
PM resume



Skip marketing
material (it is not
scored)



Questions and Discussion



Contact Information



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