



Information highlighted in yellow is new, as of 10/7/20.

TxDOT Professional Services Contracts budget is \$950M for FY 21.

FY 21 Wave 1 Pre-Solicitation Informational Meeting – PEPS Rural Service Center

WebEx Meeting - Tuesday, August 18, 2020, 2:00 p.m.





Thank you for joining us!

Please mute your phones.

If you did not log in with your full name and email address, please log out and log back in with that information.



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Introductions:

- » SCM – Lynn Daniel, P.E.
- » Asst. SCM – Kendall Baker, P.E.
- » PCEs :
 - Ed Butler, P.E.
 - Philip Howlett, P.E.
 - Julie Rook, P.E.
 - Bing Wang, P.E.



PEPS Continuing Operations Plan – COVID-19 Response

- Email sent by Martin L. Rodin, P.E., PEPS Division Director, to all Districts, Divisions, and Consultant Community, 3/20/20

To: ALL

I am sending this message to let you know that PEPS Leaders have been working on a plan to handle procurements moving forward considering the COVID-19 situation. I will outline the elements of the plan in brief, with more detailed instructions to your staff to follow at a later date. We all hope that we will go back to normal operations soon; however, we are developing a plan the would cover operations in its current state for up to 90 days or longer if necessary.

Meetings: These are to be conducted by WebEx or Jabber. At no time during this period are we going to request to have in person meetings. Our goal is to continue operations, but minimize everyone’s risk of exposure. Safety first.

Procurement Interviews: These will now be conducted via WebEx. For each interview the consultant will be asked to initiate the meeting. This would put the burden of success on the consultant and allow the selection team to drop off to deliberate on follow up questions and then rejoin. The detailed instructions for WebEx interviews are being finalized now and will be sent to you shortly.

Statement of Qualification (SOQ) and Proposal Submissions: Updates to the RFP and RFQ are being made to request that all SOQ and Proposal packages be submitted via email to an email process account managed by each PEPS Service Center. During this period, no paper responses will be requested, since they would not be readily accessible. Information on amending solicitations that have not closed is forthcoming as well.

Upcoming training: PEPS Center of Excellence (COE) will conduct the Kickoff Day for FY 2020 Wave 3 solicitations via WebEx. PEPS COE staff will reach out to coordinate a centralized timing of those sessions. The PEPS Service Center Managers will conduct the Group Days via WebEx. PEPS COE will offer the CTR 620 training class for Consultant Selection Team (CST) members on April 7-8th via WebEx.

Existing Contracts: PEPS Service Center Managers will be coordinating over the next two weeks with District and Division staff in order to identify existing contracts that need to be amended for time or supplemented for funds at this time in order to provide maximum flexibility for using professional service providers in the coming months.

More information on each of these elements will be provided to your District/Division staff and your project managers shortly. If you have any questions, please do not hesitate contact me, Lucio Vasquez or Dan Neal.

Thanks so much.

Martin



- **Receipt and Handling Plan for Emailed SOQ and Proposal Submissions**
 - All FY 2021 Wave 1 solicitations will be submitted electronically via email.
 - Each service center has a process mailbox that is set up to receive emails containing SOQ and proposal documents, as attachments (up to 25 megabytes or the provider should submit in two emails) and will provide an automated reply:
 - PEPS_Rural_RFP@txdot.gov (*this is for Rural Service Center procurements*)
 - Procurement Engineers will work together to schedule staggered due dates for receiving response packages to ensure that the PEPS_Rural_RFP@txdot.gov inbox is not overwhelmed by receiving responses to multiple solicitations on the same date, at the same time.
 - Response packages must be received prior to 1:00 p.m., as stated in the RFQ or RFP document. Please submit your response packages well in advance of 1:00 p.m. to ensure a smooth transaction. Any response packages received after 1:00 p.m. will be considered non-responsive. Contact your designated Procurement Engineer (PCE) with any issues.



■ Procurement Interviews Plan

- For continued safety reasons, it is anticipated that there will be no in-person interviews in Wave 1. All interviews are to be conducted by video teleconference (e.g. WebEx, MS Teams). Notification of any changes regarding this interview plan will be provided in the posted Request for Proposals (RFPs) for each solicitation.
- The procurement engineer will send the short-listed providers a notification email with an Interview and Contract Guide (ICG) attached. The ICG contains the date and time of the interview and information related to the agenda, content, format, and attendance requirements of the interview.



PEPS Rural Service Center, FY 21 Wave 1 Procurements:

- 1) IH 35 CEI – Wichita Falls District (1 SD Contract)
- ~~2) Rural Districts PS&E – Abilene, Brownwood, San Angelo, Wichita Falls, and Yoakum Districts (10 ID Contracts) – MOVED TO FY 21 WAVE 2~~
- 2) Utility Engineering – Northwest Texas Districts (5 ID Contracts)



- 1) CEI – Wichita Falls District (1 SD Contract)
 - Contract: From MM 1 in Oklahoma to 0.2 Mi. S. of US 82
 - Preclusions
 - CEI team will perform constructability review during PS&E preparation
 - Procurement Process: Federal with Interviews - 145 Day Duration
 - Anticipated PEPS Wave 1 Kick Off WebEx Meeting Date: 9/17/20
 - Anticipated Pre-RFP WebEx Meeting Date: 10/12/20
 - Anticipated RFP Posting Date: 10/16/20
 - Anticipated Proposal Due Date: 11/6/20
 - CST Members – please do not contact:
 - » Cody Bates, P.E.
 - » Zachary Husen, P.E.
 - » Lance Pomykal, P.E. - PM
 - Procurement Engineer: Ed Butler, P.E.



2) **MOVED TO FY 21 WAVE 2**

PS&E – Abilene, Brownwood, San Angelo, Wichita Falls, and Yoakum Districts

➤ 10 - \$5M ID Contracts

- Procurement Process: Federal without Interviews - 75 Day Duration
- ~~PEPS Wave 1 Kick Off WebEx Meeting Date: 9/17/20~~
- ~~No Pre RFP WebEx Meeting~~
- ~~Anticipated RFP Posting Date: 10/6/20~~
- ~~Anticipated Proposal Due Date: 10/20/20~~
- CST Members – please do not contact:
 - » Jeffrey Vinklarek, P.E. – Yoakum District
 - » Bryson Lawrence, P.E. – Wichita Falls District
 - » Jacob Perry – Brownwood District
- Procurement Engineer: Bing Wang, P.E.



2) Utility Engineering – Rural and Urban Districts

➤ 5 - \$2M ID Contracts

- Procurement Process: Streamlined without Interviews - 75 Day Duration
- PEPS Wave 1 Kick Off WebEx Meeting Date: 9/22/20
- No Pre-RFQ WebEx Meeting
- Anticipated RFQ Posting Date: 10/20/20
- Anticipated SOQ Due Date: 11/3/20
- CST Members – please do not contact:
 - » Bryson Lawrence, P.E. – Wichita Falls District
 - » Billy Deel – Abilene District
 - » Jason Alvarez, P.E. – Corpus Christi District
- Procurement Engineer: Bing Wang, P.E.



Notes to keep in mind for a successful submittal:

- ✓ Visit the TxDOT website often to obtain the most current information.
<https://www.txdot.gov/business/consultants/architectural-engineering-surveying.html>
- ✓ Attend Pre-Solicitation Informational meetings and other informational meetings. These meetings will be listed on the TxDOT website.
- ✓ Watch closely for the Advertised Contracts and the **Addenda**.
- ✓ Prior to the SOQ or Proposal submittal, take advantage of the question period and watch for the Q&A postings.
- ✓ Start early and allow time for QC/QA.
- ✓ Address all areas of information request in the proposal content.
- ✓ If bullet points are utilized in the proposal content developed by the CST, do not assume the first bullet points are more important than the last.



This FY 21 Wave 1 Pre-Solicitation Informational Meeting PowerPoint will be posted by Friday, August 21, 2020 and will be updated as new information becomes available.

Note: Anticipated dates listed on the individual procurement slides are subject to change.