



REQUEST FOR QUALIFICATIONS

for

GENERAL ENGINEERING CONSULTANT SERVICES

RFQ Issue Date: January 4, 2018

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REQUEST FOR QUALIFICATIONS
NORTH EAST TEXAS REGIONAL MOBILITY AUTHORITY
"The Authority"
GENERAL ENGINEERING CONSULTANT SERVICES

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1.0 PURPOSE

The North East Texas Regional Mobility Authority ("the Authority"), a regional mobility authority and political subdivision of the State of Texas, requires the services of one or more qualified engineering firms to provide general consulting civil engineering services as a General Engineering Consultant (the "GEC"). The GEC team will consist of a prime firm and may include one identified major subconsultant under direct contract with The Authority. Additional subconsultants providing support services as requested by the Authority may be added later as needed with the approval of the Authority.

These services are currently provided by two firms, Atkins and RS&H. Current ongoing CE&I Work Authorizations may not be included in this scope and may be completed by the existing assigned firms.

The selected prime firm will be precluded from participating in future Alternative Delivery Projects on the Contractor's side while under contract with The Authority as a GEC. They will also be precluded from participating in procurements for traditional delivery projects, through future Requests for Qualifications. Subconsultants may or may not be precluded and will be handled on a case by case basis.

A second firm may be selected. This firm will NOT be guaranteed any work through this contract but may be used if there are concerns with or conflicts of interest with the prime firm selected.

Certain information is necessary to evaluate each interested firm's ability to provide the desired services. As a result, the firm shall be requested to submit a response setting forth their qualifications for the anticipated work, and may, at The Authority's sole option, be asked to make an oral presentation. The anticipated work is described herein and shall sometimes be referred to as the "services" in the context of this Request for Qualifications (the "RFQ"). All firms providing a response to this RFQ are hereinafter collectively referred to as the "Proposers" or, individually, as a "Proposer."

Joint Ventures will not be allowed.

2.0 PROJECTS ASSIGNED

The Authority intends to select one or more GECs which will operate as an extension of, and in complete coordination with, The Authority's staff with respect to projects which now or in the future are studied, constructed or operated by The Authority, including, without limitation, existing Segments 1 through 5 and future Segments 6, 7 and 8 of Toll 49. To that end, the GEC shall be expected to represent and forward the interests of The Authority throughout all aspects and phases of The Authority's activities and shall, when and as requested by The Authority, fully support The Authority in its dealings with other GECs, contractors and suppliers, the engineers and other advisors and consultants, The Authority's legal and bond counsels and accountants, financial advisors, traffic and revenue advisors, rating agencies and underwriters, governmental entities, landowners, and the public, all in accordance with the highest professional standards. As more specifically described in this RFQ, the GEC shall be expected to commit the personnel and resources required to respond promptly and fully to the responsibilities and tasks assigned by The Authority throughout the term of the GEC's performance of the services.

3.0 SCOPE OF CONSULTANT SERVICES

The services to be provided to The Authority are the usual broad, expert general civil engineering services provided to multimodal transportation authorities such as The Authority. Such consulting civil engineering firms must be respected by USA turnpike authorities, institutional investors, rating agencies, trustee banks, and investment banks as possessing the multitalented turnpike planning, evaluation, financing, design engineering, electronic tolling, investigatory, negotiation, public relations, socioeconomic, environmental, advisory, and turnpike operational expertise required to manage the planning, development, deployment, maintenance and operations of turnpike projects. The GEC shall be required to perform all of those duties typically imposed on a general engineering consulting firm serving an indebted turnpike authority under a trust agreement setting forth the terms and conditions for (i) operating the turnpike, (ii) securing the public and/or private debt of the turnpike authority, (iii) the priorities and sequencing of disbursements of toll revenues inclusive of debt service payments, and (iv) performing other duties prescribed by trust agreement. The GEC will be expected to be able to provide resources to address the following list of services. A brief scope for each of these services as it relates to this RFQ can be found in **Appendix A**.

1. Program Management
2. Preparation or Management of Preliminary/Feasibility Project Documents
3. Preparation or Management of Environmental Documents
4. Preparation or Management of PS&E Documents
5. Procurement Services
6. Preparation of a GEC Report with supporting presentations for Rating Agencies and Investors as required for Revenue Bond Issues
7. Tolling & ITS System Services

8. Public Involvement Services
9. Scheduling Services
10. Toll & Traffic Operations Services
11. CE&I Services
12. Renewal/Replacement Maintenance Support Services
13. Maintenance Oversight Services
14. Utility Relocation Services
15. ROW Services
16. Programmatic Services
17. Administrative Support Services
18. Asset Management Services
19. Contract/LGPP support Services

4.0 LENGTH OF CONSULTANT SERVICES AND ASSIGNMENT OF WORK

The resulting agreement with the GEC (the “Agreement”) shall provide for a five (5) year term, subject to the NET RMA's periodic review, approval and satisfaction with the GEC's performance and may be terminated by the NET RMA at any time upon a stipulated notice period, or extended upon agreement of both parties.

During the contract term, the NET RMA may request services on an as-needed basis through the issuance of work authorizations. If at any time during the term of this agreement the Authority believes that it is in its best interest to award a Work Authorization to the second firm selected, if any, it will do so with no impact to the Agreement with the first firm.

5.0 CONTRACT PROVISIONS

The following information is furnished to the Proposers for consideration during the preparation of their response to this RFQ. In accordance with the requirements of the Professional Services Procurement Act (Section 2254.001, et seq., of the Texas Government Code), The Authority shall not consider cost information in selecting the most highly qualified providers of the requested services but will be selected on the basis of demonstrated competence and qualifications.

5.1 PROFESSIONAL LIABILITY:

The firm selected to perform the desired services must have professional liability insurance coverage of not less than \$5,000,000. If the present coverage is insufficient, the selected firm shall obtain additional coverage prior to the initiation of the work. The coverage must extend a minimum of three (3) years beyond the completion of the services.

5.2 SUBCONSULTANT SERVICES:

The selection and services assigned to subconsultants must be approved in advance by The Authority. The subconsultants must be qualified to perform all work assigned to them. Responsibility for sublet, assigned, or transferred work

shall remain with the GEC. The GEC will also be responsible for ensuring the subconsultant's compliance with The Authority Conflict of Interest policy.

5.3 INSPECTION OF BOOKS AND RECORDS:

The Authority, or any duly authorized representative of The Authority, may at all reasonable times inspect and examine the books and records of the GEC for the purpose of (a) checking the salary costs and other expenses described and/or contemplated in the Agreement or (b) otherwise confirming the GEC's compliance with the terms of the Agreement. The GEC shall maintain said books and records and other evidence pertaining to costs, and shall make such materials available at its office, during the term of the Agreement and for a period of three (3) years after the date of final payment thereunder.

5.4 OWNERSHIP OF PLANS:

Notwithstanding any provision in the Agreement or in common law or statute to the contrary, all of the plans, tracings, computer records, discs, and tapes, proposals, sketches, diagrams, charts, calculations, correspondence, memoranda, logs, survey notes, test procedures, test data, recommendations, reports, and other data and materials, and any part thereof, compiled or to be compiled by or on behalf of the GEC, including all methods to generate any of the above, together with all materials and data furnished to it by The Authority, shall at all times be and remain the property of The Authority and shall not be subject to any restriction or limitation on their further use by or on behalf of The Authority.

6.0 THE RESPONSE

Each Proposer should submit a detailed response to this RFQ and the detailed response shall be referenced to the specific sections of this document. The response shall include sufficient information to enable The Authority to fully evaluate the capabilities of the Proposer and its approach to providing the specified services. Unnecessarily elaborate or voluminous responses are neither required nor wanted; the 30-page limit and other requirements exclusive of Appendices referenced herein shall be enforced. Discussion of the firm's past experience which is not germane to the specified services should not be included. The response should specifically address the issues raised, and provide the information requested, under Sections 6.1 through 6.4 below. The response should utilize and follow the order of the headings and subheadings employed under those sections.

6.1 EXPERIENCE OF FIRM:

6.1.1. *History and Description of Firm*

Each Proposer should provide a brief history and general description of its firm, including any specific regional history.

6.1.2. *Overall Programmatic Experience*

The Proposer shall provide a listing of relevant projects and/or services ("Assignments") as described in this GEC scope. These should demonstrate the Proposers experience in providing **similar GEC services** regardless of the type of Assignments to those being requested by The

Authority and should be active during the last five years. The description of the Assignments should be in enough detail for reviewers to understand the scope, complexity and specifics work provided by the Proposer. Proposers **MUST** clearly identify how their previous assignments are both **similar and different** than those assignments being requested by The Authority. Proposer should identify if any of their proposed key staff were involved in the previous assignments, as well as their roles in each.

6.1.3 Experience Relevant to Turnpike Projects

The Proposer shall specifically identify and describe the firm's experience related to turnpike projects. The projects should demonstrate the Proposer's experience in providing similar turnpike services to those being requested by The Authority and should be active during the last five years. The description of the project should be in enough detail for reviewers to understand its scope, complexity and similarities to the Authority projects. Proposer should identify if any of their proposed key staff were involved in the project and in what role.

6.1.4 Regional Experience

The Proposer shall include information relative to the capabilities and resources of its Texas headquarters office, its office from which it proposes to perform the required services, its other Texas offices, and a listing of its Texas office resident personnel by discipline that would be assigned or available to be assigned to The Authority. The Proposer should summarize any relevant experience working with transportation agencies and other governmental bodies operating in this region and/or with which The Authority would regularly work or interact, including TxDOT, the Federal Highway Administration ("FHWA"), the Environmental Protection Agency, the United States Corps of Engineers and any of the twelve County Governments making up the Authority and other RMAs or Tolling Agencies. All GEC projects should be clearly indicated.

6.1.5 Experience Providing Trust Agreement Services

The Proposer shall summarize its experience providing certifications, issuing reports, providing evaluations and otherwise performing services similar to those required for "general consulting civil engineers" under anticipated trust agreements and revenue bond issues.

6.1.6 Management and Coordination Experience

The Proposer shall describe its experience providing management and coordination services as is typically required to develop a turnpike project. This description shall specifically address the Proposer's record in delivering completed projects on time and on budget. Project information previously furnished in response to this Section should be summarized or incorporated by reference, rather than repeated in whole.

6.2 APPROACH TO SERVICES

6.2.1. *Proposed Approach – Quality, Schedule and Budget*

The Proposer shall present its proposed approach for providing the desired services in accordance with The Authority's quality, schedule and budgeting requirements. The efficient use of manpower and materials shall be considered. The Proposer shall demonstrate the firm's Quality Control and Quality Assurance Programs, and the policies and procedures followed to assure a complete, accurate, and quality product. The GEC shall be expected to operate with minimum oversight and direction from The Authority. The Proposers shall describe its approach to provide each of the services listed in Section 3.0 including who will be providing the services. One page resumes shall be included in the Appendix for all individuals identified in the Approach response.

The Proposer should include any innovative approaches and methodologies for providing the services, including technological advancements, in an expedited and cost-effective manner.

6.2.2. *Coordination*

The Proposer shall discuss in detail the manner in which proper coordination and information exchange will be guaranteed among The Authority, other governmental bodies, other consultants and its project site offices.

6.3 STAFFING

The Authority does not anticipate having multiple projects under development at the same time during the term of this agreement and there may be times when there are no projects being actively developed. Thus, there may be a significant variance in the staffing needs. The Authority believes the following staff positions will be needed at some time during the term of this contract to provide the services listed in Section 3.0 and described in Attachment A. Proposers should demonstrate their ability to provide the desired staff by identifying individuals that have the required skills and that could reasonably be expected to be available when needed. Proposers are cautioned not to include obviously over qualified staff or individuals that are unlikely to be assigned to this project given its size and location.

- Program Manager
- Deputy Program Manager
- Project Managers
- Preliminary/Feasibility Project Manager and support staff
- Environmental Document Manager and support staff
- PS&E Document Manager and support staff
- Procurement Services
- Tolling & ITS System Services
- Public Involvement Services

- Scheduling Services
- Toll & Traffic Operations Services
- CE&I Services
- Renewal/Replacement Support Services
- Maintenance Oversight Services
- Utility Relocation Services
- ROW Services
- Programmatic Services
- Administrative Support Services
- Asset Management Services
- Contract/LGPP Support Services

6.3.1. *Project Staffing Plan*

The Proposer shall provide a team which clearly illustrates the elements of the organizational structure proposed to accomplish the managerial, technical, and administrative services required. The Proposer shall provide resumes to fill the positions and skills as necessary. Other items to be included in the discussion of the project team are:

1. Staffing capabilities of the firm, including breakdown locally, regionally, and nationally.
2. Staffing availability for the services. Staff should be available on reasonable notice to provide support to the Authority Staff, and to address The Authority Board's requests for information.
3. Identification of Key Personnel.
4. List individuals proposed by required service that may be used for each service.
5. Resumes of all individuals identified in the response should be included in an Appendix and limited to one page per person.

Any positions that are filled by retainer contracts, or part time employees shall be clearly indicated.

The proposer shall provide a statement showing the availability of the Key Personnel on the project, including current assignment(s) location(s), current percent billable on the assignment(s), and any other expected obligations.

The proposed GEC team must be reasonably available. The proposers should describe their methodology for assuring timely and effective communication with The Authority.

6.3.2. *Staffing Requirements*

The Proposer shall identify and provide detailed relevant information concerning the key personnel it initially intends to assign to the services for the Agreement. The Agreement shall restrict the ability of the GEC to substitute individuals for the program manager or other personnel without

The Authority's express written approval. The Proposer should discuss what steps it intends to take in order to enhance continuity with its personnel.

6.3.3. *Key Personnel*

Key Personnel are those positions which the Authority believes will be included in the initial Work Authorizations. One person may provide the services of more than one Key Position. The Proposer shall identify and provide relevant information concerning the following key technical positions. Note that Key Personnel are those that are currently providing services and may or may not be 100% dedicated to The Authority, and the need for them will vary based on actual need of The Authority. See Appendix B for details of each position.

References are required for the Key Personnel as denoted in **bold** below. These references should also be willing to discuss with members of The Authority's evaluation team the performance of the Key Personnel in a similar role.

- **Program Manager**
- **Deputy Program Manager**
- Design Lead
- Scheduler
- Environmental Lead
- **Public Involvement Lead**
- **Operations and Maintenance Lead**
- Engineering Support

6.3.4. *Subconsultants*

The Proposer should address The Authority's desire and the necessity of using subconsultant services in meeting its obligations under the Agreement.

6.3.5. *DBE Participation*

The Authority is dedicated to its participation in the DBE program in order to help foster the growth of the DBE program. Because of the wide variety of services to be provided by the GEC, the unpredictability of the timing of some of those services and the desire to have meaningful involvement by a number of DBE Firms, specific DBE Firms shall not be identified and included in the response. Firms may be added in the future, with The Authority approval, for new assignments as they develop.

6.3.6. *Conflicts of Interest*

Disclose any conflicts or potential conflicts of interest. Disclose all contractual or information business arrangements/agreements, including fee arrangements, consulting agreements, and the nature of any legal representation, between your firm and: The Authority staff including Everett Owen and/or any of its Board members; any entity that provides

services to The Authority; and any governmental entity or political subdivision within the geographic area encompassed by The Authority. Proposers must comply with the Conflict of Interest disclosures policies adopted by The Authority Board and available at The Authority website:

<https://www.netrma.org/net-rma-policies/>

Please use the forms found at the above location for use in this proposal.

6.3.7. *Other Appropriate Data*

Other data demonstrating the ability and experience of the Proposer in providing the specified services may be included in the Response. The Proposer is cautioned, however, to carefully consider the relevance of said additional data, particularly in light of the page limit described in Section 6.5.1, so as to not omit or unduly abbreviate information specifically requested under Sections 6.1 through 6.3.

6.4 SUBMITTAL

6.4.1. *Format*

- a) The definition of a page as it relates specifically to this RFQ is one page, single-sided where the minimum type or font size for text shall be 12-point. The minimum for non-text portions, such as graphics and charts, shall be 10-point. All margins should be a minimum of 1".
- b) The response shall be submitted in both bound volumes on standard 8½" x 11" paper and electronic copy or USB compatible flash based memory stick. Charts and exhibits may be on 11" x 17" paper, but must be folded to the standard 8½" x 11" size. Foldout pages count as two pages and the response shall be limited to two foldout pages.
- c) The response shall be limited to thirty (30) pages, single-sided and shall include typed text, graphics, charts and photographs (except when found on section dividers and not referenced in the text).
- d) All information must be assembled and indexed in the order indicated in Sections 6.1 through 6.3, together with Appendices referenced herein.

Failure to follow any of the above may be grounds for the proposal to be deemed non responsive.

Clarifications and addenda may be posted on CIVCAST. All interested parties are responsible for monitoring the website for such materials and respondents shall be responsible for compliance with any clarifications or addenda posted thereon.

The page count shall not include:

- Cover Letter (one page).
- Front and back cover and section dividers (bindings and covers will be at the discretion of the Proposer).
- Resumes (not more than 1 page in length per person) which shall be part of an Appendix.
- Anything which is to be included in the appendix does not count towards the 30-page limit; this includes the conflict of interest disclosure form.

6.5 DUE DATE

6.5.1 Due Date

Seven (7) copies of the written response must be received by The Authority at the address below before 12:00 p.m. (noon), CST, Wednesday January 31, 2018. One copy of the response shall be marked original and bear all original signatures. The electronic copy shall be clearly marked with the name of the RFQ, name of the responder and response date. The package will be stamped and recorded at our offices upon receipt. The response package shall be submitted to:

Everett M. Owen
Project Director
North East Texas Regional Mobility Authority
1001 ESE Loop 323, Suite 420
Tyler, TX 75701
Phone (903) 630-7894

7.0 DEADLINE FOR QUESTIONS

Any questions (including all technical, contract or administrative questions) regarding this RFQ must be submitted electronically to:

Everett M. Owen
Project Director
North East Texas Regional Mobility Authority
2018NETRMAGECRFQ@netrma.org

All questions must be clearly marked in the subject line with the following: “2018 NET RMA GEC Procurement Questions”. Questions must be received by 5:00 p.m. CST on **January 22, 2018.**

Any responses including clarifications and addenda will be posted on CIVCAST for the benefit of all potential respondents. All interested parties are responsible for monitoring the website for such materials and respondents shall be responsible for compliance with any clarifications or addenda posted thereon.

8.0 SCORING OF RESPONSES

The responses shall be considered by The Authority's staff and the Technical Review Committee. The Authority reserves the right to make any independent investigations it feels appropriate to verify any information contained in Proposer's responses.

Written responses will be scored based on the criteria below. The Authority may award one or more contracts based on the scoring from the written responses only. If The Authority determines that oral presentations should occur, the scoring of the written responses shall be completed prior to any oral presentations and will be the basis for determining which firms will be short listed and requested to make oral presentations as described in Section 9.0.

The responses will be scored as follows:

<u>Responses</u>	<u>Maximum Score</u>
FIRM EXPERIENCE	30
APPROACH TO SERVICES	25
STAFFING	20
KEY PERSONNEL	25

9.0 ORAL PRESENTATIONS

Some or all of the firms being considered for the project may, at the sole discretion of The Authority, be required to appear for oral presentations. The oral presentations, if required, shall be conducted so as to solicit information to enable The Authority to evaluate the capability of the applicable Proposers to provide the desired services. Any such presentations may be significant to the selection of the GEC for the services. If The Authority notifies a Proposer that an oral presentation is required, The Authority shall inform that Proposer of the schedule, order and procedure for the presentation, including its content, time limits, identity of the presenters, and use of handouts and visual aids. The Authority may tape record and/or videotape any presentations. The oral presentations, if any, shall be scored by the Technical Review Committee. If held the oral presentations are anticipated to be held during the week of **February 12, 2018.** If oral presentations are used, the final scoring will be 50% based on the oral presentations, and 50% from the written responses. If the Proposer must change Key Personnel between selection of the proposal and oral presentations, The Authority may deem the Proposer non-responsive, if the Authority determines the substituted staff is not acceptable.

10.0 NEGOTIATIONS

Upon conclusion of the selection process, The Authority shall attempt to negotiate the Agreement with the selected provider(s) of the required services at a fair and reasonable

price. If Key Personnel are no longer available after selection and during negotiations, The Authority may, if the Authority determines the substitute staff is not acceptable, at its sole discretion, formally end negotiations with that provider, and select the next most highly qualified provider to negotiate a contract. The selected firm will be required to provide an approved Affirmative Action Plan and an updated DBE Plan, identifying potential DBE subconsultants as a condition of contract award. If a satisfactory contract cannot be negotiated with one of the provider(s) of the required services, The Authority shall formally end negotiations with that provider, select the next most highly qualified provider, and attempt to negotiate a contract with that provider at a fair and reasonable price in the sole judgment of The Authority. The Authority shall continue the foregoing process until the Agreement is executed or the process is terminated.

11.0 MISCELLANEOUS

11.1 OPEN RECORDS

All responses submitted to The Authority become the property of The Authority and are subject to the Public Information Act (Texas Government Code Chapter 552). The Proposers should familiarize themselves with the provisions of that Act. In no event shall The Authority, or any of its agents, representatives, consultants, directors, officers, or employees, be liable to a Proposer for the disclosure of all or any portion of a response submitted pursuant to this RFQ. If The Authority receives a request for public disclosure of all or any portion of a response, The Authority will use reasonable efforts to notify the applicable Proposer of the request and give such Proposer an opportunity to assert, in writing, a claimed exception under the Public Information Act or other applicable law within the time period specified in The Authority's notice and allowed under the Act. Provided that The Authority receives the Proposer's written assertions for the exception of identified materials within the time period specified in The Authority's notice, The Authority will forward those assertions to the Office of the Attorney General with The Authority's request for determination of the matter. If a Proposer has special concerns about information which it desires to make available to The Authority but which it believes constitutes a trade secret, proprietary information or other information excepted from disclosure, such Proposer should specifically and conspicuously designate that information as such in its response.

11.2 PROPOSER'S ACKNOWLEDGEMENT

By submitting a response to this RFQ, each Proposer unequivocally acknowledges that the Proposer has read and fully understands this RFQ, and that the Proposer has asked questions and received satisfactory answers from The Authority regarding any provisions of this RFQ with regard to which the Proposer desired clarification.

12.0 ANTI-LOBBYING PROHIBITION

After issuance of the final RFQ Proposers may NOT contact, either directly or indirectly, members of The Authority's Board of Directors or Technical Review Committee members, concerning this procurement, unless it is to respond directly to official inquiries

concerning the response. It is recognized that some Proposers will have contact with members of the Technical Review Committee due to existing business relationships as disclosed in Section 6.3.6. Proposers are cautioned not to discuss this procurement during such contact. Any and all questions concerning this procurement should be in compliance with Section 7 of this RFQ. Any firm violating the anti-lobbying prohibition may be disqualified from consideration in this procurement.

APPENDIX A

SCOPE OF CONSULTING SERVICES

The following describes the generic scope of consultant services that the GEC may be requested to provide. It is the intent of The Authority to enter into a Work Authorization type agreement where a specific scope and fee will be developed for each work authorization.

1. Program Management

The GEC shall furnish a Program Manager, Deputy Program Manager, and Project Managers to provide overall management of assigned projects through all stages of development beginning with the feasibility stage through construction of the project. The Program Manager will manage all activities assigned to the GEC and coordinate their activities with the staff of The Authority. The Program Manager will be responsible for ensuring the GEC services are provided on time, on schedule and meet quality standards. This Key Personnel Position must be able to convert technical information to understandable public messaging. The Program Manager must coordinate projects through all departments of The Authority, and ensure all aspects of project are properly documented and managed by their staff.

2. Preparation or Management of Preliminary/Feasibility Project Details

GEC Services shall be inclusive of all services required to identify potential routes to the extent necessary to estimate and evaluate the cost, environmental impacts and technical feasibility of alternate routes. The projects may consist of new location or expansion of existing facilities including managed lanes projects.

Fiscal feasibility analyses of the potential of financing from capital created by the issuance of turnpike revenue bonds or other sources will be conducted jointly among The Authority, the GEC, the traffic and revenue engineers, financial advisors, general counselors, bond counselors, and investment bankers separately retained by The Authority. Indications of potential revenue bond financing feasibility can lead to more intensive services being required of the GEC and will be tailored to fit each turnpike prospect.

3. Preparation or Management of Environmental Documents

For all projects the GEC may produce the Environmental Documents necessary for environmental clearance based on NEPA requirements. For larger projects, the GEC in coordination with The Authority staff may procure, manage and monitor a third party consultant who will perform the services required to obtain environmental clearance for

the project. The GEC will be expected to provide oversight services for all required disciplines. The GEC will be responsible for ensuring compliance with all applicable regulations, permitting requirements, and be capable of preparing risk assessments of various alternatives.

4. Preparation or Management of PS&E Documents

For smaller projects the GEC may prepare PS&E Documents necessary for the bidding and construction of projects ranging from roadway to small structures required for The Authority to perform its operations and maintenance activities. For larger projects, the GEC in coordination with The Authority staff will procure, manage and monitor a third party who will be responsible for designing and bidding the project if it is to be delivered in a traditional design/bid/build method. The GEC will be expected to provide oversight services for all technical services required to design the complete project.

The projects may be delivered using the design/build or public/private/partnership method in which case the GEC will actively manage the procurement activities.

The GEC will need to ensure compliance with TxDOT's LGPP requirements, the Texas Administrative Code and other applicable State and Federal regulations.

5. Procurement Services

The GEC will assist The Authority in the procurement of a variety of contractors including Design/Build, 3P, Design, Environmental, Construction, CE&I, Geotechnical, Surveying, Maintenance and other professional services as required. All contracts will be procured in conformance with The Authority's Procurement Policy. The GEC will need to be able to provide a team that is capable of actively managing the entire procurement process, and ensure that The Authority is managing the risk register appropriately.

6. Tolling & ITS System Services

The GEC should be knowledgeable of All Electronic Tolling (AET) and dynamically priced tolling systems, including toll system and communication infrastructure requirements. Their toll systems capability should include design, maintenance requirements, integration oversight and testing.

7. Public Involvement Services

During Environmental phase, the GEC PI team will provide oversight and implementation of public involvement activities per NEPA requirements and the NET RMA standards for an elevated and unique commitment to community outreach and

informed consent building.

During the Construction phase, the GEC PI team will provide oversight and implementation of construction communications as directed by the Communications Department, including a robust Good Neighbor program.

During the Open-to-Tolling and Operations phase, the GEC PI team will assist the Communications Department with toll tag marketing, maintenance outreach and any other need specific to the assigned corridor.

The GEC PI team may also support the Communications Department with public involvement, outreach and other communication services including but not limited to agency branding, graphic design, website development and management, social media, communication tool creation and management, copy creation and management, and industry relations.

8. Scheduling Services

The GEC will provide scheduling services for both specific projects as well as a programmatic master schedule, consisting of multiple projects using all available scheduling resources ranging from spreadsheets to P6. The GEC should be able to utilize schedules in the actual management and oversight of projects. Oversight will include the independent verification of contractor schedule including development of early indicators of potential schedule slippage. Schedules will include all aspects of total project including T&R, ROW, utilities and finance. The GEC should provide improvements for the scheduling system utilized by The Authority.

9. Toll & Traffic Operations Services

The GEC should be knowledgeable in regards to revenue collection including; AVI processing and reconciliation, interoperability, back office processing, video billing, violation processing, enforcement and collections.

The GEC should also be capable of performing all standard traffic performance and capacity models including simulation models. They should be experienced in presenting results in both tabular and visual format to technical and lay audiences.

10. CE&I Services

For smaller projects, the GEC may provide complete CE&I services. For larger projects, the GEC in coordination with the Authority staff may procure, manage and monitor a third party who will be responsible for some or all of the CE&I services. The GEC will be responsible for any coordination required between the CE&I Contractor and the

Design Contractor. The GEC will be required to provide auditing capabilities to verify contractor compliance, as well as CE&I compliance with the applicable contractual requirements.

11. Renewal/Replacement Maintenance Support Services

The GEC shall assist in a systematic management process to plan and budget for known cyclic repair and replacement requirements that extend the life and retain usable condition of facilities and systems that are not normally contained in the annual operating budget.

The GEC shall be knowledgeable in regards to the design of plans, specifications, competitive bidding and the required oversight to accomplish major maintenance projects.

12. Maintenance Oversight Services

The GEC should be knowledgeable of maintenance operation support and oversight for all maintenance operations programs including but not limited to maintenance of roads, bridges and drainage systems, facility maintenance, vegetation management, emergency operations such as, snow and de-icing efforts.

The GEC shall be knowledgeable in regards to the design of plans, specifications, competitive bidding and the required oversight to accomplish routine maintenance.

13. Utility Relocation Services

The GEC will provide a Utility Relocation Manager who will assist The Authority in the relocation of utilities required by construction of its projects. Services may include identification of utilities to be relocated from existing records, procurement and oversight of a SUE Contractors, procurement and oversight of specialty utility design consultants and preparation and negotiation of Utility Agreements with affected utility owners.

14. ROW Services

The GEC will provide a ROW Manager who will assist The Authority in the procurement of ROW services by a third party Contractor and will assist The Authority staff in the management, coordination with other project team members and the oversight of the ROW Contractor. The GEC may provide Full ROW services. All ROW will be acquired and any relocations made according to TxDOT and FHWA standards.

15. Programmatic Services

The GEC may provide Programmatic Services which include coordination, monitoring and providing input to the MPO and TxDOT planning activities including the UTP, TIP and other long range planning including financial considerations and limitations.

16. Administrative Support Services

The GEC may provide administrative support on an as need basis to the various departments of The Authority.

17. Asset Management Services

The GEC may provide support services in regards to inspecting, inventorying and reporting on the condition and status of The Authority's assets as required by the Government Accounting Standards Board or The Authority's policy. The GEC will be integrally involved in the implementation, operation, and management of an Asset Management system, and provide recommendations and expertise to The Authority.

18. Contract/LGPP Support Services

The GEC may provide support services in regards to tracking and reporting the various requirements that The Authority is required to meet from agreements such as Bond Covenants, Loan Agreements and LGPP requirements. The GEC will provide services to ensure that reimbursement from other agencies is maintained at all times.

APPENDIX B

KEY PERSONNEL REQUIREMENTS

The following describes the minimum requirements for the Key Personnel required to support The Authority in the execution of the scope of consultant services that the GEC may be requested to provide. The Program Manager must be authorized by the Proposer to provide the remaining Key Personnel and support staff as dictated by the needs of The Authority.

- **Program Manager**

The Program Manager will be the primary contact point. The following skills are minimums:

- Management, organizational, communication and coordination skills should be excellent
- Should be able to present technical material in an understandable way to both technical and lay audiences
- Management experience with previous GEC type programs
- Should be able to relate well with all levels of The Authority staff
- Should be capable of coordinating various efforts across departments of The Authority, and assist with “big picture” initiatives, while maintaining direct oversight of assignments
- Should be capable of directing multiple staff across various projects while maintaining schedules, budgets, and objectives
- Should be capable of providing innovations to The Authority’s programs
- The Program Manager must be employed by the prime firm
- This position may also be providing a dual role in filling a different Key Personnel position
- LGPP certified a plus

- **Deputy Program Manager**

- The Deputy Program Manager shall provide the same services as the Program Manager
- Should be capable of running the program in the absence of the Program Manager
- This position may also be providing a dual role in filling a different Key Personnel position
- LGPP certified a plus

- **Design Manager**

**Note different design managers can be combined to provide a total skill set outlined below*

- Strong design management experience with excellent technical skills
- Local, State and Federal project funding experience
- Excellent schematic development skills
- Excellent PS&E development skills across small to large design projects

- Excellent plan review skills (QA/QC)
- Experience with Design/Build project delivery
- Extensive experience with TxDOT plan development requirements, including LGPP requirements is required.
- Minimum of 15 years of experience
- Should be capable of handling the day-to-day decisions, and management of variety of project sizes and types
- Scheduler
 - Should be a CPM scheduling expert in Primavera or similar software
 - Should not only be able to produce detailed resource loaded schedules but also review and critique schedules prepared by others
 - Should be able to provide initial review of the schedule but also monthly review of progress and payment
 - Ability to provide programmatic schedule development
- Environmental
 - Experienced preparing all levels of environmental documents with particular knowledge of public involvement with sensitive environmental issues under TxDOT oversight
 - Extensive expertise in the NEPA process
 - Ability to prepare documents in house
 - Coordinate the preparation by a third party consultant
 - Familiarity with local issues is required
 - Ability to prepare for and present open houses, including all required setup and management of the tasks
- Public Involvement
 - Should be capable of providing a very robust public outreach process in accordance with NEPA requirements during the environmental process
 - Experience working in a team environment with the client, other consultants, and specific marketing groups
 - Provide oversight and implementation of robust and proactive community outreach as well as other communication initiatives
- Toll Operations
 - Extensive industry experience in developing toll operations systems
 - Ability to develop and coordinate signing and pricing systems for a tolling agency
 - Experience in toll system installation, toll system maintenance, ITS, roadway maintenance, traffic & incident management, backoffice systems, and revenue collection and enforcement.

- Operations and Maintenance Oversight
 - 10 years of Local and Regional maintenance experience
 - Experience with Maintenance on Toll Roads
 - Familiarity with TxDOT maintenance practices
 - Knowledgeable of maintenance operation support and oversight for all maintenance operations programs including but not limited to maintenance of roads, bridges and drainage systems, facility maintenance, vegetation management, emergency operations such as, snow and de-icing efforts.
 - Ability to prepare plans, specifications for competitive bidding and the required oversight of a third party maintenance contractor
 - Ability to assess pavement issues and develop appropriate solutions

APPENDIX C
RESPONSE EVALUATION CRITERIA

EVALUATOR NAME: _____

DESIGN FIRM NAME: _____

DATE OF EVALUATION: _____

EVALUATION CRITERIA	RATING (1-10) ¹	WEIGHT	COMMENTS
1. FIRM EXPERIENCE– 30%			
2. APPROACH TO SERVICES –25%			
3. STAFFING – 20%			
4. KEY PERSONNEL –25%			
TOTAL SCORE			