NEVADA DEPARTMENT OF TRANSPORTATION
SUPPLEMENTAL NOTICE NO. 4 to RFP NO. 035-13-050

Reference is made to the Request for Proposal to Service Providers for Asset Management Plan upon which proposals will be received **NO LATER THAN 3:00 P.M., on March 22, 2013.**

Please make the following pen and ink changes to the RFP:

Page 9, Section IX – Proposal Content, Part B – Proposal Limitations, No. 1:

Replace:
The total proposal package shall not exceed ten (10) double-spaced, single sided 8½" x 11" pages, which does not include the cover letter.

With:
The total proposal package shall not exceed twenty (20) single-spaced, single sided 8½" x 11" pages, which does not include the cover letter, cover sheet, table of contents, divider pages and one-page resumes.

Q1 Page 7 Section IX says: "Proposals shall be brief and to the point. One section of the Proposal shall be devoted to each *topic* listed *below* with such sections separated by a tabbed divider page."
What topics are referred to by "below?" On page 8, it lists 5 sections but later in Attachment B there are seven tasks. Could you please clarify the Section IX statement?

A1 Proposers are to provide the five Evaluation Criteria Items on Page 8.
1) Project Approach
2) Project Cost
3) Past Performance
4) Project Team
5) Availability and Capacity of Project Team
The Proposers are to provide Item 2) Project Cost in a separate envelop per Section IX – Proposal Content. Yes, Attachment B does have more entries that will be used for cost evaluations and within the agreement.

Q2 Page 9 Proposal Limitations says: "The total proposal package shall not exceed ten (10) *double-spaced*, single-sided 8½" x 11" pages, which does not include the cover letter."
Is the proposal intended to be double-spaced, which for 10 pages would be the content of five normal, single-spaced pages?

A2 No. The above-mentioned sentence is replaced above in the pen and ink changes.

Q3 Page 19 Attachment B Scope of Work says: "e) The Proposer shall submit the work plan schedule to the NDOT Project Manager (PM) for review."
Is this work plan to be included in the proposal?

A3 No. This statement applies to the successful Proposer (the Consultant) after award.

Q4 Page 19 Attachment B Scope of Work says: "f) The Proposer will submit the overall work plan and schedule for starting and completion dates, the number of personnel to be used on the project, and description of tasks assigned to any sub consultant."
Is this work plan to be included in the proposal?

A4 Yes, these are elements from Q1 above; please read NDOT's response.

Q5 Page 21 Sub Task 4 Auxiliary Tools says: "The intention is to equip the NDOT with the documents that guide them through their processes, step by step in detail. The Proposer shall develop worksheets, templates, check lists, etc., that are appropriate to the State's maturity level for AM Plan preparation."
Could you elaborate on the Auxiliary Tools and how do they differ from the Plan Development Process Report? The Auxiliary Tools are tools to accomplish what objectives?

A5 Each Proposer will define their Auxiliary Tools that will help the NDOT meet our objective given in Supplemental No. 1.

Q6 Page 1 of the Supplemental Notice No. 1 says in part the asset management plan will have a horizon of seven to 10 years.
Can the proposer assume that NDOT staff will provide through its existing management systems, any forecasted scenarios of asset conditions or needed expenditure levels related to condition targets in the seven to 10 year horizon?

A6 The Consultant shall determine exactly what relevant data/ information they need from the Department for each asset type and request them through the individual Division contact person. That person will provide data/ information the Department has available on our existing assets. The consultant will be expected to use their expertise to develop the Asset Management Plan requirements, see Page 21 (D) Lifecycle cost and risk management analysis, (E) A financial plan, and (F) Investment strategies (these may entail developing several scenarios for different condition targets). The financial plan inclusion is a MAP-21 requirement and the key components of this section are: Investment strategy, service level objectives and income expectations. Life cycle cost and risk management analysis is also a MAP-21 requirement.

Q7 The RFP under Attachment B- Scope of Work, II General Requirements, C. Sub Tasks, Sub Task 2B, Data/Information Gathering indicates the following:

> " ***Sub Task 2B Data/ Information Gathering.*** *The proposer shall gather data/ information from the Department as a part of this sub task to determine what existing data and information the Department currently has. The proposer will be expected to interact with several divisions within the Department to obtain data and information needed for the development of Transportation Asset Management Plan"*

What does Data/ Information gathering entail? Will the consultant be provided the information in an electronic format that can be imported into tools like Excel or Access or is the consultant expected to work with the agency's software to extract the data?

A7 No. The Consultant is not expected to work with the agency's software to extract the data. Please re-read Supplemental No. 3 in its entirety.

As a part of this Sub Task, the Consultant is expected to attend interview meetings with each Division individually (along with the Maintenance and Asset Management Division Head and Project Manager) to go over the project as it pertains to that Division. A point of contact person will be assigned for each Division as a resource for the Consultant to request data/ information from. Also see the answer to Q6.

Q8 Section VI- Objectives says

The term 'asset management' means a strategic and systematic process of operating, maintaining, and improving physical assets, with a focus on both engineering and economic analysis based upon quality information, to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired state of good repair. The objective of this RFP is to hire consulting services for the development of a long-term (seven (7) to ten (10) years), risk-based Transportation Asset Management Plan for transportation assets that are owned and managed by the Department (see Attachment B, Section I-C). The Department will provide access to the existing inventories, conditions data, current performance measures and other available information necessary to develop the AM Plan. The Proposer shall identify the gaps and prepare recommendations for next steps for asset categories that do not have sufficient data/ information necessary for risk-based asset management and performance-based management. "

Attachment B, Section I-C lists the following as the Transportation Assets Covered.

Transportation Assets covered

a. The general assets to be included, but not limited to, in this contract are:

- Pavements lanes and shoulders (flexible and rigid),
- Bridges, (superstructure, bridge deck, bridge supports, bridge railing, slope pavement, etc.)
- Tunnels,
- Noise barrier walls and retaining walls especially along Interstate, US, and SR routes,
- Culverts and drainage structures,
- Structures for signs and signals,
- Curb, gutter, and sidewalks,
- Intelligent Transportation Systems (ITS),
- Surveillance, monitoring, and control equipment,
- Landscape features (sculptures, plantings, gateway signs, etc.)
- High mast lighting,
- Lighting and Traffic Signals,
- Guardrails, barriers, and impact attenuators,
- Rest areas, salt-sand storage areas, and weigh stations,
- Maintenance depots, pump houses, and communications buildings,
- Pavement markings (e.g. stop bars, turn arrows, and hash marks) and pavement striping,
- Other modal infrastructure (e.g. bicycle facilities),

What is the availability of data for the assets other than pavements and bridges?

To what extent does NDOT expect the proposer to include the non-bridge and pavement assets into the asset management plan if data for them are not readily available from existing NDOT inventories?

A8 Regarding the availability of data for the other assets, please re-read Supplemental No. 3 in its entirety.
Regarding the second question, please see NDOT's response to Q9 in Supplemental No. 3 and many of the other questions within that same Supplemental. To provide further clarification, the initial decisions regarding which assets to include in the Asset Management Plan will be revisited later in the development process based on assessment of data resources and input from asset managers.

Q9 Attachment B, Sub Tasks 3A, 3B, 3C Development of the Asset Management (AM) Plan. Complete this sub task within the timeframe given in Table 2 of Attachment B – Scope of Work. The Proposer shall prepare the AM Plan for the NDOT's consideration and possible implementation.

The AM Plan shall be prepared in accordance with the AASHTO, Asset Management (AM) Guide: A Focus on Implementation, see Attachment C - Specifications, References paragraph.

The Highway Transportation Bill presents that the AM Plan contents will outline at a minimum the following areas (A) to (F) below:

(A) A summary listing of the highway infrastructure assets on the National Highway System (NHS) in the State, including a description of the condition of those assets;

(B) Asset management objectives and measures;

(C) Performance gap identification;

(D) Lifecycle cost and risk management analysis;

(E) A financial plan; and

(F) Investment strategies.

Can NDOT provide for use by consultant, historic information (in electronic format) about funds used for each asset category listed in Attachment B, Section I Introduction, Sub-section C. Transportation Assets Covered (reproduced below)?

b. The general assets to be included, but not limited to, in this contract are:

- Pavements lanes and shoulders (flexible and rigid),
- Bridges, (superstructure, bridge deck, bridge supports, bridge railing, slope pavement, etc.)
- Tunnels,
- Noise barrier walls and retaining walls especially along Interstate, US, and SR routes,
- Culverts and drainage structures,
- Structures for signs and signals,
- Curb, gutter, and sidewalks,
- Intelligent Transportation Systems (ITS),
- Surveillance, monitoring, and control equipment,
- Landscape features (sculptures, plantings, gateway signs, etc.)

- High mast lighting,
- Lighting and Traffic Signals,
- Guardrails, barriers, and impact attenuators,
- Rest areas, salt-sand storage areas, and weigh stations,
- Maintenance depots, pump houses, and communications buildings,
- Pavement markings (e.g. stop bars, turn arrows, and hash marks) and pavement striping,
- Other modal infrastructure (e.g. bicycle facilities)

A9 Yes. The Department will provide any available existing historic information about funds for these data in electronic format.

Q10 Attachment A, Table1, Sub Task 5B shows a Cost of $12000
Attachment B, Sub Task 5A Meetings with NDOT says:
"The Proposer shall hold any necessary meetings and webinars with the NDOT's representatives, from at least but not limited to, the Districts, Maintenance and Asset Management, Bridge, Roadway, numerous other NDOT divisions, and other key stakeholders. NDOT facilities shall be used for meetings whenever possible. The intention is to gather information to develop the AM Plan, provide updates on the status and discuss solutions to any challenges."
"Direct Costs for Meetings with NDOT. The Proposer will be responsible for setting up the meetings and webinars. For preliminary cost estimation purposes, it will be assumed ***that fifteen (15) meetings and/or webinars*** are needed during the agreement term"
Is this $12,000 a fixed amount to cover all travel, meeting/webinar costs and lodging for consultant and NDOT personnel for all 15 meetings?

A10 Yes, the fixed amount covers the Proposer's costs only; the NDOT costs for personnel are not cover within this amount. Please note that these meetings are intended to be meetings such as the Kick-Off Meeting, Workshops and Progress Meetings held with the whole Department (or NDOT Core Team group). They are outside of the data/ information gathering meetings held with individual Divisions as a part of the Task 2B (see answer to Q7).

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