NEVADA DEPARTMENT OF TRANSPORTATION
SUPPLEMENTAL NOTICE NO. 5 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 in regards to the removal of cost as an evaluation criteria:

PLEASE REMOVE COMPLETELY ATTACHMENT A – BID ITEM SCHEDULE FROM THE RFP. WE ARE NOT REQUIRING A COST PROPOSAL AND WILL NOT ACCEPT THEM AT THE TIME OF SUBMITTAL.

REPLACE:

The current Evaluation Criteria Form attached to the RFP

WITH:

The Evaluation Criteria Form attached to this Supplemental Notice.

REPLACE:

The proposer shall submit seven (7) CDs, with each CD containing one (1) typewritten, legible proposal contained within one (1) PDF file. Each CD shall also include a separate PDF file of the proposer's Statement of Qualifications Form (for non-engineering). **Each proposer is also required to fill out Attachment A - Bid Item Schedule, and send one (1) hardcopy to us in a separate sealed envelope with their CD's.** Faxed proposals will not be accepted. Written proposals must be received **NO LATER THAN 3:00 P.M., on March 22, 2013**, and addressed **exactly** as follows:

WITH:

The proposer shall submit seven (7) CDs, with each CD containing one (1) typewritten, legible proposal contained within one (1) PDF file. Each CD shall also include a separate PDF file of the proposer's Statement of Qualifications Form (for non-engineering). Faxed proposals will not be accepted. Written proposals must be received **NO LATER THAN 3:00 P.M., on March 22, 2013**, and addressed **exactly** as follows:

REPLACE:

A. EVALUATION CRITERIA ITEMS

1. Project Approach: Proposer's approach to identify and implement the project requirements in the Scope of Work.

a. Describe your team's understanding of project requirements.
b. Identify specific methods used to complete each project requirement by describing techniques to capture NDOT current processes for pavement preservation, bridge rehabilitation, and other asset management;

c. Identify potential complications or difficulties that might be encountered to implement the required services together with suggested resolutions for each.

2. Project Cost: Proposer's total cost

3. Past Performance:

a. Performance of project team with cost control of the Proposer's budget, quality of work, and compliance with project's schedule.
b. Describe experience with technical writing for similar projects. Give all relevant work completed in the past ten (10) years.

4. Project Team: Key personnel with their education, capability, experience, and strengths. The estimated effectiveness of the team's abilities to meet project requirements.

a. Provide a summary of education for the assigned, key personnel; and
b. Provide a description of their inter-relational experiences with their sub consultants.

5. Availability and Capacity of Project Team: Demonstrate the availability of team personnel and consider all team members' existing and projected workloads.

a. Demonstrate the capacity of the Proposer and subcontractor firms to meet the needs of the project.
b. Consider the depth of staffing and other resource strategies.

COST PROPOSAL

Proposals shall be submitted in two (2) distinct parts - the **narrative/technical proposal** and the **cost proposal (Attachment A)**. The NARRATIVE/technical proposal **must not** include ANY cost and/or pricing information. While Technical and Cost proposals may be shipped together (*i.e.*, in the same box/envelope), each proposal must be bound separately and placed in separate envelopes within the shipping container clearly marked with the Proposer's name and each respective envelope marked "Technical Proposal" or "Price Proposal" as appropriate. The Technical and Price Proposals must be submitted on separate CDs.

The Department anticipates a Cost-plus-Fixed Fee Agreement as a result of this RFP. Proposals shall include at a minimum, all costs by task and sub tasks for the entire period of performance that clearly identifies the following:

Labor Rates by Categories: Provide labor rates by categories for all proposed staff. Provide the number of hours needed to complete each task.

Subcontracts with consultants: The Proposer shall include sub-contract information:

a) Name and address of the sub-consultant,
b) Identify the portion of the work to be completed,
c) Provide the positions, names, labor rates, etc. when proposing sub-consultants,
d) Cost proposal inclusive of any supporting documentation needed to substantiate the proposed rates, hours, and overall costs of the proposed sub-consultant.

WITH:

A. EVALUATION CRITERIA ITEMS

1. Project Approach: Proposer's approach to identify and implement the project requirements in the Scope of Work.

d. Describe your team's understanding of project requirements.
e. Identify specific methods used to complete each project requirement by describing techniques to capture NDOT current processes for pavement preservation, bridge rehabilitation, and other asset management;
f. Identify potential complications or difficulties that might be encountered to implement the required services together with suggested resolutions for each.

2. Past Performance:

c. Performance of project team with cost control of the Proposer's budget, quality of work, and compliance with project's schedule.
d. Describe experience with technical writing for similar projects. Give all relevant work completed in the past ten (10) years.

3. Project Team: Key personnel with their education, capability, experience, and strengths. The estimated effectiveness of the team's abilities to meet project requirements.

c. Provide a summary of education for the assigned, key personnel; and
d. Provide a description of their inter-relational experiences with their sub consultants.

4. Availability and Capacity of Project Team: Demonstrate the availability of team personnel and consider all team members' existing and projected workloads.

c. Demonstrate the capacity of the Proposer and subcontractor firms to meet the needs of the project.
d. Consider the depth of staffing and other resource strategies.

RUDY MALFABON, P.E., DIRECTOR
Nevada Department of Transportation
1263 South Stewart Street
Carson City, Nevada 89712

EVALUATION CRITERIA FORM

PROJECT DESCRIPTION: RFP #035-13-050 Preparation of the Asset Management (AM) Plan.

PROPOSER: _____

SUB-CONTRACTOR(S): a) _____ b) _____

EVALUATION ITEMS	*MAX SCORE*	*SCORE*
1. **Project Approach**: Proposer's approach to identify and implement the project requirements in the Scope of Work. a) Describe your team's understanding of project requirements; b) Identify specific methods used to complete each project requirement by describing techniques to capture NDOT current processes for pavement preservation, bridge rehabilitation, and other asset management; and c) Identify potential complications or difficulties that might be encountered to implement the required services together with suggested resolutions for each.		
Positives: **Concerns:**		
2. **Past Performance**: a) Performance of project team with cost control of the Proposer's budget, quality of work, and compliance with project's schedule; and b) Describe experience with technical writing for similar projects. Give all relevant work completed in the past ten (10) years.		
Positives: **Concerns:**		
3. **Project Team:** Key personnel with their education, capability, experience, and strengths; The estimated effectiveness of the team's abilities to meet project requirements. a) Provide a summary of education for the assigned, key personal; and b) Provide a description of their inter-relational experiences with their sub consultants.		
Positives: **Concerns:**		
4. **Availability and Capacity of Project Team**: Demonstrate the availability of team personnel and consider all team members' existing and projected workloads. a) Demonstrate the capacity of the Proposer and subcontractor firms to meet the needs of the project. b) Consider the depth of staffing and other resource strategies.		
Positives: **Concerns:**		
TOTAL	100	

_____ _____, 20____

Committee Member