STATE OF NEVADA

DEPARTMENT OF TRANSPORTATION

REQUEST FOR PROPOSAL

No. 035-13-050

Project Specifications and Instructions
for Submitting a Proposal to Furnish

The Asset Management (AM) Plan

Statewide

Rudy Malfabon, P.E., Director
Department of Transportation

SECTION I - INSTRUCTIONS TO PROPOSER

The enclosed "Request for Proposal" (RFP) is being advertised for use in submitting information that will be used to select a firm with whom we hope to negotiate an agreement for the described services.

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:

Agreement Services
Nevada Department of Transportation
Attn: RFP No. 035-13-050
1263 South Stewart Street, Room 101
Carson City, NV 89712

Proposals received after the specified deadline or submitted to the wrong location ***will not*** be considered and will be disposed of in an appropriate manner suitable to the Nevada Department of Transportation (DEPARTMENT).

Proposers not currently prequalified (or desiring to prequalify) in the Technical Writing discipline will first be reviewed to determine if they meet the minimum qualification set forth for the discipline. Any proposals submitted that do not meet the minimum prequalification requirements, as outlined below, will be disposed of in an appropriate manner suitable to the State without further review.

Asset Management (AM) Plan:

Services consisting of all equipment, materials, labor, quality control, overhead, management, and all other elements necessary for creation of the Asset Management (AM) Plan. The AM Plan will be a framework for decision making that propels continuous improvement in infrastructure management with the Department. The services also consist of providing meetings, literature review, and preliminary and final AM Plans. The services include a provision to create portions of the Scope of Work (SOW) under the Lead Principal Investigator and other portions of the SOW under a licensed Nevada Professional Engineer.

Any proposal received prior to the date and time specified above for receipt of proposals may be withdrawn or modified by written request of the Proposer. To be considered, however, a written request to withdraw the proposal or the modified proposal must be received before the time and date specified above for receipt of Proposals. Oral interviews may be conducted for each firm that submits a written proposal. The DEPARTMENT has the sole discretion as to whether it will or will not conduct oral interviews. In the event that the DEPARTMENT elects to conduct oral interviews, each proposer in the competitive range will be advised of the format for such interview and will be provided with a schedule for such interview. Competitive range means a list of the most highly rated proposals based on the initial ranking of the proposals. It is based on the initial rating of each proposal measured against all evaluation criteria set forth in this RFP.

Confidential Information, Trade Secrets and/or Proprietary Information must be sealed in a separate package and each page must be clearly marked "Confidential." The failure to separate and mark this information as per NRS 333.020 and 333.333 shall constitute a complete waiver of any and all claims for damages caused by release of the information by the DEPARTMENT. If the DEPARTMENT reviews the Confidential Information and determines that

the information is not considered confidential pursuant to Chapter 333 of NRS, the DEPARTMENT will contact the Proposer. The Proposer must advise the DEPARTMENT whether it either accepts the DEPARTMENT's determination that the information is not confidential or withdraw the information. The Proposer will not be allowed to alter the submittal after the date and time set for receipt of Proposals shown above. Notwithstanding the provisions in NRS Chapter 333, the DEPARTMENT retains its immunity pursuant to the provisions of NRS 239.012 for any "good faith" release of information and the immunities from liability provided to it pursuant to NRS Chapter 41.

Issuance of this RFP shall in no way constitute a commitment by the DEPARTMENT to execute an agreement. The DEPARTMENT reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is deemed in the best interest of the DEPARTMENT to do so.

The DEPARTMENT reserves the right to issue supplemental releases addenda to this RFP prior to the closing date. In the event it becomes necessary to supplement any part of this RFP, DEPARTMENT will provide copies of such addenda to all who have attended the pre-submittal meeting (if applicable) and communicated to DEPARTMENT Agreement Services that they received the RFP.

The DEPARTMENT assumes no financial responsibility in connection with the costs incurred by Proposers in attending the pre-proposal meeting, the preparation and submission of the Proposer's proposal packets or the costs to attend the oral interviews, if such interviews are conducted by the DEPARTMENT in its sole discretion.

With this RFP, the Proposer is furnished a copy of the draft agreement. To maintain consistency between the DEPARTMENT and its service providers, only those portions of the "Draft Agreement" that is open for negotiation shall be blank. A pre-negotiation audit may be required by the DEPARTMENT's Internal Audit Division. All DEPARTMENT audits will be conducted in accordance with the AASHTO Uniform Audit and Accounting Guide 2010 which can be found at www.transportation.org. The "specific rates of compensation" method of compensation shall be used for the Proposer's services, as set forth in 48 CFR Chapter 1.

The following rules of contact shall apply during this Procurement for the Project:

A. After release of the RFP, the Proposers shall **ONLY** correspond with the DEPARTMENT regarding this RFP through the DEPARTMENT's designated representative as per NAC 333.155;

Agreement Services,
Nevada Department of Transportation
1263 South Stewart Street, Room 101
Carson City, Nevada 89712
775-888-7070
agreeservices@dot.state.nv.us

B. The Proposers shall not contact DEPARTMENT employees, including department heads, members of the evaluation committee(s) and/or any official who will participate in the decision to award the Agreement, regarding the Project, except through the process identified above;

C. Any communications determined to be improper may result in disqualification, at the sole discretion of the Department;

D. Any official information regarding the RFP will be disseminated from the DEPARTMENT. Specific information necessary for the preparation of Proposals will be disclosed to all Proposers;

E. The DEPARTMENT will not be responsible for any oral exchange or any other information or exchange that occurs outside the official process specified herein.

A. PROPOSER QUESTIONS

The Department will respond to questions regarding the RFP, including requests for clarification and requests to correct errors, submitted in writing by Proposers. Only written requests as described above will be considered. No oral requests will be considered. No requests for additional information or clarification to any other DEPARTMENT office, consultant, employee or the FHWA will be considered.

Any questions raised by Proposer's must be submitted in writing to Agreement Services, 1263 South Stewart Street, Room 101, Carson City, Nevada 89712, faxed to (775) 888-7101 or emailed to agreeservices@dot.state.nv.us and received by 3:00 p.m., on February 22, 2013. Written responses will be distributed by the DEPARTMENT on or before March 4, 2013.

SECTION II – SCHEDULE

Milestone	Month Day	Year
Request for Proposal (RFP) Issued	February 4	2013
Dates Advertised	February 4 and 11	2013
Proposer Questions Submittal Due Date	February 22	2013
DEPARTMENT's Response to Proposer Questions	March 4	2013
RFP Due Date	March 22	2013
Anticipated Notice of Intent	May 10	2013
Recommendation for the Board of Transportation	May 20	2013
Board of Transportation meeting	June 10	2013
Anticipated Execution of Agreement and Notice of Award	June 14	2013

SECTION III - DBE REQUIREMENTS

There are no Disadvantage Business Enterprises (DBE) requirements for the project.

SECTION IV – NEVADA BUSINESS LICENSE REQUIREMENT

The selected firm, prior to doing business in the State of Nevada, must be appropriately licensed by the Office of the Secretary of State pursuant to NRS 76.100. Information regarding the Nevada State Business License can be located at http://sos.state.nv.us. Firms must provide the following:

- Nevada State Business License Number
- Legal Entity's Name
- Is the "Legal Entity Name" the same name under which Proposer is doing business? [ ] Yes [ ] No
  If "No," provide an explanation.

Additionally, if the firm is a corporation, LLC, LP, LLP, or LLLP, or non-profit corporation based out of state, they must be registered as a foreign business entity equivalent in Nevada, in active status, and in good standing with the Nevada Secretary of State.

Each Proposer shall clearly state, at time of its submittal, its willingness to adhere to this requirement by providing a copy of its Nevada State Business License, a copy of its application to the Secretary of State Office or a copy of the entity's status that can be obtained from the Nevada Business Search found on the homepage of the Secretary of State's website www.sos.state.nv.us.

Award of any RFP is contingent on a Proposer having and holding an active, valid Nevada State Business License. A Proposer must satisfy this requirement before submission of a Proposal. If a Proposer is unable or unwilling to adhere to this requirement, the DEPARTMENT will deem the Proposer as non-responsive and the DEPARTMENT shall proceed to negotiate with the next most qualified firm and so on until an acceptable agreement is negotiated.

SECTION V - SELECTION PROCESS

Selection will be based on the factors shown on the attached Evaluation Criteria Form which will be used by a committee(s) to evaluate the written proposal. If the DEPARTMENT receives five (5) or fewer proposals, the Review Committee will review the proposals and may, at its sole discretion, elect to establish a "short-list" to be interviewed. If six (6) or more proposals are received, the DEPARTMENT will utilize a separate Evaluation Committee who will establish a "short list" of candidates. The Evaluation Committee's "short-list" will be forwarded to the Review Committee who will review the proposals and may, at its sole discretion, elect to conduct interviews. Scoring at each level of the evaluation process will only be used to advance firms to the next level of the selection process and will not be combined for a total score.

If the Review Committee elects, at its sole discretion, to conduct oral interviews, each Proposer in the competitive range shall be notified of the interview schedule via electronic mail and will be required to confirm their willingness to attend the oral interview. The same attached Evaluation Criteria Form will be used for all reviews and oral interviews. Failure of a Proposer to appear at the oral interview, if the Review Committee elects to conduct such interviews, will be considered non-responsive, and that firm will be eliminated from any further consideration. The Committees tasked with ranking the Proposals will be comprised of DEPARTMENT staff and other members representing local entities who shall remain anonymous to protect the integrity of the procurement process.

All evaluators will use the information in the firm's prequalification package in addition to the information submitted in the written proposal and presented at the oral interview, if applicable, to arrive at the final ranking. The firms will be ranked and an agreement shall be negotiated following the selection of the most qualified Proposer. If an acceptable agreement cannot be reached with the highest ranked Proposer, the DEPARTMENT shall proceed to negotiate with the next highest ranked Proposer and so on until an acceptable agreement is negotiated or the DEPARTMENT, in its sole discretion, elects to terminate the solicitation.

The Department's selection decision will be based on a Best Value process using the following five factors: Project Approach, Project Cost, Past Performance, Project Team, and Availability and Capacity of the Team. A best value analysis will be performed taking into consideration the results of the evaluation that includes cost. The evaluation includes the perceived ability to perform timely, high quality, consistently reliable Scope of Work as requested herein.

For a determination of the Best Value, the relative weights given to the individual evaluation factors can be more important than cost alone. However, Proposers should note that as evaluation scores approach being essentially equivalent, cost would contribute to the

selection decision. Award preference will be given to those responsible small businesses that provide quality proposals at fair prices.

SECTION VI - BACKGROUND

DEVELOPING TRANSPORTATION ASSET MANAGEMENT PLAN

The FHWA Office of Asset Management has worked to advance Asset Management (AM) in the last few years, promote the use of Asset Management (AM) in decision making, and encourage best practices that would lead to preserving existing highway infrastructure assets.

The new Transportation Bill, Moving Ahead for Progress in the 21st Century Act, Public Law 112-141 (MAP-21) has an emphasis on performance and the risk based Transportation Asset Management (AM) Plan. The AM Plan will include strategies towards a program of projects that would make progress toward achievement of the Department's targets for asset condition and performance of the National Highway System (NHS).

The Asset Management (AM) Plan is a very important product for NDOT to use when planning for maintenance and safety projects for the travelling public on Nevada NHS roadways. The AM Plan will provide a process for prioritization and expenditure of resources to keep the roadways and bridges in a Good State of Repair (GSR). Further, MAP-21 requires State Highway Agencies (SHA) to have the Asset Management (AM) Plan and implement it.

NDOT is seeking qualified Proposers to create this AM Plan for the Department's highway infrastructure assets. The AM Plan will include recommendations when identifying preservation and maintenance activities, proper timing of the activities, and expected prolonged surface life for highways and bridges. Additional information is included and scheduled as detailed in the Scope of Work.

Proposals submitted in response to this RFP shall include all equipment, materials, labor, quality control, overhead, and all other elements necessary for the completion of this work. Further details are provided in Attachments A through C.

OBJECTIVE

This RFP will be the first step towards developing our AM Plan. The focus of this effort will be on pavements and bridges on the National Highway System (NHS). Other physical assets on NHS shall be included in the AM Plan, if data is readily available and NDOT determines such inclusion will not delay the development of the AM Plan. The Proposer shall prepare recommendations for next steps for asset categories that will not be included in the AM Plan, but are listed in Attachment B, Section I-C, with sufficient information as determined by the Proposer in cooperation with the Department. Overall using Asset Management will lead to a comprehensive, rational and systematic approach to managing pavements, bridges and other transportation assets.

SECTION VII - SCOPE OF SERVICES

SCOPE OF WORK

Attachment A, Bid Item Schedule. The Bid Item Schedule will be used to evaluate the Proposer's costs in conformance with SECTION IX - PROPOSAL CONTENT.

The Bid Item Schedule requires the Proposer to provide estimated man-hours, loaded cost per man-hour, a fixed fee percentage, and extend these values for a Sub Total and the Total.

Attachment B, Scope of Work. The Proposer is responsible to comply with Section I Introduction and Section II General Requirements within Attachment B.

The number of assets may change over the course of the contract due to the completion of newly constructed interchanges and new construction; however the increases/decreases should not significantly affect the AM Plan's approach.

a. Gathering Data. See Attachment B, Section II General Requirements, C. Sub Tasks.

b. Preliminary - Asset Management (AM) Plan. The Proposer shall create the Preliminary AM Plan and update with review comments to complete the Pre-Final AM Plan. It is expected that at least one (1) review will be required for each AM Plan.

c. Final AM Plan. Deliver the electronic copies (CD) and paper copies of the Asset Management (AM) Plan; see Table 2, Tasks, Sub Tasks, Deliverables, and Schedule in Attachment B – Scope of Work. Addendums may occur when requested by the Department and will be considered in the Administration Task, see Attachment A – Bid Item Schedule and Attachment B, Scope of Work.

d. Administration Services – Separate from the AM Plan, a second report namely a Plan Development Process Report (PDPR) will be submitted under Sub Task 6B that describes the processes used by the Proposer in developing the AM Plan. It is expected that the PDPR capture the investigative steps, procedures used, analysis considered, quality control and other procedures during the creation of the AM Plan.

SECTION VIII - PROJECT SCHEDULE AND SPECIFICATIONS

SCHEDULE

Proposer shall provide cost proposals on the Bid Item Schedule. Separate costs are requested for individual tasks. The prices shall be expressed as cost for Gathering Data, Meetings, Preliminary and Final AM Plans, and the reserve task.

Any individual line item cost within the Bid Item Schedule will include all equipment, materials, supplies, labor, and any other necessary elements for the work.

SPECIFICATIONS

The Proposer shall meet the following standards, see Attachment C, Specifications.

SECTION IX - PROPOSAL CONTENT

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. The cover letter shall not exceed two (2) single-spaced, single-sided 8½" x 11" pages and shall include the Proposer's contact person with his/her mailing address, telephone number, and email address The proposal must be signed by the individual(s) legally authorized to bind the Firm as per NRS 333.337.

The pricing information required to be provided with the Proposal must be submitted as a separate document in a sealed envelope clearly marked on the outside of the envelope "Cost Proposal" along with the Proposer's identifying information.

The proposals shall include:

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.

B. PROPOSAL LIMITATIONS

The written proposals shall be limited by the following:

1. The total proposal package shall not exceed ten (10) double-spaced, single-sided 8½" x 11" pages, which does not include the cover letter.
2. Statement of Qualifications, DBE Certifications, Nevada Business License, cover letter, and section dividers without text or graphics do not count towards the page limitations.
3. Pages contained within the proposal which are 11" x 17" will be counted as two (2) pages.
4. For ease of evaluation, the proposal must be presented in a format that both corresponds to and references those sections outlined within this RFP and must be presented in the same order as listed in this RFP. Responses to each section and subsection must be labeled to indicate which item of this RFP is being addressed. Exceptions to these stated limitations will be considered during the evaluation process and may, in the DEPARTMENT's sole discretion, result in a Proposal being considered non-responsive.

C. DISCLOSURE OF CURRENT AND FORMER STATE EMPLOYEES

Proposals from Firms employing current employees or former employees of the State of Nevada will be considered pursuant to the requirements and limitations set forth in the DEPARTMENT Administrative Manual, NRS Chapter §281, and NRS Chapter §284.

The Nevada Legislature passed Assembly Bill No. 240 (AB 240) requiring any vendor entering into an agreement with the State of Nevada to identify certain employees who will be providing services for the State of Nevada. The DEPARTMENT will follow the process established by the Nevada Department of Administration and outlined in the State Administrative Manual (SAM), sections 322, 323, and 344. If the apparent top-ranked firm proposes any current state employees or former state employees who left state service within the preceding two (2) years, the DEPARTMENT must request approval from the State Board of Examiners (BOE) prior to entering into an agreement with such firm. Upon approval from the BOE the DEPARTMENT will proceed with the negotiation and agreement processes per DEPARTMENT procedures. In the event of a denial by the BOE, the proposer will be allowed one (1) opportunity to replace the disapproved employee with another employee who possesses substantially equivalent capabilities. The DEPARTMENT has the authority to approve or deny the equivalent employee. If the DEPARTMENT approves the equivalent employee, the DEPARTMENT will proceed with the negotiation and agreement processes per DEPARTMENT procedures. If the DEPARTMENT denies the equivalent employee, the DEPARTMENT will proceed to negotiate with the next most qualified firm and so on until an acceptable agreement is negotiated.

If the proposed team includes current state employees or former state employees who left state service within the preceding two (2) years, the proposer shall submit, as part of their proposal, the appropriate form (Authorization Current Employee, Authorization Former Employee) to assist the DEPARTMENT in requesting approval from the BOE. The forms are located at http://purchasing.state.nv.us/contracting/current_and_former.htm. The submitted form may or may not be used by the DEPARTMENT as a template in requesting approval of the proposed team member.

SECTION X – AWARD PROCESS

A. NOTIFICATIONS

The DEPARTMENT shall issue its Notification of Intent to Award in accordance with NAC §333.170. Any award is contingent upon the successful negotiation of final contract terms and upon approval of the Transportation Board and Board of Examiners, if applicable and when required. Negotiations shall be confidential and not subject to disclosure to competing firms. The terms agreed to by the parties shall be confidential until an agreement is executed. If contract negotiations cannot be concluded successfully, the Department, at its sole discretion and upon written notice to all firms, may negotiate a contract with the next highest ranking firm or withdraw the RFP and cancel this procurement.

The DEPARTMENT shall issue a Notification of Award in accordance with NAC §333.170 at which time, proposals are no longer confidential and can be requested via a Public Records Request which can be found at:
http://www.nevadadot.com/Public_Involvement/Public_Involvement.aspx#prrequests

SECTION XI - TERMS, CONDITIONS AND EXCEPTIONS

This procurement is being conducted in accordance with NRS Chapters 333 and 408 and NAC Chapter 333.

The DEPARTMENT reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a contract pursuant hereto, if, in the sole discretion of the DEPARTMENT, it is in the best interest of the state to do so.

The DEPARTMENT reserves the right to waive informalities and minor irregularities in proposals received.

The DEPARTMENT reserves the right to reject any or all proposals received prior to contract award (NRS §333.350).

The DEPARTMENT shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the State of Nevada after all factors have been evaluated (NRS §333.335).

Any irregularities or lack of clarity in the RFP must be brought to Agreement Service's attention as soon as possible so that corrective addenda may be furnished to all Proposers.

Alterations, modifications or variations to a proposal may not be considered unless authorized by the RFP or by an addendum or an amendment to the RFP.

Proposals which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected.

All materials submitted in accordance with the prescribed deadline become the property of the DEPARTMENT and will not be returned. The DEPARTMENT's selection or rejection of a Proposal does not affect this right. The master copy of each proposal shall be retained for official files and will become public record after execution of a contract. Only specific parts of the proposal may be labeled a "trade secret," provided that the Proposer agrees to defend and indemnify the DEPARTMENT for honoring such a designation (NRS §333.333); unsuccessful proposals containing "trade secrets" will be returned pursuant to NRS 293.010. The failure to so label any information shall constitute a complete waiver of any and all claims for damages caused by any release of such information by the DEPARTMENT. The DEPARTMENT shall not be liable

for disclosure or release of information when authorized or required by law to do so pursuant to NRS 239.012.

A proposal submitted in response to this RFP must identify any subconsultants, and outline the contractual relationship between the awarded Proposer and each such subconsultant. An official of each proposed subconsultant must sign, and include as part of the proposal submitted in response to this RFP, a statement to the effect that the subconsultant has read this RFP and agrees to abide by the awarded Proposer's obligations. A subconsultant's compliance with these requirements does not create a contractual relationship between the subconsultant and the DEPARTMENT.

The awarded Proposer will be the sole point of contract responsibility. The DEPARTMENT will look solely to the awarded Proposer for the performance of all contractual obligations which may result from an award based on this RFP, and the awarded Proposer shall not be relieved for the non-performance of any or all of its subconsultants.

The awarded Proposer must maintain, for the duration of its contract, insurance coverage's as set forth in the agreement executed in response to this RFP. Work on the contract shall not begin until after the awarded Proposer has submitted to the DEPARTMENT acceptable evidence of the required insurance coverages. Failure to maintain any required insurance coverage or alternative method of insurance acceptable to the DEPARTMENT in its sole discretion will be deemed a breach of contract.

Each Proposer must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict must be disclosed. By submitting a proposal in response to this RFP, Proposers affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a Proposer's proposal. An award will not be made where a conflict of interest exists. The DEPARTMENT, in its sole discretion, will determine whether a conflict of interest exists and whether it may reflect negatively on the DEPARTMENT's selection of a Proposer. The DEPARTMENT reserves the right in its sole discretion to impose additional requirements upon the Proposer to mitigate such conflict of interest or to disqualify any Proposer on the grounds of an actual or an apparent conflict of interest.

The DEPARTMENT will not be liable for Federal, State, or Local excise taxes.

The DEPARTMENT reserves the right to negotiate final contract terms with any Proposer selected in accordance with NAC §333.170. The contract between the parties will consist of the final executed contract, the RFP together with any modifications thereto, and the awarded Proposer's proposal, together with any modifications and clarifications thereto that are incorporated at the request of the DEPARTMENT during the evaluation and negotiation process. In the event of any conflict or contradiction between or among these documents, the documents shall control in the following order of precedence: the final executed contract, addenda to the RFP, the RFP, any modifications and clarifications to the awarded Proposer's proposal, and the awarded Proposer's proposal. Specific exceptions to this general rule may be noted in the final executed contract.

Proposer understands and acknowledges that the representations above are material and important, and will be relied on by the DEPARTMENT in its evaluation of a proposal. Any misrepresentation by a Proposer shall be treated as fraudulent concealment from the DEPARTMENT of the true facts relating to the proposal.

No announcement concerning the award of a contract as a result of this RFP can be made without the prior written approval of the DEPARTMENT.

The Nevada Attorney General will not render any type of legal opinion regarding this transaction.

SECTION XII – PROTEST PROCEDURE

Protests may be filed only with respect to:

1. Allegations that the terms of the RFP are wholly ambiguous, contrary to legal requirements applicable to the procurement, or exceed the DEPARTMENT's authority, and/or

2. A determination as to whether a Proposal is responsive to the requirements of the RFP or failed any Pass/Fail criteria, as applicable, and/or

3. Award of an Agreement.

A. DEADLINES FOR PROTESTS

Protests concerning the issues described in Section XII(1) and contained in the RFP must be filed no later than ten (10) calendar days prior to the Proposal due date, and those contained in any amendment to the RFP must be filed no later than three (3) business days after DEPARTMENT distributes the related addenda.

Protests concerning the issues described in Section XII(2) must be filed within ten (10) calendar days after the DEPARTMENT issues its notice to a Proposer that its Proposal was deemed nonresponsive or failed any pass/fail criteria.

Protests concerning the issue described in Section XII(3) must be filed within ten (10) calendar days after the DEPARTMENT issues the Notice of Award.

DEPARTMENT will not accept any protests received after the above-stated deadlines for receipt of such protests.

B. PROTEST CONTENTS

Protests shall include Information about the protesting firm, including firm name, mailing address, phone number, and name of the individual responsible for submission of the protest. Protests shall completely and succinctly state the grounds for protest, its legal authority, its factual basis, and shall include all factual and legal documentation in sufficient detail to establish the merits of the protest. Statements shall be sworn and submitted under penalty of perjury.

C. FILING OF PROTEST

Protests shall be in writing and filed by hand delivery on or before the applicable deadline to:

Nevada Department of Transportation
ATTN: Administrative Services/Dispute Resolution Office
1263 South Stewart Street, Room 101
Carson City, NV 89712

The Proposer filing the protest shall concurrently submit a copy of the protest to other Proposers whose addresses may be obtained from the Department.

D. COMMENTS FROM OTHER PROPOSERS

Other Proposers may file statements in support of or in opposition to the protest within seven (7) calendar days of the filing of the protest. The DEPARTMENT shall promptly forward copies of all such statements to the protester. Any statements shall be sworn and submitted under penalty of perjury.

E. BURDEN OF PROOF

The protester shall have the burden of proving the basis of its protest. The DEPARTMENT may, in its sole discretion, discuss the protest with the protester and other Proposers. No hearing will be held on the protest. The protest shall be decided on the basis of written submissions.

F. DECISION ON PROTEST

The DEPARTMENT's Director or designee shall issue a written decision regarding the protest within thirty (30) calendar days after the filing of the detailed statement of protest. If necessary to address the issues raised in a protest, the DEPARTMENT may, in its sole discretion, make appropriate revisions to the RFP by issuing Addenda.

G. PROTESTER'S PAYMENT OF COSTS

If a protest is denied, the Proposer filing the protest shall be liable for the DEPARTMENT's costs reasonably incurred to defend against or resolve the protest, including attorney's fees, consultant fees and costs, and any reasonably unavoidable damages sustained by the Department as a consequence of the protest.

H. RIGHTS AND OBLIGATIONS OF PROPOSERS

Each Proposer, by submitting its Proposal, expressly recognizes the limitation on its rights to protest provided in this Section XII and expressly waives all other rights and remedies and agrees that the decision on the protest is final and conclusive. If a Proposer disregards, disputes, or does not follow the exclusive protest remedies provided in this section, it shall indemnify and hold harmless the DEPARTMENT and its officers, employees, agents, and consultants from and against all liabilities, fees and costs, including legal and consultant fees and costs, and damages incurred or suffered as a result of such Proposer's actions. **Each Proposer, by submitting a Proposal, shall be deemed to have irrevocably and unconditionally agreed to this indemnity obligation.**

No Stay Pending Final Determination: Agreement negotiations with the selected Proposer/Bidder shall not be stayed during the pendency of any protest. Any agreement with the selected Proposer/Bidder shall be made contingent upon the outcome of any pending protest.

Attachments:

- Submission Checklist
- Attachment A – Bid Item Schedule
- Attachment B – Scope of Work (Introduction and General Requirements)
- Attachment C – Specifications
- Attachment D – Payments
- Evaluation Criteria Form
- Statement of Qualification Form (for non-engineering)

SUBMISSION CHECKLIST

This checklist is provided for Proposer's convenience only and identifies documents that must be submitted with each package in order to be considered responsive. Any proposals received without these requisite documents in the number and form set forth in the Submittal Instructions may, in the sole discretion of DEPARTMENT, be deemed non-responsive and not considered for contract award.

1. Required number of Technical proposals _____
2. Correct number of pages submitted _____
3. Statement of Qualifications in a separate PDF _____
4. Required number of Cost proposals in a separate sealed envelope _____

Attachment A
Bid Item Schedule

BID # 035-12-050
BID TITLE: The Asset Management (AM) Plan
BIDDER acknowledges receipt of _____ Addenda.

_____ _____
Bidder Name (signature)

Scope – Asset Management (AM) Plan. Proposers shall provide cost proposals for all of the listed options on the Bid Item Schedule. The prices shall be expressed as Loaded Cost per Man-Hour. Any individual line item cost will include all equipment, materials, supplies, labor, and overhead. Separate costs are requested for the Fixed Fee percentage.

The Department reserves the right to select the best value from Price Proposals received. **Bidders will be evaluated and ranked against each other by comparing the Total Cost to provide services under Scope. Bidder's proposals will also be based on the qualifications evaluation factored with the Total Cost during the selection process.**

Bidder's rates given under Table 1, Scope – Asset Management (AM) Plan will be used by the Department for:

- **Tasks a) through c) including the Sub-tasks, and**
- **Fixed Fee percentage.**

Bidder's rates given under Table 1, Scope for Sub Task 7 will be used by the Department only when an Addendum is needed and directed by the Department.

Table 1 – Scope – Asset Management (AM) Plan

Tasks	Number of Sub-Task	Sub-Task Descriptions	Estimated Man hours, see Note 1	Loaded Cost per Man hour, ($/Hr)	Cost, $
a) Gathering Data	1	Kick-Off Meeting	---	---	---
a) Gathering Data	2	and Literature Review			
			---	---	---
b) Development of AM Plan	3A	First 50% Preliminary Draft			
b) Development of AM Plan	3B	Second 75% Pre-Final Draft			
b) Development of AM Plan	3C	Third 100% Final Draft			
b) Development of AM Plan	4	Auxiliary Tools with AM Plan			
			---	---	---
c) Administration	5A	Meetings with NDOT			
c) Administration	5B	Direct Costs for NDOT meetings	---	---	12,000
c) Administration	6A	Progress Summaries			

c) Administration	6B	Plan Development Process Report (PDPR)			
c) Administration	7	Addendum	350		
	Sum of Sub Tasks 1 to 7 from Tasks a) through c) above		>>>	**Tasks, Sub-Total =**	
			Percentage		**Cost, $**
Fixed Fee	**Percentage (%) applied to Tasks, Sub-Total**			>>>	
	Sum of Tasks Sub-Total Cost plus Fixed Fee Cost		>>>	**Total =**	
Note 1. The Man-hours are combined regardless of Project Roles assigned by the team. The corresponding Loaded Cost is therefore an average rate for the Man-hours proposed.					

Attachment B
Scope of Work

I. INTRODUCTION

A. NDOT's mission is to provide a better transportation system for Nevada through unified and dedicated efforts. Therefore this solicitation seeks bids from qualified Proposers to provide technical writing, reports, peer reviews, and a final AM Plan to the Department suitable for all infrastructure assets and counties in Nevada.

a) The Bid Item Schedule can be seen as Attachment A.
b) This solicitation provides for a reserve amount for cost in the event that any Addendum(s) are requested and directed by the Department.
c) The contract period will extend from the Notice to Proceed (NTP) through the Addendum and include the acceptance of the Final AM Plan.

B. Team members
The Proposer will have portions of the AM Plan created under the direct supervision of a Lead Project Manager (LPM) with strong experiences among asset preservation techniques, financial forecasting, planning, and other business exposures. The LPM must have at least ten (10) years of experience. The engineering licensing for this role is <u>optional</u>, while other licensing and certifications are allowed.

The Proposer's other staffing will also comply with the following:
a) Principle Investigator (PI). Any individual with this role must have at least ten (10) years of experience. The PI can have an educational background in planning, financial, business, engineering, or another discipline. The PI can be a Nevada licensed engineer with active status, however the engineering licensing for this role is <u>optional</u>, while other licensing and certifications are allowed.
b) Staff Engineer. One individual will be a Nevada licensed engineer. The PI or Staff Engineer will have direct supervision over the Technical Writer(s) and General Support staff. Any individual with this role must have at least five (5) years of highway engineering and/or highway construction/maintenance experience.
c) Technical Writer (TW). Technical Writers are preferred to have two (2) years of experience when their role is separate from a role as the LPM, PI, or Staff Engineer. When a TW is part of the team for this discipline, the Nevada licensed engineer status is <u>optional</u> for this role.
d) General Support (GS). The GS staff is preferred to have one (1) or more years of experience with computer skills and office support.

C. 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),

D. Estimated Level of Effort

The Proposer is responsible to estimate their Level of Effort and submit with their proposal. The Proposer will estimate and use Table 1, Attachment A for their Man-hours. The Man-hours are combined regardless of Project Roles assigned by the team.

II. GENERAL REQUIREMENTS

A. Services. The Proposer shall provide the following professional services and comply with the general requirements:

a) Sub Tasks 1 through 7, listed in Table 2, Tasks, Sub Tasks, Deliverables, and Schedule of this Attachment B.

Table 2 - Tasks, Sub Tasks, Deliverables, and Schedule

Tasks	Sub Tasks	Deliverable format by		Schedule Due Dates
		Electronic	Paper copies (Number)	Calendar Date, On or before
a) Gathering data	Sub Task 1 Kick-Off Meeting	Yes	Yes (2)	---
a) Gathering data	Sub Task 2 Literature Review Summary	Yes	Yes (2)	---
b) Development of AM Plan	Sub Task 3A First 50% Prelim. Plan	Yes	Yes (2)	Dec. 20, 2013
b) Development of AM Plan	Sub Task 3B Second 75% Pre-Final Plan	Yes	Yes (2)	---
b) Development of AM Plan	Sub Task 3C Third 100% Final Plan	Yes	Yes (24)	June 30, 2014
b) Development of AM Plan	Sub Task 4 Auxiliary Tools with AM Plan	Yes	Yes (2)	---

c) Administration	Sub Task 5A Meetings with NDOT	Yes	Yes (2)	Note 1
c) Administration	Sub Task 5B Direct Costs for Meetings with NDOT	---	---	---
c) Administration	Sub Task 6A Progress Summary	Yes	No	Note 1
c) Administration	Sub Task 6B Process Description Report (PDPR)	Yes	Yes (2)	June 30, 2014
c) Administration	Sub Task 7 Addendum	Yes	Yes (2)	Dec. 31, 2014
Note 1	30 to 45 Calendar Day intervals throughout the Scope of Work			

a) The Proposer will submit deliverables to the Department with recognition that the holidays in Nevada are excluded from Working Days. These holidays are:
New Year's Day (January 1),
Martin Luther King Jr.'s birthday (third Monday in January),
Presidents Day (third Monday in February),
Memorial Day (last Monday in May),
Independence Day (July 4),
Labor, Day (first Monday in September),
Nevada Day (last Friday in October),
Veterans' Day (November 11),
Thanksgiving Day (fourth Thursday in November),
Family Day (Friday following fourth Thursday in November), and
Christmas Day (December 25).

b) Duration. The Department anticipates the duration of approximately 24 months from the effective date of the agreement.

c) Proposer will provide for their Quality Control (QC).

d) Each subconsultant will also provide their Quality Control (QC).

e) The Proposer shall submit the work plan schedule to the NDOT Project Manager (PM) for review. Proposer's adjustments and re-scheduling shall also be submitted to the NDOT's PM.

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. The overall work plan shall also include:
- The person assigned as the single point of contact, title, email address, cell phone and fax numbers to receive comments,
- General description of how the project will be completed,
- The frequency and method to be used to monitor quality of the product,

B. Guidelines. The Proposer will create their AM Plan according to the guidelines described in the following:

a) Summaries, reports and materials produced under this agreement shall be provided in Microsoft Word 2007, Microsoft 2007 Excel, Adobe Acrobat 9 Pro, and other digital formats.
b) The Proposer shall place NDOT's logo on the AM Plan documents.
c) No direct payment shall be allowed for any office equipment, computers, software, support and administrative staffing, phones, printing, and overhead.
d) Documents shall be delivered to the NDOT's PM at the following address:

Nevada Department of Transportation
Maintenance & Asset Management (M&AM)
Attn: Robert Kvam, P.E., Project Manager
1263 South Stewart Street
Carson City, Nevada 89712

C. Sub Tasks

When developing the Asset Management (AM) Plan, the following Sub Tasks 1-6 will be addressed and completed by the Proposer.

Sub Task 1 Kick-Off Meeting. The Proposer shall contact the NDOT's Project Manager (PM) within ten (10) working days of the effective date of the agreement to schedule a kick-off meeting. The meeting will be held at the Nevada Department of Transportation (NDOT) located in Carson City, Nevada. The meeting shall be held within twenty (20) working days of the effective date of the agreement. The time and meeting specifics shall be coordinated with the NDOT's PM.

Minutes of the meeting shall be submitted to the NDOT's PM for approval within five (5) working days of the meeting. The Department will review and provide comments within five (5) working days of submission.

Sub Task 2 Literature Review. The AM Plan will focus on highway infrastructure assets. The Proposer shall conduct a literature review of commonly used practices, domestic and/or abroad, when developing the Asset Management (AM) Plan. The Proposer shall prepare and submit a summary of the literature review to the NDOT's PM upon completion of the literature review. This summary will represent abstracts and useful information to guide the development of the AM Plan; it should not exceed 40 pages. The NDOT's PM will review and provide comments within ten (10) working days of submission.

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.

It should be noted that a comment period towards Rule Making with respect to the impact MAP-21 will have on State DOTs is on-going. The AM Plan shall address the asset management plan requirements, as outlined in the new Federal Highway Transportation law P.L. 112-141 requirement, "Moving Ahead for Progress in the 21st Century Act" (MAP-21) §1106, 23 USC 119, and explain in detail all the steps required to accomplish the objective of this agreement including the roles and responsibilities of the State.

The AM Plan shall be submitted to the NDOT PM within the working days after the effective date of the agreement for review and approval as given in Table 2 of Attachment B – Scope of Work. The Department will review and provide comments within fifteen (15) working days of submission.

The AM Plan shall be provided per Table 2, Tasks, Sub Tasks, Deliverables, and Schedule. The AM Plan shall be submitted to the Department for review and approval. The Department will provide comments for each submission as summarized in Table 4, Department Review for Sub Tasks 3A to 3C below:

Table 4 – Department Review

AM Plan	Working Days, W.D. Note 1
Sub Task 3A - First 50% Prelim. Draft	30
Sub Task 3B - Second 75% Pre-Final Draft	30
Sub Task 3C - Third 100% Final Draft	30
Note 1: W.D. are per Sub Task; these are not cumulative. W.D. are target dates for planning use.	

Acceptance by the Department applies only to the process used to develop the content of the AM plans to ensure that the terms of the contract are met. The Department will not approve or disapprove the AM Plans investment strategies, rather these will be taken as recommendations for consideration and possible implementation at a later time.

Sub Task 4 Auxiliary Tools associated with developing the AM Plan. 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.

Sub Task 5A Meetings with NDOT. 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.

Sub Task 5B 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.

Sub Task 6A Progress Summary. The Proposer shall submit periodic progress Summary (at 30 to 45 calendar day intervals) in electronic form that contain concise statements covering the activities relevant to the requirements, including:

a) A clear and complete account of the work performed under the agreement.
b) An outline of the forecasted work to be accomplished during the next period.
c) A description of any problem(s) encountered or anticipated that will affect the completion of the Scope of Work within the time and fiscal constraints established, and together with recommended solutions to such problem(s); or, a statement that no problems were encountered.
d) A summary of expenditures compared to planned expenditures.
e) Holding bi-weekly teleconferences with the NDOT's PM to discuss the status of the study. The Proposer will be responsible to arrange for the teleconferences.

Sub Task 6B Plan Development Process Report. The Proposer shall submit a Plan Development Process Report (PDPR) in electronic format with concise statements documenting the plan development activities of the Asset Management (AM) Plan including:

a) Description of the steps used during preparation of the AM Plan,
b) Outline of the stakeholders and rationale for using these stakeholders,
c) Methods used for gathering information and evaluating of the information,
d) Description of the 'big-picture' methods used, and
e) Others as needed.

Sub Task 7 Addendum(s). The Proposer shall submit addendum(s) to the Final AM Plans only when directed and requested by the Department's PM. Adjustments will be for unknown risks external to the Proposer's control.

D. Estimated Travel and Other Direct Costs

The Department anticipates total travel cost will depend on the Proposer's approach under this Scope of Work (SOW). A Total travel cost of $12,000 will be set by the Department to cover normal expectations and is listed under Sub Task 5B. It will principally be used for Sub Tasks 1 and 5B.

The Proposer is responsible for these general activities:

1. assisting in selecting the location of the meetings,
2. providing for logistical arrangements for hotels and meeting facilities,
3. preparing and distributing travel invitations,
4. preparing and distributing meeting materials during the meetings,
5. providing on-location support for the duration of each meeting, and
6. making arrangements and reimburse for travel for selected participants.

Proposers shall propose the estimated other direct costs that they consider necessary to accomplish the work required by this agreement; nevertheless, the Attachment A, Bid Item Schedule will be used by the Department for Direct Costs during selection.

Attachment C
Specifications

I. SPECIFICATIONS

The Proposer shall follow the procedures within the AASHTO Transportation Asset Management Guide, A Focus on Implementation, January 2011, and the following standards of performance:

A. General

1) The Proposer shall be required to make arrangements at their expense for any field equipment, devices, supplies, fuel, labor, administration, overhead, and any materials necessary for gathering information and producing the work.

B. Outline for AM Plan

Table 3 - Recommended Outline for AM Plan.

	(from AASHTO, Transportation Asset Management Guide, A Focus on Implementation, January 2011)
Section Name	Description of Contents
Executive Summary	1. Typically a standalone, high level overview of the AM Plan used to communicate the content of the AM Plan to elected officials and external stakeholders.
Introduction	1. Sets the scene, provides a high level description of the agency's mission and goals, its role, the roles of other parties, and the purpose of the AM Plan. 2. Addresses stewardship and life-cycle management requirements. 3. Has a high level description of the assets, what they consist of, quantities, financial worth or value.
Levels of Service	1. The agency's mission is broken out into key drivers, transportation services, and levels of service (LOS) or performance measures. 2. These define the agency's high level values and priorities, such as safety, preservation, growth, etc. 3. The LOS is the yardstick by which the agency's performance is to be measured and monitored. Identifies relevant stakeholders and key user groups, describes consultation and stakeholder expectations of the services. 4. Identifies any laws and regulations that impose mandates or constraints on performance or the implementation of asset management. May present strategies to overcome regulatory barriers. 5. May also identify program needs to close identified LOS performance gaps. 6. This section also describes the agency's current and desired capabilities to deliver the required services and quantify the measures, and reports current performance quantitatively as a demonstration of existing capability.

Life-Cycle Management	1. More detailed information about the assets, including condition and performance summaries, asset life cycles, useful lives, and remaining lives; identifies critical assets. 2. Life-cycle strategies and management methods for all activities relating to the assets, including operations, maintenance, asset renewals, and new asset development work activities, condition and performance monitoring, risk management practices, procurement, and how the program will be delivered. This will be drawn from the results of life-cycle and risk-based analyses and interpretation and lead into program development and program needs. Also includes: 3. An overview of current and desired capabilities in pavement and bridge management and other applicable areas of asset management systems for lifecycle management. 4. Descriptions of the drivers, including priority allocation processes, for each type of work undertaken.
Growth and Demand	1. Identifies the drivers and influences of change on the network. Assesses how the anticipated future growth and demand for transportation services will impact the demand for new or better assets and asset maintenance and renewal needs in the future. 2. May identify program needs to cater to future demand. Describes demand management strategies as a means of reducing the impact of demand growth on assets. 3. Describes the agency's current and desired capabilities to measure demand and growth as they affect asset management processes and investment needs.
Financial Summary	1. Brings together all program needs identified in the AM Plan into medium and longer term financial cash-flow forecasts to support the more detailed annual budget process. 2. Financial management policies. GASB34 financial reporting requirements, including projected asset valuation and depreciation could also be included here. 3. An overview of funding sources, constraints on the use of funding, long-term funding needs, and other aspects of the budgeting and funding processes that impact asset management.
AM Practices	1. Describes current organizational processes supporting asset management decision making and reports current status of Transportation AM practice in the form of the self assessment. · 2. Describes the information systems and tools used to support Transportation AM. 3. Describes data needs and quality expectations.
Improvement Plan	1. A work plan for improvements to asset management processes in order to move from the current state to the desired state in the agreed time frame. Includes a description of risk factors and anticipated problems.
Appendices	1. Tables and documentation in support of the preceding sections.

C. References and resources

1) Reference reports are given below:
    - AASHTO Transportation Asset Management Guide, A Focus on Implementation, January 2011, ISBN: 978-1-056051-499-2, website http://www.transportation.org

- Beyond the Short Term: Transportation Asset Management for Long Term Sustainability, Accountability, and Performance.
- Advancing a Transportation Asset Management Approach, Executive Brief, USDOT.
- Improving FHWA's Ability to Assess Highway Infrastructure Health, Pilot Study Report, Report No., FHWA-HF-12-049.

Attachment D
Payments

IV. GENERAL

A. Vendor Number

The Proposers will need to obtain a vendor number from the State Controller's office. The Department's electronic payments will be made after Department acceptance for the work through normal invoicing procedures.

B Invoicing

The Proposer will submit monthly invoices for approval by the NDOT Project Manager. The monthly invoice will allow periodic payments to the Proposer corresponding to their Price Proposal. The Contract will provide for periodic payments.

C Payments

The PM can allow distribution adjustments among Sub Tasks 1-6.

The use of Sub Task 7 is unknown at this time. Creating an Addendum to the final AM Plan is only intended when requested by the Department. The amount of Sub Task 7 when unused, including the fixed fee on this sub task, shall not be paid to the Proposer and will be reduced from the agreement.

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. **Project Cost:** Proposer's total cost.		
Positives: **Concerns:**		
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; and b) Describe experience with technical writing for similar projects. Give all relevant work completed in the past ten (10) years.		
Positives: **Concerns:**		
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 personal; and b) Provide a description of their inter-relational experiences with their sub consultants.		
Positives: **Concerns:**		
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.		
Positives: **Concerns:**		
TOTAL	100	

_____ _____, 20____

Committee Member

State of Nevada
Department of Transportation

STATEMENT OF QUALIFICATION FORM FOR NON-ENGINEERING CONSULTANTS

The Statement of Qualification Form must be completed in full (*please include one additional copy)*. Additional information, resumes, brochures and a letter of interest should be returned to:

Agreement Services
Nevada Department of Transportation
1263 South Stewart Street, Rm. 101
Carson City, NV 89712

1. Date prepared: _____
2. Firm's name: _____
3. Firm's address: _____
   Phone: _____ FAX: _____
4. Is your local office the main office? _____ or branch office? _____ or sole office? _____
5. Year your firm was established: _____
6. Year your local office was established: _____
7. Location of: _____
   a. Main office: _____
   _____
   b. Local office: _____
   _____
8. Year former firm(s) were established:
   a. _____
   b. _____
   c. _____
   d. _____
9. Name, title, telephone number, address and e-mail address of one principal in firm who may be contacted:
   a. _____
   _____
10. List locations of other offices (no more than five):

	Address	Telephone	No. of Personnel
a.			
b.			
c.			
d.			
e.			

11. Total employees presently employed:

a. At your local (Northern Nevada) office: _____

At your local (Southern Nevada) office: _____

b. In your firm: _____

12. By category, give the number of projects your firm is working on / has worked:

	Current/Active	Last 5 Years
a. Public/Governmental	_____	_____
b. Commercial	_____	_____
c. Residential	_____	_____
d. Other	_____	_____

13. NEVADA DEPARTMENT OF TRANSPORTATION ENCOURAGES THE PARTICIPATION AND UTILIZATION OF MINORITY AND WOMEN-OWNED BUSINESSES.

a. Is your firm certified as a minority-owned, women-owned or disabled veteran-owned business?

Yes _____ No _____ Specify _____

b. If yes, by what governmental agency? _____

14. SPECIALTY (Discipline): _____(i.e.: Planning, DBE Supportive Services etc.)

The Nevada Department of Transportation periodically engages consultants to perform work of a specialized nature including (but not limited to) such areas as DBE Supportive Services, Claims Review, etc.

I. Briefly describe your specialty (discipline), and the scope of the services that your firm provides. Use additional forms for any additional types of specialty work.

_____

_____

_____

II. Select three recent projects that have applicability to this service category, and list a reference that the NDOT may contact for each.

PROJECT NAME	REFERENCE	TELEPHONE
		( )
		( )
		( )

FOR NDOT USE ONLY:
APPROVED:

Yes _____ No _____ Date: _____

Signature _____

REASON FOR DENIAL

_____

15. List all professional, technical and key members on staff in your local office. Indicate **YEARS OF EQUIVALENT-FULL-TIME EXPERIENCE** per each of the areas of professional expertise listed below. (Duplicate additional sheets, if needed)

NAME	TITLE	EDUC.	YEARS OF EXPERIENCE			AREAS(S) OF PROFESSIONAL EXPERTISE (Reference Areas of Expertise Codes Below) Enter: **YEARS OF EQUIVALENT-FULL-TIME EXPERIENCE ***											
		DG/YR	LOCAL OFFICE	FIRM	CAREER TOTAL	A	B	C	D	E	F	G	H	I	J	K	OTHER
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OTHERS (define below)

*(∑= Career Total)

A. CLAIMS REVIEW
B. DBE SUPPORTIVE SERVICES
C. MULTI-MODAL TRANSPORTATION SYSTEMS
D. PARTNERING FACILITATORS
E. PLANNING - AVIATION, RAIL AND TRANSIT
F. PHOTOGRAMMETRY (MAPPING)
G. SCENIC BYWAYS
H. _____
I. _____
J _____
K. _____