



# NDOT Construction Working Group

## Consultant Procurement for Construction Division

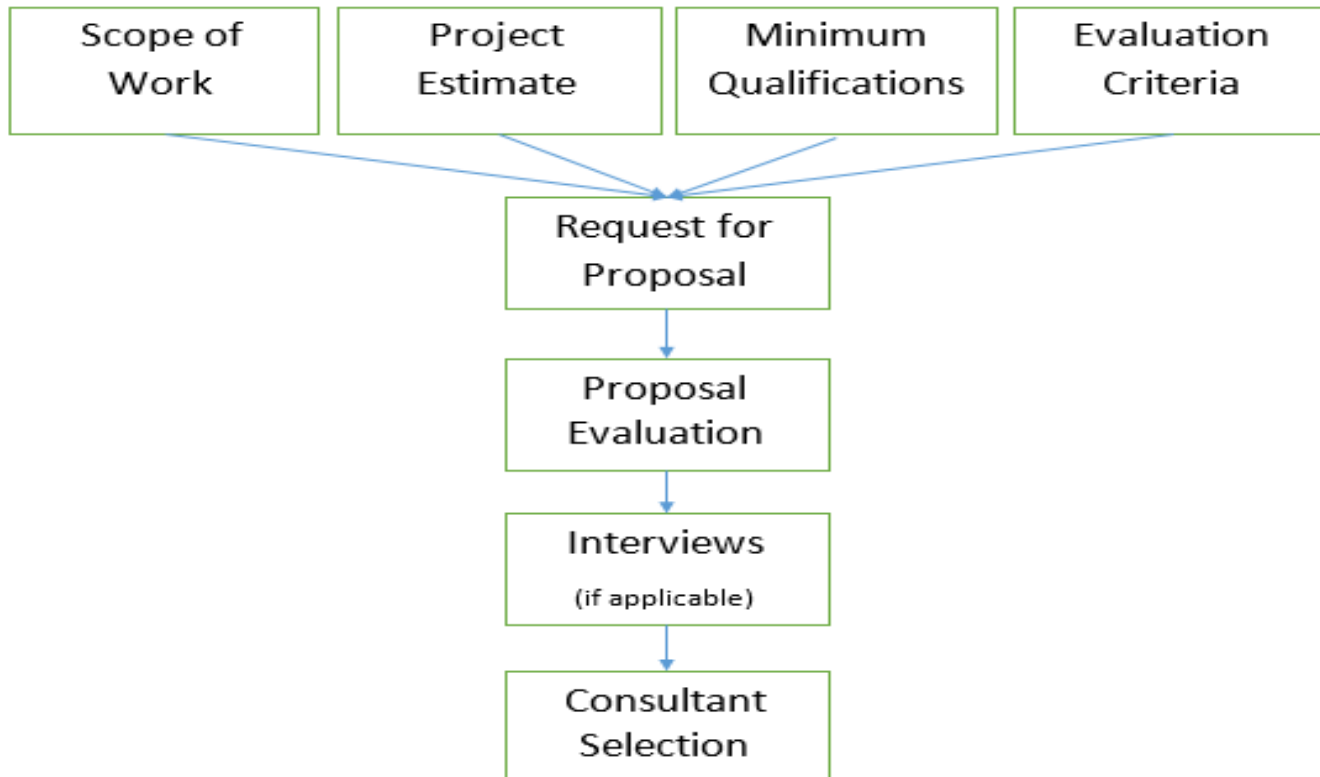
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Chief Construction Engineer  
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Administrative Services Chief





# Procurement Overview





# Scope of Work

## Staffing Requirements

- Resident Engineer (Full Admin)
- Assistant Resident Engineer (Full Admin and/or Augmentation)
- Level IV Technicians (Full Admin and/or Augmentation)
  - Testers
  - Inspectors
- Level III Technicians
  - Inspectors
- Office Engineer
- Scheduling
- Field Office and/or Material Testing Lab for NDOT (Remote Locations)



# Project Estimate

- Estimate based on the staffing needs and duration of the project(s) as defined by District
- Estimate based on the average rate of compensation for staff on executed agreements from 2015-2017
- Cost is based on loaded rates  
(Hourly Rate + Audited Overhead Rate)
- Generated by Construction Division
- Approved by the Director's Office, Financial Management and Accounting



# Minimum Qualifications

- Based on the needs of the project(s) as defined by District
- Require highway construction experience
- Require testers to be certified
- Require Level III and Level IV Inspectors (Higher level proficient staff)
- Resident Engineer is required to have attended NDOT Resident Engineer Academy
- Assistant Resident Engineer requires P.E. license when higher level staff are needed



# Evaluation Criteria

- Defined in the RFP and includes:
  - Project Team (30%)
  - Project Approach (20%)
  - Availability and Capacity (20%)
  - Past Performance (15%)
  - Project Knowledge (10%)
  - DBE Goal (5%)
- Evaluation Factors are:
  - Developed by the Project Manager and Administrative Services
  - Guidelines for Evaluation Committee to score proposals

(See Handouts)



# Request for Proposals (RFP)

- Defines the scope
- Specifies the qualifications necessary
- Defines proposal evaluation criteria
- Cost is not allowed as an evaluation factor for engineering services per NRS and CFR
- RFP details include:
  - Date/time proposals due
  - How to request clarification (Q&A)
  - Insurance & DBE requirements
  - Required format and layout of proposals
  - Draft agreement terms



## Request for Proposal (RFP)

- Consultants are notified of RFPs via Vendor Bulletin (over 450 subscribers)
- RFP's are typically advertised for 3 weeks, posted on our website
- During RFP advertising through award all communication is coordinated via Admin Services.

(Evaluation Committee members and Construction Division do not talk with any consultants during this time)





# RFP Process

## Prequalification of firms

- Evaluation performed by Division Head
- Minimum qualifications are project specific

Evaluation Committee personnel for each RFP is project-specific and includes:

- District staff where project is located
- Construction Division Staff (Independent/Impartial)
- Outside person – RTC, City, County



# RFP Process

- Team typically has 2-3 weeks to review proposals (independently)
- Scoring of proposals is done by team consensus (open discussion)
- Consensus meeting is administered by Administrative Services
- Scores are recorded for each evaluation criteria
- Evaluation Committees do not know the overall proposal scores



# RFP Process

- Evaluation criteria scores are tallied by Administrative Services
- Chief Construction Engineer reviews final numerical scores and makes recommendation to Director
- Recommendation could be to award or go to interviews
- Director determines final action: award or interviews



# RFP Process

## Interviews

- Interview questions must evaluate elements that are different from proposal evaluation criteria
- Interview questions are developed by the Evaluation Committee and Administrative Services
- Consultants are provided the interview questions ahead of time
- Scoring and selection utilizes same process as proposal scoring



# RFP Process

Interviews are:

- Conducted by same Evaluation Committee members as the proposal
  - Administered by Administrative Services
  - Evaluated via a consensus process
- Proposal scores are not considered in the final scoring – interviews allow all teams to start equally



# RFP Process

- Firms are notified of selection
- Unsuccessful firms are invited to a debrief which includes comments/notes developed during consensus (some firms accept, some don't)
- Negotiations with successful firm commence
- Approved budget is never exceeded in negotiation
- Request Transportation Board approval to execute agreement



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