August 4, 2017

NOTICE OF NEED FOR SERVICES

TO:   Consultants
FROM: Don T. Arkle, P.E.
      Chief Engineer
RE:   Owners Representative Advisor for
      I-10 Mobile River Bridge and Bayway Widening
      Baldwin and Mobile Counties

The Alabama Department of Transportation has determined that it needs and will
seek consultant services on the referenced project. Attached is a “Notice of Need
for Services” containing an abbreviated scope of work and evaluation items. Firms
expressing interest should be fully capable of providing the end results.

The purpose of this inquiry is to determine interest or non-interest of your firm
providing the professional services required by the scope of work. A number of
firms are being asked to express their interest in regard to these projects and
following this expression, a short list of firms will be selected for further
consideration.

Your response to this inquiry should be in the form of a letter-type response that
addresses the points listed in the evaluation portion of the need for services. This
response should be limited to a maximum of three pages. Failure to receive
such letter by the deadline indicated will be considered as “no interest.”
NOTICE OF NEED FOR SERVICES

Notice is hereby given that the Alabama Department of Transportation, 1409 Coliseum Boulevard, Montgomery, Alabama 36110, is requesting submittal of interest from all firms interested in performing work outlined in the following scope of work. This will be a cost-plus type of agreement and approximately 1 firm will be selected for these services.

ARTICLE I – SCOPE OF WORK

The Consultant will serve as the Owners Representative Advisor (ORA) for DPI-0030(005) in Mobile & Baldwin Counties for the I-10 Mobile River Bridge and Bayway project and its associated work as options are studied and developed for a Public Private Partnership (P3). The Consultant will provide administrative services to assist the Department in procurement, selection, design review, and construction engineering inspection (CE&I). The ORA will serve as an extension of the Department’s resources by providing qualified technical and professional personnel to perform the duties and responsibilities assigned.

SECTION 1 - Owners Representative Advisor

The CONSULTANT will perform the following as applicable:

A. The CONSULTANT will assist the DEPARTMENT in the procurement of the contracts and services for the financing, design, and construction.
   - Prepare the Request for Qualification (RFQ) documents
   - Prepare an Evaluation Manual for use by the DEPARTMENT in the evaluation of Proposer’s Qualification Statements (QSs) submittals
• Assist the DEPARTMENT in the evaluation and shortlisting of the Proposer’s QSs
• Continue the procurement process development associated with the Request for Proposal (RFP) documents
• Participate in the RFP Industry Review process and 1-on-1 Prospect meetings
• Prepare the final RFP bridging documents and reference materials
• Work with the DEPARTMENT in the development of the terms and conditions (contractual agreement) to be used for the project
• Prepare an Evaluation Manual for use by the DEPARTMENT in the evaluation of Proposer’s Request for Proposal (RFP) submittals; and
• Assist the DEPARTMENT in the final evaluation, scoring and selection of the ‘Best-Valued’ RFP Proposer

B. The CONSULTANT will develop risk allocation approaches and inputs to the procurement documents in collaboration with the DEPARTMENT.

C. The CONSULTANT will assist the DEPARTMENT during the RFQ phase to develop an Industry Outreach program to foster interest and competition for the project. This work could include things such as presentations, informational packages, public meetings, webinars, website hosting, handouts and other information not listed.

D. The CONSULTANT will assist the DEPARTMENT with the development of the Request for Proposal (RFP) package. The RFP package will include the following:
- Federal- and DEPARTMENT-mandated procurement provisions
- Legal and financial requirements
- Rules for communicating with DEPARTMENT
- Explanation of the evaluation and selection process,
- Description of the evaluation criteria and their relative weights, including the relative importance of the quality and price criteria,
- Statement of the specific information to be addressed in the Technical Proposal and the Price Proposal and the required format of the Proposal,
- Forms for use in preparing proposals (hardcopy and electronic format), and
- Protest procedures.

E. The CONSULTANT will assistance the DEPARTMENT in preparation of contracting documents to include but not limited to the following:

- The development of a detailed scope of work and technical provisions based on Project specific needs.
- Develop revisions to NDOR Standard Specifications tailored for the design/build Project
- Develop performance specifications for design, construction, and other Project requirements such as public information/community relations, environmental mitigation and monitoring, and maintenance of traffic and access
- Design-Build utilities requirements.
- Prepare Design/Build special provisions, preliminary engineering drawings, specifications, and data development during preliminary engineering (Phase 1)
• The CONSULTANT will assist the DEPARTMENT in the RFP evaluations and final ‘best-value’ evaluation process based on a set of scoring benchmarks established prior to receipt of RFPs from potential Proposers. This includes evaluating and providing feedback to the DEPARTMENT on proposed Alternative Technical Design submittals. Scoring and final selection of the ‘best-valued’ RFP will be performed by a team of DEPARTMENT personnel. This may also include assisting the DEPARTMENT with the analysis of alternative technical concepts (ATCs) submitted by Proposers and the preparation of responses to such submissions, providing technical advisors to assist in the evaluation, etc.

F. The CONSULTANT will assist the DEPARTMENT during the Industry Review process of the RFP procurement process to include but not limited to the following:

• Participation and facilitation of 1-on-1 meetings between DEPARTMENT and short-listed proposers to collect feedback and comments regarding the draft RFP documents.

• Preparation and reproduction of the final RFP in hardcopy and electronic format for DEPARTMENT distribution to the short-listed Proposers.

G. The CONSULTANT shall provide oversight and management of the P3 design activities and process requested.

H. The CONSULTANT shall participate in the Project controls process related to the Project and the P3 as those roles, processes, and responsibilities are determined by the DEPARTMENT. These tasks could include but are not limited to, the following:
• Project Scheduling – The P3 will provide a critical path method (CPM) schedule, updated monthly. The CONSULTANT will review and monitor the schedule for monthly reporting.

• Document control – The CONSULTANT will develop an submittal exchange site, such as Oracle’s Primavera Submittal Exchange or some equivalent software approved by the DEPARTMENT, for managing submittals from the P3. The CONSULTANT shall implement a document control policy to address processing and distribution of incoming and outgoing documentation.

• Cost Control – The CONSULTANT shall monitor and assess the progress of work related to all the various P3 allowance accounts including milestone payments, relief events, landscaping allowances, and utility allowances. The CONSULTANT will make recommendations to the DEPARTMENT for payments to the P3 related to allowances and milestone payments as these payments pertain to the schedule.

• Utility Coordination and Relocation Activities – The CONSULTANT shall attend meetings with Utility Companies, P3, or other parties to engage in the utility impacts. The CONSULTANT shall monitor the utility coordination, including review of the plans and agreements, between the P3 and Utility Companies to ensure utility coordination is proceeding in accordance the Technical Provisions and the DEPARTMENT’s Utility Manual. The CONSULTANT shall assist the P3 with Utility Company issues or concerns that may develop and help resolve Utility / P3 conflicts. The CONSULTANT shall provide monthly status reports and schedule updates to the DEPARTMENT. The CONSULTANT shall ensure As-Built plans are provided to the DEPARTMENT by the P3, in accordance with the Technical Provisions, to show final location of
utility adjustments

- Right-of-Way Coordination and Acquisition Services – The CONSULTANT may aid the DEPARTMENT in the acquisition of Right-of-Way. These activities may include preparation of acquisition packages, offers / negotiations, and condemnation packages.

- The CONSULTANT shall provide a Quality Manager who is responsible for both Design and Construction quality verification. The CONSULTANT shall prepare an internal Quality Control Plan that describes how the CONSULTANT / s will interface with the DEPARTMENT and the P3 in verifying quality process in design and construction. The CONSULTANT shall provide quality training to its team. The Quality Manager will develop a quality audit schedule for both internal and external reviews.

- Design Review
  
  o The CONSULTANT shall provide Design Quality Verification and Review. The CONSULTANT shall review each P3 submitted design package to validated that the P3 design QC/QA program is functional as described in the approved Quality Management Program (QMP), and to confirm that the P3 design meets the requirements of the Technical Provisions and the Public Private Agreement (PPA). Each review shall be appropriate for the level of design development and shall include the verification of all applicable design input requirements. Each design input requirement found to be non-conforming shall be tracked through to appropriate resolution prior to the CONSULTANT recommending the approval of the final design package.
  
The CONSULTANT will ensure that the assessment of the P3 design progress and performance is verified against contract requirements. This information will be included in a monthly Quality Report to be submitted to
The CONSULTANT’s plan review process shall be managed by a Professional Engineer registered in Alabama. The CONSULTANT shall work with the DEPARTMENT and P3 to establish design review, requirement verification and comment resolution processes to process the P3 design submittals and RFI’s, as detailed in the P3’s PMP.

In accordance with procedures defined in the DEPARTMENT’s Guidelines for Operations (GFO’s), Guidelines for Developing Construction Plans (GDCP), Technical Provisions, and PPA, the CONSULTANT shall review and verify and provide comment on design plans and calculations submitted by the P3, and shall incorporate comments by the DEPARTMENT and by other stakeholders as necessary.

The CONSULTANT shall assign Design and Construction staff to participate in task forces during design development, to attend design meeting, respond to Requests for Information, provide over-the-shoulder reviews, to lead design submittal reviews and to help resolve comments that result from the design review process. The CONSULTANT shall provide support staff to complete design submittal reviews in accordance with procedures defined in the PPA and Technical Provisions.

- Operations and Maintenance Plan Review – The CONSULTANT shall assist the DEPARTMENT with review of the P3’s Operations and Maintenance (O&M) Plan. The CONSULTANT shall monitor and verify contract requirements for the P3’s construction of O&M Facilities and the training of their O&M staff prior to Substantial Completion. The CONSULTANT shall assist the DEPARTMENT in the setup of the O&M non-compliance points and unavailability tracking system.

- Maintenance of Traffic Plan Review
The CONSULTANT shall assist the DEPARTMENT with review of the P3’s Traffic Management Plan and ensure that GFO 3-61 for Work Zone Safety and Mobility is implemented.

Risk Management – The CONSULTANT shall maintain a Risk Register that identifies and describes potential project risks, mitigation strategies, and proactively work with the DEPARTMENT, and the P3 to manage and mitigate potential project risks.

Change Management – The CONSULTANT shall maintain a change order log and provide monthly Change Management status reports. The CONSULTANT shall provide recommendations to the DEPARTMENT regarding the P3’s change and relief requests, schedules, and estimates.

Requirement Management – The CONSULTANT shall develop and manage a schedule of contract requirements to ensure that critical Project requirements are properly resolved. Requirements shall be updated on monthly basis during design and construction of the project.

Project Controls Reporting – The CONSULTANT shall prepare and submit a monthly report to include the overall status of design, construction, safety, quality, budget forecast, cost status, schedule, scope changes, staffing, RFI’s, concerns, issues and resolutions, and other relevant information.

The CONSULTANT shall perform engineering services and other tasks as necessary or desirable to ensure Project and system operations and compatibility, as requested by the DEPARTMENT. These could include, without limitation, services related to the following:

- Transportation planning
- Environmental studies & permits
• Schematic development
• Roadway Design
• Bridge / Structural Design
• Transportation engineering and operational studies
• Transportation operations design
• Hydraulic analysis
• Geotechnical services
• Surveying and mapping
• Urban design
• Architecture
• Aesthetics
• Roadway Lighting & Aesthetic Lighting
• Signal analysis
• Other miscellaneous activates
• Maintenance of traffic planning and review

J. The CONSULTANT shall assist with development and review of any reports required to be provided to USDOT or FHWA arising out of any federal funding approvals, including any SEP-15 approval, TIFIA credit or PABs allocation, as requested.

K. The CONSULTANT shall assist with review of any reports and technical data supplied by any independent engineer performing quality control (including oversight), quality assurance (including oversight) and auditing functions associated with the Project or the P3.
L. The CONSULTANT shall assist with review of any operations, maintenance and handback reports and technical data supplied by the P3.

M. The CONSULTANT shall assist with analysis of value engineering and alternative technical concepts proposed by the P3 during Project design and implementation.

N. The CONSULTANT shall perform general engineering services as requested.
EVALUATION

Firms interested in performing the work will be considered on the basis of information in the files and submittal of the following in written form (limited to three pages):

1. Statement of registration of the firm and names and registration numbers of individuals involved in this project or listing of any professional associations related to your industry. (5%)
2. Statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. (10%)
3. Statement of experience in the fields that the proposed services are requested and work of similar nature which the proposed staff for requested services was in responsible charge. Proposed staff names and experience are to be provided. (40%)
4. Statement of availability and adequacy, in both number and quality of remaining staff, to perform all other functions needed in the proposed services. (30%)
5. List of qualified personnel in other disciplines required for the proposed services, both in-house and those to be acquired from outside sources. (15%)

PLEASE NOTE: Presentations will NOT be conducted in conjunction with this Notice of Need for Services.

Submit Statement of Interest

TO EXPRESS INTEREST

Click on the button above to submit your statement of interest to us as an attachment via e-mail. Please remember that your statement of interest must be three pages or less and must be identified with Owners Representative Advisor for I-10 Mobile River Bridge and Bayway Widening. If you are unable to e-mail your statement of interest to us, you may fax it to us at (334) 353-6513. All statements of interest must be received prior to close of business, 4:00 p.m. Central Time on Friday, August 18, 2017. After submittal, if you have not received confirmation of receipt from the Department by the end of the next business day, please contact us at (334) 242-6868.
“It is the policy of the Alabama Department of Transportation that Disadvantaged Business Enterprises as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds.

Firms selected for work by the Alabama Department of Transportation agree to ensure that Disadvantaged Business Enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of work associated with this project. We expect that all necessary and reasonable steps be taken to ensure that Disadvantaged Business Enterprises have the maximum opportunity to perform contract work.”