

2023 Transportation Asset Management Services
On-Call
Request for Proposal
Iowa Department of Transportation

1. INTRODUCTION

The Iowa Department of Transportation's Organizational Improvement Unit (the Iowa DOT) is requesting proposals from interested professional and technical firms (consultants) to provide a broad range of Transportation Asset Management services.

Consultants meeting the requirements shown in this Request for Proposal (RFP) are eligible to respond. If your firm is interested in providing the described services, please submit a proposal addressing the requirements.

2. SCOPE OF SERVICES

The Iowa DOT will coordinate with the selected firms on a project specific basis to determine the scope of services required for a specific project over the duration of the three-year on-call service agreement.

Work under this contract will primarily include:

- 1) Asset Management Strategy and Planning
 - a) Development of strategies to manage ancillary assets
 - b) Improvements to Life Cycle Planning process
 - c) Support for the development of cross-asset allocation strategies
 - d) Support for target setting and State of Good Repair
- 2) Asset Data Strategy
 - a) Development/Enhancement of TAM measurement and reporting
 - b) Asset data prioritization to support data governance efforts
- 3) Support for implementation of Pavement Management
 - a) Implementation of process improvements specified in the Pavement Management Strategic Plan
 - b) Process to manage pavement deterioration models
- 4) Support for Bridge Management
 - a) Incorporating maintenance costs in the bridge management process
 - b) Strategies for managing bridges in fair condition

The consultant team may also need to address other work issues depending on task order requirements; this may include performance, data, or risk management efforts related to asset management efforts.

3. PROPOSAL REQUIREMENTS

Responses to this RFP are due by 3:00 pm on November 17, 2023. The electronic proposal must be submitted via email to DOT.ConsultantProposals@iowadot.us. An email will be sent confirming receipt of the proposal within 30 minutes or by 3:00 p.m. on the submittal deadline date, whichever is later.

Questions regarding this RFP must be received by noon on November 9, 2023. All questions regarding this RFP shall be submitted via email to DOT.ConsultantProposals@iowadot.us. Questions and answers regarding this RFP will be posted with the RFP on the Consultant Utilization website, <https://apps.iowadot.gov/rfp>.

The proposal must be submitted as a single electronic PDF, formatted to print on 8.5" x 11" pages and limited to 7.5 megabytes in size. The proposal is limited to 15 pages in total and ALL pages will be counted including: proposal covers, dividers, appendices, etc.

Inclusion of promotional literature of a general nature will not be considered in the selection process. Cost information should not be submitted as part of the proposal.

Contacting any Selection Team member other than the RFP contact person is inappropriate. Marketing meetings with the Iowa DOT while this RFP is active is also considered inappropriate.

Any proposal not complying with all requirements stated in the RFP may not be accepted. Failure to maintain compliance with any of the requirements during the contract will result in cancellation of any remaining portion of the contract.

4. SELECTION INFORMATION

The Iowa DOT Selection Committee will evaluate, rank and select the firms. The selection team anticipates selecting a minimum of 2 firms. Additional firms may be recommended to provide the necessary capacity to address the expected workload. The Iowa DOT Selection Committee does not anticipate the need for in-person interviews.

The Iowa DOT anticipates that the selection process will be completed by late December 2023. Negotiation with the top selected consultants will begin upon notice that the selection process is completed. The selected consultants will perform on-call agreements for a period of three years. Selected firms will be eligible for and potentially tasked with projects that are suited to their strengths. When projects are identified, the consultant will be allowed to employ sub consultants that fit the project need.

The contract types and payment methods are defined in the *Iowa DOT's Policy and Procedure Manual, Policy No. 300.12, Appendix A*. This RFP does not establish a fixed amount of work or a contract value for these services. Expenditures will vary dependent upon the number and magnitude of work orders over the contract period.

5. PUBLIC RECORDS LAW

The Iowa DOT will treat all information submitted by a consultant as open records

following the conclusion of the selection process. Open records are public records that are open for public examination and copying. The Iowa DOT's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

6. STATEMENT OF NON-DISCRIMINATION

The selection and contract are subject to the provisions of Executive Order 11246 (Affirmative Action to Insure Equal Employment Opportunity). Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa DOT's affirmative action officer at 515-239-1693. If you need accommodations because of a disability to access the Iowa DOT's services, contact the agency's civil rights/ADA coordinator at 515-239-1921. TTY/TDD: 515-239-1514.

It is the policy of the Iowa DOT that Disadvantaged Business Enterprises (DBEs) and Targeted Small Businesses (TSBs) shall have the maximum practicable opportunity to participate in the performance of Iowa DOT contracts. Funding of the work under this contract may involve federal aid highway funds. In the event DBE participation is required on a particular contract, the goal will be established as part of the negotiation. A list of certified DBE firms may be found at <https://secure.iowadot.gov/DBE/Home/Index/>. Information on the Targeted Small Business Program can be found at: <https://www.iowaeda.com/small-business/targeted-small-business/>.

7. REFERENCES

PPM 300.04 – Prequalification of Architectural, Engineering and Related Professional and Technical Firms (<https://iowadot.gov/projectdev/300.04.PDF>)
PPM 300.12 – Negotiated Contracts for Architectural, Engineering, and Related Professional and Technical Services (<https://iowadot.gov/projectdev/300.12.pdf>)

APPENDIX A: RFP RESPONSE OUTLINE

Please provide the following information in the order listed:

	%	RESPONSE SECTION		
1.	(0)	COVER PAGE		
	0	Title of RFP response		
	0	Firm names and/or corporate logos (Prime & Sub)		
	0	Point of contact for the RFP response		
2.	(20)	PROJECT UNDERSTANDING		
	5	Understanding of the scope of work		
		Key issues		
	15	Approach to addressing the scope of work		
3.	(40)	CONSULTING TEAM QUALIFICATIONS		
	0	Introduction/Background		
	40	Experience/Similar projects: 6 most relevant projects in last 5 years Include Prime and any proposed sub-consultants		
	0	Primary office location for majority of work		
	0	Conflict of Interest Disclosure Statement		
	0	DBE goal statement (if required)		
4.	(40)	PROJECT TEAM QUALIFICATIONS		
	5	Organization chart		
	0	- Staff summary table		
	20	-- Project managers		
	10	-- Team members		
	0	-- % Availability (ability to meet schedules)		
	5	-- Individual staff summaries (Project Managers, Team Leaders)		