



January 21, 2015

To Whom It May Concern:

Subject: Request for Statements of Qualifications for Value Analysis Team Leader Term Contract

The Montana Department of Transportation is accepting Statement of Qualifications (SOQ) proposals from consulting firms interested in providing a qualified Team Leader to conduct a Value Analysis (VA) Study on MDT identified project(s).

MDT intends to establish a term contract to use a consultant on an "as needed" basis for the work described herein. MDT may award up to five (5) individual term contracts that will be approximately \$20,000 each. The contract is a two year term contract commencing in Spring, 2015. Renewals of the contract, by mutual agreement of both parties, may be made at one (1) year intervals, or any interval that is advantageous to MDT. This contract, including any renewals, may not exceed a total of five (5) years, at the option of MDT.

### **SCOPE OF WORK**

#### **Requirements for a VA Team Leader:**

Provide a Team Leader who has successfully completed the Module I workshop approved by SAVE International and has led a minimum of five (5) Value Analysis (Value Engineering) studies in the last five (5) years or who is a Certified Value Specialist through SAVE International. The Team Leader must demonstrate experience using the VE Job Plan as defined in 23 CFR 627.

#### **Scope of Team Leaders work:**

1. Review project information and coordinate with MDT VA Program Managers to develop necessary multi-disciplined team members. MDT will provide the multi-disciplined team members from in-house staff, outside personnel or a combination thereof.
2. Plan and prepare for the VA Study.
3. Lead multi-disciplined VA Team through the VE Job Plan to develop recommendations for:
  - a. Providing the needed functions safely, reliably, efficiently, and at the lowest overall cost;
  - b. Improving the value and quality of the project; and
  - c. Reducing the time to complete the project.
4. Produce a formal written report outlining, at a minimum:
  - a. Executive Summary;
  - b. Project information;
  - c. Identification of the VA Study team;
  - d. Background and supporting documentation, such as information obtained from other analyses conducted on the project (e.g., environmental, safety, traffic operations, constructability);

- e. Documentation of the stages of the VE Job Plan which would include documentation of the life-cycle costs that were analyzed;
- f. Summarization of the analysis conducted;
- g. Formal presentation of the study and proposed recommendations; and
- h. Documentation of the proposed recommendations and approvals received at the time the report is finalized.

### **LOCATION**

The VA Study will be conducted in Helena, Montana at the MDT Headquarters unless deemed otherwise by MDT and the Team Leader.

### **SCHEDULE**

The Project Schedule will be developed and negotiated separately for each individual term/task assignment.

### **PROPOSAL SUBMITTAL**

Submit four (4) copies of the SOQ proposal. The correct number of proposals must be submitted in order for your firm to be considered. Clearly label each SOQ proposal with the term contract name. All proposals must be submitted in hard copy format; electronic proposals will not be considered.

**The Department must receive the SOQ proposals no later than 3:00 PM MST, February 11, 2015.** Send the proposals to:

Ryan Dahlke, P.E.  
Consultant Design Engineer  
Montana Department of Transportation  
2701 Prospect Avenue  
P.O. Box 201001  
Helena, MT 59620-1001

***Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration.*** It shall be solely the vendor's responsibility to assure delivery at the specified office by the specified time. Offeror may request the State return the proposal at vendor's expense or the State will dispose of the proposal if requested by the offeror. (See Administrative Rules of Montana (ARM) 2.5.509.)

The costs for developing and delivering responses to this solicitation are entirely the responsibility of the offeror. The State is not liable for any expense incurred by the offeror in the preparation and presentation of this submittal.

Once submitted, proposals become the property of the Department.

## **PROPOSAL CONTENTS**

The proposal is **limited to three (3) pages**, not including Appendix A. The written text will have a minimum font size of ten. Each page is considered in the page limit, whether single-sided or double-sided. The proposal must contain the information listed in this section.

### **Cover page/Introduction**

Include contact information for questions and follow-up regarding this proposal, including name of individual, title, telephone number, mailing address, and email address.

### **Qualifications, Experience and Training of VA Team Leader**

Discuss the qualifications, experience, and training of your proposed VA Team Leader to demonstrate the stated requirements are met. Clearly state your VA Team Leader's qualifications regarding any licensing or certification requirements.

### **References for VA Team Leader**

List references from the past five (5) years for assignments that dealt with work similar to the proposed work. Include client name, a currently employed contact person, and a corresponding valid phone number.

### **Appendix A – Example Report**

Provide one (1) example of a VA Study Report prepared by your proposed VA Team Leader.

## **EVALUATION OF PROPOSALS**

All proposals will be evaluated in accordance with the following factors:

### **1) Qualifications, Experience and Training of VA Team Leader (70 points)**

Scoring will be based on the proposed Team Leader's qualifications, experience and training along with the example VA Study Report's adherence to the process outlined in 23 CFR 627.

### **2) Reference Checks (30 points)**

Scoring will be based on interviews with two (2) listed references.

Following the review, evaluation, and rating of all proposals, the final results will be presented to the Consultant Selection Board at the MDT Headquarters Building. At this time, the Consultant Selection Board will select the most qualified firm(s) for the work.

## **INDIRECT COST RATE REQUIREMENTS**

Proof of the firm's Indirect Cost Rate (overhead rate) is ***not required*** with this proposal submittal. However, an Indirect Cost Rate may be required prior to executing a contract according to MDT's Indirect Cost Rate Requirements:

All submitted indirect cost rates must be calculated in accordance with 23 CFR 172.7(b) for the cost principles of 48 CFR part 31 and include the required items identified in the MDT Indirect Cost Rate Policy located on the MDT Internet website.

<http://www.mdt.mt.gov/other/cdb/external/policies/INDIRECT-COST-RATE-POLICY.PDF>

***Do not show any actual numerical financial information such as the overhead rate or personnel rates within your proposal. Specific cost information of the firm or team should not be part of the proposal.***

### **AGREEMENT REQUIREMENTS**

Contract agreements will generally be administered on a cost plus fixed fee basis. The contracts will have negotiated cost ceilings. If a consulting firm is selected for a specific project and a contract agreement is successfully negotiated, certain financial information will be required as part of the contract agreement. As described in the Indirect Cost Rate Requirements section above, all Consultants and subconsultants must provide the Department with an Indirect Cost Rate (as applicable) audited (when applicable) in accordance with 23 CFR §172.7(b) for the cost principles of 48 CFR Part 31 and based on the firm's latest completed fiscal year's costs. Personnel rates, profit, and direct expenses must be clearly outlined and provided to the Department.

***Do not submit actual numerical financial information within this proposal.***

### **STATE OPTION TO AWARD**

While the State has every intention to award a contract resulting from this RFQ, issuance of the RFQ in no way constitutes a commitment by the State to award and execute a contract. Upon a determination such actions would be in its best interest, the State, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ (18-4-307, MCA);
- Reject any or all proposals received in response to this RFQ (ARM 2.5.602);
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFQ that would not have significant impact on any proposal (ARM 2.5.505);
- Not award a contract, if it is in the State's best interest not to proceed with contract execution (ARM 2.5.602); or
- If awarded, terminate any contract if the State determines adequate funds are not available (18-4-313, MCA).

### **SINGLE POINT OF CONTACT**

From the date this solicitation is issued until the consultant selection is finalized by MDT at the Consultant Selection Board meeting, offerors are not allowed to communicate with any state staff or officials regarding this solicitation, except at the direction of the Consultant Design Engineer. Any unauthorized contact may disqualify the offeror from further consideration. Contact information for the single point of contact is as follows:

**Ryan Dahlke**  
Consultant Design Engineer  
Montana Department of Transportation  
(406) 444-7292 (Direct Line)  
(800) 335-7592 (TTY)  
[rdahlke@mt.gov](mailto:rdahlke@mt.gov)

### **DBE/WBE GOALS**

There are no DBE/WBE goals for this work, but firms are strongly encouraged to utilize DBE firms if applicable. A Montana certified DBE list is available and can be found on the MDT web page, <http://www.mdt.mt.gov/business/contracting/civil/dbe.shtml>.

### **NONDISCRIMINATION COMPLIANCE**

Consultants will be subject to Federal and Montana nondiscrimination laws and regulations (see attached notice).

If you have any questions, please contact me at (406) 444-7292 or (406) 444-7696 TDD, or by email at [rdahlke@mt.gov](mailto:rdahlke@mt.gov).

Ryan Dahlke, P.E.  
Consultant Design Engineer

Attachment

copies: Jay Skoog – ACEC Executive Director  
Consultant Design Bureau File  
e-copies: Patricia McCubbins – MDT Civil Rights Bureau Chief  
Dwane Kailey, P.E. – MDT Chief Engineer  
Jim Walther, P.E. – MDT Preconstruction Engineer  
Kevin Christensen, P.E. – MDT Construction Engineer  
Jake Goettle, P.E. – MDT VA Engineer  
Bryan Miller, P.E. – MDT Consultant Plans Engineer

**MDT NONDISCRIMINATION  
AND  
DISABILITY ACCOMMODATION NOTICE**

Montana Department of Transportation (“MDT”) is committed to conducting all of its business in an environment free of discrimination, harassment, and retaliation. In accordance with State and Federal law MDT prohibits any and all discrimination on the grounds of race, color, national origin, sex, age, physical or mental disability, parental/marital status, pregnancy, religion/creed/culture, political belief, genetic material, veteran status, or social origin/ancestry (hereafter “protected classes”). by its employees or anyone with whom MDT chooses to do business.

For the duration of this contract/agreement, the PARTY agrees as follows:

- (1) Compliance with Regulations:** The PARTY (hereinafter includes consultant) will comply with all Acts and Regulations of the United States and the State of Montana relative to Non-Discrimination in Federally and State-assisted programs of the U.S. Department of Transportation and the State of Montana, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- (2) Non-discrimination:**
- a. The PARTY, with regard to the work performed by it during the contract, will not discriminate, directly or indirectly, on the grounds of any of the protected classes in the selection and retention of subcontractors, including procurements of materials and leases of equipment, employment, and all other activities being performed under this contract/agreement.
  - b. PARTY will provide notice to its employees and the members of the public that it serves that will include the following:
    - i. Statement that PARTY does not discriminate on the grounds of any protected classes.
    - ii. Statement that PARTY will provide employees and members of the public that it serves with reasonable accommodations for any known disability, upon request, pursuant to the Americans with Disabilities Act as Amended (ADA).
    - iii. Contact information for PARTY’s representative tasked with handling non-discrimination complaints and providing reasonable accommodations under the ADA.
    - iv. Information on how to request information in alternative accessible formats.
  - c. In accordance with Mont. Code Ann. § 49-3-207, PARTY will include a provision, in all of its hiring/subcontracting notices, that all hiring/subcontracting will be on the basis of merit and qualifications and that PARTY does not discriminate on the grounds of race, color, national origin, sex, age, pregnancy, parental/marital status, disability (physical or mental), religion, creed, political ideas, or genetic material.

**(3) Participation by Disadvantaged Business Enterprises (DBEs):**

- a. If the PARTY receives federal financial assistance as part of this contract/agreement, the PARTY will make all reasonable efforts to utilize DBE firms certified by MDT for its subcontracting services. The list of all currently certified DBE firms is located on the MDT website at [mdt.mt.gov/business/contracting/civil/dbe.shtml](http://mdt.mt.gov/business/contracting/civil/dbe.shtml)
- b. By signing this agreement the PARTY assures that:  
*The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.*
- c. PARTY must include the above assurance in each contract/agreement the PARTY enters.

**(4) Solicitation for Subcontracts, Including Procurement of Materials and Equipment:**

In all solicitations, either by competitive bidding, or negotiation, made by the PARTY for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the PARTY of the PARTY's obligation under this contract/agreement and all Acts and Regulations of the United States and the State of Montana related to Non-Discrimination.

**(5) Information and Reports:** The PARTY will provide all information and reports required by the Acts, Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information and its facilities as may be determined by MDT or relevant US DOT Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the PARTY will so certify to MDT or relevant US DOT Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

**(6) Sanctions for Noncompliance:** In the event of a PARTY's noncompliance with the Non-discrimination provisions of this contract/agreement, MDT will impose such sanctions as it or the relevant US DOT Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the PARTY under the contract/agreement until the PARTY complies; and/or

- b. Cancelling, terminating, or suspending the contract/agreement, in whole or in part.

**(7) Pertinent Non-Discrimination Authorities:**

During the performance of this contract/agreement, the PARTY, for itself, its assignees, and successor in interest, agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

*Federal*

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 200d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airways Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (broadened the scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients, and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Non-Discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English Proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. § 1681 *et seq.*).

*State*

- Mont. Code Ann. § 49-3-205 Governmental services;
- Mont. Code Ann. § 49-3-206 Distribution of governmental funds;
- Mont. Code Ann. § 49-3-207 Nondiscrimination provision in all public contracts.

**(8) Incorporation of Provisions:** The PARTY will include the provisions of paragraph one through seven in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The PARTY will take action with respect to any subcontract or procurement as MDT or the relevant US DOT Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the PARTY becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the PARTY may request MDT to enter into any litigation to protect the interests of MDT. In addition, the PARTY may request the United States to enter into the litigation to protect the interests of the United States.