RIGHT OF WAY PROCUREMENT WORKSHOP SERIES

Professional Real Estate Appraisal Services (PREAS)
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<th>Welcome and Introductions</th>
<th>Right of Way Division, Contracts and Finance Director</th>
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<td>Safety</td>
<td>Right of Way Division Director</td>
</tr>
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<td>TxDOT and You!</td>
<td>Right of Way Division Director</td>
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<td>Working With TxDOT as a DBE and HUB</td>
<td>Civil Rights Division Director</td>
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<td>Bonfire is Coming!</td>
<td>Professional Engineering Procurement Services, Center of Excellence Director</td>
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<td>Agency Insurance Requirements</td>
<td>Contract Services Division, Contract Support Services Director</td>
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<td>Performance Management Fireside Chat</td>
<td>Contracts and Finance, Right of Way Project Delivery</td>
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<td>Practical and Useful Response Tips</td>
<td>Right of Way Division, Contracts and Finance Director</td>
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Safety Moment

Mission Zero, Safety Is Intentional
TxDOT and YOU!

Kyle Madsen
### WHY WE NEED YOU

<table>
<thead>
<tr>
<th>Funding Category</th>
<th>Proposed Distribution ($)</th>
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</thead>
<tbody>
<tr>
<td>1 - Preventive Maintenance and Rehabilitation</td>
<td>13,926,300,000</td>
</tr>
<tr>
<td>2 - Metro and Urban Area Corridor Projects</td>
<td>10,012,237,582</td>
</tr>
<tr>
<td>3 - Non-Traditionally Funded Transportation Projects</td>
<td>5,772,892,508</td>
</tr>
<tr>
<td>4 - Statewide Connectivity Corridor Projects</td>
<td>10,012,237,583</td>
</tr>
<tr>
<td>5 - Congestion Mitigation and Air Quality Improvement</td>
<td>2,322,790,000</td>
</tr>
<tr>
<td>6 - Structures Replacement and Rehabilitation (Bridge)</td>
<td>3,586,560,000</td>
</tr>
<tr>
<td>7 - Metropolitan Mobility and Rehabilitation</td>
<td>5,038,158,388</td>
</tr>
<tr>
<td>8 - Safety</td>
<td>3,431,750,000</td>
</tr>
<tr>
<td>9 - Transportation Alternatives</td>
<td>910,500,000</td>
</tr>
<tr>
<td>10 - Supplemental Transportation Projects</td>
<td>624,036,355</td>
</tr>
<tr>
<td>11 - District Discretionary</td>
<td>3,233,380,000</td>
</tr>
<tr>
<td>12 - Strategic Priority</td>
<td>15,556,223,482</td>
</tr>
<tr>
<td><strong>TOTAL UTP FUNDING, ALL CATEGORIES</strong></td>
<td><strong>$74,427,065,898</strong></td>
</tr>
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"Right of Way provides courteous, accurate, and timely customer centered services, creating a positive experience."
WORKING WITH TxDOT as a DBE AND HUB

Michael Bryant
WORKING WITH TxDOT as a DBE AND HUB

Big Opportunities
Start Small
(BOSS): Chairman Bruce Bugg, Jr. and Senator Royce West Video
https://www.youtube.com/watch?v=Ft38aqWiJ8k
WORKING WITH TxDOT as a DBE AND HUB

- BOSS Guide
- Getting Certified as DBE
- North American Industry Classification System (NAICS) Opportunities for Subcontracting
- Compliance
- Commercially Useful Function
- Good Faith Effort

Working with TxDOT as a DBE and HUB
BONFIRE IS COMING!

Dan Neal II
WHAT IS BONFIRE?

- Bonfire is a software service that TxDOT procured to provide a platform for the solicitation, submission, and evaluation of procurements for goods and services.
Which divisions are initially using the new system?

- Professional Engineering Procurement Services Division
- Contract Services Division
- Right of Way Division
- Procurement Division
- Environmental Affairs Division
Electronic submittal process

- Advertisement
  - Solicitation
  - Draft Scope
  - Other documents

- Provider Response
  - Proposal
  - Other documents

- Evaluation
  - Provider Response and Interviews

- Selection

- Bonfire
PEPS Stats To Date

- PEPS initiated Bonfire with the FY 2020 Wave 2 procurements, which started in February 2020.
- PEPS has initiated 33 procurements
- There are 1582 external individuals (vendors) registered with Bonfire
- Currently, PEPS Division and the Procurement Division are using Bonfire for procurements. The other Divisions are being phased into production on at a time.
The vendor will be able to view open solicitations in the portal.
Getting Help is Easy

Resource Center

Help Center
SEARCH FOR ARTICLES

Training Program
AVAILABLE WEBINARS

Product Feedback
CONNECT WITH THE TEAM

Portal
Transportation

Past Public Opportunities

<table>
<thead>
<tr>
<th>Project</th>
<th>Department</th>
<th>Close Date</th>
<th>Days Left</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS&amp;E, Houston District; SH 249, FM 2920, FM 529, SH 75, &amp; FM 2100</td>
<td>Professional Engineering (PEPS)</td>
<td>Aug 2nd 2021, 1:00 PM CDT</td>
<td>8</td>
<td>View Opportunity</td>
</tr>
<tr>
<td>Program Management Consultant (PMC), PFD Division, Statewide</td>
<td>Professional Engineering (PEPS)</td>
<td>Aug 3rd 2021, 1:00 PM CDT</td>
<td>6</td>
<td>View Opportunity</td>
</tr>
<tr>
<td>Construction Engineering Inspection (CEI), Dallas District, IH30 in Rockwall County</td>
<td>Professional Engineering (PEPS)</td>
<td>Aug 4th 2021, 1:00 PM CDT</td>
<td>7</td>
<td>View Opportunity</td>
</tr>
<tr>
<td>Construction Engineering Inspection, Bryan District, SH 6</td>
<td>Professional Engineering (PEPS)</td>
<td>Aug 9th 2021, 1:00 PM CDT</td>
<td>12</td>
<td>View Opportunity</td>
</tr>
</tbody>
</table>
Vendor Registration

Registering for a new Vendor Account is very simple and consists of the following steps:

1. Account Creation
2. Create a Password
3. Account Confirmation
4. Account Information
5. Documentation

- Help Center
- Search
- Register
Creating and Uploading a Submission (for Vendors)

This article will walk you through the process of submitting a digital bid directly on Bonfire.

- Accessing the Opportunity
- Navigating the Opportunity
- Project Details & Important Events
- Supporting Documentation

Help Center

Back to Search Results

Procurement Portal
Texas Department of Transportation

Log In
Open Public Opportunities  Past Public Opportunities

Creating and Uploading a Submission
**Q:** Are the Bonfire accounts based on the firm, or is it an individual account? Is registration limited to one person/email per firm?

**A:** Each individual who will be submitting documents will need to register with Bonfire. The registration is for the individual, not the firm.
Q: If multiple people in a firm are registered in Bonfire, can they all work on the same submittal?

A: No. Multiple people cannot work on the same vendor submission at the same time.
Q: How do I review the files that were uploaded as part of my submission?

A: Use Bonfire to navigate to the Submissions page then use the download button for the document that you want to review.
Q: Can I withdraw a response that I have submitted?

A: Yes. Responses can be withdrawn as long as the deadline has not passed.
Q: Can I make revisions after I have submitted my response in Bonfire?

A: Yes. You can “unsubmit” the response, make revisions, and resubmit the updated response in Bonfire.

Updated responses must be submitted in Bonfire prior to the deadline.
AGENCY INSURANCE REQUIREMENTS

Whitney Nalle
Insurance Requirements

Coverage Requirements
Professional Services providers that contract with TxDOT are required to maintain Workers’ Compensation (waived for sole proprietors), Commercial General Liability, and Texas Business Automobile insurance throughout the life of the contract.

Form 1560-CS
• Providers are required to submit Form 1560-CS as proof of valid insurance. ACORD forms are not accepted.
• Failure to submit the correct form or to complete the form correctly may result in delay or withdrawal of award

Cease Work Notice
If proof of insurance lapses during the contract period, TxDOT will issue a “Cease Work” Notice until an updated form is provided and you will not be paid for work performed during the cease work period.
PREAS Agreements

- Insured line should include the name on your TxDOT contract¹

- Form should be filled out entirely (including vendor number and insurance agent signature)²

- Workers’ Compensation is not required for sole proprietors & should be noted N/A if you are covered by Workers’ Compensation exception³

- Form 1560-CS is required at solicitation and must be updated throughout the life of the contract PRIOR TO EXPIRATION⁴

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¹ Insured line should include the name on your TxDOT contract.
² Form should be filled out entirely (including vendor number and insurance agent signature).
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⁴ Form 1560-CS is required at solicitation and must be updated throughout the life of the contract PRIOR TO EXPIRATION.
EXERCISE – CERTIFICATE OF INSURANCE
PERFORMANCE MANAGEMENT FIRESIDE CHAT

Rose Wheeler, Lezlie Kirby, and Benjamin Blackstone
• Past performance is taken into consideration during procurement based on:

As a performance-based professional service the past performance of the responding Appraiser and the ability to meet deadlines and Department Scheduling Requirements will be evaluated.

• Not having a contract in the past does not negatively impact use of past performance during evaluations

• Right of Way plans to implement a statewide electronic performance management system and repository for PREAS
• What happens when the proposal is submitted out of the order as specified in the Request for Proposal (RFP)?

• What happens if anyone reaches out to any person other than the single solicitation contact as identified on the cover page of the RFP?

• Why place an evaluator in the position to give lower scores?

• How do you ensure performance evaluations are accurate?
• Why not verify whether supporting documentation for licensing or other credentials as required in the solicitation are included?

• There is some concern respondents are not taking advantage of the Question and Answer period?

• How do you sell qualifications, experience, performance, and capacity and provide more than the minimum with detailed information that demonstrates the ability to deliver the Unified Transportation Program (UTP)?
PRACTICAL AND USEFUL RESPONSE TIPS

Rose Wheeler
PRACTICAL AND USEFUL RESPONSE TIPS

Be deliberate and focus on presenting the highest performance quality above the other respondents within the pool of proposals.

Do not copy any part of another respondent's proposal, noting each proposal is independently evaluated against the solicitation criteria in the solicitation.

Pay close attention to all of the required forms such as the Certificate of Insurance and references.

Submit on time and completely.
Do not rely on proposals for previous RFPs given that every RFP is different.

Read every letter and word in the RFP, and seek clarification through a written question to the Solicitation Contact during the active Question and Answer period.

Why place Right of Way in a position to disqualify the proposal?

Follow all instructions, and especially understand the evaluation scoring scale and matrix.
EXERCISE – SCORING

What's Your Score?
CLOSING COMMENTS

Rose Wheeler