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Missouri Department of Transportation
Patrick K. McKenna, Director

1.888.ASK MODOT (275.6636)

July 2, 2019

Dear Research Partner:

The Missouri Highways and Transportation Commission requests proposals from qualified organizations—namely private consultants, universities, and research organizations—to furnish professional services as described in the following request for proposal to be coordinated by the Research Unit of the Construction and Materials Division.

Please submit a proposal for project **TR202007** entitled, “**Geotechnical Asset Management (GAM) Collection and Rating Program.**” Your submittal must include a work plan, the proposed project team and its background, and any related projects now active or recently completed by your firm. The project team must be led by a licensed professional engineer in the state of Missouri and the final report must be sealed, in accordance with the provisions of Chapter 327 RSMo.

The selection committee will use Qualification Based Selection. A “not to exceed” budget amount is included in the RFP to assist with the required scope, but budgets are not to be included with the proposal submissions, and will not be presented to the selection committee.

Please submit all proposals to the [Research Administrative Engineer](#) by **August 26, 2019 10:00 AM (CST)**. More information about project contracting in general can be found at <https://www.modot.org/information-researchers> under RFP documents.

Sincerely,

Jennifer Harper
Research Administrative Engineer



Our mission is to provide a world-class transportation system that is safe, innovative, reliable and dedicated to a prosperous Missouri.

www.modot.org

Background

The goal of Geotechnical Asset Management is to align asset design, operation and maintenance decisions with the goals and objectives of an agency. Geotechnical Asset Management of Missouri's rock slopes, engineered embankments, retaining walls, subgrades and sinkholes can be a vital tool for MoDOT to successfully operate its transportation system.

An active Geotechnical Asset program together with condition and risk assessment will assist the department in the prediction and prevention of failures and disruptive liabilities in the transportation system.

The objective of this project is to create a Geotechnical Asset Management (GAM) program along with condition and risk assessment of MoDOT's Northwest and Northeast Districts. The preferred (GAM) program developed in this project would be a mobile application or a cloud based program that could be executed from a smart phone or tablet while in the field.

Objectives

The Contractor will develop a program for the Geotechnical Assets in MoDOT's Northwest and Northeast Districts which will include, but is not limited to:

Identify and Locate Geotechnical Assets:

- Rock slopes, engineered embankments (i.e. soil nails, GSR slopes, etc.), bare erodible slopes, ground improvements, retaining walls, subgrades, sinkholes and slides.

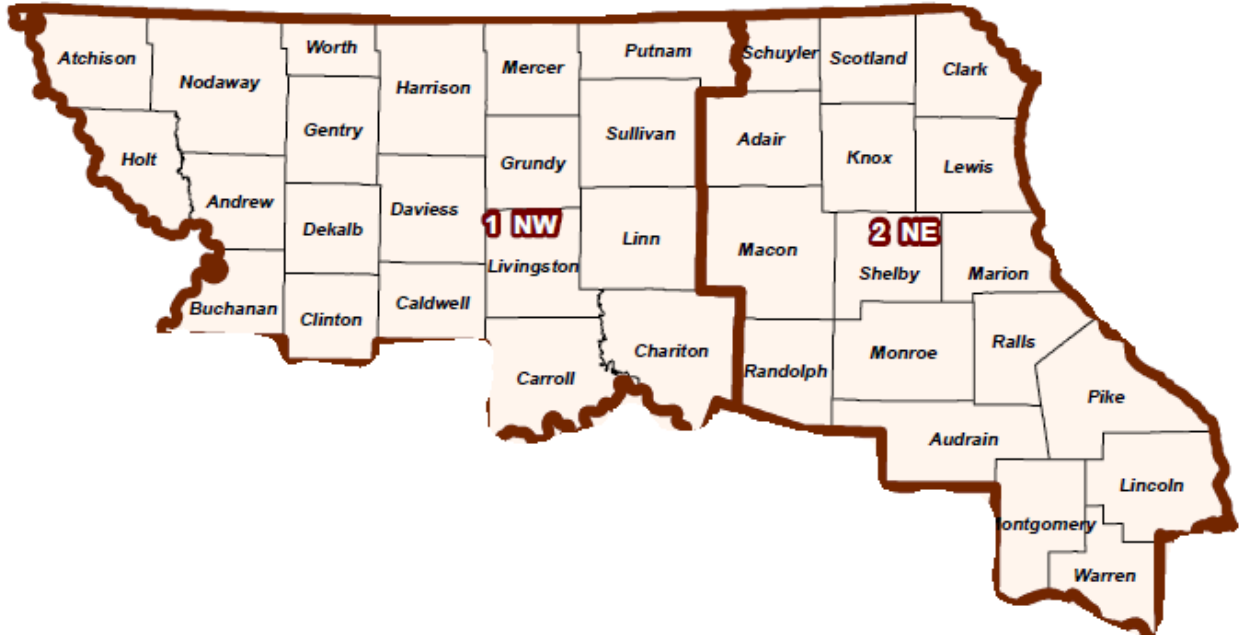
Location of Assets:

- District, County, Route
- Locations should be mapped with a link to further site information
- Assign an individual Asset ID
- Individual Asset's start and end point (GPS coordinates)
- An Asset may be made up of several segments

Condition assessment of Assets:

- Provide rating of Assets condition – good, fair, poor, critical (condition rating system will need to be approved by MoDOT)
- Condition estimate – active, inactive, repaired, needs to be repaired
- Provide pictures of Sites
- Notes of condition
- Risk assessment

Geographic Information System (GIS) capability



Project Requirements

Task 1: Project Management

The contractor will facilitate a kick off meeting with MoDOT to review the work plan, scope and schedule; and establish a protocol for regular ongoing communications and coordination with the team.

The finalized work plan will detail implementation of the following task as well as the resources and schedule required to carry them out.

Task 2: Location and Data Collection of MoDOT's Geotechnical Assets

The contractor will collaborate with MoDOT on the available Geotechnical Asset locations and performance data.

MoDOT will provide as available:

- Access to Transportation Management System Database (TMS)
- Access to links and spreadsheets of several Assets that have been inventoried previously.
- Access to files and records in Central Lab Geotechnical section.

Contact information for NW, NE District Geologist and NW, NE Maintenance Superintendents.

Task 3: Create Project Outline for Inventory and Evaluation

Create list of project data that includes, but is not limited to:

Location Description:

- District
- County
- Route
- Latitude/Longitude
- Start/End point

Asset description:

- Rock slopes, engineered embankments (i.e. soil nails, GSR slopes, etc.), bare erodible slopes, ground improvements, retaining walls, subgrades, sinkholes and slides.

Task 4: Inventory and Evaluate Geotechnical Assets

Inventory all Assets in the Northwest and Northeast Districts

- Assign an individual Asset ID

Evaluate each Geotechnical Asset

- Provide rating of Asset condition
- Provide notes and condition estimate
- Risk assessment
- Provide pictures of each site
- Site visits will be needed if no current data is available

Task 5: Create a Geotechnical Asset Management (GAM) program

The preferred (GAM) program would be a mobile application or cloud based program that could be performed from a smart phone or tablet in the field.

The following should be included, but not limited to:

- (GIS) capability
- Map of all sites
- Location of Assets
- Description of Asset
- Condition of Asset
- Pictures
- Notes
- Capable of being easily updated and additional assets added by MoDOT personnel.

Task 6: Delivery of Final Report, Research Summary and Mobile Application or Cloud Based Program

Project Deliverables

For templates and forms for reports and plans, visit <https://www.modot.org/information-researchers>

Email Communications

E-mail and phone communications between the Principal Investigator(s) and MoDOT contacts as necessary are required to provide on-going updates of progress throughout the project

Data Management Plan

The plan is a formal document that describes the data that is acquired, created or produced during the project, specifies who owns it and who can access it as well as information on how it will be described, managed, analyzed, stored, shared and preserved during and after the project is over. Please refer to templates on the [website](#).

Quarterly Reports

Quarterly reports should be submitted throughout the project on the last day of March, June, September and December. The quarterly reports are not intended to replace any additional correspondence between the research team and MoDOT needed to keep the project moving. Please refer to template on the [website](#).

Interim Presentation

An interim presentation shall be scheduled near the mid-point of the project to update MoDOT on the progress and the direction of the project. The purpose of the interim presentation is to evaluate the progress and determine if any mid-project corrections are necessary.

Draft Final Report and Research Summary

These drafts should be final products except for revisions based on MoDOT's review. A final report must include a completed Technical Report Documentation page. Please refer to **Publication Guidelines** and summary template on the [website](#).

Final Report and Final Research Summary

After MoDOT's review is complete and documents have been edited to MoDOT's satisfaction, final documents should be submitted as a Word documents (unless otherwise instructed). Please refer to **Publication Guidelines** and summary template on the [website](#).

Other Deliverables

The Contractor will present the completed mobile application or cloud based program with details and criteria on use of the tool.

Final Presentation

The contractor will present the results, recommendations, and implementation ideas to MoDOT and other stakeholders. The contractor will coordinate location, date, and meeting fees with MoDOT. For stakeholder and agency participants, any travel and lodging fees are to be covered

by individual attendees or their firms. MoDOT and stakeholders will provide feedback to the contractor, especially related to implementation.

Project Schedule

The following is an estimate of the project timeline or information on key dates within the project, presuming the project starts **September 23, 2019**. Proposals need to include a work plan with a proposed timeline. For a sample of a work plan template, see link below. Changes to our estimated project timeline below will be considered, however, timeline extensions cannot be guaranteed. The project timeline will be discussed and finalized during the kickoff meeting.

For report templates and forms, visit <https://www.modot.org/information-researchers>.

Date	Milestone
10/1/2019	A kick off meeting with MoDOT will be scheduled to discuss project requirements and deliverables. The dates of key milestones and deliverables will be determined from this meeting.
4/1/2020	Interim presentation must be done by this date.
10/1/2020	Draft final report, draft summary report, and other deliverables are due. The draft documents shall be submitted to MoDOT approximately two months prior to the final report.
12/1/2020	Final report, summary report, presentations, and other deliverables are due. The final documents shall be due approximately one month before the end of the contract. This is to allow all billing to be completed prior to the end of the project.
2/1/2021	Final invoice due.
2/1/2021	Contract ends.

Special Notes

Project budget is not to exceed \$100,000. A budget is not to be included in the proposal, but will be required for the contract and must be within this limit. For a sample Budget template, report templates and forms, see <https://www.modot.org/information-researchers>.

RFP Requirements

- “Contracting Documents” provide further details and links to the required forms. They are available at <https://www.modot.org/information-researchers>.
 - **Organization’s Project Experience:** The proposal must clearly identify the Organization’s experience in offering the services requested in this RFP during the past three (3) years. The description should include a list of the agencies which your organization has served during this time period or currently serves. Please

highlight any work you have done with other state agencies or local governments.

- **Team Member Experience:** Please list all team members (including subcontractors) proposed to work on the project. Attach licenses, certifications and resumes for key personnel.
- **Organization's Client References:** Proposals should indicate the name, title, and telephone number of at least three clients within the past three years.
- Proposals must be no more than 10 pages in length with a font size no less than 11 points. This length limit **does not include** the Proposal Submission Form, Organization's Project Experience, Team Member Experience, Organization's Client References and optional cover letter (if included, one page maximum).
- Proposals must be submitted as one combined PDF document. The submission should **only include the required documents** organized in the following order: 1) Proposal Submission Form; 2) Cover Letter (Optional; 1 page maximum); 3) Body of Proposal (including work plan); 4) Organization's Project Experience; 5) Team Member Experience; and 6) Organization's Client References.
- The Offeror must respond to this RFP by submitting all the information required herein for its proposal to be evaluated and considered for award. Failure to submit all the required information shall be deemed sufficient cause for disqualification of a proposal from consideration.
- Proposals will be evaluated by an agency and stakeholder team with knowledge and backgrounds in relevant areas for this project. Selection of the successful Offeror will be based on the Offeror's demonstrated knowledge in the required areas, the merit of the proposed methods and approach in achieving the desired goals, the experience and qualifications of the team, the plan for ensuring implementation of results, and the adequacy and availability of team members to complete the work in a timely manner.
 - Correct proposal submission is one of the evaluation criteria. If submission instructions in this section are not followed, the **Offeror risks an automatic 10 point deduction (out of 100 total points)** when points are awarded during the Proposal Evaluation Process.

RFP Schedule

This document constitutes an RFP from qualified organizations to conduct the **TR202007 "Geotechnical Asset Management (GAM) Collection and Rating Program"** study for the MHTC and Missouri Department of Transportation (MoDOT). MHTC reserves the right to reject any and all proposals for any reason whatsoever.

The following RFP Schedule of Events represents MoDOT's best estimate of the schedule that shall be followed. The time of day for the following events shall be between 7:30 am and 4:00 pm, Central Standard Time unless otherwise noted. MoDOT reserves the right at its sole discretion to expand this schedule, as it deems necessary, without any notification except for the deadline date for submitting a proposal. Time is of the essence for responding to the RFP within the submission deadlines.

The following timeline must be met for a proposal to be accepted.

Date	Action
7/2/2019	MoDOT posts RFP to the website at https://www.modot.org/research-requests-proposal .
7/22/2019 4:00 PM (CST)	Written comments or questions must be submitted to Research Administrative Engineer .
8/5/2019	MoDOT will post written responses publicly on the website at https://www.modot.org/research-requests-proposal .
8/26/2019 10:00 AM (CST)	Written proposals must be submitted to Research Administrative Engineer .
9/3/2019	MoDOT will notify submitters about project selection, or if needed about interviews to finalize selection.

Contracting Requirements

The successful team will be required to complete additional documentation and enter into a contract such as a "Standard Research Agreement" or "Task Order." Applicants should be aware of these additional needs so contracting can proceed in a timely manner.

As part of the eAgreements process, MoDOT uses an electronic signature tool, DocuSign, for signing agreements electronically. All parties of the agreement must agree to sign electronically in order to utilize the electronic signature option. If your proposal is selected, you will be informed about how to obtain your credentials for electronic signatures (including how to become a MoDOT vendor if you are not already).

Standard contracts, forms, attachment templates and additional information are available from the [Research Administrative Engineer](#) or the website at <https://www.modot.org/information-researchers>.

Proposal Submission

Submission Deadline

Proposals must be emailed by **10:00 AM (Central Standard Time)** according to email time stamp by the submission date in the RFP Schedule to the Research Administrative Engineer's attention (Jennifer Harper) at: MoDOTResearchRFP@modot.mo.gov. Please reference the project title since more than one RFP may be due at one time. Electronic proposals are required.

Submission Confirmation

You will receive an email confirmation after your proposal has been received. If you do not receive such a confirmation by **12noon (Central Standard Time)** on the day of the deadline, please contact us at MoDOTResearchRFP@modot.mo.gov as soon as possible. Your submission should not be considered received until you have received your email confirmation.