

Missouri Department of Transportation
Patrick K. McKenna, Director

1.888.ASK MODOT (275.6636)

August 31, 2020

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 **TR202105** entitled, “**Airport Design-Build Bid Documents and Agency Guidance.**” 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 MoDOTResearchRFP@modot.mo.gov by **October 19, 2020 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,



Jen Harper
Research Director



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

Recently the FAA changed guidelines so the Design-Build process could be used on less complicated projects including airport hangars. Currently the Missouri Department of Transportation (MoDOT) believes that the design-bid-build process could be leading to construction bids being higher for hangar projects than necessary as compared to similar non-aviation buildings. Sponsors (city or county airport owners) may be reluctant to advertise a Design-Build project for the first time, the proposed guidance documents are meant to guide sponsors, consultants, and contractors with steps, instructions, check-off list, FAA regulations, etc.

The hope is if MoDOT can help sponsors get over the initial reluctance for the Design-Build process, it will lead to less expensive hangar projects. MoDOT would also like to make this flexible enough for use on general aviation terminals as well.

Objectives

The objective of this project is to create Design-Build bid guidance documents specific to airport hangars, including everything a sponsor needs to know to pursue MoDOT airport projects. With the use of Design-Build Bid documents, MoDOT hopes to aid and educate sponsors, consultants, and contractors on the procedures of Design-Build contracts.

Some of the topics to be covered in the documents include, but are not limited to:

- Guidance document for selected Design-Build team
- Evaluation document checklist
- Front end advertisement material
- FAA and Missouri requirements
- CSPP plan: Construction Safety and Phasing Plan
- Close out document checklist

The research contractor may be required to present this project at industry conferences.

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 contractor will also develop minutes for the kick-off meeting and any status meetings that may be held during the project.

Task 2: Research and Literature Review

The contractor shall research and review all FAA and state requirements for airport hangar projects and all requirements and aspects of the Design-Build process.

Task 3: Create Design-Build Guidance Documents

Topics to be included in document, but are not limited to:

- Guidance document for sponsors
 - What makes a good/bad Design-Build project & how does the sponsor determine this
 - Things that need to be completed prior to going out for selection such as environmental clearances
 - When would a sponsor need to consider hiring an owner/representative
- Front end advertisement
 - A fill in the blank type document for sponsors
- Proposal Evaluation document/checklist
- Guidance document for selected Design-Build team
 - Provide the FAA and Missouri requirements, since they may be different if they are not used to working on Missouri airport projects
 - FAA Part 77 notice requirements for permanent and temporary construction
 - Buy American requirements
 - State and local wage rates
 - Utility location
- CSPP plan: Construction Safety and Phasing Plan
 - A fill-in-the-blank type document for selected contractor or owner/representative
 - Place for use of ALP with added haul route, staging area, and work limits
 - Focus on minimizing impact to the airport operations while safely separating construction activities from aircraft.
 - If a CSPP plan is required for the project, the CSPP plan shall be submitted for an FAA airspace study. If the CSPP plan is not required (Non-NPIAS Public Airport), the work areas, haul routes, staging areas, etc. are required be filed for airspace study as per Part 77 requirements.
- Close out document
 - List of all the things contractor needs to submit at the end of the project

It is expected all documents will utilize industry best practices such as those documented by the Design-Build Institute of America (DBIA.) The DBIA website can be found here: <https://dbia.org/>.

MoDOT's Design-Build guidance is listed in the Engineering Policy Guide here: https://epg.modot.org/index.php/Category:139_Design_-_Build

Task 4: Develop Interim Report, Draft Design-Build Documents, and Research Summary

Besides the design-build documents, a short report will be required documenting the literature search and process of the project. It is intended to be short, but it is intended to provide documentation for other states to follow that might seek to do a similar project.

Task 5: Delivery of Final Report, Final Design-Build Documents, and Research Summary

The research contractor may be required to present this project at industry conferences.

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 Word documents (unless otherwise instructed). Please refer to **Publication Guidelines** and summary template on the [website](#).

Other Deliverables

The research contractor may be required to present this project at industry conferences.

Final Presentation

May be required. 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 **November 16, 2020**. 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 deadlines are based on when the final information is desired by MoDOT's Aviation Section. If the proposers feel that an increased timeframe would allow them to produce a better-quality product please note the desired timeline within the proposal.

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
12/1/2020	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.
2/15/2021	Interim presentation must be done by this date.
5/31/2021	Draft final report, draft summary report, other deliverables are due. The draft documents shall be submitted to MoDOT approximately two months prior to the final report.
7/30/2021	Final report, summary report, presentations, 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.
8/30/2021	Final invoice due.
8/30/2021	Contract ends.

Special Notes

Project budget is not to exceed **\$250,000**. 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 **TR202105 Airport Design-Build Bid Documents and Agency Guidance** 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
8/31/2020	MoDOT posts RFP to the website at https://www.modot.org/research-requests-proposal .
9/21/2020 4:00 PM (CST)	Written comments or questions must be submitted to Research Director .
10/5/2020	MoDOT will post written responses publicly on the website at https://www.modot.org/research-requests-proposal .
10/19/2020 10:00 AM (CST)	Written proposals must be submitted to Research Director .
11/2/2020	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 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 Director's attention (Jen 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.