

ATTACHMENT A
STATEMENT OF WORK
Request for Quotes (RFQ)
Drainage Training
Solicitation Number: 6100040101

BACKGROUND –

Publication 13M (Design Manual 2) Chapter 10 and Publication 584 (PennDOT Drainage Manual) provide guidance regarding hydraulic models acceptable to PennDOT for analysis of bridges and culverts. The PennDOT design community must maintain an adequate level of design proficiency in hydraulic models in order to provide timely completion of bridge and culvert projects.

OBJECTIVE -

The objective of this project is to provide training related to Highway Drainage and E&S Controls and to update, revise, and/or develop these courses as necessary on behalf of the Pennsylvania Department of Transportation (PennDOT), Business Leadership and Administrative Services Office (BLASO), Technical Training and Development Section (TTDS).

REQUIREMENTS -

The term of the contract shall be upon Notice to Proceed through June 30, 2017.

The awarded Contractor shall implement the following when instructing each course:

- Application of Adult Learning Theory throughout delivery.
- Hands-on activities combined with facilitated discussion of essential learning factors with application to a technical environment providing the opportunity for participants to share experiences and solutions.
- PennDOT-related transportation scenarios to stimulate awareness and discussion.

CONTRACTOR RESPONSIBILITIES –

The awarded Contractor shall:

- Not use participant contact information for any reason outside the scope of this project.
- Not subcontract the in-classroom teaching without the expressed knowledge and consent of the TTDS Project Manager.
- Acknowledge that all PennDOT copyright training materials, detailed outlines of program agenda, lesson plans and facilitation aids are property of PennDOT.
- Have the necessary number of instructors available for each class scheduled. This would include a substitute instructor on standby for any unforeseen circumstances.
- For costing purposes, estimate one (1) instructor per course.
- Proofread all necessary course materials for completeness, including all grammatical and punctuation errors.

- Revise the course material which shall include a PowerPoint presentation/participant workbook, classroom exercises, visual aids, final exams and any other material needed to present each course.
- Provide in an electronic medium, all the printable materials in its original format as well as in a PDF format and a detailed explanation on how the materials shall be put together.
- PennDOT shall be responsible for all printed course materials, including any publications where applicable.
- Additional/substitute instructors must be approved by the Project Manager through a written request from the awarded Contractor.
- Provide the TTDS Project Manager with a detailed log of items included in the invoice along with an OS-501 Confirmation of Services form.

TASKS AND DELIVERABLES COST

TASK A: TRAINING

A1: Highway Drainage Design (Max 15 students)

Deliverable: One (1) course offering – January 1, 2017 through June 30, 2017.

This is a three and a half (3 ½) day training which will include both instruction in a classroom as well as a computer lab. The course is intended for PennDOT and consultant design engineers who are responsible for the design of roadway drainage facilities. The course is suitable for entry-level personnel and is a valuable refresher course for those with previous drainage design experience. It is an application-oriented course for the design of storm water conveyance systems based on Chapter 10 of PennDOT Design Manual 2, the PennDOT Drainage Manual, and the Federal Highway Administration's Urban Drainage Design Manual (HEC-22). The course introduces fundamental hydrologic and hydraulic theory, and provides practical instruction in design of pavement drainage and conveyance systems. Through workshops and design examples, participants will learn how to configure highway drainage systems and implement procedures for highway drainage design including evaluation of gutter and roadside swale flow, determining grate and inlet capacities, and overall sizing of stormwater conveyance systems.

Upon completion of the course, participants will be able to:

- Apply the Rational Method for inlet and storm sewer conveyance system design.
- Compute gutter flow quantities and relate them to the spread of stormwater on roadway surfaces.
- Assess inlet capacities and efficiencies for various grate and inlet types.
- Determine appropriate roughness coefficients for use in evaluating storm sewer system friction losses.
- Evaluate energy losses at catch-basins, manholes, and other stormwater conveyance system components.
- Determine initial storm sewer pipe sizes based on gravity flow conditions.
- Identify appropriate tailwater conditions at the discharge point of stormwater

conveyance systems.

- Use energy principles to perform a hydraulic grade line evaluation for final confirmation of the storm sewer system design.

A2: Erosion and Sediment Pollution Control Design (Max 35 students)

Deliverable: One (1) course offering – January 1, 2017 through June 30, 2017.

This is a three (3) day training intended for PennDOT, consultant, conservation district, and regulatory agency designers and engineers who are responsible for developing or reviewing E&S plans. The course is suitable for entry-level personnel and is a valuable refresher course for those with previous E&S design experience. Information related to E&S design and plan preparation will be presented. This course thoroughly examines erosion and sediment (E&S) pollution control concepts and design procedures as they apply to PennDOT construction projects. The course provides the designer/engineer with the guidance and direction to evaluate the Department's E&S design options by addressing a broad range of issues related to design. The PennDOT Drainage Manual, PA DEP's E&S Manual, and other documents relevant to E&S will be highlighted. The recent changes to 25 Pa. Code 102 and how they affect PennDOT plans will also be discussed.

Upon completion of the course, participants will be able to:

- Understand the background, theory, and application of common erosion control concepts.
- Identify applicable PA Code, Title 25, Chapter 102 regulations and the roles of PA DEP, county conservation districts, and municipalities with regard to E&S.
- Design effective erosion stabilization measures, including seed and mulch specifications, channel lining, outlet protection, etc.
- Design effective sediment control measures, including compost filter socks, sediment traps and basins, inlet protection, etc.
- Design effective in-stream E&S measures, including causeways, cofferdams, stream diversion, etc.
- Implement effective sequencing of E&S controls, and develop a best management practice maintenance schedule per NPDES guidelines.
- Communicate a well-designed E&S plan through effective drawings and narratives that conform to PennDOT standards and Chapter 102 requirements.

Presentation: Contractors shall provide a unit cost per class for Task A as shown on the Cost Matrix, Attachment B, all inclusive of the contractors cost to provide the courses as described with the exception of materials for students. The presentation cost shall include travel time to the training location, costs incurred for overnight stays, as well as subsistence entitlement.

Travel costing shall conform to the requirements of the most current version of Commonwealth Management Directive 230.10, Travel Allowances which can be found at:

http://www.portal.state.pa.us/portal/server.pt/community/management_directives/711/management_administrative_support_%28205-260%29/208571

Subsistence costing shall conform to the requirements of the most current version of U.S. General Services Administration rates and are available on the U.S. GSA website at:

http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requested_perdiem&utm_campaign=shortcuts

Materials: PennDOT's policy is to print course materials through PennDOT's Graphic Services Center. No later than forty-five (45) days prior to the first class of each fiscal year, the awarded contractor is to provide, in an electronic medium, all presentation and printable material in its original format, as well as in a PDF format, and a detailed explanation of how the materials are to be put together.

Class Location: The actual location of each course will be determined by the TTDS Project Manager during the validity period of the PO resulting from this RFQ and be based on local need and a rational distribution throughout PennDOT districts. The contractor shall estimate the following locations for costing purposes:

- Fiscal Year 16 (January 1, 2017 to June 30, 2017)
 - Highway Drainage Design - One (1) in Harrisburg
 - Erosion and Sediment Pollution Control Design - One (1) in Central

For costing purposes Central class offerings shall be considered Districts 2-0, 3-0, 8-0, or 9-0; Western class offerings shall be considered Districts 1-0, 10-0, 11-0, or 12-0; and Eastern class offerings shall be considered Districts 4-0, 5-0, or 6-0. A map of PennDOT Districts can be viewed at this link:

[http://www.dotdom1.state.pa.us/ECMS/ECMS_Training_Calendar.nsf/vwLocations/BC29B3665ED99ABB85257E840058C762/\\$File/Map_of_Districts.pdf](http://www.dotdom1.state.pa.us/ECMS/ECMS_Training_Calendar.nsf/vwLocations/BC29B3665ED99ABB85257E840058C762/$File/Map_of_Districts.pdf)

PennDOT shall provide the awarded Contractor with an instructor packet at each course location. This packet shall consist of name tents, sign-in sheets, student evaluations, an instructor evaluation, tests, bubble sheets for the answers) and a UPS return envelope. The instructor shall administer the exam(s) associated with this course. The contractor shall submit the completed student exams to PennDOT, BLASO, TTDS, 400 North Street, 7th Floor, Harrisburg, PA within two (2) weeks of the end of the course. PennDOT will be responsible for grading the tests and administering any certificates to business partners.

PennDOT will provide a standard classroom setting at each course location with a projector, screen, white board and/or flip charts, markers for both the white board and flip charts.

A brief description and summary of the learning objects for each course listed in the statement of work can be found at the PennDOT Training Calendar (www.dot.state.pa.us/tc). The course materials are available for review during the procurement period. Please send an email to RA-pdBLASOProcure1@pa.gov no later than 1:00 p.m. on 10/3/2016 to request a link to the course materials.

When requesting payment for work completed under Task A: Training, the awarded Contractor shall include a list of courses presented to include the date and the location of the training along with an OS-501 Confirmation of Services form.

TASK B: MANDATORY PLANNING SESSION

Deliverables: Two (2) Individuals attending One (1) Mandatory Planning Session – Notice to Proceed through June 30, 2017.

Within three (3) weeks of the Notice to Proceed, a meeting will be scheduled with the awarded Contractor, the TTDS Project Manager, and other PennDOT assigned attendees to confirm a thorough understanding of the project. In Fiscal Year 16, the meeting shall take place at PennDOT’s central office located at 400 North Street, Harrisburg, PA, 17120. The mandatory planning session will last no more than two (2) hours.

Cost shall be based on the time of the awarded Contractor’s Project Manager and one (1) instructor or developer. The Contractor shall provide a deliverable cost in the Cost Matrix, Attachment B that includes all costs associated with this task, including travel in FY16. Each deliverable is for one person to attend the mandatory planning session.

Topics of the meeting shall include, but not be limited to:

- Schedule of work to be completed and any issues or clarifications.
- Deployment of a plan to track actual work completed against scheduled work.
- Attendance plans, course location plans, and a tentative course roll-out schedule.
- Invoicing procedures.

When requesting payment for work completed under Task B: Mandatory Planning Session, the awarded Contractor shall include the date of the meeting, along with an OS-501-Confirmation of Services form.

TASK C: COURSE REVISIONS and UPDATES:

Course revisions and updates may be necessary due to changes mandated by PennDOT to include, but not limited to, changes to Publications, Regulations and Initiatives.

As future changes to the training material are required, the TTDS Project Manager will provide the awarded Contractor a change request outlining the course revisions. The awarded Contractor shall provide the TTDS Project Manager a proposal to include all costs and timeline revisions regarding the impact of the requested changes.

All change request shall be processed in accordance with ITQ Contract Number 4400008567, Part IV – Terms and Conditions, Paragraph 21a, Changes.

Upon PennDOT's approval of the proposed changes, the Contractor will receive a purchase order or a revised purchase order giving authorization to the Contractor to proceed with the work outlined in the proposed change request.

When requesting payment for work completed under Task C: Course Revisions and Updates, the awarded Contractor shall include a summary of the modifications and/or changes completed along with an OS-501 Confirmation of Services form.

OTHER REQUIREMENTS:

1. Contractor Submission Package

Submission package should be kept to a reasonable length not to exceed twenty (20) pages. This excludes table of contents, dividers, supportive Appendices, and resumes. Resumes should be limited to two (2) pages for each individual resume. Your submission package must be emailed to the following email address: RA-pdBLASOProcure1@pa.gov.

2. Suppliers must complete and submit the following documents:

- a. Proposal based on requirements listed in Attachment A
- b. Cost Matrix – Attachment B
- c. Domestic Workforce Utilization Form – Attachment C

3. Insurance:

In accordance with ITQ Contract Number 4400008567, Part IV – Terms and Conditions, Paragraph 27b, Insurance, the awarded Contractor will be required to provide a current certificate of insurance to the TTDS Project Manager prior to receiving a purchase order.

4. Payment:

Payment will be based upon the successful completion and written acceptance of each deliverable identified in the section **Tasks and Deliverables** of this RFQ. Each deliverable payment will be based on the agreed cost in the awarded contractor's **Attachment B, Cost Matrix**, or as agreed to in the final contract. Contractor shall submit to the Project Manager Form OS-501, **Attachment D**, and substantiating documentation as notification of each deliverable completion. PennDOT Project Manager will certify successful completion and acceptance of each deliverable. Invoices must be submitted after acceptance of each OS-501. All invoices must be sent to the following address:

COMMONWEALTH OF PENNSYLVANIA
PO BOX 69180
HARRISBURG, PA 17106

The Contractor may also submit invoices electronically using the [E-Invoicing Program](#) website.

Payment to the Contractor will be based on timely completion and acceptance (in writing) of deliverables outlined within **Tasks and Deliverables**.

5. Estimated Quantities:

All quantities are estimated. Estimated quantities may be changed based on the need of the program. PennDOT reserves the right to request a change in quantities for any of the deliverables when anticipated quantities exceed those established. PennDOT reserves the right to add or delete training courses identified during the period of this Purchase Order (PO). PennDOT also reserves the right to cancel classes due to low enrollment or emergencies, in addition to the reasons contained in the "Termination" provisions of the terms and conditions.

6. Award:

Selection will be determined by best value criteria. Please refer to the attached Expedited RFQ Template for Training Services.

Questions:

Direct all questions concerning this Contract to Theresa M Mack, Issuing Officer, at [PD-BLASOProcurement](#). All questions must be submitted by 1:00 PM on 09/26/2016. All Contractors will be notified of the responses to the questions by 09/29/2016.