

**COMMONWEALTH OF PENNSYLVANIA  
OFFICE OF THE BUDGET**

**Request for Expressions of Interest:**

***FEDERAL INFRASTRUCTURE COORDINATION ASSISTANCE PROJECT***

**Summary.** The Commonwealth of Pennsylvania, Office of the Budget (Commonwealth) is interested in receiving expressions of interest from firms with expertise in cross-agency coordination and maximizing federal infrastructure projects and competitive federal grant programs (RFEI). The purpose of the Commonwealth's request is to determine what experienced firms are available to assist the Commonwealth in implementing the program described in the Background section below within an aggressive timeframe.

**Background.** The Commonwealth has identified an urgent need to secure the services of an experienced consulting firm to assist Commonwealth agencies with applying for and implementing the various programs contained in the federal Infrastructure Investment and Jobs Act (IIJA), Pub. L. 117-58, 135 Stat. 429, also known as the Bipartisan Infrastructure Law. A full description of the scope of services for this contract is attached as Exhibit 1 to this RFEI and fully incorporated by reference. The Commonwealth is issuing this RFEI to allow for open competition in the Commonwealth's selection of a firm for these services. This engagement will include coordinating responses across agencies; consulting with and assisting agencies on their applications for IIJA program funds; researching, devising, and recommending techniques to maximize the Commonwealth's receipt and use of IIJA funding, especially as to competitive grants; advising the Office of the Budget and agencies on best practices for implementing, tracking, and reporting the uses of IIJA funding within the Commonwealth's existing systems; tracking IIJA application and reporting deadlines; and, recommending new, additional, and revised uses for program funding available via IIJA. The Commonwealth intends to enter into a contract as soon as possible, and the firm must therefore commence the contract having already developed a thorough understanding of the IIJA including but not limited to the text of the statute; any and all regulations, guidance, or other documents issued by federal agencies regarding the IIJA; and, all audit and reporting provisions that apply to the IIJA and to the projects and programs within the IIJA. If the Commonwealth elects to engage a firm for these services, it will immediately proceed to execute and implement a contract on an emergency or sole source basis under the Commonwealth's procurement procedures.

**Content of Response.** Experienced firms that have an interest in working on this project must submit the information set out below. Responses should be as succinct as possible, preferably no more than 10 pages (exclusive of attachments), and must include all information requested.

**1) Experience and Personnel**

- a) *Qualification/Experience.* Provide information regarding the firm, including prior relevant experience in working with states on the programs contained in the IIJA, and in performing work similar to that described in this RFEI and the attached scope of services.

- b) *Qualification/Personnel*. Identify staff that may be providing the services including years and type of experience for each person. Staff should be identified as key staff who would be tasked full- or nearly full-time to this project, support staff, and subject matter experts who may be pulled into the engagement on an as-needed basis.
- c) *Small and Disadvantaged Businesses (SDBs)*. Identify businesses that qualify as SDBs under the Commonwealth's Small and Disadvantaged Business Program, and that the firm will include in this engagement as subcontractors. Provide information regarding such businesses, including their prior relevant experience in working with states on the programs contained in the IJJA, and in performing work similar to that described in this RFEI and the attached scope of services. Describe what role(s) the subcontractors would fulfill within the proposed scope of services, including how they will work with the lead firm, specific assignments/tasks they would perform, and percentages of time or work that would be allocated to the SDBs. Information concerning the Commonwealth's SDB program is available via this URL:

<https://www.dgs.pa.gov/Small%20Diverse%20Business%20Program/Small-Diverse-Business-Verification/Pages/Finding-Small-Diverse-Businesses.aspx>

## 2) **Project Plan**

- a) *Proposed plan*. The firm and its SDB partners must describe how it would implement the scope of work with the Office of the Budget and across the various Commonwealth agencies. The firm should take into account that Commonwealth Executive Agency employees are working under a variety of schedules including full-time in-office, full-time remote work, and hybrid schedules, and that relevant agency staff may be spread out across the state. Commonwealth agency employees use Microsoft products to perform their work duties (Outlook, OneDrive, Teams, Excel, Edge, SharePoint, *etc.*), and the Commonwealth uses its own implementation of SAP for its payment, accounting, and other financial transactions and reporting.
- b) *Timeline*. The firm and its SDBs must provide a proposed timeline for implementing the proposed scope of work including significant milestones. The IJJA process is already ongoing, so the firm and its SDBs must be ready and able to commence all work on the date the contract becomes effective and then fully ramp-up its operations within a short period of time. The firm's and its SDBs' proposed plan must provide a calendar-quarter-by-calendar-quarter plan for how it will implement and execute the duties laid out during the first 12 months of the contract.

3) **References**. Submit a list of at least three references (clients) for the firm and for each proposed subcontractor/SDB including the name, title and telephone number for three individuals who we may use as references for whom you have performed similar services to those being sought by the Commonwealth within the past 3 years.

4) **Financial Capability**. Describe your company's financial stability and economic capability to perform the contract requirements. Financial documents such as audited financial statements or recent tax returns will be acceptable to the Commonwealth.

- 5) **Estimated Cost.** The firm must propose a cost or fee structure that the firm and its SDB subcontractor partners would charge the Commonwealth for the services to be provided under the scope of services, including the method used to compute the cost and the proposed method(s) of payment. The total proposed cost may be broken down into the following components, as applicable:
- a. **Direct Labor Costs.** Itemize to show the estimated hours and rate per hour for each category of personnel with a different hourly rate.
  - b. **Travel and Subsistence.** Bearing in mind that meetings can be conducted virtually, separately itemize transportation, lodging and meals per diem costs that the firm and its subcontractors anticipate incurring. Travel and subsistence costs must conform with the requirements of the most current version of Commonwealth Management Directive 230.10, *Travel and Subsistence Allowances*.
  - c. **Subcontractor Costs.** Itemize as in (a) above.
  - d. **Other Direct Costs.** Itemize other direct costs that the firm and its subcontractors anticipate charging the Commonwealth.
  - e. **Total Estimated Cost.** Each submission must include an itemized, total estimated cost for the engagement.
- 6) **Suspension/Debarment.** The firm and each of its SDB partners must submit a statement certifying that no principal of your firm, and none of your proposed subcontractors, are suspended or debarred from contracting with the Commonwealth of Pennsylvania, the United States Government, or any other state government.

Respondents are solely responsible for all expenses associated with responding to this RFEI. Respondents needing confidential treatment for any proprietary information they furnish must clearly identify that in their respective responses. All information received in response to this RFEI that is marked Proprietary will be handled in accordance with applicable law including the Right to Know Law, as amended.

Respondents to this request shall not provide recommendations as to specific courses of action and shall not be deemed to be an advisor or consultant to the Commonwealth. The Commonwealth will evaluate the information presented and determine any subsequent course of action. This course of action may consist of further contracting for implementation of Commonwealth determined work. Such work may be procured through any lawful method available, and respondents to this request may be considered for selection to perform this work.

**Presentations.** After a review of the submissions, the Commonwealth reserves the right to request presentations regarding the proposed services. At such presentations, respondents should be prepared to address any questions regarding their response to this RFEI.

***Due Dates.*** To be considered for a potential contract for this project, the Commonwealth must receive all written expressions of interest by 3:00 pm local time in Harrisburg, PA on April 25, 2022. Timing for evaluating responses and optional scheduling of presentations will depend on the quantity and quality of responses received. Your complete written response must be submitted via email as a PDF file to the points of contact named below. The date and time that a written expression of interest is recorded as having been received by the Commonwealth's email system shall be the official date and time of receipt.

***Commonwealth Reservation of Rights.*** The Commonwealth reserves the right to consider or reject any and all responses to this Request, to amend and/or reissue this Request and to abandon and then recommence at any time, or not recommence, this process. All costs of any response to this Request and participation in any presentations to the Commonwealth prior to conclusion of any contract for services with the Commonwealth are solely the responsibility of the Respondent and the Commonwealth shall not be liable for payment of any such costs.

***Sole Point of Contact.*** The Office of the Budget is the sole point of contact for this RFEI. Do not telephone, email, or otherwise contact other Commonwealth employees or offices concerning this RFEI. All submissions, questions, inquiries, and other contacts concerning this RFEI must be sent to:

**Christine Bennett**  
717-265-7272

or

**Gina Daya**  
717-214-3863

**Email:**  
RA-OB-AAS\_PURCHASING@pa.gov

## **EXHIBIT 1 TO RFEI — SCOPE OF WORK FOR PROPOSED FEDERAL INFRASTRUCTURE COORDINATION PROJECT**

**1. Proposed Scope of Services.** The Commonwealth of Pennsylvania, Office of the Budget (Commonwealth), seeks to retain a consultant to assist and advise Commonwealth agencies with applying for and implementing the various programs contained in the federal Bipartisan Infrastructure Law (BIL)/Infrastructure Investment and Jobs Act (IIJA), Pub. L. 117-58, 135 Stat. 429. The consultant and its Small and Disadvantaged Business subcontractor partners (SDBs) will collectively perform the following duties:

- The consultant shall commence the contract having already acquired a thorough understanding of the BIL/IIJA including but not limited to the text of the statute; any and all regulations, guidance, or other documents issued by federal agencies regarding the BIM/IIJA; and, all audit and reporting provisions that apply to the BIL/IIJA and to the projects and programs within the BIL/IIJA. The consultant shall maintain such understanding throughout the term of the contract.
- The consultant shall organize, facilitate, coordinate, promote, and track extensive cross Commonwealth-agency collaboration to maximize (i) the Commonwealth’s implementation of BIL/IIJA programs (formula and discretionary programs), (ii) the Commonwealth’s access to, receipt of, and use of BIL/IIJA program funds, and (iii) tracking the implementation of such programs and grants. The consultant shall:
  - develop, or be knowledgeable about, industry best practices for maximizing the Commonwealth’s access to, receipt of, and use of BIL/IIJA program funds.
  - advise Commonwealth agencies on the development and implementation of plans to ensure that Pennsylvanians receive the maximum benefit from the job opportunities resulting from the BIL/IIJA.
  - advise agencies on how to construct or adjust the portfolio and program of projects to meet the priorities and funding categories in the BIL/IIJA, to ensure that projects appropriately use available funding by category, and to ensure that newly authorized funding categories are quickly identified and accessed utilized and eligible projects delivered.

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- assist agencies in identifying and establishing goals for each BIL/IIJA formula program (e.g., environmental, equity, and other goals) by which to measure the success of such programs.
- consult with agencies on financial planning for BIL/IIJA programs at the statewide level, or the regional level, or both.
- advise agencies on innovative finance initiatives for BIL/IIJA programs such as public/private partnerships, financing and revenue strategies, reviewing or drafting enabling legislation, and other finance topics.
- develop or provide access to tools, or data, or both, to enhance program analytics and to support evaluation of projects for discretionary grants, programs, and applications.
- assist and support agencies in tracking the delivery of selected programs, such as the Transportation Alternatives Set-Aside Program projects to maintain focus on project delivery.
- support agency initiatives for the planning of asset management activities.
- recommend an order for implementation of its proposals and recommendations along with an estimated timeline for the implementation of each individual proposal or recommendations and an overall timeline for implementing all proposals or recommendations.
- The consultant shall provide an impact analysis to the Secretary of the Budget that evaluates the effect of BIL/IIJA programs:
  - on Pennsylvania both statewide and regionally; and
  - on workforce demands across the Commonwealth. The consultant shall consult with, and receive input from, the Commonwealth's Department of Labor and Industry regarding workforce matters.

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- Assist the Department of General Services and other agencies in developing procurement strategies that meet BIL/IIJA program requirements and promote Pennsylvania businesses.
- The consultant shall advise and assist the Governor’s Office and agency press offices in developing and implementing outreach and education efforts regarding the details and key focus areas of the BIL/IIJA discretionary programs for local sponsors. Such outreach and education shall include assisting with the creation of media strategies, and developing easily accessible and customer friendly opportunities and education for deployment via agencies’ websites and social media platforms.
- The consultant shall advise on, and assist agencies with, developing and submitting applications or proposals for BIL/IIJA funding, including:
  - Providing technical support to agencies for developing and writing applications, such as economic analysis and benefit cost, with a focus on successful national Discretionary/Grant Program application expertise.
  - Assisting agencies with developing competitive applications or proposals.
  - Such other general support for the application processes.
- Provide assistance and management for conference planning activities, and such other planning, programming and project development activities related to the Commonwealth’s implementation and administration of BIL/IIJA programs as may be reasonably requested by the Secretary of the Budget.
- Report at least monthly to the Secretary of the Budget, and to such other Commonwealth officials and employees as the Secretary may direct, on the work being performed by the consultant; the results achieved by Commonwealth agencies in securing BIL/IIJA program funding for the Commonwealth; agency participation with the consultant; and, any other matter related to this contract.

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- Meet with the Secretary of the Budget, and such other Commonwealth officials and employees, at such times as the Secretary may request to discuss and review the work being performed by the consultant and the consultant's performance of this contract.
- 3. Department Resources to be Required or Provided.** To the extent that the consultant requires any Commonwealth agency data to perform, or to aid in the performance, of its duties under the contract, the consultant shall work with the relevant agency.
- 4. Worker Protection and Investment.** Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania's Unemployment Compensation Law, Workers' Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:
- Construction Workplace Misclassification Act
  - Employment of Minors Child Labor Act
  - Minimum Wage Act
  - Prevailing Wage Act
  - Equal Pay Law
  - Employer to Pay Employment Medical Examination Fee Act
  - Seasonal Farm Labor Act
  - Wage Payment and Collection Law
  - Industrial Homework Law
  - Construction Industry Employee Verification Act
  - Act 102: Prohibition on Excessive Overtime in Healthcare
  - Apprenticeship and Training Act
  - Inspection of Employment Records Law



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**Certification.** The contractor and subcontractors entering into this contract will complete the following certification when executing the contract:

The Consultant and all of its subcontractors, partners, and affiliates on this engagement:

1. certify that they are in compliance with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in above;
  2. understand and acknowledge that they must immediately report any change in their compliance status to the Commonwealth;
  3. understand and acknowledge that this Certification is made subject to the provisions and penalties of 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities); and,
  4. understand and acknowledge that Pennsylvania law establishes penalties for providing false certifications, including, but not limited to, contract termination and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (relating to debarment or suspension).
- 5. Do not Include Recommendations in Responses.** Respondents to this request for expressions of interest shall not provide recommendations as to specific courses of action in their responses and shall not be deemed to be an advisor or consultant to the Commonwealth. The Commonwealth will evaluate the information presented and determine any subsequent course of action. This course of action may consist of further contracting for implementation of Commonwealth-determined work. Such work may be procured through any lawful method available, and respondents to this request may be considered for selection to perform such work.