

**ATTACHMENT A  
STATEMENT OF WORK  
Request for Quotes (RFQ)  
Constructability Review  
Solicitation Number: 6100039388**

**BACKGROUND –**

Each year PennDOT constructs many projects which require different methods of construction and contain differing construction restrictions. During the project design phase, both construction and design staff should attend a constructability meeting(s) to develop a pre-bid construction schedule, discuss potential construction issues and determine how to work around these matters.

**OBJECTIVE -**

The objective of this training is to provide constructability review related training and to update, and revise this course as necessary on behalf of the Pennsylvania Department of Transportation (PennDOT), Business Leadership and Administrative Services Office (BLASO), Technical Training and Development Section (TTDS). The constructability review training contract shall provide students with the knowledge to identify potential constructability issues and create a pre-bid construction schedule based on project bid documents and construction restrictions.

**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 exam 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**

#### **A: Constructability Review Training (Max 35 students)**

Deliverable: Five (5) course offerings – Notice to proceed through June 30, 2017.

This is a 1 day course, intended for ADEs for Design, ADEs for Construction, Assistant Construction Engineers, Project Managers, Highway Quality Assurance Division, Bridge Quality Assurance Division, Environmental Quality Assurance Division employees, District Construction Schedulers, and any employee responsible for project development. This course has been developed to provide design project managers and constructability reviewers with a better understanding of the differences between a design review and a constructability review, identify specific tasks included in a constructability review and present the best timeframes for incorporating constructability reviews into the project design process.

Upon successful completion of this course, participants shall be able to:

- Identify the purpose and goals of the Constructability Review Process.
- Understand the roles and responsibilities of various Constructability Review Team members
- Describe and demonstrate an effective process for performing detailed constructability reviews in a timely manner.
- Identify issues to consider in project development and creating effective Pre-Bid Construction Schedules.

**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](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](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, for costing purposes, estimate that in Fiscal Year 16 (July 1, 2016 to June 30, 2017), two of the training classes will be conducted in the East and two in the West and one in Central PennDOT Districts.

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, and 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 the 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](http://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](mailto:RA-pdBLASOProcure1@pa.gov) no later than 1:00 p.m. on August 22, 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. 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. 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**

Deliverable: The following deliverables are called for in Task C: Course Revisions and Updates.

**C1: Course Revisions and Updates** – Notice to proceed through June 30, 2017.

Course revisions should include revising and updating all the Constructability Training materials, including the PowerPoint presentation, participant manual, course exercises, and exam in Task: A. The revisions will update the course materials to reflect the changes found in the DM1X

publication. The Appendix has changed from Appendix D to Appendix N. **Other** Specific changes should include the following:

- Frequency of Constructability Reviews
- Importance of expertise necessary for constructability reviews
- Information necessary for a successful constructability review which includes appropriate pre-bid schedule development
- Production Rates
- Specific examples

Any proposed updates must be submitted to the PennDOT Subject Matter Expert for review and approval prior to implementation. The awarded Contractor shall use the developed course materials as a guide for any revisions and updates to the coursework. At the Mandatory Planning Session, a revision schedule shall be developed that incorporates sufficient time for PennDOT review and approval.

**C2: Status Meetings** - Notice to proceed through June 30, 2017.

The purpose of the meetings is to review the revisions and determine their accuracy. The Contractor (one (1) person) shall assume up to two (2) meetings that will last no more than one (1) hour each. The two (2) meetings are an estimate and not a guarantee. The meetings shall take place at PennDOT's central office location at 400 North Street, Harrisburg, PA 17120, as determined by the TTDS Project Manager. Travel costs and travel time should be included in the cost of each meeting.

The Contractor shall provide a deliverable cost in the Cost Matrix, Attachment B, which includes all cost associated with Tasks C1 through C2.

Additional 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](mailto: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 Mary Beth Knepp, Issuing Officer, at [maryknepp@pa.gov](mailto:maryknepp@pa.gov). All questions must be submitted by 1:00 PM on August 11, 2016. All contractors will be notified of the responses to the questions by August 16, 2016.