

TEXAS DEPARTMENT OF TRANSPORTATION
GENERAL SERVICES DIVISION

SPECIFICATION NO.
TxDOT 906-52-80
DATED: FEBRUARY 2007

SAFETY REST AREA EXHIBIT DESIGN AND DEVELOPMENT

PUBLICATION

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1. SCOPE: This solicitation is a Request for Proposal (RFP) for safety rest area exhibit design and development services. Vendor shall provide research, complete interpretative design and exhibit development, and oversight for production and installation in newly constructed and renovated Safety Rest Areas (SRAs) throughout the state of Texas. The primary location of the exhibits will be in the lobbies of each SRA building, with additional locations that may include displays on the exteriors of the building, trail markings, and outdoor freestanding interpretive material. Service requirements shall include, but not be limited to the following:
 - 1.1. All interpretative exhibit and display design.
 - 1.2. Media design (including audio-visual, computer and mixed media).
 - 1.3. All related services, including, but not limited to, research, design, and development of exhibit(s) through fabrication and installation including a one year warranty period which covers workmanship and materials. More specific warranty items will be identified in the work authorization.

2. DEFINITIONS OF TERMS AND ACRONYMS

- 2.1. DUAL SITE PROJECT – A location which requires two exhibits.
- 2.2. PM – TxDOT Project Manager.
- 2.3. POC – Vendor Primary Point-of-Contact.
- 2.4. SINGLE SITE PROJECT – A location which requires one exhibit.
- 2.5. SRA – Safety Rest Area.
- 2.6. WORK AUTHORIZATION – Detailed work order issued to a selected vendor(s) for a specific SRA project.
- 2.7. VPM – Vendor Project Manager.

3. BACKGROUND: TxDOT is the state agency charged with the design, development, construction and maintenance of Texas SRAs. TxDOT is currently engaged in a program to construct a number of new SRAs and to renovate existing SRAs throughout the state.
 - 3.1. Following are recently completed SRAs with exhibits that are now open to the public. See SRA website for photos and descriptions:

<http://www.dot.state.tx.us/mnt/sra/default.htm>

These facilities include:
 - 3.1.1. Single site in Culberson County on US 62/US 180.
 - 3.1.2. Single site in Gray County on IH 40.
 - 3.1.3. Single site in Donley County on IH 40.
 - 3.1.4. Dual site in Hale County on IH 27.
 - 3.1.5. Dual site in Hardeman County on US 287.
 - 3.1.6. Single site in Medina County on US 90.
 - 3.1.7. Dual site in Donley County on US 287.
 - 3.1.8. Dual site in Guadalupe County on IH 10.
 - 3.2. Three SRAs are currently under construction:
 - 3.2.1. Dual site in Walker County on IH 45.
 - 3.2.2. Dual site in Polk County on US 59.
 - 3.2.3. Dual site in Bell County on IH 35.
 - 3.3. Design is now under way for SRAs in these counties:
 - 3.3.1. Dual site in Navarro County on IH 45.
 - 3.3.2. Dual site in Hill County on IH 35.
 - 3.3.3. Dual site in Chambers County on IH 10.
 - 3.3.4. Dual site in La Salle County on IH 35.
4. CURRENT ENVIRONMENT AND CONCEPT: The purpose of each SRA is to provide facilities for travelers to take a break from driving, and then return to the road rested and alert. TxDOT's objective is to make interesting areas available for all of our visitors, including schoolchildren, families and senior citizens. These areas should provide, alternately and as appropriate, an engaging experience, or a restful and quiet place of respite.

5. RESPONDENT QUALIFICATIONS: The respondent shall:

- 5.1. Be a company engaged in the business of providing complete exhibit design, development, and oversight for production and installation of exhibits for a minimum of three years within the last five years. Recent start-up businesses do not meet the requirements of this solicitation.
- 5.2. Be in good financial standing, not in any form of bankruptcy, current in payment of all taxes and fees such as state franchise fees. TxDOT reserves the right to request a copy of the respondent's audited or un-audited financial statement.

When financial statements are requested, TxDOT will review the respondent's audited or un-audited financial statement to this solicitation in accordance with Texas Government Code, Title 10, Subtitle D, Section 2156.007 to evaluate the sufficiency of the respondent's financial resources and ability to perform the contract or provide the service required in the solicitation. TxDOT will be the sole judge in determining the sufficiency of the respondent's financial resources and ability to perform the contract or provide the service. Factors to be reviewed include:

- 5.2.1. Balance sheets.
- 5.2.2. Net working capital.
- 5.2.3. Current asset ratio.
- 5.2.4. Liquidity ratio.
- 5.2.5. Auditor(s) notes.
- 5.2.6. Any notes to the financial statements.

6. KEY PERSONNEL QUALIFICATIONS: The respondent shall provide the following key personnel:

- 6.1. VPM: The respondent shall designate a VPM with a minimum of two years of experience within the last four years in project management for projects of similar size and scope, including, but not limited to experience in the design, development, manufacture, installation of exhibits, and museum displays or in educational interface display industry services, or both. The VPM shall be:
 - 6.1.1. A permanent staff member for a minimum of two years within the last four years.
 - 6.1.2. The primary POC for TxDOT.
- 6.2. ADDITIONAL PERSONNEL QUALIFICATIONS: All vendor personnel (other than the VPM), provided to work on SRA projects shall have a minimum of one year of experience within the last two years working on similar or same types of project requirements specified in the solicitation.

7. PERSONNEL CONTINUITY AND REPLACEMENT

- 7.1. TxDOT recognizes that events beyond the control of the vendor such as the death, physical or mental incapacity, long-term illness, or the voluntary termination of employment of the VPM may require that the vendor propose a replacement. In the event that such a replacement is necessary, vendor agrees that no personnel shall begin work on the project without prior written approval from TxDOT.

- 7.2. The vendor agrees that the VPM assigned to the project shall remain available for the entirety of the project throughout the term of the purchase order as long as that individual is employed by the vendor and until the project is complete.
 - 7.3. If TxDOT determines that the VPM (or other personnel) is unable to perform in accordance with the service requirements or to communicate effectively, the vendor shall immediately remove that person.
 - 7.4. Proposed replacement personnel shall meet minimum qualifications and have experience comparable to the person(s) being replaced. Replacement personnel shall be provided at no additional cost to TxDOT. A profile and references will be requested for the proposed replacement(s). TxDOT may reject any replacement if references or past working performance is questionable or unfavorable. TxDOT will be the sole judge of the qualifications of the proposed replacement personnel.
 - 7.5. The vendor shall request in writing and obtain written approval from TxDOT to add or remove personnel.
8. VENDOR REQUIREMENTS: The vendor shall:
- 8.1. Adhere to the TxDOT Terms and Conditions identified on the solicitation.
 - 8.2. Begin work within ten work days after notification of award and issuance of a purchase order.
 - 8.3. Provide personnel to meet the requirements of the solicitation.
 - 8.4. Manage, supervise and conduct all phases of the exhibit and display work required for each project.
 - 8.5. Ensure that the vendor's design team interacts closely with TxDOT to determine and develop a cohesive and imaginative exhibit.
 - 8.6. Develop a project plan and schedule for each project and:
 - 8.6.1. Manage the development and implementation of work by assuring that all phases of the project plan and schedule are accomplished without significant delays, problems or re-work due to poor quality. Delays due to changes both within and outside the vendor's control shall require prior approval of TxDOT.
 - 8.6.2. Maintain a budget and schedule for each project.
 - 8.7. Ensure that project requirements are met and:
 - 8.7.1. Provide all shop drawings and specifications necessary for the production and installation of exhibits at each SRA.
 - 8.7.2. Administer the work by establishing and maintaining effective communication with all groups related to the project.
 - 8.7.3. Communicate project requirements to vendor staff members; direct and coordinate the activities of the staff to ensure that the project progresses efficiently and is completed on schedule.
 - 8.7.4. Consult with TxDOT to develop the budget and logistical information needed to complete the project assigned to the vendor.

- 8.7.5. Provide all materials and services, including Construction Administration, needed to complete each project. Materials shall include, but not be limited to, any hardware, benches or seating, wall exhibits, etc. required to complete each project.
- 8.7.6. Removal of existing exhibits and using an approved method of disposal.
- 8.8. Have the ability and personnel to work at multiple locations on separate SRA projects as mutually agreed to between the vendor and TxDOT.
- 8.9. Provide a minimum one-year warranty for installation, materials and workmanship for all installed exhibits and displays.
- 8.10. Identify any proposed subcontractors to be used for each project at the time of Work Authorization negotiations (Ref. Para. 11.).

9. SERVICE REQUIREMENTS

- 9.1. PROJECT EXECUTION: Each SRA is considered to be a single or dual project site which requires a Work Authorization to be issued prior to beginning work.
- 9.2. WORK FLOW SEQUENCE
 - 9.2.1. Project location is assigned.
 - 9.2.2. Vendor presents potential display options with estimates after researching the historical, cultural, and demographic characteristics of the appropriate area.
 - 9.2.3. TxDOT selects preferred options for installation.
 - 9.2.4. Vendor provides installation schedule.
 - 9.2.5. Vendor provides submittals for approval and progress of fabrication photos.
 - 9.2.6. Vendor coordinates with other TxDOT vendors or contractors also working at assigned location.
 - 9.2.7. Vendor provides material, manages and completes exhibit.
- 9.3. EXHIBIT: Each SRA exhibit shall:
 - 9.3.1. Be provided for the lobby and any outdoor settings, as required.
 - 9.3.2. Incorporate creative exhibit and media elements. The content and creativity of each exhibit is of paramount importance to TxDOT. Exhibits shall provide engaging, in-depth, accurate and dynamic information.
 - 9.3.3. Exhibit material shall be unique to each SRA location and may include, but not be limited to:
 - 9.3.3.1. Local historical and cultural descriptions.
 - 9.3.3.2. Information and illustrations of interesting geological features.
 - 9.3.3.3. Displays featuring indigenous plants and animals that inhabit the region.

- 9.3.3.4. Interpretive displays using interactive terminals.
- 9.3.3.5. Weather display terminals and relevant safety information for the traveling public.

10. TxDOT RESPONSIBILITIES: TxDOT will:

- 10.1. Act as the PM for each project.
- 10.2. Determine each SRA location requiring the service described in this specification.
- 10.3. Request proposals from selected vendor(s) as a project is established (Ref. Para. 19.).
- 10.4. Request design work in order of importance to TxDOT.
- 10.5. Meet with the selected vendor to review the vendor's project design.
- 10.6. Provide reference drawings and project description similar to Attachment A – Bell County Safety Rest Area Concept Statement and Drawings for each project.
- 10.7. Issue a Work Authorization for each project.
- 10.8. Approve the Project Plan and Schedule.
- 10.9. Meet with vendor as required throughout the planning, implementation and installation of each project.
- 10.10. Approve or disapprove delays to the vendor's schedule.

11. SUBCONTRACTING: Subcontracting is allowed under the following circumstances.

- 11.1. Subcontractors providing service under the purchase order shall meet the same service requirements and provide the same quality of service required of the vendor.
- 11.2. No subcontract under the purchase order shall relieve the primary vendor of responsibility for the services.
- 11.3. The vendor shall be the only contact for TxDOT and subcontractor(s).
- 11.4. The vendor shall maintain all project management, schedules, performance and responsibilities for subcontractors. The vendor shall be held solely responsible and accountable for the completion of all work for which the vendor has subcontracted.
- 11.5. TxDOT reserves the right to request the removal of vendor's subcontractor staff deemed unsatisfactory by TxDOT.
- 11.6. Subcontracting shall be at the vendor's expense.
- 11.7. SOLICITATIONS OVER \$100,000: TxDOT will make an initial determination of whether subcontracting is probable. It is the respondent's determination if they choose to subcontract any of the work under this purchase order with a Texas Certified Historically Underutilized Business (HUB) or other businesses.
 - 11.7.1. If TxDOT has determined that subcontracting opportunities are probable, the class and items in which HUBS may be registered will be noted in the solicitation.

- 11.7.2. The respondent shall identify all proposed subcontractors at the time of response submittal. The required forms with video instructions can be found at the following website:

<http://www.tbpc.state.tx.us/hub/forms/hubsubcontplan.html>

- 11.8. HSP PRIME CONTRACTOR PROGRESS ASSESSMENT REPORT: After award the vendor shall report all HUB and non-HUB subcontractor information using the HSP Prime Contractor Progress Assessment Report form. One copy of this report shall be submitted monthly to TxDOT's Business Opportunity Programs Office, and one copy shall be submitted with the invoice. Only actual payments made to subcontractors are to be reported. These reports will be required monthly even during months when no payments to subcontractors have been made. TxDOT may verify the amounts being reported as paid by requesting copies of cancelled checks paid to subcontractors.
- 11.9. If a respondent plans to subcontract all or a portion of the work to a subcontractor who is not a HUB, the respondent shall identify the proposed subcontractor(s) at the time of response submittal. Use the website above to access the forms.
- 11.10. TxDOT retains the right to check subcontractor's background and make a determination to approve or reject the use of submitted subcontractor(s). Any negative responses may result in disqualification of the subcontractor.
12. TRAVEL: All travel and per diem shall be included in the unit price.
13. CONFLICT OF INTEREST: The vendor or vendor's subcontractors covenants that it does not have, nor shall it acquire, any interest that would conflict in any manner with the performance of its obligations in regard to services authorized.
14. FEDERAL FUNDING: The purchase order will be supported in part with federal funds, therefore, the following citations apply:
- 14.1. OMB A-87 – Office of Management and Budget Circular relating to Cost Principles.
- 14.2. OMB A-102 – Office of Management and Budget Circular relating to Administrative Requirements.
- 14.3. OMB A-133 – Office of Management and Budget Circular relating to Audit Requirements.
15. INVOICING INSTRUCTIONS: The vendor shall provide a comprehensive and detailed invoice with reference to the basis for each item charged. Original documentation that validates the charges shall be attached. The original invoice shall be mailed to the address shown on the purchase order and shall include the following:
- 15.1. Purchase order number.
- 15.2. Vendor EIN.
- 15.3. Date and time of service.
- 15.4. Location of service.

15.5. Description of work provided in accordance with the stated Payment Requirement and Schedule for Work Authorizations.

15.6. Invoices that require correction(s) shall be re-submitted with a new invoice date.

16. PAYMENT REQUIREMENTS AND SCHEDULE: TxDOT will provide specific invoicing information to selected vendors as Work Authorizations are issued. Vendor will be paid the following percentages for work performed on each SRA project per each Work Authorization total as each project progresses:

5%	Conceptual design and cost estimates accepted and approved by TxDOT
10%	Final plans accepted and approved by TxDOT
30%	Fabrication complete, accepted and approved by TxDOT
30%	Project complete and installed
25%	Project tested and accepted by TxDOT

17. RESPONSE SUBMISSION: Failure by the respondent to submit the documentation listed below will disqualify the respondent from further consideration. The response submission shall be submitted in the following format:

17.1. GENERAL FORMAT: The respondent shall submit one signed and dated original (marked Original) and five copies (marked Copy). The submission shall be in separate loose leaf binders on one sided 8-1/2 X 11-inch paper and shall be tab-indexed corresponding to the sections listed below. Plastic spine-bound or wire bound submittals are highly discouraged. Include only the information specified for each section.

17.2. ORIGINAL RESPONSE: The original response shall include the following:

17.2.1. Section 1 – Original, Signed, Dated and Completed Execution of Proposal.

17.2.2. Section 2 – Schedule 1 – Pricing Schedule and Schedule 2 – Bell County Project Pricing Submittal.

17.2.2.1. Schedule 1 – Pricing Schedule: Hourly rates submitted will be evaluated per Para. 18.1.2. of this specification. This pricing is binding and shall be used for all subsequent project proposals during the term of this contract. All charges associated with exhibit design and project management shall be covered with these rates.

- 17.2.2.2. Schedule 2 – Bell County Project Pricing Submittal: Project proposal pricing consists of exhibit design and project management charges based on the hourly rates submitted in Schedule 1 – Pricing Schedule and lot pricing for exhibit production and exhibit installation. Project proposal pricing shall be turn-key for the specific project. The pricing submitted on Schedule 2 – Bell County Project Pricing Submittal shall be for the respondent's proposed project for the Bell County SRA. All pricing for subsequent projects shall be proposed in this format.

NOTE: Include five copies of Schedule 1 – Pricing Schedule and Schedule 2 – Bell County Project Pricing Submittal in a separate sealed envelope with the original submittal.

- 17.2.3. Section 3 – Company Profile and History: Limit to two pages and include the following:

- 17.2.3.1. A brief description of the company, including the company name, address, phone number, legal status (i.e., corporation, partnership, etc.).
- 17.2.3.2. Name, phone number and email address of the person TxDOT should contact with any questions regarding the response submission.
- 17.2.3.3. Number of years in business, size and scope of operation.
- 17.2.3.4. Name and title of person signing the response.

- 17.2.4. Section 4 – Financial Solvency: The respondent shall submit:

- 17.2.4.1. Statement from the president, owner or financial officer on company letterhead certifying that the company is in good financial standing, not in any form of bankruptcy, current in payment of all taxes and fees (Ref. Para. 5.2.).
- 17.2.4.2. Additional information demonstrating financial stability and ability to meet the financial responsibilities for the requirement to perform this service.

- 17.2.5. Section 5 – Key Personnel Qualifications: The respondent shall provide a resume or brief profile of the VPM. The profile shall include:

- 17.2.5.1. Individual's name and title.
- 17.2.5.2. Education.
- 17.2.5.3. Description of qualifications and experience for the last two years within the last four years (Ref. Para. 6.1.).

- 17.2.6. Section 6 – Company Qualifications and Experience: The respondent shall demonstrate successful past performance through submission of documentation of relevant qualifications and experience for completed projects. Choose one project completed in the past three years, similar in content, size, and scope to that described in this solicitation. It is strongly preferred that the example cited be a completed project, including the production and installation phases. Preference will be given to projects in which the respondent has participated in the concept and content development phases in addition to providing all standard design and contractor services. Please provide the following information on the cited project:

- 17.2.6.1. Customer Name, Contact Person, and Phone Number.
- 17.2.6.2. Project Name, Location, Size and Date Completed.
- 17.2.6.3. Respondent's Specific Role in the Project.
- 17.2.6.4. Brief Description of Project Scope.
- 17.2.6.5. Relevance to the TxDOT SRA Exhibit Projects.
- 17.2.6.6. Include examples of a budget and a schedule that you developed for this project, which was a successful tool for your management of the project.
- 17.2.6.7. Actual completion production cost vs. original cost estimate.
- 17.2.6.8. Description of all subcontractor activity.
- 17.2.7. Section 7 – Demonstration of Capability: The respondent shall describe their approach and understanding to meet service requirements for project concepts.
 - 17.2.7.1. Describe overall approach to interpretive exhibit design. Present a vision of a meaningful, engaging and dynamic SRA Interpretive Exhibit. Explain how the exhibit would appeal to all backgrounds, life experiences, and ages, particularly the traveling public.
 - 17.2.7.2. Describe how the exhibit and media elements are integrated into the existing or proposed building systems and grounds, and how that integration affects the traveler's SRA experience.
 - 17.2.7.3. Provide specific examples of how an exhibit's theme and information would avoid becoming outdated.
- 17.2.8. Section 8 – Proposed Example Exhibit: The respondent shall submit a proposal for exhibits for the lobby and site for the project currently under construction in Bell County. The Bell County SRA is located in Central Texas, on the northbound and southbound sides of Interstate 35, approximately three miles south of Salado (Ref. Attachment A – Bell County Safety Rest Area Concept Statement and Drawings). Proposal shall specifically state how the exhibit fulfills the concept statement on Attachment A – Bell County Safety Rest Area Concept Statement and Drawings. Proposal shall also include the following:
 - 17.2.8.1. Description of the research methods used in exhibit design process.
 - 17.2.8.2. Description of the specific role that a subcontractor(s) might play in the project and note any special expertise or direct experience that is particularly relevant to the TxDOT SRA Exhibit Project (Ref. Para. 11.9.).
 - 17.2.8.3. Proposed Budget and Project Schedule.

- 17.2.9. Section 9 – References: Respondent shall submit all references (for projects similar in size and scope) that verify the qualifications and experience requirements for services completed within the past five years. References shall illustrate respondent's ability to provide the services outlined in the specification. References shall include name, point of contact, telephone number, and dates services were performed. The response will be disqualified if TxDOT is unable to verify qualification and experience requirements from the respondent's references. The response may be disqualified if TxDOT receives negative responses. TxDOT will be the sole judge of references (Ref. Schedule 3 – References).
- 17.2.9.1. In addition to contact information noted above respondent shall provide a short description (name) of each project and of their role in each project.
- 17.2.9.2. Respondent shall also note the status of each project (design phase, installation, completed, etc.) and include the actual completion date.
- 17.2.9.3. Respondent shall note the estimated or actual cost of each project.
- 17.2.10. Section 10 – HUB Subcontracting Plan: These forms shall be submitted with the response for the submittal to be considered responsive.
- 17.3. CD REQUIREMENT: The respondent shall submit Section 1 through Section 10 on a CD with the original signed and dated submittal.
- 17.4. COPIES: The five reproduced copies (marked Copy) shall include only the following tab-indexed sections:
- 17.4.1. Section 3: Company Profile and History.
- 17.4.2. Section 4: Financial Solvency.
- 17.4.3. Section 5: Key Personnel Qualifications.
- 17.4.4. Section 6: Company Qualifications and Experience.
- 17.4.5. Section 7: Demonstration of Capability.
- 17.4.6. Section 8: Proposed Example Exhibit.
- 17.4.7. Section 9: References.
18. RESPONSE EVALUATION: Only complete responses with the required submittal documents listed above and meeting the minimum qualifications (Ref. Attachment B – Required Submittal Documents) stated in this specification will be considered. Failure to meet the minimum qualifications and submit the required documents will result in a response being declared non-responsive.
- 18.1. STEP 1 – INITIAL EVALUATION: A TxDOT evaluation committee will evaluate and score each response based on established criteria. Respondents shall not contact members of the evaluation team. Responses will be evaluated according to the respondent's ability to best satisfy TxDOT requirements.
- 18.1.1. Respondent qualifications and response submission information will comprise 70 percent of the evaluation total.

- 18.1.2. Pricing submitted for the solicitation requirements will be 30 percent of the evaluation total.
- 18.2. STEP 2 – ORAL PRESENTATION AND DISCUSSION: TxDOT may request that selected respondents give a presentation to TxDOT. A TxDOT evaluation committee will evaluate and score each presentation. All responses will be evaluated according to the respondent's ability to best satisfy TxDOT requirements.
- 18.2.1. TxDOT may provide an agenda for the presentation.
- 18.2.2. Respondents should be prepared to address any questions that may be asked by TxDOT evaluators and be prepared to discuss previous work and to elaborate on their concept for the Bell County SRA..
- 18.2.3. Proposed key personnel may be expected to attend and participate in the presentation. TxDOT will notify the respondent with a list of titles or individuals who should attend the presentation. TxDOT will advise each respondent in writing of the location, date and time of their scheduled presentation. Preferably, a minimum of two weeks notice will be given to the respondent(s) selected for the oral presentation phase; however, there may be times when a shorter time frame is required.
- 18.3. STEP 3 – BEST AND FINAL OFFER (BAFO): After oral presentations, TxDOT reserves the right to continue discussions or negotiations with selected respondent(s). TxDOT may determine to award the purchase order(s) for the service without requesting a BAFO, if it is in the best interest of TxDOT. TxDOT reserves the right to request a BAFO from selected respondent(s). The respondent(s) shall submit a final price and any added value or incentives. If more than one respondent reaches this level, the negotiated terms, references, BAFO and best value will be the considered in the award, but TxDOT will make the final determination on what is the best value and solution for TxDOT.
- NOTE: BAFO(S) that may be requested for this RFP will concern the respondent's proposal for the Bell County SRA.
- 18.4. AWARD: TxDOT reserves the right to award purchase order(s) to the company(ies) that provide the best service and value to TxDOT in performance of this service.
- 18.5. BEST VALUE: TxDOT will be the sole judge of best value. Best value criteria may include, but is not limited to:
- 18.5.1. Best meets the goals and objectives as stated in the Service Requirements.
- 18.5.2. Best meets the quality and reliability of the proposed goods and services.
- 18.5.3. Provides the most customer focused solution that will best meet the needs of the traveling public.
- 18.5.4. Creative design solution.
- 18.5.5. Experience in successfully providing services in the specification.
- 18.6. TYPES OF AWARD
- 18.6.1. Multiple Awards: A multiple award is the award of multiple purchase orders for the same line item(s) from a single solicitation to two or more vendors to provide the same or similar goods or services. TxDOT will award up to a maximum of three purchase orders.

- 18.6.2. TxDOT will issue one Work Authorization for the Bell County SRA as a result of this solicitation.
19. VENDOR SELECTION FOR PROJECTS: As SRA projects become eligible, TxDOT will select an awarded vendor(s) to receive work authorization(s) as stated below.
- 19.1. If the estimated cost for a single site project is over \$50,000, TxDOT will seek proposals from all awarded vendors.
- 19.2. If the estimated cost for a dual site project is over \$100,000, TxDOT will seek proposals from all awarded vendors.
- 19.3. There is no guarantee by TxDOT, that an awarded vendor will receive a work authorization.
20. POST AWARD MEETING: Vendor(s) may be required to attend a post award meeting in Austin, Texas with TxDOT within ten calendar days after the award of the initial purchase order for the first project and for each subsequent awarded site proposal. The purpose of the meeting is to discuss the terms and conditions of the purchase order and to provide additional information regarding work plans, which shall be executed by both parties, wherein vendor(s) and TxDOT shall identify specific goals, strategies and activities planned for meeting particular program area objectives.
21. CONTRACT ADMINISTRATION: Administration of the purchase order is a joint responsibility of the TxDOT Division and TxDOT Purchasing. TxDOT Purchasing staff will be responsible for administering the contractual business relationship with the vendor.
- 21.1. Any proposed changes to work to be performed, whether initiated by TxDOT or the vendor, must receive final written approval in the form of a Purchase Order Change Notice signed by the authorized TxDOT purchasing agent.
- 21.2. Upon issuance of purchase order, TxDOT will designate an individual who will serve as the PM and point-of-contact between the agency and the vendor. The PM does not have any express or implied authority to vary the terms of the purchase order, amend the purchase order in any way or waive strict performance of the terms or conditions of the purchase order. This individual's contract management and contract administration responsibilities include, but are not limited to:
- 21.2.1. Monitoring the vendor's progress and performance and ensuring services conform to established specification requirements.
- 21.2.2. Managing the financial aspects of the contract including approval of payments.
- 21.2.3. Meeting with the vendor as needed to review progress, discuss problems, and consider necessary action.
- 21.2.4. Identifying a breach of contract by assessing the difference between contract performance and non-performance.
- 21.2.5. Other areas as identified by the Texas Building and Procurement Commission State of Texas Contract Management Guide, latest edition.

ATTACHMENT A

BELL COUNTY SAFETY REST AREA CONCEPT STATEMENT AND DRAWINGS

CONCEPT STATEMENT: The pair of Bell County SRAs, located on the southbound and northbound sides of Interstate Highway 35 between Austin and Waco, are approximately 3 miles south of the picturesque, historic Village of Salado. The new facilities borrow architectural forms and elements from Salado's early and unique establishments, and are equipped with lobby areas that feature local and other travel information. Separate truck and car parking, and a park-like, pedestrian friendly setting encourages drivers to stop, learn, relax, stretch, and return to driving with enhanced energy and knowledge.

Salado Creek was the first designated Texas natural landmark in 1966. The clear, bubbling springs of the creek made it a favorite camp ground for Indians thousands of years before the arrival of early Scottish settlers, and had much to do with the development of Salado. A series of flour and grist mills were built on Salado Creek in the mid 17th century, and the village prospered as an industrial and agricultural center, as well as an educational center with the founding of Salado College in 1860.

The grist mills are long since gone, but still linger in the village's street names and merchant establishments; now their forms are revived in this pair of safety rest area facilities. The main entry of each facility is slightly elevated to create the feel of walking onto a bridge, and passes a large circular window in the shape of an old wooden water turbine of the lobby building. River rocks line the base of the elongated limestone lobby building that resembles a heavily stone-clad watermill structure. Upper parts of exterior walls are clad in earth-tone metal panels that reflect the town's farming and industrial origin. Exposed ceiling trusses and metal ductwork of the interior further reinforces the industrial feel of past grist mills.

Display exhibits inside the lobby areas will provide local history, culture, road, weather, and safety information. The restrooms incorporate a concrete storm shelter to protect travelers from hazardous weather conditions common to this region.

A security and information office is incorporated into each lobby, next to another office reserved for local law enforcement. Security cameras are placed strategically inside the buildings and outside in parking areas, with display monitors clearly visible in the lobbies, to create a sense of security and deter potential crimes.

A large overhang roof structure covers the elevated main entry of each facility, to provide shade and act as a breezeway with a view out to the nearby low hills and farmlands. Recycled plastic benches on metal frames inside and outside the buildings allow travelers to rest.

Meandering concrete sidewalks with native landscapes connect outdoor picnic arbors and encourage travelers to walk and stretch. Clusters of outdoor exercise activities such as horizontal bars for pull-ups and low benches for sit-ups are placed conveniently next to the sidewalks to entice adult travelers, while children can release stored energy on the playground areas with slides and ring-pulls.

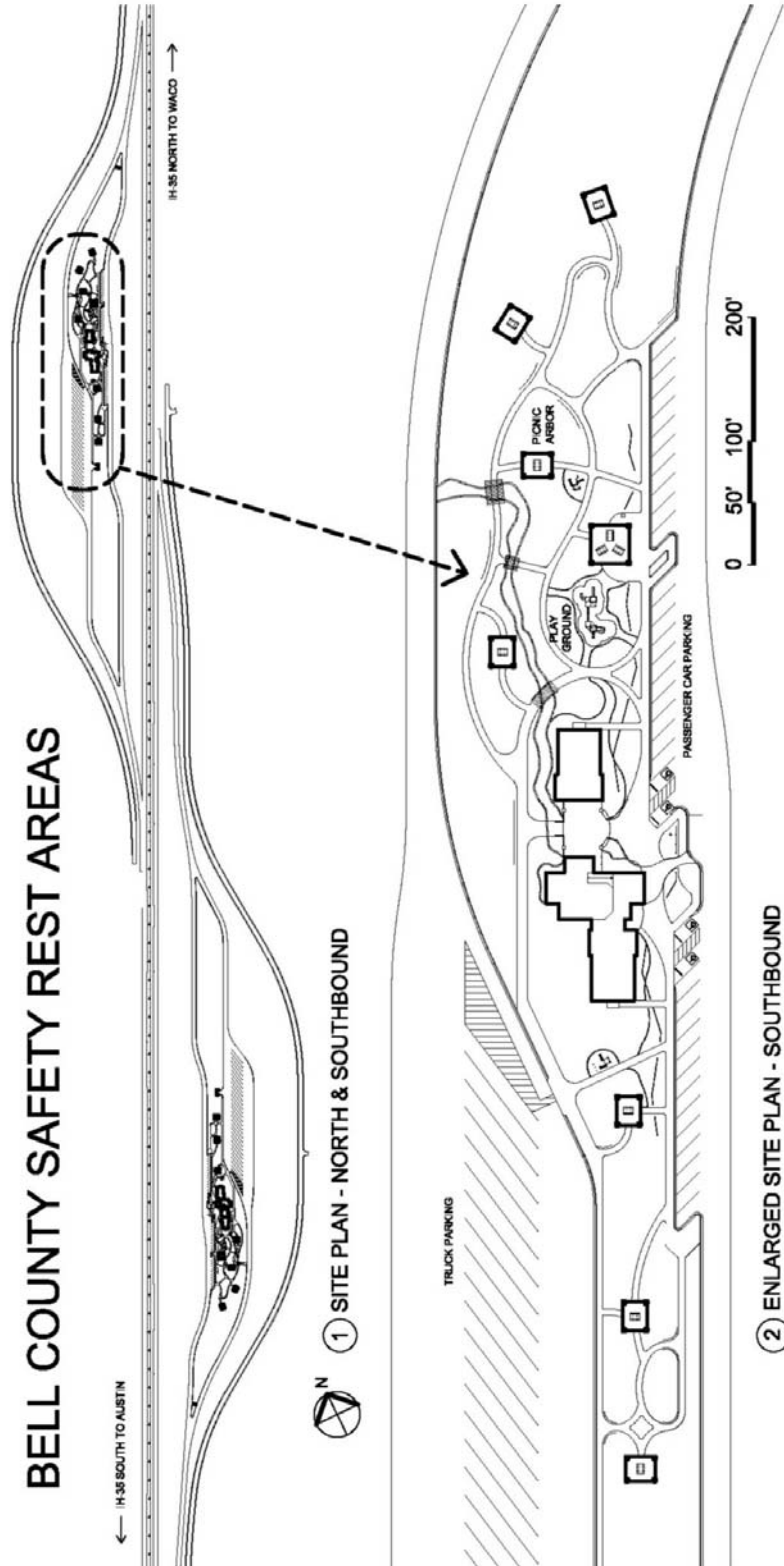
A landscaped dry-creek runs from front to back of each facility and crosses the implied bridge of the elevated main entry, to relate the design back to Salado Creek. Wooden posts and handrails located inside and outside the buildings define pedestrian and landscaped areas, also relate to the rustic farmland pastures of Salado.

With the incorporation of local architectural forms and material, informative and safety features, and a pedestrian friendly environment, the Bell County SRAs capture the regional look and feel that is culturally essential to the nearby Village of Salado, and provides visitors a safe and pleasant place to stop, fight fatigue, rest, and learn about the unique character of this particular area and continue on their journey with enhanced focus, energy, and knowledge. The new facility is not a vague stop in the vast interstate highway system, but a memorable destination on a memorable interstate highway that happens to cross a memorable little village with unique history and cultural characteristics.

ATTACHMENT A – CONTINUED

BELL COUNTY SAFETY REST AREA CONCEPT STATEMENT AND DRAWINGS

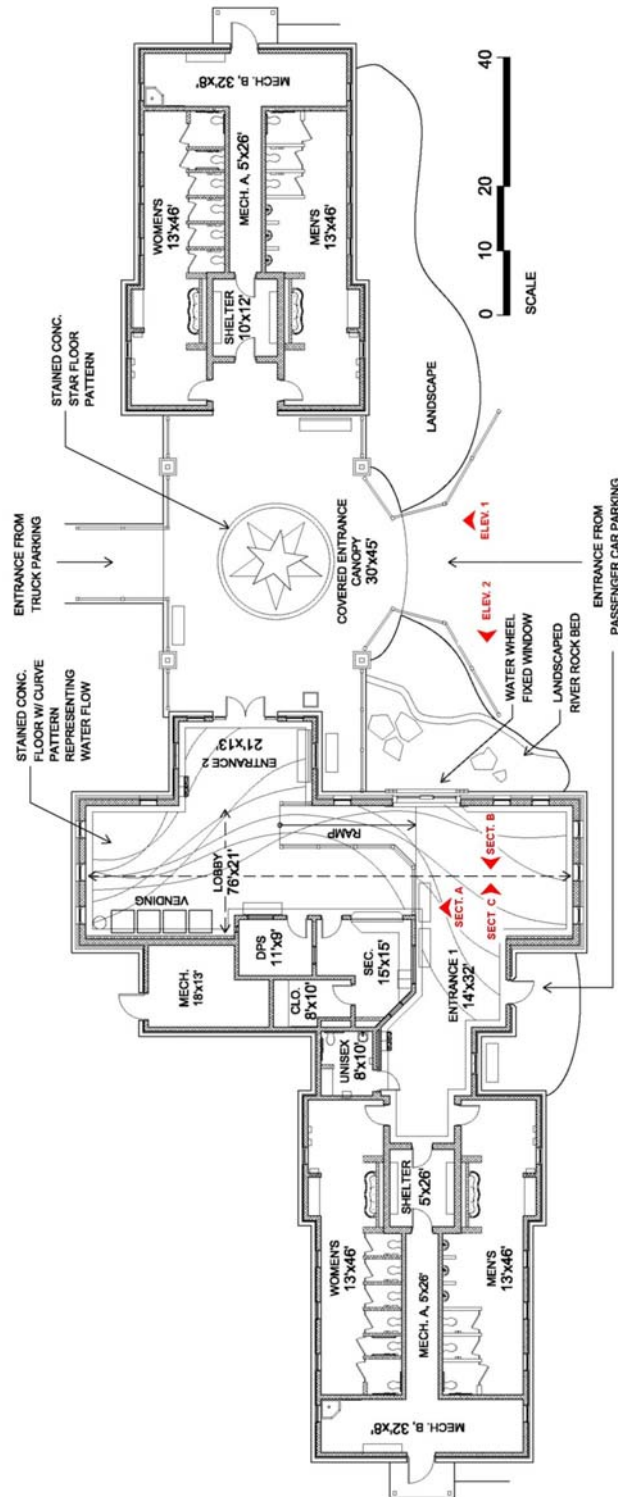
PARTIAL SITE PLAN



ATTACHMENT A – CONTINUED

BELL COUNTY SAFETY REST AREA CONCEPT STATEMENT AND DRAWINGS

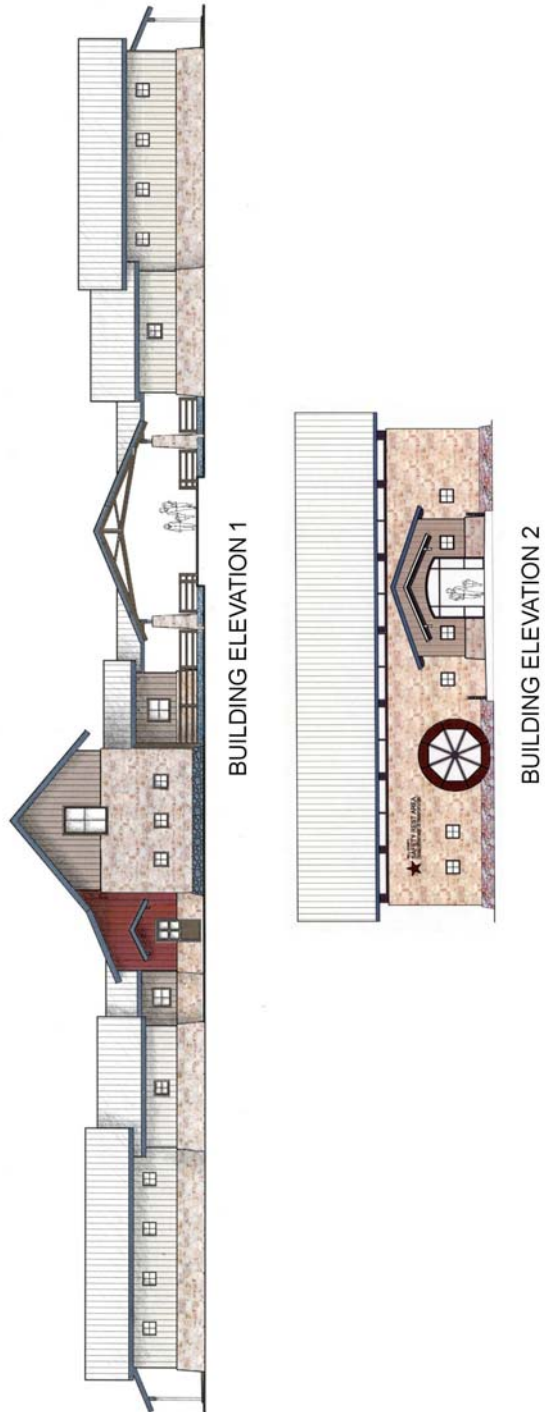
FLOOR PLAN



ATTACHMENT A – CONTINUED

BELL COUNTY SAFETY REST AREA CONCEPT STATEMENT AND DRAWINGS

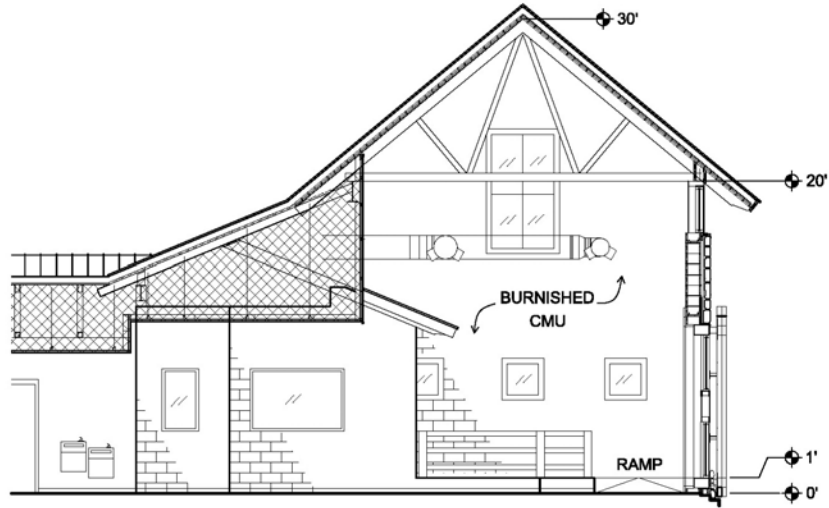
EXTERIOR ELEVATIONS



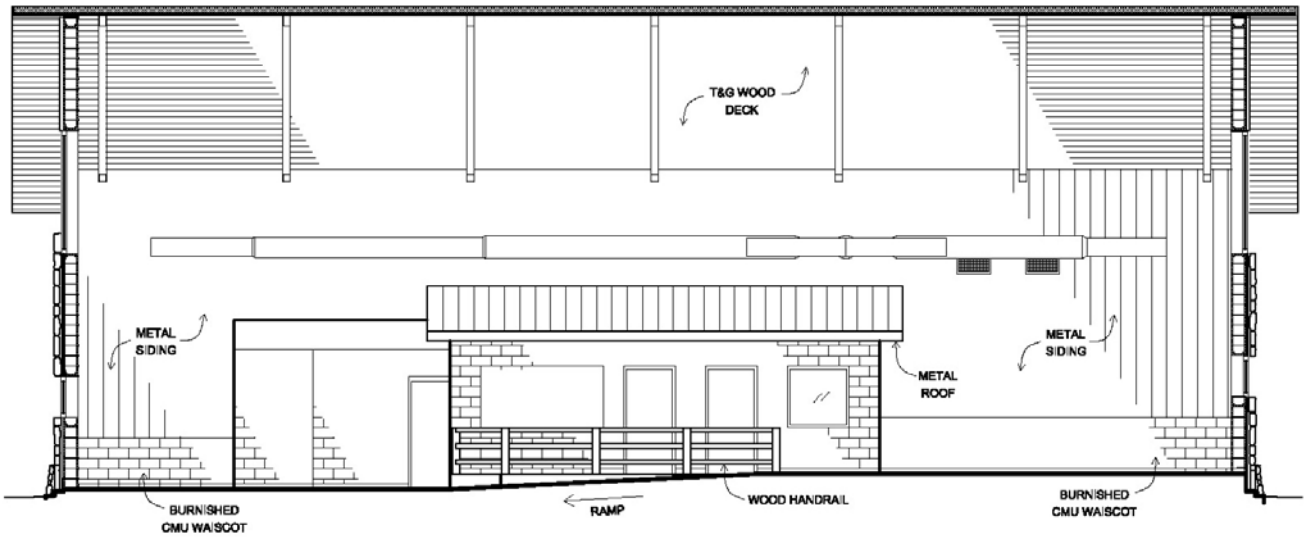
ATTACHMENT A – CONTINUED

BELL COUNTY SAFETY REST AREA CONCEPT STATEMENT AND DRAWINGS

BUILDING SECTIONS



BUILDING SECTION A

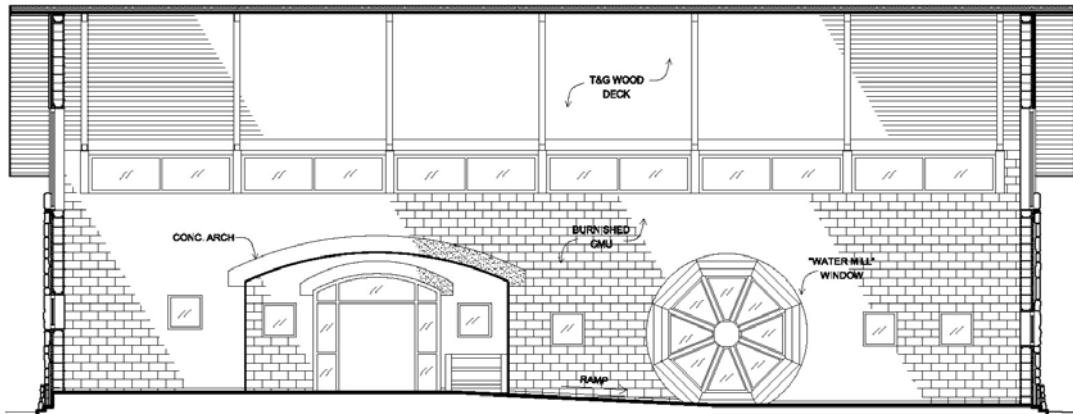


BUILDING SECTION B

ATTACHMENT A – CONTINUED

BELL COUNTY SAFETY REST AREA CONCEPT STATEMENT AND DRAWINGS

BUILDING SECTIONS



BUILDING SECTION C

ATTACHMENT B

REQUIRED SUBMITTAL DOCUMENTS
(Provided For Information Purposes Only)

Proposing Company: _____

SUBMITTAL INCLUDES (Ref. Para. 17.):	Yes	No	Notes
Section 1 – Original, Signed and Dated Execution of Proposal Form (Ref. Para. 17.2.1.).			
Section 2 – Schedule 1 – Pricing Schedule and Schedule 2 – Bell County Project Pricing Submittal (Ref. Para. 17.2.2.1 and 17.2.2.2.).			
Section 3 – Company Profile and History (Ref. Para. 17.2.3.).			
Section 4 – Financial Solvency (Ref. Para. 17.2.4.).			
Section 5 – Key Personnel Qualifications (Ref. Para. 17.2.5.).			
Section 6 – Company Qualifications and Experience (Ref. Para. 17.2.6.).			
Section 7 – Demonstration of Capability (Ref. Para. 17.2.7.).			
Section 8 – Proposed Example Exhibit (Ref. Para. 17.2.8.).			
Section 9 – References (Ref. Para. 17.2.9.).			
Section 10 – HUB Subcontracting Plan (Ref. Para. 17.2.10.).			
Five Reproduced Copies (Sections 3 – 9) (Ref. Para. 17.4.).			
CD Copy of Entire Submittal (Ref. Para. 17.3.).			

THE ABOVE WAS CHECKED BY: _____

SCHEDULE 1

PRICING SCHEDULE

TxDOT is required to consider best value to TxDOT when evaluating responses to Requests for Proposals.

Respondent shall submit hourly rate pricing for the functions listed below. This pricing is binding and shall cover all costs associated with exhibit design and project management. These prices shall be used for any project proposed, for the duration of the purchase order.

Respondent shall use this form. The hourly rate pricing submitted will be evaluated per Para. 18.1.2. of this specification.

SAFETY REST AREAS EXHIBITS	
Research:	per hour
Design:	per hour
Graphic Design	per hour
Technical Writing:	per hour
Project Management:	per hour

COMPANY NAME: _____

**SIGNATURE OF
AUTHORIZED REPRESENTATIVE:** _____

PRINTED NAME: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

FAX NUMBER: _____

**THIS PAGE OR A REASONABLE FACSIMILE SHALL BE RETURNED WITH THE RESPONSE.
FAILURE TO RETURN THIS PAGE OR A REASONABLE FACSIMILE WILL RESULT IN THE
RESPONSE BEING CONSIDERED NON-RESPONSIVE.**

SCHEDULE 2

BELL COUNTY PROJECT PRICING SUBMITTAL

This schedule proposes exhibit project pricing for the Bell County Safety Rest Areas described in Attachment A – Bell County Safety Rest Area Concept Statement and Drawings of this specification. One awarded vendor shall receive a work authorization for this project as a result of this submittal.

Pricing furnished shall use the hourly rates submitted by the vendor in Schedule 1 – Pricing Schedule and shall have lot pricing for exhibit production and exhibit installation.

Proposals for subsequent projects shall be in this format.

SAFETY REST AREAS EXHIBITS		
1. Research at \$_____ per hour	_____ hours proposed	Extended Cost:\$_____
2. Design at \$_____ per hour	_____ hours proposed	Extended Cost:\$_____
3. Graphic Design at \$_____ per hour	_____ hours proposed	Extended Cost:\$_____
4. Technical Writing at \$_____ per hour	_____ hours proposed	Extended Cost:\$_____
5. Project Management at \$_____ per hour	_____ hours proposed	Extended Cost:\$_____
6. Different Dual Single Sites	* Exhibit Production (1 Lot)	\$_____
7. Different Dual Single Sites	* Exhibit Installation (1Lot)	\$_____
8. Different Dual Single Sites	Total Cost For Project (Turn-Key)	\$_____

* Detailed breakdown will be required for all future projects.

COMPANY NAME: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

PRINTED NAME: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

FAX NUMBER: _____

THIS PAGE OR A REASONABLE FACSIMILE SHALL BE RETURNED WITH THE RESPONSE. FAILURE TO RETURN THIS PAGE OR A REASONABLE FACSIMILE WILL RESULT IN THE RESPONSE BEING CONSIDERED NON-RESPONSIVE.

SCHEDULE 3

REFERENCES

RESPONDENT NAME: _____

Customer Name:	
Contact Name:	
Contact Title:	
Business Address:	
E-mail Address:	
Phone Number:	
Project Start and End Dates:	
Project Title:	
Project Description:	
Respondent Role in Project:	
Project Cost: (Estimated or Actual)	

Customer Name:	
Contact Name:	
Contact Title:	
Business Address:	
E-mail Address:	
Phone Number:	
Project Start and End Dates:	
Project Title:	
Project Description:	
Respondent Role in Project:	
Project Cost: (Estimated or Actual)	

THIS PAGE OR A REASONABLE FACSIMILE SHALL BE RETURNED WITH THE RESPONSE.
FAILURE TO RETURN THE REQUIRED ITEMS WITH THE RESPONSE WILL RESULT IN
REJECTION OF THE RESPONSE. YOU MAY DUPLICATE THIS PAGE AS NEEDED.

SCHEDULE 4

EXECUTION OF PROPOSAL
RFP NO. B442007018855000

NOTE: RESPONDENT SHALL COMPLETE AND RETURN THIS EXECUTION OF PROPOSAL WITH THEIR RESPONSE. FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE SOLICITATION.

By signature hereon, Respondent certifies that: All statements and information prepared and submitted in the response to this RFP are current, complete, and accurate.

Respondent has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response.

Neither Respondent nor the firm, corporation, partnership, or institution represented by Respondent or anyone acting for such firm, corporation, or institution has (1) violated the antitrust laws of the State of Texas under Texas Business & Commerce Code, Chapter 15, or the federal antitrust laws; or (2) communicated the contents of this Proposal either directly or indirectly to any competitor or any other person engaged in the same line of business during the procurement process for this RFP.

When a Texas business address is shown hereon that address is, in fact, the legal business address of Respondent and Respondent qualifies as a Texas Resident Bidder under 1 TAC §111.2. Under Government Code §2155.004, no person who prepared the specifications or this RFP has any financial interest in Respondent's Proposal. If Respondent is not eligible, then any contract resulting from this RFP shall be immediately terminated. Furthermore, "under Section 2155.004, Government Code, the vendor Respondent certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

Under Family Code §231.006, relating to child support obligations, Respondent and any other individual or business entity named in this solicitation are eligible to receive the specified payment and acknowledge that this contract may be terminated and payment withheld if this certification is inaccurate.

Any Proposal submitted under this RFP shall contain the names and social security numbers of person or entity holding at least a twenty-five percent (25 percent) ownership interest in the business entity submitting the Proposal.

Under Government Code §669.003, relating to contracting with an executive of a state agency, Respondent represents that no person who, in the past four years, served as an executive of the Texas Building and Procurement Commission (TBPC) or any other state agency, was involved with or has any interest in this Proposal or any contract resulting from this RFP. If Respondent employs or has used the services of a former executive head of TBPC or other state agency, then Respondent shall provide the following information: Name of former executive, name of state agency, date of separation from state agency, position with Respondent, and date of employment with Respondent.

Respondent agrees that any payments due under this contract will be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the State of Texas.

Respondent represents and warrants that the individual signing this Execution of Proposal is authorized to sign this document on behalf of Respondent and to bind Respondent under any contract resulting from this Proposal.

SCHEDULE 4 (CONTINUED)

EXECUTION OF PROPOSAL
RFP NO. B442007018855000

RESPONDENT (COMPANY): _____

SIGNATURE (INK): _____

NAME (TYPED/PRINTED): _____

TITLE: _____

DATE: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE AND FACSIMILE NUMBERS: _____

EMAIL ADDRESS: _____

TEXAS IDENTIFICATION NUMBER (TIN): _____

PREFERENCE AND VENDOR ID NUMBER CHECK BELOW IF Preference claimed under
Rule 1 TAC 113.8.

TIE-BID PREFERENCES

- ___ Supplies, materials or equipment produced in Texas or offered by a Texas bidder.
- ___ Agricultural products produced or grown in Texas.
- ___ Agricultural products and services offered by Texas bidder.
- ___ USA produced supplies, material or equipment.
- ___ Products produced at facilities located on formerly contaminated property.
- ___ Products and services from economically depressed or blighted areas.

SOURCE PREFERENCES

- ___ Products of persons with mental or physical disabilities.
- ___ Vendors that meet or exceed air quality standards. For contracts to be performed, in whole or in part, in a designated non-attainment area or an affected county, as those terms are defined by §386.001, health and safety codes.

Specification Preferences:

- ___ Products made of recycled materials, remanufactured, or environmentally sensitive materials including recycled steel.
- ___ Energy efficient products.
- ___ Rubberized asphalt paving materials.
- ___ Recycled motor oil and lubricants.

IF THE NAME OF YOUR COMPANY IS NOT PRINTED ON THE HEADING OF THIS SOLICITATION, YOU MUST WRITE THE FULL NAME OF COMPANY, FULL NAME OF SIGNER, MAILING ADDRESS AND VENDOR'S TEXAS IDENTIFICATION NUMBER (TIN) ON THE FACE OF THE SOLICITATION. THE TIN IS THE TAXPAYER NUMBER ASSIGNED AND USED BY THE COMPTROLLER OF PUBLIC ACCOUNTS OF TEXAS. IF THE TIN IS NOT KNOWN, PROVIDE THE FOLLOWING:

1. FEDERAL EMPLOYER'S IDENTIFICATION NO: _____
2. SOLE OWNER MUST ALSO ENTER SOCIAL SECURITY NUMBER: _____