

STATE OF NEVADA  
DEPARTMENT OF TRANSPORTATION

# REQUEST FOR PROPOSAL

## No. 380-14-804

Project Specifications and Instructions  
for Submitting a Proposal to Furnish

### Electronic Statewide Transportation Improvement Program (eSTIP) System

Statewide

Due: October 14, 2014



Rudy Malfabon, P.E., Director  
Department of Transportation

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## SECTION 1.0 INSTRUCTIONS TO PROPOSER

The enclosed Request for Proposal (RFP) is being advertised for use in submitting information that will be used to select a firm with whom the Nevada Department of Transportation (DEPARTMENT) hopes to negotiate an agreement for the described services.

The proposals shall be limited by the following:

1. The total proposal package shall not exceed twenty (20) double-spaced, single-sided, 8½" x 11" pages.
2. The Statement of Qualification (see Attachment H - Statement of Qualification) must be included as an attachment to the proposal.
3. Statements of Qualifications, cover letters, resumes, Nevada State Business Licenses, and section dividers without text or graphics do not count towards the page limitations.
4. Pages contained within the proposal which are 11" x 17" will be counted as two (2) pages.
5. For ease of evaluation, the proposal must be presented in a format that both corresponds to and references those items outlined in the Evaluation Criteria Items section of this RFP, and must be presented in the same order as those items listed in the Evaluation Criteria Items section of this RFP. Responses to each section must be clearly labeled to indicate which item is being addressed.

Exceptions to these stated limitations will be considered during the evaluation process and may, in the DEPARTMENT's sole discretion, result in a proposal being considered non-responsive.

The proposer shall submit nine (9) CDs, with each CD containing one (1) typewritten, legible proposal as instructed above as well as in Section X (B), contained within one (1) Portable Document Format (PDF) file. As a courtesy to the DEPARTMENT, please keep the PDF file size below eight (8) MBs. The proposer shall also submit one (1) hardcopy Cost Proposal in a separate envelope included with their proposal package.

Proposals must be received **NO LATER THAN 3:00 P.M. PST, on Tuesday October 14, 2014,** and must be addressed **exactly** as follows:

Agreement Services  
Nevada Department of Transportation  
Attn: RFP 380-14-804  
1263 South Stewart Street, Room 101A  
Carson City, NV 89712

Proposals received after the specified deadline or submitted to the wrong location will not be considered and will be disposed of in an appropriate manner suitable to the DEPARTMENT.

Proposals and Statements of Qualifications will first be reviewed to determine if minimum qualification requirements are met. Any proposals submitted that do not meet the minimum qualification requirements, as outlined below, will be disposed of in an appropriate manner, at the sole discretion of the DEPARTMENT, and without further review.

### **1.1 Qualification Requirements:**

- Prior experience: Department of Transportation or other transportation-related projects.
- Prior experience: Must have expertise and prior experience with the implementation of Geographic Information Systems (GIS).
- Prior experience: Must have a completed, functional Electronic Statewide Improvement Program (eSTIP) system currently in production that is similar in nature and functionality to the proposed system as described in this Request For Proposal, including electronic submittals or interfaces with governmental agencies.

Proposers should provide a minimum of three (3) references from similar projects performed for the state and/or large local government clients within the last ten (10) years. Proposers are required to submit a Reference Questionnaire to the business references listed within the proposal. The business references must submit the Reference Questionnaire directly to the DEPARTMENT's Agreement Services Section. It is the proposer's responsibility to ensure the completed forms are received by the DEPARTMENT on or before the proposal submission deadline for inclusion in the evaluation process. The DEPARTMENT may contact any or all business references for validation of information submitted.

Any proposal received prior to the date and time specified above for receipt of proposals may be withdrawn or modified; electronically submitted proposals can be modified through the Vendor Portal Login webpage, while hardcopy proposals can be modified through a written request from the proposer. To be considered, however, a written request to withdraw the proposal or the modified proposal must be received before the time and date specified above for receipt of proposals. Oral interviews may be conducted for each firm that submits a written proposal. The DEPARTMENT has the sole discretion as to whether it will or will not conduct oral interviews. In the event that the DEPARTMENT elects to conduct oral interviews, each proposer in the competitive range will be advised of the format for such interview, and will be provided with a schedule for such interview. Competitive range refers to a list of the most highly rated proposals based on the initial ranking of the proposals; it is based on the initial rating of each proposal measured against all evaluation criteria set forth in this RFP.

Confidential Information, Trade Secrets, and/or Proprietary Information must be uploaded into the Confidential/Proprietary folder provided on the Vendor Proposal webpage if submitted electronically, or sealed in a separate package with each page clearly marked "Confidential" if submitted as a hardcopy. The failure to separate and mark this information as per NRS 333.020 and 333.333 shall constitute a complete waiver of any and all claims for damages caused by release of the information by the DEPARTMENT. If the DEPARTMENT reviews the confidential information and determines that the information is not considered confidential pursuant to Chapter 333 of NRS, the DEPARTMENT will contact the proposer. The proposer must advise the DEPARTMENT as to whether it either accepts the DEPARTMENT's

determination that the information is not confidential, or withdraws the information. The proposer will not be allowed to alter the proposal after the date and time set for receipt of proposals shown above. Notwithstanding the provisions in NRS Chapter 333, the DEPARTMENT retains its immunity pursuant to the provisions of NRS 239.012 for any "good faith" release of information, and the immunities from liability provided to it pursuant to NRS Chapter 41.

Issuance of this RFP shall in no way constitute a commitment by the DEPARTMENT to execute an agreement. The DEPARTMENT reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is deemed in the best interest of the DEPARTMENT to do so.

The DEPARTMENT reserves the right to issue supplemental notices to this RFP prior to the closing date. If a firm chooses to download this procurement from the [www.nevadadot.com](http://www.nevadadot.com) website, it is the firm's responsibility to check for any supplemental notices to this procurement from the [www.nevadadot.com](http://www.nevadadot.com) website.

The DEPARTMENT assumes no financial responsibility in connection with the proposers' costs incurred, in the preparation and submission of the proposal packets, or by attending the oral interviews, if such interviews are conducted by the DEPARTMENT in its sole discretion.

With this RFP, the proposer is furnished a copy of an Agreement sample (see Attachment L - Agreement Sample). To maintain consistency between the DEPARTMENT and its SERVICE PROVIDERS, only those portions of the Agreement sample which are open for negotiation shall be blank.

A pre-negotiation audit may be required by the DEPARTMENT's Internal Audit Division. All DEPARTMENT audits will be conducted in accordance with the AASHTO Uniform Audit and Accounting Guide 2010, which can be found at [www.transportation.org](http://www.transportation.org). The Lump Sum method of compensation shall be used for the proposer's services, as set forth in 48 CFR Chapter 1.

The following rules of contact shall apply during this procurement for the project:

- A. After release of the RFP and through the Notice of Intent to the Notice of Award of the agreement, the proposers shall ONLY correspond with the DEPARTMENT regarding this RFP through the DEPARTMENT's designated representative as per NAC 333.155. The designated representative's contact information is:

Agreement Services  
Nevada Department of Transportation  
1263 South Stewart Street, Room 101A  
Carson City, Nevada 89712  
Phone: 775-888-7070, Option 1  
Fax: 775-888-7101  
[agreeservices@dot.state.nv.us](mailto:agreeservices@dot.state.nv.us)

- B. The proposers shall not contact the DEPARTMENT's employees, including department heads, members of the review committee and/or any official who will participate in the

decision to award the agreement regarding the project, except through the process identified above;

- C. Any communications determined to be improper may result in disqualification, at the sole discretion of the DEPARTMENT;
- D. Any official information regarding the RFP will be disseminated by the DEPARTMENT. Specific information necessary for the preparation of proposals will be disclosed to all proposers;
- E. The DEPARTMENT will not be responsible for any oral exchange or any other information or exchange that occurs outside the official process specified herein.

## **SECTION 2.0 PROPOSER QUESTIONS**

The DEPARTMENT will respond to questions regarding the RFP, including requests for clarification and requests to correct errors, submitted in writing by proposers. Only written requests as described above will be considered. No oral requests will be considered. No requests for additional information or clarification to any other DEPARTMENT office, consultant, employee or the FHWA will be considered.

Any questions raised by proposers must be submitted in writing to Agreement Services, 1263 South Stewart Street, Room 101A, Carson City, Nevada, 89712, faxed to (775) 888-7101, or emailed to [agreeservices@dot.state.nv.us](mailto:agreeservices@dot.state.nv.us) and **received by 3:00 P.M. PST, on September 23, 2014**. Written responses will be distributed by the DEPARTMENT on or before **September 30, 2014**.

## **SECTION 3.0 RFP SCHEDULE**

<b>Task</b>	<b>Date</b>
Advertised	09/12/2014 and 09/19/2014
Proposers' Questions Due	09/23/2014
DEPARTMENT's Response to Proposers' Questions Distributed	09/30/2014
Proposal Due	10/14/2014

## **SECTION 4.0 DBE REQUIREMENTS**

There are no Disadvantaged Business Enterprise (DBE) requirements for the project.

## **SECTION 5.0 NEVADA BUSINESS LICENSE REQUIREMENT**

The selected firm, prior to doing business in the State of Nevada, must be appropriately licensed by the Office of the Secretary of State pursuant to NRS 76.100. Information regarding the Nevada State Business License can be located at [www.nvsos.gov](http://www.nvsos.gov).

Firms must provide the following:

- A. Nevada State Business License Number, and
- B. Business Entity's Legal Name (affirm that it is the same name under which the proposer is doing business)

Additionally, if the firm is a corporation, LLC, LP, LLP, or LLLP, or non-profit corporation based out of state, it must be registered as a foreign business entity equivalent in Nevada, in active status, and in good standing with the Nevada Secretary of State.

Each proposer shall clearly state, at the time of proposal, its willingness to adhere to this requirement by providing a copy of its Nevada State Business License, a copy of its application from the Secretary of State Office, or a print out of the entity status, which can be obtained from the Nevada Business Search found on the homepage of the Nevada Secretary of State's website at [www.nvsos.gov](http://www.nvsos.gov).

Award of any RFP is contingent on a proposer having and holding an active and valid Nevada State Business License. The successful proposer must satisfy this requirement within five (5) business days of issuance of the Notice of Intent. If a proposer is unable or unwilling to adhere to this requirement, the DEPARTMENT will deem the proposer to be non-responsive, and the DEPARTMENT shall proceed to negotiate with the next most qualified firm, and so on, until an agreement, that is acceptable to the DEPARTMENT, is negotiated.

To apply for a Nevada State Business License or to file appropriate formation documents with the Nevada Secretary of State's office, please visit [www.nvsos.gov](http://www.nvsos.gov). Business licenses can be obtained immediately by applying on-line; however, paper applications may take several weeks to process.

## **SECTION 6.0 SELECTION PROCESS**

Selection will be based on the factors listed in the Evaluation Criteria Items section (see Section 10.1), which will be used by a Review Committee to evaluate the proposals. If the committee elects, in its sole discretion, to conduct oral interviews, each proposer in the competitive range shall be notified of the interview schedule, and will be required to confirm their willingness to attend the oral interview. Failure of a proposer to appear at the oral interview, if the committee elects to conduct such interviews, will be considered non-responsive, and that proposer will be eliminated from any further consideration. The committee tasked with ranking the proposals will be comprised of DEPARTMENT staff and other members representing local entities, who shall remain anonymous to protect the integrity of the procurement process.

The committee may use the information submitted in the proposer's proposal package, the information referencing this RFP, and the information presented at the interview, if applicable, to

arrive at the final ranking. The proposals will be ranked and an agreement shall be negotiated following the selection of a firm. If an acceptable agreement cannot be reached with the highest ranked firm, the DEPARTMENT shall proceed to negotiate with the next highest ranked firm, and so on, until an acceptable agreement is negotiated, or the DEPARTMENT, in its sole discretion, elects to terminate the solicitation.

## **SECTION 7.0 BACKGROUND**

### **7.1 INTRODUCTION**

#### **7.1.1 Overview of the Project**

This project will create a system that will enable the DEPARTMENT to accurately compile, and electronically submit the Statewide Transportation Improvement Program report to the Federal Highway Administration. The proposed system will replace the current Project Tracking System (PTS) database and the associated STIP/Work Program application. The proposed system will design, develop and deploy a secure, online and automated system that will provide more timely and accurate collection and processing of planning and project data. The proposed system will be web-based and will include both a public-facing website and a secured user interface for use by the DEPARTMENT and external planning partners, collectively referred to as MPO(s) or RTC(s) as applicable, including:

- Regional Transportation Commission of Southern Nevada
- Regional Transportation Commission of Washoe County
- Carson Area Metropolitan Planning Organization
- Tahoe Metropolitan Planning Organization
- Federal Highway Administration (FHWA)

The new system will provide for the development of the Statewide Transportation System Program reports (which include the Work Program, Short Range Element, and Long Range Element) for electronic submittal to Federal agencies so that they can more effectively allocate federal funds for statewide transportation projects. The new system will provide a GIS mapping component that will allow users to view Project locations on a map. Both internal and external users will be able to enter, sort, and filter data in custom views to analyze information as desired.

#### **7.1.2 Goals and Objectives**

The goals and objectives of the project are to provide the DEPARTMENT and its external MPO partners and customers with a consolidated, automated system to manage all statewide and regionally significant transportation projects in order to create an electronic document (e-STIP) development, and statewide agency interaction.

**The primary objective of this project is to have the components of the system completed, deployed, and capable of creating and submitting the e-STIP document for review and electronic submittal to the FHWA by no later than July 1, 2015.**

Specifically, the goals and objectives of this project include:

- Provide a better transportation system for Nevada by integrating data early in the Planning Process. This would produce actionable and accurate data for staff, MPO and Federal partners, legislators, and citizens. Hence, the existing decision-making process will be accelerated and improved.
- Timely and efficient data processing - A web-based tool that all stakeholders can use to submit, modify and track projects. Data is entered once instead of multiple times. Cycle time improves through data quality, constructive electronic approvals and processing efficiency.
- Optimized data architecture - All planning-related data is entered, processed, managed and stored in a data architecture that is standardized across agencies (MPOs and FHWA) and supports business requirements. This improves information quality, analysis and decision-making.
- Timely and accurate reporting - An automated, web-based tool that provides near real-time standard and ad hoc reports on all planning-related data.
- Optimized federal funding - the DEPARTMENT can better manage federal funding data on projects. As FHWA gets the reports they need, the relationship strengthens and the response to funding needs improves.
- Improved inter-agency relations and public information - More transparency among project requests improves communications and service, helps people understand the bigger picture, and statewide interests obtain clearer focus. Planning data is readily available to any authorized user.
- Better use of GIS functionality - A mapping interface that incorporates GIS data into search and reporting functions which will enable users to more easily visualize transportation project locations.

### 7.1.3 Acronyms/Definitions

The table below provides definitions for the various terms used in this document.

<b>Acronym/Term</b>	<b>Definition</b>
3-R	Resurfacing, Restoration and Rehabilitation. The Betterment and 3-R priority list is provided to the Districts based on data compiled by the Pavement Analysis team.
Administrative Services / Admin Services	The DEPARTMENT Division that works to prepare the estimate of quantities sheets and bid proposal that are integrated in the contract document. Also responsible for the bid letting process.
Agreement	Refers to a “contract” type of document that districts and divisions execute for various types of work. When used in the financial system, all 7 digits must be entered.
AMS	Asset Management System
AWP	Annual Work Program

Betterments	Betterments consists of short term maintenance solutions for the Transportation System. Betterments and 3R Projects work closely together as the 3R Program is long-term maintenance for the Transportation System.
BMS	Bridge Management System
CFR / e-CFR	Code of Federal Regulations / Electronic Code of Federal Regulations
DEPARTMENT	Nevada Department of Transportation
Discoverer	Oracle Reporting tool used in the Financial Data Warehouse, also used to download project estimate data to Specifications and Admin Services so the preliminary bid tab can be started.
DOT	Department of Transportation
EPA	Environmental Protection Agency
e-STIP	Electronic submittal of the State Transportation Improvement Program data to the FHWA
FAA	Federal Aviation Administration
FHWA	Federal Highway Administration
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
GIS	Geographic Information Systems
HPMS	Highway Performance Management System
IFS	Integrated Financial System - this is the accounting system of the State of Nevada.
INTERNAL / EXTERNAL	<b>Internal</b> , as it relates to system users; includes both DEPARTMENT and MPO users as they are logged into the secure system. <b>External</b> , as it relates to system users; includes all public-facing access to the web system without the need for account login.
LRE	Long Range Element as it refers to the Work Program.
MPO	Metropolitan Planning Organization
NDOT	Nevada Department of Transportation
NRS	Nevada Revised Statutes
OBIEE	Oracle Business Intelligence Enterprise Edition
Option	In the Project Cost Estimation phase, a project or group of projects that are contracted together are referred to as an option.
Oracle BI	Oracle Business Intelligence Suite of software reporting and analysis tools
PCEMS	Pre-Construction Engineering Management System
PDC	Project Development Committee
PEL	Planning and Environmental Linkages and Questionnaire and Checklist; Online form included in PLANS Phase 1
PIF	Project Initiation Form; Online Form application created in PLANS Phase 1 which collects initial project submittal information
PIN	Project Identity Number, used to identify the approved project for which the design is being developed, the PIN is a five digit number created when the project is programmed.
PLANS	PLanning And Needs System
PMS	Pavement Management System

Project	"A project satisfies the Need or enhances the transportation system." A Project is assigned an established transportation improvement project number in the Department's Annual Work Program (5-digit PIN).
PSAMS	Project Scheduling and Management System
PTS	Project Tracking System; the DEPARTMENT database application that contains the data that creates the Transportation System Projects document
RTC	Regional Transportation Commission
Scoping Wizard	Project Estimate Wizard; Assists in the function of estimating and tracking costs for a transportation improvement project.
SRE	Short Range Element as it refers to the Work Program.
STIP	Statewide Transportation Improvement Program; document/report submitted to the FHWA by the Nevada Department of Transportation
TIP	Transportation Improvement Program - report submitted to the FHWA by the RTCs and MPOs. Individual TIPs are included in the Statewide Transportation Improvement Program (STIP) report.
TMP	Transportation Multimodal Planning
TMS	Traffic Management System
TSP	Transportation System Projects
WP	Work Program; Consists of the Annual Work Program, and the Short and Long-Range Elements

**7.1.4 Work Location**

The vendor shall be available for meetings with the DEPARTMENT Project Manager and team as agreed upon. The primary location for the meetings will be at the DEPARTMENT Headquarters facility located at 1263 South Stewart Street, Carson City, NV 89712.

The DEPARTMENT will provide office space for vendor personnel as deemed necessary by the DEPARTMENT. Selected vendor must be available for onsite meetings at specified junctures of the project; including but not limited to existing Detailed Functional Requirements, Detail System Design, System Implementation, and User Acceptance and Training. The DEPARTMENT must be assured that any work products developed off-site will be compatible with on-site requirements.

**7.2 PROBLEM STATEMENT**

The collection and processing of project proposal data for planning and reporting purposes are essential to the successful accomplishment of the mission of the DEPARTMENT.

Since project request data has historically been submitted on paper documents, it must be manually entered into the existing Project Tracking System. The Project Tracking System contains data that creates the Transportation System Program document which contains the Statewide Transportation Improvement Program, Annual Work Program, and Short and Long-Range Elements. The reports produced by the Project Tracking System are mandated by the Federal Transportation Administration (FTA), FHWA, and/or Nevada Revised Statutes (NRS). Manual data entry is typically tedious and time consuming, and can be prone to errors; which

contributes to data inaccuracy, rework, and processing delays. On average, a Transportation Multimodal Planning (TMP) staff of six spends 4,000 hours a year on STIP/AWP data entry.

### **7.2.1 Existing System Deficiencies**

The PTS is dated and no longer supports the needs of the Planning Division. As technologies continue to change, the existing application will soon become incompatible with the current environment. Application users indicate that the current system does not meet functionality requirements vital for the timely and accurate processing and reporting of project data.

The existing Project Tracking System provides for no interface with the systems of the external MPO or RTC partners. There is no method for the MPOs to input their own project data, and the ability to view or analyze that data, and to allocate available funds is currently not a straightforward or efficient process. It requires skills and experience that only a few DEPARTMENT staff members have. If those people become unavailable for any reason, the corporate knowledge the DEPARTMENT depends upon also becomes unavailable.

The PTS currently has limited geospatial functionality. As location information is entered into the application, an automated interface creates a geospatial feature, as a line or a point, in a GIS file. This data is not displayed on a map within the PTS interface, but must be viewed from a separate GIS data viewer such as ESRI ArcMap or Geomedia. Individual project maps are then created using ArcMap, and inserted into the final STIP report as attachments. Users of the system are not able to either view the project location or create a map using the PTS interface. Because the system is not web-based, only users with the correct software and user permissions are allowed to view or create project maps.

The FHWA is strongly encouraging the DEPARTMENT and its external MPO and RTC partners to utilize a standardized data schema for all future reports and funding requests. Data contained in the Project Tracking System is not consistent with these suggested data standards and formats. Much of the current data is in free-text fields which do not support standard syntax and naming conventions. It is difficult for users to search for common attributes, which inhibits data gathering, filtering, sorting, analysis, and reporting capabilities.

The application has programmatic, and functionality defects that lead to freezes, and crashes, causing delays, and data losses. Editing reports or updating project information is also a burdensome process. Only one report is currently available, and the system includes limited querying capabilities. Six people manually process and enter the project request applications and amendments from paper forms, which increase the likelihood of data errors.

The existing system also includes limited security, and no auditable method with which history, and changes are documented, stored, and tracked. The system is deficient in methods for tracking, and preserving documentation relating to decisions, and amendments to the data, and reports. Submittal versions, and modifications are only stored as a static PDF, and are not retained in the database.

## **7.2.2 Current Reporting Deficiencies**

The FHWA indicates that the DEPARTMENT Planning Division currently does not provide the mandatory accurate reports necessary for making appropriate transportation project funding decisions. Moving to an online system, although not yet mandated, is being highly encouraged. The DEPARTMENT Planning Division generates several Transportation System Projects (TSP)-related paper reports for the FHWA each year. Because these reports can only be sorted by fund type, the FHWA finds it difficult to find specific projects when performing a search. Several other state DOTs and MPOs are already compliant with the FHWA's suggested implementation of an eSTIP, and the DEPARTMENT is behind the adoption curve. Federal requirements are becoming more changeable and complex every year with such initiatives as MAP-21, where funding categories and amounts may be rearranged and reallocated. These reallocations require changes to the processes and system, so the system must be robust and flexible enough to handle such occurrences without impact to historical data.

## **7.3 BACKGROUND INFORMATION**

### **7.3.1 Project Background**

Each year, in compliance with Title 23 of the Federal-Aid Highway Act and the Nevada Revised Statutes (NRS 408.203), the DEPARTMENT produces the TSP document, which defines how the DEPARTMENT and regional government agencies will spend federal and state funding. The TSP contains the following sections:

- Statewide Transportation Improvement Program (STIP)
- Work Program (WP)
  - Annual Work Program (AWP)
  - Short Range Element (SRE)
  - Long Range Element (LRE)

Currently, inputs to the planning process that result in the TSP are done in a variety of ways. The majority of project data is currently submitted to the DEPARTMENT as paper documents. Submittals may come from a variety of sources including DEPARTMENT Divisions and Districts, MPOs, Transportation Management Areas (TMA), FHWA, FTA, Environmental Protection Agency (EPA), Federal Aviation Administration (FAA), Federal Railroad Administration (FRA), and local, tribal, and other State government agencies. DEPARTMENT Planning staff manually enters the project data into the PTS database. The FY2014 database contains over 250 projects in different stages of planning development.

### **7.3.2 TSP Development**

The Planning Division has recently implemented the use of the Project Initiation Form (PIF) and Planning and Environmental Linkages Questionnaire and Checklist (PEL) online forms to enable both DEPARTMENT staff and external partners to enter project data directly into a database via a web-based interface. Adoption of these forms is not yet widespread, and some stakeholders still use MS Excel spreadsheets and Word documents to submit project applications. Transportation Multimodal Planning manually checks these forms for completeness and accuracy, and corrects them as needed by coordinating with the initiating entity.

Although the initial implementation of these forms is a first step towards having the data entry process automated, this system is not currently integrated with the PTS. This creates the need for duplicate data entry because the data then is again manually entered into the PTS.

Once the data is entered into the STIP/AWP application, the Planning Division extracts reports, and coordinates with a cross-agency team to determine how projects are to be prioritized and funded. The Planning Division also works with FHWA along the way to ensure they are advised of progress, and TSP content, which shortens the final Federal and State Transportation Board approval process. All of this is accomplished inefficiently using paper documents and manual processes.

Changes to the approved TSP, which occur frequently, are also handled using a similar paper process and the STIP/AWP software. There are two types of STIP change actions; Amendments, and Administrative Modifications. The change process is not difficult, but the use of paper documents makes it tedious and time consuming. Typically, it takes one to two days to complete a STIP change. Using an electronic system would significantly reduce the cycle time, and inefficiencies.

### **7.3.3 Current Systems**

The following section describes the present architecture and the current system flows, problems, and inadequacies. Dependencies with other current systems will also be identified as part of the project deliverables in the detailed project analysis. (See Attachment A, [Section 14.1.3](#), Proof of Concept and Detailed Functional Requirements)

There are several separate systems currently identified that contain data used to manually create the STIP report.

The Figure 1 below illustrates, at a high level, the relationship that exists between the DEPARTMENT systems and data sources, the proposed eSTIP system, and the outputs and reports to the DEPARTMENT and the Federal Agencies.

## NDOT Systems and Sources of Project Data:

- Project Initiation Form (PIF)
- Planning and Environmental Linkages Form (PEL)
- Project Tracking System Database and Application
- Financial Management Systems (PSAMS, Advantage,
- Geographic Information System
- Pavement Management System
- Bridge Management System
- Traffic Management System (ITS)
- Maintenance Management System
- Performance Management System
- Safety Management System
- Traffic Information System
- Highway Performance Management System
- Scoping Wizard

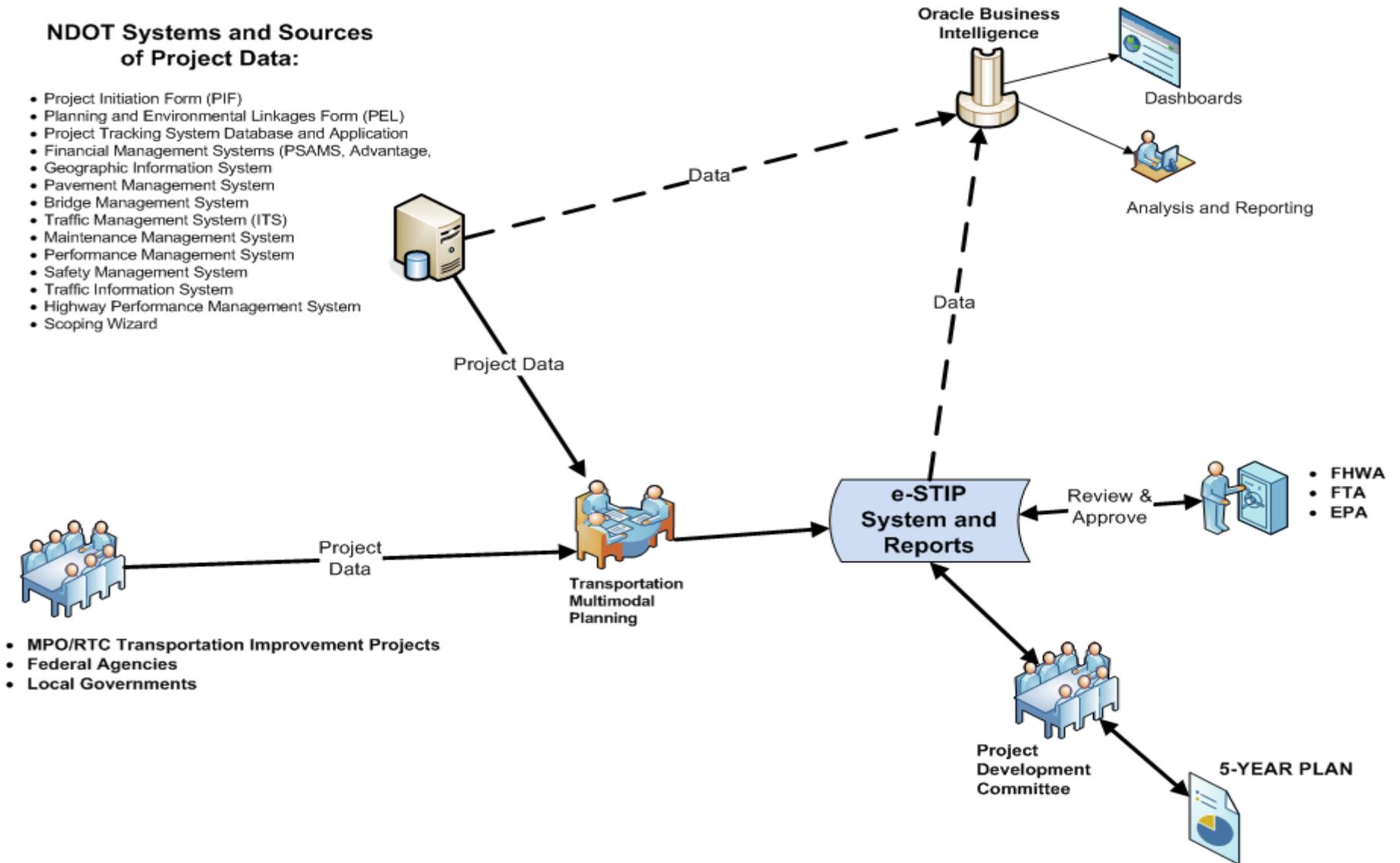


Figure 1, Current STIP inputs and outputs

### ***7.3.3.1 Oracle Business Intelligence***

Implementation of Oracle Business Intelligence Enterprise Edition (OBIEE) is a major IT initiative currently in process within the DEPARTMENT, and this system will be a key component of the DEPARTMENT's data structure going forward. Implementation is in process, and is currently being deployed as a multi-year, phased project. It is anticipated that a data export/import from the proposed eSTIP solution to the OBIEE will be included in the analysis and proposed eSTIP system design deliverable(s). (See [Section 14.2](#), Requirement Traceability Matrix, Requirement Number 132)

### ***7.3.3.2 Project Tracking System database***

The PTS database and custom application is the legacy system currently in use by the DEPARTMENT's Planning Division. This Oracle database is the core system that contains project data to be included in the proposed eSTIP solution. **It is the intent of the DEPARTMENT that this project data be migrated and imported into the new eSTIP database, and system, and that the existing application be retired;** therefore the existing project data will be analyzed, converted, and used in the new proposed system.

The database is approximately 562 MB in size. It contains about 60 tables, including several lookup tables. There are approximately 142,140 core records. The application is intended to provide the Planning Division with the necessary reports, and data output to enable staff to create the STIP, and Work Program reports.

### ***7.3.3.3 Temporary Access Database Model***

Currently, the project data from the DEPARTMENT, the RTCs, and MPOs, which is specifically required by FHWA for the 2015 STIP submittal, has been standardized and is contained in a temporary Access database. As a collaborative effort, this database was designed, and developed by the DEPARTMENT, and is being utilized by both the DEPARTMENT, and the external MPOs and RTCs for the 2015 STIP/TIP submittals. Also, any Amendments and Administrative Modifications created throughout the Fiscal Year will be managed through this temporary database. This will create an environment of data and reporting consistency across agencies. The database is intended to be the initial template or model for data fields and reports submitted using the proposed e-STIP solution.

### ***7.3.3.4 PIF/PEL database***

The Project Initiation Form and Planning and Environmental Linkages Questionnaire and Checklist are contained in a single database and web application. These online forms were the result of the PLANS Phase 1 project, and were deployed in 2013. These online forms provide DEPARTMENT staff, and external users with the ability to enter, and retain project data that was previously tracked using paper forms.

The PIF/PEL Microsoft SQL database implemented for the 2014 round of projects, is relatively small, and only contains current data for approximately 30 projects. The database consists of two main tables; PIF, and PEL, along with various lookup, and link tables. **It is the intent of the**

**DEPARTMENT that this data be incorporated into the new eSTIP database, and system, and the current database, and application interface be retired.**

The **PIF** has integrated, and replaced the DEPARTMENT's various funding applications/forms for all projects (Project Submittal, Transportation Alternatives Program, Safe Routes to School, etc.) and/or identifies other transportation needs.

The purpose of the form is two-fold; first, to reduce the duplication of forms, and second, to induce project foresight, and obtain from the applicant key project information and a preliminary purpose and need. Relevant information regarding the project description will be transferred to the TSP, which includes the STIP, WP, SRE, and LRE, again increasing efficiency.

Currently, the Project Scoping Wizard is included as a cost estimating tool in the existing Project Initiation Form. Use of this tool is not required for a PIF submittal in cases where the user or agency already has existing cost estimate spreadsheets. It is the intent of the DEPARTMENT that this Scoping Wizard tool be retained and made available to assist users in determining project costs.

This wizard is a very complex Excel Spreadsheet which utilizes multiple tables, formulas, and lookup values. The user is guided through a series of steps which ensures that an accurate estimate for any type of project is created.

The lookup values and item costs in this spreadsheet are updated on a quarterly basis by the Design Division.

The **PEL** questionnaire and checklist was also developed by the DEPARTMENT to provide guidance for considerations, and coordination during corridor, and other planning studies. This form documents expectations for what elements a study will contain, including environmental considerations, agency coordination, and consultations, or decisions that were made during the planning process. The form was intended to enhance coordination between the planning and environmental/project development process, and to efficiently transfer information from the planning process to the environmental process. Currently, the existing Project Tracking System is not linked or interfaced with the PEL.

#### ***7.3.3.5 Safety Division data***

The Safety Division currently enters Safety-related Projects into an Excel Spreadsheet. This spreadsheet is relatively small, approximately 1 MB in size. The data is stored in a single worksheet, with an additional sheet that holds several lookup fields. There are 310 individual transportation project records, each with approximately 65 attributes/columns. Most of the attributes are NULL values, but the attributes have been identified as data that Safety would like to track into the future. Most of the data fields are duplicative of the data fields existing in the new PIF database.

The Safety Division utilizes this spreadsheet, and enters new data at the rate of about 1-2 new records per month. On average, the Safety Division submits this data to the Planning Division biannually, as a hard copy pdf file. The Planning Division then must manually enter this data into the Project Tracking System database into either the STIP or AWP modules, or both.

Currently, the Safety Division is converting this Excel Spreadsheet into a Microsoft Access database format, but the basic table, and field structure is not anticipated to change significantly. **It is the intent of the DEPARTMENT that this data be incorporated into the new eSTIP database, and system, and that the existing spreadsheet is retired;** therefore the existing project data will be analyzed, transformed, and migrated into the new proposed system.

### **7.3.4 Technical Environment**

The successful Proposer will use only DEPARTMENT-approved tools for the developed system. Use of any other tool is allowed only with prior approval from the DEPARTMENT. The current development environment includes but is not limited to:

The successful Proposer will complete their development work in the DEPARTMENT's approved technical environment as outlined in [Section 14.4; Attachment E: Technical and GIS Standards and Requirements](#). In addition, the proposed eSTIP application should satisfy the following technical requirements, as indicated by the DEPARTMENT:

- If the proposed solution is intended to be installed on DEPARTMENT servers and managed by DEPARTMENT staff, the database will be created on an Oracle DBMS running on a Windows O/S.
- The format of system data, reports, and deliverables is required to be consumed by OBIEE.
- ESRI ArcGIS will be the primary mapping tool for all spatial project data.
- With data and information provided by DEPARTMENT staff, vendor analysis will include conducting an inventory of required Legacy Application data at the DEPARTMENT.
- A schedule for updates to the database, and application as well as plans for maintaining the system will be created.
- The spatial component of the application must be constructed in a manner to provide interactive selection, and searches from the web map.
- Optimized for external application access, and utilization.
- Published data is in standard formats accessible to advanced users.
- Make data available for ad-hoc reporting and analysis.

### **7.3.5 Department Project Resources**

The DEPARTMENT is committed to ensuring a successful eSTIP system implementation. Specific state personnel are assigned to the project to provide leadership, direction, management knowledge, and quality control. The following paragraphs describe the roles and responsibilities of State-assigned personnel, and other staffing resources committed to the eSTIP project. The personal identities of these individuals are confidential at this time due to the rules of contact as stated earlier in this RFP.

#### ***7.3.5.1 Project Champion***

The Deputy Director of the DEPARTMENT is the Project Champion. This responsibility includes project direction in addition to the following tasks:

- Resolves high-level issues within the DEPARTMENT;
- Main point of contact for the Director's Office; and
- Provides departmental guidance and direction to the project team.

#### ***7.3.5.2 Project Sponsor***

A Transportation Planner/Analyst III in the Transportation Multimodal Planning Division is the Project Sponsor. This responsibility includes project direction in addition to the following tasks:

- Main point of contact between the Project Champion and the Project Team;
- Main point of contact between the external MPO partners, FHWA, and the Project Team;
- Provides functional guidance, and direction to the project team;
- Resolves problems, and issues that cannot be resolved at the project team level; and
- Meets periodically with project leadership to receive project status, and progress information.

#### ***7.3.5.3 Project Manager***

The Project Manager coordinates overall project activity, and provides daily direction to the State Project Team in addition to the following tasks:

- Provides general project planning, resource management, schedule management, budget management, project monitoring and control, and project problem/conflict resolution (including escalation);
- Serves as the primary project management contact with the successful Proposer project team;
- Serves as the primary project management contact for other State resources involved in the project;
- Coordinates project deliverable review, and approval; and
- Reports project status information to the Project Sponsor/Project Champion.

#### ***7.3.5.4 Project Team***

The eSTIP Project Team consists of specific DEPARTMENT project personnel and other permanently or temporarily assigned resources. These project team members provide core business, and technical support required for the project.

- The awarded vendor will be expected to work closely with the staff assigned to this project.
- Staff will be available to attend meetings, interviews, and assist assigned staff in reviewing functions with the awarded vendor.
- Staff will be assigned to the project on an as-needed basis, as determined by project and technical management to represent the various functional and technical areas.
- Staff will report to the project manager who will act as a conduit to the awarded vendor.

## **SECTION 8.0 SCOPE OF WORK**

See [Section 14.1](#) - Attachment A: Scope of Work

## SECTION 9.0 PROJECT SCHEDULE

By direction from the Nevada State Transportation Board, the proposed eSTIP system is to be utilized by both the DEPARTMENT, and the MPO and RTC partners for the 2016 STIP submittal. In order for this submittal to be complete, accurate, and timely, **the proposed eSTIP solution must be deployed and fully functional by July 1, 2015**, for DEPARTMENT use, and for preparation of the 2016 STIP submittal.

## SECTION 10.0 PROPOSAL CONTENT

Proposals shall be brief and to the point. The cover letter shall not exceed one (1) single-spaced, single-sided 8½" x 11" page, and shall include the proposing firm's contact person's information including his or her name, mailing address, telephone number, and email address. One section of the proposal shall be devoted to each topic listed below under the Evaluation Criteria Items, with such sections distinctly separated by a divider page. The proposal must be signed by the individual(s) legally authorized to bind the firm as per NRS 333.337.

The proposals shall include:

### 10.1 EVALUATION CRITERIA ITEMS

1. **Proposed Solution:** The Proposer should provide a description of the proposed eSTIP solution based on the DEPARTMENT's needs and requirements; include where in the system each component is to be used, the advantages of these choices and any potential future flexibility, scalability or migration factors. Provide a detailed explanation/response to each of the requirements on the Requirements Traceability Matrix, Attachment B. Provide a detailed explanation/response to how the proposed solution will be in compliance with minimum requirements and standards (User Interface, Business and Technical Requirements, Functionality, IT/GIS standards, Federal, State and Local Government Requirements)
2. **Other Factors:**
  - a. Compliance with minimum requirements and standards (User Interface, all Requirements functionality, IT/GIS standards, Federal, State, and Local Government Requirements)
  - b. Compliance with the desired technology and standards; GIS, IT, Development, Federal, etc.
  - c. The percentage of functional requirements met with least amount of customization
  - d. Adherence to local, state, and federal standards
  - e. Adherence to specified proposal format.
3. **Project Schedule:** The proposer's ability to deploy a fully functional eSTIP system within the specified timeframe.
4. **Project Approach:** The Proposer should explain how each of the deliverables would be accomplished using standard project management methodology. High level Project Plan should allow the DEPARTMENT to assess the methodology of implementing an eSTIP System.

5. **Past Performance:** The Proposer's capabilities and experience in designing, developing and implementing applications that use similar technologies. Past performance of project team in terms of cost control of the Contractor's budget commitments, quality of work and compliance with project schedule. Include all relevant work completed in the past ten (10) years.
6. **Project Team:** The credentials of the proposed team. Describe their experiences on previous projects involving the development, implementation and providing user-support services for transportation-related systems involving planning and project management. The scope, technologies involved and non-proprietary specifics of the business issues should be included.
7. **Availability, Capacity and Proximity of Project Team:** The Proposer's availability to the eSTIP project team, and the staffing capacity to adequately manage the project deliverables and deadlines. The Proposer's proximity to the primary DEPARTMENT work location in Carson City, Nevada.
8. **Cost:** The cost of each deliverable as identified in Attachment A, Scope of Work. The cost shall include all required components deemed necessary for the development, migration and implementation, training and any solution that requires replacement of, or additions to, existing DEPARTMENT hardware or software, include those costs in the total.

Proposals shall be submitted in two (2) distinct parts - the **Technical Proposal** and the **Cost Proposal** (see Attachment I - Cost Proposal). The Technical Proposal **must not** include any cost information. While hardcopy Technical Proposals and Cost Proposal may be shipped together in the same shipping container, the Technical Proposals and the Cost Proposal must be placed in separate envelopes within the shipping container and clearly marked with the proposer's name and the RFP number; each respective envelope must be marked "Technical Proposal" or "Cost Proposal," as appropriate.

## 10.2 PROPOSAL LIMITATIONS

The proposals shall be limited by the following:

1. The total proposal package shall not exceed twenty (20) double-spaced, single-sided, 8½" x 11" pages.
2. The Statement of Qualification (see Attachment H - Statement of Qualification) must be included as an attachment to the proposal.
3. Statements of Qualifications, cover letters, resumes, Nevada State Business Licenses, and section dividers without text or graphics do not count towards the page limitations.
4. Pages contained within the proposal which are 11" x 17" will be counted as two (2) pages.
5. For ease of evaluation, the proposal must be presented in a format that both corresponds to and references those items outlined in the Evaluation Criteria Items

section of this RFP, and must be presented in the same order as those items listed in the Evaluation Criteria Items section of this RFP. Responses to each section must be clearly labeled to indicate which item is being addressed.

Exceptions to these stated limitations will be considered during the evaluation process and may, in the DEPARTMENT's sole discretion, result in a proposal being considered non-responsive.

### **10.3 DISCLOSURE OF CURRENT AND FORMER STATE EMPLOYEES**

Proposals from Firms employing current employees or former employees of the State of Nevada will be considered pursuant to the requirements and limitations set forth in the NRS Chapter 333.705, and the State Administrative Manual, Sections 322 and 323.

If the apparent top-ranked firm proposes any current state employees or former state employees who left state service within the preceding two (2) years, the DEPARTMENT must request approval from the State Board of Examiners (BOE) prior to entering into an agreement with such firm. The proposer shall submit, as part of their proposal, the "Authorization Current Employee, Authorization Former Employee Form" to assist the DEPARTMENT in requesting approval from the BOE.

The forms are located at [http://purchasing.state.nv.us/contracting/current\\_and\\_former.htm](http://purchasing.state.nv.us/contracting/current_and_former.htm). In the event of a denial by the BOE, the proposer will be allowed one (1) opportunity to replace the disapproved employee with another employee who possesses substantially equivalent capabilities. The DEPARTMENT has the authority to approve or deny the equivalent employee.

## **SECTION 11.0 AWARD PROCESS**

The DEPARTMENT shall issue its Notice of Intent in accordance with NAC §333.170. Any award is contingent upon the successful negotiation of final contract terms and upon approval of the Transportation Board, when required. Negotiations shall be confidential and not subject to disclosure to competing firms. The terms agreed to by the parties shall be confidential until an agreement is executed. If contract negotiations cannot be concluded successfully, the DEPARTMENT, at its sole discretion and upon written notice to all firms, may negotiate a contract with the next highest ranking firm or withdraw the RFP and cancel this procurement.

The DEPARTMENT shall issue a Notice of Award in accordance with NAC §333.170, at which time proposals are no longer confidential and can be requested by the public from the DEPARTMENT via a Public Records Request, which can be located at: [http://www.nevadadot.com/Contact\\_Us/Public\\_Records\\_Requests.aspx](http://www.nevadadot.com/Contact_Us/Public_Records_Requests.aspx).

## **SECTION 12.0 TERMS, CONDITIONS AND EXCEPTIONS**

This procurement is being conducted in accordance with NRS Chapters 333 and 408 and NAC Chapter 333.

The DEPARTMENT reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a contract pursuant hereto, if, in the sole discretion of the DEPARTMENT, it is in the best interest of the state to do so.

The DEPARTMENT reserves the right to waive informalities and minor irregularities in proposals received.

The DEPARTMENT reserves the right to reject any or all proposals received prior to contract award (NRS §333.350).

The DEPARTMENT shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the State of Nevada after all factors have been evaluated (NRS §333.335).

Any irregularities or lack of clarity in the RFP must be brought to Agreement Service's attention as soon as possible, so that corrective addenda may be furnished to all proposers.

Alterations, modifications or variations to a proposal may not be considered unless authorized by the RFP, or by an addendum or an amendment to the RFP.

Proposals which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected.

All materials submitted in accordance with the prescribed deadline become the property of the DEPARTMENT and will not be returned. The DEPARTMENT's selection or rejection of a proposal does not affect this right. The master copy of each proposal shall be retained for official files and will become public record after execution of a contract. Only specific parts of the proposal may be labeled a "trade secret," provided that the proposer agrees to defend and indemnify the DEPARTMENT for honoring such a designation (NRS §333.333); unsuccessful proposals containing "trade secrets" will be returned pursuant to NRS 293.010. The failure to so label any information shall constitute a complete waiver of any and all claims for damages caused by any release of such information by the DEPARTMENT. The DEPARTMENT shall not be liable for disclosure or release of information when authorized or required by law to do so pursuant to NRS 239.012.

A proposal submitted in response to this RFP must identify any sub-consultants, and outline the contractual relationship between the awarded proposer and each such sub-consultant. An official of each proposed sub-consultant must sign, and include as part of the proposal submitted in response to this RFP, a statement to the effect that the sub-consultant has read this RFP, and agrees to abide by the awarded proposer's obligations. A sub-consultant's compliance with these requirements does not create a contractual relationship between the sub-consultant and the DEPARTMENT.

The awarded proposer will be the sole point of contract responsibility. The DEPARTMENT will look solely to the awarded proposer for the performance of all contractual obligations, which may result from an award based on this RFP, and the awarded proposer shall not be relieved for the non-performance of any or all of its sub-consultants.

The awarded proposer must maintain, for the duration of its contract, insurance coverage as set forth in the agreement executed in response to this RFP. Work on the contract shall not begin until after the awarded proposer has submitted to the DEPARTMENT acceptable evidence of the required insurance coverage. Failure to maintain any required insurance coverage or alternative method of insurance acceptable to the DEPARTMENT in its sole discretion will be deemed a breach of contract.

Each proposer must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict must be disclosed. By submitting a proposal in response to this RFP, proposers affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a proposer's proposal. An award will not be made where a conflict of interest exists. The DEPARTMENT, in its sole discretion, will determine whether a conflict of interest exists and whether it may reflect negatively on the DEPARTMENT's selection of a proposer. The DEPARTMENT reserves the right in its sole discretion to impose additional requirements upon the proposer to mitigate such conflict of interest or to disqualify any proposer on the grounds of an actual or an apparent conflict of interest.

The DEPARTMENT will not be liable for Federal, State, or Local excise taxes.

The DEPARTMENT reserves the right to negotiate final contract terms with any proposer selected in accordance with NAC §333.170. The contract between the parties will consist of the final executed contract, the RFP with any modifications thereto, and the awarded proposer's proposal with any modifications and clarifications thereto that are incorporated at the request of the DEPARTMENT during the evaluation and negotiation process. In the event of any conflict or contradiction between or among these documents, the documents shall control in the following order of precedence: the final executed contract, addenda to the RFP, the RFP, any modifications and clarifications to the awarded proposer's proposal, and the awarded proposer's proposal. Specific exceptions to this general rule may be noted in the final executed contract.

The proposer understands and acknowledges that the representations above are material and important, and will be relied on by the DEPARTMENT in its evaluation of a proposal. Any misrepresentation by a proposer shall be treated as fraudulent concealment from the DEPARTMENT of the true facts relating to the proposal.

No announcement concerning the award of a contract as a result of this RFP can be made without the prior written approval of the DEPARTMENT.

The Nevada Attorney General will not render any type of legal opinion regarding this transaction.

## **SECTION 13.0 PROTEST PROCEDURE**

Protests may be filed only with respect to:

1. Allegations that the terms of the RFP are wholly ambiguous, are contrary to legal requirements applicable to the procurement, or exceed the DEPARTMENT's authority, and/or
2. A determination as to whether a proposal is responsive to the requirements of the RFP, or failed any Pass/Fail criteria, as applicable, and/or
3. The award of an Agreement.

### **13.1 DEADLINES FOR PROTESTS**

Protests concerning the issues described in Section XIII (1) and contained in the RFP must be filed no later than ten (10) calendar days prior to the proposal due date, and those contained in any amendment to the RFP must be filed no later than three (3) business days after the DEPARTMENT distributes the related addenda.

Protests concerning the issues described in Section XIII (2) must be filed within ten (10) calendar days after the DEPARTMENT issues to the proposer a notice regarding the failure of any pass/fail criteria, or a notice regarding the non-responsiveness of the proposal.

Protests concerning the issue described in Section XIII (3) must be filed within ten (10) calendar days after the DEPARTMENT issues the Notice of Award.

The DEPARTMENT will not accept any protests received after the above-stated deadlines for receipt of such protests.

### **13.2 PROTEST CONTENTS**

Protests shall include information about the protesting firm, including the firm's name, mailing address, and phone number, as well as the name of the individual responsible for the submission of the protest. Protests shall completely and succinctly state the grounds for the protest, its legal authority, and its factual basis; protests shall include all factual and legal documentation in sufficient detail to establish the merits of the protest. Statements shall be sworn and submitted under penalty of perjury.

### **13.3 FILING OF PROTEST**

Protests shall be in writing, and filed by hand delivery on or before the applicable deadline to:

Nevada Department of Transportation  
ATTN: Administrative Services/Dispute Resolution Office  
1263 South Stewart Street, Room 101A  
Carson City, NV 89712

The proposer filing the protest shall concurrently submit a copy of the protest to the other proposers; the other proposers' addresses may be obtained from the DEPARTMENT.

#### **13.4 COMMENTS FROM OTHER PROPOSERS**

Other proposers may file statements in support of or in opposition to the protest within seven (7) calendar days of the filing of the protest. The DEPARTMENT shall promptly forward copies of all such statements to the protester. Any statements shall be sworn and submitted under penalty of perjury.

#### **13.5 BURDEN OF PROOF**

The protester shall have the burden of proving the basis of its protest. The DEPARTMENT may, in its sole discretion, discuss the protest with the protester and other proposers. No hearing will be held on the protest. The protest shall be decided on the basis of written submissions.

#### **13.6 DECISION ON PROTEST**

The DEPARTMENT's Director or designee shall issue a written decision regarding the protest within thirty (30) calendar days after the filing of the detailed statement of protest. If it is necessary to address the issues raised in a protest, the DEPARTMENT may, in its sole discretion, make appropriate revisions to the RFP by issuing addenda.

#### **13.7 PROTESTER'S PAYMENT OF COSTS**

If a protest is denied, the proposer filing the protest shall be liable for the DEPARTMENT's costs reasonably incurred to defend against or resolve the protest, including attorney's fees, consultant fees and costs, and any reasonably unavoidable damages sustained by the DEPARTMENT as a consequence of the protest.

#### **13.8 RIGHTS AND OBLIGATIONS OF PROPOSERS**

Each proposer, by submitting its proposal, expressly recognizes the limitation on its rights to protest provided in this Section XIII and expressly waives all other rights and remedies, and agrees that the decision on the protest is final and conclusive. If a proposer disregards, disputes, or does not follow the exclusive protest remedies provided in this section, it shall indemnify and hold harmless the DEPARTMENT and its officers, employees, agents, and consultants from and against all liabilities, fees and costs, including legal and consultant fees and costs, and damages incurred or suffered as a result of such proposer's actions. **Each proposer, by submitting a proposal, shall be deemed to have irrevocably and unconditionally agreed to this indemnity obligation.**

No Stay Pending Final Determination: Agreement negotiations with the selected proposer shall not be stayed during the pendency of any protest. Any agreement with the selected proposer shall be made contingent upon the outcome of any pending protest.

## **SECTION 14.0 ATTACHMENTS**

Attachment A – Scope of Work

Attachment B – Requirement Traceability Matrix

Attachment C – FHWA e-STIP Report Guidelines

Attachment D – Fiscal Constraint Report Sample

Attachment E – Technical and GIS Standards and Requirements

Attachment F – Project Scoping Wizard

Attachment G – Checklist

Attachment H – Statement of Qualifications

Attachment I – Cost Proposal

Attachment J – Deliverable Sign-off Form Sample

Attachment K – Reference Questionnaire

Attachment L – Agreement Sample

## **14.1 Attachment A: Scope of Work**

The eSTIP Project (Project) is a system development, configuration, integration and implementation project. The objective of the Project is to plan, develop, implement and test an Electronic Statewide Transportation Improvement Program System which will collect, store, and report on transportation project data. The proposed system will be web-based; securely accessible by internal users, and available to the public via the internet.

Major project tasks include detailed functional requirements definition, system configuration and design, system integration, interface development, data conversion, and training. It is anticipated this will be a twelve (12) month implementation project, with full deployment to be completed by July 1, 2015. The eSTIP solution will be fully implemented during the 2014-2015 biennium.

As part of the Project, the successful Proposer must validate the DEPARTMENT's RFP requirements, and identify and document more detailed business rules (as necessary) for the project. The successful Proposer will configure, integrate, test, and implement the new eSTIP solution.

The Scope of Work outlines the basic project tasks and deliverables the DEPARTMENT requires during the Project. The successful Proposer must complete the tasks and deliverables described herein.

Within the proposal response, Proposers must provide information regarding their approach to meeting the requirements described in the following Sections, 14.1 through 14.16

Each of the major project tasks/deliverables are associated with project payments and represent the completion of specific project work. See Attachment J; Project Deliverable Sign-Off Form Sample that is submitted with each deliverable. Deliverables formally communicate and represent project progress. When all tasks related to a deliverable are complete, the deliverable is formally discussed with the State and payment for that deliverable is scheduled. Deliverables are designed to ensure that a quality solution is being implemented, and the successful Proposer is performing according to the project plan and schedule.

### **14.1.1 Planning and Administration**

The objective of this task is to ensure that adequate planning and project management are dedicated to this Project. The successful Proposer must work with the DEPARTMENT to provide a detailed Project Plan with fixed deadlines that is maintained based on a mutually agreed upon timeframe. The Project Plan should take into consideration State Holidays.

Changes to the Project Plan should be mutually agreed upon, and reflected in the current version of the Project Plan. Deliverables not expected to be met (late according to the project plan) need to be communicated to the DEPARTMENT with a full explanation for the delay.

The work products associated with this deliverable include but are not limited to:

- Monthly status reports;
- Minutes for all project meetings stored in a centralized location for project team members to access;
- Attendance at all project-related meetings;
- Preparation of project meeting materials;

- Development of a Communication Plan;
- Development of a Risk Management Plan;
- Development of a Quality Assurance Plan;
- Development of a Change Management Plan; and
- Development of a Knowledge Transfer Plan.

The State observes the holidays noted in the following table.

HOLIDAY	DAY OBSERVED
New Year's Day	January 1
Martin Luther King Jr.'s Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Nevada Day	Last Friday in October
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Family Day	Friday following the Fourth Thursday in November
Christmas Day	December 25

Note: When January 1, July 4, November 11, or December 25 falls on Saturday, the preceding Friday is observed as the legal holiday. If these days fall on Sunday, the following Monday is the observed holiday.

#### **14.1.2 Build and Test Technical Environments**

The objective of this task is to build the development, system test, training, acceptance test, and production computing environments. In addition, any logical and physical network connectivity requirements must be built and tested.

The successful Proposer must:

- Confirm and build the development, system test, training, acceptance test, and production environments. This includes but is not limited to a technical set-up document. Coordination with the DEPARTMENT's Technical team is a key component of this milestone.
- Test the environments noted above to ensure they are working correctly and that the DEPARTMENT Technical team understand the function of the various environments.
- Coordinate with the DEPARTMENT Technical team to verify and test the computing and networking environments.

#### **14.1.3 Proof of Concept and Detailed Functional Requirements**

The objectives of this task are to collect, validate, and define detailed functional requirements to illustrate the system's functionality. In addition, the successful Proposer will gather functional input from DEPARTMENT staff prior to developing the Detailed System Design. This task involves analyzing, validating, and documenting functional and technical requirements, and

includes interactive prototyping sessions to show that the proposed solution provides the desired functionality.

The detailed functional requirements must include but not be limited to the following functions:

- Project tracking and management, including project funding and fiscal constraints
- Electronic web-based system for data entry, management and submittal of the State Transportation Improvement Program (e-STIP) and Work Program reports.
- Project data displayed on a GIS web-map interface,
- Electronic document approval and signature.

The successful Proposer must demonstrate the capabilities and functionality for the following areas:

- System Design and Integration
- System Interfaces with multiple internal, and external entities and systems, including MPOs, FHWA, and Federal Systems
- STIP Development
- Report Creation
- Electronic Submittals and Approvals
- Geographic Information Systems
- Website, and Online Applications

The successful Proposer must also develop requirement definition documents or forms which capture user feedback regarding detailed functional requirements collected during interviews, system and application reviews, component documentation, and proof of concept demonstration sessions.

#### **14.1.4 Detailed System Design**

The objective of this task is to develop a comprehensive system design for how the final eSTIP detailed functional requirements will be implemented. The successful Proposer must develop detailed system design specification documents for each eSTIP function being developed or implemented. The documents shall be prepared such that both the DEPARTMENT functional and technical staff are able to understand the basis for the design, and the expected results.

The detailed system design must include but not be limited to:

- Descriptions of functions, and processes;
- Screen, and report layouts;
- Formats for notices, and forms that are produced within the eSTIP;
- System Architecture;
- Entity relationship diagrams, data flow diagrams, and data dictionaries;
- Details of inputs, outputs, and edits;
- Diagrams of application software design; and
- Details of plans for data security, backup, and recovery.

An estimated level of effort relative to the programming and testing must be included with each detail design. This will ensure complex decisions are given proper analysis by the DEPARTMENT, and the Proposer.

The successful Proposer must also define the necessary parameters and system options. This System Architecture deliverable ensures the DEPARTMENT understands how a specific table entry impacts a proposed modification from a functional point of view.

Specific documentation for this deliverable will be a mutually agreed upon approach that communicates all system functions and features to the DEPARTMENT project team members.

#### **14.1.5 System Development and Configuration**

The objective of this task is to configure system parameters, develop modules and/or modify existing system modules provided by the successful Proposer so that the system will satisfy the Detailed System Design for each core business function. These business functions include but are not limited to:

- Project data gathering, and data entry
- Submittal of the STIP report to the FHWA
- Amendments, and Modifications
- Electronic approvals
- Public information

The successful Proposer must include the following:

- Develop an inventory of configuration decisions (including an explanation of the impact of the configuration decision).
- Develop an inventory of system modifications.
- Develop a source code library for all modified, and customized system processes, and components.
- Maintain the appropriate documents including the Detail Design Documentation including, but not limited to:
  - System database structure
  - System data dictionary
  - System process structure
  - System process, and related data entity specifications
- Define the hardware, operating system, network, desktop office tools, communication applications (if any), database, web server, and reporting services/tools.

#### **14.1.6 Conversion Design, Specification, Development, and Unit Testing**

The objective of this task is to complete the System Data Conversion routines for converting current data sets to the new eSTIP system. The successful Proposer must:

- Implement the conversion routines through a system development life cycle including design, development, and unit testing. After unit testing the routines, and conversion procedures, the programs must be more formally tested and fully implemented with the rest of the system. It is anticipated that a formal test will be part of a full integration test.
- Develop a system data conversion plan approach document. Proposer must present the approach to the DEPARTMENT project team to ensure an understanding of the complexities of this work product.
- Develop a system data conversion design document including the mapping of data from each legacy system to the eSTIP.

- Complete the system data conversion development and unit testing for each component.

The successful Proposer shall prepare a Conversion Approach document that clearly identifies the disposition of all data to be archived, converted, entered by hand or left in the old legacy system.

#### **14.1.7 System Integration Testing**

The objective of this task is to test the eSTIP system as a fully integrated system and take corrective action as needed to assure that all system modifications, interfaces, and conversion components properly interact with each other in a manner that is consistent with the Detail System Design. In addition, this task must test performance of the system by including performance measures for batch transaction processing (if applicable), and online transaction response time. The successful Proposer must ensure the response time is acceptable to the DEPARTMENT. Converted data must also be included in this testing to ensure the DEPARTMENT data is properly integrated within the application. The steps to verify and test the system backup and recovery procedures must be mutually agreed upon by the successful Proposer and the DEPARTMENT. The successful Proposer must develop and execute a System Integration Testing Plan. The plan must include, but is not limited to:

- Inventory of system modifications to be integrated tested;
- Inventory of system interfaces to be integrated tested;
- Data conversion integration testing;
- System integration testing Implementation schedule;
- Backup and recovery testing;
- System security testing;
- System performance criteria;
- Inventory of system components to be performance tested; and
- Testing with several remote users for the e-STIP online functionality.

The successful Proposer must plan, develop, conduct, and complete system integration testing for all e-STIP functionality. All system integration, performance, and functional problems that occur must be resolved in a manner satisfactory to the DEPARTMENT.

#### **14.1.8 Documentation**

The objective of this task is to provide the DEPARTMENT with online help and user manuals for the internal and online applications and interfaces. The documentation must include, but is not limited to the following topics:

- User guides for both internal staff and public agencies including data entry and reporting information and process flows;
- System set-up configurations for the e-STIP,
- Technical manual that includes system utilities and backup/restore documentation; and
- System Data Dictionary and related entity diagrams.

#### **14.1.9 System Operating Procedures**

The objective of this task is to develop all the business procedures necessary to operate the system. This includes the business-specific processes, the creation of an e-STIP, and system support processes like electronic review, approval, and signature. In addition to being the final product for the DEPARTMENT's use, these processes will be used to operate the e-STIP system in production.

The successful Proposer must:

- Complete development of the operating procedures before system acceptance testing.
- Develop system operating procedures for each system process including, but not limited to: process overview, process flow, process inputs, and process dependencies.
- Develop system operating documentation including but not limited to the following:
  - General Operating procedures;
  - Business-specific operating procedures;
  - System security procedures;
  - System and functional configuration maintenance procedures;
  - Reporting procedures; and
  - Business resumption procedures.

#### **14.1.10 Training**

The objective of this task is to develop a training plan, produce training courses, develop training materials, conduct train-the-trainer, and other training sessions for designated construction staff, and attend and monitor the DEPARTMENT led training, when necessary. Training materials must reference the appropriate system documentation.

The successful Proposer must: develop a Training Plan for:

- System administration processes
- Functional use processes
- System functions
- Develop a training plan for functional use processes including the e-STIP module, reporting, and electronic approvals, and submittals
- Develop a system function training plan.

Training materials must include:

- Course Overview
- Goals
- What the course does not include
- Agenda
- Project-wide process flow to help students understand what the eSTIP system is, and where it fits into the full Planning and Project Development process

#### **14.1.11 Acceptance Testing**

The objective of this task is to allow the DEPARTMENT to fully exercise the system prior to putting the system into full production. It includes a multitude of test scenarios to verify the system is working as expected. Acceptance testing will ensure the system satisfies all the

functionality stated in the finalized detail system requirements as well as the final system design.

The acceptance testing must be completed in a timely fashion under the guidance of the DEPARTMENT project leader who will coordinate work between the successful Proposer and the DEPARTMENT.

The successful Proposer must develop a System Acceptance Test Plan. The plan must include, but not be limited to the following:

- Inventory of system modifications, configurations, interfaces, and conversion process to be acceptance tested;
- System acceptance testing environment implementation/configuration;
- System acceptance testing of functional, and technical modifications (conversions and interfaces);
- System acceptance testing implementation schedule; and
- System acceptance testing correction log.

In addition, all acceptance test deficiency resolutions must be discussed and agreed to with the DEPARTMENT.

#### **14.1.12 Production System Implementation**

The objective of this task is to place the completed system (including system documentation and operating procedures) in production, monitor its operation under full production load, and dynamically fine tune the system to ensure the system satisfies the functionality in the final detailed requirements.

The successful Proposer shall include an Implementation Plan that includes, but is not limited to the following:

- Production cutover calendar and meetings;
- Production cutover technical task list;
- Production system implementation schedule;
- Production system environment configuration document; and
- Production system Help Desk Support.

It is anticipated the Proposer is onsite during a mutually agreed upon timeframe during the implementation. The successful Proposer shall schedule and conduct production cutover meetings to ensure the DEPARTMENT is ready for the implementation.

#### **14.1.13 Post Implementation Evaluation and Review**

The objective of this task is to ensure that the implementation process functioned correctly, and to gather “lessons learned” during the process. The DEPARTMENT and the successful Proposer will perform a Preliminary Post Implementation Evaluation Review. The successful Proposer will prepare a report with lessons learned, and project improvement recommendations.

The successful Proposer and the DEPARTMENT will evaluate each deliverable, and schedule a meeting to discuss the evaluation. The successful Proposer will prepare the following documents:

- Project evaluation (by deliverable); and
- Project improvements (by deliverable)

#### **14.1.14 System Warranty and Maintenance Support**

The objective of this task is to provide warranty and maintenance support (i.e. problem resolution/user support, maintenance, and enhancements) to the production system once it has been fully implemented, and stabilized.

The eSTIP warranty period will begin when the successful Proposer has implemented the system, and finalized the System Support Facilitation Procedures. The warranty period will be for twelve (12) months from the point the DEPARTMENT has formally signed-off acceptance of all deliverables.

The successful Proposer must agree to a warranty period that covers any functional and operational defects that are not in compliance with the final system design and specifications.

The DEPARTMENT personnel must be trained, and oriented to support the system internally as much as possible, without involving the successful Proposer.

The successful Proposer must agree to provide one thousand (1,000) hours of external support which covers issues unrelated to warranty items. When problems are encountered by the State or a new need arises, external support can be initiated by the State. The successful Proposer must evaluate the request, define the scope of work, and provide a level of effort estimate with five (5) business days. If more time is needed to generate a thorough response, the time must be mutually agreed upon between the State and the Proposer.

#### **14.1.15 Compliance with Attachment A – Scope of Work**

The successful Proposer agrees to comply with the requirements as specified in Attachment A, inclusively. Any exceptions must be documented and labeled Exception Summary Table and included as part of the proposal response.

#### **14.1.16 Proposer Assumptions with Attachment A – Scope of Work**

The successful Proposer must document any assumptions in the appropriate section of the proposal response.

## 14.2 Attachment B: Requirement Traceability Matrix

The DEPARTMENT has documented high-level functional, operational, and technical requirements for a new Electronic Statewide Improvement Program System. This new system, referred to throughout this document as eSTIP, will replace the current system(s), procedures and processes that handle the current project tracking and reporting processes.

This document presents primarily the high-level operational, functional, and technical requirements for the new eSTIP System. These requirements represent the mandatory and desired functionality of the new system, and do not necessarily reflect the current system requirements. When a mandatory requirement affects a subsequent process that is not being replaced, this dependency will be noted.

In addition to addressing the requirements within the Proposal, the successful vendor must validate, refine, and finalize the eSTIP Requirements as part of the eSTIP Proposal.

### 14.2.1 Requirements Matrix Definition and Response Code Instructions

The eSTIP requirements are presented as Attachment B – Requirements Traceability Matrix along with the following columns.

Column Heading	Description
ID No.	Requirement number – A unique number to identify and reference the specific requirement entry.
Functional Area	The functional area corresponds to the DEPARTMENT function addressed by the specific requirement: <ul style="list-style-type: none"><li>• ADA – Americans with Disabilities Act</li><li>• Data Validation</li><li>• Data Requirements</li><li>• Document Management</li><li>• Record Management</li><li>• Geographic Information Systems</li><li>• Mobile Device</li><li>• Process Workflow</li><li>• Reporting</li></ul>

	<ul style="list-style-type: none"> <li>• STIP Requirements</li> <li>• Support</li> <li>• System</li> <li>• System Integration</li> <li>• Technical Standards</li> <li>• Security</li> <li>• User Interfaces</li> </ul>
M/O	The requirements priority for the eSTIP system (Mandatory or Optional)
Requirement	Name of the specific requirement or data field
Description	Description of the specific requirement or data field
Validation	Case in which the requirement is met
Functionality Support	<p>Responding vendors must use this column to define how the high-level requirement will be met by their proposed solution. Each requirement must contain one of the following codes:</p> <ul style="list-style-type: none"> <li>• <b>S</b> – Standard Functionality; no modification required, configurable</li> <li>• <b>M</b> – Modification Needed; modifications to standard functionality are necessary to meet this requirement. The proposed system will be modified to satisfy the requirement as stated.</li> <li>• <b>F</b> – Future Release; This modification will be addressed in a future release of the software.</li> <li>• <b>C</b> – Custom; This requirement can only be met with custom design/development. The proposed solution will provide the additional functionality through custom design and development.</li> <li>• <b>N</b> – Cannot Meet Requirement; The proposed system will not satisfy the requirement.</li> <li>• <b>O</b> – Other Software; This requirement can be met through the use/integration of a separate application or system.</li> </ul>
Proposer Response	Responding vendors must use this column to explain their response for each requirement.

### **14.2.2 Requirements Matrix Completion Instructions**

Using the worksheet labeled “Requirements Traceability Matrix”, proposing vendors must:

1. Not change, replace, remove or otherwise modify the requirement statements.
2. Respond to each requirement listed by placing information in the
  - a. “Functionality Support” (S, M, F, C, N, O); and
  - b. “Vendor Response” columns.
3. Use the coding instruction above for the “Functionality Support” information.
4. Enter explanatory information in the “Vendor Response”: column for each requirement.

The Proposer’s response to the listed requirements is part of the RFP proposal and related contractual commitment.

# ATTACHMENT B

ID NO.	Functional Area	M/O	Requirement	Description	Validation	Functionality Support	Proposer Response
1	Data Requirements	M	Air Quality	Y/N - Modeled for Air Quality Purposes	If the project uses Congestion Mitigation and Air Quality (CMAQ) funding, then the box is checked to the Yes value.		
2	Data Requirements	M	Amendment Comments	Comment field for notes relating to an Amendment	Users are able to enter and view comments		
3	Data Requirements	M	Amendment Date	Date of STIP amendment	Amendment date can be entered and is listed on the project history view		
4	Data Requirements	M	Amendment Reason	Amendment Change Reason; Reasons to include, but are not limited to: Change in Scope, Regionally Significant Project added or deleted, Changes to Funding Category, Change in project cost of >\$5 million or >20%.	Amendment Change Reason is populated by selecting from a drop-down list		
5	Data Requirements	M	Amount	Total amount for each phase and year.	Funding amounts can be totalled by phase and/or year		
7	Data Requirements	M	Beginning MP	Part of the Linear Referencing System	LRS is utilized for location information and GIS functionality		
8	Data Requirements	M	County	Dropdown: List of counties	Users can select a county, or search for projects by county		
9	Data Requirements	M	Create Project record	The system shall provide functionality to create a Project. The data required for projects will be auto populated, where applicable, from available data and tables or through manual data entry.	The Project record is successfully created.		
10	Data Requirements	M	District	DEPARTMENT Transportation District	Projects can be selected by District		
11	Data Requirements	M	Ending MP	Part of the Linear Referencing System	LRS is utilized for location information and GIS functionality		
12	Data Requirements	M	Est. Const. Start Date	Estimated date when project construction activities will begin			
13	Data Requirements	M	Federal Approval	Date of latest project STIP approval	Prior approval dates are archived and added to approval history. Current date is displayed.		
14	Data Requirements	M	FHWA Field Guidelines	System shall include all fields identified in the core STIP data table, (see Attachment C: FHWA e-STIP Report Guidelines) All standardized fields listed in Attachment C will be included in the database as core elements for integration with the MPO and RTC TIP data, and for the creation of the e-STIP	All STIP data elements are standardized and included in the system. MPOs and RTCs have the ability to easily import and export data to the proposed system.		
15	Data Requirements	M	Fund Type	Dropdown: List of all fund types (Fed, State and Local specific categories) Should also include Advance Construction	Users can select the funding type(s) from a dropdown list. Users may add values or edit Active/Inactive status.		
16	Data Requirements	M	Funding Categories	The system shall provide the capability to allocate needs, projects, and sub-projects to funding source categories. The system shall provide ability to reallocate project deliverables to different funding categories if changes occur during a project.	Users are able to assign and edit a funding category		
17	Data Requirements	M	Identifies any Transportation Control Measures (TCMs) from the Statewide Implementation Plan (SIP)	Comments field. Not to be a required field.	Users can enter comments		
18	Data Requirements	M	Jurisdiction	List: City, Town, etc.			
19	Data Requirements	M	Kin Number	Project identifier when multiple projects constructed and are cleared by a single NEPA document.	Related projects may be linked together.		
20	Data Requirements	M	Local Project ID	Unique identifier for each local project. Optional field - the local agency could use the State ID or their Regional Transportation Project (RTP) number			
21	Data Requirements	M	LRS/Location	Linear Referencing System (LRS)/Route ID. Geospatial data is required on Federal authorizations as USDOT transitions to the MAP-21 performance and outcome based-program.	LRS is utilized for location information and GIS functionality		
22	Data Requirements	M	MAP-21 Goal	Multiple data fields, check boxes. One for each MAP-21 Measure (?)			
23	Data Requirements	M	Modification Date	Date of Modification	Date is entered		

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ID NO.	Functional Area	M/O	Requirement	Description	Validation	Functionality Support	Proposer Response
24	Data Requirements	M	Modification Reason	List: Modification Change Reason	Users can select from a standard list of modification reasons, in addition to entering a custom value		
25	Data Requirements	M	MPO	List: RTCNV, RTCWASHOE, CAMPO, TMPO			
26	Data Requirements	M	MPO Approval	Date of latest MPO project TIP approval			
27	Data Requirements	M	MultiModal	Checkbox to indicate that the project includes a multimodal transportation aspect	Users can identify projects that have a multimodal component		
28	Data Requirements	M	Paratransit/Key Station Plan	Text field - narrative or identified by each project	NOTE: Coy to ask Paul Schneider what the FHWA wants for this field.		
29	Data Requirements	M	Phase	Project Phase; Look-up values include: Preliminary Engineering (PE), Right Of Way (ROW), Advance Construction (AC), Advance Construction Conversion Payment (ACCP), Construction Engineering (CE), Construction (CON), Other (OTH).	Users are able to select the project phase from a dropdown list		
30	Data Requirements	M	Project Description	A detailed description field that outlines the entire scope of the project	Users are able to enter a project description detail into a text field.		
31	Data Requirements	M	Project Implementer	Dropdown: List of Agencies administering contracts	Users are able to select the project implementer from a dropdown list		
32	Data Requirements	M	Project Implementer Contact Information	This is the project administrator/implementer - Organization and general phone number will be provided - e.g. NDOT 775-888-7000	User are able to enter the organization and phone number of the project contact		
33	Data Requirements	M	Project Length	Total length in miles	Users are able to enter the total length of the project in miles, to 3 decimal places.		
34	Data Requirements	M	Project Notes	Comment field for project notes. Project Notes are date and user-stamped and are retained in the database. Notes cannot be deleted once they are submitted.	Users are able to enter notes. These notes are date and user-stamped, and cannot be deleted.		
35	Data Requirements	M	Project Sponsor	Dropdown: NDOT, Clark County, City of Las Vegas, etc.	Users are able to select a Project Sponsor from a dropdown list.		
36	Data Requirements	M	Project Title	Short title/description of each project	Recommend implementing a standard naming convention for this field		
37	Data Requirements	M	State Approval	Date of latest project STIP approval	Users are able to view the date of the latest approval. These dates are created through the electronic approval process to be implemented as part of the proposed system.		
38	Data Requirements	M	State Project ID	Unique Identifier for each project. Should be able to tie to an advanced/obscured project for fiscal constraint	Format of the unique identifier for the State Project ID Number to be determined through analysis of system and business requirements.		
39	Data Requirements	M	STIP Approval Date	Original STIP approval date	Users are able to view the date of the initial STIP approval by the FHWA. These dates are created through the electronic approval process to be implemented as part of the proposed system.		
40	Data Requirements	M	STIP ID	Unique identifier for each project. STIP submittal years 2014-2017	Users are able to enter the Fiscal year time frame for each STIP submittal. For Example; 2014-2017		
41	Data Requirements	M	Structure Number	Bridge identifier from NBIS (must allow for multiple bridge number entries)	Users are able to enter the Bridge ID number(s).		
42	Data Requirements	M	Termini/Limits	Layperson's description of project begin and end limits	Users are able to enter a general description into a text field		
43	Data Requirements	M	Total Cost	Will summarize all costs recorded in detail section of report by phase, fund type and year	Users are able to view a total cost amount for each project by multiple criteria.		
44	Data Requirements	M	Unique Identifier for each Project record	The project details will include a unique record ID for every individual Project record	A unique ID is assigned to every project		
45	Data Requirements	M	Year	Federal Fiscal Year; two-digit date field. System must be capable of entering multiple fiscal years for each project (Four years in S/TIP, including Prior/Future year values)	Users are able to enter multiple fiscal years for each project		
46	Data Validation	M	Data Validation Tools	The system shall provide data validation functionality on all applicable fields, and provide the user with warnings and error messages during data entry. The system shall utilize all pertinent and standard data validation tools; including but not limited to formatting, required fields, drop down lists, data type, allowed character check, etc.	Data is standardized and validation tools are implemented. The system provides error messages and suggests appropriate actions the user should take if there are errors or omissions in the record upon submittal.		

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ID NO.	Functional Area	M/O	Requirement	Description	Validation	Functionality Support	Proposer Response
50	Data Validation	M	Triggers for additional data	The system shall include functionality to incorporate the use of "triggers", For example; Data entry for the Project Initiation Form will create a trigger for additional information if there is a NEPA requirement. None of the details should show up unless the trigger is activated.	Triggers are implemented as needed		
51	Database	M	Database history and logging	All changes to data in the system will be retained in an archive table(s) or log file. Each table in the system should have a duplicate archive table. This data cannot be modified.	All modifications to the database will be logged by user, date, and data changed		
53	Database	M	Project Initiation Form (PIF) and Project Environmental Linkages and Questionnaire Form (PEL)	The system shall incorporate and replace the existing Project Initiation Form (PIF) and Project and Environmental Checklist and Questionnaire (PEL) database and online application. The selected vendor will conduct a database analysis in order to upgrade and migrate all project data included in the current PIF/PEL and application into the new, upgraded eSTIP database and application. Note: Due to the fact that many of the fields in the PEL data are in a comment/text format, much of the PEL data structure and fields will be revised.	The Phase 1 online PIF/PEL Forms and data are incorporated into the system.		
54	Database	M	Project Tracking System database and application replacement	The proposed solution shall include an analysis and replacement of the existing Project Tracking System (PTS) database and Annual Work Program application and functionality. This new database and application shall be the core of the eSTIP system.	The PTS database and application is replaced		
55	Document Management	M	Document Management	Ability to attach documents and files to the database records, including but not limited to the Project record; and to open and view the document or file directly from the application. File types will include but are not limited to Word documents, Adobe pdf, and jpg images	Users are able to attach and retrieve files and documents associated with a , Project or STIP submittal.		
56	Document Management	M	Lock of approved records and documents	The system shall provide the capability to prevent a selected document from being modified or deleted. Project documents shall be capable of being locked so that they cannot be modified or deleted.	System has the ability to lock a document or attachment		
57	Geographic Information Systems	M	GIS Project layer	The system shall include a GIS data layer based upon Project area. Layer is interactive and users have the ability to view, edit, and enter new features either through the map interface or through location data	Project layer is created and implemented		
58	Geographic Information Systems	M	GIS project map view in e-STIP module	The e-STIP application module and printed report shall include map integration. If the map window is clicked from the e-STIP module, a separate, larger map window opens to display all projects/needs in the specified project area.	Map integration is developed, and the e-STIP report includes a map view of the project location		
59	Geographic Information Systems	M	Roads & Highways interface	The system shall be compatible with the DEPARTMENT's Esri Roads & Highways data for dynamic GIS sync and updates	Roads & Highways data will be available for map view and query		
60	Geographic Information Systems	M	Web-based, Interactive Geographic Information System (GIS)	The system shall include an interactive web-based GIS map interface. The selected solution will allow for flexible data analysis by geographic entities and the ability to search and filter data by district, regions, counties, and other criteria. Project information shall be able to be presented in the interactive, geospatial map interface.	Map integration is developed to include Project information		
61	Mobile Device	M	Mobile Device Accessibility	System may include functionality to access the web application by mobile device	An optimized mobile version of the web application can be accessed by the user'S mobile device		

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ID NO.	Functional Area	M/O	Requirement	Description	Validation	Functionality Support	Proposer Response
62	Process Workflow	M	Copy Record	System shall allow a user/agency to copy the information from an existing application into a new application. This will assist users in creating multiple applications without the need to re-enter the same information, such as name, agency, etc. Basic applicant information should be transferable to subsequent project applications to ensure data consistency and ease of system use by the public.	Users can copy a record		
63	Process Workflow	M	Denial of Project request	System shall provide DEPARTMENT staff with the ability to manage Project or Need status or denial, including reason or cause for action. This will allow users to deny or cancel non-pertinent, incomplete or unfunded requests, and to enable quality control within the system to prevent unwanted, non-pertinent data from being stored in the database.	Users are able to deny or cancel a Need or Project request record		
64	Process Workflow	M	Electronic approval and document signature	The system shall have the capability for internal and external users with approval authority to electronically sign documents or approve submittals and workflow events, and to initiate the approval process.	Electronic Approval is implemented and approvals are tracked and displayed		
65	Process Workflow	M	Electronic approval and document signature	System shall have the ability to accept electronic approvals from external sources. e-signature functionality shall be available for approvals, both internal and external to the DEPARTMENT. The Planning Division to identify who needs or has approval authority.	Users are able to electronically approve submittals and sign documents through the system.		
66	Process Workflow	M	Lock of approved records	System shall include functionality to "lock" a record once it has been signed electronically. This is required to provide the ability to preserve a record of the data included with each approval in the process	A signed version is retained and available for review		
67	Process Workflow	O	Project Comments and Feedback	The system shall have the capability for tracked discussion boards and comments at the project and application level. Users shall be able to collaborate via tracked discussions.	Users are able to enter and view project comments and comment history.		
68	Process Workflow	M	Resubmit Functionality	System shall include the ability to save or resubmit a need or project request in subsequent years or funding cycles	Project and Need requests may be resubmitted		
69	Record Management	M	Database history and logging	System shall include the ability to recognize, track and approve changes to records by user account, date, and data modifications.	Database include logging functionality		
70	Record Management	M	DEPARTMENT Branding and Look & Feel	The solution shall have the look and feel of the DEPARTMENT per the existing Department website and reporting. The solution shall show only DEPARTMENT branding. An exception to this shall be that the branding of the external partners will be displayed on their data entry interface upon login, and on reports created for their use.	Web interface and all reports have the DEPARTMENT's "Look and Feel!"		
71	Record Management	M	Multiple Funding Sources	The system shall allow multiple funding sources to be assigned to a project.			
72	Record Management	M	No Duplicate Data Entry	The System shall not create additional work or duplicate data entry. Sources of duplicate data entry will be analyzed, and mitigated or avoided through data imports and interfaces, wherever possible	System requires no duplicate data entry from internal or external sources.		

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ID NO.	Functional Area	M/O	Requirement	Description	Validation	Functionality Support	Proposer Response
73	Reporting	M	Amendments to the STIP	The system shall provide users the capability to initiate the process to create, submit and adopt amendments and administrative modifications to the STIP artifacts. Partnering agencies shall be able to create, submit and adopt amendments and administrative modifications to the TIP artifacts.	Internal and external user accounts have the ability to create and manage modifications to the STIP data		
74	Reporting	M	Annual Work Program Reports	The system shall provide the ability to create the Annual Work Program reports from the existing project data. These reports include the Work Program Short Range Element and Long Range Element data.	Annual Work Program report is created		
75	Reporting	M	Create TIP reports	The system shall enable the MPO's and RTC's to enter Needs and Project-level data in order to produce their TIP (Transportation Improvement Project). Data Standards and report formatting shall be consistent with <b>Attachment C: FHWA e-STIP Report Guidelines</b> . MPOs, Counties, and other authorized agencies shall be able to use the system for their own TIP management and reporting as needed.	TIP reports are produced from the system		
76	Reporting	M	Manual Data Entry	The DEPARTMENT and external partners shall be able enter and edit data in order to create STIP and TIP Amendments and modifications	Users can manually enter data into the system		
77	Reporting	M	Report editing and creation	The system shall allow for updates and changes to the STIP and e-STIP reports and shall include the ability to easily create new reports as Federal reporting requirements change. System reporting functions shall be flexible and user-friendly.	Selected users or system administrators are able to edit the STIP reports		
78	Reporting	M	Reports; Ad-hoc	The system shall provide ad-hoc reporting capability including filtering and sorting of data. Users shall have the ability to configure and develop Ad-Hoc reports from the user interface, with fields to be determined by the DEPARTMENT.	Users are able to create ad-hoc queries from the interface		
79	Reporting	M	Reports; Editable	System reports, including the e-STIP, shall be editable.	Users are able to edit certain reports from the interface		
80	Reporting	M	Reports; Standard	The system shall include the creation of up to 50 different standard "canned" reports. As the project analysis phase proceeds, the DEPARTMENT shall develop a list of standard formatted reports that will not be modifiable by the end user.	Users are able to run standards reports from the interface		
81	Reporting	M	Reports; Web Summaries	Reports and web summaries will be created to perform TIP queries, display specific criteria selected and the associated documents. Queries by district, regions, counties, and other criteria. Advanced queries and criteria selections, e.g. "give me all the projects on Interstate 15 that are in the construction phase." System will provide users with the ability to generate output to multiple formats, PDF, Excel, and other formats.	Reports, web summary pages and queries are developed, and can be output to multiple formats.		
82	Reporting	M	Searchable Web Interface; Internal	System shall have the ability to query the database for Projects based on, but not limited to, the following elements: Location, Route, TIP, County, MPO or RTC Entity, DEPARTMENT Districts, Funding Source, STIP or AWP Number, Local agency ID number, Date fields, Status, Project Sponsor, Project Manager, Program, etc. Functionality shall also include the ability to use map-based GIS spatial queries.	Internal Users and External Partners are able to search for projects, needs and data from the interface by a variety of criteria upon system login		

# ATTACHMENT B

ID NO.	Functional Area	M/O	Requirement	Description	Validation	Functionality Support	Proposer Response
83	Reporting	M	STIP report generation by Fiscal Year	The system shall be able to regenerate a STIP report by past, current and future Fiscal Year, but the public-facing website will only display the most current version of the STIP report.	Users are able to run past, present and future STIP reports		
84	Security	M	AAA Framework for data transfers	Data transfers shall use authentication, authorization, and accounting (AAA) framework. Data transfers need to be securely handled. Transmitted data is data that is moved from its original location. The DEPARTMENT expects 256 AES for an encryption standard, at a minimum.	Data transfer methods comply with standards		
85	Security	M	Administration Tools	Administration Tools for system control and operational management shall be included within the graphical user interface. Tools include but are not limited to the management of data input, edits to Lookup Tables, management of User Accounts, Access levels and security, custom queries.	Administration functionality is complete within the web based application.		
86	Security	M	Data Encryption	Data encryption for the system shall comply with all applicable Federal requirements, rules and standards; Nevada Revised Statutes (NRS), State Information Security PSPs, and DEPARTMENT information security PSPs. All sensitive data shall be secured.	System complies with Federal, State and Local encryption standards and requirements		
87	Security	M	Data Security Standards	The system shall comply with all applicable Federal requirements, rules and standards; Nevada Revised Statutes (NRS). Systems that store, process, or transmit Federal data shall comply with NIST SP 800-53. The System shall comply with all Federal, State and Local requirements for data security and transmittal.	Data is securely stored and transmitted per Federal, State and Local requirements and standards		
	Security	M	Data Scrubbing	All data entered into the system must be validated in order to prevent hacking attempts such as SQL injection and Cross-site Script (XSS) attacks. <b>(See Attachment E: Technical and GIS Standards and Requirements)</b>	System utilizes best practices for the prevention of external compromise		
88	Security	M	Entity or Agency information	User Accounts shall be grouped by Entity. Entities shall provide the basic organizational information, and individual users are assigned to an Entity. Each Entity group shall be saved and reused for multiple user accounts. Each Entity will include and assign an Administrator for that Entity Group to enable them to manage their own users.	Local Agencies, such as the MPOs and RTCs, will have the ability to assign and manage their own users		
89	Security	M	Exportable Contact List	User account data shall be exportable for use as Contact information for outreach or communications. This contact information will be considered confidential and not available for external use.	A user that is logged into the system is able to export contact information.		
91	Security	M	No Personally Identifiable Information (PII)	The system shall contain no Personally Identifiable Information	No Personally Identifiable Information is included in the system		
92	Security	M	QA/QC	The system shall implement Quality Assurance / Quality Control (QA/QC) measures for data entered. Automated logic and/or human QA/QC procedures (internal only) are utilized to push approved data into the official public-facing web application.	QA/QC functionality and procedures are implemented		
93	Security	M	Reset Passwords	The system shall provide users the ability to manage and reset their own passwords. Forgot My Password and User Account Management functionality shall be included	Individual Users are able to reset their own passwords		
94	Security	M	User Access Security Administration	Internal and external access shall be created according to access levels and user accounts	Access security role levels are created and assigned to the users and access to pages and functionality is granted or denied based upon roles.		

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ID NO.	Functional Area	M/O	Requirement	Description	Validation	Functionality Support	Proposer Response
95	Security	M	User Authorization; External	The system shall require external users to login/register with a unique username and password combination. Passwords must be at least 6 characters and include at least 1 alpha, 1 numeric, and 1 special character.	External Users are able to log into the system		
96	Security	M	User Authorization; Internal	The system must authorize internal users based on Active Directory group policy	Active Directory Authorization is utilized for internal users		
97	STIP Requirements	M	Electronic Statewide Transportation Improvement Program (e-STIP) Web Application	The system shall provide a database and web user interface for all data entry and reporting relating to the production of the e-STIP. Accessibility and operation of e-STIP via web based technologies shall be developed. System shall include a Multi-level approach to get TIP data, accessibility to TIP information in terms of application and format. All data gathered for the individual TIPS will provide and automatically generate the data for the STIP.	A web-based e-STIP application is developed		
98	STIP Requirements	M	Electronic Submittal to FHWA	The e-STIP system shall provide the ability to electronically submit the STIP and TIP reports and data to the FHWA in, but not limited to, the following formats: MS Excel, csv, txt, pdf. DEPARTMENT Staff and external partners shall have the ability to export the STIP/TIP data included in the tables to either a formatted, printed pdf report or as raw electronic data.	The Nevada STIP is electronically submitted to the FHWA		
99	STIP Requirements	M	FHWA Guidelines	e-STIP system shall follow existing FHWA guidelines for data and content. System shall include, but will not be limited to, all items identified on this list. (See Attachment C: FHWA e-STIP Report Guidelines).	The e-STIP follows FHWA guidelines per 23 CFR 2350.		
100	STIP Requirements	M	Financial Information; Data Import	The system shall have the ability to accurately import and report on the fiscal constraint information entered by DEPARTMENT staff and external partners. The application shall provide the ability to access information in financial relation to eSTIP.	Project fiscal information included in the STIP shall be accurate, complete, and up to date for all reports. The required financial information is associated to the TIP and STIP project details.		
101	STIP Requirements	M	Financial Information; Fiscal Constraints	System shall include the ability to maintain fiscal constraints for the e-STIP reporting. If the user enters data that compromises Fiscal Constraint, the system will display an error message that states "fiscal constraint must be maintained in order for the user to proceed."	The Nevada STIP is Fiscally Constrained and accurate. An error message will display if Fiscal Constraint is compromised.		
102	STIP Requirements	M	Fiscal Constraint	The system must provide functionality to enforce the inability of a user to move forward with a project submittal or edit if the Fiscal Constraint is compromised.	Fiscal Constraint is preserved		
103	STIP Requirements	M	FMIS Data Import	The system shall provide the ability to import data from the FHWA FMIS (Financial Management Information System), interface to DEPARTMENT financial systems.	Fiscal Constraint information from FMIS is accurately imported		
104	Security	M	Security and User Permissions.	Upon login, External Partners, such as the MPOs and RTCs, must enter/edit only their own agency data, run reports, and create modifications and amendments to their data using the secure web interface. DEPARTMENT staff shall retain the ability to edit all funding availability in the system. Note: The DEPARTMENT shall not have the ability to change any of the basic project information entered by the external partners; only the funding amounts and availability, if necessary.	External users are able to enter data, run reports, and create modifications based upon login and user account permissions.		
90	Security	M	User Logins	System shall provide Internal Users (DEPARTMENT, MPOs and FHWA) with the ability to securely log into the web-based system.	System is available over the Web utilizing account logins		

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ID NO.	Functional Area	M/O	Requirement	Description	Validation	Functionality Support	Proposer Response
105	STIP Requirements	M	Match	Autocalculated dollar amounts based upon the funding types	Match field is auto-calculated by funding type, but can also be manually entered.		
106	STIP Requirements	M	STIP Amendments Tracking	The system shall have the ability to retain dated snapshot versions of the STIP data at each electronic submittal, approval and amendment. The application shall provide workflow functionality to manage amendments and approvals through the lifecycle and all documents related to the amendment. All amendment versions shall be linked to the projects, and functionality shall be created to query and retrieve individual amendments.	Amendment Process is complete and prior submittal versions are retained and retrievable.		
107	STIP Requirements	M	STIP Criteria	System must use business rules to create the STIP and AWP reports. System must allow these criteria to be overridden by select users, if necessary.	STIP/AWP Rules are applied		
108	STIP Requirements	M	TIP Data included in STIP	The regional TIP data is included in the statewide reporting to the FHWA. Existing MPO data will be imported into the STIP, and the individual MPOs will utilize the new system. Note: MPO data to be imported will be from FY 2014 and forward.	Data from each TIP and RTIP is successfully exported and imported. Individual TIPs and RTIPs shall match the compiled e-STIP in all areas		
109	STIP Requirements	M	User-defined inflation factor	The system will populate the future years' funding amounts from the FMIS data, and will apply a user-defined inflation factor to the total amounts.	A user-defined inflation factor is applied to future years' funding amounts.		
110	System	M	3-Tiered System Architecture	If proposed solution is intended to be installed within the department network, the system must be designed using a 3-tiered architecture. (See Attachment E: <b>Technical and GIS Standards and Requirements</b> )	System architecture complies with DEPARTMENT Technical Standards		
112	System	M	Data Imports	System must allow for regular data imports from external partners, if required.	External partner, such as Tahoe RTC, is able to provide data for regularly-scheduled imports to the system.		
113	System	M	Data Ownership	The DEPARTMENT shall retain ownership of all DEPARTMENT and related data.	The DEPARTMENT retains ownership of all data included in the system, including calculated data, relationships, and related tables.		
	System	M	Data Replication	Exports of the entire DEPARTMENT data set shall be provided by the vendor in a format to be determined by the DEPARTMENT, on an ongoing schedule to be determined by the DEPARTMENT, and at no additional charge to the DEPARTMENT.	The DEPARTMENT retains a full copy of the entire dataset on its internal network in a format compatible with the DEPARTMENT's Oracle Business Intelligence system. Dataset copy is provided by the vendor and is maintained at a currency level to be determined by the DEPARTMENT.		
114	System	M	Database standards	All database requirements for this system must be designed in a relational database structure and must comply with department standards. (see Attachment E: <b>Technical and GIS Standards and Requirements</b> )			
115	System	M	Email notifications and communication	The system shall have the ability to automatically distribute notifications, reminders and alerts; both internally and externally, through contact information and distribution lists. The system shall be capable of automatically or manually creating and distributing messages, follow-up reminders for tasks, issues, deferred projects/needs.	Email outreach and automatic system notification functionality is implemented. Users are able to utilize messaging relating to projects.		
116	System	M	Entity or Agency information	The system shall allow Entity information from the account login to auto-populate into a new record upon submittal. Entity records and information will be automatically attached to a new submittal record.			
118	System	M	Fiscal Constraint	Fiscal Constraint information shall be included in the system. The system shall include data identifying funding availability and source. (See Attachment D: <b>Fiscal Constraint Report Sample</b> )	Users can enter, view, edit, sort, and report by funding availability and source, and data is validated by fiscal constraints.		

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ID NO.	Functional Area	M/O	Requirement	Description	Validation	Functionality Support	Proposer Response
119	System	M	Incorporate Phase 1 data	The system shall address and include all Enhancements and suggestions for improvement to the PIF and PEL forms that were identified as out of scope of Phase 1. The system shall incorporate data and forms created in Phase 1 of this project.	PIF and PEL data is incorporated into the proposes system		
120	System	M	Dropdown Lists: edits and status	Lookup tables shall be editable by users based upon administrative permissions. Entries will include an Active/Inactive attribute, and the dropdown lists will only display the active lookup values.	System administrators are able to edit look-up table values		
121	System	M	Manual Data Entry	The application will provide manual entry functionality. Manual data entry will be required when database integration isn't possible.	Users are able to manually enter data into the system.		
122	System	M	Module-based System	The system shall be Module-based using the basic functionality requirements. Modules to include but are not limited to: Needs, Projects, Annual Work Program, STIP/e-STIP/RTIP, external partner interface,	System will be organized on a Module basis		
123	System	M	Multiple Browsers	System must be compatible with multiple industry-standard browsers; Mandatory browsers to include Internet Explorer, Mozilla Firefox, Google Chrome, Safari	System functions correctly on browsers listed. Users are able to use the latest version, and the two previous versions of each standard Browser.		
124	System	M	Multiple Users	The system shall be capable of handling 200 simultaneous user login sessions without system degradation or slowdown.	Multiple users are able to utilize the system simultaneously without system slowdown.		
125	System	M	PIF Supplemental Information	The system shall include information currently captured in the paper Supplemental Data Form and submitted with the Project Initiation Form. Include the Supplemental Data into the Project Initiation module of the system.	Users can enter supplemental Needs and Projects data into comments fields. Users also have the ability to attach supplemental documents		
126	System	M	Project Scoping Wizard	The system shall include a link to the DEPARTMENT's Project Scoping Wizard spreadsheet. <b>(See Attachment F: Project Scoping Wizard)</b>	Users are able to open and utilize the Project Scoping Wizard directly from the eSTIP application.		
128	System	M	System Availability	The system must be available to the public users 24 hours a day, 7 days a week and 365 days a year, except during scheduled maintenance periods.	Level of Service meets availability requirements		
129	System Integration	M	Data Export to Excel, Access, Adobe PDF	The system shall provide the capability to export data to MS Excel, Access, and Adobe pdf.	Users have the ability to export data from the system to Microsoft Excel, Microsoft Access, and Adobe pdf file formats		
130	System Integration	M	Data Governance and Data Standards	A data dictionary will be utilized for data imports from external entities and other DEPARTMENT sources. Consistent data standards will be developed and implemented to provide easy data import from external agencies and organizations	Data is standardized.		
132	System Integration	M	Oracle Business Intelligence	The system and data shall be standardized and shall be available for use by the DEPARTMENT's Oracle Business Intelligence implementation	The Oracle BI implementation is able to link to and utilize data from the eSTIP system		
133	System Integration	M	Simple User Interface	The system User Interface shall be designed and developed to make the user experience easy, effective and intuitive, and tasks shall follow a logical flow. The Human Component of the system design shall be addressed; and data entry and system navigation shall be developed utilizing web best practices for an optimized user experience.	Web interface is intuitive and easy to use, and users can esily navigate throughout the system.		
134	System Integration	M	Tabular project view	The system shall have the capability for users to edit multiple project records in a tabular view like Excel, Access or SharePoint datasheet functionality. Users need to be able to edit multiple project records in an Excel-like view.	Users have the ability to view data in a tabular format		
135	System Integration	M	Web Interface	The system shall have a web Interface for both internal and external users.	DEPARTMENT users and external partners and the general public can access the system via the internet		

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ID NO.	Functional Area	M/O	Requirement	Description	Validation	Functionality Support	Proposer Response
137	Technical Standards	M	DEPARTMENT Data Governance policies	The system shall comply with DEPARTMENT Data Governance policies. System data shall follow policies and shall be compliant with the DEPARTMENT's Business Intelligence application.	System is compliant with DEPARTMENT Data Governance policies		
138	Technical Standards	M	DEPARTMENT GIS Standards	The system shall comply with DEPARTMENT GIS Standards (see Attachment E: Technical and GIS Standards and Requirements)	DEPARTMENT GIS standards are followed		
139	Technical Standards	M	DEPARTMENT Technical Standards	The system shall comply with DEPARTMENT Technical Standards. System Design shall address physical build requirements.	System complies with DEPARTMENT Technical Standards		
136	Technical Standards	M	Hardware	All hardware needed for the deployment and maintenance of the proposed system, if deployed within the DEPARTMENT's environment, must have prior approval by the DEPARTMENT			
140	Technical Standards	M	Software	All software developed as part of this system must meet DEPARTMENT software standards. (see Attachment E: Technical and GIS Standards and Requirements)			
141	Technical Standards	M	System Maintenance	Maintenance and upgrades to the system shall be done on a routine schedule not to exceed 2 times per month	System maintenance is performed per approved schedule.		
142	User Interfaces	M	ADA Compliant	The system shall have an ADA-compliant interface (Title 6)	Persons with disabilities are able to access the system		
143	User Interfaces	M	External User Access	The system shall be available online to the following external users: DEPARTMENT field and District offices, RTC's and MPO's, Local Governments, the FHWA and other Federal agencies. External users shall have the ability to request user accounts and log into the system securely. The General Public shall have the ability to search for projects and to view selected project information to be determined by the DEPARTMENT	Secured External User Logins are available. The general public is able to search for and view project information.		
144	User Interfaces	M	Searchable Web Interface; Public	System will provide a searchable web interface limited for public use. Search criteria include but are not limited to: Location, District, Region, MPO or RTC Entity, Route, County. Data search shall be interactive and include a map view. Searches shall be either by entering data into a search form or by selecting an area or feature on a map.	The general public will have access to limited Needs and Project information from either a text-based search or spatial map functionality.		
145	User Interfaces	M	System Help	The system shall provide user-friendly help pages and a system user guide, accessible from the User Interface.	Users are able to easily receive Help on system functionality, directly from the application.		
146	User Interfaces	M	System Help Features	The system shall have popup help windows to aid data entry for individual features, where appropriate or requested by DEPARTMENT staff.	Popup help is available for specific		
147	User Interfaces	M	The system shall provide access to User Documentation and Help from within the User Interface, including Index and Search	Need to be able to access user documentation from within the application	System includes user-friendly, searchable Help functionality		

### **14.3 Attachment C: FHWA e-STIP Report Guidelines**

The following attachment identifies the core data fields that will be required for the eSTIP system, and a sample of the Project Report Summary page which is to be included in the STIP submittal to the FHWA and in all hard copies.

ATTACHMENT C  
FHWA e-STIP Report Guidelines

3/28/14 version

Header	Field Description
<b>Project Description</b>	A detailed description that outlines the entire scope of the project.
<b>Project Implementer</b>	Sub-Table: List of Agencies Administering Contracts
<b>Total Cost</b>	Will summarize all costs recorded in detail section by phase, fund type and year
<b>Identifies any TCMs from SIP</b>	In Narrative
<b>Paratransit/Key Station Plan</b>	Possibly in narrative or identified by each project
<b>STIP ID</b>	2014-2017
<b>State Project ID/#</b>	Unique identifier for each project. Should be able to tie to an advanced/obligated project for fiscal constraint.
<b>Local Project ID/#</b>	Unique identifier for each local project. Optional - Local could use State ID or RTP number
<b>Project Title</b>	Short Title/Description of project (recommend standard naming convention)
<b>MPO</b>	RTCSNV, RTCWASHOE, CAMPO, TMPO
<b>Project Sponsor</b>	NDOT, Clark County, City of Las Vegas, etc.
<b>Project Implementer Contact Information</b>	This is the project administrator/implementer - Organization and general phone number will be provided - e.g. NDOT 775-888-7000
<b>Termini/Limits</b>	Layperson's description of project begin and end limits
<b>County</b>	Sub-Table: List of counties
<b>Est. Const. Start Date</b>	Estimated date when project construction activities will begin
<b>Map Graphic</b>	Map showing location of project using Linear Reference or GIS Data
<b>NOTES</b>	notes field
<b>Original STIP approval date</b>	
<b>Amendment date</b>	
<b>Amendment Change Reason</b>	
<b>Modification Date</b>	
<b>Modification Change Reason</b>	
<b>LRS/Location</b>	Linear Reference System (LRS)/Route ID. Geospatial data is required on Federal authorizations as USDOT transitions to the MAP-21 performance and outcome based-program.
<b>Project Length</b>	Total length
<b>Beginning MP</b>	Part of LRS
<b>Ending MP</b>	Part of LRS
<b>Air Quality</b>	Y/N - Modeled for Air Quality Purposes
<b>Jurisdiction</b>	City, Town, etc.
<b>District</b>	NDOT Transportation District
<b>Structure Number</b>	Bridge identifier from NBIS (must allow for multiple bridge number entries)
<b>MPO Approval</b>	Date of latest MPO project TIP approval
<b>State Approval</b>	Date of latest project STIP approval
<b>Federal Approval</b>	Date of latest project STIP approval
<b>KIN Number</b>	Project Identifier when multiple projects constructed and are cleared by a single NEPA document
<b>MAP-21 Goal</b>	Multiple data fields - check boxes. One for each MAP-21 Measure(?).
<b>Congressional District</b>	Future for PLANS - only if geocoded
<b>Rural/Urban</b>	Future for PLANS - only if geocoded
<b>Functional Class</b>	Future for PLANS - only if geocoded
<b>System</b>	Future for PLANS - only if geocoded
<b>Asset Management</b>	NDOT to check with their Asset Management Group to see if there is any need to have data field(s) for asset management
<b>Detail</b>	<b>Field Description</b>
<b>Phase</b>	Sub-Table: PE, ROW, CE, CON, OTH (minimums could be others like Safety, ITS, Planning, etc.)
<b>Fund Type</b>	Sub-Table: List of all fund types (Fed, State and Local specific categories) Should also include Advance Construction
<b>Amount</b>	Total amount for each phase and year
<b>Year</b>	Four years in S/TIP and also includes Prior/Future

Required Fields

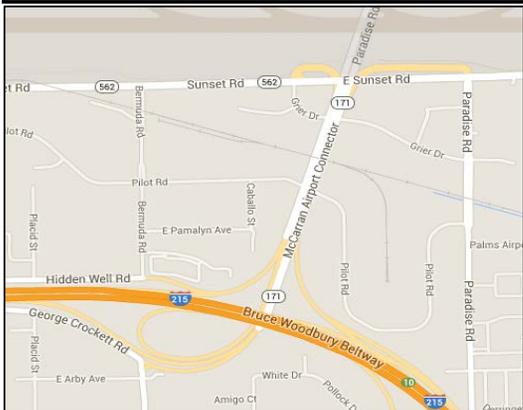
Non-Required / in public header

Non-required/not in public header/included in database

Future Consideration for PLANS

Nevada Statewide Transportation Improvement Program FY 2014 - 2017

RTC Southern Nevada TIP Projects							
State Project ID: xxx		Local Project ID: xxxx			MPO: RTCSNV		
Project Title: US 50 Carson City Package 1 of the US 50 Upper Clear Creek Watershed Storm Drain Project							
Project Sponsor: Clark County		Project Implementer/Contact: NDOT (775) 888-7000			County: Clark		
Project Description: Construction of storm drain trunkline, drop inlets, trench drains, detention basin, slope flattening grading, concrete curb				Termini/Limits: 1.95 miles west of the junction of Forest Service Rd to the junction of Tahoe Golf Club Drive Interchange			
Total Project Cost: \$75,000,000		Estimated Construction Start Date: FFY16					
COST BY PHASE							
FUNDING TYPE	PHASE	FY2014	FY2015	FY2016	FY2017	FUTURE YEARS	2014-2017 + Future Costs
Clark County Beltway Program	PE	\$1,980,000	\$0	\$0	\$0	\$0	\$1,980,000
Fuel Tax Indexing (FTI)		\$1,620,000	\$0	\$0	\$0	\$0	\$1,620,000
National Highway Performance Program (NHPP)		\$2,850,000	\$0	\$0	\$0	\$0	\$2,850,000
State Match		\$210,000	\$0	\$0	\$0	\$0	\$210,000
STP-Flex		\$1,140,000	\$0	\$0	\$0	\$0	\$1,140,000
<b>Total Preliminary Engineering:</b>		<b>\$7,800,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,800,000</b>
Clark County Beltway Program	ROW	\$0	\$0	\$1,015,385	\$0	\$0	\$1,015,385
Fuel Tax Indexing (FTI)		\$0	\$0	\$830,769	\$0	\$0	\$830,769
National Highway Performance Program (NHPP)		\$0	\$0	\$1,461,539	\$0	\$0	\$1,461,539
State Match		\$0	\$0	\$107,692	\$0	\$0	\$107,692
STP-Flex		\$0	\$0	\$584,615	\$0	\$0	\$584,615
<b>Total ROW:</b>		<b>\$0</b>	<b>\$0</b>	<b>\$4,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000,000</b>
Clark County Beltway Program	CE	\$0	\$0	\$0	\$0	\$2,538,462	\$2,538,462
Fuel Tax Indexing (FTI)		\$0	\$0	\$0	\$0	\$2,076,923	\$2,076,923
National Highway Performance Program (NHPP)		\$0	\$0	\$0	\$0	\$3,653,846	\$3,653,846
State Match		\$0	\$0	\$0	\$0	\$269,231	\$269,231
STP-Flex		\$0	\$0	\$0	\$0	\$1,461,538	\$1,461,538
<b>Total Construction Engineering:</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000,000</b>	<b>\$10,000,000</b>
Clark County Beltway Program	CON	\$0	\$0	\$0	\$0	\$10,966,154	\$10,966,154
Fuel Tax Indexing (FTI)		\$0	\$0	\$0	\$0	\$8,972,308	\$8,972,308
National Highway Performance Program (NHPP)		\$0	\$0	\$0	\$0	\$15,784,615	\$15,784,615
State Match		\$0	\$0	\$0	\$0	\$1,163,076	\$1,163,076
STP-Flex		\$0	\$0	\$0	\$0	\$6,313,847	\$6,313,847
<b>Total Construction:</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$43,200,000</b>	<b>\$43,200,000</b>
<b>Total Programmed:</b>		<b>\$7,800,000</b>	<b>\$0</b>	<b>\$4,000,000</b>	<b>\$0</b>	<b>\$53,200,000</b>	<b>\$65,000,000</b>



Project Version History		
Version #	Date	Change reason

NOTES:

#### **14.4 Attachment D: Fiscal Constraint Report Sample**

The following attachment demonstrates a sample of the Fiscal Constraint Report.

**ATTACHMENT D**  
**Fiscal Constraint Report Sample**

**Fiscal Constraint Breakdown by Municipal Planning Organization**

	FY 2016							FY 2017						
	Apportionment/ Balance Forward	CAMPO Funds Programmed	TMPO Funds Programmed	RTCNSV Funds Programmed	RTCWA Funds Programmed	Statewide Funds Programmed	Total Funds Programmed	Apportionment/ Balance Forward	CAMPO Funds Programmed	TMPO Funds Programmed	RTCNSV Funds Programmed	RTCWA Funds Programmed	Statewide Funds Programmed	Total Funds Programmed
<b>Updated Feb. 25, 2014</b>														
National Highway Performance Program (NHPP)	\$ 198,099,440	\$ -	\$ -	\$ 47,182,650	\$ 45,602,300	\$ 10,570,000	\$ 103,354,950	\$ 281,926,447	\$ -	\$ -	\$ -	\$ 45,602,300	\$ 13,800,000	\$ 59,402,300
National Highway Performance Program Exempt (NHPP)	\$ 21,406,715	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,714,922	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surface Transportation Program Statewide (STP)	\$ 74,005,048	\$ -	\$ -	\$ 5,000,000	\$ 10,000,000	\$ 5,285,000	\$ 20,285,000	\$ 96,015,532	\$ -	\$ -	\$ -	\$ 10,000,000	\$ 8,600,000	\$ 18,600,000
Surface Transportation Program Clark (STP CL)	\$ 49,110,260	\$ -	\$ -	\$ 42,100,000	\$ -	\$ -	\$ 42,100,000	\$ 37,993,496	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surface Transportation Program Washoe (STP WA)	\$ 8,563,000	\$ -	\$ -	\$ -	\$ 5,814,000	\$ -	\$ 5,814,000	\$ 9,449,000	\$ -	\$ -	\$ -	\$ 9,139,000	\$ -	\$ 9,139,000
Surface Transportation Program 5,000-200,000 (STP 5K-200K)	\$ 11,902,026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,869,368	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surface Transportation Program <5,000 (STP <5K)	\$ 5,943,884	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,915,826	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surface Transportation Program Enhancement	\$ 53,929	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,929	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Congestion Mitigation and Air Quality Improvement Program Clark (CMAQ CL)	\$ 31,309,174	\$ -	\$ -	\$ 16,332,826	\$ -	\$ -	\$ 16,332,826	\$ 35,012,266	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Congestion Mitigation and Air Quality Improvement Program Washoe (CMAQ WA)	\$ 12,414,423	\$ -	\$ -	\$ -	\$ 10,597,000	\$ -	\$ 10,597,000	\$ 13,384,627	\$ -	\$ -	\$ -	\$ 10,545,000	\$ -	\$ 10,545,000
Surface Transportation Program (STP) Off-System Bridge	\$ 2,068,949	\$ -	\$ -	\$ -	\$ -	\$ 2,068,949	\$ 2,068,949	\$ 2,068,949	\$ -	\$ -	\$ -	\$ -	\$ 1,140,000	\$ 1,140,000
SAFETEA-LU Bridge 15% Off System		\$ -			\$ -				\$ -			\$ -		
SAFETEA-LU Bridge 85% Rehabilitation and Replacement		\$ -			\$ -				\$ -			\$ -		
Transportation Alternatives Program Statewide Flex (TAP Statewide Flex)	\$ 6,505,198	\$ -	\$ -	\$ 360,000	\$ -	\$ -	\$ 360,000	\$ 8,589,861	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Alternatives Program Clark County (TAP CL)	\$ 1,967,420	\$ -	\$ -	\$ 1,720,883	\$ -	\$ -	\$ 1,720,883	\$ 1,953,841	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Alternatives Program Urbanized 5K-200K (TAP 5k-200k)	\$ 474,543	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 693,160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Alternatives Program Less than 5K (TAP <5K)	\$ 331,899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 495,665	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Alternatives Program Washoe County (TAP WA)	\$ 711,044	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,066,020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Highway Safety Improvement Program (HSIP)	\$ 19,909,097	\$ -	\$ -	\$ 3,158,763	\$ -	\$ 14,867,500	\$ 18,026,263	\$ 20,534,713	\$ -	\$ -	\$ -	\$ -	\$ 11,067,500	\$ 11,067,500
Local Funding	\$ 6,928,763	\$ -	\$ 3,160,000	\$ 3,158,763	\$ 6,000	\$ -	\$ 6,324,763	\$ 629,000	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000
Local Match Using RTC Sales Tax (Amount NOT Included in RTC Washoe Funding Total)	\$ 457,750	\$ -	\$ -	\$ -	\$ 457,750	\$ -	\$ 457,750	\$ 455,000	\$ -	\$ -	\$ -	\$ 455,000	\$ -	\$ 455,000
Local Match Using RTC Fuel Tax (Amount NOT Included in RTC Washoe Funding Total)	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ 575,000	\$ -	\$ -	\$ -	\$ 575,000	\$ -	\$ 575,000
Local Match Using City of Reno Street Funds (Amount NOT Included in RTC Washoe Funding Total)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LVCVA Funds	\$ -	\$ -			\$ -			\$ -	\$ -			\$ -		
FY 2009 Appropriations	\$ -	\$ 604,000	\$ -	\$ -	\$ -	\$ -	\$ 604,000	\$ -	\$ 623,000	\$ -	\$ -	\$ -	\$ -	\$ 623,000
Safe Routes to School	\$ 724,902	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 724,902	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clark County Beltway Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RTC Sales Tax	\$ 7,053,888	\$ -	\$ -	\$ 7,053,888	\$ -	\$ -	\$ 7,053,888	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RTC Sales Tax Used for RIDE and ACCESS (WA)	\$ 28,810,000	\$ -	\$ -	\$ -	\$ 28,810,000	\$ -	\$ 28,810,000	\$ 28,810,000	\$ -	\$ -	\$ -	\$ 28,810,000	\$ -	\$ 28,810,000
SB 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RTC Gas Tax	\$ 3,817,000	\$ -	\$ -	\$ 3,817,000	\$ -	\$ -	\$ 3,817,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Question 10 Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RTC Funding Total (Washoe) Page 9 TIP	\$ 37,598,000	\$ -	\$ -	\$ -	\$ 37,598,000	\$ -	\$ 37,598,000	\$ 1,492,000	\$ -	\$ -	\$ -	\$ 1,492,000	\$ -	\$ 1,492,000
Truckee River Flood Mgt Auth	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**ATTACHMENT D**  
**Fiscal Constraint Report Sample**

**Fiscal Constraint Breakdown by Municipal Planning Organization**

	FY 2016							FY 2017						
	Apportionment/ Balance Forward	CAMPO Funds Programmed	TMPO Funds Programmed	RTCSNV Funds Programmed	RTCWA Funds Programmed	Statewide Funds Programmed	Total Funds Programmed	Apportionment/ Balance Forward	CAMPO Funds Programmed	TMPO Funds Programmed	RTCSNV Funds Programmed	RTCWA Funds Programmed	Statewide Funds Programmed	Total Funds Programmed
<b>Updated Feb. 25, 2014</b>														
TIGGER Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TIGGER Grant Match Using 5/16 Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of Good Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State of Good Repair Matches Using 5/16 Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
High Priority SAFETEA-LU	\$ 11,521,024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,521,024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Improvements	\$ 13,316,382	\$ -	\$ -	\$ 13,316,382	\$ -	\$ -	\$ 13,316,382	\$ (0)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Improvements Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NDOT Bonded Projects	\$ 4,000,000	\$ -	\$ -	\$ 4,000,000	\$ -	\$ -	\$ 4,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Forest Highways	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Lands Highways	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equity Bonus	\$ 35,701	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,701	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Gas Tax	\$ 20,750,000	\$ -	\$ -	\$ 8,000,000	\$ 12,750,000	\$ -	\$ 20,750,000	\$ 14,250,000	\$ -	\$ -	\$ -	\$ 14,250,000	\$ -	\$ 14,250,000
State Match - Arizona	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Match - Nevada	\$ 4,800,867	\$ -	\$ -	\$ 3,392,775	\$ 31,700	\$ 1,376,392	\$ 4,800,867	\$ 1,099,200	\$ -	\$ -	\$ -	\$ 31,700	\$ 1,067,500	\$ 1,099,200
State Planning / Research Arizona DOT (SPR ADOT)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indian Res Roads Program (IRRP)	\$ 859,868	\$ -	\$ -	\$ -	\$ -	\$ 859,868	\$ 859,868	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interstate Maintenance Discretionary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tahoe Bond	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Section 5307	\$ 35,204,660	\$ -	\$ -	\$ 27,715,160	\$ 6,647,500	\$ -	\$ 34,362,660	\$ 5,777,500	\$ -	\$ -	\$ -	\$ 5,047,500	\$ -	\$ 5,047,500
FTA Section 5307 Matches Using 5/16 Sales Tax	\$ 1,652,500	\$ -	\$ -	\$ -	\$ 1,652,500	\$ -	\$ 1,652,500	\$ 1,252,500	\$ -	\$ -	\$ -	\$ 1,252,500	\$ -	\$ 1,252,500
FTA Section 5307 Flexed	\$ -	\$ 842,000	\$ -	\$ -	\$ -	\$ -	\$ 842,000	\$ -	\$ 730,000	\$ -	\$ -	\$ -	\$ -	\$ 730,000
FTA Section 5307 Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Section 5309 Fixed Guideway Modernization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Sec 5310 Sm Urban/Rural	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Sec 5310 Elderly/Disabled	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Sec 5311 Non Urbanized	\$ 5,821,832	\$ -	\$ 1,772,000	\$ 4,049,832	\$ -	\$ -	\$ 5,821,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Sec 5311 Small Urban and Rural Public Transportation	\$ 8,369,972	\$ -	\$ -	\$ -	\$ -	\$ 8,369,972	\$ 8,369,972	\$ 8,369,972	\$ -	\$ -	\$ -	\$ -	\$ 8,369,972	\$ 8,369,972
FTA Section 5316 JARC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Section 5316 JARC Matches Using 5/16 Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Sec 5317 New Freedom	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Section 5317 New Freedom Matches Using 5/16 Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Sec 5339 Bus and Bus Facilities	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ 400,000	\$ 240,000	\$ -	\$ -	\$ -	\$ 240,000	\$ -	\$ 240,000
FTA Section 5339 Matches Using 5/16 Sales Tax	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000
City of Reno Street Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recreational Trails MAP-21	\$ 4,203,954	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,548,324	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fuel Tax Indexing (FTI)	\$ 127,143,600	\$ -	\$ -	\$ 127,143,600	\$ -	\$ -	\$ 127,143,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TIGER Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TIGER Grant Match Pyramid Paiute Tribe	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA 5311 - CA	\$ -	\$ -	\$ 192,000	\$ -	\$ -	\$ -	\$ 192,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA 5317 - CA	\$ -	\$ -	\$ 93,000	\$ -	\$ -	\$ -	\$ 93,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Cash - CA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Private Funds - CA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CMAQ - CA	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA 5309 Bus - CA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA 5308 - CA	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ 768,746,712	\$ 1,446,000	\$ 6,117,000	\$ 317,502,522	\$ 160,866,750	\$ 43,397,681	\$ 529,329,953	\$ 641,577,745	\$ 1,353,000	\$ -	\$ -	\$ 127,506,000	\$ 44,044,972	\$ 172,903,972

## **14.5 Attachment E: Technical and GIS Standards and Requirements**

The following attachment specifies the Technical and GIS Standards and Requirements followed by the DEPARTMENT.



## INTRODUCTION

The purpose of this document is to provide Nevada Department of Transportation (NDOT) vendors with the following IT Architectural Standards as a guideline to facilitate the implementation and management of NDOT enterprise information systems. This document will provide standards that must be considered when planning, designing, building, creating, developing, enhancing, implementing, maintaining, and using NDOT networks, gateways, front-ends, information systems, applications, databases, computer-based tools, and information assets.

The following products and standards include all vendors that NDOT engages to conduct business. The vendor's product and/or service must comply with these standards. In addition, these standards apply to any entity connecting to NDOT IT resources in order to conduct business. Vendors are responsible for developing and maintaining procedures to facilitate and monitor the implementation of these standards. The following information will provide a baseline of requirements and specifications and should be included in the completed specific projects, tasks, deliverables, or functions.

The following products and standards are effective as of 1/10/2014. The standards are constantly changing due to technological advances at NDOT; therefore consultants should follow these guidelines but should also check with the NDOT IT Division for any recent changes to the current specifications or requirements. Depending upon individual project specifications, there may or may not be additional policies, procedures or standards that vendors must adhere to. However, these will be discussed on an as-needed basis.

## DATABASE PRODUCTS AND STANDARDS

NDOT has established Oracle as the Relational Database Management System (RDBMS) for the primary database standard. A secondary option is the Microsoft SQL-Server database.

- Database management system (DBMS) based on relational or object-oriented model.
- Oracle DB version 11.2.0.3 or newer
- Microsoft SQL Server 2008 R2 or newer
- Estimate of database size
- Setup and maintain separate environments (development, test, and production).
- Restrict vendor from direct database access.
- Provide Contact List
- Personal identifiable information (PII) data must be encrypted



## APPLICATION DEVELOPMENT PRODUCTS AND STANDARDS

Application developers and administrators must follow the SDLC process to ensure proper coding and avoid programming deficiencies. The SDLC procedures include fundamentals to ensure security risks do not expose NDOT's data and information systems. Applications for end users should be developed in the web software environment. Application developers should keep in mind that some remote offices and public access users still only have limited internet connectivity. Additional requirements on Web, database, network security, and other IT related issues should be investigated with the IT division.

- Must be developed on thin client.
- Development based on three-tier architecture (client, business logic, and database tier)
  - All user interactions with the database are through the middle tier.
  - The middle tier calls stored procedures in the database tier.
  - The middle tier returns data to the User Interactions tier.
- Windows Communication Foundation (WCF) is used for web services and other communications in the middle tier.
- Following coding standards:
  - Web-based Applications
    - ASP.net using VB.net
    - Java-script for client-side
    - Ext.net
  - Desktop Applications
    - VB.net
- Applications should be developed and coded in .NET framework v.4.5.
- Restrict development tools in Production environment.
- Documentation standard:
  - Code will be documented with comments
  - The database will be documented at a minimum with:
    - Entity Relationship Diagram (ERD)
    - Data Dictionary
- Follow database programming standards:
  - SQL Server and/or Oracle
  - All database interactions will be through stored procedures.
  - Users will be limited to the minimum level needed to complete their tasks.
  - The database will be normalized
  - The database will use data already developed by NDOT when it exists.
    - NDOT will provide to the vendor data tables with data when they are to be used by the vendor in their development.



## SYSTEM PRODUCTS AND STANDARDS

It is important to maintain the configuration of NDOT servers. These servers store, process and transmit critical information. Privileged access must be strictly limited. System administrators will control granting access privileges to users in accordance to NDOT's policies.

Only NDOT-approved software shall be installed on any NDOT workstations, laptop, or server. To avoid technological incompatibility issues, security exposures, software incompatibility issues, and management issues, no one can install non-NDOT issued software.

- Windows Server 2008 R2 & newer
- Desktop Operating System: Windows 7
- Server: Dell (Model and specifics to be specified by Staff based on application needs)
- Redundant power supply
- Minimum 8GB RAM or higher
- Minimum 300GB Hard-drive
- Redundant raid array
- 1gb Network Interface Controller (NIC)
- DRAC Capable if branch office

## WEB PRODUCTS AND STANDARDS

The following products and standards should be considered when developing web-based solutions.

- Browser support- Current version plus one previous version:
  - Internet Explorer (10.x and newer) Must fully support.
  - Firefox
  - Safari
  - Chrome
- webDAV usage is not allowed
- Must support mobile browsing and be accessible on all W3C compliant browsers

## EMAIL & OTHER PRODUCTS AND STANDARDS

The following email and other products and standards should be considered during implementation.

- Must be compatible with and/or support the Windows Server environment
- Must support Email client Exchange/ Outlook
- System Availability (5x12, Monday through Friday, 6:00 AM to 6:00 PM)
- Documentation:
  - Complete software installation instructions (for Disaster Recovery purposes).



- Vendor to provide end-user help files.

## **NETWORK AND TELECOMMUNICATION PRODUCTS AND STANDARDS**

Network focuses on establishing a logical and physical network architecture that will support NDOT in managing infrastructure requirements. NDOT's network architecture was configured to secure communication links and services between databases, applications, systems, and networks in conducting core business processes. Only NDOT-sanctioned equipment shall be connected to any NDOT network unless approved by Information Systems Division.

The objectives of the network security architecture are to ensure authentication, authorization, auditing administration, availability, confidentiality, integrity, and non-repudiation.

Ease-of-use, connectivity, scalability, security and manageability, are critical telecommunication requirements. Security measures and practices must be implemented in accordance with NDOT's policies.

- Support functionality over a variety of transport mediums:
  - Ethernet
  - SONET
  - T1
  - Wireless
- Support a variety of network transport protocols:
  - Unicast
  - Multicast
  - TCP
  - UDP
- Support an analog / digital hybrid environment
- Telnet usage is not allowed (SSH is allowed)
- Should be able to change default to non-standard ports.
- IPV4/IPV6 capable
- Environment operating temperature needed
- LC Fiber connectivity if used.

## **SECURITY PRODUCTS AND STANDARDS**

It is important to maintain the security configuration at NDOT. These servers store, process and transmit critical information. Privileged access must be strictly limited.

- Support https for any public application that requires a login or transfers sensitive or PII, PCI, confidential data



- Input sanitation must be done to prohibit successful web application attacks like XSS, SQL injections, cross-site request forgery, xpath injections
- Support audit trail and logging capability (error logging, create user, create date & time, etc)
- Cannot be dependent on specific version of certain 3rd party tool (e.g. Java 7.15)
- Hardware must be hardened to manufacturer recommended security standards
- No backdoors for non-authorized access.
- User authentication should occur using AD groups.
- Systems should support role-based authentication
- Security password must not be hard-coded and can be changed without recompile.
- Passwords must be stored in a well hashed, salted or encrypted format.
- All default passwords must be changed for apps, OS, routers, firewalls, wireless apps, etc.
- Systems must have the ability to automatically require user accounts to regularly change passwords, complex password, lockouts, session timeouts, and changed at intervals.

#### **GEOGRAPHIC INFORMATION SYSTEM (GIS) PRODUCTS AND STANDARDS**

Any vendor deliverable which contains geospatial data, or information describing assets on the ground, must be submitted in a format which is directly (i.e.—without further manipulation by NDOT staff) compatible with the technologies listed below. KML is not an acceptable format for delivery of GIS data.

Geospatial data includes, but is not limited to: GPS data; information related in any way to inventory, condition, content, or status of assets or interests located in the field, including but not limited to: roads, sites, facilities, signs, signals, devices, or any other NDOT asset or interest not explicitly listed herein.

Deliverables must be directly consumable by COTS Esri products currently in use at NDOT, or be written in a manner consistent with NDOT's GIS development standards. Spatial data must include metadata indicating coordinate system, datum and unit of measure.

NDOT's GIS Section has begun using ESRI's Roads and Highways solution for managing the Department's Advanced Linear Referencing System. This solution provides the necessary mechanisms to synchronize changes to the road network with related business datasets and preserve a historical record of changes. Therefore, software solutions which manage data tied to a point or linear segment along the roadway must be modeled as event data, rather than discrete spatial features with static geometry. Linear referencing event data must be stored in a table with a route identifier, and begin and end measures in order to facilitate dynamic segmentation. This requires that each tabular record contain the appropriate Route Master ID.



Please contact NDOT GIS in order to obtain a dataset correlating common route names with Route Master IDs.

In addition, these solutions must be designed to facilitate ALRS synchronization. This can be accomplished in two ways:

1. Design and implement the datasets as objects that reside in NDOT's ArcSDE Enterprise Geodatabase (SQL Server) as registered ALRS event layers. Datasets implemented this way will be automatically managed by the GIS software to reflect LRS changes in real-time. This is the preferred method.
2. Design and implement the datasets as regular database objects in other external database systems, register them as event layers in the ALRS, and develop an additional middle-tier synchronization component as a part of your solution that can leverage the ESRI Roads and Highways REST API to:
  - a. Regularly query NDOT's ArcGIS Server for relevant changes that must be propagated to the business datasets as a result of ALRS maintenance activities.
  - b. Execute those changes in the target database by calling stored procedures in the database tier. Required stored procedure parameters are obtained by interrogating the JSON objects returned by step a.
  - c. Return acknowledgement messages back to ArcGIS Server when changes are accepted or rejected.

Products and development standards currently in use at NDOT include:

- ArcGIS Desktop, version 10.2
- ESRI Roads and Highways 10.2
- SQL Server 2008
- ArcSDE, version 10.2
- ArcGIS Server, version 10.2
- Web mapping applications: ArcGIS JavaScript API 3.7 (consuming ArcGIS Server map services and utilizing AMD Module Require).
- Desktop applications and ArcGIS Desktop Add-Ins/Extensions: VB.NET 2010 (.NET Framework 3.5 SP1) Python 2.7
- ArcPad 10.2 and ArcGIS Mobile 10.2 are the preferred Windows Mobile data collection applications, as these application can be customized easily for a particular project
- Browser-based or hybrid applications are preferred over native applications for easier deployment and maintenance on iOS, with the exception of the ESRI Collector for ArcGIS application.

## **14.6 Attachment F: Project Scoping Wizard**

The following attachment is a sample of the Project Scoping Wizard. Additional information can be found at the link below, on the lower right side of the webpage in the orange box titled "Project Estimation Wizard".

[http://www.nevadadot.com/Public\\_Involvement/Transportation\\_Planning/Planning.aspx](http://www.nevadadot.com/Public_Involvement/Transportation_Planning/Planning.aspx)

ATTACHMENT F  
Project Scoping Wizard Sample

**SUMMARY**

**ESTIMATED PROBABLE CONSTRUCTION COST**

**Construct Interchange**

*PREPARED BY THE NEVADA DEPARTMENT OF TRANSPORTATION*

SECTION	ESCALATED TO YEAR	TOTAL
SECTION I - ROADWAY CONSTRUCTION		\$1,907,761
SECTION II - BRIDGES		
SECTION III - WALLS		
SECTION IV - TYPICAL INTERCHANGES		\$11,269,542
SECTION V - SIGNAL SYSTEMS AT INTERSECTIONS		
SECTION VI - DEMOLITION		
SECTION VII - ADDITIONAL ITEMS		\$658,865
SECTION VIII - STANDARD PERCENTAGE ADDERS		\$5,998,428
<b>TOTAL PRESENT DAY CONSTRUCTION COST</b>		<b>\$19,834,596</b>
<b>TOTAL ESCALATED CONSTRUCTION COST</b>	<b>2022</b>	<b>\$23,668,623</b>
<b>TOTAL CONSTRUCTION &amp; ENGINEERING</b>	<b>2022</b>	<b>\$25,142,045</b>
SECTION IX - RIGHT-OF-WAY (ROW) COSTS	2022	\$536,985
SECTION X - ENVIRONMENTAL CONSIDERATION COSTS	2022	\$300,020
<b>GRAND TOTAL PROJECT COST</b>		<b>\$25,979,050</b>

	CURRENT ESTIMATE	LOW RANGE	HIGH RANGE
<b>TOTAL PRESENT DAY CONSTRUCTION COST</b>	<b>\$19,800,000</b>	<b>\$18,800,000</b>	<b>\$23,100,000</b>
<b>TOTAL PROJECT COST</b>	<b>\$26,000,000</b>	<b>\$24,600,000</b>	<b>\$30,000,000</b>

Estimate prepared by:	Kent Steele
Date of initial estimate:	January 29, 2014
Date of latest estimate revision:	
Route name or number:	SR157
Project Title:	Construct Interchange
Project length (in miles):	0.5
District price database used:	District 1
Predominant County:	Clark
NDOT project manager:	Mary Martini

# ATTACHMENT F Project Scoping Wizard Sample

Date: 9/9/2014

## ESTIMATED PROBABLE CONSTRUCTION COST

### Construct Interchange

PREPARED BY THE NEVADA DEPARTMENT OF TRANSPORTATION

**NOTE: Cells with bold blue letters are for user input. All other cells are protected, and cannot be changed.**

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
<b>SECTION I - ROADWAY CONSTRUCTION</b>				
<b>NEW ROADWAY CONSTRUCTION</b>				
<b>OPEN DRAINAGE</b>				
<b>ASPHALT PAVEMENT</b>				
4 - LANE UNDIVIDED WITH 8' SHOULDERS	0.000	MI	\$3,804,251	\$0
2 - LANE UNDIVIDED WITH 5' SHOULDERS	0.000	MI	\$2,342,713	\$0
1 - LANE HIGHWAY RAMP	0.000	MI	\$1,362,321	\$0
2 - LANE HIGHWAY RAMP	0.000	MI	\$2,034,423	\$0
3 - LANE HIGHWAY RAMP	0.000	MI	\$2,690,020	\$0
TYPICAL AASHTO 1 LANE ON-RAMP TAPER W/GORE - MAINLINE LANES REMAIN SAME -	0	EA	\$160,798	\$0
TYPICAL AASHTO 1 LANE OFF-RAMP TAPER W/GORE - MAINLINE LANES REMAIN SAME -	0	EA	\$88,664	\$0
TYPICAL AASHTO 1 LANE ON-RAMP TAPER W/GORE - ADD 1 MAINLINE LANE - PLANTMIX	0	EA	\$90,495	\$0
TYPICAL AASHTO 1 LANE OFF-RAMP TAPER W/GORE - DROP 1 MAINLINE LANE -	0	EA	\$75,628	\$0
TYPICAL AASHTO 2 LANE ON-RAMP TAPER W/GORE - MAINLINE LANES REMAIN SAME -	0	EA	\$301,740	\$0
TYPICAL AASHTO 2 LANE OFF-RAMP TAPER W/GORE - MAINLINE LANES REMAIN SAME -	0	EA	\$313,721	\$0
TYPICAL AASHTO 2 LANE ON-RAMP TAPER W/GORE - ADD 1 MAINLINE LANE - PLANTMIX	0	EA	\$237,869	\$0
TYPICAL AASHTO 2 LANE OFF-RAMP TAPER W/GORE - DROP 1 MAINLINE LANE -	0	EA	\$137,191	\$0
COST PER ADDITIONAL 12' LANE (CATEGORY 1 PAVEMENT)	0.000	MI	\$446,025	\$0
COST PER ADDITIONAL 12' LANE (CATEGORY 2 PAVEMENT)	3.000	MI	\$387,201	\$1,161,603
<b>OPEN DRAINAGE</b>				
<b>CONCRETE PAVEMENT</b>				
4 - LANE UNDIVIDED WITH 8' SHOULDERS	0.000	MI	\$4,797,969	\$0
6 - LANE DIVIDED INTERSTATE	0.000	MI	\$6,140,824	\$0
1 - LANE HIGHWAY RAMP	0.000	MI	\$1,635,553	\$0
2 - LANE HIGHWAY RAMP	0.000	MI	\$2,267,628	\$0
3 - LANE HIGHWAY RAMP	0.000	MI	\$3,082,323	\$0
TYPICAL AASHTO 1 LANE ON-RAMP TAPER W/GORE - MAINLINE LANES REMAIN SAME -	0	EA	\$237,582	\$0
TYPICAL AASHTO 1 LANE OFF-RAMP TAPER W/GORE - MAINLINE LANES REMAIN SAME -	0	EA	\$130,924	\$0
TYPICAL AASHTO 1 LANE ON-RAMP TAPER W/GORE - ADD 1 MAINLINE LANE -	0	EA	\$131,468	\$0
TYPICAL AASHTO 1 LANE OFF-RAMP TAPER W/GORE - DROP 1 MAINLINE LANE -	0	EA	\$109,917	\$0
TYPICAL AASHTO 2 LANE ON-RAMP TAPER W/GORE - MAINLINE LANES REMAIN SAME -	0	EA	\$446,004	\$0
TYPICAL AASHTO 2 LANE OFF-RAMP TAPER W/GORE - MAINLINE LANES REMAIN SAME -	0	EA	\$463,627	\$0
TYPICAL AASHTO 2 LANE ON-RAMP TAPER W/GORE - ADD 1 MAINLINE LANE -	0	EA	\$346,180	\$0
TYPICAL AASHTO 2 LANE OFF-RAMP TAPER W/GORE - DROP 1 MAINLINE LANE -	0	EA	\$199,362	\$0
COST PER ADDITIONAL 12' LANE (CATEGORY 1 PAVEMENT)	0.000	MI	\$743,248	\$0
COST PER ADDITIONAL 12' LANE (CATEGORY 2 PAVEMENT)	0.000	MI	\$549,648	\$0
<b>CLOSED DRAINAGE</b>				
<b>ASPHALT PAVEMENT</b>				
4 - LANE UNDIVIDED WITH 8' SHOULDERS	0.000	MI	\$5,200,897	\$0
<b>CLOSED DRAINAGE</b>				
<b>CONCRETE PAVEMENT</b>				
6 - LANE DIVIDED INTERSTATE	0.000	MI	\$11,413,575	\$0
4 - LANE UNDIVIDED URBAN STREET W/6' BIKE LANES	0.000	MI	\$5,228,169	\$0
4 - LANE DIVIDED URBAN STREET W/6' BIKE LANES	0.000	MI	\$5,893,409	\$0
2 - LANE UNDIVIDED URBAN STREET W/6' BIKE LANES	0.000	MI	\$3,573,780	\$0
COST PER ADDITIONAL 12' LANE (CATEGORY 1 PAVEMENT)	0.000	MI	\$743,248	\$0
COST PER ADDITIONAL 12' LANE (CATEGORY 2 PAVEMENT)	0.000	MI	\$549,648	\$0
<b>ROADWAY WIDENING</b>				
<b>OPEN DRAINAGE</b>				
<b>ASPHALT PAVEMENT</b>				
WIDEN 2 LANES TO 4	0.000	MI	\$2,133,951	\$0
WIDEN 2 LANES TO 5	0.000	MI	\$2,577,312	\$0
WIDEN 2 LANES TO 6	0.000	MI	\$2,973,482	\$0
WIDEN UNDIVIDED 2 LANES TO 4 LANE DIVIDED W/40' MEDIAN	0.000	MI	\$3,254,089	\$0
RAMP WIDENING WITH GUARDRAIL (ADD 1 LANE TO EXISTING 1 LANE)	0.000	MI	\$1,156,706	\$0
RAMP WIDENING WITHOUT GUARDRAIL (ADD 1 LANE TO EXISTING 1 LANE)	0.000	MI	\$933,146	\$0
ADD 21' PASSING LANE TO EXISTING 2 LANES WITH 5' SHOULDERS	0.000	MI	\$1,408,359	\$0
ADD 2 LANES IN MEDIAN TO EXISTING 4 LANES DIVIDED INTERSTATE	0.000	MI	\$1,800,631	\$0
ADD 2 LANES TO OUTSIDE OF EXISTING 4 LANES DIVIDED INTERSTATE	0.000	MI	\$2,228,371	\$0
<b>CLOSED DRAINAGE</b>				
<b>CONCRETE PAVEMENT</b>				
ADD 6' BIKE LANES TO EXISTING 4 LANES	0.000	MI	\$3,803,867	\$0
ADD 1 - 14' LANE EACH DIRECTION TO EXISTING 2 LANES	0.000	MI	\$4,082,020	\$0
ADD 2 LANES ON 1 SIDE ONLY TO EXISTING 2 LANES	0.000	MI	\$2,858,348	\$0
ADD 1 LANE TO OUTSIDE OF EXISTING INTERSTATE	0.000	MI	\$2,933,796	\$0
ADD 2 LANES TO OUTSIDE OF EXISTING INTERSTATE	0.000	MI	\$3,592,166	\$0
ADD 3 LANES TO OUTSIDE OF EXISTING INTERSTATE	0.000	MI	\$4,251,527	\$0
<b>OPEN DRAINAGE</b>				
<b>ROADBED MODIFICATION WITH ASPHALT PAVEMENT</b>				
ROADBED MODIFICATION - 24' WIDE EXISTING ROADWAY	0.000	MI	\$502,441	\$0
ROADBED MODIFICATION - 34' WIDE EXISTING ROADWAY	0.000	MI	\$703,651	\$0
ROADBED MODIFICATION - 40' WIDE EXISTING ROADWAY	0.000	MI	\$823,160	\$0
ROADBED MODIFICATION - 52' WIDE EXISTING ROADWAY	0.000	MI	\$1,067,179	\$0
ROADBED MODIFICATION - 64' WIDE EXISTING ROADWAY	0.000	MI	\$1,306,184	\$0
WIDEN - ADD 2 LANES TO EXISTING 2 LANE UNDIVIDED	0.000	MI	\$1,498,989	\$0
WIDEN - ADD 2 LANES TO EXISTING 3 LANE UNDIVIDED	0.000	MI	\$1,934,528	\$0
WIDEN - ADD 2 LANES TO EXISTING 4 LANE UNDIVIDED	0.000	MI	\$2,173,526	\$0
WIDEN 2 LANE UNDIVIDED TO 4 LANE DIVIDED WITH ROADBED MODIFICATION	0.000	MI	\$2,640,864	\$0

ATTACHMENT F  
Project Scoping Wizard Sample

**ESTIMATED PROBABLE CONSTRUCTION COST**

**Construct Interchange**

PREPARED BY THE NEVADA DEPARTMENT OF TRANSPORTATION

*NOTE: Cells with bold blue letters are for user input. All other cells are protected, and cannot be changed.*

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
<b>ROADWAY RESURFACING</b>				
<b>ASPHALT PAVEMENT</b>				
<b>TYPICAL RESURFACING SECTION 1</b>				
RESURFACING WIDTH	32	LF		
MILLING THICKNESS	2.75	IN		
PLANTMIX RESURFACING THICKNESS	2.00	IN		
OPEN GRADE PLANTMIX THICKNESS	0.75	IN		
TOTAL LANES	2	EA		
TOTAL LENGTH OF THIS TYPICAL SECTION	3.000	MI	\$248,719	\$746,158
<b>TYPICAL RESURFACING SECTION 2</b>				
RESURFACING WIDTH	0	LF		
MILLING THICKNESS	0.00	IN		
PLANTMIX RESURFACING THICKNESS	0.00	IN		
OPEN GRADE PLANTMIX THICKNESS	0.00	IN		
TOTAL LANES	0	EA		
TOTAL LENGTH OF THIS TYPICAL SECTION	0.000	MI	\$0	\$0
<b>TYPICAL RESURFACING SECTION 3</b>				
RESURFACING WIDTH	0	LF		
MILLING THICKNESS	0.00	IN		
PLANTMIX RESURFACING THICKNESS	0.00	IN		
OPEN GRADE PLANTMIX THICKNESS	0.00	IN		
TOTAL LANES	0	EA		
TOTAL LENGTH OF THIS TYPICAL SECTION	0.000	MI	\$0	\$0
<b>TYPICAL RESURFACING SECTION 4</b>				
RESURFACING WIDTH	0	LF		
MILLING THICKNESS	0.00	IN		
PLANTMIX RESURFACING THICKNESS	0.00	IN		
OPEN GRADE PLANTMIX THICKNESS	0.00	IN		
TOTAL LANES	0	EA		
TOTAL LENGTH OF THIS TYPICAL SECTION	0.000	MI	\$0	\$0
<b>SUBTOTAL - ROADWAY</b>			<b>\$1,907,761</b>	
<b>SECTION II - BRIDGES</b>				
<a href="#">CLICK HERE FOR GUIDANCE ON BRIDGE SELECTION CRITERIA</a>				
<b>NEW UNDIVIDED RURAL CROSSING</b>				
<a href="#">WRITE BRIDGE DESCRIPTION HERE</a>				
BRIDGE LENGTH	0.0	FT		
BRIDGE WIDTH (FULL DECK OUT-TO-OUT WIDTH)	0.0	FT		
BRIDGE HEIGHT	0.0	FT		
BRIDGE BEAM TYPE (C = CONCRETE, S = STEEL)	C	TYPE		
CONCRETE BEAM BRIDGE	0	SF	\$150	\$0
STEEL BEAM BRIDGE	0	SF	\$240	\$0
BRIDGE APPROACH - OPEN DRAINAGE with SLOPE PAVEMENT ABUTMENT	1	LS	\$0	\$0
<b>NEW UNDIVIDED RURAL CROSSING</b>				
<a href="#">WRITE BRIDGE DESCRIPTION HERE</a>				
BRIDGE LENGTH	0.0	FT		
BRIDGE WIDTH (FULL DECK OUT-TO-OUT WIDTH)	0.0	FT		
BRIDGE HEIGHT	0.0	FT		
BRIDGE BEAM TYPE (C = CONCRETE, S = STEEL)	C	TYPE		
CONCRETE BEAM BRIDGE	0	SF	\$150	\$0
STEEL BEAM BRIDGE	0	SF	\$240	\$0
BRIDGE APPROACH - OPEN DRAINAGE with SLOPE PAVEMENT ABUTMENT	1	LS	\$0	\$0
<b>NEW UNDIVIDED RURAL CROSSING</b>				
<a href="#">WRITE BRIDGE DESCRIPTION HERE</a>				
BRIDGE LENGTH	0.0	FT		
BRIDGE WIDTH (FULL DECK OUT-TO-OUT WIDTH)	0.0	FT		
BRIDGE HEIGHT	0.0	FT		
BRIDGE BEAM TYPE (C = CONCRETE, S = STEEL)	C	TYPE		
CONCRETE BEAM BRIDGE	0	SF	\$150	\$0
STEEL BEAM BRIDGE	0	SF	\$240	\$0
BRIDGE APPROACH - OPEN DRAINAGE with SLOPE PAVEMENT ABUTMENT	1	LS	\$0	\$0
<b>NEW DIVIDED RURAL CROSSING</b>				
<a href="#">WRITE BRIDGE DESCRIPTION HERE</a>				
BRIDGE LENGTH	0.0	FT		
BRIDGE WIDTH (SUM OF BRIDGES' FULL DECK OUT-TO-OUT WIDTH)	0.0	FT		
MEDIAN WIDTH	0.0	FT		
BRIDGE HEIGHT	0.0	FT		
BRIDGE BEAM TYPE (C = CONCRETE, S = STEEL)	C	TYPE		
CONCRETE BEAM BRIDGE	0	SF	\$150	\$0
STEEL BEAM BRIDGE	0	SF	\$240	\$0
BRIDGE APPROACH - OPEN DRAINAGE with SLOPE PAVEMENT ABUTMENT	1	LS	\$0	\$0
<b>NEW DIVIDED OR UNDIVIDED URBAN CROSSING WITH WALLS</b>				
<a href="#">WRITE BRIDGE DESCRIPTION HERE</a>				
BRIDGE LENGTH	0.0	FT		
BRIDGE WIDTH (SUM OF BRIDGES' FULL DECK OUT-TO-OUT WIDTH)	0.0	FT		
MEDIAN WIDTH, WHEN APPLICABLE	0.0	FT		
BRIDGE HEIGHT	0.0	FT		
BRIDGE BEAM TYPE (C = CONCRETE, S = STEEL)	C	TYPE		
CONCRETE BEAM BRIDGE	0	SF	\$150	\$0
STEEL BEAM BRIDGE	0	SF	\$240	\$0
BRIDGE APPROACH - OPEN DRAINAGE with SLOPE PAVEMENT ABUTMENT	1	LS	\$0	\$0
MECHANICALLY STABILIZED EARTH WALL (PRICE INCLUDES MSE BACKFILL)	0	SF	\$57	\$0

# ATTACHMENT F Project Scoping Wizard Sample

Date: 9/9/2014

## ESTIMATED PROBABLE CONSTRUCTION COST

### Construct Interchange

PREPARED BY THE NEVADA DEPARTMENT OF TRANSPORTATION

NOTE: Cells with bold blue letters are for user input. All other cells are protected, and cannot be changed.				
ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
<b>WIDEN EXISTING UNDIVIDED RURAL CROSSING</b>				
<b>WRITE BRIDGE DESCRIPTION HERE</b>				
BRIDGE LENGTH	0.0	FT		
BRIDGE WIDENING WIDTH	0.0	FT		
TOTAL EXISTING APPROACH WIDTH (OUT-TO-OUT)	0.0	FT		
TOTAL NEW APPROACH WIDTH (OUT-TO-OUT)	0.0	FT		
NUMBER OF SIDES WIDENED	0	EA		
BRIDGE HEIGHT	0.0	FT		
BRIDGE BEAM TYPE (C = CONCRETE, S = STEEL)	C	TYPE		
CONCRETE BEAM BRIDGE	0	SF	\$175	\$0
STEEL BEAM BRIDGE	0	SF	\$275	\$0
BRIDGE APPROACH - OPEN DRAINAGE with SLOPE PAVEMENT ABUTMENT	1	LS	\$0	\$0
<b>WIDEN EXISTING DIVIDED RURAL CROSSING</b>				
<b>WRITE BRIDGE DESCRIPTION HERE</b>				
BRIDGE LENGTH	0.0	FT		
BRIDGE WIDENING WIDTH	0.0	FT		
TOTAL EXISTING APPROACH WIDTH (OUT-TO-OUT INCLUDING MEDIAN)	0.0	FT		
TOTAL NEW APPROACH WIDTH (OUT-TO-OUT)	0.0	FT		
NUMBER OF SIDES WIDENED	0	EA		
BRIDGE HEIGHT	0.0	FT		
BRIDGE BEAM TYPE (C = CONCRETE, S = STEEL)	C	TYPE		
CONCRETE BEAM BRIDGE	0	SF	\$175	\$0
STEEL BEAM BRIDGE	0	SF	\$275	\$0
BRIDGE APPROACH - OPEN DRAINAGE with SLOPE PAVEMENT ABUTMENT	1	LS	\$0	\$0
<b>WIDEN EXISTING URBAN INTERSTATE TO THE OUTSIDE - 1 SIDE ONLY</b>				
<b>WRITE BRIDGE DESCRIPTION HERE</b>				
BRIDGE LENGTH	0.0	FT		
BRIDGE WIDENING WIDTH	0.0	FT		
BRIDGE HEIGHT	0.0	FT		
BRIDGE BEAM TYPE (C = CONCRETE, S = STEEL)	C	TYPE		
CONCRETE BEAM BRIDGE	0	SF	\$175	\$0
STEEL BEAM BRIDGE	0	SF	\$275	\$0
WIDENED BRIDGE APPROACH - CLOSED DRAINAGE - CONVERT 2:1 SLOPES TO VERTICAL SIDES with SLOPE PAVEMENT ABUTMENT	1	LS	\$0	\$0
MECHANICALLY STABILIZED EARTH WALL (PRICE INCLUDES MSE BACKFILL)	0	SF	\$57	\$0
<b>WIDEN EXISTING URBAN INTERSTATE TO THE OUTSIDE - 1 SIDE ONLY</b>				
<b>WRITE BRIDGE DESCRIPTION HERE</b>				
BRIDGE LENGTH	0.0	FT		
BRIDGE WIDENING WIDTH	0.0	FT		
BRIDGE HEIGHT	0.0	FT		
BRIDGE BEAM TYPE (C = CONCRETE, S = STEEL)	C	TYPE		
CONCRETE BEAM BRIDGE	0	SF	\$175	\$0
STEEL BEAM BRIDGE	0	SF	\$275	\$0
WIDENED BRIDGE APPROACH - CLOSED DRAINAGE - CONVERT 2:1 SLOPES TO VERTICAL SIDES with SLOPE PAVEMENT ABUTMENT	1	LS	\$0	\$0
MECHANICALLY STABILIZED EARTH WALL (PRICE INCLUDES MSE BACKFILL)	0	SF	\$57	\$0
<b>WIDEN EXISTING URBAN INTERSTATE TO THE OUTSIDE - 1 SIDE ONLY</b>				
<b>WRITE BRIDGE DESCRIPTION HERE</b>				
BRIDGE LENGTH	0.0	FT		
BRIDGE WIDENING WIDTH	0.0	FT		
BRIDGE HEIGHT	0.0	FT		
BRIDGE BEAM TYPE (C = CONCRETE, S = STEEL)	C	TYPE		
CONCRETE BEAM BRIDGE	0	SF	\$175	\$0
STEEL BEAM BRIDGE	0	SF	\$275	\$0
WIDENED BRIDGE APPROACH - CLOSED DRAINAGE - EXISTING VERTICAL SIDES with SLOPE PAVEMENT ABUTMENT	1	LS	\$0	\$0
MECHANICALLY STABILIZED EARTH WALL (PRICE INCLUDES MSE BACKFILL)	0	SF	\$57	\$0
<b>WIDEN EXISTING URBAN INTERSTATE TO THE OUTSIDE - 1 OR 2 SIDES, LOW WALLS</b>				
<b>WRITE BRIDGE DESCRIPTION HERE</b>				
BRIDGE LENGTH	0.0	FT		
BRIDGE WIDENING WIDTH	0.0	FT		
TOTAL EXISTING APPROACH WIDTH (OUT-TO-OUT)	0.0	FT		
TOTAL NEW APPROACH WIDTH (OUT-TO-OUT)	0.0	FT		
NUMBER OF SIDES WIDENED	0	EA		
HEIGHT OF WALL AT TOE	0.0	LF		
BRIDGE HEIGHT	0.0	FT		
BRIDGE BEAM TYPE (C = CONCRETE, S = STEEL)	C	TYPE		
CONCRETE BEAM BRIDGE	0	SF	\$175	\$0
STEEL BEAM BRIDGE	0	SF	\$275	\$0
WIDENED BRIDGE APPROACH - CLOSED DRAINAGE with SLOPE PAVEMENT ABUTMENT & LOW WALLS	1	LS	\$0	\$0
MECHANICALLY STABILIZED EARTH WALL (PRICE INCLUDES MSE BACKFILL)	0	SF	\$57	\$0
<b>WIDEN EXISTING URBAN INTERSTATE TO THE OUTSIDE - 1 OR 2 SIDES, LOW WALLS</b>				
<b>WRITE BRIDGE DESCRIPTION HERE</b>				
BRIDGE LENGTH	0.0	FT		
BRIDGE WIDENING WIDTH	0.0	FT		
TOTAL EXISTING APPROACH WIDTH (OUT-TO-OUT)	0.0	FT		
TOTAL NEW APPROACH WIDTH (OUT-TO-OUT)	0.0	FT		
NUMBER OF SIDES WIDENED	0	EA		
HEIGHT OF WALL AT TOE	0.0	LF		
BRIDGE HEIGHT	0.0	FT		
BRIDGE BEAM TYPE (C = CONCRETE, S = STEEL)	C	TYPE		
CONCRETE BEAM BRIDGE	0	SF	\$175	\$0
STEEL BEAM BRIDGE	0	SF	\$275	\$0
WIDENED BRIDGE APPROACH - CLOSED DRAINAGE with SLOPE PAVEMENT ABUTMENT & LOW WALLS	1	LS	\$0	\$0
MECHANICALLY STABILIZED EARTH WALL (PRICE INCLUDES MSE BACKFILL)	0	SF	\$57	\$0

# ATTACHMENT F Project Scoping Wizard Sample

Date: 9/9/2014

## ESTIMATED PROBABLE CONSTRUCTION COST

### Construct Interchange

PREPARED BY THE NEVADA DEPARTMENT OF TRANSPORTATION

NOTE: Cells with bold blue letters are for user input. All other cells are protected, and cannot be changed.				
ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
<b>WIDEN EXISTING URBAN INTERSTATE TO THE OUTSIDE - 1 OR 2 SIDES, LOW WALLS</b>				
<b>WRITE BRIDGE DESCRIPTION HERE</b>				
BRIDGE LENGTH	0.0	FT		
BRIDGE WIDENING WIDTH	0.0	FT		
TOTAL EXISTING APPROACH WIDTH (OUT-TO-OUT)	0.0	FT		
TOTAL NEW APPROACH WIDTH (OUT-TO-OUT)	0.0	FT		
NUMBER OF SIDES WIDENED	0	EA		
HEIGHT OF WALL AT TOE	0.0	LF		
BRIDGE HEIGHT	0.0	FT		
BRIDGE BEAM TYPE (C = CONCRETE, S = STEEL)	C	TYPE		
CONCRETE BEAM BRIDGE	0	SF	\$175	\$0
STEEL BEAM BRIDGE	0	SF	\$275	\$0
WIDENED BRIDGE APPROACH - CLOSED DRAINAGE with SLOPE PAVEMENT ABUTMENT & LOW WALLS	1	LS	\$0	\$0
MECHANICALLY STABILIZED EARTH WALL (PRICE INCLUDES MSE BACKFILL)	0	SF	\$57	\$0
<b>WIDEN EXISTING URBAN INTERSTATE TO THE OUTSIDE - 1 OR 2 SIDES, LOW WALLS</b>				
<b>WRITE BRIDGE DESCRIPTION HERE</b>				
BRIDGE LENGTH	0.0	FT		
BRIDGE WIDENING WIDTH	0.0	FT		
TOTAL EXISTING APPROACH WIDTH (OUT-TO-OUT)	0.0	FT		
TOTAL NEW APPROACH WIDTH (OUT-TO-OUT)	0.0	FT		
NUMBER OF SIDES WIDENED	0	EA		
HEIGHT OF WALL AT TOE	0.0	LF		
BRIDGE HEIGHT	0.0	FT		
BRIDGE BEAM TYPE (C = CONCRETE, S = STEEL)	C	TYPE		
CONCRETE BEAM BRIDGE	0	SF	\$175	\$0
STEEL BEAM BRIDGE	0	SF	\$275	\$0
WIDENED BRIDGE APPROACH - CLOSED DRAINAGE with SLOPE PAVEMENT ABUTMENT & LOW WALLS	1	LS	\$0	\$0
MECHANICALLY STABILIZED EARTH WALL (PRICE INCLUDES MSE BACKFILL)	0	SF	\$57	\$0
<b>WIDEN EXISTING URBAN INTERSTATE TO THE OUTSIDE - 1 OR 2 SIDES, LOW WALLS</b>				
<b>WRITE BRIDGE DESCRIPTION HERE</b>				
BRIDGE LENGTH	0.0	FT		
BRIDGE WIDENING WIDTH	0.0	FT		
TOTAL EXISTING APPROACH WIDTH (OUT-TO-OUT)	0.0	FT		
TOTAL NEW APPROACH WIDTH (OUT-TO-OUT)	0.0	FT		
NUMBER OF SIDES WIDENED	0	EA		
HEIGHT OF WALL AT TOE	0.0	LF		
BRIDGE HEIGHT	0.0	FT		
BRIDGE BEAM TYPE (C = CONCRETE, S = STEEL)	C	TYPE		
CONCRETE BEAM BRIDGE	0	SF	\$175	\$0
STEEL BEAM BRIDGE	0	SF	\$275	\$0
WIDENED BRIDGE APPROACH - CLOSED DRAINAGE with SLOPE PAVEMENT ABUTMENT & LOW WALLS	1	LS	\$0	\$0
MECHANICALLY STABILIZED EARTH WALL (PRICE INCLUDES MSE BACKFILL)	0	SF	\$57	\$0
<b>WIDEN EXISTING URBAN INTERSTATE TO THE OUTSIDE - 1 OR 2 SIDES, LOW WALLS</b>				
<b>WRITE BRIDGE DESCRIPTION HERE</b>				
BRIDGE LENGTH	0.0	FT		
BRIDGE WIDENING WIDTH	0.0	FT		
TOTAL EXISTING APPROACH WIDTH (OUT-TO-OUT)	0.0	FT		
TOTAL NEW APPROACH WIDTH (OUT-TO-OUT)	0.0	FT		
NUMBER OF SIDES WIDENED	0	EA		
HEIGHT OF WALL AT TOE	0.0	LF		
BRIDGE HEIGHT	0.0	FT		
BRIDGE BEAM TYPE (C = CONCRETE, S = STEEL)	C	TYPE		
CONCRETE BEAM BRIDGE	0	SF	\$175	\$0
STEEL BEAM BRIDGE	0	SF	\$275	\$0
WIDENED BRIDGE APPROACH - CLOSED DRAINAGE with SLOPE PAVEMENT ABUTMENT & LOW WALLS	1	LS	\$0	\$0
MECHANICALLY STABILIZED EARTH WALL (PRICE INCLUDES MSE BACKFILL)	0	SF	\$57	\$0
<b>SUBTOTAL - BRIDGES</b>			<b>\$0</b>	
<b>SECTION III - WALLS</b>				
<b>NOTE: Walls below are IN ADDITION to walls automatically calculated in the bridge approaches above.</b>				
<b>MECHANICALLY STABILIZED EARTH WALLS</b>				
<b>WRITE WALL DESCRIPTION HERE</b>				
MSE WALL LENGTH	0	LF		
BEGINNING HEIGHT	0	FT		
ENDING HEIGHT	0	FT		
MECHANICALLY STABILIZED EARTH WALL (PRICE INCLUDES MSE BACKFILL)	0	SF	\$57	\$0
<b>MECHANICALLY STABILIZED EARTH WALLS</b>				
<b>WRITE WALL DESCRIPTION HERE</b>				
MSE WALL LENGTH	0	LF		
BEGINNING HEIGHT	0	FT		
ENDING HEIGHT	0	FT		
MECHANICALLY STABILIZED EARTH WALL (PRICE INCLUDES MSE BACKFILL)	0	SF	\$57	\$0
<b>MECHANICALLY STABILIZED EARTH WALLS</b>				
<b>WRITE WALL DESCRIPTION HERE</b>				
MSE WALL LENGTH	0	LF		
BEGINNING HEIGHT	0	FT		
ENDING HEIGHT	0	FT		
MECHANICALLY STABILIZED EARTH WALL (PRICE INCLUDES MSE BACKFILL)	0	SF	\$57	\$0
<b>MECHANICALLY STABILIZED EARTH WALLS</b>				
<b>WRITE WALL DESCRIPTION HERE</b>				
MSE WALL LENGTH	0	LF		
BEGINNING HEIGHT	0	FT		
ENDING HEIGHT	0	FT		
MECHANICALLY STABILIZED EARTH WALL (PRICE INCLUDES MSE BACKFILL)	0	SF	\$57	\$0

**ATTACHMENT F**  
**Project Scoping Wizard Sample**

Date: 9/9/2014

**ESTIMATED PROBABLE CONSTRUCTION COST**

**Construct Interchange**

PREPARED BY THE NEVADA DEPARTMENT OF TRANSPORTATION

<b>NOTE: Cells with bold blue letters are for user input. All other cells are protected, and cannot be changed.</b>				
<b>ITEM</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
<b>SOUND WALLS</b>				
<b>WRITE SOUND WALL DESCRIPTION HERE</b>				
SOUND WALL LENGTH	0	LF		
BEGINNING HEIGHT	0	FT		
ENDING HEIGHT	0	FT		
SOUND WALL	0	SF	\$25	\$0
<b>SOUND WALLS</b>				
<b>WRITE SOUND WALL DESCRIPTION HERE</b>				
SOUND WALL LENGTH	0	LF		
BEGINNING HEIGHT	0	FT		
ENDING HEIGHT	0	FT		
SOUND WALL	0	SF	\$25	\$0
<b>SOUND WALLS</b>				
<b>WRITE SOUND WALL DESCRIPTION HERE</b>				
SOUND WALL LENGTH	0	LF		
BEGINNING HEIGHT	0	FT		
ENDING HEIGHT	0	FT		
SOUND WALL	0	SF	\$25	\$0
<b>TEMPORARY WALLS</b>				
<b>WRITE TEMPORARY WALL DESCRIPTION HERE</b>				
TEMPORARY SHEET PILING	0	SF	\$20	\$0
TEMPORARY RETAINING WALLS	0	SF	\$15	\$0
<b>TEMPORARY WALLS</b>				
<b>WRITE TEMPORARY WALL DESCRIPTION HERE</b>				
TEMPORARY SHEET PILING	0	SF	\$20	\$0
TEMPORARY RETAINING WALLS	0	SF	\$15	\$0
<b>TEMPORARY WALLS</b>				
<b>WRITE TEMPORARY WALL DESCRIPTION HERE</b>				
TEMPORARY SHEET PILING	0	SF	\$20	\$0
TEMPORARY RETAINING WALLS	0	SF	\$15	\$0
<b>SUBTOTAL - WALLS</b>			<b>\$0</b>	
<b>SECTION IV - TYPICAL INTERCHANGES</b>				
RURAL DIAMOND INTERCHANGE - CROSSROAD OVER MAINLINE (INCL CROSSROAD & RURAL DIAMOND INTERCHANGE - CROSSROAD OVER MAINLINE (RAMPS ONLY)	1	EA	\$11,269,542	\$11,269,542
SINGLE POINT URBAN DIAMOND INTERCHANGE	0	EA	\$4,272,398	\$0
FULL DIRECTIONAL SYSTEMS INTERCHANGE	0	EA	\$25,699,487	\$0
	0	EA	\$130,240,435	\$0
<b>SUBTOTAL - INTERCHANGES</b>			<b>\$11,269,542</b>	
<b>SECTION V - SIGNAL SYSTEMS AT INTERSECTIONS</b>				
<b>WRITE INTERSECTION DESCRIPTION HERE</b>				
NUMBER OF LANES - ROADWAY 1	0	LN		
NUMBER OF LANES - ROADWAY 2	0	LN		
NUMBER OF SIGNALIZED INTERSECTIONS OF THIS CONFIGURATION	0	EA	\$0	\$0
<b>WRITE INTERSECTION DESCRIPTION HERE</b>				
NUMBER OF LANES - ROADWAY 1	0	LN		
NUMBER OF LANES - ROADWAY 2	0	LN		
NUMBER OF SIGNALIZED INTERSECTIONS OF THIS CONFIGURATION	0	EA	\$0	\$0
<b>WRITE INTERSECTION DESCRIPTION HERE</b>				
NUMBER OF LANES - ROADWAY 1	0	LN		
NUMBER OF LANES - ROADWAY 2	0	LN		
NUMBER OF SIGNALIZED INTERSECTIONS OF THIS CONFIGURATION	0	EA	\$0	\$0
<b>WRITE INTERSECTION DESCRIPTION HERE</b>				
NUMBER OF LANES - ROADWAY 1	0	LN		
NUMBER OF LANES - ROADWAY 2	0	LN		
NUMBER OF SIGNALIZED INTERSECTIONS OF THIS CONFIGURATION	0	EA	\$0	\$0
<b>WRITE INTERSECTION DESCRIPTION HERE</b>				
NUMBER OF LANES - ROADWAY 1	0	LN		
NUMBER OF LANES - ROADWAY 2	0	LN		
NUMBER OF SIGNALIZED INTERSECTIONS OF THIS CONFIGURATION	0	EA	\$0	\$0
<b>SUBTOTAL - SIGNALIZED INTERSECTIONS</b>			<b>\$0</b>	
<b>SECTION VI - DEMOLITION</b>				
DEMOLISH 1 LANE RAMP	0.000	MI	\$63,996	\$0
DEMOLISH 2 LANE RAMP	0.000	MI	\$109,708	\$0
DEMOLISH 3 LANE RAMP	0.000	MI	\$170,655	\$0
DEMOLISH 2 LANE OPEN DRAINAGE ARTERIAL	0.000	MI	\$103,615	\$0
DEMOLISH 2 LANE CLOSED DRAINAGE	0.000	MI	\$713,356	\$0
DEMOLISH 4 LANE CLOSED DRAINAGE DIVIDED	0.000	MI	\$997,011	\$0
DEMOLISH 6 LANE CLOSED DRAINAGE DIVIDED INTERSTATE	0.000	MI	\$1,245,961	\$0
DEMOLISH BRIDGE	0	SF	\$35	\$0
BUILDING DEMOLITION (SINGLE FAMILY HOUSES)	0	EA	\$5,000	\$0
BUILDING DEMOLITION (SMALL BUILDINGS - STEEL, MASONRY OR WOOD)	0	SF	\$5.00	\$0
BUILDING DEMOLITION (SMALL BUILDINGS - CONCRETE)	0	SF	\$8.00	\$0
<b>MANUALLY INPUT ANY ADDITIONAL DEMOLITION ITEMS ON THE LINES BELOW</b>				
<b>WRITE DESCRIPTION OF DEMOLITION ITEM HERE</b>	0		\$0	\$0
<b>WRITE DESCRIPTION OF DEMOLITION ITEM HERE</b>	0		\$0	\$0
<b>WRITE DESCRIPTION OF DEMOLITION ITEM HERE</b>	0		\$0	\$0
<b>SUBTOTAL - DEMOLITION</b>			<b>\$0</b>	



**ATTACHMENT F**  
**Project Scoping Wizard Sample**

ESTIMATED PROBABLE CONSTRUCTION COST

**Construct Interchange**

PREPARED BY THE NEVADA DEPARTMENT OF TRANSPORTATION

NOTE: Cells with bold blue letters are for user input. All other cells are protected, and cannot be changed.				
ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
<b>SECTION VIII - STANDARD PERCENTAGE ADDERS</b>				
<a href="#">CLICK HERE FOR ADDER PERCENTAGE GUIDELINES</a>				
<b>SUB-TOTAL PRESENT DAY CONSTRUCTION COST</b>				<b>\$13,836,168</b>
EROSION CONTROL / TEMPORARY DRAINAGE .....	0.50%			\$69,181
TRAFFIC CONTROL .....	10.0%			\$1,383,617
ROADSIDE SAFETY .....	3.0%			\$415,085
LANDSCAPING / AESTHETICS.....	3.0%			\$415,085
SUB-TOTAL MOBILIZATION	7.0%			\$16,119,135
				\$1,128,339
SUB-TOTAL TIME-RELATED OVERHEAD	0.0%			\$17,247,475
				\$0
SUB-TOTAL CONTINGENCY (not to be used without detailed explanation-accounted for in RISK percentages)	0.0%			\$17,247,475
				\$0
SUB-TOTAL CONSTRUCTION ENGINEERING & INSPECTION	15.0%			\$17,247,475
				\$2,587,121
<b>TOTAL PRESENT DAY CONSTRUCTION COST</b>				<b>\$19,834,596</b>
CONSTRUCTION ESCALATION TO YEAR - (projected mid-point of construction) .....	2022	@	19.33%	\$3,834,027
<b>TOTAL CONSTRUCTION COST ESCALATED TO.....</b>	<b>2022</b>			<b>\$23,668,623</b>
PRELIMINARY ENGINEERING (PRESENT DAY COST) .....	2.0%			\$396,692
PRELIMINARY R/W ENGINEERING (PRESENT DAY COST) .....	\$5,000			\$5,000
FINAL ENGINEERING (PRESENT DAY COST) .....	2.0%			\$396,692
ENVIRONMENTAL ASSESSMENT (PRESENT DAY COST) .....	0.2%			\$39,669
ADMINISTRATION (PRESENT DAY COST) .....	1.0%			\$198,346
LEGAL (PRESENT DAY COST) .....	1.0%			\$198,346
TRIBAL EMPLOYMENT RIGHTS ORDINANCE (TERO) (PRESENT DAY COST - 0%-3%)	0.0%			\$0
ENGINEERING AND ADMINISTRATION ESCALATION TO YEAR .....	2022	@	19.33%	\$238,676
TOTAL ENGINEERING / ADMINISTRATION / LEGAL COSTS (ESCALATED)				\$1,473,421
<b>TOTAL CONSTRUCTION &amp; ENGINEERING ESCALATED TO.....</b>	<b>2022</b>			<b>\$25,142,045</b>
<b>SECTION IX - RIGHT-OF-WAY (ROW) COSTS</b>				
RIGHT - OF - WAY (PRESENT DAY COST)	3.0	ACRES @	\$150,000	\$450,000
<b>CONTACT KENT STEELE AT NDOT FOR THIS COST INFORMATION (775-888-7010)</b>				
ESCALATION TO YEAR.....	2022	@	19.33%	\$86,985
TOTAL RIGHT - OF - WAY COST (ESCALATED)				\$536,985
<b>SECTION X - ENVIRONMENTAL CONSIDERATION COSTS</b>				
ENVIRONMENTAL CONSIDERATION COST FACTOR	1.0%			\$251,420
<b>CONTACT KENT STEELE AT NDOT FOR THIS COST INFORMATION (775-888-7010)</b>				
ESCALATION TO YEAR.....	2022	@	19.33%	\$48,600
TOTAL MITIGATION COST (ESCALATED)				\$300,020
<b>GRAND TOTAL PROJECT COST</b>				<b>\$25,979,050</b>

## **14.7 Attachment G: Checklist**

This checklist is provided for the proposer's convenience only, and identifies documents that must be submitted with each package in order to be considered responsive. Any proposals received without these requisite items in the number and form set forth in the proposal instructions, may in the sole discretion of the DEPARTMENT, be deemed non-responsive and not considered for contract award.

1. Technical Proposal's Number of Pages within Page Range (see Section X (B))
2. Sections match Evaluation Criteria Items (see Section X (A))
3. Cost Proposal
4. Statement of Qualification (see Section X (B), Attachment H)
5. Nevada State Business License (see Section V)
6. Requirement Traceability Matrix (Attachment B)

## **14.8 Attachment H: Statement of Qualifications**

An electronic copy can be found here:

[http://www.nevadadot.com/uploadedFiles/NDOT/Doing\\_Business/Vendors/Statement\\_of\\_Qualification\\_Form.pdf](http://www.nevadadot.com/uploadedFiles/NDOT/Doing_Business/Vendors/Statement_of_Qualification_Form.pdf)

## 14.9 Attachment I: Cost Proposal

**Proposal No.:** 380-14-804

**Proposal Title:** Electronic Statewide Transportation Improvement Program (eSTIP) System

**Scope of Work:** See Attachment A

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Proposer Name

---

Signature

---

Company Name

No.	Task	Cost
14.1.1	Planning and Administration	
14.1.2	Build and Test Technical Environment	
14.1.3	Proof of Concept and Detailed Functional Requirements	
14.1.4	Detailed System Design	
14.1.5	System Development and Configuration	
14.1.6	Conversion Design, Specification, Development and Unit Testing	
14.1.7	System Integration Testing	
14.1.8	Documentation	
14.1.9	System Operating Procedures	
14.1.10	Training	
14.1.11	Acceptance Testing	
14.1.12	Production System Implementation	
14.1.13	Post Implementation Evaluation and Review	
14.1.14	System Warranty and Maintenance Support	
	Additional Software Tools; Test and Production Environments	
	Additional Hardware; Test and Production Environments	
	Annual Product Licensing and Maintenance Schedule	
	<b>Total Proposed Cost</b>	

14.10 Attachment J: Deliverable Sign-off Form Sample



**Deliverable Sign-off Form**

<b>Project Name:</b>	
<b>Project Manager:</b>	
<b>Project Sponsor:</b>	
<b>Date:</b>	

The Approver's signature below indicates that the contents of the following project Deliverable have been reviewed and accepted subject to the response codes below:

No.	Deliverable Name	Version	Description

Approver Response Code:

- A Agree with contents
- B Agree, subject to incorporation of comments
- C Disagree, comments included

Approver Name	Signature	Date	Response	Comments

#### **14.11 Attachment K: Reference Questionnaire**

An electronic copy can be found here:

[http://www.nevadadot.com/uploadedFiles/NDOT/Doing\\_Business/Vendors/Reference\\_Questionnaire\\_070-028\\_Jan2014.pdf](http://www.nevadadot.com/uploadedFiles/NDOT/Doing_Business/Vendors/Reference_Questionnaire_070-028_Jan2014.pdf)

## 14.12 Attachment L: Agreement Sample

### SERVICE AGREEMENT

This Agreement, made and entered into the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between the STATE OF NEVADA, acting by and through its DEPARTMENT OF TRANSPORTATION (hereinafter "DEPARTMENT") and **NAME AND ADDRESS** (hereinafter "SERVICE PROVIDER"). Individually they are each a "Party" and collectively they are the "Parties."

#### WITNESSETH:

WHEREAS, the Director of the DEPARTMENT may, pursuant to Nevada Revised Statutes (hereinafter "NRS") Chapter 333 & Chapter 408, contract for technical services that may be required; and

WHEREAS, NRS Chapter 333 authorizes heads of state departments to contract for the services of independent contractors; and

WHEREAS, **PROJECT IDENTIFICATION**, is necessary for **PROJECT EXPLANATION** (hereinafter "PROJECT"); and

WHEREAS, SERVICE PROVIDER's services will be of great benefit to the DEPARTMENT and to the people of the State of Nevada.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants hereinafter contained, it is agreed by and between the Parties as follows:

#### ARTICLE I - SCOPE OF SERVICES

1. The SERVICE PROVIDER agrees to **SUMMARIZE PROJECT DESCRIPTION OR INSERT**: perform services listed in Attachment A - Scope of Services attached hereto and incorporated herein.

2. The SERVICE PROVIDER agrees to furnish all labor, materials, services, equipment, tools and other expenses necessary to perform the professional services required under the terms of this Agreement, except as specifically provided otherwise herein.

3. The SERVICE PROVIDER agrees to comply with all requirements contained in the underlying Request for Proposal which is incorporated into this Agreement by reference. **ONLY USE PARAGRAPH IF APPLICABLE**

#### ARTICLE II - PERFORMANCE

1. The term of this Agreement shall be from the date first written above through and including **DATE**, unless a change extending the term is further agreed to by written amendment signed by all parties to this Agreement and approved by appropriate official action of the governing body of the DEPARTMENT prior to such term expiration date.

OR

1. The term of this Agreement shall be from the date first written above through and including **DATE**, thereby terminating **NUMBER (#)** years from the above date or upon completion of the case, including any appeal, whichever comes first. **ONLY USE PARAGRAPH FOR EXPERT WITNESS OR LEGAL**

2. In the event that the SERVICE PROVIDER performs or causes to be performed any work after: (a) the Agreement's expiration date as set forth within this Agreement, as it may be amended from time to time through written amendment signed by the parties hereto and approved by appropriate official action of the DEPARTMENT's governing body, prior to such expiration date; or (b) termination of this Agreement prior to the expiration date set forth within this Agreement; then the DEPARTMENT shall

make no payment for work performed following the expiration or termination dates, and the SERVICE PROVIDER shall forfeit any and all right to payment for such work.

3. The SERVICE PROVIDER, on behalf of itself, its spouses, heirs, executors, administrators, successors, subrogees, servants, insurers, attorneys, independent representatives, personal representatives, agents, and assigns, does hereby waive, release, and forever discharge the State of Nevada, the DEPARTMENT, and each and every of their departments, divisions, agencies, officers, directors, agents, contractors, and employees, from any and all claims, demands, liens, liability, actions, causes of action, and suits for damages, at law and in equity, in any way connected with or arising from the SERVICE PROVIDER's provision of services and work performed following termination of this Agreement, and/or following the expiration date of this Agreement, as it may be amended from time to time through written amendment signed by the parties hereto and approved by appropriate official action of the DEPARTMENT's governing body, prior to such expiration date.

4. Neither the State of Nevada, the DEPARTMENT, nor any of their departments, divisions, agencies, officers, directors, agents, contractors, and employees, shall have authority to extend this Agreement beyond the expiration date set forth within this Agreement, unless such extension is set forth within a written amendment signed by the parties hereto and approved by appropriate official action of the DEPARTMENT's governing body prior to such expiration date. The SERVICE PROVIDER shall not rely upon any oral or written representations expressed extrinsic to a written amendment signed by the parties hereto and approved by appropriate official action of the DEPARTMENT's governing body prior to such expiration date, purporting to alter or amend this Agreement, including but not limited to representations relating to the extension of the Agreement's expiration date.

5. Paragraphs 1 through 4 of this Article II - Performance, shall survive the termination and expiration of this Agreement.

6. The SERVICE PROVIDER shall not proceed with said work until a copy of this Agreement is fully executed, signed by all individuals on the signatory lines below (hereinafter the "Final Execution Date"), and the Agreement is received by the SERVICE PROVIDER, which shall then constitute the written "Notice to Proceed" from the DEPARTMENT. The SERVICE PROVIDER shall notify the DEPARTMENT in writing of the exact date of commencement. If the SERVICE PROVIDER does commence said work prior to receiving said "Notice to Proceed" or prior to the Final Execution Date, the SERVICE PROVIDER shall forfeit any and all right to reimbursement for that portion of the work performed prior to said dates. Furthermore, the SERVICE PROVIDER shall not rely on the terms of this Agreement in any way, including but not limited to any written or oral representations and warranties made by the DEPARTMENT or any of its agents, employees, or affiliates, or on any dates of performance, deadlines, indemnities, or any other term contained in this Agreement or otherwise prior to the Final Execution Date and/or Notice to Proceed. In the event the SERVICE PROVIDER violates the provisions of this Section, the SERVICE PROVIDER waives any and all claims and damages against the DEPARTMENT, its employees, agents, and/or affiliates, including but not limited to monetary damages and/or any other available remedy at law or in equity arising under the terms of this Agreement. **ONLY USE PARAGRAPH FOR STATE FUNDED PROJECTS**

OR

6. The SERVICE PROVIDER shall not proceed with work until the SERVICE PROVIDER receives a written "Notice to Proceed" from the DEPARTMENT. If the SERVICE PROVIDER does commence said work prior to receiving said Notice to Proceed, the SERVICE PROVIDER shall forfeit any and all right to reimbursement for that portion of the work performed prior to said dates. Furthermore, the SERVICE PROVIDER shall not rely on the terms of this Agreement in any way, including but not limited to any written or oral representations and warranties made by the DEPARTMENT or any of its agents, employees, or affiliates, or on any dates of performance, deadlines, indemnities, or any other term contained in this Agreement or otherwise prior to the Notice to Proceed and/or Final Execution Date. In the event the SERVICE PROVIDER violates the provisions of this Section, the SERVICE PROVIDER waives any and all claims and damages against the DEPARTMENT, its employees, agents, and/or affiliates, including but not limited to monetary damages and/or any other available remedy at law or in equity arising under the terms of this Agreement. **ONLY USE PARAGRAPH FOR PARTIALLY OR FULLY FEDERALLY FUNDED PROJECTS**

7. The SERVICE PROVIDER agrees to complete the PROJECT within **NUMBER (#)** calendar **OR** working days of the commencement day of the PROJECT and agrees to pay to the DEPARTMENT, the sum of **NUMBER** and **#/100 Dollars (\$#)** for each and every calendar day past said date when the delay is caused by negligence, lack of adequate resources or any other cause within the SERVICE PROVIDER's direct control. These damages are not intended as a penalty. Damages are difficult to ascertain and the Parties agree that this amount is a reasonable estimate of presumed actual damages. **ONLY USE PARAGRAPH IF APPLICABLE**

8. In the event the DEPARTMENT discovers a SERVICE PROVIDER's error or omission before its discovery by the SERVICE PROVIDER, the DEPARTMENT shall not unreasonably delay in notifying SERVICE PROVIDER of such error or omission. DEPARTMENT's notice to SERVICE PROVIDER shall specify the maximum time period SERVICE PROVIDER will be allowed for correction. The SERVICE PROVIDER shall make all necessary corrections resulting from its errors and omissions, and shall without delay make any corrections necessitated by the negligence, lack of adequate resources or any other cause within the SERVICE PROVIDER's control, and shall make such corrections without additional compensation. SERVICE PROVIDER shall track all related costs for the correction. Acceptance of the professional services by the DEPARTMENT will not relieve the SERVICE PROVIDER of the responsibility for any subsequent correction of any such errors and omissions, and the clarification of any ambiguities. The SERVICE PROVIDER will be responsible for additional costs in subsequent related construction resulting from its errors or omissions. Should the DEPARTMENT use its own personnel, supplies or equipment to remedy the deficiency, all such costs incurred by the DEPARTMENT shall be deducted from the sum due or which may become due to the SERVICE PROVIDER. In the event all such costs and charges incurred by the DEPARTMENT exceed the sum which would have been payable under this Agreement, then the SERVICE PROVIDER shall reimburse the DEPARTMENT the amount of said excess.

9. The SERVICE PROVIDER shall assign one individual throughout the life of this Agreement who shall have overall PROJECT responsibility unless illness or termination requires replacement. **IF APPLICABLE ADD:** This individual shall be registered in accordance with NRS Chapter 625, Professional Engineers and Land Surveyors. This individual shall ensure that each sheet of the final submittal, including the title sheet, is stamped (electronic or wet stamp acceptable), signed and dated (original signature and date required) in accordance with NRS Chapter 625 and Nevada Administrative Code, Chapter 625.

10. A key person is defined as any individual identified by the SERVICE PROVIDER in its proposal as being part of the team to be assigned to the PROJECT. The SERVICE PROVIDER acknowledges and agrees, that the award of this Agreement was based, in part, on its ability to manage the PROJECT, and the qualifications, experience, and capacity of the SERVICE PROVIDER's aforementioned key persons and team. The SERVICE PROVIDER represents, warrants and covenants that such key persons are and will continue to be available to undertake and perform all services identified herein and fulfill the roles identified in its proposal. The SERVICE PROVIDER shall notify the DEPARTMENT in writing within ten (10) calendar days when a key person leaves the PROJECT team. **ONLY USE PARAGRAPH IF APPLICABLE**

a. If a key person leaves the PROJECT team, the SERVICE PROVIDER shall promptly propose a replacement within thirty (30) calendar days to and for the DEPARTMENT's review and written consent.

b. The DEPARTMENT shall have the unilateral right to terminate this Agreement:

(1) If a key person leaves the PROJECT team for a reason other than death, retirement, incapacitation or leaving SERVICE PROVIDER's employment (including the employment with SERVICE PROVIDER's affiliates, subsidiaries and parent companies/organizations);

(2) If a key person listed by the SERVICE PROVIDER in its proposal to perform or supervise various aspects of design is changed or leaves the PROJECT team; or

(3) If the DEPARTMENT does not accept the SERVICE PROVIDER's proposed key person replacement.

c. If this Agreement is terminated pursuant to the above, the SERVICE PROVIDER shall be paid for actual costs incurred for all services rendered and accepted by the DEPARTMENT and an amount of fee proportional to the work completed as of the date of termination. Additionally, the SERVICE PROVIDER shall not be entitled to any settlement costs, if any. Such termination will not occur if the SERVICE PROVIDER provides a replacement that is acceptable to the DEPARTMENT within thirty (30) calendar days of the date when the key person is changed or has left the PROJECT team.

11. The SERVICE PROVIDER shall at all times maintain control over and have complete responsibility for all services performed pursuant to this Agreement by the SERVICE PROVIDER and any of its subcontractors.

12. The SERVICE PROVIDER warrants that all deliverables and professional services produced under this Agreement shall be completed in a workmanlike manner consistent with standards in the trade, profession or industry. The standard of care applicable to SERVICE PROVIDER's services will be of the degree of skill and diligence normally employed by professional engineers **OR** SERVICE PROVIDERS performing the same or similar services at the time said services are performed.

13. This Agreement, and any amendments, may be suspended temporarily, either wholly or in part, by the DEPARTMENT upon oral notice confirmed in writing within ten (10) calendar days, when the DEPARTMENT determines that conditions beyond the control of the SERVICE PROVIDER are unfavorable to its satisfactory continuation of work. Should such conditions be encountered, the time for completion may be extended in an amount determined by the DEPARTMENT to be equivalent to the delay. Requests for suspension of time by the SERVICE PROVIDER must have the written approval of the DEPARTMENT. No allowance shall be made for delay or suspension of the services solely due to the fault of the SERVICE PROVIDER.

14. An alteration ordered by the DEPARTMENT which substantially changes the services provided for by the expressed intent of this Agreement will be considered extra professional services and shall be specified in a written amendment signed by all Parties, which will set forth the nature and scope thereof. The method of payment for extra professional services shall be specified at the time the amendment is written.

15. The SERVICE PROVIDER shall not assign or subcontract, any of the professional services performed under this Agreement without the prior written approval of the DEPARTMENT. The SERVICE PROVIDER will, subsequent to obtaining written approval from the DEPARTMENT, provide the DEPARTMENT with a copy of the contract or agreement for professional services. The SERVICE PROVIDER shall require any subcontractor to comply with all provisions of 48 CFR Chapter 1, Part 31, in its agreement with the subcontractor, if the SERVICE PROVIDER subcontracts any professional services contemplated by this Agreement. The SERVICE PROVIDER will be responsible for any costs or deficiencies resulting from noncompliance if the subcontractors fail to comply with 48 CFR Chapter 1, Part 31.

16. The SERVICE PROVIDER agrees to complete and sign Attachment B - "AFFIDAVIT REQUIRED UNDER SECTION 112(c) of Title 23 United States Code, Act of August 27, 1958 and Part 29 of Title 49, Code of Federal Regulations, November 17, 1987," Attachment C - "CERTIFICATION REQUIRED BY SECTION 1352 of TITLE 31, UNITED STATES CODE, RESTRICTIONS OF LOBBYING USING APPROPRIATED FEDERAL FUNDS," and "INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES," attached hereto and incorporated herein. **ONLY USE PARAGRAPH IF PROJECT IS FEDERALLY FUNDED; RE-LETTER ATTACHMENTS IF NECESSARY**

17. The SERVICE PROVIDER acknowledges that the DEPARTMENT has established a Disadvantaged Business Enterprise (DBE) participation requirement of **NUMBER** percent (#%) of the total dollar value of the Agreement costs. A DBE must be a small business concern as defined by the U.S. Small Business Act, 15 U.S.C. § 632 or by 49 CFR Subtitle A, Part 26. **ONLY USE PARAGRAPH IF APPLICABLE**

18. Failure by the Service Provider to fulfill the DBE Agreement requirements and to demonstrate good faith efforts, either in the Service Provider's proposal or during the performance period, constitutes a breach of this Agreement. In event of such a breach, the DEPARTMENT may:

(a) Withhold progress payments or a portion thereof;

(b) Deduct, as damages, an amount equal to the unmet portion of the DBE commitment not achieved. This amount will be determined by multiplying the percentage of DBE participation proposed by the total cost set forth in the agreement and then multiplying the actual percentage of DBE participation used during the agreement by the total cost set forth in the agreement. In the event the actual percentage of DBE participation is less than the proposed percentage of DBE participation, the difference in these two figures shall be the amount of damages due to the DEPARTMENT;

(c) Remove the SERVICE PROVIDER from the prequalified list for repeated violations, falsifications, or misrepresentations; and/or

(d) Terminate the Agreement.

19. This Agreement shall not become effective until and unless approved by the State Board of Examiners. **ONLY USE PARAGRAPH IF APPLICABLE**

20. This Agreement is contingent upon the verification that the SERVICE PROVIDER has a valid and active Nevada Business License and is in good standing in all areas of the Secretary of State's business requirements. If the SERVICE PROVIDER is an out of state provider, the SERVICE PROVIDER must be registered as a foreign business entity equivalent in Nevada, in active status and in good standing.

### ARTICLE III - TERMINATION

1. The DEPARTMENT may terminate this Agreement without cause **NUMBER (#)** calendar **OR** working days after service of a termination letter to the SERVICE PROVIDER. In the event this Agreement is terminated in this manner, the SERVICE PROVIDER shall be paid for the cost of the professional services which have been completed and accepted by the DEPARTMENT up to the date of termination.

2. The continuation of this Agreement beyond the current biennium is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the Nevada State Legislature and/or federal sources. The DEPARTMENT may terminate this Agreement, and the SERVICE PROVIDER waives any and all claims for damages, effective immediately upon receipt of written notice, or any date specified therein, if for any reason the DEPARTMENT's funding from state and/or federal sources is not appropriated or is withdrawn, limited or impaired.

3. A default or breach may be declared with or without termination. This Agreement may be terminated by either Party upon written notice of default or breach to the other Party as follows:

a. If the SERVICE PROVIDER fails to provide or satisfactorily perform any of the professional services called for by this Agreement within the time requirements specified in this Agreement or within any granted extension of those time requirements; or

b. If any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law or regulation to be held by the SERVICE PROVIDER to provide the goods or services required by this Agreement is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed or not renewed; or

c. If the SERVICE PROVIDER becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of a bankruptcy court; or

d. If DEPARTMENT materially breaches any material duty under this Agreement and any such breach impairs the SERVICE PROVIDER's ability to perform; or

e. If it is found by the DEPARTMENT that any quid pro quo or gratuities in the form of money, services, entertainment, gifts or otherwise were offered or given by the SERVICE PROVIDER, or any agent or representative of the SERVICE PROVIDER, to any officer or employee of the State of

Nevada with a view toward securing an agreement or securing favorable treatment with respect to awarding, extending, amending or making any determination with respect to the performing of such agreement.

4. Termination upon a declared default or breach may be exercised after service of written notice and the subsequent failure of the defaulting Party, within fifteen (15) calendar days of service of that notice, to provide evidence, satisfactory to the aggrieved Party, showing the declared default or breach has been corrected. Such correspondence shall be deemed to have been served on the date of postmark.

5. In the event of the SERVICE PROVIDER's breach of this Agreement, all costs and charges incurred by the DEPARTMENT, together with the cost of completing the work under this Agreement, shall be deducted from any money due or which may become due to said SERVICE PROVIDER. If expenses exceed the sum which would have been payable under this Agreement, then the SERVICE PROVIDER shall be liable and shall pay to the DEPARTMENT the amount of said excess.

6. This Agreement shall be terminated when the professional services contemplated and covered by this Agreement have been completely performed by the SERVICE PROVIDER, and all items of professional services have been approved and accepted by the DEPARTMENT.

#### ARTICLE IV - COST

##### CHOOSE ONE OF THE FOLLOWING METHODS OF PAYMENT

##### COST PLUS FIXED FEE

1. The "cost plus fixed fee" method of compensation shall be used for the SERVICE PROVIDER's services.

2. Costs shall include direct salary costs, other direct costs, indirect costs and fixed fee as set forth in 48 CFR Chapter 1, Part 31, incorporated herein by reference. The total cost for direct salary costs, other direct costs and indirect costs shall not exceed the sum of **NUMBER** and **#/100 Dollars (\$#)**. The fixed fee, to cover profit, shall be **NUMBER** and **#/100 Dollars (\$#)**. This fixed fee will not vary irrespective of final PROJECT costs except in the event of a material and substantial change to the PROJECT scope.

3. Indirect costs (overhead) of the SERVICE PROVIDER shall be apportioned among all professional services projects being done by the SERVICE PROVIDER during the term of this Agreement and will be billed at the provisional indirect cost rate of **NUMBER** percent (**#%**) of direct labor costs. This rate may be adjusted to the actual indirect cost rate at the time of final audit.

4. The total cost of the services by the SERVICE PROVIDER shall not exceed the sum of **NUMBER** and **#/100 Dollars (\$#)**, which includes the fixed fee.

5. The SERVICE PROVIDER agrees to complete and sign Attachment D - Service Provider Cost Certification of Final Indirect Costs, attached hereto and incorporated herein. **ONLY USE FOR PROJECTS PARTIALLY OR FULLY FEDERALLY FUNDED; RE-LETTER ATTACHMENTS IF NECESSARY**

##### LUMP SUM

1. "The lump sum" method of compensation shall be used for the SERVICE PROVIDER's services.

2. The total cost of the services by the SERVICE PROVIDER shall not exceed the sum of **NUMBER** and **#/100 Dollars (\$#)**. **IF APPLICABLE ADD:** Payment will be based on actual quantities delivered/services provided.

3. The cost of the work to be performed under this Agreement will be paid for by the DEPARTMENT upon completion **OR** monthly **OR** bi-weekly **OR** quarterly **OR** semi-annual **OR** yearly and upon acceptance of the work. **IF APPLICABLE ADD:** The DEPARTMENT will certify the work and enumerate all costs of the work by utilizing the bid proposal. Payment will be based upon the prices shown in the bid proposal, attached hereto and incorporated in Attachment E. **RE-LETTER ATTACHMENTS IF NECESSARY**

4. No additional costs shall be allowed to the SERVICE PROVIDER for assistance by, or services of others, except by express permission in writing by the DEPARTMENT.

5. The SERVICE PROVIDER shall furnish the DEPARTMENT, on the form provided, prior to commencement of work, the performance and labor and material bonds in the amount equal to the cost of the contract. **ONLY USE FOR PUBLIC WORKS PROJECTS**

6. The DEPARTMENT shall pay the SERVICE PROVIDER in installments, based upon monthly progress reports showing the status of the professional services and the degree of completion. The DEPARTMENT, at its discretion, may by written notification waive this limitation.

#### COST PER UNIT OF WORK

1. The "cost per unit of work" method of compensation shall be used for the SERVICE PROVIDER's services.

2. The total cost of the services by the SERVICE PROVIDER shall not exceed the sum of **NUMBER** and #/100 Dollars (\$#).

#### INCLUDE HERE OR ADD AS AN ATTACHMENT

3. The DEPARTMENT will pay the SERVICE PROVIDER in monthly installments based upon progress and final payment reports submitted by the SERVICE PROVIDER in the DEPARTMENT's format and in accordance with the unit price scheduled in this Agreement.

#### SPECIFIC RATES OF COMPENSATION

1. The "specific rates of compensation" method of compensation shall be used for the SERVICE PROVIDER's services.

2. The total cost of the services by the SERVICE PROVIDER shall not exceed the sum of **NUMBER** and #/100 Dollars (\$#), which includes the fixed fee.

3. The rate will be reimbursed at **NUMBER** and #/100 Dollars (\$#) per **DESCRIPTION** and shall include direct salary costs, indirect costs, other direct costs and fixed fee. **IF APPLICABLE, INCLUDE SCHEDULE AS AN ATTACHMENT**

4. The DEPARTMENT will pay the SERVICE PROVIDER in monthly installments based upon progress and final payment reports submitted by the SERVICE PROVIDER and as approved by the DEPARTMENT. **ONLY USE PARAGRAPH IF APPLICABLE**

5. The SERVICE PROVIDER is required to submit a monthly progress report in the DEPARTMENT's format showing the status of the professional services and the degree of completion thereof.

6. The SERVICE PROVIDER agrees to complete and sign Attachment D - Service Provider Cost Certification of Final Indirect Costs, attached hereto and incorporated herein. **ONLY USE FOR PROJECTS PARTIALLY OR FULLY FEDERALLY FUNDED; RE-LETTER ATTACHMENTS IF NECESSARY**

IF APPLICABLE, INSERT THE FOLLOWING THREE PARAGRAPHS AT THE END OF THE METHOD OF COMPENSATION CHOSEN AND RENUMBER THEM ACCORDINGLY, EXCEPT WHEN THE LUMP SUM METHOD OF PAYMENT IS USED, IN WHICH CASE THEY ARE NOT TO BE INSERTED.

X. Travel costs will be reimbursed at the current rates allotted to state employees. Travel costs will be reimbursed based on actual costs limited by Federal Travel Regulations (FTR) and the CONUS rate for Nevada. The FTR breaks down meals and incidental expenses at its website: [www.gsa.gov/mie](http://www.gsa.gov/mie) . The first and last travel days are calculated at seventy-five percent (75%). The lodging rate excludes taxes and fees. Taxes and fees are reimbursable. See this website for lodging in Nevada: <http://www.gsa.gov/portal/category/100120>. The SERVICE PROVIDER shall provide lodging receipts.

X. The SERVICE PROVIDER shall be reimbursed for the use of company vehicles as agreed upon with the Project Manager. Cost shall include a direct expense that includes anticipated mileage, insurance, maintenance and a lease fee, if applicable.

X. When requested by the DEPARTMENT, the SERVICE PROVIDER shall schedule its own airline and rental car reservations by the most economical means for reimbursement. Original receipts for airfare and rental cars must be submitted with the "Claim for Travel Expense." The DEPARTMENT is not responsible for payment of any premium, deductible or assessments on insurance policies purchased by the SERVICE PROVIDER for a rental vehicle.

#### ARTICLE V - SCHEDULE OF PAYMENTS

1. The SERVICE PROVIDER shall submit a signed invoice monthly **OR** bi-weekly **OR** quarterly **OR** semi-annually **OR** yearly **OR** upon completion for all services rendered along with one copy of substantiating documentation. The invoice must be submitted on the SERVICE PROVIDER's stationery using the DEPARTMENT's format or submitted on the DEPARTMENT's standard invoice form. The DEPARTMENT will utilize its normal accounting procedure in the payment of the invoices submitted. **IF APPLICABLE ADD:** The Fixed Fee shall be paid monthly and shall be calculated as a percentage of the direct salary plus overhead costs of that month's invoice until the full agreed fee is paid.

2. Payment will be made for one hundred percent (100%) of the amount of each invoice, until a maximum of ninety percent (90%) of the total Agreement costs have been billed by the SERVICE PROVIDER. Thereafter, payment for the remaining ten percent (10%) of the total Agreement costs shall be withheld by the DEPARTMENT, until such time as the professional services delivered by the SERVICE PROVIDER have been completely accepted by the DEPARTMENT. The final audit shall be performed after the release of the retained amount, and may cause an adjustment of payments to the DEPARTMENT or to the SERVICE PROVIDER. No interest shall be paid to the SERVICE PROVIDER on this retained amount or any adjustment of payments. **ONLY USE PARAGRAPH IF APPLICABLE**

3. The DEPARTMENT reserves the right to inspect and approve the professional services performed before payment is made to the SERVICE PROVIDER. Payment will be withheld for deliverables and professional services the DEPARTMENT determines to be unsatisfactory in that they have not been provided in a workmanlike manner consistent with standards in the trade, profession or industry. Payment shall remain unpaid until the professional services are completed in accordance with the standards and work requirements defined in this Agreement. In such an event, the DEPARTMENT will provide the SERVICE PROVIDER with a written explanation as to why payment has been withheld.

4. The total cost of services for this Agreement, is the negotiated amount identified in Article IV, Paragraph 2. This amount was based upon the SERVICE PROVIDER's costs and fixed fee as well as the costs and fixed fees, if any, of all of its subcontractors. If a subcontractor does not expend all funds allocated to it for services identified in its agreement with the SERVICE PROVIDER, a copy of which shall be provided to the DEPARTMENT prior to issuance of the Notice to Proceed, the SERVICE PROVIDER shall not redistribute or expend such funds without the prior written approval of the DEPARTMENT. Failure to notify the DEPARTMENT prior to the use of such funds will constitute grounds for denial of reimbursement for such expenditures.

5. Payment of invoices, interest penalties, and discounts shall be paid as follows:

a. The SERVICE PROVIDER shall be paid within sixty (60) calendar days of a postmarked invoice which is complete, correct, and undisputed by the DEPARTMENT.

b. The DEPARTMENT shall have twenty (20) calendar days after postmark of an invoice to dispute any or all of the charges on that invoice. The undisputed amount shall be paid to the SERVICE PROVIDER within sixty (60) calendar days of the date of postmark. The disputed amount shall be negotiated and resolved in good faith by both Parties and paid within forty (40) calendar days after the date the corrected invoice is received by the DEPARTMENT or is approved by both Parties for payment.

c. If the DEPARTMENT fails to pay the SERVICE PROVIDER the undisputed amount within sixty (60) calendar days after the postmark date of the invoice, the interest penalty assessed to the DEPARTMENT shall be one percent (1%) of the undisputed amount per month, not to exceed a total of One Thousand and No/100 Dollars (\$1,000.00).

d. Payment of penalties shall not apply to the final payment or bill pertaining to this Agreement as determined by the post audit.

6. The prevailing party in an action to enforce this Agreement is entitled to reasonable attorney's fees and costs.

#### ARTICLE VI - MISCELLANEOUS PROVISIONS

1. The SERVICE PROVIDER shall be responsible for and shall comply with all applicable federal, state, and local government obligations and DEPARTMENT policies and procedures. The SERVICE PROVIDER will be responsible for and shall pay all taxes, assessments, fees, premiums, permits, and licenses required by law. Real property and personal property taxes are SERVICE PROVIDER's responsibility in accordance with NRS Chapter 361. The SERVICE PROVIDER warrants that it has a valid business license. The SERVICE PROVIDER agrees to be responsible for and shall pay any such government obligations not paid by its subcontractors during performance of this Agreement. The DEPARTMENT may set-off any consideration due against any delinquent government obligation.

2. It is expressly understood that the SERVICE PROVIDER is an independent contractor, and is subject to all statutes and laws, including NRS 333.700 relating to independent contractors. Nothing contained in this Agreement shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for the DEPARTMENT whatsoever with respect to the indebtedness, liabilities, and obligations of the SERVICE PROVIDER or any other party. Neither the SERVICE PROVIDER nor its employees, agents or representatives shall be considered employees, agents or representatives of the DEPARTMENT.

3. The SERVICE PROVIDER shall be solely responsible for its own employees, and the DEPARTMENT shall have no obligation with respect to:

- a. Withholding of income taxes, FICA or any other taxes or fees;
- b. Industrial insurance coverage;
- c. Participation in any group insurance plans available to employees of the DEPARTMENT;
- d. Participation or contributions by either the SERVICE PROVIDER or the DEPARTMENT to the Public Employees Retirement System;
- e. Accumulation of vacation leave or sick leave; or
- f. Unemployment compensation coverage provided by the DEPARTMENT.

4. The SERVICE PROVIDER shall indemnify and hold the DEPARTMENT harmless from, and defend the DEPARTMENT against, any and all losses, damages, claims, costs, penalties, liabilities, and expenses arising or incurred because of, incident to, or otherwise with respect to any such taxes, fees, insurance, contributions, leave or coverage.

5. Unless expressly provided in this Agreement, the SERVICE PROVIDER shall not engage or use the devices and/or services of the DEPARTMENT's personnel without the prior written consent of the DEPARTMENT.

6. The SERVICE PROVIDER shall, before commencing professional services under the provisions of this Agreement, furnish to the DEPARTMENT proof of worker's compensation insurance as required by the NRS.

OR

6. The SERVICE PROVIDER, as a sole proprietor who does not use the services of his employees, if any, shall, before commencing professional services under the provisions of this Agreement, furnish to the DEPARTMENT Attachment E - "Worker's Compensation Insurance Affidavit."  
**ONLY USE PARAGRAPH IF APPLICABLE; RE-LETTER ATTACHMENTS IF NECESSARY**

7. The SERVICE PROVIDER shall furnish a Certificate of Errors and Omissions Insurance with a minimum limit of One Million and No/100 Dollars (\$1,000,000.00). **INCREASE FROM \$1,000,000.00 UP TO \$3,000,000.00 DEPENDING UPON THE SIZE OF THE PROJECT**

8. The SERVICE PROVIDER shall furnish a Certificate, Declarations Page and an Endorsement designating the DEPARTMENT as an additional insured evidencing Commercial General Liability Insurance with a minimum limit of One Million and No/100 Dollars (\$1,000,000.00) per occurrence. These policies shall be maintained for the entire period of this Agreement. The policies shall include a 30-day advance written notice of any cancellation of said policies. The SERVICE PROVIDER shall furnish the DEPARTMENT with certificates of such insurance prior to commencement of professional services.

9. All insurance required by this Agreement shall be placed with insurers with a rating from the current issue of Best's Key Rating Guide of no less than A-: VII.

10. The DEPARTMENT has the option of requesting, at any time, a meeting with the SERVICE PROVIDER or its authorized representative to discuss and review PROJECT status and the SERVICE PROVIDER shall furnish thereafter a copy of the minutes of such meetings to the DEPARTMENT.

11. The SERVICE PROVIDER has total responsibility for the accuracy and correctness of data prepared under the terms of this Agreement, and shall check all such material accordingly for completeness, missing items, correct multipliers and consistency. The deliverables shall be reviewed by the DEPARTMENT for conformity with the DEPARTMENT's procedures and contract terms. The SERVICE PROVIDER acknowledges that review by the DEPARTMENT does not include detailed review or checking of major components and related details or the accuracy of such deliverables, and the DEPARTMENT's review shall not relieve the SERVICE PROVIDER of its total responsibility for the accuracy and correctness of data prepared under the terms of this Agreement.

12. The SERVICE PROVIDER shall appear as an expert witness on behalf of the DEPARTMENT in any subsequent court action which involves any of the services required by this Agreement. Compensation for services rendered in this regard will be paid at a rate to be negotiated at the time such services are necessary.

13. Upon completion, termination or cancellation of the services embraced under this Agreement, all professional services inclusive of research, investigation and analysis data, reports (including files stored on mobile media), computations, tabulations, original drawings and design files (including CAD information stored on mobile media), correspondence input from external sources (including subcontractors), etc., shall be delivered to and become the property of the DEPARTMENT, without limitation. Reuse of said materials, information or data, during performance or following termination of this Agreement, on any other project or for any other purpose except as provided for herein, shall be at the DEPARTMENT's discretion and the DEPARTMENT's sole decision. The SERVICE PROVIDER shall not utilize any materials, information or data obtained as a result of performing the services called for in this Agreement in any commercial or academic publication or presentation without the express written permission of the DEPARTMENT. The SERVICE PROVIDER shall not reference an opinion of an employee or agent of the DEPARTMENT obtained as a result of performing the services

called for in this Agreement, in any publication or presentation, without the written permission of the employee or agent to whom the opinion is attributed, in addition to the permission of the DEPARTMENT. **ONLY USE PARAGRAPH IF APPLICABLE**

14. All design drawings must be created and delivered to the DEPARTMENT in Microstation "dgn" format. Drawing files converted to Microstation format from other formats will not be accepted by the DEPARTMENT. Files must be delivered to the DEPARTMENT via FTP or email. All files must adhere to the DEPARTMENT's standards. **ONLY USE PARAGRAPH IF APPLICABLE**

15. All roadway design engineering files must be created and delivered to the DEPARTMENT in InRoads format. Design files converted to InRoads format from other formats will not be accepted by the DEPARTMENT. Files must be delivered to the DEPARTMENT via FTP or email. All files must adhere to the DEPARTMENT's standards. **ONLY USE PARAGRAPH IF APPLICABLE**

16. All reports and notes for special provisions shall be delivered to the DEPARTMENT via FTP or email using the most current version of Microsoft Word. **ONLY USE PARAGRAPH IF APPLICABLE**

17. The SERVICE PROVIDER agrees that any reports, materials, studies, photographs, negatives, drawings or other documents prepared by the SERVICE PROVIDER in the performance of its obligations under this Agreement shall be the exclusive property of the DEPARTMENT. The SERVICE PROVIDER shall remit all such documents to the DEPARTMENT upon completion, termination or cancellation of this Agreement or upon written request of the DEPARTMENT. The SERVICE PROVIDER shall not use, willingly allow or cause to have such documents used for any purpose other than performance of the SERVICE PROVIDER's obligation under this Agreement, without the prior written consent of the DEPARTMENT. **ONLY USE PARAGRAPH IF APPLICABLE**

18. The SERVICE PROVIDER and successors, executors, administrators, and assigns of the SERVICE PROVIDER's interest in the professional services or the compensation herein provided shall be bound to the DEPARTMENT to the full legal extent to which the SERVICE PROVIDER is bound with respect to each of the terms of this Agreement.

19. The SERVICE PROVIDER warrants that it has not employed or retained any company or persons (other than a bona fide employee working solely for the SERVICE PROVIDER) to solicit or secure this Agreement and that the SERVICE PROVIDER has not paid or agreed to pay any company or persons (other than a bona fide employee working solely for the SERVICE PROVIDER) any fee, commission, percentage, brokerage fee, or any other gifts contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the DEPARTMENT shall have the right to annul this Agreement without liability, or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

20. It is the intent of the Parties to avoid and resolve disputes at the lowest level possible. Accordingly, the DEPARTMENT and the SERVICE PROVIDER will enter into a partnering relationship, pursuant to the provisions set forth in Attachment **LETTER**. Any unresolved disputes will be referred to a nonbinding dispute resolution process pursuant to the terms outlined in Attachment **LETTER**. Nothing herein contained shall impair the Parties' right to file suit in the state district courts of the State of Nevada in the event the dispute resolution process is unsuccessful. **ONLY USE PARAGRAPH IF APPLICABLE**

OR

20. Any dispute arising under this Agreement as to performance, compensation, and the interpretation of satisfactory fulfillment of the terms of this Agreement shall be decided by the DEPARTMENT. It is the intent of the DEPARTMENT to resolve disputes at the lowest level possible. Nothing herein contained shall impair either of the Parties' right to file suit in the state district courts of the State of Nevada.

21. During the performance of this Agreement, the SERVICE PROVIDER, for itself, its assignees and successors in interest agrees as follows:

a. Compliance with Regulations: The SERVICE PROVIDER shall comply with all of the regulations relative to nondiscrimination in federally-assisted programs of 49 CFR Part 21 as they may be amended from time to time (hereinafter "Regulations"), which are herein incorporated by reference and made a part of this Agreement.

b. Nondiscrimination: The SERVICE PROVIDER, with regard to the professional services performed by it during the Agreement, shall not discriminate on the grounds of race, color, age, religion, sex, creed, handicap, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The SERVICE PROVIDER shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5. of the Regulations, including employment practices, when the Agreement covers a program set forth in Appendix B of the Regulations.

c. Solicitations for Subcontracts, Including Procurement of Materials, and Equipment: In all solicitations either by competitive bidding or negotiation made by the SERVICE PROVIDER for professional services to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the SERVICE PROVIDER of the SERVICE PROVIDER's obligations under this Agreement and the Regulations relative to nondiscrimination on the grounds of race, color, age, religion, sex, creed, handicap or national origin.

d. Information and Reports: The SERVICE PROVIDER shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its facilities as may be determined by the DEPARTMENT or the Federal Highway Administration (FHWA) to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a SERVICE PROVIDER is in the exclusive possession of another who fails or refuses to furnish this information, the SERVICE PROVIDER shall so certify to the DEPARTMENT, or the FHWA as appropriate, and shall set forth what efforts it has made to obtain the information.

e. Sanctions for Noncompliance: In the event of the SERVICE PROVIDER's noncompliance with the nondiscrimination provisions of this Agreement, the DEPARTMENT shall impose such Agreement sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

1. Withholding of payments to the SERVICE PROVIDER under the Agreement until the SERVICE PROVIDER complies, and/or
2. Cancellation, termination or suspension of the Agreement, in whole or in part.

f. Agreements with subcontractors will include provisions making all subcontractor records available for audit by the DEPARTMENT or the FHWA.

g. Incorporation of Provisions: The SERVICE PROVIDER will include the provisions of Paragraphs (a) through (f) above in every subcontract including procurement of materials and leases of equipment, unless exempt by Regulations, order, or instructions issued pursuant thereto. The SERVICE PROVIDER will take such action with respect to any subcontract or procurement as the DEPARTMENT or the FHWA may direct as a means of enforcing such provisions including sanctions for non-compliance. In the event SERVICE PROVIDER becomes involved in, or is threatened with litigation by a subcontractor or supplier as a result of such direction, the SERVICE PROVIDER may request the DEPARTMENT to enter into such litigation to protect the interests of the DEPARTMENT and the SERVICE PROVIDER may request the United States to enter into such litigation to protect the interests of the United States.

22. In the event federal funds are used for payment of all or part of this Agreement, the SERVICE PROVIDER, for itself, its assignees and successors in interest agrees as follows:

a. Debarment and/or Suspension: The SERVICE PROVIDER certifies that neither it nor its subcontractors, nor their principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

b. ADA: The SERVICE PROVIDER and subcontractor shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1980, as amended, and regulations adopted thereunder contained in 49 CFR, Part 27, and any relevant program-specific regulations.

c. Civil Rights: The SERVICE PROVIDER and subcontractor shall comply with the requirements of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or person offered employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition, including AIDS and AIDS-related conditions.

23. Each party agrees to keep and maintain under generally accepted accounting principles full, true and complete records and documents pertaining to this Agreement and present, at any reasonable time, such information for inspection, examination, review, audit and copying at any office where such records and documentation are maintained. It is expressly understood that the duly authorized representatives of the DEPARTMENT and the FHWA shall have the right to inspect/audit the professional services and charges of the SERVICE PROVIDER whenever such representatives may deem such inspection to be desirable or necessary. Such records and documentation shall be maintained for three (3) years after final payment is made.

24. To the fullest extent permitted by law, the SERVICE PROVIDER shall defend, indemnify and hold harmless the State of Nevada, and the employees, officers and agents of the State of Nevada from any liabilities, damages, losses, claims, actions or proceedings, including, without limitation, reasonable attorney's fees, that are caused by the negligence, errors, omissions, reckless or intentional misconduct of the SERVICE PROVIDER or the employees or agents of the SERVICE PROVIDER in the performance of this Agreement.

25. The SERVICE PROVIDER shall use its own vehicles and the DEPARTMENT is not responsible for the payment of any premiums, deductible or assessments on any insurance policies purchased by the SERVICE PROVIDER.

26. The SERVICE PROVIDER warrants that all deliverables and work produced under this Agreement shall be completed in a workmanlike manner consistent with standards in the trade, profession or industry.

27. The SERVICE PROVIDER is required to register as a vendor with the Nevada State Controller's office. The Registration Substitute IRS Form W-9 can be accessed at [http://controller.nv.gov/VendorServices/Vendor\\_Services.html](http://controller.nv.gov/VendorServices/Vendor_Services.html). The SERVICE PROVIDER will follow the Registration Instructions, complete the Registration Substitute IRS Form W-9 and submit it to the State Controller's Office.

28. The SERVICE PROVIDER agrees that, prior to any sale, transfer, business name change, change in principals or any other occurrence that alters or this Agreement in any way, the SERVICE PROVIDER shall notify the DEPARTMENT of such intent at least seven (7) calendar days prior to making said change.

29. All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other Party at the address set forth below:

FOR DEPARTMENT: Rudy Malfabon, P.E., Director  
Attn: DIVISION CHIEF  
Nevada Department of Transportation  
Division:  
1263 South Stewart Street  
Carson City, NV 89712  
Phone:  
Fax:

E-mail:

FOR SERVICE PROVIDER:

**NAME**

FIRM

MAILING ADDRESS, CITY, STATE, ZIP CODE

PHYSICAL ADDRESS, CITY, STATE, ZIP CODE

Phone:

Fax:

E-mail:

30. This Agreement and the rights and obligations of the Parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The Parties consent to the exclusive jurisdiction of the Nevada state district courts for enforcement of this Agreement.

31. As used herein the term "SERVICE PROVIDER" shall include the plural as well as the singular, and the feminine as well as the masculine.

32. Neither Party shall be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder for any reason beyond its control, including, without limitation, strikes, inmate disturbances, acts of God, civil or military authority, act of public enemy, or accidents, fires, explosions, earthquakes, floods, winds, failure of public transportation, or any other similar serious cause beyond the reasonable control of either Party. In such an event the intervening cause must not be through the fault of the Party asserting such an excuse, and the excused Party is obligated promptly to perform in accordance with the terms of the Agreement after the intervening cause ceases.

33. In connection with the performance of work under this Agreement, the SERVICE PROVIDER agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, pregnancy, sexual orientation, genetic information (GINA) or gender identity or expression, including, without limitation, with regard to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including without limitation apprenticeship. The SERVICE PROVIDER further agrees to insert this provision in all subcontracts hereunder, except subcontracts for standard commercial supplies or raw materials. **ONLY USE PARAGRAPH FOR STATE FUNDED PROJECTS**

34. The SERVICE PROVIDER shall keep confidential all information, in whatever form, produced, prepared, observed or received by the SERVICE PROVIDER to the extent that such information is confidential by law or otherwise required by this Agreement.

35. Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The Parties OR DEPARTMENT will have the duty to disclose unless a particular record is confidential by law or a common law balancing of interests.

36. The SERVICE PROVIDER shall provide a minimum of fifty-one percent (51%) of the combined value of all items of work covered by this Agreement. The SERVICE PROVIDER shall not assign or subcontract any of the work performed under this Agreement without the prior written approval of the DEPARTMENT. The SERVICE PROVIDER shall, prior to obtaining written approval from the DEPARTMENT, provide the DEPARTMENT with a copy of the subcontract or subagreement for said work. Any assignment of rights or delegation of duties under this Agreement, without the prior written consent of the DEPARTMENT, shall be void.

37. The illegality or invalidity of any provision or portion of this Agreement shall not affect the validity of the remainder of the Agreement and this Agreement shall be construed as if such provision did not exist. The unenforceability of such provision shall not be held to render any other provision or provisions of this Agreement unenforceable.

38. Except as otherwise provided for by law or this Agreement, the rights and remedies of the Parties shall not be exclusive and are in addition to any other rights and remedies provided by law or

equity, including, without limitation, the recovery of actual damages and the prevailing party's reasonable attorney's fees and costs.

39. It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof a third party beneficiary status hereunder, or to authorize anyone not a Party to this Agreement to maintain a suit for personal injuries or property damage, or pursuant to the terms or provisions of this Agreement.

40. The Parties hereto represent and warrant that the person executing this Agreement on behalf of each Party has full power and authority to enter into this Agreement and that the Parties are authorized by law to perform the services set forth herein.

41. This Agreement constitutes the entire agreement of the Parties and such is intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Agreement specifically displays a mutual intent to amend a particular part of this Agreement, general conflicts in language between any such attachment and this Agreement shall be construed consistent with the terms of this Agreement. Unless otherwise expressly authorized by the terms of this Agreement, no modification or amendment to this Agreement shall be binding upon the Parties unless the same is in writing and signed by the respective Parties hereto and the Attorney General.