



ALABAMA DEPARTMENT OF TRANSPORTATION

Bureau of Compliance and Business Opportunities
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Guidelines for Requests for Supportive Services (SS) Proposals
Alabama Department of Transportation (ALDOT) External Programs Unit On-the-Job Training
Supportive Services (OJT/SS) Program

Submission

Proposals submitted in response to an ALDOT OJT/SS Program Request for Proposal (RFP) Announcement are to be sent via email to:

fords@dot.state.al.us

or via U.S. mail to:

Ms. Sheila Ford
Compliance and Business Opportunities Bureau
Alabama Department of Transportation
External Programs Unit
1110 John Overton Drive
Montgomery, Al 36110

Important Note: Proposals are **ONLY** to be submitted to the ALDOT Compliance and Business Opportunities Bureau's External Programs Unit.

Deadlines

The deadline for receiving proposals as shown in the RFP Announcement has been established and extensions will not be granted. In order to be considered, proposals must be received by the ALDOT's External Programs Unit no later than the **deadline of March 29, 2017 at 5:00 p.m.** Without exception, all proposals postmarked later than the preceding deadline date and time will be rejected.

PILOT EQUIPMENT OPERATOR TRAINING PROGRAM

To Prospective Proposal Applicants:

The Alabama Department of Transportation (ALDOT) is giving notice that we are in need of Request for Proposals (RFP) regarding the delivery of Supportive Services (SS) in the form of a Pilot Equipment Operator Training Program for On-the-Job Training Supportive Services (OJT/SS) within the state of Alabama. ALDOT has been allocated \$135,611.00 in federal funds to implement an OJT/SS Pilot Equipment Operator Training Program for Fiscal Year (FY) 2016. Time frame for program implementation will be defined as the performance period. Federal Highway Administration (FHWA) Division Office (Division) or the FHWA Headquarters Office of Civil Rights (HCR), and the ALDOT reserves the right to terminate the contract if performance is found to be unsatisfactory or if funding is not available. A continuance evaluation will be undertaken during the performance evaluation. RFP will be evaluated according to the criteria that are stated in the following guidelines.

The OJT/SS Pilot Equipment Operator Training Program primary focus would be a target audience of females and veterans to train in the federal-aid highway construction industry and transportation-related careers within the State of Alabama. This program is designed to provide industry recognized training to participants and including enhanced skills training to participants upon completion.

Electronic submissions of proposals are preferred, but submissions of a 10-page hardcopy are allowed. Adherence to the 10-page limit is required and should be typewritten using 12 font in single spaced format. The 10-page limit does include attachments and/or exhibits, not the cover page.

Proposals are to be designed to outline how this program will be implemented, overseen and monitored by the bidder.

Each proposal submitted will be reviewed for content and conformance that is governed by 23 CFR 230.113 and other federal and state regulations. Proposals will also be reviewed and evaluated based on:

- Experience and expertise of bidder to implement this program within the highway construction industry
- Highway construction industry experience and expertise of person who will implement this program, person's name and description of experience must be included
- Bidder's financial abilities to implement program
- Detailed description of program design (ex: location of classroom training, hours per week of classroom training, who will conduct training, costs of instructional material, etc.)
- Program design must be developed to ensure completion of all program areas within 12 months.
- Bidder's ability to develop and execute contracts with partners, participants and construction contractors to implement the program
- Bidder ability to develop a program to carry out the objectives for the Pilot Equipment Operator Training Program Curriculum to successfully graduate ten (10) participants

- Bidder's ability to assist/coordinate with industry professional in the recruitment of twelve (12) women and veteran participants to ensure eligibility for the ALDOT OJT/SS program
- Bidder's ability to assist/coordinate with industry professional in the recruitment of active ALDOT construction contractors to participate in the ALDOT OJT/SS program and ensure eligibility for participation
- Bidder's ability to develop partnerships with ALDOT active construction contractors
- Bidder's ability to monitor enrolled participants on a daily/weekly basis in both instructional and OJT training
- Bidder's ability to coordinate/monitor/oversee participants enrolled in program working with construction contractors
- Bidder's ability to provide timely monthly program and other reports to ALDOT
- Bidder's ability to provide a timely annual report to ALDOT within 30 days of program completion
- Bidder's ability to provide an accomplishment report to ALDOT within six (6) months after program completion
- Bidder's ability to maintain a complete filing system for entire program for a period of three years after program completion or final invoice payment
- Bidder's ability to provide to ALDOT in a timely fashion monthly invoices for reimbursement of all incurred monthly expenditures
- Utilization of an excel spreadsheet to show budget expenditures
- Inclusion of a line item budget to include **detailed expenditures**
- Bidder's ability to ensure all program activities are carried out in accordance with 23 CFR 230.113, other applicable federal and state laws and regulations and the below program requirements.
- Bidder's ability to adhere to program requirements timeline shown below.
- Bidder's timely submission of proposal
- Bidder's adherence to page limits

As a bidder you must demonstrate to ALDOT your qualifications and financial abilities for carrying out the below program. Components to support your expenditure are in the areas of program design, budget summary, evaluation, monitoring, oversight and reporting requirements.

Read Below:

Protected veteran is defined by OFCCP as¹:

Active duty wartime or campaign badge veteran

means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

Armed Forces service medal veteran

means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209).

Disabled veteran

¹ <https://www.federalregister.gov/articles/2013/09/24/2013-21227/affirmative-action-and-nondiscrimination-obligations-of-contractors-and-subcontractors-regarding>

means (1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.

Recently separated veteran

means any veteran during the **three-year period** beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

The Alabama Department of Transportation (ALDOT) is seeking competitive proposals to train twelve (12) disadvantaged individuals, minorities, women and veterans in highway heavy construction training. The primary focus for the Pilot Equipment Operator Training Program will be women and veterans.

The primary objective of the highway heavy construction training program is to expand the pool of qualified women and veterans within the transportation construction industry. The highway heavy construction training program does not require prior experience and is intended to provide participants with a primary overview of work within the highway construction industry and prepare them for entry into the ALDOT On-the-job training program.

The goal of this training program will be to provide training to twelve (12) participants in highway heavy construction with certification upon completion. ALDOT believes by providing contractors with individuals who have completed Pilot Equipment Operator Training Program the contractor will have an advantage with individuals having trained in the areas of introduction to the trade, paving, cranes, heavy equipment, below-grade construction, earthmoving, plant operations, trucks and structures.

Objectives

- Develop a transportation specific training curriculum for highway construction contractor employees designed for contractor's specific needs through a process of meeting and interviews with highway construction contractors and industry professional.
- Develop a comprehensive report detailing the training and the training curriculum and coordinate with contractors and industry professional for feedback.
- Selection of a technical or two year college to implement developed training curriculum.
- Train 12 participants in the developed Pilot Equipment Operator Training Program with the selected college. Ten 10 participant will complete the training.
- Track the training participants for enrollment in the ALDOT OJT training program based on contractor's agreement to enroll within six month of the program completion.

Program Goals

The goal of this training program will be to provide twelve (12) ALDOT contractor employees transportation specific equipment operator training and upon completion, contractor will enroll employees in the ALDOT OJT program, where feasible. This program will provide hands-on highway construction equipment operator training needed to successfully operate equipment in a real world environment.

Scope of Work Timeline

Activity	Time Frame
Contractors and industry professional roundtable discussion	Months one (1) – two (2)
Comprehensive report on contractors needs with detailed curriculum	Months three (3) – four(4)
Solicitation of technical and two year college	Months four(4) – five (5)
Selection of technical or two year college	Months four (4) – five (5)
Equipment procurement, rental or lease	Months six (6)
Contractors recommendation/selection of employee	Month six (6)
Equipment Operator Training	Month Seven (7) – Twelve (12)
Track contractor employees for enrollment in ALDOT OJT program in an equipment operator classification	Until completion of accomplishment report
Monthly reports	On or about the 10 th of the month
Annual report	Within 30 days of program completion
Accomplishment report	Six months after program completion

- Recruit twelve (12) disadvantaged individuals, minorities, women and veterans for enrollment in highway heavy construction training utilizing the below recruitment partner.
 - Alabama Department of Labor
 - Alabama’s Career Center System
 - Alabama Veterans’ Employment and Training Service
 - National Association of Women in Construction (NAWIC)
 - ALDOT Contractors
 - Associated General Contractors of Alabama
 - Other recruitment sources
- Target women and veterans (must provide proof of veteran status i.e. DD 214) to enroll in the Pilot Equipment Operator Training Program.
- Provide the Pilot Equipment Operator Training Program training
- Service provider will recruit active ALDOT certified highway construction contractors to provide on-the-job training to participants concurrently or separately.
- Participants will perform on-the-job training on currently active ALDOT projects, when feasible.

On-the-Job Training Pilot Equipment Operator Training Program

- Participants transportation cost would be covered at State of Alabama rate of 57.5 cent per mile (cover 25% - 100% of participants expenses; follow guidelines established by the State of Alabama Department of Finance Office of the State Comptroller)
- Participants receive drug screening (urine or hair) prior to enrollment in program.
- Provide participants safety/protective equipment (hard hats, steel toe boots, safety vest, protective clothing, etc.).

- Service provider will market the program through advertisement of both elements of program (i.e. brochures for participants and contractors, information sessions to potential participants and contractors, newspaper, etc.)
- Monitor participant's attendance and progress in training program on a minimum of a weekly basis in person. Weekly monitoring activities will be the primary responsibility of the service provider. ALDOT will conduct weekly monitoring activities in person, by phone or email.
- Solicit highway construction contractors for permanent job placement of participants.
- Ensure signed partnership agreements or contacts with all entities, which will include construction contractors and instructors.
- Provide participants with graduation certificates upon completion of program in formal ceremony.
- Provide monthly report of developments of the program to ALDOT within a specified time frame.
- Provide annual report encompassing the entire program within thirty (30) days of end of program to ALDOT.
- Provide accomplishment report of participants six (6) months upon graduation from program to ALDOT.

Partnership

ALDOT Contractors, Alabama:

Would assist in the development of training curriculum and provide employees to participate in with the agreement to enroll employees that complete the training in the ALDOT OJT training program in an equipment operator classification. Partnerships with the ALDOT construction contractor industry will be an ongoing relationship for the OJT/SS program to ensure enhancement of the ALDOT OJT program.

Alabama Associated General Contractors, Birmingham, Alabama:

Would be a good source for recruitment for ALDOT contractors of women and veterans for this training program. This recruitment source would be an ongoing relationship for the OJT/SS program

Alabama Roadbuilders Association, Montgomery, Alabama:

Would be a good source for recruitment for ALDOT contractors of women and veterans for this training program. This recruitment source would be an ongoing relationship for the OJT/SS program.

Alabama Veterans' Employment and Training Service, Montgomery, Alabama:

Would be a source for recruitment of women and veterans for this training program. This recruitment source would be an ongoing relationship for the ALDOT OJT/SS program.

National Association of Women in Construction (NAWIC), Birmingham/Montgomery, Alabama:

Would be a source for recruitment of women for this training program. This recruitment source would be an ongoing relationship for the ALDOT OJT/SS program.

Alabama Department of Labor, Montgomery, Alabama:

Would be a source for recruitment of women and veterans for this training program. This recruitment source would be an ongoing relationship for the ALDOT OJT/SS program.

Alabama Technical and Two-Year Colleges, Alabama:

Would provide the classroom and hands-on-training development from the detailed training curriculum. This partnership would be an integral part of this training program

BUDGET SUMMARY

Personnel:

Funding **may not exceed \$35,000.00** to cover the costs of salaries (inclusive of fringe benefits), which will be paid to individual(s) with direct responsibility for program management during the contract period of 12 months. Their duties will include such areas as project administration and reporting activities.

Fringe Benefits:

Fringe Benefits for the salaries of the individuals referenced above included above.

Miscellaneous/Other (e.g. Graduation ceremony):

Funding amount is to cover the costs for graduation ceremony upon completion, drug screening, marketing the program and advertising, establishing roundtable discussion, transportation to/from project visits and equipment sites and assistance in participant's transportation costs to/from the classroom training and jobsite.

Contractual Services:

Funding amount will be used to cover the costs of participant's tuition, fees and books for 12 participants to attend training in partnership with a technical or two year college and facilities.

Equipment:

Funding amount to cover safety equipment and protective clothing for participants and equipment hands-on expenditures (rental/purchase of equipment – roller, spreader, truck, ladders, protractor, pliers, hammers, band saws, grinders, fall protection, etc.). All equipment purchased with federal funds utilized by service provider/contractors to carry out this program upon completion of the program shall be returned to ALDOT in accordance with 49 CFR Part 18.32.

Travel:

Funding amount to cover in-state travel expense for service provider at Alabama State rate.

Supplies:

Funding amount to cover the costs of office materials (e.g. printer cartridges, pens and paper).

Indirect Cost:

Funding amount to cover indirect cost for service provider not to exceed 10% and the **indirect cost for ALDOT at 13.63%**. For budget estimating purposes only, a maximum indirect cost for a service provider will be 10% based on historical data. However, after a provider has been selected, the indirect cost must be reviewed, negotiated, and certified in accordance with 2 CFR Part 225. Therefore, the final indirect cost amount may be less than 10%. FHWA and ALDOT have agreed that 13.63% will be the rate charged by ALDOT for program administration this fiscal year in accordance with 2 CFR Part 225.

EVALUATION, MONITORING AND OVERSIGHT PLAN

Monitoring will be conducted by strategic program provider, and ALDOT. ALDOT assigned Program Monitor will provide oversight and monitoring of the progress of this program by conducting monthly visits to classrooms and project sites, service providers monthly and annual progress reports and invoices. Day-to-day interaction with program partners. During site visits participants, instructors and project mentors will be interviewed.

REPORTING REQUIREMENTS

ALDOT will provide FHWA Division office monthly reports on progress of program elements. Issues and concerns occurring during the program will be identified by ALDOT through contact with service provider by phone, email, site visits, monthly reports and contact with partners.

Service provider will complete a **final report** within **30 days of program completion** and provide summary of project tasks and accomplishments, lessons learned, and recommendations for future improvement of the program. Service provider will provide **monthly reports** to ALDOT detailing all developments of the program. Service provider will have complete and updated contact information on all participants. Service provider will track participants for **six (6) months upon completion of the program** and provide a detailed report of participants current employment status, placement in highway construction industry, occupation employed in and other necessary information required by ALDOT.

After reading the preceding paragraphs, please contact Ms. Sheila Ford at (334) 353-6476 or fords@dot.state.al.us if you have additional questions or comments regarding items cited.

On-the-Job Training Supportive Services Program Budget				
Alabama Department of Transportation - Pilot Equipment Operator Training Program				
Fiscal Year: 2016				
Program Cost: \$ 135,611.00				
Budget Summary				
Categories	FHWA Funds		Total Cost	
Personnel (including Fringe Benefits)	\$	35,000.00	\$	35,000.00
Miscellaneous/Other	\$	4,000.00	\$	4,000.00
Contractual Services	\$	28,841.01	\$	28,841.01
Equipment	\$	40,750.00	\$	40,750.00
Travel	\$	600.00	\$	600.00
Supplies	\$	500.00	\$	500.00
Indirect/Administrative Costs (@ 10%)	\$	10,969.10	\$	10,969.10
Program Administrative Costs	\$	14,950.88	\$	14,950.88
Direct Cost	\$	109,691.01		
Program Total	\$			135,611.00
Total Administrative, Indirect & Personnel Cost Percentage of Budget	\$	62,019.99	45.73%	
Total Programmatic Cost Percentage of Budget	\$	73,591.01	54.27%	
Budget Description: Provide a short account for each category listed above, including a cost breakdown for each item and the purpose.				
Detailed Budget				
Categories	Purpose (Short Description)	Cost Breakdown		
		FHWA Funds	Total Cost	Cost Per Trainee
Personnel (including fringe benefits)	Project Manager and/or Project Coordinator (12 months)	\$ 35,000.00	\$ 35,000.00	25.8091%
Miscellaneous/Other	Marketing	\$ 4,000.00	\$ 4,000.00	\$ 333.33
Contractual Services	Tuition cost and lodging	\$ 28,841.01	\$ 28,841.01	\$ 2,403.42
Equipment	Trainee Safety equipment, hard hats, steel toe boots, vests, protective clothing etc.	\$ 750.00	\$ 750.00	\$ 62.50
	Equipment costs (rental/purchase/lease of equipment - roller, spreader, truck, ladders, protractors, pliers, hammers, band saws, grinders, fall protection etc)	\$ 40,000.00	\$ 40,000.00	\$ 3,333.33
Travel	In State Travel	\$ 600.00	\$ 600.00	
Supplies	Office Supplies	\$ 500.00	\$ 500.00	
Indirect/Administrative Costs	Service provider (@ 10%)	\$ 10,969.10	\$ 10,969.10	
Program Administrative Costs	13.63% ALDOT	\$ 14,950.88	\$ 14,950.88	
Total		\$	135,611.00	\$ 6,132.58