



ALABAMA DEPARTMENT OF TRANSPORTATION

Bureau of Compliance and Business Opportunities
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Kay Ivey
Governor

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Transportation Director

Guidelines for Requests for Proposals Supportive Services (SS) 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: hallan@dot.state.al.us or via U.S. mail to:

Antonio Hall
Compliance and Business Opportunities Bureau
Alabama Department of Transportation
External Programs Unit
1409 Coliseum Blvd.
Central Office, Room N-101
Montgomery, Al 36110

Important Note: Proposals are to be submitted **ONLY** 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. To be considered, proposals must be received by the ALDOT's External Programs Unit no later than the deadline **March 1, 2019** at 5:00PM Without exception, all proposals postmarked later than the preceding deadline date and time will be rejected.

Pre - Apprentice Training for the On-the-Job Training Supportive Services (OJTSS)

To Prospective Proposal Applicants:

The Alabama Department of Transportation (ALDOT) is seeking competitive proposals from qualified organizations regarding the delivery of Supportive Services(SS) in the form of a Pre - Apprentice Training Program for On-the-Job Training Supportive Services (OJTSS) within the state of Alabama. ALDOT has been allocated federal funds of **\$113,816. 21** from the Federal Highway Administration (FHWA) to implement an OJTSS Pre - Apprentice Training Program (“PATP”). The program will be implemented during the calendar year of 2019-2020.

The time frame for program implementation will be defined as the performance period. The performance period will be for one (1) year with clearly established beginning and end dates for delivering specific services. 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 period.

The Pre - Apprentice Training Program is to provide a career path for underrepresented and disadvantaged individuals while providing relevant training and development that will aid in the pursuit of gainful employment in the State of Alabama.

RFPs will be evaluated according to the criteria in the following guidelines below:

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 curriculum to successfully train eight (8) participants

- Bidder's ability to assist/coordinate with industry professionals in the training of eight (8) underrepresented/disadvantaged individuals, minorities, women and veterans in an ALDOT Pre-Apprentice Training 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 reports 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 *means a veteran who is protected under the non-discrimination and Affirmation Action of the Act:* specifically 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).

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

Disabled veteran

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

Program Design

Component One is the ALDOT Pre Apprentice Training Program which is designed to provide the 10-hour OSHA certification, the American Traffic Safety Services Association (ATSSA) certified flagger training, and financial literacy training. These training components are in connection with ALDOT construction contractors awarded projects with the Training Special Provisions (TSP) included in their contracts for possible placement in the ALDOT OJT Program. This Program will expand the pool of underrepresented / disadvantaged individuals, minorities, females and veterans for enrollment into the ALDOT OJT Program with training that would assist them in acquiring and maintaining employment within the highway construction industry

The Second Component in this program is designed to provide credentialed industry recognized training by an instructor certified to teach the National Center for Construction Education and Research (www.nccer.org) certification. Participants will complete 240 hours of training to receive national credentials including Core Curriculum and Highway/Heavy Construction Level 1, 2nd edition of the NCCER certification program. Each participant will also receive a minimum of 25 hours of seat time to gain familiarization with Highway/Heavy Construction. The program does not require participants to have prior experience and is intended to provide participants with an overview of work within the highway construction industry and prepare them for entry into the ALDOT OJT training program. The training will first consist of 80 hours of Core Curriculum 5th Edition that will include training content such as ***Basic Safety, Intro to Construction Math, Intro to Hand/Power Tools, Basic Communication Skills*** and more. The Core Curriculum modules serves as a prerequisite for the credentials within the Heavy Highway Construction Level 1, 2nd Edition. The Heavy Highway Construction Level 1, 2nd Edition will consist of 160 hours including the following 12 modules:

- Orientation to the Trade (7.5hrs)
- Heavy Highway Construction Equipment (10hrs)
- Heavy Highway Construction Safety (5hrs)
- Work-Zone Safety (5hrs)
- Soils (10hrs)
- Site Work (20hrs)
- Excavation Math (17.5hrs)
- Interpreting Civil Drawings (20hrs)
- Rigging Practices (15hrs)
- Crane Safety and Emergency Procedures (25hrs)
- Basic Principles of Cranes (15hrs)
- Crane Communications (10hrs)

Program Goals

The goal of both Components will be to provide eight (8) participants in Highway/Heavy construction and the opportunity for enrollment in the ALDOT OJT program and employment with an ALDOT contractor.

The performance period will be for one (1) year with clearly established beginning and end dates for delivering specific services. The program does not require participants to have prior experience and is intended to provide participants with an overview of work within the highway construction industry and prepare them for entry into the ALDOT OJT training program.

Scope of Work Sequence Timeline

	Activity	Time Frame
Component One	Recruitment of participants	Months one (1) – three (3)
	Provide participants ATSSA Flagger training, 10-hour OSHA, resume writing, interview skills and financial literacy	Months three (3) – six (6)
	Recruitment of highway construction contractors awarded contracts with the TSP and agree to hire participants and enroll in the ALDOT OJT program or approved apprenticeship training	Months one (1) – twelve (12)
Component Two	Complete 25 hours of seat time and complete 240 hours of training to receive certification in Core Curriculum 5 th Edition & Highway/Heavy Construction Level 1, 2 nd Edition of the (NCCER) Program	Month six (6) – twelve (12)
	Graduation Ceremony	Month twelve (12)
Program Requirements	Monthly reports	Monthly
	Annual report	Within 30 days of program completion
	Accomplishment report	Six months after program completion

Objectives

- Recruit eight (8) disadvantaged individuals, minorities, women and veterans for enrollment in Highway Heavy Construction training. Provider should utilize The Alabama Career Center System, Alabama Department of Labor, Alabama Veterans' Employment and Training Service, Veterans Affairs associations, National Association of Women in Construction (NAWIC), ALDOT Contractors and other recruitment sources
- Provide 240 hours of training to 8 participants for NCCER Certification, 10-hour OSHA certification, the ATSSA certified flagger training, resume writing, interview skills and financial literacy training with 80% completing
- Provide 25 hours of seat time for each participant on Heavy Construction Equipment
- Service provider will recruit ALDOT highway construction contractors awarded contract with the TSP to potentially enroll participant in the on-the-job program or approved apprenticeship program. Participants placed in the OJT program or approved apprenticeship program with wages in accordance with Davis-Bacon and OJT or apprenticeship programs.
- Participants transportation cost would be covered at State of Alabama current rate of **54 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 and during enrollment in program.
- Participants are provided safety equipment (hard hats, steel toe boots, safety vest, protective clothing etc.)
- Service provider will market the program through advertisement of both components of program (i.e. brochures for participants and contractors, newspaper, media and information sessions to potential participants and contractors)
- Service provider will monitor participant's attendance and progress in training program on a continuous basis. Participant monitoring activities will be the primary responsibility of the service provider. ALDOT will conduct monitoring activities in person, by phone or email.
- Provide signed partnership agreements or contacts with all entities.
- Provide monthly report of developments of the programs to ALDOT.
- Provide annual report encompassing the entire program within thirty (30) days of end of program to ALDOT.
- Provide accomplishment report of participants at six (6) months upon graduation from program to ALDOT.

Partnerships

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

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, AL:

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.

Contractors, Alabama:

Partnerships with the ALDOT construction contractor industry will be an ongoing relationship for the OJT/SS the ALDOT OJT programs.

Request for Proposal Process

- The Request for Proposal (RFP) will be advertised upon receipt of the Notice to Proceed from FHWA Alabama Division Office
- The (RFP) will be advertised for a minimum of three (3) weeks
- The (RFP) will be advertised in the following manner:
 - ALDOT internet site <http://www.dot.state.al.us/>
 - Alabama Department of Finance Website <http://rfp.alabama.gov/PublicView.aspx>
 - Newspaper advertisements on Monday, Wednesday, Friday and Sunday
 - Montgomery Advertiser
 - Huntsville Times
 - Birmingham News
 - Mobile Press-RegisterMinority Newspapers listed below when possible based on publication and cutoff dates (if available)
 - Mobile Beacon, weekly Wednesday circulation
 - Speakin' Out News, weekly Wednesday circulation

- Upon conclusion of the advertising period the RFPs received will be evaluated, scored and rank ordered by a committee composed of ALDOT employees
- The RFP selected by the committee (and all submissions) will be forwarded to FHWA Alabama Division office with cover letter on explanation for selection and rank order for review and concurrence, thereafter, forwarded to HCR, FHWA Washington, DC for approval and funding
- After HCR and FHWA completes the approval process, the contract will be drafted
- Contract routing process:
 1. ALDOT Compliance and Business Opp. Bureau composes contract
 2. Bureau Chief, ALDOT Compliance and Business Opp. Bureau reviews
 3. ALDOT Legal Bureau reviews, signs and adds ALDOT legal bureau contract ID number
 4. Contract forwarded to service provider for signature
 5. Forwarded to ALDOT Director for signature
 6. Forwarded ALDOT Finance Bureau and Contract Management Bureau for input into CPMS and ALDOT contract ID number

BUDGET SUMMARY

Personnel:

Funding **may not exceed \$32,000.00** 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. **Funding for salaries and fringe benefits cannot be utilized for program activities.**

Fringe Benefits:

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

Miscellaneous/Other:

Funding amount indicated was requested to cover the costs for drug testing, marketing and advertising cost, transportation for equipment/project site visits, and assistance in participant's transportation costs. Graduation ceremony upon completion.

Contractual Services

Funding amount indicated will be used to cover the costs of participant's instructional training; facilities usage, instructor certification, instructor(s) salaries and other participant related expenditures. Services provided by partners.

Equipment:

Funding would cover safety equipment and protective clothing for participants. Equipment hands-on costs (rental/purchase of equipment - roller, spreader, truck, ladders, protractors, pliers, hammers, band saws, grinders, fall protection etc.). All equipment purchased with federal funds utilized by service provider 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 would cover in-state travel expense for service provider at current Alabama State rate.

Supplies:

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

Program Administration Cost:

Funding amount indicated will cover indirect cost for service provider and the indirect cost for ALDOT. For budget estimating purposes only, indirect cost for a service provider will be 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 225. 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 service provider and ALDOT. ALDOT assigned Program Monitor will provide oversight, evaluation and monitoring of the progress of this program by conducting monthly visits to classrooms and project sites, reviewing service providers monthly and annual progress reports and invoices. 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.

On-the-Job Training Supportive Services Program Budget

Alabama Department of Transportation

State: ALABAMA

Fiscal Year: 2017

Calendar Year: 2019-2020

Program Cost: \$113,816.21

Budget Summary

Categories	FHWA Funds	Total Cost
Personnel (including Fringe Benefits)	\$ 32,000.00	\$ 32,000.00
Miscellaneous/Other	\$ 13,800.00	\$ 13,800.00
Contractual Services	\$ 36,621.45	\$ 36,621.45
Equipment	\$ 3,000.00	\$ 3,000.00
Travel	\$ 1,000.00	\$ 1,000.00
Supplies	\$ 500.00	\$ 500.00
Indirect/Administrative Cost	\$ 11,381.62	\$ 11,381.62
Program Administrative Cost	\$ 15,513.15	\$ 15,513.15
Direct Cost	\$ 92,061.97	
Program Total	\$	113,816.22

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
Personnel (including fringe benefits)	Project Manager and/or Project Coordinator (12 months)	\$ 32,000.00	\$ 32,000.00
Miscellaneous/Other	Participant's Transportation Expenses	\$ 10,000.00	\$ 10,000.00
	Participant's Drug Testing	\$ 2,000.00	\$ 2,000.00
	Participant's equipment site/project visits (transportation to/from, associated costs)	\$ 800.00	\$ 800.00
	Marketing and advertising	\$ 1,000.00	\$ 1,000.00
Contractual Services	Instructional Aides (books, etc.), Core Curriculum 5 th Edition, Heavy Highway Construction Level 1, 2 nd Edition	\$ 2,000.00	\$ 2,000.00
	OSHA, Flagger training, resume writing, interview skills, and Financial Literacy training, NCCER Certification	\$ 34,621.45	\$ 34,621.45
Equipment	Trainee Safety equipment, hard hats, steel toe boots, vests, protective clothing etc.	\$ 3,000.00	\$ 3,000.00
Travel	In State Travel	\$ 1,000.00	\$ 1,000.00
Supplies	Office Supplies	\$ 500.00	\$ 500.00
Indirect/Administrative Cost	10% Maximum (TBD) Service provider	\$ 11,381.62	\$ 11,381.62
Program Administrative Cost	13.63% ALDOT	\$ 15,513.15	\$ 15,513.15
Total		\$	113,816.22