



Request for Information (RFI)13190

**Electronic Construction Contract Administration System**

IOWA DEPARTMENT OF TRANSPORTATION  
Procurement and Distribution, Purchasing Section

Information must be received no later than

**December 5, 2014**

1 p.m. Central Time

*For information about the notice*  
*Interested persons shall contact only:*

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## Section 1.0 Definitions

Claim Reimbursement Form:	A form used by a Local Public Agency to request reimbursement from the Iowa DOT of eligible Federal and State-aid expenses.
Contractor Pay System:	Iowa DOT developed software used to directly pay contractors for work completed on selected State and County administered projects highway construction projects.
Device	Laptop computer, desktop computer, tablet, mobile phone
Electronic Records Management System:	The Iowa DOT's electronic document storage system.
Electronic Reference Library:	An on-line source of Iowa DOT and SUDAS standards and manuals.
Federal-aid Project Development Guide:	The Iowa DOT's concise summary of information and instructions for local public agency staff involved in planning development and construction of state and Federal-aid projects.
Field Manager:	AASHTOWare Project software developed by AASHTO that is used by the Iowa DOT on primary highway project to track project construction.
Instructional Memorandums:	The Iowa DOT's Office of Local Systems' detailed information and instructions to City and County Local Public Agencies on how to administer state and Federal-aid projects.
Let:	The public bid process for transportation projects, concluding with a public bid opening.
Progress Quantity Voucher:	A form used by a project inspector to document construction progress made by a contractor and to make the appropriate progress payment to a contractor.
Trns*port	AASHTOWare Project software developed by AASHTO that includes a Letting and Award System component as well as a Proposal and Estimates System component.

## Section 1.1 Acronyms

AASHTO	American Association of State Highway and Transportation Officials
FHWA	Federal Highway Administration
ERMS	Electronic Records Management System
IM	Instructional Memorandums
Iowa DOT	Iowa Department of Transportation
LIMS	Laboratory Information Management System (Iowa developed system)
LPA	Local Public Agency
RFI	Request for Information

## Section 2.0 Purpose

### 2.1 Purpose for the RFI

The intended purpose of the Request for Information (RFI) is to allow all interested vendors an opportunity to present information of available products that will streamline our current processes associated with construction project delivery. The information provided by vendors will be used by the Iowa DOT to identify what applications are available or could be created to assist Construction Inspectors and Project Managers to ensure compliance with Iowa DOT standards and specification on locally administered transportation projects.

### 2.2 Relevant Dates

Issuance of RFI – 10/29/14

Submittal of Questions by vendor's deadline (no later than) – 11/6/14

Iowa DOT responses to vendor questions deadline (no later than) – 11/17/14

RFI response deadline – 12/5/14

### 2.3 Overview

The Iowa DOT is seeking information on an Electronic Construction Contract Administration System that will allow a Local Public Agency (LPA) to electronically record construction activity, perform construction administration, and document compliance with Federal and State regulations.

The Iowa DOT has a need to streamline the administration of locally administered project while maximizing technology. The United States Government through the Federal Highway Administration (FHWA) makes Federal funds available to LPAs. These funds pass through the Iowa DOT. The Iowa DOT is responsible for ensuring to the FHWA that the Federal funds were used in accordance with all Federal regulations. This is accomplished through contractual terms; engineering design standards; and construction administration, inspection, and testing. Compliance with these items is accomplished by Iowa DOT staff in the both the central office as well as the district offices.

All levels of projects development are guided by a [Federal-aid Project Development Guide](#) and [Instructional Memorandums \(IMs\)](#). Currently the project development process is electronic from concept and design through contracts issuance. Signatures on contracts are currently applied to paper although an electronic signature process is in development. Administration of the construction phase of work is currently documented primarily through paper documents. As projects are closed, Iowa DOT staff often makes two trips to the project site; one to view that actual construction was accomplished by the plans and specifications, and a second trip to review and audit the paper documentation to determine if the Federal requirements have been met. Although forms are provided to the LPAs there are variations on how the documentation is sorted and stored.

Any proposed product must do the following:

1. Obtain contract information about projects let through the Iowa DOT from AASHTO's Trns\*port software.
2. Create entries that capture the same information as in Field Manager in a substantially similar format, including use of the Iowa DOT's [Inspection Worksheets](#).
3. Import and utilize information from Iowa DOT's Laboratory Information Management System (LIMS) Materials Acceptance Reports, an Oracle database.
4. Perform compliance checks: verify number of certifications vs. amount installed before payment, quantity authorized vs. quantity paid, and contract line cost overrun limit check.
5. Export information to Iowa DOT's Office of Finance Contractor Pay System for those contracts using the Contractor Pay System.
6. Must link to the [Iowa DOT's Electronic Reference Library](#).

## 2.4 Information Sought

The purpose of this project is to develop a process that devices use to collect, manage, and communicate construction project progress data. It is expected that the process will take engineered plans from the end of a public letting through the conclusion of the construction process. The system will allow the construction inspector and contract administrator to document the construction activities as they progress. The information collected will be available throughout construction for contractors, engineers, Iowa DOT staff, FHWA staff, and LPAs to review, comment, and approve certain predetermined documents. The system will prompt users for required reports, materials certifications, and testing results. It will store these items and if necessary route these items for approval. Additionally, the system will allow users to record comments on the plans and pictures related to the project. Throughout of the project, all elements collected will be available for review by the project participants.

The Iowa DOT has on-going efforts to increase electronic communication and storage of all phases of our operations. This project will continue these efforts. The application must be compatible with Android (4.2 or later), Apple iOS (XX or later), and Windows (7 or later) operating systems.

The benefits of the application development shall include:

- Development of a web-based system that is usable on devices so LPAs will not be required to make a significant investment in computer hardware or software
- Standardization of data collection
- Reduction in time spent performing administrative tasks, for example reviewing project documentation
- Reduction in time spent between administrative tasks, for example the time between payment approval and payment being made to the contractor
- Increased communications during the construction phase by eliminating the need to pass documents back and forth between all parties involved

- The ability to access all project documents at all times, including when the device cannot make a connection to the internet.

Describe how your proposed solution would address the following criteria:

1. Properly validate signatures with authentication using the applicable State or Federal standards.
2. Allow for updates at least monthly due to changes to bid items, specifications, and approved materials lists.
3. Create and maintain a hierarchy on who has access to different documents and processes.
4. Allow a user to search for forms and documents stored in the system.
5. Automatically notifies a person that needs to complete next step in the process.
6. When Wi-Fi/cellular service is not available, the application must be able to store “locally” in the app until Wi-Fi/cellular service is available with full functionality, and automatically sync when Wi-Fi/cellular service becomes available.
7. Send “draft” documents back and forth to the appropriate users.
8. Track construction items by Divisions (or Categories) using the Iowa DOT’s [Inspection Worksheets](#) (including but not limited to Federal-aid eligible, State-aid eligible, alternative funding source, or locally funded).
9. Must be able to have “site times” for phases of the contract for tracking of working days. Site times are when different stages of the contract have individual working day counts, closure days, or different completion dates.
10. Allow for working day contracts, approximate start date contracts, completion date contracts, and closure day contracts.
11. Create, submit, and store many different types of documents such as, but not limited to forms, worksheets, and checklists related to contract compliance, shop drawings, gradation reports, pavement mix plant reports, scale checks, etc. of varying file types. Route documents for approval as required.
12. Create and maintain an electronic process for documenting materials and their certifications delivered to the job site. This process must communicate with the progress payment process and allow for the appropriate payment for stockpiled (stored on site) or manufactured materials (stored at the manufacturer).
13. Link Stockpiled Materials to a contract item and pay the stockpiled materials cost up to a limit. As the contract item is incorporated into the project, the contract item payment is reduced by

the stockpiled materials cost previously paid. (e.g. if 40% of the piling was paid for as a stockpiled material, the contract item can only pay the remaining 60% when the piling is driven into the ground)

14. Automatically trigger payment of Mobilization according to Iowa DOT's Standard Specifications.
15. Store, verify, and route for review certified payrolls.
16. Identify contractors participating in the Iowa Associated General Contractors (AGC) Prevailing Wage Notification Program.
17. Create, allow for electronic signatures by the inspector, and communicate non-compliance notices with the date and time the contractor was notified. The non-compliance notice must be linked to any corresponding Change Order related to the notice.
18. Create and route for review and approval of contract Change Orders. Once approved, the Change Order must incorporate the changes to existing contract items and add new items to the contract. Once a draft Change Order is posted, allow for work to be posted to the adjusted quantities or new items, but do not allow payment to be made on the additional quantities or new items until the Change Order is fully approved. Must require the contract administrator to address contract time and adjust contract time allowed as approved by the Change Order.
19. Allow the creation and approval of a daily Traffic Control Diary.
20. Allow comments and pictures to be posted to the electronic plans and shared among all construction project users.
21. If the project is being paid through the County's Farm-to-Market funds, the system must allow for a Progress Quantity Voucher to be processed with proper approvals. Once the approvals are applied, the system must communicate with the Iowa DOT's Contractor Pay System. The Contractor Pay System will then generate payment to the Contractor.
22. If the project is not being paid through the County's Farm-to-Market funds, the system must allow for a Progress Quantity Voucher to be processed with proper approvals. Once the approvals are applied, a completed Progress Quantity Voucher must be transmitted to the Project Sponsor for their use in processing a payment to the Contractor.
23. Create and maintain an electronic process for LPAs to submit a Claim Reimbursement Form of eligible project expenses as identified by the inspector in the Iowa DOT's [Inspection Worksheets](#). This system must communicate with the Iowa DOT's Accounts Payable System.
24. Ability to be used on Local Public Agency (LPA) let contracts. Accept contracts generated from LPA's or let them build their own contract or import from Iowa County Engineers Association Service Bureau Local Letting Tool. Ability for the LPA to pay contracts using this system.

25. Generate an electronic archival package of project documents once the project is identified as complete. The package must be compatible with the Iowa DOT's Electronic Records Management System (ERMS).
26. Explain what training is provided and how it is provided.
27. Explain how same day support is provided.
28. Provide information about your plan for maintenance and support of the system including file storage.
29. Explain how security is maintained.
30. Explain your licensing structure.

## Section 3.0 RFI Responses

### 3.1 Response

Responses to this RFI may qualify Vendors to participate in any formal Request for Proposal (RFP) process.

### 3.2 Submittal instructions

Vendors shall submit responses to the following information in order.

**All RFI's shall be submitted electronically.** A signed transmittal letter on the Vendor's letterhead shall be in the electronic document including all company and contact information.

Vendors are requested to submit general price ranges with their cost information, where applicable, to be used for reference only. No formal quotations shall be received or awarded in the RFI process.

No awarded contract shall be issued from the RFI process. Submitting an RFI is optional. Submitted RFIs shall in no way bind the Iowa DOT or any other agency to purchase any proposed equipment. This RFI is for information gathering purposes only. All information provided by Vendors shall be at no cost and without obligation to the Iowa DOT.

### 3.3 Questions and Requests for Clarification

Vendors interested in responding to this RFI may submit questions or requests for clarification. All questions or requests must be submitted by E-mail to [laurie.hoing@dot.iowa.gov](mailto:laurie.hoing@dot.iowa.gov) within the times listed in Section 2.2

The Iowa DOT may contact Vendors for clarification of RFI content, as needed, throughout the requirements gathering process.

### 3.4 Review and rejection of RFI responses

An RFI response may be rejected outright and not reviewed for any one of the following reasons. Therefore, Vendors are asked to make every effort to meet the RFI timelines and include the requested information.

- Failure of Vendor to deliver the response by the due date and time
- Failure to include the requested information requested in the RFI

### 3.5 Copyright

By submitting a response, the Vendor agrees that the Iowa DOT may copy the response for purposes of facilitating the evaluation or to respond to requests for public records. The Vendor represents that such copying will not violate any copyrights in the materials submitted.

**3.6 RFI ownership**

Once received, submitted Vendor responses become the property of the State of Iowa.

**3.7 Vendor Responsibilities**

Vendors shall submit a proposal that addresses the requirements in section 4.

**3.8 Iowa DOT Responsibilities**

The Iowa DOT will review the list of vendor recommended proposals.