



Electronic Submittals

2021 PEPS Fireside Chat

Dan Neal, P.E.

March 5, 2021



1

- The Electronic Submittal Process

2

- The Consultant Perspective

3

- The TxDOT Perspective

4

- Frequently Asked Questions

5

- Resources

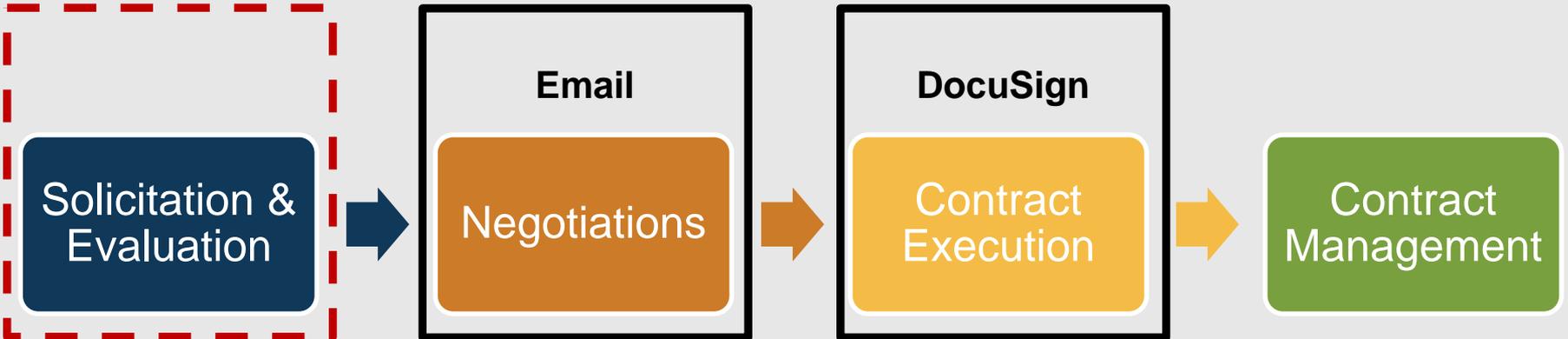
6

- Questions



Digitization Efforts

- TxDOT is in the process of digitizing all records, including procurement and contract documents
- Solicitation documents require paper file retention, manual scanning, or manual data entry





Evaluation Accuracy

- Recent state agency audits identified scoring errors
- TxDOT currently uses excel forms for scoring, which rely on formulas and often require manual compilation



“For 5 (18 percent) of the 28 procurements, with an estimated value of \$3.4 billion, auditors identified significant evaluation scoring errors and missing documentation. As a result, auditors could not determine whether the evaluation scores that supported the award recommendations for those five procurements were accurate.”

Which divisions are initially using the new system?

Professional Engineering Procurement Services Division



Right of Way Division



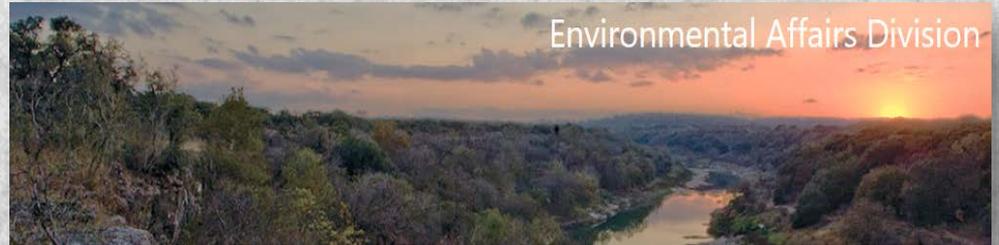
Contract Services Division



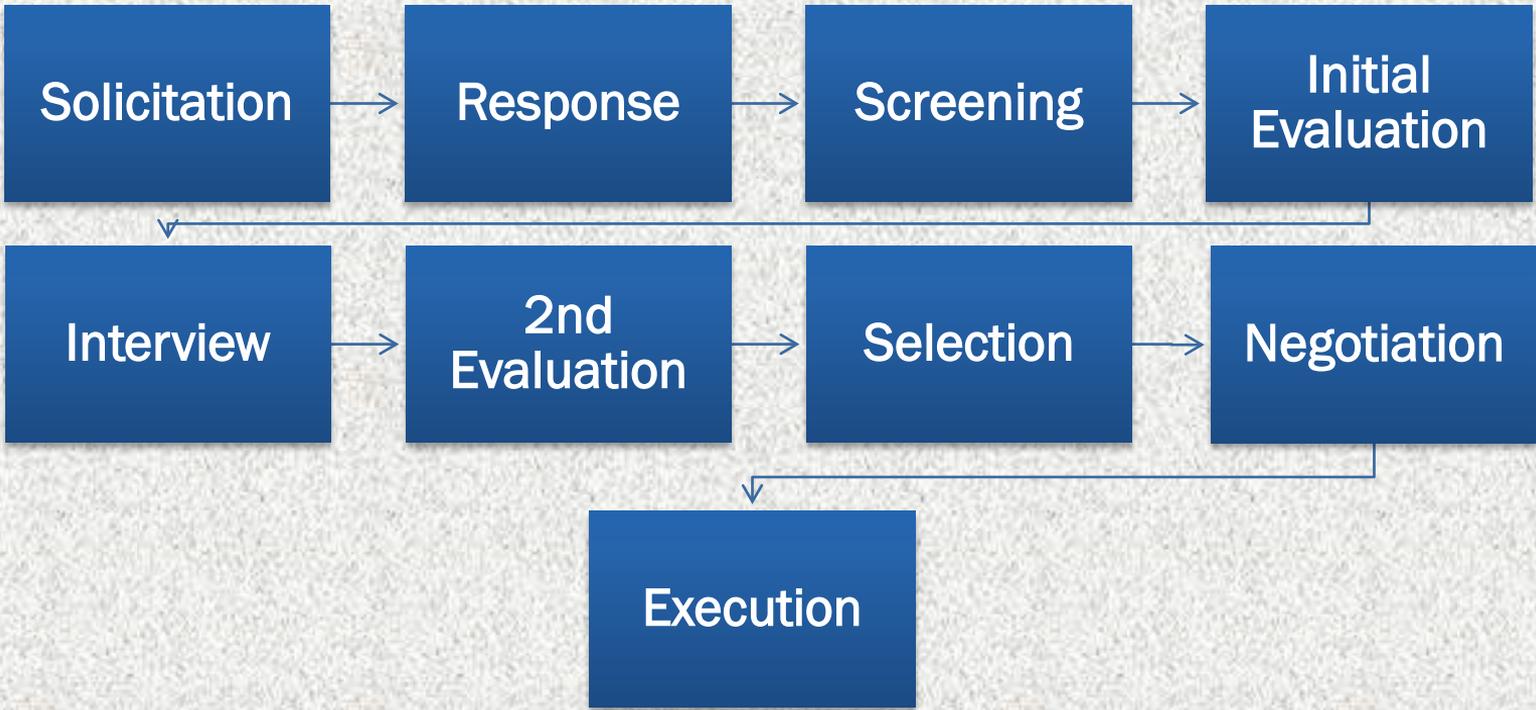
Procurement Division

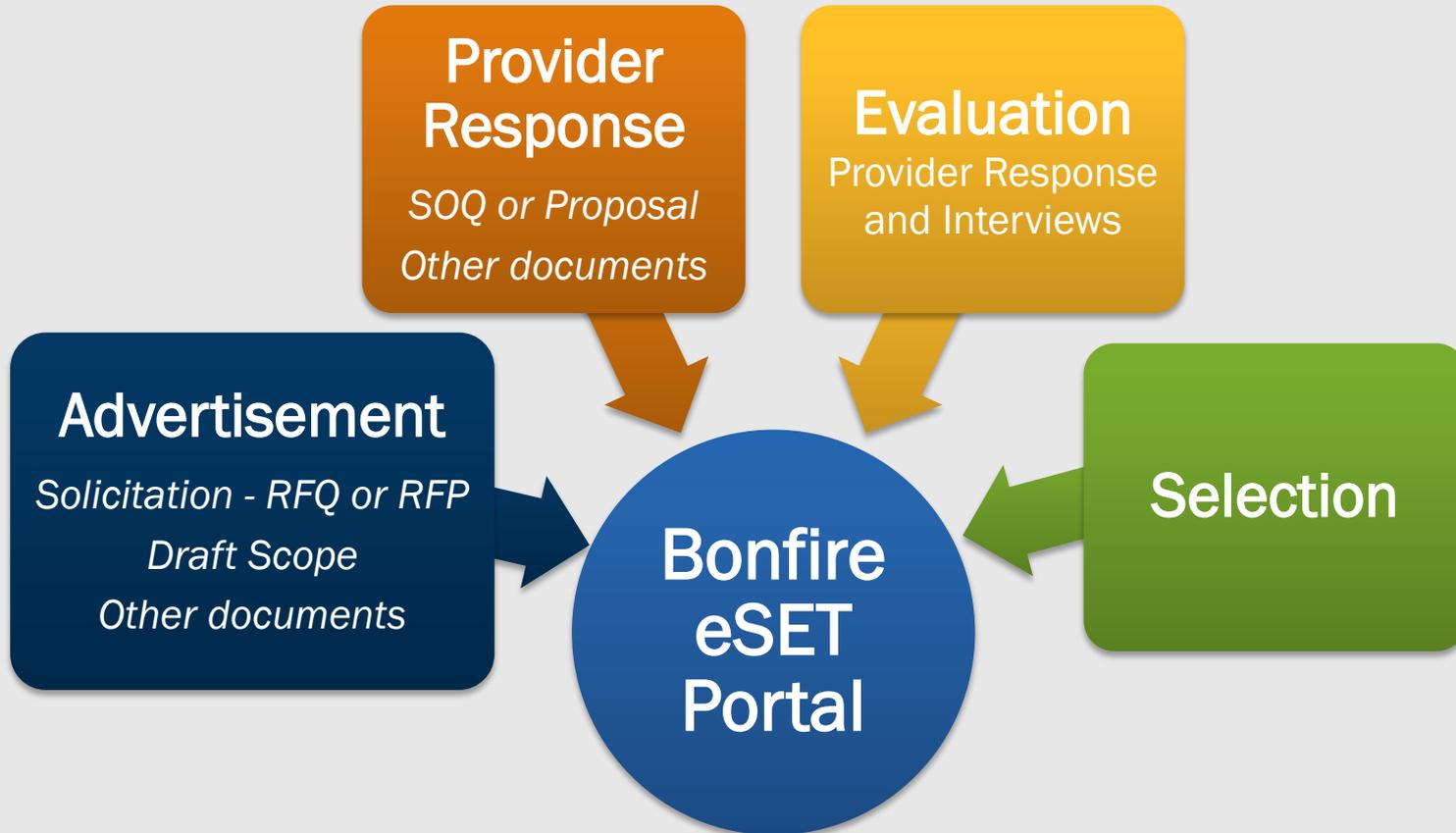


Environmental Affairs Division



Standard request for proposal or offer process







Consultants

[Architectural, Engineering and Surveying Consultants](#) 

Advertised Contracts

[Texas Department of Transportation](#) > [Business](#) > [Consultants](#)
> [Architectural, Engineering and Surveying Consultants](#)

Contact Us 

This page contains additional documents and information related to professional services solicitations.

Procurements advertised after December 15, 2020 will be posted in the TxDOT Procurement Portal at <https://txdot.bonfirehub.com> . Please refer to the [Frequently Asked Questions \(FAQs\) Vendors Using Bonfire for PEPS Electronic Submittal](#) for more information related to the portal.

[Electronic State Business Daily](#)



Procurement Portal

Texas Department of Transportation



Department:

[Log in](#) [Open Public Opportunities](#) [Past Public Opportunities](#)

 **Log in with your Bonfire Account**

Email

Password

[Log in](#) [Forgot your password?](#)

 **New Vendor Registration**
[Create your free Bonfire account »](#)

 **Need Help?**
[Contact Bonfire Support here »](#)

[Technical Support](#) [Portal Security](#) [Terms of Service](#) [Privacy Policy](#)

Powered by 



Procurement Portal

Texas Department of Transportation



Department:

Open Public Opportunities

Past Public Opportunities

My Opportunities

Status ▲ Ref. # ⇅ Project ⇅ Department ⇅ Close Date ⇅ Days Left ⇅ Action

There are no open projects at this time.

[Technical Support](#) [Portal Security](#) [Terms of Service](#) [Privacy Policy](#)

Powered by
 Bonfire

The vendor will be able to view open solicitations in the portal

TxDOT Vendor Portal: Public Opportunities



Procurement Portal Texas Department of Transportation



Department:

[Log in](#)

Open Public Opportunities

[Past Public Opportunities](#)

| Status | Ref. # | Project | Department | Close Date | Days Left | Action |
|--------|-----------------------------------|---|---------------------------------|---------------------------|-----------|----------------------------------|
| OPEN | 601CT0000004689 | Owner Verification, Testing, and Inspection (OVTI), Houston District, NHHP Segment 3 I-69 | Professional Engineering (PEPS) | Mar 2nd 2021, 1:00 PM CST | 6 | View Opportunity |
| OPEN | 601CT0000004692 | PS&E, El Paso District, FM 2185 | Professional Engineering (PEPS) | Mar 3rd 2021, 1:00 PM CST | 7 | View Opportunity |
| OPEN | 601CT0000004685 | CEI Contracts - Odessa District | Professional Engineering (PEPS) | Mar 3rd 2021, 1:00 PM CST | 7 | View Opportunity |
| OPEN | 601CT0000004693 / 601CT0000004745 | Materials Engineering Services for the Pharr, Laredo, and Corpus Christi Districts. | Professional Engineering (PEPS) | Mar 3rd 2021, 1:00 PM CST | 7 | View Opportunity |
| OPEN | 601CT0000004695 | Hydraulics & Hydrology, Design Division, Statewide | Professional Engineering (PEPS) | Mar 5th 2021, 1:00 PM CST | 9 | View Opportunity |
| OPEN | 601CT0000004697 | Geotechnical Engineering, Bridge Division, Statewide | Professional Engineering (PEPS) | Mar 9th 2021, 1:00 PM CST | 13 | View Opportunity |

[Technical Support](#) [Portal Security](#) [Terms of Service](#) [Privacy Policy](#)

Powered by
 Bonfire



PEPS State with Interviews - Dan's Test Project

Texas Department of Transportation [Back to list](#)



Project Details

Project: Dan's Test Project

Ref. #: PEPS State with Interviews

Department: Professional Engineering (PEPS)

Type: RFSQ

Status: OPEN

Open Date: Sep 14th 2020, 12:00 PM CDT

Intent to Bid Due Date: Oct 9th 2020, 12:00 PM CDT

Questions Due Date: Sep 30th 2020, 12:00 PM CDT

Close Date: Oct 9th 2020, 12:00 PM CDT

Days Left: 47

Project Description:

Test State Procurement with Interviews

September 2020

[prev](#) [next](#)

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|----------|-----|-----|-----|-----|-----|-----|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 12p OPEN | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| OPEN | | | | | | |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| OPEN | | | | | | |



Important Events:

| Status ▲ | Event Name | Location | Description | Dates | Mandatory ▲ |
|----------|--------------------------------|---------------|---|---|-------------|
| ONGOING | Open Date | Online Portal | Posting date for the Opportunity | Feb 2nd 2021, 8:00 AM CST | N/A |
| UPCOMING | Close Date | Online Portal | Deadline for Submissions | Mar 3rd 2021, 1:00 PM CST | N/A |
| UPCOMING | Intent to Bid Due Date | Online Portal | Deadline to indicate your intent to Bid | Mar 3rd 2021, 1:00 PM CST | Yes |
| PASSED | Questions Due Date | Online Portal | Deadline to submit Questions | Feb 8th 2021, 1:00 PM CST | N/A |
| PASSED | Publish Responses to Questions | Online Portal | Significant and relevant Questions and Answers posted | Feb 12th 2021, 5:00 PM CST - Feb 12th 2021, 5:00 PM CST | No |



Supporting Documentation:

| File | Type | Description | Date Created | Actions |
|----------------------------|---------------|---|----------------------------|---------|
| 601CT0000004685 QA.pdf | Other | Document - Responses to Questions | Feb 9th 2021, 10:26 AM CST | - |
| 601CT0000004685 RFP A1.pdf | Documentation | Request for Proposals - Addendum 1 | Feb 17th 2021, 8:51 AM CST | - |
| DRFT CONTR TEMPL.pdf | Documentation | Draft Contract Template | Jan 15th 2021, 9:57 AM CST | - |
| DRFT PROVIDER SRVC.pdf | Documentation | Draft Services to be provided by the Engineer | Jan 28th 2021, 1:23 PM CST | - |
| DRFT STATE SRVC.pdf | Documentation | Draft Services to be provided by the State | Jan 15th 2021, 9:59 AM CST | - |
| NLC Templ.xlsx | Documentation | Non-Listed Category | Jan 18th 2021, 4:36 PM CST | - |
| PTC Templ.xlsx | Documentation | Project Team Composition (PTC) Template | Jan 18th 2021, 4:33 PM CST | - |
| Subprovider Info.xlsx | Documentation | Subprovider Contact Information | Jan 18th 2021, 4:43 PM CST | - |

NOTE To download files, Log in or Register for a Bonfire Account.



Requested Information:

Listed below are the documents and information needed to complete your submission:

| Name | Type | # Files | Requirement | Instructions |
|--|------------------------------|----------|-------------|--|
| Attachment 2 Proposal | File Type: PDF (.pdf) | 1 | REQUIRED | |
| Attachment 1 Cover Page (Q-19AJ) | Questionnaire: Excel (.xlsx) | 1 | REQUIRED | You will need to fill out the provided Response Template for this Questionnaire. Please log in to download the Response Template. |
| Attachment 3 Project Team Composition Form (Part 1, 2, & 3) | File Type: PDF (.pdf) | 1 | REQUIRED | |
| Attachment 4 Subprovider Contact Information | File Type: PDF (.pdf) | 1 | REQUIRED | |
| Attachment 5 Non-Listed Category (NLC) Qualifications Template | File Type: PDF (.pdf) | Multiple | REQUIRED | |



✉ Messages

Public Notices (2*)

Opportunity Q&A (0)

Search

Project staff
Addendum 1
The Deadline for Submissions for Solicitation 601CT... 9:02 AM

Project staff
Responses to Questions
Responses to all relevant questions received for Soli... 10:26 AM

Click [New Public Notice](#) or click a conversation on the left to see message here.



Be selective on who submits the response to the procurement in Bonfire.
All communication will be sent to the individual who submitted the response.

Addenda information will be posted in the Bonfire portal and a message will be sent to those who have responded to the Intent to Bid.

Check your email Spam folder. There is a potential for Bonfire messages to go into spam folders.



Submission

In order to prepare a submission, please log in. If you do not have a Bonfire account, you can create an account by clicking the Log in / Register button below.

Log in / Register

Submission

You are currently logged in with an account that cannot submit proposals. To submit, you must create a vendor organization.

Create Vendor Organization

[Technical Support](#)

[Portal Security](#)

[Terms of Service](#)

[Privacy Policy](#)

 Help



Procurement Portal

Texas Department of Transportation



Department:

[Log in](#) [Open Public Opportunities](#) [Past Public Opportunities](#)

 **Log in with your Bonfire Account**

Email

Password

[Log in](#) [Forgot your password?](#)

 **New Vendor Registration**
[Create your free Bonfire account »](#)

 **Need Help?**
[Contact Bonfire Support here »](#)

[Technical Support](#) [Portal Security](#) [Terms of Service](#) [Privacy Policy](#)

Powered by  **Bonfire**

What does a Procurement look like in Bonfire?



Projects Portal

Martha J. Texas Department o... ▼

< Back to Projects

- i Details
- 📁 Files (9)
- ✉ Messages (2)
- 👥 Evaluation Groups
- 👤 People
- 📄 Requested Information
- ✔ Criteria (100 pts)
- 📧 Vendor Invites
- 📄 Submissions (3)
- 📊 Scoring
- 📄 Reports

PEPS Mock Procurement

EVALUATING
601CT000000Mock
RFP
Todd Speck
Professional Engineering (PEPS)
Invite Only

? Current Spend
 ? New Spend
 ? Target Savings
 ? Actual Savings

Submissions Evaluation Groups

i Details

Project Name
PEPS Mock Procurement

Owner
Todd Speck Todd.Speck@txdot.gov

Project Description
This is the PEPS Mock Procurement for consultant interface.

| | | | |
|---|--|--|--------------------------|
| Multi-Category Decisions ✖ Rank Analysis ✔ | Advanced Algorithms ✖ Intent to Bid ✔ | Consensus Scoring ✖ Alternate Options ✖ | Submission Type: Classic |
| Current Spend - | Target Savings - | Budget - | New Spend - |

Events

Accessing Bonfire

The system will be designed to have a secure login

Vendors will be required to register with the Bonfire

<https://txdot.bonfirehub.com/portal/?tab=openOpportunities>

Vendor Registration Help (<https://support.gobonfire.com>)

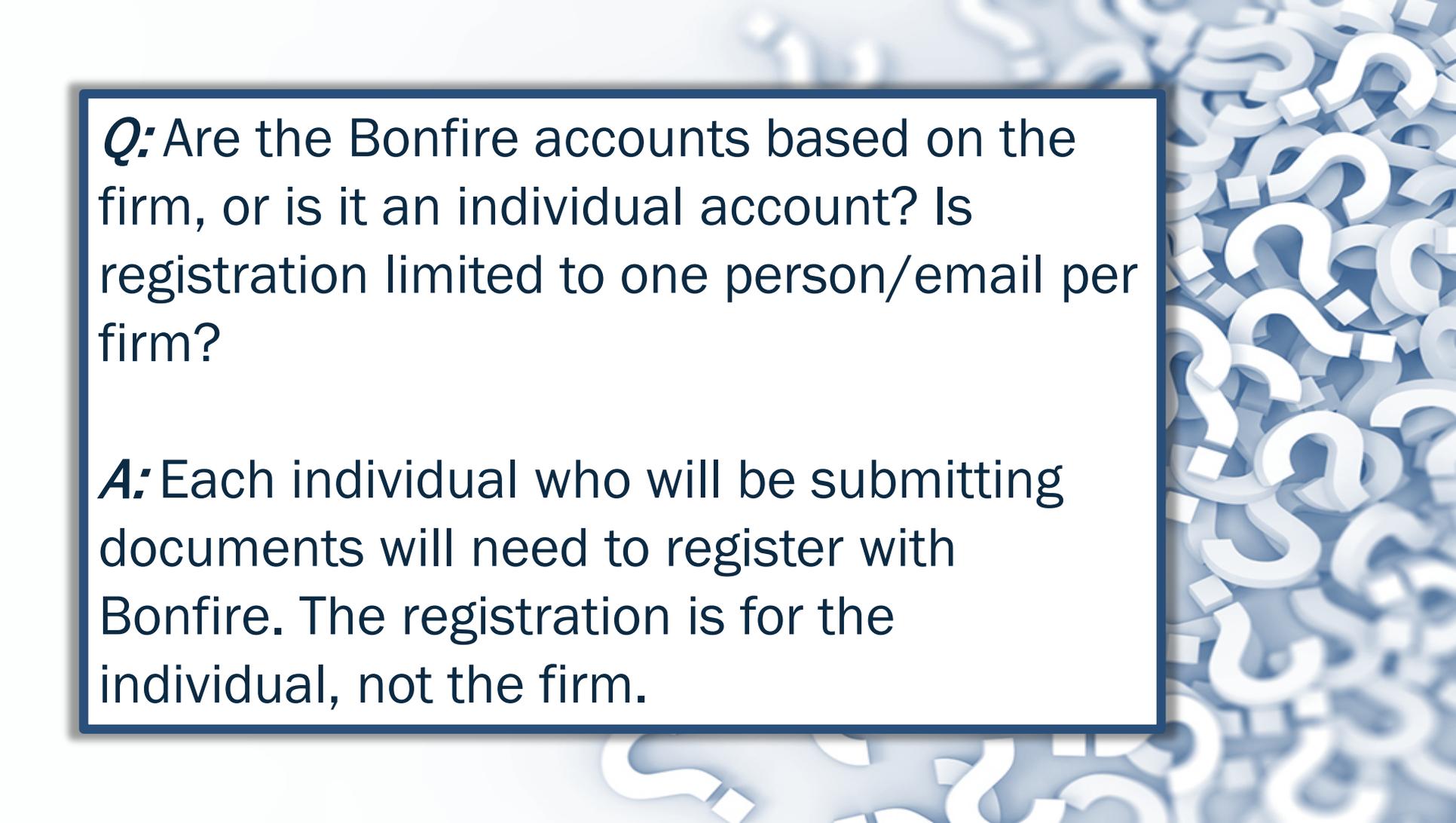
Accessing Bonfire

Once the system is operational, all responses must be submitted electronically

TxDOT will no longer accept responses submitted by mail, delivery service, or hand delivery

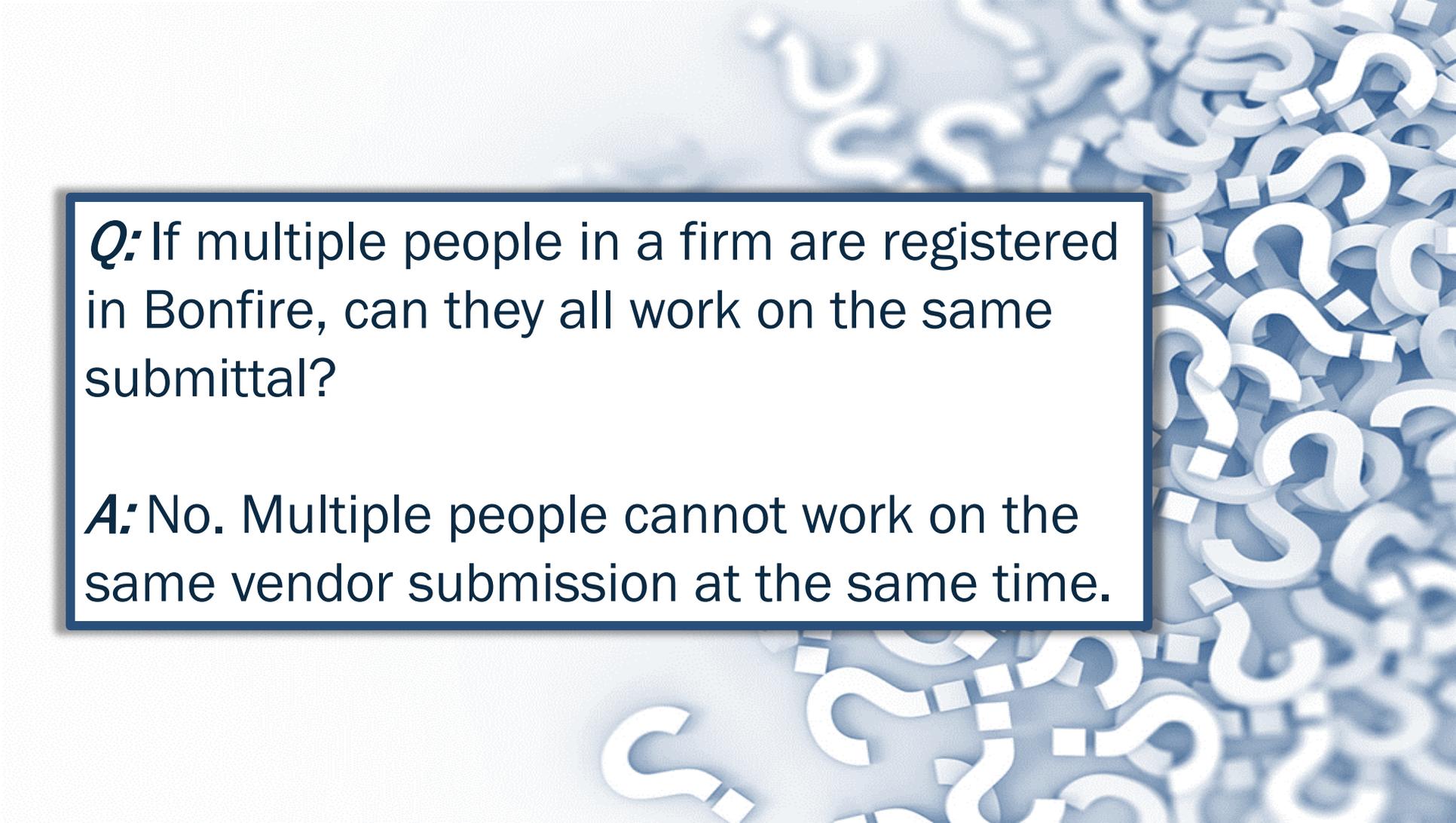


FAQs



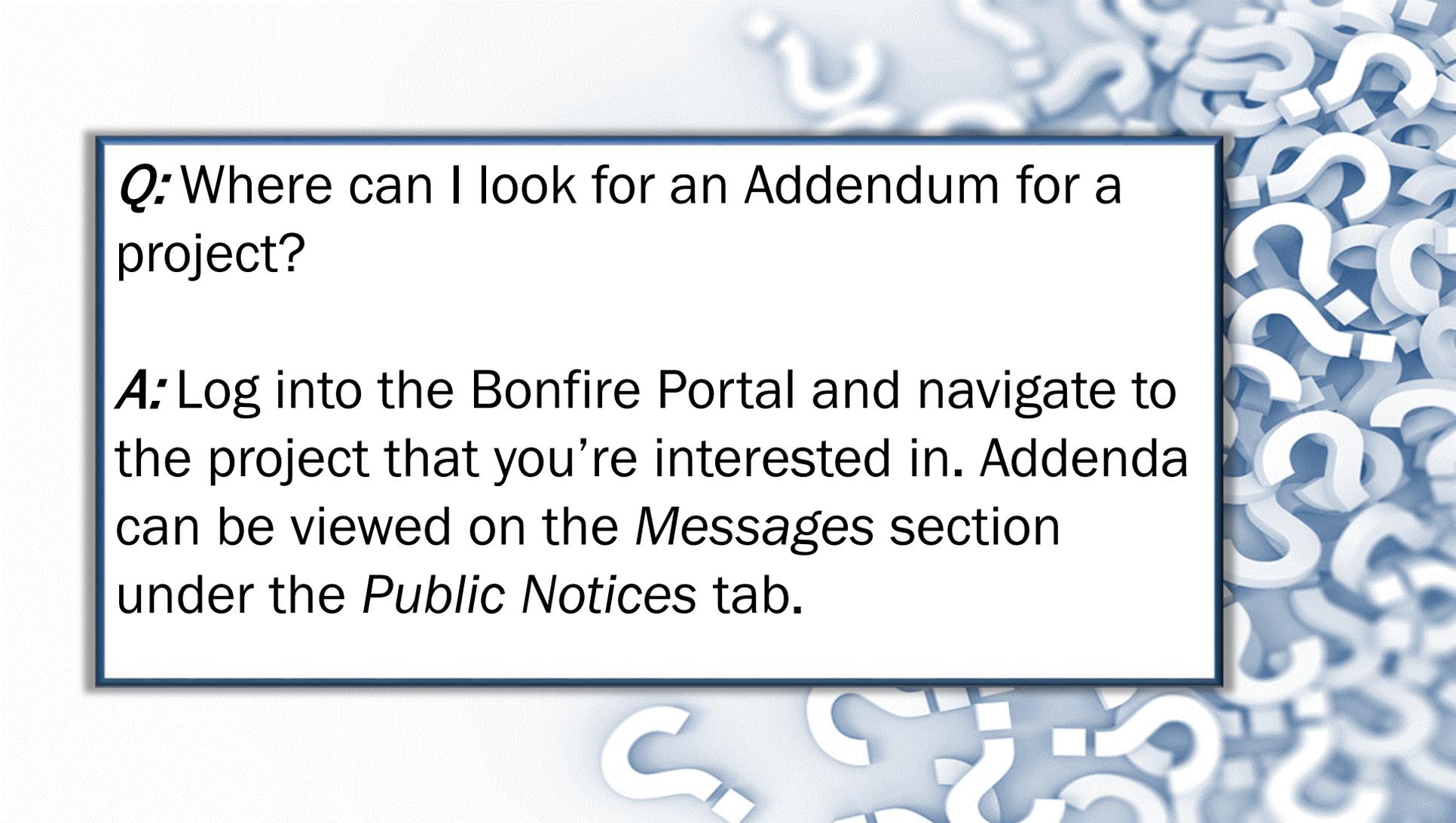
Q: Are the Bonfire accounts based on the firm, or is it an individual account? Is registration limited to one person/email per firm?

A: Each individual who will be submitting documents will need to register with Bonfire. The registration is for the individual, not the firm.



Q: If multiple people in a firm are registered in Bonfire, can they all work on the same submittal?

A: No. Multiple people cannot work on the same vendor submission at the same time.



Q: Where can I look for an Addendum for a project?

A: Log into the Bonfire Portal and navigate to the project that you're interested in. Addenda can be viewed on the *Messages* section under the *Public Notices* tab.

Q: Bonfire shows an option for “intent to bid.” What does this mean?

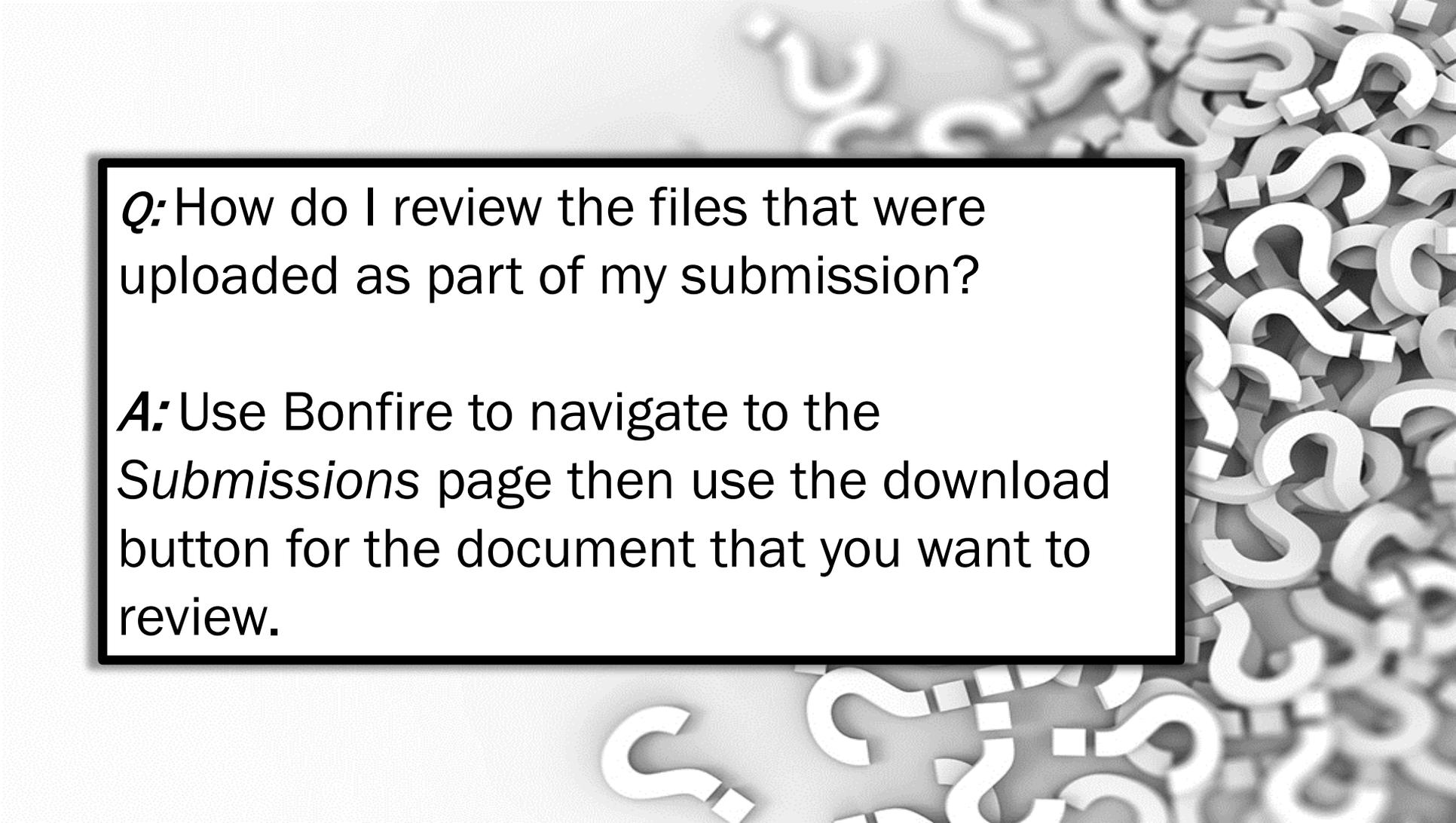
A: “Intent to bid” is simply an indication that a firm intends to submit a response to a project opportunity. It is not a bid related to cost.

Q: What format do I need to use for documents I am submitting with my response?

A: Documents needed to complete your submittal are listed in the *Requested Information* section. The "Type" column shows the required format for that file.

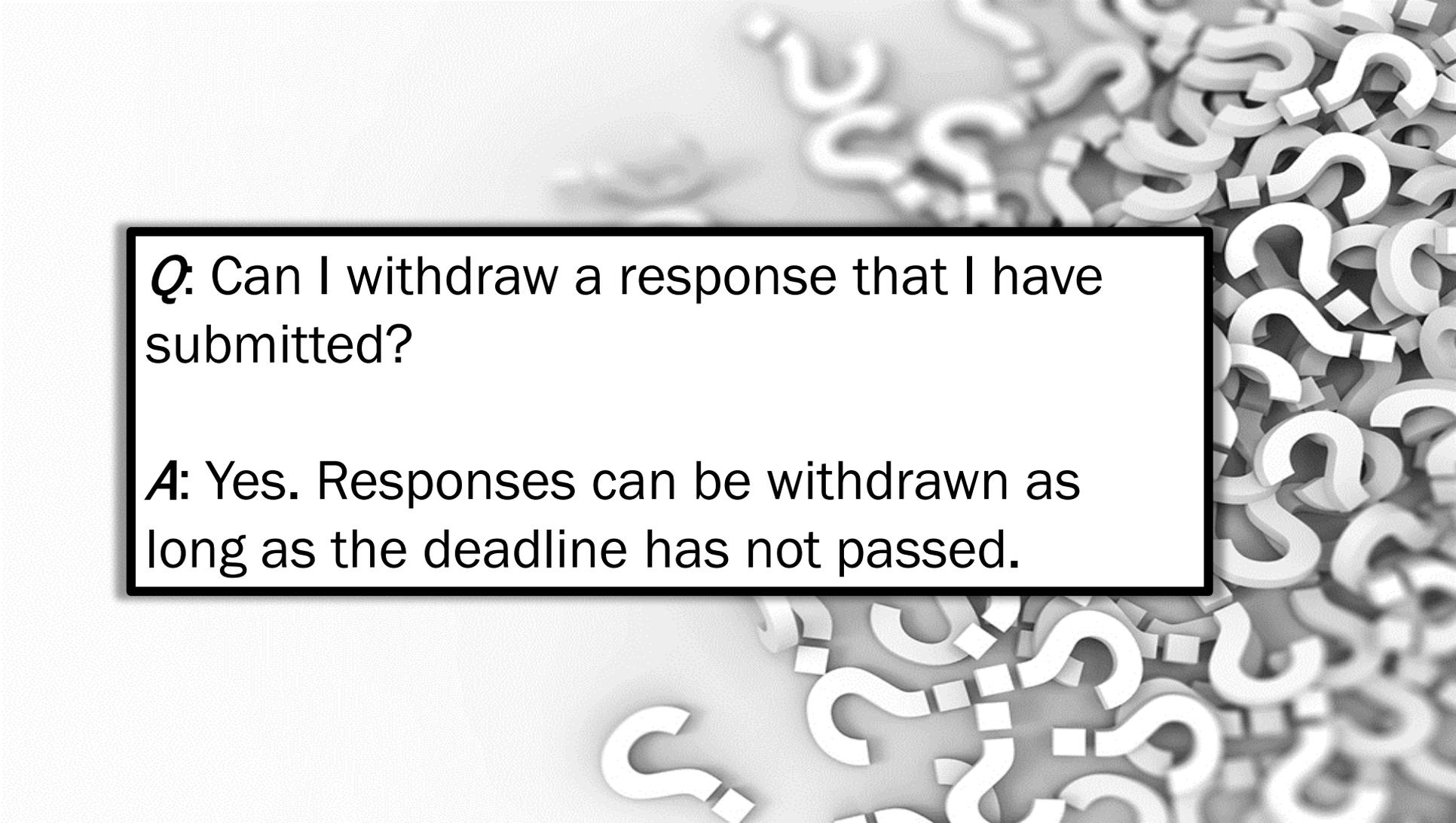
Examples:

- Attachment 1 Cover Page needs to be submitted as an Excel file
- Attachment 3 Project Team Composition Form needs to be submitted as a PDF file



Q: How do I review the files that were uploaded as part of my submission?

A: Use Bonfire to navigate to the *Submissions* page then use the download button for the document that you want to review.



Q: Can I withdraw a response that I have submitted?

A: Yes. Responses can be withdrawn as long as the deadline has not passed.

Q: Can I make revisions after I have submitted my response in Bonfire?

A: Yes. You can “unsubmit” the response, make revisions, and resubmit the updated response in Bonfire.

Updated responses must be submitted in Bonfire prior to the deadline.

Q: Who should I contact if I have questions about the PEPS Bonfire eSET process?

A: PEPS Bonfire eSET process questions should be sent to PEPS_COE_Bonfire@txdot.gov

Procurement specific questions should be submitted in the procurement opportunity under
Messages: Opportunity Q&A

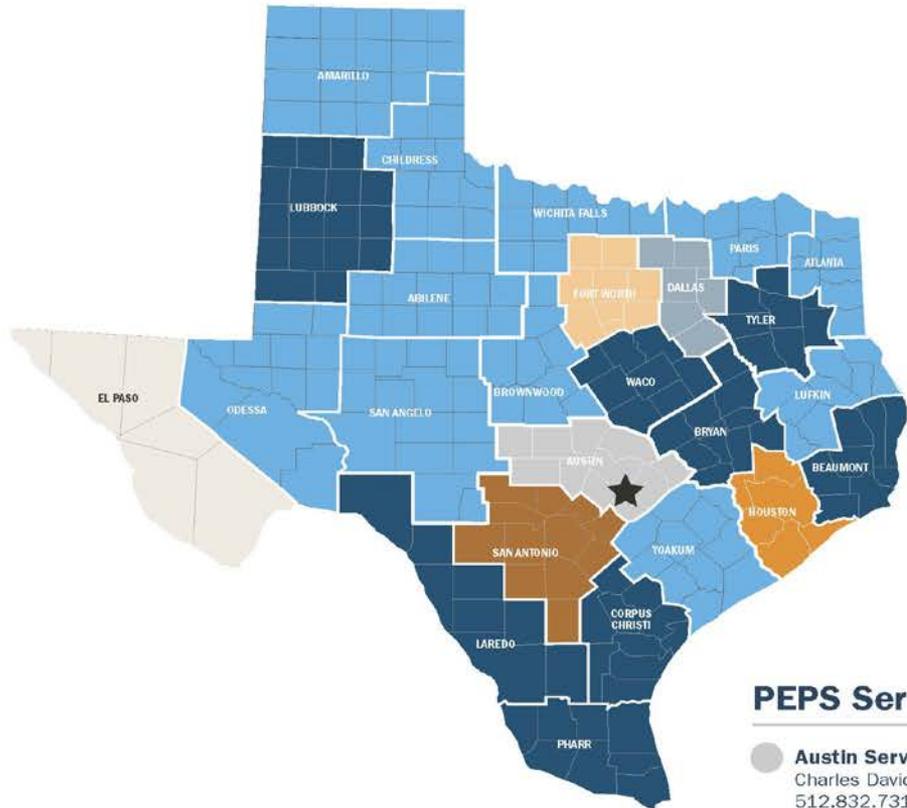
Q: Where can I find the Bonfire Frequently Asked Questions page?

A: On the TxDOT Webpage > Business > Architectural, Engineering and Surveying Consultants.

The screenshot shows the Texas Department of Transportation website. The header includes the TxDOT logo and the tagline "Connecting You With Texas Culture". A search bar is located in the top right corner. Below the header is a navigation menu with "Business" highlighted. Under "Business", there are links for "Consultants", "Contractors", "Vendors", "Letting and Bids", "Opportunities", "Projects", "Training", "Resources", and "Partnerships". The "Consultants" page is active, showing a breadcrumb trail: "Texas Department of Transportation > Business > Consultants". A "Contact Us" button is visible. The main content area is titled "Architectural, Engineering and Surveying Consultants" and includes a "20 | PEPS CONFERENCE 20" banner. The text explains that TxDOT uses Qualification-Based Selection (QBS) to procure architectural, engineering and surveying services. It states that under QBS, TxDOT selects firms based on their qualifications, and cost is negotiated once a firm is selected. There are sections for "Get Started" and "Find Opportunities", each with a list of links. A highlighted box contains the "Bonfire Electronic Submittal Platform" section, which states that PEPS procurements are posted in the Bonfire electronic submittal and evaluation tool (eSET) prior to each wave. Vendors will use eSET to submit responses to PEPS solicitations. The highlighted box contains the following links:

- [Bonfire Frequently Asked Questions](#)
- [Electronic Submittals Presentation – October 14, 2020](#)

Below this, there is a section for "Projected Contract Solicitations" with a link for "2021 Fiscal Year".



★ PEPS Division
Austin HQ

PEPS Division Director
Martin L. Rodin, PE.
512.416.2037
Martin.Rodin@txdot.gov

Deputy Division Director
Lucio Vasquez, PE.
512.416.2039
Lucio.Vasquez@txdot.gov

PEPS Support Services

Business Operations Center
Roy Gonzales
512.416.2034
Roy.Gonzales@txdot.gov

Invoice Center
Tira Dobrozensky, CTCM
512.486.5227
Tira.Dobrozensky@txdot.gov

Center of Excellence
Dan Neal, PE.
512.416.2667
Dan.Neal@txdot.gov

Negotiations Center
Norma Glasscock, PE.
817.370.3675
Norma.Glasscock@txdot.gov

Center of Contract Utilization
Gail Morea, PE.
713.802.5795
Gail.Morea@txdot.gov

Support Services Center
Kathy De Luna, CTCM, CTCD
210.615.5901
Kathy.DeLuna@txdot.gov

Controls Center
Dione Albert
512.416.2003
Dione.Albert@txdot.gov

PEPS Service Centers

- **Austin Service Center**
Charles Davidson, PE., CTCM
512.832.7315
Charles.Davidson@txdot.gov
- **Dallas Service Center**
Joseph Jancuska, PE.
214.320.6187
Joseph.Jancuska@txdot.gov
- **El Paso Service Center**
Jaime Perales, PE., CFM
915.790.4231
Jaime.Perales@txdot.gov

- **Fort Worth Service Center**
Jessica Andrews, PE.
817.370.3668
Jessica.Andrews@txdot.gov
- **Houston Service Center**
Kimlinh Nguyen, PE.
713.802.5799
Kimlinh.Nguyen@txdot.gov
- **San Antonio Service Center**
Clara Carbajal-Sanchez, PE.
210.615.5887
Clara.CarbajalSanchez@txdot.gov

- **Service Center for Divisions**
Kori Rodriguez, PE.
512.416.2268
Kori.Rodriguez@txdot.gov
- **Urban Districts Service Center**
Jaime A. Vela, PE.
512.416.2007 or 956.712.7730
Jaime.A.Vela@txdot.gov
- **Rural Districts Service Center**
Lynn Daniel, PE.
940.937.7281
Lynn.Daniel@txdot.gov



A person wearing a dark blue suit jacket and a light-colored shirt is holding a white rectangular sign with both hands. The sign is centered in the frame and features the word "QUESTIONS?" in a bold, dark blue, sans-serif font. The person's hands are visible at the bottom of the sign, and the background is a plain, light gray color.

QUESTIONS?



Dan Neal, P.E.

TxDOT PEPS Division

Center of Excellence Section Director



Dan.Neal@txdot.gov



(512) 416-2667