

Introduction

In 2001, American Association of State Highway and Transportation Officials (AASHTO) established the Center for Environmental Excellence (CEE) in partnership with the Federal Highway Administration (FHWA) as a continuation of its efforts to find innovative ways to assist state transportation agencies and their partners in incorporating environmental stewardship and sustainability into transportation planning, project development, construction, maintenance, and operations; and to streamline the delivery of transportation programs and projects. The AASHTO CEE offers a wide range of products and services to assist transportation agencies in achieving environmental excellence in delivering their transportation programs and projects, including information sharing, technical assistance, partnership building and training resources. The work of the CEE is overseen by a Technical Working Group (TWG) consisting of representatives from FHWA and various AASHTO committees covering planning, performance management, environment, public transit, highways, design and construction.

The CEE works closely with the AASHTO committees and their members to tailor its products and services to the environmental needs to the state transportation agencies and their partners. The TWG provides strategic leadership to the AASHTO CEE and guides the CEE in prioritizing, selecting, and allocating resources for activities and services. The TWG ensures that products and services are practical, easy to use, customer-focused, and based on sound planning, environmental and engineering concepts and principles. TWG members also promote the mission and goals of the CEE and serve as liaisons to AASHTO committees, subcommittees and FHWA.

The mission of the CEE is to promote environmental excellence in transportation services by encouraging environmental stewardship and disseminating innovative strategies for streamlining the transportation delivery process.

The goals of the CEE are to:

- Increase the capacity of state departments of transportation and their partners to deliver environmentally sound transportation projects, programs and services.
- Promote environmental stewardship and environmental leadership in transportation.
- Effectively and efficiently mainstream environmental considerations into transportation planning, project development, construction, maintenance and operations.
- Enhance productive partnerships and working relationships among MPOs, local planning organizations, transit agencies, other Federal and state surface transportation agencies, surface transportation research organizations, environmental agencies and other stakeholders.
- Provide expert transportation and environmental knowledge/information exchange.

- Communicate the mission, vision, goals and accomplishments of the CEE in achieving environmental excellence to stakeholders involved in transportation related environmental activities.
- Develop and promote best practices, tools, and other innovative techniques that maximize efficiency, reliability and consistency in delivering environmentally sound transportation projects, programs and services.

Therefore, AASHTO invites offerors (bidders) to submit offers (bids) to this Request for Proposals for **The Center for Environmental Excellence's Task 5: Environmental Justice** for performance from July 1, 2017 to March 31, 2018.

Questions of a technical or contractual nature about the contents of this RFP are due no later than the COB May 19, 2017 to the attention of Mr. Strat Cavros, AASHTO Manager, Acquisitions, Contracts & Business Development at scavros@aaashto.org. AASHTO will strive to answer questions and post those answers on the AASHTO website (and by email to prospective offerors) as an Amendment to the RFP by COB May 22, 2017.

Offers must be sent by email to Mr. Strat Cavros NLT 4PM EDT, June 1, 2017. It is expected that AASHTO, under its prime agreement (FHWA agreement 00-8336-3767) with the U.S. Department of Transportation, will make an award to the successful offeror by June 30, 2017.

AASHTO contemplates entering into a time and material contract for acquiring services on the basis of direct labor hours at specified fixed hourly rates that include wages, fringe, overhead, profit (if any) and actual other direct costs for travel and materials.

Delineation of Task Areas:

The following competency and activity descriptions define the work areas anticipated under the contract.

Tasks: The contract between AASHTO and the successful offeror will be for activities affiliated with the following three (3) task areas:

Task 1 - Schedule and conduct bi-monthly (6) calls (no longer than 60 minutes per call) to discuss priority and emerging issues and facilitate trainings and webinars (no more than two total and no longer than 90 minutes in duration).

Task 2 - Identify meetings and conferences of other disciplines for potential engagement by the Environmental Justice Community of Practice and work with AASHTO staff to arrange involvement/engagement, either through attendance or formally participating as a speaker or

panelist. Develop panel proposals/abstracts, as required.

Task 3 – Work with AASHTO staff and other partner organizations to facilitate the increase of Technical Assistance offerings and Coordination between State Departments of Transportation (DOT) and Metropolitan Planning Organizations (MPO).

Statement of Work and Background:

Executive Order (EO) 12898 requires Federal agencies to identify and address, as appropriate, disproportionately high and adverse human health or environmental impacts of their programs, policies, and activities on minority populations and low-income populations. The Center will further EJ's state of the practice by encouraging ongoing dialogue, facilitating trainings and topic webinars, as well as furthering coordination between the DOTs, FHWA, and other key transportation stakeholders.

In February 2016, the Center for Environmental Excellence conducted a peer exchange on Environmental Justice. The peer exchange, held February 17-18, 2016, was designed to assist State DOTs and MPOs in sharing environmental justice best practices and lessons learned. This unique collaboration focused on seeking effective solutions in considering Environmental Justice during the planning and project development of transportation facilities. The outcome of the peer exchange was a [roadmap documenting strategies](#) and highlighting MPO and State DOT Environmental Justice/Title VI efforts, to guide the state of the practice over the next two to three years. The roadmap includes key take-aways from the peer exchange, technical assistance needs, research gaps, and recommendations for FHWA and AASHTO.

The Environmental Justice Roadmap explores each focus area and includes examples of current practices provided by peer exchange participants. Each chapter examines one focus area and outlines:

- Key issues
- Current state of the practice
- Considerations for AASHTO
- Considerations for FHWA
- Considerations for practitioners
- Benefits to practitioners

In addition to the peer exchange, the Center for Environmental Excellence hosted a webinar on May 18, 2016, with more than 350 participants. Through a series of poll questions, webinar participants provided further input into the current state of the practice and considerations for each focus area.

The Environmental Justice Roadmap is not an implementation action plan; however, it provides considerations for AASHTO, FHWA, and practitioners to collectively advance the state of the practice for EJ and improve transportation decision-making. The Environmental Justice Roadmap concludes with several emerging issues that are important in the development of future research needs statements. The top three emerging needs identified by the webinar participants included community indirect and cumulative effects for EJ populations, the changing demographics of the U.S, and health impacts on EJ populations from transportation projects. AASHTO and FHWA will continue to collaborate to prioritize and implement the strategies and associated considerations that comprise the Environmental Justice Roadmap.

Objective:

Under this task, the Center will leverage the work conducted throughout 2016 by organizing and convening an Environmental Justice Community of Practice (CoP). CoPs provide forums for invited professionals and practitioners to discuss and exchange information, experiences, ideas, and best practices. The Environmental Justice CoP will focus on a range of topics across disciplines including planning, design, construction, maintenance, and operation of highway and transit systems.

The Center for Environmental Excellence and will identify and convene members of the Environmental Justice CoP. It is expected that the community will engage through regular conference calls, and emails to share experiences and best practices and will discuss current and emerging issues regarding Environmental Justice. The CoP will be open to the 52 AASHTO member departments and other key stakeholders and will identify work products/deliverables that will emerge from this task. It is expected that deliverables under this task will include products such as webinars, conference calls, case studies or white papers. The members of the CoP, in collaboration with the Center for Environmental Excellence Technical Working Group will identify the deliverables to be completed within the project timeframe and budget constraints.

The awardee will work with AASHTO staff to facilitate logistics of CoP engagement and support the efforts of the CoP through subject matter expertise. The three tasks described above will support the Center for Environmental Excellence in executing the following task contained in the Work Plan:

1. Forming a Community of Practice/Collaboration Forums
 - a. Identify, in cooperation with FHWA, potential CoP members and confirm their participation.

- b. Schedule and conduct bi-monthly (6) calls to discuss priority and emerging issues and facilitate trainings and webinars. The calls/webinars will provide CoP members the opportunity to:
 - i. Discuss EJ Roadmap's priority considerations for FHWA, AASHTO, and Practitioners in an effort to determine necessary coordination efforts for implementation and establish timeframes.
 - ii. Host two webinars on emerging EJ issues, EJ research data needs, and innovative Environmental Justice solutions.
 - iii. Develop at least two case studies to help further the state of the knowledge of the community for EJ considerations during all phases of transportation decision making.
 - iv. Prioritize Center product development, such as developing trainings, webinars and other resources based on discussions, and develop a best practices guide for dissemination.
- c. Identify meetings and conferences of other disciplines for potential engagement:
 - i. Connect with other AASHTO Committees and TRB to identify possible EJ sessions or speakers such as: Standing Committee on the Environment (SCOE), Standing Committee on Planning (SCOP), Standing Committee on Public Transportation (SCOPT), Standing Committee on Performance Management (SCOPM) TRB's ADD50 (Environmental Justice in Transportation Committee), and TRB Equity Summit.
- d. Increase Technical Assistance and Coordination between DOT's and MPO's
 - i. Collaborate with MPO's and other transportation agencies on EJ Analysis.
 - ii. Hold topic calls or webinars regarding consistency of data and information exchange between MPO's and DOT's for EJ analysis.
 - iii. Develop guidance or training based on results and discussions during topic calls.
 - 1. Possible training needs include: Interagency collaboration, How to build internal capacity, Successful and unsuccessful EJ Strategy learning opportunities

Contract Administration Data

These provisions will be made a part of the contract when it is fully executed.

Payment and Progress Reports

The Contractor shall prepare and submit monthly invoices for each calendar month indicating labor charges (including dates worked, hours worked billed in half hour increments, and hourly totals for the month), other direct costs as approved, and travel as approved. The Contractor

must submit supporting cost detail, including receipts, to receive reimbursement for costs incurred. Invoices received by AASHTO more than 90 days after the work completion date may not be paid. It is the Contractor's responsibility to ensure that all work completed is invoiced within the allowed billing period.

The invoice shall be accompanied by a written progress report indicating:

- A clear and complete account of the work performed each month that is organized by Task number,
- An outline of the work to be performed the next month,
- A description of any problems incurred or anticipated that will effect completion of the work within the time and fiscal constraints set forth in this agreement with recommended solutions to such problems; or, a statement that no problems were encountered, and
- A tabulation of the current and cumulative costs expended by month versus budgeted costs, including cost share if applicable.

All invoices, expense vouchers and progress reports shall be submitted to AASHTO, attention of Strat Cavros, Manager of Acquisitions, Contracts & Business Development at 444 North Capitol Street NW, Suite 249, Washington, DC 20001. In addition, progress reports shall be submitted electronically to Strat Cavros at scavros@aaashto.org AND to Melissa Savage at msavage@aaashto.org. Payment to the Contractor in fulfillment of this agreement shall be subject to acceptance of all assigned services by AASHTO, and shall be subject to final audit by AASHTO of the time sheets and expense records reflecting services rendered. If accepted, AASHTO will remit payment within 60 calendar days of receipt of each invoice or voucher. If final audit has not been conducted within 90 days of delivery of the entire performance required by this agreement, AASHTO shall make final payment.

Travel and Per Diem

Travel and Per Diem authorized under this subcontract must be invoiced in accordance with the Government Travel Regulations currently in effect. Current per diem rates are listed at <http://www.gsa.gov/portal/category/21287>.

Travel requirements under this contract shall be met using the most economical form of transportation available. If economy class transportation is not available, higher class transportation shall be approved in advance by the AASHTO Contracts Manager, and the request for payment voucher must be submitted with justification for use of higher class travel indicating dates, times and flight numbers. All travel shall be scheduled sufficiently in advance to take advantage of offered discount rates, unless authorized by the AASHTO Contracts Manager.

Consultant Technical Proposal Content

The consultant's technical proposal shall be no more than 5 pages (eg.) (Size 12 Font and 1" Margins) and include the following information:

1. Introduction- Firm's name and contact information. Description of the firm's interest and commitment to provide (service requested).
2. Personnel- Listing and one paragraph biographies of personnel with a focus on their (requested service) knowledge and experience. Table delineating the roles and responsibilities of personnel.
3. Approach- Description of the consultant's approach to performing each task.
4. References- Contact information for two appropriate transportation sector references familiar with your work.

A. Cost Proposal

The consultants cost proposal shall be no more than 2 pages (Size 12 Font and 1" Margins) and include the following information:

1. Introduction- Firm's name and contact information, cost summary and principal's signature.
2. Labor and Other Direct Costs- Excel spreadsheet for each task showing breakdown and totals for person hours, labor costs (including base salary, overhead, fringe and profit, if any), and any anticipated other direct costs.
3. Cost Control and Invoicing- Firm's approach for controlling cost and insuring timely submission of invoices.

NOTE: The Consultant Budget for the three tasks shall not exceed \$50,000.

The anticipated timeline for the tasks is July 1, 2017 to March 31, 2018.

Proposal Ranking/Selection Criteria

The following criteria will be used to make award to the successful bidder in descending order of importance:

1. Technical Approach
2. Qualifications and Experience of Managers and Professionals
3. Cost