

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 4: Stormwater Community of Practice (CoP)** 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 (DTFH6116H00014) 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 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 two (2) task areas:

- Task 1 – Work with the AASHTO staff, members of the Stormwater CoP, and FHWA on the development of a white paper/State-of-the-Practice report on a stormwater issue of concern as identified by the members of the CoP. The offeror will facilitate discussion among the members of the CoP to select the topic of focus for the white paper and will produce a draft white paper for CoP review and comment. The offeror will be responsible for content development and facilitating the review process and incorporating edits. The offeror will submit the final white paper to AASHTO for publication.
- Task 2 – Support and facilitation of CoP engagement electronically through a web-based platform, webinars, conference calls or potentially in-person. The offeror will coordinate and moderate regular engagement (at least quarterly) of the CoP through conference calls or web-based platforms. The purpose of this engagement will be to share best practices and lessons learned between members of the CoP as well as discuss priority topics (and selection for the white paper under Task 1). The offeror will capture the discussion/engagement in summaries that will be posted to the Center for Environmental Excellence website.

Statement of Work

Background:

The Center for Environmental Excellence by AASHTO's Communities of Practice (COPs) provide forums for invited professionals to discuss and exchange information, experiences, ideas,

and best practices on a range of environmental topics related to the planning, design, construction, maintenance, and operation of highway and transit systems. The goal of a Community of Practice is to promote environmental stewardship and encourage innovative ways to streamline the transportation delivery process.

The primary goal of this work will be to reinvigorate the existing Stormwater Management CoP through the Center for Environmental Excellence. The Stormwater Management CoP created a forum where State Department of Transportation (DOT) practitioners engaged in facilitated discussions on emerging issues, research data needs, and innovative stormwater quality compliance solutions. Practitioners shared experiences and learned from each other, helping to further the state of the knowledge of the community. In addition, the effort helped extend the CoP members' networks and professional contacts.

In June 2009, a state-of-the practice report was prepared by the CoP facilitator in cooperation with participants. Additional state-of-the-practice reports were prepared in March 2010 on total maximum daily loads (TMDLs) and on EPA's effluent limitation guidelines for construction and development projects. The January 2011 COP report focuses on EPA's post-construction stormwater control rulemaking.

The CEE will host a Community of Practice focused on Stormwater management and will organize quarterly facilitated discussions moderated by CEE technical experts. The community will engage through regular conference calls and emails to share experiences and best practices, and will discuss current and emerging issues in Stormwater management. The CoP will be open to varying disciplines within the 52 AASHTO member departments and will assist with work products/deliverables emerging from this task.

The awardee will work with AASHTO staff to facilitate logistics associated with the CoP and will provide subject matter expertise and support the execution of the following task from the Center for Environmental Excellence Work Plan:

Task 1

The CEE will develop a white paper/State-of-the-Practice report based on a relevant issue (see Background above) as determined by the Community of Practice. The CEE will facilitate development of the paper which will provide opportunities for input from the overall CoP. Upon completion, the paper will be housed on the CEE website and featured in a news item or other mass communication to stakeholders and interested parties, following the steps outlined in the CEE Marketing Plan.

Task 2

Under this task the CEE will also support a peer exchange and knowledge transfer to be organized and hosted in partnership with FHWA that will take place through a web-based platform, webinars, conference calls, and potentially an in-person gathering. This will provide a forum for participants to discuss water quality challenges and technical assistance needs. The scope, including topic selection and the method of interaction and engagement, will take place through facilitated discussion of the members of the Stormwater CoP.

Contract Administration Data

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

A. 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.

B. 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 two tasks shall not exceed \$45,000.

The anticipated timeline for the tasks is between July 1, 2017 and 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