

**REQUEST FOR PROPOSAL
FOR**

Air Quality Peer Exchange Support Services

From the:

**American Association of State Highway
and Transportation Officials**



October 11, 2013

A. INTRODUCTION:

The American Association of State Highway and Transportation Officials (AASHTO) invites offerors (bidders) to submit offers (bids) to this Request for Proposals for performance from November 1, 2013 to June 30, 2014.

Questions of a technical or contractual nature about the contents of this RFP are due no later than the COB October 16 to the attention of Mr. Strat Cavros, AASHTO Contracts Manager, at scavros@aahto.org. AASHTO will strive to answer questions and send those answers by email to prospective offerors as an Amendment to the RFP by COB October 17.

Offers must be sent by email to Mr. Strat Cavros NLT 4PM EDT, October 25, 2013. It is expected that AASHTO will make an award to the successful offeror by November 1, 2013.

AASHTO contemplates entering into a time & material contract with the successful offeror. A time and material contract provides 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.

B. STATEMENT OF WORK

Project Background:

AASHTO's Standing Committee on Environment's (SCOE)¹ Air Quality, Climate Change and Energy subcommittee serves many important functions. One key function is to facilitate information sharing between state DOTs to assist them in resolving issues related to air quality, climate change, and energy. To assist with this effort, AASHTO's Center for Environmental Excellence will hold a two-day peer exchange, focusing on air quality issues, for approximately 15-20 state DOT air quality experts in Spring 2014. The peer exchange will provide a forum for participants to discuss air quality challenges, research gaps, and technical assistance needs.

AASHTO seeks consultant support in:

- Developing the agenda for the peer exchange;
- Facilitating conference calls with an advisory group which will assist with agenda development;
- Note taking during the advisory group calls;
- Coordinating with facilitators and speakers (e.g., inviting speakers, collecting short biographies, and PowerPoint presentations);
- Developing packets of information for peer exchange participants; and
- Developing proceedings from the peer exchange.

¹ For more information on SCOE, see: <http://scoe.transportation.org/Pages/default.aspx>.

Anticipated outcomes of this project include:

- Information sharing between State DOT air quality practitioners
- An improved understanding of the technical assistance and research needs of the Air Quality, Climate Change, and Energy subcommittee.

Consultant qualifications:

The consultant should be familiar with:

- SCOE and the Air Quality, Climate Change, and Energy Subcommittee;
- Air quality responsibilities of State DOTs and air quality issues faced by State DOTs; and
- Peer exchange, workshop, and conference planning.

Consultant (Contractor) responsibilities:

Task 1: Kick-off Call & Work Plan. The contractor shall participate in a kick-off conference call or in-person meeting with the AASHTO project manager. During this call/meeting, each project task will be reviewed and the timeline for each task discussed. Following the meeting, the contractor will develop a work plan, outlining each task, as discussed during the kick-off meeting, and including a brief methodology for how each task will be included. The work plan should also include a timeframe for when work will be completed.

Task 2: Conference Calls with Advisory Group. Coordinate and lead conference calls with an advisory group of state DOTs, AASHTO, and FHWA to develop the agenda for the 2-day peer exchange. There will be approximately 5-10 individuals on the advisory group. There will be approximately 3-4 calls with the advisory group, 60 minutes in length. There will also be approximately 3-4 check-in calls (approximately 30 minutes in length) with the AASHTO project manager. Specific tasks include:

- Schedule conference calls in coordination with the AASHTO project manager (Note: AASHTO can provide a conference line).
- Prepare an agenda for each call in coordination with the AASHTO project manager; and
- Develop summary of calls, including a task list and next steps.

Task 3: Peer Exchange Planning & Logistics. The contractor will plan the peer exchange, including the following tasks:

- Develop the agenda for the peer exchange with the assistance of the advisory group and AASHTO. The agenda should be finalized six weeks before the start of the peer exchange (Note: AASHTO's publication department will design, lay out, and print the agenda).
- Once presenters and facilitators have been identified (with the assistance of the advisory group and AASHTO), secure their participation in the peer exchange.
- Prepare an invitation to the peer exchange in coordination with AASHTO (Note: AASHTO will layout the invitation and send the invitation to its members).

- Collect the following from each presenter: a two-sentence biography, PowerPoint presentation(s).
- Provide facilitation “pointers” to the State DOT person facilitating each session.
- Prepare informational packets for participants that include relevant handouts. There will be approximately 30 participants. The handouts can be put in folders that include two pockets/sleeves. Specifically, the contractor should:
 - Collect handouts.
 - Print handouts for informational packets.
 - Provide the folders and conference label for the front of the folder.

Task 4: Peer Exchange & Note taking. The contractor will be responsible for the following during the peer exchange:

- Load PowerPoint presentations onto the computer before the beginning of each day.
- Take notes during each session. Summary bullets may need to be expedited each day for a recap.

Task 5: Post-Peer Exchange White Paper. Prepare a post-peer exchange white paper (15-20 pages). The white paper should summarize each session and include key take-aways, technical assistance needs, research gaps, and recommendations for FHWA and AASHTO. The white paper should be finalized within a month following the peer exchange.

Additional Notes:

- AASHTO will have a separate meeting planner who will be responsible for:
 - Securing meeting space and AV
 - Securing sleeping rooms for peer exchange participants
 - Manning the registration desk
 - Preparing and printing name badges and tent cards
 - Preparing and overseeing a registration website
- AASHTO will be responsible for communications with the meeting participants on travel arrangements and will coordinate travel reimbursements.

C. Contract Administration Data

These provisions will be made a part of the contract when it is fully executed (among several that may be included in the resultant contract).

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
- 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, Contracts Manager at 444 North Capitol Street NW, Suite 249, Washington, DC 20001 or electronically to scavros@ashto.org. In addition, progress reports shall be submitted electronically to Jennifer Brickett at jbrickett@ashto.org. Payment to the Contractor in fulfillment of services under 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.

D. Contractor Technical Proposal Content

The contractor's technical proposal shall be no more than 10 pages (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 the Air Quality Peer Exchange Support services requested.
2. Personnel- Listing and one paragraph biographies of personnel with a focus on their knowledge and experience. Table delineating the roles and responsibilities of personnel.
3. Approach- Description of the contractor's approach to performing each task.
4. References- Contact information for two appropriate transportation sector references familiar with your work.

Cost Proposal

The contractor's 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 (e.g., travel costs).
3. Cost Control and Invoicing- Firm's approach for controlling cost and insuring timely submission of invoices.

NOTE: The Contractor Budget for the tasks shall not exceed \$45,000.

The anticipated timeline for the tasks is November 1, 2013 to June, 30, 2014.

E. 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 Professionals Proposed
3. Cost