

**REQUEST FOR PROPOSAL  
FOR**

***Extreme Weather Sessions at AASHTO  
and Regional Meetings  
Support Services RFP***

***From the:***

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



**March 4, 2014**

## A. INTRODUCTION:

The American Association of State Highway and Transportation Officials (AASHTO) invites bidders to submit proposals to this Request for Proposals for performance from March 24, 2014 to December 31, 2014.

Questions of a technical or contractual nature about the contents of this RFP are due no later than the COB March 11 to the attention of Mr. Strat Cavros, AASHTO Contracts Manager, at [scavros@aahto.org](mailto:scavros@aahto.org). AASHTO will strive to answer questions and send those answers by email to prospective bidder as an Amendment to the RFP by COB March 13.

Proposals must be sent by email to Mr. Cavros NLT 4PM EDT, March 18, 2014. It is expected that AASHTO will make an award to the successful bidder by March 24, 2014.

AASHTO contemplates entering into a time & material contract with the successful bidder. 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

### Background

AASHTO would like contractor assistance with developing sessions about extreme weather and climate resiliency at key AASHTO summer meetings and regional meetings. AASHTO would like the contractor to attend and give presentations, as needed, during these sessions.

### Delineation of Task Areas:

Task 1: Kick-off Meeting & Work Plan. The contractor shall participate in an in-person kick-off meeting with the AASHTO project manager. During this meeting, each potential summer meeting will be reviewed and discussed. The contractor shall develop a general work plan for the contract, and include a more detailed description of the development of sessions at each potential meeting.

Task 2: Develop Sessions at Key AASHTO Summer Meetings. The contractor shall develop sessions at up to 12 key AASHTO meetings. Key meetings include:

#### *SCOH summer Meetings*

- Subcommittee on Systems Operations and Management (May 4-9; Nashville, TN)
- Subcommittee on Design (June 2-6; Savannah, GA)
- Subcommittee on Bridges and Structures (June 22-27; Columbus, OH)
- Subcommittee on Maintenance (July 27-31; Charleston, WV)
- Hydrology/Hydraulics Technical Committee (August 18<sup>th</sup>; Iowa City, IA)
- Subcommittee on Construction (August; Portsmouth, NH)

*AASHTO Regional Meetings*

- NASTO Annual Meeting (June 8-10; Portsmouth, NH)
- WASHTO Annual Meeting (July 13-16; Albuquerque, NM)
- MAASTO Annual Meeting (July 28-30; Indianapolis, IN)
- SASHTO Annual Meeting (August 23-27; New Orleans, LA)

*AASHTO Spring Meeting*

- SCOH Meeting (May 28-29)
- STEICS Steering Committee Meeting (May 30)

The length of each session will depend on the time available at each meeting. However, to the extent possible, AASHTO would like the following topics covered at each session:

- FHWA & AASHTO update
- Extreme weather – trends/projections
- Implications of extreme weather on discipline or transportation agencies (depending on meeting), including 1-2 case study presentations
- Overview of upcoming reports & tools, including: NCHRP 20-83 (5); National Climate Assessment; Transportation Research Circular – Risk-Based Adaptation Frameworks for Climate Change Planning in the Transportation Sector; FHWA Gulf Coast, Phase 2; FHWA Adaptation Case Studies

The contractor would be responsible for the following:

- Scheduling conference calls with AASHTO project manager to plan the sessions
- Developing agenda for the session
- Identifying speakers, as needed, and securing speakers
- Developing presentations (e.g., overview of upcoming reports & tools), tailored to the audience
- Compiling any handouts for the meetings (e.g., info from FHWA or AASHTO)
- Attending meetings and presenting, as necessary
- Possible facilitation at meetings, or shared facilitator role with an AASHTO member. This might include introducing topics & speakers; facilitating Q&As, facilitating discussions
- Summarizing any feedback or input received during the meetings

### **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 by task,.

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@aaashto.org](mailto:scavros@aaashto.org). In addition, progress reports shall be submitted electronically to Jennifer Brickett at [jbrickett@aaashto.org](mailto:jbrickett@aaashto.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 8 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.

Contractors’ approach and management team will be evaluated in accordance with the following criteria:

- Expertise in workshop planning and facilitation
- Experience with the development of AASHTO strategic plans
- Experience working with AASHTO’s Standing on Highways and AASHTO’s Sustainable Transportation: Energy, Infrastructure, and Climate Solutions Steering Committee.
- Expertise / Working knowledge of:
  - Trends and projections of extreme weather events (coastal storms, snow and ice storms, prolonged precipitation and flooding, heat waves, wild fires, and dust storms) and the impact of these weather events on State DOTs
  - How State DOTs are responding to these extreme weather events, both in short term emergency response and long term resiliency planning
  - Challenges faced by State DOTs in responding and preparing for extreme weather events
  - Currently available or upcoming reports, publications, and tools that State DOTs can use for resiliency planning

## **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 \$110,000.

The anticipated timeline for the tasks is March 24, 2014 to December 31, 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