

A. Introduction

The American Association of State Highway and Transportation Officials invites offerors (bidders) to submit offers (bids) to this Request for Proposals for SCOE Research Services for performance from March 1, 2013 through October 31, 2013.

Questions of a technical or contractual nature about the contents of this RFP are due no later than the COB Friday, February 15, 2013, to the attention of Mr. Strat Cavros, AASHTO Contracts Manager, at scavros@aaashto.org. AASHTO will strive to answer questions and post those answers on the Center for Environmental Excellence website and by email to prospective offerors as an Amendment to the RFP by COB Tuesday, February 19, 2013.

Offers must be sent by email to Mr. Strat Cavros NLT 4PM EDT, Friday, February 22, 2013. It is expected that AASHTO will make an award to the successful offeror(s) by the beginning of March 2013.

Please note that the Statement of Work in Section B has been divided into two parts. It is anticipated that AASHTO will contract with one consultant (contractor) to perform work associated with part I and one contractor to perform part II (or one contractor to perform both parts I and II); however, AASHTO reserves the right to contract with more than one firm to complete each part of this statement of work. For Part I, strong research qualifications and subject matter expertise in each of the four SCOE subcommittee subject areas are sought.

AASHTO contemplates entering into time and material contracts with successful offeror(s). 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.

Delineation of Task Areas:

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

Note: The offeror's proposal must demonstrate their team's experience and capabilities to perform tasks under all task areas listed below. AASHTO is not requesting proposals for individual task areas. Rather, AASHTO requests proposals that cover all task areas though award of more than one contract may be made under this RFP.

Tasks

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

Tasks Areas:

PART I

Task 1: TERI Database Management and Development of Research Statements

Task 2: Implementation Plan of Priority Research Topics

Task 3: Research Process Evaluation

PART II – Services associated with SHRP 2 products, including C06 Implementing Ecological and C19 Expedited Planning and Environmental Review.

B. STATEMENT OF WORK

PART I

Project Background:

AASHTO's Standing Committee on Environment (SCOE)¹ serves many important functions, including monitoring national trends and circumstances and promoting research on significant environmental issues. AASHTO's Center for Environmental Excellence manages the online Transportation and Environmental Research Ideas (TERI) database.² State DOTs as well as practitioners across the transportation and environmental community submit research ideas to the TERI database every year. This database provides a comprehensive list of research ideas from which SCOE draws when recommending priority research topics for funding under NCHRP research programs, including full NCHRP and NCHRP 25-25.

AASHTO seeks contractor support in:

- Maintaining the TERI database, including archiving older and irrelevant research topics
- Marketing the TERI database to state DOTs
- Working with a newly developed SCOE Research Task Force (the Task Force) to identify priority research topics for SCOE
- Assisting the Task Force in developing a standard format for proposed research statements to the NCHRP 25-25 program, as well as working with the Task Force and SCOE subcommittee members to develop short research statements for submission to NCHRP and NCHRP 25-25
- Providing recommendations for improving and streamlining the SCOE Research Process

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

² The TERI database can be found at http://environment.transportation.org/teri_database/

- Developing an implementation plan for SCOE priority research products developed under NCHRP

Anticipated outcomes of this project include:

- An improved and successful SCOE research process
 - Streamline TERI database by increased archiving of older/irrelevant research topics
 - More research ideas submitted from state DOTs as compared to previous years
 - Improve identification of priority research topics for SCOE
 - Increase number of quality priority research statements submitted by SCOE to full NCHRP and NCHRP 25-25
- An evaluation of the SCOE research process
- An implementation plan of priority research products

Contractor qualifications:

The contractor should be familiar with:

- SCOE and its four SCOE subcommittees
- Environment research used by state DOTs in the four SCOE subcommittee subject areas, including knowledge of state DOT research needs in these areas.
- NCHRP research programs
- The TERI database and other research activities
- TRB research activities

Contractor responsibilities:

Task 1: TERI Database Management and Development of Research Statements

Task 1.1: Management and Coordination with the SCOE Research Task Force

Coordinate and lead conference calls with the Task Force and AASHTO project manager to discuss tasks such as updating the TERI database, marketing of the TERI database, priority research topics, and writing research statements for submission to TRB. There will be approximately 8-10 calls with the Task Force and AASHTO, 60-90 minutes in length. The contractor should also coordinate and lead approximately 8-10 check-in calls with the AASHTO project manager (approximately 30 minutes in length). Specific tasks for conference calls with the Task Force and AASHTO include:

- Schedule conference calls in coordination with the Task Force chair and AASHTO project manager. (Note: AASHTO will provide the conference line).
- Prepare agenda for calls in coordination with Task Force chair and AASHTO project manager.
- Develop summary of calls, including a task list and next steps.

Task 1.2: Maintain and Market TERI database

Maintain the TERI database by completing the following tasks:

TERI Database Review

- Work with the Task Force and AASHTO project manager to determine whether any modifications to the TERI database are needed (e.g., any changes to the TERI categories)
- Determine whether the status of any TERI research ideas listed as “unmet” or “underway” have changed since the previous review.
- Conduct a cleaning of the TERI database, which includes working with the Task Force to determine which ideas should be kept in the database and which ideas should be archived. AASHTO project manager should be consulted before final archive.

Call for Research Ideas/Market TERI Database

- Prepare an email that requests state DOTs and other stakeholders to submit new research ideas to the TERI Database. This email will be sent by AASHTO.
- Develop materials to market the TERI database to state DOTs as part of the call for research ideas. Outreach material might include 1-2 page fact sheets (without graphics), providing information such as: the purpose and importance of the TERI database; appropriate research topics for the TERI database; information about how to submit ideas to the TERI database. Work with Task Force and AASHTO project manager to identify any target contacts for this marketing effort.
- Update and maintain the electronic mailing lists used to solicit TERI ideas from SCOE members and other stakeholders. AASHTO will review and approve the final mailing lists.

Review and Update TERI Database

- Review any additional research ideas received from the “call for research” and post acceptable ideas into the TERI database. The Task Force and AASHTO project manager should be consulted throughout this process.
- Work with the Task Force to maintain a separate, ongoing list of priority research ideas identified by the Task Force and SCOE and subcommittee members. These priority research ideas should be submitted to the TERI database, but also maintained separately and updated continuously, so that they can be easily identified and prioritized during discussions with each SCOE subcommittee.

Task 1.3: Identification of SCOE Research Priorities

The contractor must coordinate the selection of SCOE research priorities with the Task Force and subcommittees.

- The contractor, in coordination with the Task Force, must prepare electronic lists of fresh TERI research topics, identified through the TERI database, and organized by TERI category for each SCOE subcommittee. These lists will be reviewed by each subcommittee during a conference call. The electronic lists serve as the basis for deciding which research ideas should be submitted for full NCHRP and NCHRP 25-25. The lists should include each project's category, title, and description, and any other information that will be helpful to the subcommittee members in deciding which research topics to push forward.
- In order to aid in the facilitation of the respective conference calls with each subcommittee, the contractor should work with the Task Force to determine the most effective way to review the electronic lists of TERI research ideas with the subcommittees, since there could be up to 50 research topics per subcommittee.
- The contractor must lead conference calls with each SCOE subcommittee to discuss research priorities based on the process developed in the task above. The priority research topics identified throughout the year by the contractor and Task Force should be discussed first (these ideas should already be in the TERI database per Task 1.2). The end product is a list of research topics that should be developed into research statements for full NCHRP and NCHRP 25-25.

Task 1.4: Development of Research Statements

The contractor, in coordination with the Task Force, will assist SCOE and subcommittee members in writing the research statements for NCHRP. There may be up to 6 full NCHRP research statements submitted, and up to 15 research statements submitted for NCHRP 25-25. Research statements should be approximately two to three pages in length for each NCHRP statement. A current format already exists for NCHRP statements. Research statements for NCHRP 25-25 should be one to one and a half pages in length. The contractor should recommend ways to improve the formatting of NCHRP 25-25 statements.

Task 2: Implementation Plan of Priority Research Topics

2.1. Identify Priority Research Topics

- Develop a methodology that will be used to identify priority SCOE research products.
- Coordinate with TRB to identify top SCOE research projects that have been completed.
- Coordinate with the Task Force and SCOE to identify priority research products that have been completed.

- The contractor should select three to five priority research topics that will be included in the implementation plan of priority research topics.

2.2. Develop Implementation Plan

- For priority research products identified (three to five products), develop an outline for the implementation plan. The contractor should determine the best way to organize the implementation plan(s). The purpose of the implementation plan is to ensure that the research products are carried forward into implementation through guidance, training, policy, and/or practice.
- Develop the implementation plan for the research products. The AASHTO project manager and Task Force should be consulted.

Note: Tasks 1 and 2 will be completed concurrently.

Task 3: Research Process Evaluation

- The contractor must provide a three to four page evaluation of the SCOE research process once research statements have been submitted. The evaluation should include information, such as: what processes work well, areas for improvement, and recommendations to improve the SCOE research process.

Task Timeline

Task	Date
Clean out TERI Database	March 2013
Call for research ideas and marketing of TERI database	April 2013
Review and Update Database	Early May 2013
Prepare materials for subcommittee research selection	Mid May 2013
Prioritization of research statements for full NCHRP and NCHRP 25-25	Late May 2013/Early June 2013
Implementation Plan for Priority Research Products	May 2013
Assist with development of research statements for full NCHRP and NCHRP 25-25	July 2013 – September 2013
Evaluate Research Process	October 2013

PART II

AASHTO's environmental program will be involved in implementing several SHRP 2 products, including C06 Implementing Ecological and C19 Expedited Planning and Environmental Review.

Related to assistance with SHRP 2 implementation, please provide a three to four page overview of contractor qualifications related to:

- Experience with ecological framework-like processes
- Experience with expediting project delivery within state DOTs, particularly related to environmental processes
- Knowledge of state Departments of Transportation environmental and project delivery programs, processes and operations
- Knowledge of SHRP 2 program and AASHTO committee operations
- Knowledge of relevant documents, research and other resources related to ecological implementation and expedited planning and environmental review

C. Contract Administration Data

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

Payment

The Contractor shall prepare and submit monthly invoices - for each calendar month by the 15th of the month following the month being invoiced - 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, noting the task number and name.

All invoices, expense vouchers and progress reports shall be submitted to AASHTO, attention of Strat Cavros, AASHTO Contracts Manager, at 444 North Capitol Street NW, Suite 249, Washington, DC 20001, electronic copies of which shall be sent electronically to both Ms. Jennifer Brickett, Program Manager for the Environment, at jbrickett@aaashto.org and to Mr. Cavros at scavros@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.

Insurance

The Contractor shall provide for Worker's Compensation Insurance as required, and shall be responsible for the payment of all withholding taxes, state and federal. The Contractor shall also procure and maintain all professional insurance deemed necessary by the Contractor in connection with the performance of this agreement.

Local, State and Federal Law

The Contractor shall comply with all applicable state, federal, and local statutes, ordinances, and regulations in the performance of this agreement. The Contractor certifies that its labor wages and employment practices comply with the standards and guidelines set by the U.S. Department of Labor.

Intellectual Property

It is agreed that the Contractor shall not copyright any paper, reports, forms, or other materials which are first developed under and are a part of its work under this agreement without written approval of AASHTO, and that all proprietary rights to materials first developed under this agreement shall rest solely with AASHTO, with no compensation to the Contractor beyond the payments made under this agreement. Contractor agrees that all copyright and patent right to materials, programs, reports, inventions and all other intellectual property developed under this agreement shall be the property of AASHTO, and hereby assigns such reports and intellectual property to AASHTO. Upon completion or termination of this agreement, all reports prepared by the Contractor, including all graphics, texts, and computer files, as instruments of service, shall become the property of AASHTO.

In addition to the paragraph immediately above, the term "Contractor Property" shall mean all pre-existing materials, including, but not limited to, any products, software, materials and methodologies proprietary to Contractor or provided by Contractor and any trade secrets, know-how, methodologies and processes related to Contractor's products or services, all of which shall remain the sole and exclusive property of the Contractor or its suppliers. Subject to receipt of payment in full and to the terms of this agreement, Contractor grants AASHTO a non-exclusive, perpetual license to use the Contractor Property contained in the deliverables provided hereunder for the purposes of this contract.

Termination for Convenience

AASHTO reserves the right to terminate this contract, or any part thereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid for any work performed or cost incurred prior to the notice of termination. The Contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

Termination for Cause

AASHTO may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide AASHTO, upon request, with adequate assurances of future performance. In the event of termination for cause, AASHTO shall not be liable to the Contractor for any amount for supplies or work not accepted, and the Contractor shall be liable to AASHTO for any and all rights and remedies provided by law. If it is determined that AASHTO improperly terminated this contract for default, such termination shall be deemed a termination for AASHTO's convenience.

Indemnification

The Contractor shall indemnify and hold harmless AASHTO and participating states, and all officers, agents and employees thereof, from claims and losses occurring or resulting to persons, firms or corporations furnishing or supplying work, services, materials or supplies in connection with the performance of the resultant Agreement, and from claims and losses occurring or resulting to a person, firm or corporation who may be injured or directly damaged by the Contractor in the performance of the Agreement. The aggregate liability of Contractor under the Agreement shall not exceed the greater of the amount payable hereunder or the amount recovered under any applicable insurance coverage.

Conflict of Interest

The Contractor shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer or agent or any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties herein, has a financial or other interest in the firm selected for an award. The officer, employees and agents of the Contractor shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, or parties to subcontracts. However, Contractors may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees or agents of the Contractor.

By submitting a response to this RFP, offerors agree to adhere to this clause and are individually and solely responsible for ensuring compliance with this policy on behalf of the offeror's employees, agents, consultants or other parties engaged for purposes of developing or supporting an offer.

In addition to adhering to the various sections of this policy, offerors may not

- Collude, directly or indirectly, among themselves in regard to the amount, terms or conditions of this RFP
- Influence any AASHTO member or evaluation team member throughout the solicitation process, including the development of specifications

- Submit incorrect information in response to the RFP or misrepresent or fail to disclose material facts during the evaluation process.

Any evidence that indicates an Offeror has failed to adhere with any section of this policy may result in the Offeror's disqualification from the procurement.

D. Contractor Technical & Cost Proposal Content

Technical Proposal

Section B of the RFP includes a Statement of Work (SOW). The purpose of this part of the offeror's response is to present the knowledge, understanding and approach to addressing the work tasks that are anticipated in each Part of the SOW. This response is not meant to regurgitate the Section B requirements, but to demonstrate an understanding of the issues involved, an approach to addressing such issues and the unique experience of the offeror's team to address such considerations. Due to the number of tasks and page limitations, this will require that the offeror be concise and succinct.

Part I

The offeror's s technical proposal shall be no more than 10 pages and shall include the following information:

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

Part II

The offeror's proposal shall be no more than 4 pages and shall include qualifications related to the following areas:

- Experience with ecological framework-like processes
- Experience with expediting project delivery within state DOTs, particularly related to environmental processes
- Knowledge of state Departments of Transportation environmental and project delivery programs, processes and operations
- Knowledge of SHRP 2 program and AASHTO committee operations
- Knowledge of relevant documents, research and other resources related to ecological implementation and expedited planning and environmental review

Cost Proposal

The offeror's cost proposal shall 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 showing breakdown and totals for appropriate labor categories by person hours, fixed loaded labor costs, and any anticipated other direct costs for Part I.
3. Provide Hourly Rate(s)- for staff members anticipated to perform Part II activities.
4. Cost Control and Invoicing- Firm's approach for controlling cost and insuring timely submission of invoices.

The anticipated budget for Part I is \$80,000. The anticipated period of performance shall be eight months, to take place during this calendar year. The cost proposal should reflect costs for this calendar year only. For Part II, AASHTO is requesting hourly rates for proposed categories of labor *only*.

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 Proposed Team
3. Cost
4. References