REQUEST FOR PROPOSAL
FOR

National Symposium: Extreme Weather Event Impacts on Transportation Infrastructure

From the:

American Association of State Highway and Transportation Officials

October 11, 2012
A. INTRODUCTION:

The American Association of State Highway and Transportation Officials invites offerors (bidders) to submit offers (bids) to this Request for Proposals for performance from November 15, 2012 to June 30, 2013.

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@aashto.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 19.

Offers must be sent by email to Mr. Strat Cavros NLT 4PM EDT, October 26, 2012. It is expected that AASHTO will make an award to the successful offeror by November 9, 2012.

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:

Extreme Weather Impacts on Transportation Infrastructure Conference
Scope of Work

Conference Overview:

AASHTO will conduct a two to three day national symposium in Spring 2013 (April, May, or June) (most likely in Washington DC) to provide an opportunity for state DOT staff from a broad range of disciplines, including planning, environment, design, construction, maintenance, operations, and asset management, to convene and discuss extreme and high weather events and the implications on transportation infrastructure. This symposium will provide practitioners the opportunity to build relationships, share experiences and learn from one another. The conference will most likely be held in Washington DC.

The symposium will provide an overview of increasingly common extreme and high weather events and discussions of infrastructure vulnerability assessment and adaptation efforts, emergency response efforts, hydrology, design standards, and research needs and priorities.

Anticipated outcomes of the conference include:

- Dissemination of research on the increase in extreme weather events in the U.S. and the existing and potential impacts on transportation infrastructure.
- Awareness of current activities in various states in response to the increase in extreme weather events (e.g., infrastructure adaptation efforts).
- Identification of research needs.
- Development of multidisciplinary communities of practice.
• Input to FHWA and AASHTO for future activities to meet state DOT needs in responding to the increase in extreme weather events.

Consultant (Contractor) responsibilities:

Task 1: Pre-Meeting Conference Calls. Coordinate and lead pre-meeting conference calls with an advisory group of state DOTs, AASHTO, and FHWA to develop agenda for a 2-3 day conference. There will be approximately 6-8 calls with the advisory group, 60-90 minutes in length. Approximately 4-6 check-in calls (approximately 30 minutes in length) with the AASHTO project manager may also be needed as the conference approaches. Specific tasks include:

• AASHTO will select the individuals who will participate in the advisory group, but the contractor will invite the individuals to be part of the advisory group.
• Schedule conference calls in coordination with the AASHTO project manager. (Note: AASHTO will provide the conference line)
• Prepare agenda for calls in coordination with AASHTO project manager.
• Develop summary of calls, including a task list and next steps.

Task 2: Conference Preparation & Logistics.

• Develop conference agenda with assistance from advisory group and AASHTO. The agenda should be finalized eight weeks before the start of the conference. (Note: AASHTO’s publication department will design and lay out the agenda.)
• Outreach to presenters
  o Identify presenters in coordination with the advisory group and AASHTO staff.
  o Secure presenter participation in conference.
  o Collect the following from each presenter: a one-paragraph biography (bios will be provided to session moderators for introductory purposes), PowerPoint presentation(s).
• Prepare conference invitation in coordination with AASHTO. (Note: AASHTO will send invitations to its members).
• Prepare informational packets for workshop participants that include relevant white papers, 1-page handouts, etc. There will be approximately 120 workshop participants. The documents can be put in folders that include two pockets/sleeves.
  o Collect handouts.
  o Print handouts for informational packets.
  o Provide the folders.
• Load PowerPoint presentations onto computer for each conference session. Contractor to provide computers.
• Possible conference facilitation during concurrent sessions only. (Note: an individual from a state DOT or FHWA will be selected to moderate each plenary session, but in the
event that there are 2-3 concurrent sessions during some parts of the conference, the contractor may need to facilitate a session).

- Take notes during each session. Summary bullets after concurrent sessions may need to be expedited for report out sessions.

**Task 3: Post-Workshop White Paper.** Prepare a post-workshop white paper (10-12 pages) with a summary of the conference proceedings and recommendations and next steps for FHWA and AASHTO.

- Provide draft to AASHTO within one month of the conference. AASHTO will provide comments to contractor within two weeks. Contractor to provide final white paper within two weeks of receiving AASHTO comments.

**Additional Notes:**

- The contractor will not be responsible for the following:
  - Securing the hotel and date of the conference.
  - Coordinating with the hotel on logistics, including securing meeting rooms, lodging, and securing AV equipment.
  - 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. In addition, progress reports shall be submitted electronically to Jennifer Brickett at jbrickett@aashto.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.
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 Extreme Weather Conference 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 $60,000.

The anticipated timeline for the tasks is November 15, 2012 to June, 30, 2013.

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