

## **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: Streamlining Resources** for performance from January 1, 2019 to December 31, 2019.

Questions of a technical or contractual nature about the contents of this RFP are due no later than the COB November 21, 2018 to the attention of Mr. Strat Cavros, AASHTO Manager, Acquisitions, Contracts & Business Development at [scavros@ashto.org](mailto:scavros@ashto.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 November 28, 2018.

Offers must be sent by email to Mr. Strat Cavros NLT 4PM EDT, December 5, 2018. It is expected that AASHTO, under its prime agreement (FHWA agreement 00-8336-3767) with the U.S. Department of Transportation, will make an award to the successful offeror by December 21, 2018.

AASHTO contemplates entering into a time and material contract 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.

### **Task: Technical Review and Oversight of Streamlining Resource Development:**

#### **Task Description –**

Streamlining is a topic of interest for many state DOTs. This task would enable the Center, in collaboration with FHWA and members of the Center’s Technical Working Group, to develop tools and resources that AASHTO members could quickly access for streamlining best practices and lessons learned. The Center website would serve as the primary portal for sharing information and resources and a new tab would be created under the “Environmental Topics” heading on the Center website. This portal will include webinar recordings, a list of links to

additional resources and information from FHWA, EPA, and other applicable resource agencies and additional information as appropriate.

Deliverables under this task may include:

- Electronic toolkit (including webinars, FAQs) posted to the Center website showcasing best practices.
- Case Studies
- Practitioner's Handbook
- Video interviews with practitioners

The selected contractor will provide technical overview and oversight of all deliverables under this task. Additionally, the selected contractor will provide coordination and process management relating the project team coordination including planning and facilitating calls and other engagement of the project team.

**Task 1** – Schedule bi-weekly task team calls. Capture notes and action items and oversee completion of action items. Manage assignments and oversee completion.

**Task 2** – Work with AASHTO staff to ensure involvement of Center TWG members and representatives from AASHTO Committees as appropriate.

**Task 3** – Once the task team selects deliverables, develop project management plan including scope of deliverables, timeline, and estimated completion.

**Task 4** – Schedule bi-weekly calls with AASHTO staff to discuss project management and status of specific deliverables. Capture notes and action items and manage process to complete action items.

### **Statement of Work and Background:**

**Objective:** The objective of this task is to identify and collect best practices, resources and other information that will assist state DOTs and other environmental practitioners as they look for ways to streamline project delivery. The resources and information collected under this task will be housed on the Center for Environmental Excellence. The task will involve state DOT practitioners, representatives from FHWA, EPA, and other resource agencies like US Army Corp of Engineers, and US Fish and Wildlife. The goal is to provide web-based tools for state DOT practitioners and other key stakeholders as they look for ways to streamline project delivery.

### **Contract Administration Data**

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

### **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 and expense vouchers shall be submitted to AASHTO, attention of Melissa Savage, Director, Center for Environmental Excellence 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](mailto:scavros@aaashto.org) AND to Melissa Savage at [msavage@aaashto.org](mailto: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.

### **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: (if a budget is contemplated)** The Consultant Budget for the task shall not exceed \$50,000.

The anticipated timeline for the tasks is (period of performance)

## **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