REQUEST FOR PROPOSAL
FOR

Transportation Performance Management Pooled Fund
Basic PM3 Analytical Tool and Related Support

From the:

AMERICAN ASSOCIATION
OF STATE HIGHWAY AND
TRANSPORTATION OFFICIALS

October 26, 2017
A. INTRODUCTION
The Transportation Performance Management (TPM) Pooled Fund focuses on determining and supporting state, MPO and public transportation providers TPM capacity development needs. The objectives of the TPM Pooled Fund are to research and assess training and educational needs of contributing members, develop and deliver performance management resources, and to facilitate the sharing and retention of performance management best practices as funding allows to:

1. Identify Gaps in TPM Knowledge, Skills and Abilities—Conduct a needs analysis for learning and capacity development of contributing members resulting in a short and long-term capacity building roadmap;
2. Develop and Deliver Learning and Capacity Development Resources—Develop training and educational material to meet the gaps identified in the knowledge, skills and abilities;
3. Establish a TPM Information Clearinghouse—The TPM Information Clearinghouse will be used to showcase PM best practices, foster collaboration, and serve as a repository for PM resources; and

The purpose of the RFP is to provide access to web-based tool that TPM Pooled Fund members could use to easily calculate and submit the required PM3 performance metrics and measures to FHWA.

B. STATEMENT OF WORK

Background
AASHTO is seeking responses about contractor’s ability to: 1) provide access to an interactive, web-based tool that provides maps, graphs and calculations for all NPMRDS-based performance measures listed in the regulation on Assessing Performance of the National Highway System, Freight Movement on the Interstate System, and Congestion Mitigation and Air Quality Improvement Program (known as PM3); and 2) technical support for questions related to the use of the web-based tool. The response should result in Transportation Performance Management (TPM), Task IV Pooled Fund members being able to easily submit to FHWA the metrics and measures associated with the following PM3 performance measures in accordance with current USDOT and FHWA requirements and guidance:

1. NHPP Travel Time Reliability Index: Interstate System and NHS Non-Interstate System for both the entire state and Metropolitan Planning Area (MPA) boundary.
2. NHPP Truck Travel Time Reliability Index: Interstate for both state and MPA.
3. CMAQ Peak Hour Excessive Delay per Capita (Adjusted Urbanized Areas).

Tool Requirements
The tool must include the following elements as a minimum:

1. Access to the web-based, interactive tool that is accessible from a desktop computer and is compatible with both Microsoft IE and Google Chrome. All TPM, Task IV Pooled Fund Member analysts as well as analysts from all MPO’s within its state would have access to the tool. A State DOT may allow access to the tool to academic institutions and researchers working on behalf of the State DOT or MPO at their own discretion.
2. Calculation of required metric (for annual reporting to FHWA) and measure (for individual State DOT target setting purposes) values for each TMC segment annually (calendar year), including sub-metric data as required to be reported to FHWA.
   o Note #1: NHPP Travel Time and Truck Travel Time Reliability Index metrics and measures shall be calculated both statewide and by MPAs for each TPM Pooled Fund member.
Note #2: CMAQ Peak Hour Excessive Delay per Capita metrics and measures shall be calculated only for those areas that are TPM Pooled Fund members and that require it per current USDOT and FHWA requirements as of March 1, 2018.

3. Make viewable the metrics and measures in a web-based map interface that includes a month-by-month histogram and annual trend lines.

4. Integration of posted speed limit data for those TPM Pooled Fund members that are required to provide the CMAQ PHED per Capita metric and measures as longs the speed limit data is provided to the contractor in a mutually agreed upon format.

5. Ability to export and download all data in a shapefile, flat file, or database format suitable for offline viewing and analysis. The file format must meet the annual metric and measure reporting specifications as prescribed by FHWA as of March 1, 2018.

Technical Support Requirements

The technical support will include the following services as a minimum:

1. A recorded, generic, two hour training webinar on the specific use of tool elements and data downloader to produce all PM3 metrics and measures for federal reporting,

2. A web based FAQ, regularly updated and linked to how-to-videos addressing often encountered technical user issues

3. Up to forty (40) hours of technical support and troubleshooting for questions related specifically to the use of the tool for each TPM, Task IV Pooled Fund member.
   o Note #3: This technical support is not to be used to assist a pooled fund member on setting or establishing targets. This technical support is focused solely on the use of the web-based, interactive tool.

   o Note #4: This is the total number of hours for each pooled fund member regardless of the number of MPOs within a state. Each TPM Pooled Fund Member will identify a single liaison between the state and the contractor.

   o Note #5: The 40 hours is to be used over the five-year duration of the contract.

C. REQUEST FOR PROPOSAL INSTRUCTIONS

AASHTO is inviting bidders to submit proposals in response to this Request for Proposals. Questions of a technical or contractual nature about the contents of this RFP are due no later than the COB October 30 to the attention of Mr. Strat Cavros, AASHTO Manager, Acquisitions, Contracts & Business Development at scavros@aashto.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 1.

Proposals must be submitted by email to Mr. Cavros NLT 4PM EDT, November 10, 2017. It is expected that AASHTO will select a winning proposal and notify the bidder by November 30, 2017. An award to the successful bidder is anticipated to be made by January 1, 2018 but this is contingent upon receiving enough commitments from the pooled fund members to move forward with the work.

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.

Technical Proposal

The contractor’s technical proposal shall be no more than 12 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 AASHTO the 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. This includes a work plan addressing each of the above work elements, a comprehensive schedule of the work period with regular benchmarks to provide progress reporting and deliverables, and a detailed budget.

4. **References**

**Cost Proposal**

AASHTO is seeking a simplified pricing structure that makes accounting easy and simple for Rhode Island DOT as the TPM Pooled Fund sponsor and AASHTO as the implementation lead for the TPM Pooled Fund program. AASHTO requests costing be proposed for three categories of fees which would then be calculated for each TPM, Task IV Pooled Fund member:

1. **Web-Based Tool Access**—Cost to provide the web-based tool described under Tool Requirements.
2. **State NHS Network Set-Up Fee**—Cost to provide the initial set-up and development fee for the transportation network for each TPM, Task IV, Pooled Fund Member. This cost would likely vary based upon the size of the state NHS lane-miles and whether the state includes an urbanized area that requires the CMAQ PHED per Capita metric and measures calculation.
3. **Technical Support**—Cost to provide the technical support services presented above.

The contractor’s cost proposal shall include the following information based upon the information provided above:

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.

**Duration**

The duration of the contract will cover the time period between January 1, 2018 and December 31, 2022. This time period will cover the first performance period for all performance measures that State DOTs and MPOs have to report on as well as the first Full Performance Period Progress Report which will be due October 1, 2022.

**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

**D. 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, expense vouchers and progress reports shall be submitted to AASHTO, attention of Strat Cavros, Manager of Acquisitions, Contracts & Business Development (aka Contracts Manager) at 444 North Capitol Street NW, Suite 249, Washington, DC 20001. In addition, progress reports shall be submitted electronically to Strat Cavros at scavros@aashto.org AND to Matt Hardy at mhardy@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](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.