

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 of 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: Active Transportation Peer Exchange** for performance from October 1, 2019 to September 30, 2020.

Questions of a technical or contractual nature about the contents of this RFP are due no later than the COB August 30, 2019 to the attention of Mr. Strat Cavros, AASHTO Manager, Acquisitions, Contracts & Business Development at scavros@aaashto.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 September 6, 2019.

Offers must be sent by email to Mr. Strat Cavros NLT 4PM EDT, September 20, 2019. It is expected that AASHTO, under its prime agreement (FHWA agreement DTFH61-16-H-00014) with the U.S. Department of Transportation, will make an award to the successful offeror by September 30, 2019.

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.

Center Active Transportation Task Description:

This task was developed by the Center’s Technical Working Group and is part of the Center’s current annual work plan. Under this task, and working with the AASHTO Council on Active Transportation and the AASHTO Committee on Safety, the Center will plan a joint peer exchange/workshop to discuss safety issues related to active transportation and to learn more about state DOT decision-making processes on active transportation projects. Content and programming for the peer exchange/workshop will be planned in coordination with FHWA experts, the AASHTO Council on Active Transportation and the AASHTO Committee on

Safety. Following the peer exchange/workshop, the Center will develop resources (webinars, case studies, etc.) to support state DOT practitioners, including State Bicycle and Pedestrian coordinators, and other interested stakeholders and partners in the growing field of active transportation. The Center will aid in capacity building by using a variety of media, including case studies on emerging and critical topics, and webinars that introduce case studies with other written deliverables. This task will also increase the presence of active transportation and related resources on the Center's website. The AASHTO Council on Active Transportation Steering Committee, the AASHTO Committee on Safety, and the Center's Task Team will work together to select topics and determine appropriate delivery methods (case studies, webinars, and other written reports).

Deliverables under this task will include:

- Developing peer exchange content, in collaboration with the Center, FHWA, the AASHTO Council on Active Transportation, and the AASHTO Committee on Safety
- Webinars (at least two)
- Case Studies (at least two)
- Content development for the Center's website

The selected contractor will provide coordination and process management relating to the task team coordination including planning and facilitating calls and other engagement, managing the peer exchange planning process, identifying speakers for webinars and identifying and producing content for the Center's website including case studies and other resources.

Task 1: Task Team Engagement Management – Schedule regular task team calls, take and distribute call notes, and manage action item completion. The task team will be comprised of AASHTO, FHWA, and other federal staff and AASHTO committee members.

Task 2: Peer Exchange Planning – Working with AASHTO staff, schedule peer exchange to be held for 1 ½ - 2 days in Washington, DC for 25-30 attendees, manage agenda development process, identify peer exchange framework (facilitated discussion, roundtables, keynotes, and plenary sessions, etc.) identify and confirm speaker and facilitator participation, take notes during peer exchange and develop outline for peer exchange summary report. Working with Task Team, identify potential audience and develop registration plan. Contractor is not responsible for meeting arrangements, hotel bookings, or any other logistical aspect of the peer exchange.

Task 3: Webinars – Identify speakers for two webinars that will be based on topics emerging from the peer exchange. AASHTO and FHWA will manage all other aspects of the webinar, including inviting and confirming speakers, holding pre-webinar speaker calls, and promoting and hosting webinar.

Task 4: Case Studies – Working with Task Team, select at least two topics for Center case studies. Case studies are no more than 2-3 pages of text. Contractor will oversee development of case study text only and prepare a draft text for FHWA and AASHTO review. AASHTO will then add images and put the text into case study format.

Task 5: Website Content Development – Working with Task Team, identify potential resources from outside sources (FHWA, NHTSA, CDC, and others) to post on the Center’s website. Develop a plan for the Center website content management consultant to follow in order to keep new content up-to-date and proactively add new active transportation content in the future.

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 DOT bicycle and pedestrian coordinators and environmental practitioners as they look for ways to improve safety for active transportation modes. The resources and information developed under this task will be housed on the Center for Environmental Excellence website. The task will involve state DOT practitioners and representatives from FHWA.

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 AND to Melissa Savage at 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 October 1, 2019 to September 30, 2020.

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