

AASHTO COMP REQUEST FOR PROPOSAL for Contractor Services

Implementation of the results of [NCHRP Report 20-07 Task 427](#)

SCOPE OF WORK

A. BACKGROUND

The AASHTO Committee on Materials and Pavements (COMP) is responsible for the generation and maintenance of roughly 525+ construction materials standards. AASHTO is seeking an individual to help implement the results of [NCHRP Report 20-07 Task 427](#).

B. STATEMENT OF WORK

A detailed scope of services is listed below.

Project 427 Statement of Work:

The selected contractor will be responsible for helping to implement the results of [NCHRP Report 20-07 Task 427](#) (report will be provided to the selected individual). Tasks 1 -5 are slated to last approximately 20 months due to the publications schedule.

- Task 1 – Preparing *DRAFT PROPOSED STANDARD PRACTICE FOR SELECTING NON-LIQUID-IN-GLASS THERMOMETERS FOR LABORATORY AND FIELD APPLICATIONS* for consideration and balloting as an operational guidance document for the COMP. Making any revisions suggested as a result of balloting.
- Task 2 – Administrative coordinator and facilitator for task group including one representative from each of the five technical subcommittee groups.
 - The task group shall be convened (virtually) at appropriate intervals to determine:
 - Whether an existing thermometer requirement is accurately stated or whether it was the result of a conversion
 - Whether a stated thermometer requirement was the intent of the standard
 - Whether decisions on rewording have been consistently applied
 - The correct verbiage regarding calibration/standardization/verification, etc has been applied and incorporated into the standard
 - And any other items requiring discussion and agreement among the group
- Task 3 – Making red-line revisions to the relevant materials standards (prior to the 2021 annual meeting and ballot season)
- Task 4 – Providing a summary report to each TS Chair and Vice Chair including the standard designation, title, section numbers, changes, and (if applicable) any outstanding work needed to be completed by the TS
- Task 5 – Helping to develop content for and be a co-presenter in a webinar regarding thermometry for technical subcommittee leadership (Fall/Winter 2020)

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 affect 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.

All invoices, progress reports and expense vouchers shall be submitted to AASHTO, attention of Casey Soneira, Program Manager for Engineering at csoneira@aaashto.org and addressed to 555 12th Street NW, Suite 1000, Washington, DC 20004. 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 Manager, Acquisitions, Contracts & Business Development (aka 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. Note: lodging costs should be no higher than the negotiated rate.

C. Contractor Technical Proposal Content

The contractor's technical proposal shall be no more than 10 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 services outlined above.
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.

D. Cost Proposal

The contractors 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: The Contractor Budget for the tasks shall not exceed \$45,000.

The anticipated timeline for the tasks is October 15, 2020 to July 31, 2022.

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 Managers and Professionals
3. Cost

F. Questions and Submissions

AASHTO invites offerors (bidders) to submit offers (bids) to this Request for Proposals for Implementation of the results of [NCHRP Report 20-07 Task 427](#) for performance from October 15, 2020 to July 31, 2022.

Questions of a technical or contractual nature about the contents of this RFP are due no later than the COB September 18 to the attention of Ms. Soneira at csoneira@aaasho.org and to Mr. Strat Cavros, AASHTO Manager, Acquisitions, Contracts & Business Development at scavros@aaasho.org. AASHTO will strive to answer questions by email to prospective offerors as an Amendment to the RFP by COB September 22.

Offers (proposals) must be sent by email to Ms. Casey Soneira no later than 4PM EDT, October 1. It is expected that AASHTO, will make an award to the selected bidder by October 15, 2020.

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.