

## **Introduction**

The American Association of State Highway and Transportation Officials invites offerors (bidders) to submit offers (bids) to this Request for Proposals for a Feasibility Study for Emergency Declarations Website for a twelve (12) week period of performance.

Questions of a technical or contractual nature about the contents of this RFP are due no later than the COB October 9, 2020, to the attention of Mr. Strat Cavros, AASHTO Manager, Acquisitions, Contracts & Business Development at [scavros@aaashto.org](mailto: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 October 13, 2020.

Offers must be sent by email to Mr. Strat Cavros NLT 4PM EDT, October 23, 2020. It is expected that AASHTO, under its prime agreement DTFH61-17-D-00013 with the U.S. Department of Transportation, will make an award to the successful offeror by November 6, 2020.

AASHTO contemplates entering into a firm-fixed-price contract with the successful offeror.

Delineation of Tasks:

The following competency and activity descriptions define the tasks anticipated under the contract.

## **Tasks**

**The contract between AASHTO and the successful offeror will be for activities affiliated with the following three (3) task areas:**

**List Tasks Here:**

- Task 1 – Prepare for Virtual Meeting(s) with Task Force**
- Task 2 – Facilitate Virtual Task Force Meeting(s)**
- Task 3 – Prepare Feasibility Report**

## **B. STATEMENT OF WORK:**

### **Background:**

This project will explore the feasibility of developing an emergency declarations website that will serve as a one-stop shop for changes to allowable vehicle weights on the interstate system during an emergency. The website would be the definitive online resource for overweight divisible loads for relief supplies; providing information on the changes to allowable weights through a standard set of pertinent information, the contact information for each states' overweight permitting office, and access to up-to-date emergency declarations. Secure, quality-controlled processes would be in place to enable each state to upload new emergency declarations, and for those declarations to be archived once they are no longer active.

AASHTO is the unique organization to create and provide this and other transportation-related online resource as it is the association representing the highway and transportation departments in the 50 states, the District of Columbia, and Puerto Rico; and as the primary goal of its work being to foster the development, operation, and maintenance of an integrated national transportation system. The knowledge, experience, expertise and efforts provided by individual members on AASHTO committees, taskforces and projects cannot be replicated by another organization without incurring significant additional costs. AASHTO also has in place many of the mechanisms and processes that will be needed for contacting the state DOTs and gathering information from them. During the COVID-19 pandemic, many websites housed similar information, but a need was identified by many stakeholders for a single definitive website hosted by AASHTO, including organizations who host some of those existing websites.

**Objective:**

The objective of this RFP is to procure a Business Analyst, who will lead and guide a taskforce made up of AASHTO staff and state Department of Transportation leaders and experts to conduct a feasibility study for an Emergency Declarations site hosted on the AASHTO website. The Business Analyst will be responsible for the development and creation of the deliverables/documents listed in the attached document. These set of documents will be submitted to FHWA as part of a proposal for the development of the Emergency Declarations website. The Business Analyst will report to AASHTO Director of Technology and Digital Strategy.

The taskforce will include the chairs of the following groups:

- AASHTO Committee on Transportation System Operations (CTSO) Working Group on Freight Operations
- NASTO Subcommittee on Highway Transport
- SASHTO Subcommittee on Highway Transport
- MAASTO Subcommittee on Highway Transport
- WASHTO Subcommittee on Highway Transport

**Task 1 – Prepare for Virtual Meeting(s) with Task Force**

The Business Analyst will prepare for one or more virtual meetings of the task force by taking the lead in developing agenda(s), read-ahead materials, establishing ground rules for the meeting, developing a script for the meeting, preparing an annotated version of the agenda, and other actions as necessary to prepare for the meeting. The Business Analysis will obtain input from AASHTO staff during this process.

Deliverables: Meeting agenda(s), read-ahead materials, ground rules, script(s), annotated agenda(s), and other materials as necessary.

## **Task 2 – Facilitate Virtual Task Force Meeting(s)**

The Business Analyst will be responsible for facilitating virtual task force meetings and taking notes for the meeting. A meetings proceedings document summarizing the conversations and major points of discussion is expected to be delivered by the contractor. AASHTO staff will not be primarily tasked with taking notes for the meeting as that will be the responsibility of the Contractor.

Deliverables: Meeting proceedings document.

## **Task 3 – Prepare Feasibility Report, based on Task Force Input**

Based on the input of the task force and AASHTO staff, the Business Analyst will be responsible for preparing a feasibility report. The feasibility report will include, at a minimum, the following information:

- Document providing the source documents and data dictionary for the core set of information to be provided by state DOTs.
- System requirements document providing the list of high-level functionality. Requirements would include purpose of various webpages for websites, and methods for communications with the state DOTs on emergency declarations and for uploading pertinent information and documents to the website. Identifying the detailed information or specifications would not be part of a feasibility study, but part of the actual work to implement the site.
- Document providing the high-level website design aspects for the website related to the system requirements document. Not to include UX/UI work.
- Estimated cost for a project to implement a website meeting the system requirements and incorporating the high-level website design.
- Estimated cost for maintenance and support of the website and its supporting technology infrastructure.
- Document listing potential enhancements for functionality deemed out of scope for initial website.

Deliverable: Feasibility Report

## **C. 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 fixed price invoices for each calendar month indicating fixed milestone charges. If no milestones are reported in a given monthly period, no invoice shall be required. 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,
- A tabulation of the current and cumulative costs expended by month versus budgeted costs.

All invoices, expense vouchers and progress reports shall be submitted to AASHTO, attention of Mr. Patrick Zelinski with a cc to Strat Cavros, Manager of Acquisitions, Contracts & Business Development (aka Contracts Manager) at [scavros@aaashto.org](mailto:scavros@aaashto.org) at 555 12<sup>th</sup> Street NW, Suite 1000, Washington, DC 20004. AND to [pzelinski@aaashto.org](mailto:pzelinski@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**

No travel will occur as part of this project.

### **D. 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 or IT sector references familiar with your work.

### **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:** The Consultant Budget for these tasks shall not exceed \$15,000.

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

**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