

AASHTO REQUEST FOR PROPOSAL FOR CONTRACTOR SERVICES

Program Manager

AASHTO Transportation and Civil Engineering (TRAC) & Roadways Into Developing Elementary Students (RIDES) Technical Service Program

SCOPE OF WORK

A. BACKGROUND

The TRAC & RIDES program is AASHTO's hands-on educational outreach program. TRAC and RIDES mission is to introduce students to careers in civil engineering and transportation while improving their Science, Technology, Engineering, and Math (STEM) skills. The program is aligned with the national common core curriculum standards.

The TRAC program is designed for middle and high school students. Schools have access to the program through the state departments of transportation, who in partnership work with other government organizations, universities, non-profit organizations, and private industry to assist with implementation. The program offers seven self-contained educational modules featuring professionally developed curricula. Each module contains the equipment, software, and supplies needed to perform up to 75 hands-on activities related to:

- Bridge Design
- Highway Safety
- Magnetic Levitation
- Design and Construction
- Motion
- Environmental Engineering
- Traffic Technology

The module on Bridge Design is the most popular module because it gives students the opportunity to design and build bridges. Students also have an opportunity to enter their bridge in a national competition. The selected teams compete at the AASHTO Bridge Competition which is held annually.

The RIDES program is designed for elementary students. It consists of one trunk that includes professionally developed curricula and the materials a teacher needs to conduct hands-on activities. The trunk has a total of 135 hands-on activities and can be used by two classrooms. The current curriculum units are *Transportation and Energy*, *Roadway Geometry*, *Humans and Nature*, and *Designing Ways*.

The Special Committee on TRAC provides guidance and administrative oversight to the TRAC & RIDES program. The committee is composed of two co-chairs, the program manager, an AASHTO liaison, state DOT program members and program sponsors. The TRAC & RIDES program manager works collaboratively with the special committee to implement, improve, and expand the program. AASHTO is interested in engaging a consultant to serve as the TRAC & RIDES program manager.

B. STATEMENT OF WORK

The program manager responsibilities will be divided into tasks, as follows.

Task 1: Maintain the existing TRAC & RIDES program

- a.) Ensure the existing TRAC & RIDES program needs are being met. This may include in-person meetings with school and DOT officials around the country to assist with implementation and start-up activities. Approximately (10) trips per year are anticipated.
- b.) Update the TRAC & RIDES curriculum and materials as needed to align with current STEM education standards.
- c.) Solicit new states for participation through a variety of marketing tools including, but not limited to, booths at related events, magazine articles, webinars, and presentations. These tools will be developed by the program manager and with AASHTO staff.
- d.) Plan and participate in the Special Committee on TRAC meetings and conference calls, which includes creating an agenda, securing presenters, note taking, and coordination with the AASHTO meeting planning staff.
- e.) Coordinate with the AASHTO sponsorship contractor and sponsors related to securing new sponsors and recognizing existing sponsors for participation in the program through promotional items, programs, logos and website acknowledgment.

Task 2: Oversee module distribution center

Region 8 Mental Health Services, located in Mississippi, is the contractor used for module and trunk supplies, storage and shipping. The contractor will work with Region 8 on a variety of tasks:

- a) Ensure orders are received and processed
- b) Address any materials that are delivered damaged
- c) Maintain an adequate inventory
- d) Maintain accounting records, updated monthly
- e) Reconcile outstanding invoices
- f) Coordinate updates and revisions of modules and trunks
- g) Troubleshoot problems with materials, vendors, etc.

Task 3: TRAC & RIDES Newsletter

The contractor will develop and distribute a quarterly TRAC & RIDES newsletter that highlights the program successes and showcases the students. The contractor will coordinate with AASHTO publications and marketing staff on layout, design, graphics, etc.

Task 4: AASHTO Bridge competition (held during AASHTO's Spring Meeting) logistics and event

Contractor is responsible for the following activities which may require collaborating with the Special Committee on TRAC and various AASHTO staff:

- a.) Distribute competition guidelines
- b.) Order materials for bridge competition (send invoices to AASHTO)
- c.) Receive and log team applications and proposals

- d.) Coordinate with six judges who rank team proposals
- e.) Participate in conference calls with host state and AASHTO meeting planning staff
- f.) Work with AASHTO publications staff on t-shirt design, meeting signs, and promotional items
- g.) Notify chosen teams and assist with their travel and hotel arrangements
- h.) Work with AASHTO meeting planning staff to secure hotel AV, room assignments and set up, equipment, meals, and other competition needs
- i.) Coordinate with host state to plan student field trip
- j.) Prepare program
- k.) Prepare student awards
- l.) Order student gift cards, safety glasses, and bags
- m.) Team pictures/streaming video

Task 5: Oversee trainers and training program

The contractor will maintain communication with the program trainers and select and train new trainers as needed, including leading and/or participating in trainings as needed

- a) The contractor will select and schedule the program trainings, ship supplies as needed for trainings, approve travel arrangements, secure hotels, and provide room setup, equipment requirements and software for the state
- b) The contractor will review the trainer travel reimbursement and stipend
- c) Submit reconciliation reports to the AASHTO Finance staff as needed

Task 6: Update and maintain TRAC & RIDES website

The contractor will be responsible for making all edits to the website including but not limited to uploading documents, deleting information, modifying graphics, etc.

Task 7: Maintain program budget

The contractor will be responsible for preparing and submitting monthly financial reports to AASHTO and the Special Committee on TRAC chairmen. As part of this reporting, the contractor will review and incorporate financial statements prepared by AASHTO.

Task 8: Annual Program Survey

The contractor will be responsible for creating and disseminating a survey to the program participants at the end of each school year to assess the value of the program.

Task 9: Respond to public inquires

The contractor will respond to public inquires as needed. This may include working with countries outside of the U.S.

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 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, and work anticipated in the coming month(s);
- 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 Jameelah Hayes, Program Manager of Engineering, at 555 12th Street NW, Suite 1000, Washington, DC 20004. In addition, progress reports shall be submitted electronically to Mrs. Hayes at jhayes@ashto.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 Manager 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.

D. 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.

E. COST PROPOSAL

The contractor's 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 ensuring timely submission of invoices.

The anticipated timeline for the tasks is through June 30, 2021.

NOTE: The total Consultant budget for these tasks shall not exceed \$75,000.

F. 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

G. QUESTIONS AND SUBMISSIONS

AASHTO invites offerors (bidders) to submit offers (bids) to this Request for a TRAC Program Manager.

Questions of a technical or contractual nature about the contents of this RFP are due no later than the COB July 1, 2020, to the attention of Mrs. Jameelah Hayes, Program Manager of Engineering, at jhayes@aaashto.org and to Mr. Strat Cavros, AASHTO Manager, Acquisitions, Contracts & Business Development at scavros@aaashto.org. AASHTO will strive to answer questions by email to prospective offers as an Amendment to the RFP by COB July 9, 2020.

Offers (proposals) must be sent by email to Mr. Cavros no later than 12PM EDT, July 23, 2020. It is expected that AASHTO will make an award to the selected bidder by August 7, 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.