REQUEST FOR PROPOSALS (RFP)
FOR THE
TEXAS DEPARTMENT OF TRANSPORTATION
RESEARCH AND TECHNOLOGY IMPLEMENTATION (RTI) DIVISION
LOCAL TECHNICAL ASSISTANCE PROGRAM (LTAP)

RFP 21-LTAP

ISSUED BY THE
TEXAS DEPARTMENT OF TRANSPORTATION
RESEARCH AND TECHNOLOGY IMPLEMENTATION DIVISION

Date issued: January 27, 2020
1 Overview Information

The Receiving Agency’s (TxDOT’s) Research and Technology Implementation (RTI) Office is soliciting proposals to administer the Texas Local Technical Assistance Program (TxLTAP). This National Local Technical Assistance Program (LTAP) Program was created by the Federal Highway Administration (FHWA) to provide local agencies with information and training programs to improve their roads and bridges. TxDOT and FHWA sponsor the TxLTAP. Interested Proposers should visit the FHWA LTAP website to learn more about this National Program.

Proposals shall describe how the Performing Agency shall provide training, technical assistance, publication, communication (internal, external, hard copy, electronic, video and web-based), marketing and outreach support for TxLTAP.

Nationwide LTAP Centers (Centers) have traditionally developed their annual work plans around the “six tasks” created in the mid-1980s. The TxLTAP now operates under a Strategic Plan implemented in 2004 which defines national Program efforts through four focus areas of impact and effectiveness. While the Strategic Plan calls for the collection of performance data on program operations under these focus areas, the Centers have continued to develop operational work plans around the six tasks. To help Centers meet the focus area requirements in the most efficient manner, the FHWA is redefining work-planning emphasis from the six specific tasks to broader focus areas. This action delegates the planning and development of Program operations to the Centers, which are in the best position to determine how to provide services to their partners and customers.

This shift is consistent with the Office of Management and Budget (OMB) Program Assessment Rating Tool (PART) requirements which focus on formally evaluating the effectiveness of federal programs. The goal is to align program activities with the purposes captured in the four focus areas and thus “connect the dots” as to why Centers engage in certain activities. For example, publishing newsletters each year to satisfy a directive may result in a measurable outcome; however, planning the content of newsletters to educate personnel to produce enhanced safety outcomes is a more meaningful activity that supports a focus area. An overall communications activity that incorporates safety articles in newsletters is also a more accurate representation of the work of Centers.

This will not represent a significant shift in Center activities or level of effort. Many Centers are already developing work plans in this manner, and FHWA is working with Centers and National Local Technical Assistance Program Association (NLTAPA) to capture best practices and develop guidance over the coming months and years. The goal is to provide a stronger emphasis on the national focus areas while lessening the emphasis on prescriptive operational techniques that can imply a “one size fits all” approach to Center work plans.
The “six tasks” are measurable activities now aligned around the four focus areas, thus making the link between work and results clearer and simplifying the planning process. Performance reporting on the Performance Assessment Report (PAR) and the Center Assessment Report (CAR) will not change.

The Termination Date of the awarded proposal shall be August 31, 2021, with two one (1) year renewal options.

2 RFP Announcement

2.1 LTAP Program

2.1.1 LTAP Information

FHWA requires Centers to report PAR/CAR data to FHWA based on the four focus areas from the current LTAP/TTAP Strategic Plan, or the “what” of service delivery.

The four “focus areas” are:
- Safety
- Workforce Development
- Infrastructure Management
- Organizational Excellence

When the LTAP program was initially established, FHWA required Centers to perform six tasks. Contracts and work plans were based on these six tasks, centered on the “how” of delivery.

The former “six tasks” are listed below:
- Compile and Maintain a Mailing List
- Publish a Quarterly Newsletter
- Distribute Technology Transfer Materials
- Provide an Information Service
- Provide Training Courses
- Evaluate the Effectiveness of the Program

The proposals will discuss the required tasks of the work plan and the transition to the new format (four focus areas). Proposals will include the six tasks as continuing activities to advance the four focus areas. These shall be addressed in an introductory portion of the work plan explaining the purpose of such activities (i.e. the six tasks) and how they relate to the objectives of the Center as a whole.
The four focus areas are the organizational basis to propose the tasks that the proposer recommends to accomplish the focus area goals. Not all of the six tasks may be appropriate for every focus area. When preparing a work plan, address and describe the various tasks that are best able to promote each of the focus areas.

### 2.1.2 Program Work Plan

This RFP seeks proposals to develop the following work plan:

**Introductory Section**
- History and Background
- Mission and Vision
- Work Plan Organization

**Operations**
- Personnel involved in the Program
- Activities – including, but not limited to:
  - Compile and Maintain a Mailing List
  - Publish Newsletters (quarterly at a minimum)
  - Distribute Technology Transfer Materials
  - Execute and maintain the LTAP Strategic Plan
  - Provide an Information Service
  - Provide Training Courses and Workshops
  - Evaluate the Effectiveness of the Program
  - Technical Assistance
  - Participation in local, state, regional and national efforts
    - list specific organizations and efforts
- Advisory Board/Steering Committee
  - List proposed members (including name, group representing, and title)

**Four Focus Areas**
- Safety – Describe how the goal of improving safety is to be met
  - List planned safety-specific training.
  - Describe activities, including, but not limited to:
    - Newsletter articles
    - Library materials
    - Working with locals on the High Risk Rural Roads program
    - Performing Road Safety Audits
    - Working with safety organizations
- Infrastructure Management
Planned infrastructure-specific training and activities.

Describe roles as a technical assistance provider, including, but not limited to:
- Newsletter
- Library
- Links from website
- Site visits
- Referring locals to various resources and experts

Describe other infrastructure-specific activities, including, but not limited to:
- Assisting locals with establishment of an asset management program
- Developing technical materials, videos, and so on

**Workforce Development**
- Planned workforce development-specific training and activities, including, but not limited to:
  - Leadership and Management
  - Succession planning
  - School outreach
  - Provide training at local events such as APWA Chapter Meetings
  - Hosting or attending meetings such as with State NACE chapters

- Annual conferences

**Organizational Excellence**
- Describe activities including, but not limited to:
  - Involvement with organizations representing local governments
  - Conference presentations
  - Training conducted
  - List publications
  - Center evaluations
  - Workshop evaluations
  - Advisory boards
  - National performance reporting
  - Describe special projects
  - Other activities
2.2 Award Information

The Receiving Agency reserves the right to select for negotiation all, some, one, or none of the proposals received in response to this solicitation, and to make awards without discussions with proposers. TxDOT reserves the right to accept proposals in their entirety or to select only portions of proposals for award. In the event that TxDOT desires to award only portions of a proposal, negotiations may be opened with that proposer.

Awards under this RFP will be made to proposers on the basis of the evaluation criteria below, and program balance to provide overall value to the State.

2.3 Eligibility Information

2.3.1 Eligible Applicants

University Liaison: Please distribute this RFP to any individual researcher, academic department, research unit, or agent of your university or university system, under your active Cooperative Research and Implementation Agreement (CRIA), that is capable of satisfying the program’s requirements as set forth in this RFP that may submit a proposal to TxDOT. Affiliation with specific research units is not required by TxDOT. Questions regarding eligibility to propose may be directed to RTIMAIN@TxDOT.gov. Eligible applicants may partner with other eligible applicants, and may also subcontract in accordance with the terms set forth in the CRIA.

2.3.2 Procurement Integrity, Standards of Conduct, and Ethical Considerations

- **Gratuities and Lobbying**
  By signing the CRIA Agreement, your university, or university system, agreed not to offer gifts to TxDOT employees or to influence (lobby) Federal employees. These provisions are contained in Articles 26 and 27 of each CRIA.

- **Conflict of Interest**
  Proposers shall have no direct or indirect financial interest in any project they are evaluating or managing. Nor may they have family, personal, or business relationships with university employees that would create a conflict of interest, or the appearance of a conflict of interest, between their duties as a member of a research committee and their personal or business interests.
Proposers shall disclose any potential conflicts of interest. Each situation is then evaluated and structured to avoid true or apparent conflicts of interest.

- **Communications with TxDOT during the proposal RFP period**
  Questions about RTI’s policies or procedures associated with the RFP shall be submitted to RTIMAIN@TxDOT.gov. This period includes the entire time between distribution of the RFP by RTI and proposal deadline. Questions regarding this RFP should be posed to RTIMAIN@TxDOT.gov.

  PROPOSERS ARE CAUTIONED THAT ADDRESSING QUESTIONS ABOUT THE RFP OR PROPOSAL PREPARATION TO ANYONE OTHER THAN RTIMAIN@TxDOT.GOV WILL RESULT IN REJECTION OF THE PROPOSAL.

2.4 Collaborative Efforts

Collaborative efforts/teaming are encouraged. Specific content, communications, networking, and team formation are the sole responsibility of the participants.

If performing agency changes from FY20 Contract Holder then a series of hand-off meetings must be held to ensure smooth transition between agencies.

2.5 Application and Submission information

2.5.1 Reference Documents for Preparing Application Package

This solicitation and the current TxDOT Research Manual contain all information required to submit a proposal. Information in this solicitation supersedes that found in the University Handbook in any case where there is deviation. You may contact RTIMAIN@TxDOT.gov to request current versions of forms and requirements for proposals.

Note that nonconforming proposals will be considered to be non-responsive and will be rejected without review.

2.5.2 Content and Form of Application Submission

2.5.2.1 Proprietary Issues
All proposals containing proprietary data should have the cover page and each page containing proprietary data clearly marked as containing proprietary data. It is the Proposer’s responsibility to clearly define to TxDOT what is considered proprietary data.

All proposals will be treated as competitive information. Proposals will not be returned to the Proposer.

2.5.2.2. Proposal Submission Information

Electronic copies should be submitted in one Adobe PDF file per proposal. Proposals selected for negotiation or award must be submitted in MS Word or Excel format upon request from TxDOT.

TxDOT intends to use e-mail for correspondence regarding this solicitation. All administrative correspondence and questions on this solicitation, including requests for information on how to submit a proposal, should be sent via email to RTIMAIN@TxDOT.gov.

The documents listed below are required in every proposal, in the order shown below. Incomplete and non-conforming proposals will not be evaluated.

- Cover Page (RTI form)
- Program Description, Exhibit A, consisting of:
  - Project Abstract,
  - Statement of Work (Work Plan), Identification of Information Technology (IT) Deliverables to TxDOT,
  - Assistance or Involvement by TxDOT,
  - Deliverables Table
  - Schedule
- Itemized Budget, Exhibit B (RTI form)
- Background and Significance of Work
- Program Staff and Facilities (RTI form)

All consecutive page numbers should be displayed in the footer with the RFP number.

No information that identifies the university or individuals should be included in any headers or footers.
2.5.2.3. Work Plan (Exhibit A)

This section provides the detailed discussion of the proposed work necessary to enable an in-depth review. The following shall be clearly defined:

- What specific work shall be performed,
- Who shall perform the work,
- What benefit will Local agencies, TxDOT, LTAP and FHWA receive (value deliverable)

The required sections should be presented in this order.
1. Project Abstract
2. Statement of Work (SOW)

Provide all necessary detail to define the proposed Work Plan and deliverables, support the proposed effort with relevant technical details, and list planned resource allocation based on Basis of Estimate (BOE). Do not include any proprietary information in the Work Plan.

The SOW should be developed so that each component of the program is separately defined. The following sections should be repeated for each task.

i. Clearly define the technical tasks/subtasks to be performed, their duration, and dependencies among them. For each task/subtask, provide:
   - A general description of the objective (for each defined task/activity);
   - A detailed description of the approach to be taken to accomplish each defined task/activity);
   - Identification of the primary organization responsible for task execution (refer to “prime” or “sub”);
   - The completion criteria for each task/activity—a product, event or milestone that defines its completion;

ii. **Deliverables.** All deliverables (reports, data, prototypes, etc.) associated with the specific SOW task should be defined, including descriptions of contents, anticipated formats, and delivery dates.
iii. **Technical Rationale.** Detailed technical rationale and supporting information that directly underpin the approach and execution for the specific SOW task should be provided. Only details that support activities explicitly included within the proposed scope and BOE shall be included.

iv. **Basis of Estimate (BOE).** Cost summary and BOE calculations associated with the specific SOW task should be detailed. Costs should represent total actual cost to the performing agency for the specific SOW task, showing detailed build up from lowest level labor hour and material estimates in a consistent cost basis methodology, including cost of labor, materials, overhead, and other direct charges. Subcontractor costs should be annotated and added to prime contractor costs to show a comprehensive and integrated BOE for the specific SOW task.

3. Assistance or Involvement by TxDOT – TxDOT furnished information, equipment, services, or facilities required for completion of the SOW. Include the details of TxDOT Involvement or Assistance required by each task.

4. Deliverables Table – List of deliverables associated with the proposed research. This list summarizes the detailed information provided in the SOW.

5. Schedule of Research Activities/Work Breakdown Structure (WBS). This section should include a logical and complete WBS tailored to the proposed deliverables. WBS detail to level 3 (task, subtask, work package) or greater should be included. Timeline should be indicated in whole months after award, not month/year. This section should include a depiction of the time phased relationships and dependencies between all activities associated with the execution of the WBS task. Deliverables should be clearly indicated, as well as need dates for any external information or resources.

2.5.2.4. **Program Staff and Facilities (RTI Form)**
Describe the experience of the proposed team, and the capacity and capability of your facilities. Proposals submitted without Staff and Facilities section will be considered non-responsive and will not be accepted for technical evaluation. Provide information that is relevant to the specific proposed program.

2.5.3 **Proposal Submission Deadline and Instructions**
Proposers shall submit completed proposals in Adobe PDF format to the following address(es):
<table>
<thead>
<tr>
<th>Proposal Packages smaller than 15MB may be emailed to:</th>
<th><a href="mailto:RTIMAIN@TxDOT.gov">RTIMAIN@TxDOT.gov</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Packages larger than 15MB should be loaded to:</td>
<td><a href="http://ftp.dot.state.tx.us/dropbox">http://ftp.dot.state.tx.us/dropbox</a>.</td>
</tr>
<tr>
<td>Be sure to identify as RTI-LTAP-Proposal and use the <a href="mailto:RTIMAIN@TxDOT.gov">RTIMAIN@TxDOT.gov</a> email address.</td>
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Any Notices of intent to propose should be sent to RTIMAIN@TxDOT.gov.

The proposal must be received at TxDOT/RTI via the email address above on or before the applicable deadline, in order to be considered. The ability to review and select proposals submitted after the initial round deadline will be contingent on availability of funds.

TxDOT will acknowledge receipt of complete submissions via email and assign control numbers to be used in all correspondence regarding proposals.

3 Agency Contacts

TxDOT will use electronic mail for all technical and administrative correspondence regarding this RFP. Administrative, technical or contractual questions should be sent via e-mail to RTIMAIN@TxDOT.gov. All requests must include the name, email address, and phone number of a point of contact.