

State of Florida
Department of Transportation
Research Center
605 Suwannee Street, MS 30
Tallahassee, FL 32399-0450

REQUEST FOR RESEARCH PROPOSAL REGISTRATION

**PLEASE COMPLETE AND RETURN THIS FORM ASAP
TO PATTI BRANNON at patti.brannon@dot.state.fl.us**

RFRP Number: RFRP-15/16-003

Title: Local Technical Assistance Program

Proposal Due Date & Time (On or Before): April 26, 2016 at 10:00 AM

Potential proposers should notify our office by returning this Registration Form as soon as possible after downloading. Complete the information below and e-mail to Patti Brannon at patti.brannon@dot.state.fl.us

THE REQUEST FOR RESEARCH PROPOSAL DOCUMENT YOU RECEIVED IS SUBJECT TO CHANGE. Notice of changes (Addenda), will be posted on the Research Center website at <http://www.dot.state.fl.us/research-center/RFRPs.shtm> under this RFRP number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal.

University Name: _____

Address: _____

City, State, Zip: _____

Telephone: () _____ Fax Number: () _____

Contact Person: _____

E-Mail Address: _____

For further information on this process, e-mail or telephone: Patti Brannon, 850-414-4616 or patti.brannon@dot.state.fl.us

PRICE PROPOSAL FORM

RFRP Number: RFRP-15/16-003 .

RFRP Title: Local Technical Assistance Program

Services to be provided as specified in attached Exhibit "A", Scope of Services

Funding for this project is based on the annual allocation from FHWA and up to a 100% match from FDOT. Historically, FHWA has allocated \$150,000.00 and the Research Center has provided match at the same level.

The Proposer shall attach a detailed budget spreadsheet to include cost of salaries, overhead, fringe benefits, indirect cost, expenses and equipment. Travel and indirect cost on travel shall be identified as a separate item, if applicable. All travel shall be in accordance with Section 112.061 Florida Statute.

The Indirect Cost Rate on this project is limited to 10%.

NOTE: In submitting a response, the proposer acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

ACKNOWLEDGEMENT: I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the proposer. I certify that the response submitted is made in conformance with all requirements of the solicitation.

Proposer: _____ FEID # _____

Address: _____ City, State, Zip _____

Authorized Signature: _____ Date: _____

Printed / Typed: _____ Title: _____

State of Florida Department of Transportation

REQUEST FOR RESEARCH PROPOSAL

Local Technical Assistance Program

RFRP-15/16-003

CONTACT FOR QUESTIONS:

Patti Brannon
patti.brannon@dot.state.fl.us
Phone: 850-414-4616
Research Center
605 Suwannee Street, MS 30
Tallahassee, FL 32399-0450

INTRODUCTION SECTION

1) INVITATION

The Research Center requests written proposals from qualified Universities to provide the Local Technical Assistance Program. It is anticipated that the term of the contract will begin upon contract execution and be in effect through a period of twelve months. At completion of Year 1 the Research Center will evaluate the program to determine if we will proceed with years 2 through 5.

The Research Center intends to award this contract to the responsive and responsible University whose proposal is determined to be the most advantageous to the Department. For the purpose of this document, the term "Proposer" means the prime University acting on its own behalf and those individuals, partnerships, firms, or corporations comprising the Proposer team. The term "proposal" means the complete response of the Proposer to the Request for Research Proposals (RFRP), including properly completed forms and supporting documentation.

2) TIMELINE

Provided below is a list of critical dates and actions. These dates are subject to change. Notices of changes (Addenda) will be posted on the Research Center's website at <http://www.dot.state.fl.us/research-center/RFRPs.shtm> under this RFRP number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal.

<u>ACTION / LOCATION</u>	<u>DATE</u>	<u>LOCAL TIME</u>
DEADLINE FOR TECHNICAL QUESTIONS (There is no deadline for administrative questions)	03-11-2016	3:00 PM
PROPOSALS DUE, ON OR BEFORE (Technical and Price Proposal) FDOT Research Center 605 Suwannee Street, MS 30 Tallahassee, FL 32399-00450 Attention: Patti Brannon	04-26-2016	11:00 AM
PUBLIC OPENING (Technical Proposal) FDOT Research Center 605 Suwannee Street, SE063 (3 rd Floor) Tallahassee, FL 32399	04-26-2016	11:00 AM
PUBLIC OPENING / SELECTION MEETING (Price Proposal) 605 Suwannee Street, Room 348, Tallahassee, FL 32399 Teleconference #: 850-414-4972 PIN 490513	05-10-2016	10:00 AM
POSTING OF INTENDED AWARD	05-11-2016	8:00 AM

3) AGENDA FOR PUBLIC MEETINGS

Agenda – Price Proposal Opening & Intended Award Meeting

Agenda for Price Proposal Opening and Intended Award meeting for RFRP-15/16-002:

- Opening remarks of approx. 2 minutes by Research Center personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the RFRP solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, the Technical evaluation scores will be summarized.
- Announce the universities that did not achieve the minimum technical score.
- Announce the universities that achieved the minimum technical score and their price(s) as price proposals are opened.
- Calculate price scores and add to technical scores to arrive at total scores.
- Announce Proposer with highest Total Score as Intended Award.
- Announce time and date the decision will be posted on the Research Center website.
- Adjourn.

4) SPECIAL ACCOMMODATIONS

Any person with a qualified disability requiring special accommodations at a pre-proposal conference, public meeting, oral presentation and/or opening shall contact the contact person at the phone number or e-mail address provided on the title page at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

SPECIAL CONDITIONS

1) QUESTIONS & ANSWERS

In accordance with section 287.057(23), Florida Statutes, respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the contact person provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any technical questions arising from this Request for Research Proposal must be forwarded, in writing, to the person identified below. Questions must be received no later than the time and date reflected on the Timeline. The Research Center's written response to written inquiries submitted timely by proposers will be posted on the Research Center's website at <http://www.dot.state.fl.us/research-center/RFRPs.shtm> under this RFRP number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting their proposal.

WRITTEN TECHNICAL QUESTIONS should be submitted to:

Patti Brannon, Research Center, 605 Suwannee Street, MS 30, Tallahassee, FL 32399-0450; 850-414-4616; patti.brannon@dot.state.fl.us

Questions regarding administrative aspects of the proposal process should be directed to Patti Brannon in writing at the address above or by phone at 850-414-4616.

2) ORAL INSTRUCTIONS / CHANGES TO THE REQUEST FOR RESEARCH PROPOSAL (ADDENDA)

No negotiations, decisions, or actions will be initiated or executed by a proposer as a result of any oral discussions with a State employee. Only those communications which are in writing from the Department will

be considered as a duly authorized expression on behalf of the Department.

Notices of changes (Addenda) will be posted on the Research Center's website at <http://www.dot.state.fl.us/research-center/RFRPs.shtm> under this RFRP number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal. All Addenda will be acknowledged by signature and subsequent submission of Addenda with proposal when so stated in the Addenda.

3) SCOPE OF SERVICES

Details of the services, information and items to be furnished by the University are described in Exhibit "A", Scope of Services, attached hereto and made a part hereof.

4) INTENDED AWARD

The Research Center intends to award a contract to the responsive and responsible university with the highest cumulative total points for the evaluation criteria specified herein (See Section 19, Proposal Evaluation). The Intended Award decision will be announced after final evaluation and totaling of scores at the Price Proposal opening specified in the Timeline (See Introduction Section 2 Timeline). If the Research Center is confronted with identical pricing or scoring from multiple universities, the Research Center shall determine the order of award in accordance with section 295.187(4), Florida Statutes, and Rule 60A-1.011 Florida Administrative Code.

5) PRE-PROPOSAL CONFERENCE

A pre-proposal conference will not be held.

6) QUALIFICATIONS

6.1 General

The Department will determine whether the Proposer is qualified to perform the services being contracted based upon their proposal demonstrating satisfactory experience and capability in the work area. The Proposer shall identify necessary experienced personnel and facilities to support the activities associated with this proposal.

6.2 Qualifications of Key Personnel

Those individuals who will be directly involved in the project should have demonstrated experience in the areas delineated in the scope of work. Individuals whose qualifications are presented will be committed to the project for its duration unless otherwise accepted by the Research Center.

7) METHOD OF COMPENSATION

For the satisfactory performance of the services described in the attached Exhibit A, Scope of Service, the University shall be paid as described in the attached Exhibit B, Method of Compensation.

8) CONTRACT DOCUMENT

The Master University Agreement will serve as the contracting document.

9) REVIEW OF PROPOSER'S FACILITIES & QUALIFICATIONS

After the proposal due date and prior to contract execution, the Research Center reserves the right to perform or have performed an on-site review of the University's facilities and qualifications. This review will serve to verify data and representations submitted by the University and may be used to determine whether the University has an adequate, qualified, and experienced staff, and can provide overall management facilities.

Should the Research Center determine that the proposal has material misrepresentations or that the size or nature of the University's facilities or the number of experienced personnel (including technical staff) are not adequate to ensure satisfactory contract performance, the Research Center has the right to reject the proposal.

10) PROTEST OF REQUEST FOR PROPOSAL SPECIFICATIONS

Any person who is adversely affected by the contents of this Request for Research Proposal must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after the posting of the solicitation, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed.

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

11) RESERVATIONS

The Research Center reserves the right to accept or reject any or all proposals received and reserves the right to make an award without further discussion of the proposals submitted. Therefore, the proposals should be submitted initially in the most favorable manner. It is understood that the proposal will become a part of the Research Center's official file, without obligation to the University.

12) ADDITIONAL TERMS & CONDITIONS

No conditions may be applied to any aspect of the RFRP by the proposer. Any conditions placed on any aspect of the proposal documents by the proposer may result in the proposal being rejected as a conditional proposal. The only recognized changes to the RFRP prior to proposal opening will be a written Addenda issued by the Department.

13) RESPONSIVENESS OF PROPOSALS

13.1 Responsiveness of Proposals

Proposals will not be considered if not received by the Research Center **on or before** the date and time specified as the due date for submission. All proposals must be typed or printed in ink. A responsive proposal is an offer to perform the scope of services called for in this Request for Research Proposal in accordance with all requirements of this Request for Research Proposal and receiving seventy (70) points or more on the Technical Proposal. Proposals found to be non-responsive shall not be considered. Proposals may be rejected if found to be irregular or not in conformance with the requirements and instructions herein contained. A proposal may be found to be irregular or non-responsive by reasons that include, but are not limited to, failure to utilize or complete prescribed forms, conditional proposals, incomplete proposals, indefinite or ambiguous proposals, and improper and/or undated signatures.

13.2 Multiple Proposals

Proposals will be rejected if more than one proposal is received from a University. Such duplicate interest shall cause the rejection of all proposals in which such University has participated. Subcontractors may appear in more than one proposal.

13.3 Other Conditions

Other conditions which may cause rejection of proposals include, but are not limited to, evidence of collusion among Universities, obvious lack of experience or expertise to perform the required work, failure to perform or meet financial obligations on previous contracts. University's whose proposals, past performance, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of the Contract may be rejected as non-responsible. The Research Center reserves the right to determine which proposals meet the requirements of this solicitation, and which Proposers are responsive and responsible.

14) PROPOSAL FORMAT INSTRUCTIONS

14.1 General Information

This section contains instructions that describe the required format for the proposal. All proposals submitted shall contain two parts and be marked as follows:

PART I TECHNICAL PROPOSAL NUMBER RFRP- 15/16-003
(One Separately Sealed Package for Technical)

PART II PRICE PROPOSAL NUMBER RFFP-15/16-003
(One Separately Sealed Package for Prices)

THE SEPARATELY SEALED PACKAGES MAY BE MAILED TOGETHER IN ONE ENVELOPE OR BOX.

14.2 Technical Proposal (Part I) (5 copies) (Do not include price information in Part I)

The Proposer must submit 5 copies of the technical proposal which are to be divided into the sections described below. Since the Department will expect all technical proposals to be in this format, failure of the Proposer to follow this outline may result in the rejection of the proposal. The technical proposal must be submitted in a separate sealed package marked "TECHNICAL PROPOSAL NUMBER RFRP-15/16-003 ".

1. EXECUTIVE SUMMARY

The Proposer shall provide an Executive Summary to be written in nontechnical language to summarize the approaches for accomplishing the services specified herein.

2. MANAGEMENT PLAN

The Proposer shall provide a management plan which describes administration, management and key personnel.

a. Administration and Management

The Proposer should include a description of the proposed organizational structure and the means of establishing coordination and communication between the organization and the Department.

b. Identification of Key Personnel

The Proposer should provide the names of key personnel on the Proposer's team, a resume for each individual proposed and a description of the functions and responsibilities of each key person. The approximate percent of time to be devoted exclusively for this project and to the assigned tasks should also be indicated.

3. WORK PLAN

The Proposal shall provide a Work Plan which sets forth the establishment of the Local Technical Assistance Program. The work plan should include quantifiable, measurable and verifiable deliverables.

14.3 Price Proposal (Part II) (2 copies)

The price proposal information is to be submitted in a separate sealed package marked "PRICE PROPOSAL NUMBER RFRP-15/16-003". The Price Proposal information shall be submitted on the forms provided in the Request for Research Proposal.

14.4 Presenting the Proposal

The proposal shall be limited to a page size of eight and one-half by eleven inches (8½" x 11"). Foldout pages may be used, where appropriate, but should not exceed five (5) percent of the total number of pages comprising the proposal. Type size shall not be less than 10 point font. Bindings and covers will be at the Proposer's discretion.

Unnecessarily elaborate special brochures, art work, expensive paper and expensive visual and other presentation aids are neither necessary nor desired.

It is recognized that existing financial reports, documents, or brochures, such as those that delineate the Proposer's general capabilities and experience, may not comply with the prescribed format. It is not the intent to have these documents reformatted and they will be acceptable in their existing form.

15) **COSTS INCURRED IN RESPONDING**

This Request for Research Proposal does not commit the Research Center or any other public agency to pay any costs incurred by a university in the submission of a proposal or to make necessary studies or designs for the preparation thereof, nor to procure or contract for any articles or services.

16) **MAIL OR DELIVER PROPOSAL TO: (DO NOT FAX OR SEND BY E-MAIL)**

**Florida Department of Transportation
Attention: Patti Brannon
Research Center
605 Suwannee Street, MS 30
Tallahassee, FL 32399-0450
Phone # (850) 414-4616**

It is the proposer's responsibility to assure that the proposal (Technical and Price proposal) is delivered to the proper place **on or before** the Proposal Due date and time (See Introduction Section 2 Timeline). Proposals which for any reason are not so delivered will not be considered.

By submitting a proposal, the University represents that it understands and accepts the terms and conditions to be met and the character, quality and scope of services to be provided.

All proposals and associated forms shall be signed and dated in ink by a duly authorized representative of the Proposer.

Each University shall fully acquaint itself with the conditions relating to the performance of the services under the conditions of this Request for Research Proposal. This may require an on-site observation.

17) **MODIFICATIONS, RESUBMITTAL AND WITHDRAWAL**

Proposers may modify submitted proposals at any time prior to the proposal due date. Requests for

modification of a submitted proposal shall be in writing and must be signed by an authorized signatory of the proposer. Upon receipt and acceptance of such a request, the entire proposal will be returned to the proposer and not considered unless resubmitted by the due date and time. Proposers may also send a change in a sealed envelope to be opened at the same time as the proposal. The RFRP number, due date and time should appear on the envelope of the modified proposal.

18) PROPOSAL OPENING

All proposal openings are open to the public. Technical Proposals will be opened by the Research Center at the date, time and location in the Timeline (See Introduction Section 2 Timeline). Price Proposals, which have a corresponding responsive Technical Proposal, will be opened by the Research Center at the date, time and location in the Timeline (See Introduction Section 2 Timeline).

19) PROPOSAL EVALUATION

19.1 Evaluation Process:

A Technical Review Committee (TRC) will be established to review and evaluate each proposal submitted in response to this Request for Research Proposal (RFRP). The TRC will be composed of at least three (3) persons who collectively have experience and knowledge in the program areas and service requirements for which the commodities and/or contractual services are sought.

The Research Center will distribute to each member of the TRC a copy of each technical proposal. The TRC members will independently evaluate the proposals on the criteria and point system established in the section below entitled "Criteria for Evaluation" in order to assure that proposals are uniformly rated. Due to the complexity of certain procurements, the TRC members are authorized to consult with subject matter experts for the purpose of gathering information, if needed. The independent evaluations will be sent to the Research Center and averaged for each university. Proposing universities must attain an average score of seventy (70) points or higher on the Technical Proposal to be considered responsive. Should a Proposer receive fewer than seventy (70) points for their average Technical Proposal score, the Price Proposal will not be opened.

During the process of evaluation, the Research Center will conduct examinations of proposals for responsiveness to requirements of the RFRP. Those determined to be non-responsive will be automatically rejected.

19.2 Price Proposal

The Proposer shall complete the Price Proposal form and submit as part of the Price Proposal Package. Any proposal in which this form is not used or in which the form is improperly executed may be considered non-responsive and the proposal will be subject to rejection. The university's completed form shall become a part of the contract upon award of the contract.

The Research Center will open Price Proposals in accordance with Section 18, Proposal Openings. The Research Center will review and evaluate the price proposals and prepare a summary of its price evaluation. The Research Center will assign points based on price evaluation criteria identified herein.

19.3 Criteria for Evaluation

Proposals will be evaluated and graded in accordance with the criteria detailed below.

a. Technical Proposal (100 Points)

Technical evaluation is the process of reviewing the Proposer's response to evaluate the experience, qualifications, and capabilities of the proposers to provide the desired services and assure a quality product.

The following point system is established for scoring the technical proposals:

		<u>Point Value</u>
A.	Executive Summary	20
B.	Management Plan	20
C.	Work Plan	60

c. Price Proposal (.05 Points)

Price evaluation is the process of examining a prospective price without evaluation of the separate cost elements and proposed profit of the potential provider. Price analysis is conducted through the comparison of price quotations submitted.

The criteria for price evaluation shall be based upon the following formula:
(Low Price / Proposer's Price) x Price Points = Proposer's Awarded Points

20) POSTING OF INTENDED DECISION/AWARD

20.1 The Research Center's decision will be posted on the Research Center's website at <http://www.dot.state.fl.us/research-center/RFRPs.shtm> on date and time in the Timeline, and will remain posted for a period of seventy-two (72) hours. Any proposer who is adversely affected by the Research Center's recommended award or intended decision must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after posting of the Intended Award, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest and protest bond in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed. At the time of filing the formal written protest, a bond (a cashier's check or money order may be accepted) payable to the Department must also be submitted in an amount equal to one percent (1%) of the estimated contract amount based on the contract price submitted by the protestor.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

20.2 - Inability to Post:

If the Research Center is unable to post as defined above, the Research Center will notify all proposers by electronic notification by mail and/or telephone. The Research Center will provide notification of any future posting in a timely manner.

20.3 - Request to Withdraw Proposal:

Requests for withdrawal will be considered if received by the Research Center, in writing, within seventy-two (72) hours after the price proposal opening time and date. Requests received in accordance with this provision will be granted by the Research Center upon proof of the impossibility to perform based upon obvious error on the part of the proposer.

21) AWARD OF THE CONTRACT

Services will be authorized to begin when the Vendor receives the following document(s), as appropriate, indicating the encumbrance of funds and award of the contract:

The Research Center will issue a task work order from the master university agreement to the university Receiving the award.

Exhibit A – Scope of Service
Local Technical Assistance Program

Background Statement

The Local Technical Assistance Program (LTAP) plays a critical role in advancing the national intermodal transportation system and is a partner of choice for training and technical assistance throughout the transportation community. FHWA first implemented the Local Technical Assistance Program in 1982 to provide local agencies with training programs and information to address the maintenance of rural roadways and bridges.

The training, technical assistance, information exchange and partnership activities provided by LTAP allows local and rural communities to both maximize the performance of their transportation workforce and manage a safe, efficient, and environmentally sound transportation infrastructure. LTAP fills a mission-critical role in sharing best emerging practices that help establish and maintain minimum standards and capabilities.

Project Objective(s)

The objective is to develop a work plan for year 1 of a potential 5 year program.

Proposers should review the LTAP/TTAP Strategic Plan (attached) and develop a work plan to meet requirements to manage the program including quantifiable, measurable, and verifiable deliverables.