**Request for Research Proposal**

**RFRP-19-004**

**Identifying and Tracking Emerging Transportation Trends and Indicators**

This request is open to Florida universities with an executed Master University Agreement on file with the Florida Department of Transportation.

Details of the Services are described in Exhibit “A”, Scope of Services, attached.

The basis form of Agreement shall be a task work order issued under the Master University Agreement by the Research Center.

The maximum amount of funding available is $150,000.00 and the anticipated timeframe for the project is 30 months.

**Proposal Format Instructions:**

1. The University is encouraged to limit the proposal to no more than 30 pages. The cover page should contain the contact information for an Administrative contact and the Principal Investigator.
2. Provide a Management Plan demonstrating a solid knowledge of the problem and its background. It should not be a duplication of the RFRP. The Proposer should explain the approach and means to be used in accomplishing the tasks and where difficulties may be anticipated and resolved. The Proposer should provide the names of key personnel on the Proposer’s team, as well as a resume for each individual proposed and a description of the functions and responsibilities of each key person relative to the task to be performed.
3. Provide a Technical Plan which describes the approach for accomplishing the work identified in the scope of service. Proposer should explain the proposed focus and breadth of literature to be reviewed.
4. Provide a Work Plan with estimated project hours by skill classification.

**Price Format Instructions:**

I. The Price information shall be submitted separately on the form provided and a detailed budget to support the lump sum amounts identified for each deliverable. Indirect cost is limited to 10%.

**Proposal Evaluation:**

A Technical Review Committee will review and evaluate each proposal submitted. The Committee will evaluate each technical proposal and assign a Technical Score based on the criteria identified below.

 Management Plan 35 points

Technical Plan 60 points

 Work Plan 05 points

**Price Evaluation**

The Research Center will view the price information and assign points based on price evaluation formula. The criteria for price evaluation shall be based upon the following formula:

(Low Price/Proposer’s Price) x Price Points = Proposer’s Awarded Points

 Price 10 points

**Technical Questions are due by 3:00 PM on November 14, 2018**

Technical questions should be submitted to patti.brannon@dot.state.fl.us with the subject line

RFRP-19-004 Technical Questions

**PLEASE EMAIL PROPOSALS TO:**

Patti Brannon at patti.brannon@dot.state.fl.us

Include in the subject line the following information: RFRP-19-004 Identifying and Tracking Emerging Transportation Trends and Indicators

**PROPOSAL ARE DUE BY 3:00 PM ON January 23, 2019.** Proposals received after this date and time will not be accepted.

The Research Center will notify all proposers of the final decision on February 6, 2019.

**Special Notes:**

**Proposal will be rejected if more than one proposal is received from a University.**

**The Research Center intends to award the contract to the responsible and responsive proposer whose proposal is determined to be the most advantageous to the Department.**

Any questions related to this request should be directed to Patti Brannon at patti.brannon@dot.state.fl.us or (850) 414-4616.

**Exhibit A – Scope of Service**

**Background Statement**

In a February 2018 publication, “Approaches to Presenting External Factors with Operations Performance Measures,” the Federal Highway Administration illustrated the need for transportation agencies to understand the nature and extent of the influences of external factors on the performance of the transportation system:

By definition, external factors are typically outside the control of transportation agencies, but still influence transportation system performance. Therefore, transportation agencies that wish to effectively manage system performance should understand the nature and extent of this influence of external factors on system performance.

Historically, FDOT has done just that – tracking a number of economic, demographic, and constituent behavior trends that have a direct or indirect effect on transportation. By remaining aware of the external factors that drive travel demand, FDOT can be adequately prepared for the changing needs of the residents of the state.

However, the scope of these trends historically has been limited to traditional census-type information and geographically limited to Florida. This limited set does not reflect the rapid pace of change, which is often driven by even faster growing technology.

**Project Objective(s)**

This project seeks to identify and track external factors which impact system performance of all modes, inform the planning process, and provide insights more broadly into the changing nature of transportation.

**Project Kickoff Teleconference**

The principal investigator will schedule a kickoff meeting that shall be held within the first 30 days of task work order execution. The kickoff meeting will consist of a webinar at least 30 minutes in length. The purpose of the meeting is to review the tasks, deliverables, deployment plan, timeline, and expected/anticipated project outcomes and their potential for implementation and benefits. The principal investigator shall prepare a presentation following the template provided at <http://www.fdot.gov/research/Program_Information/Research.Performance/kickoff.meeting.pdf>

The project manager, principal investigator, and research performance coordinator shall attend. Other parties may be invited, if appropriate.

**Supporting Tasks and Deliverables:**

All deliverable(s) must be submitted to the Research Center at research.center@dot.state.fl.us and must contain the contract number, task work order number, and deliverable number as identified in the scope.

**Task 1: Literature Review**

Conduct a literature review to identify research and conclusions pertaining to economic, demographic, and behavior trends which impact transportation demand across modes, including vehicle, freight, and transit travel.

Deliverable 1: Upon completion of Task 1, the University shall submit to the Research Center at research.center@dot.state.fl.us a written technical memorandum of the findings and recommendations for the literature review.

**Task 2: Research Plan**

Develop a research plan to identify and evaluate external factors. This plan must consider all modes and should not be limited to Florida-specific trends.

Deliverable 2: Upon completion of Task 2, the University shall submit to the Research Center at research.center@dot.state.fl.us a written technical memorandum of the research plan.

**Task 3: Identification and Evaluation of External Factors**

Following the plan identified in task 2, identify and evaluate external factors affecting the transportation system.

Deliverable 3: Upon completion of Task 3, the University shall submit to the Research Center at research.center@dot.state.fl.us a written technical memorandum of external factors identified and their evaluation.

**Task 4: Draft Final and Closeout Teleconference**

Deliverable 4a: Ninety (90) days prior to the end date of the task work order, the university will submit a draft final report to research.center@dot.state.fl.us

The draft final report will contain all content generated in Task 1, 2 and 3, with recommendation for external factors to track or evaluate as more data becomes available.

The draft final and final reports must follow the Guidelines for University Presentation and Publication of Research available at <http://www.fdot.gov/research/docs/T2/University.Guidelines.2016.pdf>

The report must be well-written and edited for technical accuracy, grammar, clarity, organization, and format.

Deliverable 4b: Thirty (30) days prior to the end date of the task work order, the principal investigator will schedule a closeout teleconference. The principal investigator shall prepare a Powerpoint presentation following the template provided at <http://www.fdot.gov/research/Program_Information/Research.Performance/closeout.meeting.reqs.pdf>

 At a minimum, the principal investigator, project manager, and research performance coordinator shall attend. The purpose of the meeting is to review project performance, the deployment plan, and next steps.

**Task 5: Final Report**

Deliverable 5: Upon Department approval of the draft final report, the university will submit the Final Report in PDF and Word formats electronically to the Research Center at research.center@dot.state.fl.us The Final Report is due by the end date of the task work order.

**Deliverables Schedule**

The Research Center must at a minimum receive a deliverable every 6-months on a project. Progress reports are not considered deliverables.

**For planning purposes March 2019 should be used as the anticipated start date of the project.**

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| Task / Deliverable Description as provided in the scope | Anticipated Date of Deliverable Submittal (month/year) | TO BE COMPLETED BY RESEARCH CENTER (performance monitoring) |
| Kickoff Meeting/Presentation |  |  |
| Deliverable 1 – Literature Review  |  |  |
| Deliverable 2 – Research Plan |  |  |
| Deliverable 3 – Identification and Evaluation of External Factors |  |  |
| Deliverable 4a: Draft Final  |  |  |
| Deliverable 4b: Closeout Meeting/Presentation |  |  |
| Deliverable 5: Final Report |  |  |

RFRP-19-004

Identifying and Tracking Emerging Transportation Trends and Indicators

PRICE PROPOSAL

 Task 1 Deliverable (Lump Sum Amount) $

 Task 2 Deliverable (Lump Sum Amount) $

 Task 3 Deliverable (Lump Sum Amount) $

 Task 4a and 4b Deliverable (Lump Sum Amount) $

 Task 5 Deliverable (Lump Sum Amount) $

Proposer must attach a detailed budget to support the lump sum amount identified per task. If applicable, the following information must be included.

**Use of Subcontractor(s)**

If a subcontractor is to work on the project, describe the work the subcontractor will perform. A scope of work and budget must be provided for the subcontractor.

**Use of Graduate Student(s) and other Research Assistants**

Describe the work any student(s) will perform.

**Equipment**

Florida Administrative Code states “for statewide financial reporting purposes, all tangible personal property with a value or cost of $1,000 or more and having a projected useful life of one year or more must be capitalized. Any hardback book with a value or cost of $25 or more and having a useful life of one year or more that is circulated to students or the general public, and any hardback book with a value or cost of $250 or more that is not circulated must be capitalized. A review of the items on the Exception Property should be performed to ensure items to not fall within this category.

*Universities must adhere to the Department’s $1,000 threshold for equipment or items of lesser value appearing on the Exception Property listing. The university must provide a copy of the purchase invoice/property description/serial number and date of receipt for the equipment with the applicable task invoice.*

A description of the equipment to be purchased must be included with a copy of the quotes obtained. Justification of specific requirements for the project and why the equipment should be purchased instead of leasing (leasing of equipment is preferred) is required for all equipment.

**Expenses**

Describe any expense items to be purchased, if applicable.

**Travel**

***Standard Research Center policy is that travel to conferences is not an allowable expenditure*.**

Describe travel that will take place, including justification of the need for travel, if applicable. Include the traveler’s name/position, location(s), purpose and duration.

*If travel is budgeted, the following text must appear, as worded:*

All travel shall be in accordance with Section 112.061, Florida Statutes. Bills for travel expenses specifically authorized in the agreement shall be submitted using the Department’s Travel Form No. 300-000-06, unless the university provides proof of the Department of Financial Services approval to use an alternate travel form. The Department shall not compensate the University for lodging/hotel in excess of $150.00 per day (excluding taxes and fees).

The maximum amount of travel is limited to $(insert amount). The maximum amount of indirect cost on travel is limited to $(insert amount).