



Request for Proposals (RFP) for the Texas Local Technical Assistance Program (TxLTAP)

RFP 24-LTAP

Issued by the: Texas Department of Transportation (TxDOT),
Research and Technology Implementation (RTI) Division

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1. Overview Information

The Receiving Agency's (TxDOT's) Research and Technology Implementation (RTI) Division is soliciting proposals to administer the Texas Local Technical Assistance Program (TxLTAP). TxDOT and FHWA sponsor the Texas LTAP. Interested Proposers should visit the [National LTAP website](#) to learn about this National Program.

The Local Technical Assistance Program (LTAP) is a nationwide effort financed by the Federal Highway Administration (FHWA) and individual state departments of transportation. Its purpose is to translate into understandable terms the best available technology and practices for roadways, bridges, bicycle and pedestrian facilities, and public transportation for city and county roadway and transportation personnel in both rural and urbanized areas. The Texas Local Technical Assistance Program (TxLTAP) would be administered by the Performing Agency and sponsored by TxDOT and the Federal Highway Administration (FHWA).

The focus of state LTAP Centers is on preserving and enhancing the local road system by delivering quality training and technical assistance to local city and county road agencies in Texas. The training provided through this program is intended to increase the performance of the transportation workers in Texas by ensuring they conduct their duties in a safe, efficient, environmentally conscious, and cost-effective manner. This program aids city and county agencies to maximize benefits from their often limited fiscal and staffing resources. Through training geared to local government circumstances, customized technical assistance, and a library of resources, TxLTAP must provide relevant and impactful information focused on road and bridge/culvert maintenance, the use of traffic control devices, and other techniques to promote traffic safety.

Proposals shall describe how the Performing Agency intends to provide training, technical assistance, publication, communication (internal, external, hard copy, electronic, video and web-based), marketing and outreach support for the TxLTAP in line with the LTAP/TTAP initiatives. The National LTAP Association is legally known as the National Association of Transportation Technology Transfer Centers (NLTAPA). More information is available at the [NLTAPA website](#).

Currently, FHWA's Center for Local Aid Support (CLAS) is in the final stages of approving a strategic plan that will launch more specific performance metrics and more clearly define duties for LTAP Centers. Due to the timing of this RFP, this contract will begin by utilizing the traditional LTAP focus explained below; however, upon release of the new guidance, the Performing Agency will be expected to modify their workplan appropriately and, in consultation with the Receiving Agency, modify any proposed work activities.

2. RFP Announcement

2.1 Local Technical Assistance Program (LTAP)

(a) LTAP Information

FHWA is in the process of updating the NLTAPA Strategic Plan. The previous plan required LTAP Centers to report PAR/CAR data to FHWA based on the four focus areas (as of [2014](#)) from the LTAP/TTAP Strategic Plan, or the “what” of service delivery. The four “focus areas” are: Safety, Workforce Development, Infrastructure Management, and Organizational Excellence.

The proposals will discuss the required tasks of the work and how they relate to the objectives of the Center as a whole.

The organizational basis has four focus areas to propose the tasks. When preparing work plans, address and describe the various tasks that are best able to promote each of the focus areas. In addition, a successful work plan must align with the vision and goals of both the [FY 2022 to 2026 Strategic Plan](#) for the United States Department of Transportation and the [2023 to 2027 Strategic Plan](#) for TxDOT .

(b) 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 Stakeholder Mailing Lists
 - Publish Newsletters (quarterly at a minimum)
 - Distribute Technology Transfer Materials
 - Provide Innovation Knowledge Transfer (federal and state initiatives)
 - Execute and Maintain the Texas LTAP Strategic Plan
 - Provide Information as a Service
 - Provide Training Courses with Qualified Instructors
 - Evaluate the Effectiveness of the Program
 - Provide Technical Assistance
 - Participate in Local, State, Regional and National Efforts
 - List specific organizations and efforts
- Advisory Board/Steering Committee
 - List proposed members (including name, group representing, & title)
 - Coordinate regular stakeholder meetings (annually at a minimum)

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, presentations, and multimedia (such as videos).
- Workforce Development
 - Planned workforce development-specific training and activities, including, but not limited to:
 - Leadership and management
 - Succession planning
 - School/Local/County 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 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 based on the evaluation criteria below, and program balance to provide overall value to the State.

2.3 Eligibility Information

2.3.1 Eligible Applicants

Any individual researcher, academic department, research unit, or agent of a Texas state funded university or university system, with an applicable Cooperative Research and Implementation Agreement (CRIA), that is capable of satisfying the program's requirements as set forth in this RFP 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 only to RTIMAIN@txdot.gov or during the Pre-Proposal meeting.

Proposers are cautioned that addressing questions about the RFP or proposal preparation to anyone other than emailing 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.

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 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)
- Project Agreement, Exhibit A, consisting of:
 - Project Abstract,
 - Work Plan,
 - Assistance or Involvement by TxDOT,
- Itemized Budget, Exhibit B (RTI form)
- Schedule/ Deliverables Table, Exhibit C (RTI form)
- Identification of Information Technology (IT) Deliverables to TxDOT,
- 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 B)

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.

- Project Abstract
- Work Plan

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 Work Plan 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 (not limited to reports, data, and prototypes) associated with the specific Work Plan 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 Work Plan 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 Work Plan task should be detailed. Costs should represent total actual cost to the performing agency for the specific Work Plan 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 Work Plan task.

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

4. Deliverables Table (Exhibit C (RTI form)) – List of deliverables associated with the proposed research. This list summarizes the detailed information provided in the Work Plan.

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:

1. The Termination Date of the awarded proposal shall be September 30, 2025, with two one-year renewal options.
2. Proposal Deadline: 12:00 p.m. Central Time, **Monday, March 6, 2023. Proposals received after the deadline (12:00 pm) will not be accepted.** Responsibility for ensuring the timely arrival of proposals rests with the university. Failure of e-mail equipment is not a valid reason for acceptance of a proposal after the proposal deadline. Email submissions will be considered received in RTI if we can obtain documented evidence that a proposal was sent to the email address above and was received by TxDOT's internet mail server before the deadline.

Method:	Address:	Notes:
Email:	RTIMAIN@TxDOT.gov	Please note that messages larger than 15 megabytes (including attachments) are generally not received by TxDOT's internet email server.
Box.com	https://txdot.account.box.com/login	To set up a free account, select 'Individuals and Teams' from the TxDOT signup link. After uploading your PDF, share the document inviting RTIMain@txdot.gov as an Editor.

3. RFP#1 Q&A Deadline: 12:00 p.m. Central Time, **Wednesday, February 1, 2023.**
4. Use the current "ProjAgre" and "PA Forms" templates located at the [RTI Forms webpage](#).
5. Proposals will be considered non-responsive and will not be accepted for technical evaluation if they are not received by the deadline or do not meet the requirements stated in RTI's [University Handbook](#).
6. Proposals should be submitted in PDF format; (1) PDF file per proposal. File name should include project name and university abbreviation.
7. The 2021 Texas Legislative Session requires that universities be in compliance with Senate Bill 475 by submitting a completed and signed TxDOT Security Questionnaire (TSQ) to RTIMAIN@txdot.gov in advance of a proposal submission. Universities found to not submit a completed and signed TSQ in advance of proposal submitting will be held in non-compliance and unable to participate in the Program.