

## REQUEST FOR PROPOSAL (RFP)

**Issuing Office:** (Agency)

**Agency Contact:** (Enter POC)

**Solicitation Number:** 693JJ321R000015

**Title:** Development of Innovative Techniques and Methods that Support a Changeable Roadway Testing Environment

**Solicitation Release Date:** (XX)

**Technical Questions Due Date:** (XX)

**Proposal Due Date:** (XX)

**NOTE:** As a result of this RFP, (Agency) anticipates awarding a Firm Fixed Price with Cost Reimbursable Travel Task Order.

**PART I**

**1. GENERAL INFORMATION TO OFFERORS**

The Contractor shall furnish all services to perform the tasks described under this solicitation entitled, “Development of Innovative Techniques and Methods that Support a Changeable Roadway Testing Environment” in accordance with the enclosed Performance Work Statement (PWS).

This RFP is for a Firm Fixed Price (FFP) Task Order with Cost Reimbursable Travel Task Order. The offeror shall propose a total price breakdown utilizing the Contract Line Item Number (CLIN) table below.

| <b>CLIN</b>  | <b>Description</b>  | <b>Price</b> |
|--|---|--------------|
| 00001  | Development of Innovative Techniques and Methods that Support a Changeable Roadway Testing Environment<br>Pricing Type: Firm Fixed Price Period of Performance: 24 Months   | \$           |
| 00002  | CLIN 00001 Contract Access Fee 0.75% Pricing Type: Cost Reimbursable Line Item  | \$           |
| 00003  | Option Item 1: Task 7: Individual Artificial Roadway Feature Prototypes Fabrication, Testing, and Proof-of Concept Roadway Scenario Demonstration Pricing Type: Firm Fixed Price Period of Performance: 12 Month extension to Period of Performance | \$           |
| 00004  | Option Item 1: CLIN 00003 Contract Access Fee 0.75% Pricing Type: Cost Reimbursable Line Item   | \$           |
| 00005  | Option Item 2: Task 8: Staging, Demonstrating, and Assessing the Feasibility of Changeable Artificial Roadway Environment Scenarios Pricing Type: Firm Fixed Price Period of Performance: 12 Month extension to Period of Performance               | \$           |
| 00006  | Option Item 2: CLIN 00005 Contract Access Fee 0.75% Pricing Type: Cost Reimbursable Line Item   | \$           |
| 00007  | Travel Funding, not to exceed total allocated funding shown under Price. Pricing Type: Cost Reimbursable Line Item  | \$40,700.00  |
| 00008  | CLIN 00007 Contract Access Fee 0.75% Pricing Type: Cost Reimbursable Line Item  | \$           |
| <b>TOTAL PRICE INCLUDING COST REIMBURSABLE CLINS</b> |   | \$           |
|  |   | \$           |

**NOTE:** Unless otherwise approved by the Contracting Officer, the Contractor will be paid the FFP of each CLIN upon successful completion and Government acceptance. The Contractor may propose a milestone

payment schedule based on tasks and/or deliverables to be completed and subject to inspection and acceptance by the Government. Satisfactory completion and acceptance will be made by the Contracting Officer's Representative (COR). Payments may be requested for the cost reimbursable travel CLIN as costs are incurred, but no more frequently than monthly. All travel shall be approved in advance by the COR in writing. Contractors shall bill for the Contract Access Fee on every invoice as a separate line item.

## **2. INSTRUCTIONS FOR PREPARATION OF PROPOSALS**

### **Questions/Inquiries:**

All questions concerning this RFP shall be submitted electronically to (Agency POC), no later than the due date and time on page 1 of this RFP.

Each prospective Offeror should attempt to state each question in such a way that the Offeror would have no objection to the Government publishing that precise question (and its answer). Each prospective Offeror should attempt to word each question in such a way that the publication of that question (and its answer) would not divulge any information that the prospective Offeror considers to be proprietary or confidential.

This RFP is prepared and solicited in accordance with procedures contained within FAR 16.505 – Ordering. All proposals shall be prepared in accordance with the terms and conditions of their One Acquisition Solution for Integrated Services (OASIS) Contract, and the requirements of this RFP. Proposals submitted shall be valid for a period of no less than 120 days from the closing date of the RFP.

**In responding to this RFP, Proposals shall include the following:**

### **SECTION 1 TECHNICAL PROPOSAL**

This section addresses the technical aspects of the requirement. It shall indicate the firm's capabilities and the means used to satisfy the requirements stated in the attached Performance Work Statement (PWS). The Offeror is encouraged to propose innovative solutions that meet FHWA's performance requirements for this procurement. Reference the PWS section 1.2, Detailed Requirement for specifics of the Government's requirements for this service.

The Offeror shall describe and provide the following:

- Detailed technical approach and understanding to perform the work, addressing each of the evaluation criteria in detail.
- Key Personnel Resumes for the proposed contract team.
- The offeror shall provide the title and a description of the duties the personnel will perform.
- The Technical Proposal shall set forth any information that the Offeror wishes to bring to the attention of the Government.
- Level of Effort table (table displaying names, labor categories, and hours per task). (Pricing information shall not be provided in the Technical Proposal.)

### **SECTION 2 PRICE PROPOSAL**

The Offeror shall provide a price proposal that reflects its proposed solution to the Government's requirements. The Offeror shall complete the provided table on page 2 of this RFP and provide full supporting details, including hourly rates and hours, to demonstrate the calculations used and how the price was reached.

### **SECTION 3 PAST PERFORMANCE PROPOSAL**

The Offeror shall supply information regarding three (3) recent past and/or ongoing relevant projects. Project relevancy is determined by relevant technologies used, project size and project scope. Each project supplied shall include a Point of Contact for the project customer, with name, phone, and email. Each project supplied shall identify if proposed team members/staff or subcontractors were involved on the project.

### **3. PROPOSAL FORMAT**

- Proposals shall be prepared on 8½ x 11-inch page format.
- Do not include marketing materials. Do not include letters of support/recommendation.
- Proposals shall be submitted in a readable format. Adobe (.pdf) documents shall not contain any security restrictions (e.g. password protection) that prevent the Government from distributing and printing the document. The labor rate tables shall be submitted in an unlocked Microsoft Excel file.
- Section 1 Technical Proposal is limited to a total of 25 pages. The cover page and table of contents are included in the Technical Proposal page limit. Resumes are excluded from the Technical Proposal page limitation, but are themselves limited to no more than two pages each.
- All text, including in tables and graphs, shall be printed using a font size no less than 11-point font. Text in any images must be legible when printed.
- Page margins shall be a minimum of 1 inch on each side, (top and bottom, left and right).
- Resumes shall not exceed two pages each.
- All proposal sections shall be included as separate attachments within one e-mail message. The email size shall not exceed ten Megabytes (10MB).

### **4. SUBMISSION OF PROPOSALS**

Proposals shall be received by the due date and time on page 1 of this RFP. Failure to furnish all information required in this RFP may result in your proposal being considered non-responsive.

Proposals shall be transmitted via email to: (Agency POC), no later than the due date and time on page 1 of this RFP.

**The timeliness of a proposal is determined by the date and time of receipt. It is the Offeror's responsibility to ensure that the proposal submission email is received by the designated cut-off date and time. Early submission is encouraged.**

**This is an electronic procurement. Hard copies of proposals will not be accepted. Please reference the RFP number on all correspondence including the subject line of any e-mails related to this procurement.**

## **5. EVALUATION CRITERIA**

The Government will issue a task order resulting from this RFP based on a proposal that represents the best value to the Government, considering technical, past performance and price factors. When combined; **Technical Approach and Past Performance are more important than Price.**

The following factors will be used to evaluate proposals.

### **A. Technical Criteria**

The Offeror's approach to performing the requirements and its capability to successfully perform the task order will be evaluated. Proposals will be evaluated based on the following:

Note: All bulleted items noted below are considered equal in the overall evaluation of Technical Capability.

- Proposal's Technical Approach; Management Approach; and Staffing Approach.
  - o The proposal includes an adequate and appropriate staff with the qualifications for and experience to perform the requirement.
  - o Capabilities to perform the tasks described in the PWS, including the Contractor's expertise, experience, facilities, and capacity to take on a project of this magnitude to ensure a successful assessment of the feasibility of developing a changeable roadway capability.
  
- Understanding of the objective and requirements of the project and how the Contractor will be able to evaluate the feasibility of mimicking roadway features that will facilitate depiction of realistic roadway scenarios to all road users but that the scenario can be easily custom configured or changed to a different scenario without permanently changing basic test facilities roadway configurations.
  
- Feasibility, Soundness, and Innovativeness of the approach that considers the identification of changeable roadway features, collaboration with stakeholders, identification and description of roadway feature characteristics, how Automated Driving Systems (ADS) perceive the roadway environment, fabrication of artificial roadway features that mimic actual features, and feasibility testing process and procedures.

### **B. Past Performance**

The Offeror's past performance on submitted projects will be evaluated to determine, as appropriate, the performance risk associated with their offer as it relates to the requirement for this solicitation, successful performance of contract requirements, quality, and timeliness of delivery of goods and services, effective management of subcontractors, cost management, level of communication between contracting parties, proactive management and customer satisfaction.

The evaluation will consider past performance information regarding predecessor companies, key personnel who have relevant experience or subcontractors that will perform major or critical aspects of the requirement. The Government will review project information submitted with proposals, as well as relevant information obtained from Project Points of Contact provided as part of the Proposal Submission. The Government reserves the right to assess the past performance of proposed subcontractors.

The Government will use its discretion to determine additional sources of past performance information used in the evaluation, and the information may be obtained from references provided by the Offeror, the agency's knowledge of the Contractor's performance, other government agencies or commercial entities, or past performance databases. If an Offeror does not have a history of relevant contract experience, or if past performance information is not available, the Offeror will receive a neutral past performance rating.

### **C. Price**

The proposed prices (inclusive of all Base awards and Option CLINs) will be evaluated, but not scored. The evaluation will determine whether the proposed prices are complete and reasonable in relation to the solicitation requirements. Proposed prices must be entirely compatible with the technical proposal, and the proposed price will be considered in determining if the proposal represents the best value to the Government.

## **Part II**

### **Performance Work Statement**

*(Add SOW/SOO/PWS Herein)*