

Broad Agency Announcement

DTFH61-07-R-00110

TPF 5(063) Pooled Fund Study “Improving the Quality of Pavement Profile Measurement” – Priority Number One: Reference Device

A. BACKGROUND AND OBJECTIVES

This Broad Agency Announcement (BAA) identifies the Federal Highway Administration’s (FHWA) intention to solicit innovative research proposals to fulfill the objective for Priority One of the following pooled fund study TPF 5(063) “Improving the Quality of Pavement Profiler Measurement” – build a portable pavement profile reference device.

The following research statement from the Transportation Research Board describes the efforts that this BAA is attempting to achieve.

“Since researchers in South Dakota first developed a lower-cost inertial profiling device, these systems have become quite common to the highway industry. Historically, these devices were used to provide an objective measure of serviceability (ride quality) within many network inventorying and condition assessment programs.

The extensive market for inertial profiling systems has produced a variety of manufacturers with a diverse assortment of features and configurations. The competition has led to better prices and some innovative approaches and analysis options. Unfortunately, lower costs are often achieved through the use of lesser-quality components, which often contribute to reduced accuracy and repeatability.

With the traditional network-oriented applications, modest reductions in quality were often difficult to detect and usually of little consequence. However, as these devices have gained widespread acceptance and use in the highway industry, many state DOT’s are now utilizing them for monitoring and evaluating contractor compliance with smoothness specifications on pavement construction projects. These specifications often involve bonuses or penalties for the paving contractor and therefore may have a direct, immediate, and significant financial impact on the project participants. As a result, verification/validation of the precision and accuracy of these profiling devices has become ever more critical.

The first step in the task of verifying/validating/certifying a profiling device is to establish a reference profile or “benchmark” to which it can be compared. A reference profile is a series of sequential relative elevation measurements ideally recorded with a device having a resolution, accuracy, and precision that is many orders of magnitude better than the profiler being validated. Numerous types of equipment and procedures are in use today, but all suffer one or more of the following deficiencies:

- They are labor intensive thus limiting their practicality.
- They require traffic control thus increasing costs and logistical requirements
- In a practical sense, they cannot be used to establish reference profile measurements to the desired minimum interval (now 1 inch).
- Depending on the equipment/procedures used, the accuracy, precision, and resolution of the devices used to establish the reference profile may not be significantly better or even as good as the devices undergoing validation.”

In 2002, the FHWA initiated a transportation pooled fund (TPF) study TPF 5(063) titled “Improving the Quality of Pavement Profiler Measurement” to assist in accomplishing the above research statement. Twenty State highway agencies and the FHWA have pooled their resources and their technical talent to develop a set of priorities to assist in accomplishing the study mission. The number one priority is to provide support to build a reference device(s) with a preference for multiple equipment manufacturers meeting the specified requirements.

The FHWA intends to make multiple awards as a result of this BAA. This is to assist with the development of a reference device(s) that will meet the specifications outlined in the “Critical Profiler Accuracy Requirements” (CPAR) report by Steve Karamihas with the University of Michigan Transportation Research Institute (UMTRI). The referenced document will provide the foundation for evaluating the technical proposals submitted in response to this BAA.

Note: The CPAR report is a product from FHWA Western Federal Lands Highway Division (WFLHD) Agreement No: 04-A-17-0002, which was also funded under a TPF 5(063) pooled fund study. A copy of the CPAR report is available at the following web site: <http://www.pooledfund.org/projectdetails.asp?id=280&status=4> and is listed in the Study Documents as “CPAR Final Report.” The FHWA posted Request For Proposal No. DTFH61-07-R-00100 titled, “Improving the Quality of Pavement Profiler Measurement” online at the Federal Business Opportunity website located at www.FedBizOpps.gov on October 18, 2006 with the objective to establish a benchmark testing procedure for profiler reference device(s).

B. CONTRACT LINE ITEMS

The Contractor shall conduct the following Contract Line Item Numbers (CLINs) in accordance with the Statement of Work, Section C herein.

<i>CLIN No.</i>	<i>DESCRIPTION</i>	<i>UNIT PRICE</i>	<i>QUANTITY</i>	<i>FIRM FIXED PRICE</i>
<i>CLIN 1</i>	<i>Reference Device Specification</i>			
<i>CLIN 2</i>	<i>Portable Pavement Profile Reference Device</i>			
<i>CLIN 3</i>	<i>Certified Portable Pavement Profile Reference Device</i>	<i>\$10,000</i>	<i>1</i>	<i>\$10,000</i>
<i>TOTAL</i>				<i>\$ 60,000</i>

C. CONTRACT OBJECTIVES

The objective of this solicitation is to provide the inertial profiling industry with a pavement profiler reference device(s) that has been certified by passing an established set of Benchmark Testing Criteria provided under separate FHWA contract.¹ The FHWA is soliciting proposals for innovative solutions to address methods to build a pavement profiler reference device. The funding for the projects selected is intended to partially finance the research and development of a potential pavement profiler reference device.

C.1 SCOPE OF WORK

The Contractor shall supply all facilities, materials, personnel, and services necessary to provide the methodology for developing a pavement profiler reference device, the capabilities necessary for the device, and the delivery of such device.

C.2 STATEMENT OF WORK

The Contractor shall conduct the following tasks:

CLIN 1: Reference Device Specification

The Contractor shall provide a portable pavement profiling reference device specification that demonstrates an understanding of the goal of a pavement profile reference device and defines the relevant wavebands of interest that are needed to measure current and anticipated roughness

¹ Note: FHWA issued RFP No. DTFH61-07-R-00100 entitled, "Improving the Quality of Pavement Profiler Measurement" on October 19, 2006 at the FedBizOpps website www.FedBizOpps.gov. FHWA anticipates award of that contract in February 2007.

indices. The specification shall define the required accuracy requirements over the relevant wavebands as defined in Chapter Three of the CPAR report.

Requirement: A general purpose reference device for road roughness measurement must capture wavelengths from 0.15 m to 67 m (6 in to 220 ft).

The specification shall describe how the candidate reference profiler output will provide agreement sufficient with the Benchmark Testing Criteria provided under a separate FHWA contract resulting from RFP No. DTFH61-07-R-00100. The specification shall also address the sampling interval and footprint requirements for the pavement profiling reference device.

The Contractor shall document the operation of the portable pavement profiling reference device including the overall design ergonomics, portability, speed of operation, distance calibration and measurement, and purchase cost.

Deliverable: The Contractor shall provide the FHWA Contracting Officer's Technical Representative (COTR) with specifications for the portable pavement profiling reference device in MS Word format within 30 calendar days from the effective of the contract. The FHWA and the Technical Advisory Committee (TAC) will review the proposed specifications and provide feedback to the Contractor within 21 calendar days of receiving the specifications. The Contractor shall revise and re-submit the specifications to incorporate any comments received from the FHWA within 14 calendar days from receiving the comments.

Note: *The Contractor shall not proceed with CLIN 2 until receiving written notification from the FHWA COTR.*

CLIN 2: Portable Pavement Profile Reference Device

The Contractor shall proceed with the development of the portable pavement profiling reference device. The Contractor shall deliver a fully functioning portable pavement profiling reference device as defined in the CPAR report, a calibration kit for the pavement profiling reference device, and an operation manual for the portable pavement profiling reference device.

Deliverable: The Contractor shall complete, within 90 calendar days from the effective date of the agreement, an operable, portable pavement profiling reference device, an operation manual for the reference device, and a calibration kit. The Contractor shall submit documentation to the AOTR including results from ten test runs of the equipment over a 528 foot section of pavement. The test run shall show compliance with cross correlation. The AOTR shall have fourteen business days to review the test run documentation and contact the Contractor by writing to indicate whether the Contractor shall proceed with CLIN 3.

Note: *The Contractor shall not proceed with CLIN 3 until receiving written notification from the FHWA COTR.*

CLIN 3: Certified Portable Pavement Profiling Reference Device

The Contractor shall deliver the potential pavement profiling reference device as completed in CLIN 2 to a location specified by the FHWA COTR. The Contractor representing the potential reference device shall operate the equipment to be tested and evaluated by FHWA in accordance

with the specifications provided by FHWA or a designated Contractor. The Contractor shall be notified 30 days prior to the on-site testing of the potential reference device.

Note: The FHWA Benchmark Testing Contractor shall not be testing other pavement profiling devices or equipment that is outside the scope of this contract.

Deliverable: Upon the completion of testing and certification by the FHWA, successful reference device(s) will receive a certificate verifying that the reference device has passed the benchmark testing protocols. The Contractor shall submit the certificate and successful evaluation report to the FHWA COTR within 14 days of the successful evaluation. If the potential pavement profiling reference device does not pass the certification and evaluation process the first time it is tested, the Contractor shall complete ten additional test runs at its own facility and shall submit documentation to the AOTR including the results of the test runs of the equipment over a 528 foot section of pavement. The COTR will have 14 days to review the test run documentation and contact the Contractor by writing to indicate whether the Contractor will have the opportunity to re-test the potential pavement profiling device. If approved in writing by the COTR, the Contractor shall be allowed a maximum of one re-test to occur within six-weeks from the initial testing period to obtain reference device certification.

Section 508

All final deliverable electronic documents prepared under this agreement must meet the requirements of Section 508 of the Rehabilitation Act of 1973, as amended. The act requires that all electronic products prepared for the Federal Government be accessible to persons with disabilities, including those with vision, hearing, cognitive, and mobility impairments. View [Section 508 of the Rehabilitation Act \(http://www.access-board.gov/508/508standards.htm - PART 1194\)](http://www.access-board.gov/508/508standards.htm) and the [Federal IT Accessibility Initiative Home Page \(http://section508.gov\)](http://section508.gov) for detailed information. The following paragraphs summarize the requirements for preparing FHWA reports in conformance with Section 508 for eventual posting by FHWA to an FHWA-sponsored website.

a. *Electronic documents with images*

Provide a text equivalent for every non-text element (including photographs, charts and equations) in all publications prepared in electronic format. Use descriptions such as “alt” and “longdesc” for all non-text images or place them in element content. For all documents prepared, vendors must prepare one standard HTML format as described in this statement of work AND one text format that includes descriptions for all non-text images. “Text equivalent” means text sufficient to reasonably describe the image. Images that are merely decorative require only a very brief “text equivalent” description. However, images that convey information that is important to the content of the report require text sufficient to reasonably describe that image and its purpose within the context of the report.

b. *Electronic documents with complex charts or data tables*

When preparing tables that are heavily designed, prepare adequate alternate information so that assistive technologies can read them out. Identify row and column headers for data tables. Provide the information in a non-linear form. Markups shall be used to

associate data cells and header cells for data tables that have two or more logical levels of row and column headers.

c. Electronic documents with forms

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

D. CONTRACT PERIOD AND SCHEDULE

The period of performance for all awards resulting from this BAA is eight months, commencing from the effective date of the agreement.

E. CONTRACT TYPE

FHWA intends to award Firm Fixed Price contracts as a result of this BAA.

F. ELIGIBILITY

This requirement is designated for full and open competition. All responsible sources may submit a proposal that shall be considered by the FHWA.

G. CONTRACT CLAUSES

PRINTING RESTRICTIONS

All printing funded by this agreement must be done in conformance with Joint Committee on Printing regulations as prescribed in Title 44, United States Code, and Section 308 of Public Law 101-163, and all applicable Government Printing Office and Department of Transportation regulations.

52.215-21 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA—MODIFICATIONS (OCT 1997)

(a) Exceptions from cost or pricing data.

- (1) In lieu of Submitting cost or pricing data for modifications under this contract, for price adjustments expected to exceed the threshold set forth at FAR 15.403-4 on the date of the agreement on price or the date of the award, whichever is later, the Contractor may Submit a written request for exception by Submitting the information described in the following paragraphs. The CO may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable-

- (i) Identification of the law or regulation establishing the price offered. If the price is controlled under law by periodic rulings, reviews, or similar actions of

a governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.

(ii) Information on modifications of contracts or Subcontracts for commercial items.

- (A) If (1) The original contract or Subcontract was granted an exception from cost or pricing data requirements because the price agreed upon was based on adequate price competition or prices set by law or regulation, or was a contract or Subcontract for the acquisition of a commercial item; and
- (2) The modification (to the contract or Subcontract) is not exempted based on one of these exceptions, then the Contractor may provide information to establish that the modification would not change the contract or Subcontract from a contract or Subcontract for the acquisition of a commercial item to a contract or Subcontract for the acquisition of an item other than a commercial item.
- (B) For a commercial item exception, the Contractor shall provide, at a minimum, information on prices at which the same item or similar items have previously been sold that is adequate for evaluating the reasonableness of the price of the modification. Such information may include-
- (1) For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller. Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities.
- (2) For market-priced items, the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market.
- (3) For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.

- (2) The Contractor grants the CO or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this clause, and the reasonableness of price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the Contractor's determination of the prices to be offered in the catalog or marketplace.
- (b) Requirements for cost or pricing data. If the Contractor is not granted an exception from the requirement to submit cost or pricing data, the following applies:
- (1) The Contractor shall submit cost or pricing data and supporting attachments in accordance with Table 15-2 of FAR 15.408.
 - (2) As soon as practicable after agreement on price, but before award (except for unpriced actions), the Contractor shall Submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR 15.406-2.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the CO will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://farsite.hill.af.mil/vffara.htm>.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

1. 52.202-1 Definitions (JUL 2004)
2. 52.203-3 Gratuities (APR 1984)
3. 52.203-5 Covenant Against Contingent Fees (APR 1984)
4. 52.203-7 Anti-Kickback Procedures (JUL 1995)
5. 52.203-8 Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (JAN 1997)
6. 52.203-10 Price or Fee Adjustment for Illegal or Improper Activity (JAN 1997)
7. 52.203-12 Limitation on Payment to Influence Certain Federal Transactions (SEP 2005)
8. 52.204-4 Printed or Copied Double-Sided on Recycled Paper (AUG 2000)
9. 52.204-7 Central Contractor Registration (JULY 2006)

10. 52.209-6 Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (SEP 2006)
11. 52.215-2 Audit and Records - Negotiation (JUN 1999)
12. 52.215-8 Order of Precedence - Uniform Contract Format (OCT 1997)
13. 52.215-10 Price Reduction for Defective Cost or Pricing Data (OCT 1997)
14. 52.215-12 Subcontractor Cost or Pricing Data (OCT 1997)
15. 52.215-14 Integrity of Unit Prices (OCT 1997)
16. 52.215-15 Pension Adjustments and Asset Reversions (OCT 2004)
17. 52.215-17 Waiver of Facilities Capital Cost of Money (OCT 1997)
18. 52.215-18 Reversion or Adjustment of Plans for Postretirement Benefits (PRB) Other Than Pensions (JUL 2005)
19. 52.219-8 Utilization of Small Business Concerns (MAY 2004)
20. 52.222-1 Notice to the Government of Labor Disputes (FEB 1997)
21. 52.222-3 Convict Labor (JUN 2003)
22. 52.222-21 Prohibition of Segregated Facilities (FEB 1999)
23. 52.222-26 Equal Opportunity (APR 2002)
24. 52.222-35 Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006)
25. 52.222-36 Affirmative Action for Workers with Disabilities (JUN 1998)
26. 52.222-37 Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006)
27. 52.223-5 Pollution Prevention and Right-to-Know Information (AUG 2003)
28. 52.223-6 Drug-Free Workplace (MAY 2001)
29. 52.223-14 Toxic Chemical Release Reporting (AUG 2003)
30. 52.225-13 Restrictions on Certain Foreign Purchases (FEB 2006)

31. 52.227-1 Authorization and Consent (JUL 1995)
32. 52.227-14 Rights in Data - General (JUN 1987)
33. 52.227-16 Additional Data Requirements (JUN 1987)
34. 52.232-2 Payments Under Fixed-Price Research and Development Contracts (APR 1984)
35. 52.232-9 Limitation on Withholding of Payments (APR 1984)
36. 52.232-17 Interest (JUN 1996)
37. 52.232-23 Assignment of Claims (JAN 1986)
38. 52.232-25 Prompt Payment (OCT 2003) -- Alternate I (Feb 2002)
39. 52.232-33 Payment by Electronic Funds Transfer – Central Contractor Registration (OCT 2003)
40. 52.233-1 Disputes (JUL 2002)
41. 52.233-3 Protest After Award (AUG. 1996)
42. 52.233-4 Applicable Law for Breach of Contract Claim (OCT 2004)
43. 52.242-1 Notice of Intent to Disallow Costs (APR 1984)
44. 52.242-2 Production Progress Reports (APR 1991)
45. 52.242-13 Bankruptcy (JUL 1995)
46. 52.243-1 Changes -- Fixed Price (AUG 1987)
47. 52.244-2 Subcontracts (AUG 1998) - Alternate II (AUG 1998)
48. 52.244-5 Competition in Subcontracting (DEC 1996)
49. 52.244-6 Subcontracts for Commercial Items (SEP 2006)
50. 52.246-25 Limitation of Liability - Services (FEB 1997)
51. 52.249-1 Termination for Convenience of the Government (Fixed-Price) (Short Form) (APR 1984)

- 52. 52.249-5 Termination for Convenience of the Government (Educational and Other Nonprofit Institutions) (SEP 1996)
- 53. 52.249-9 Default (Fixed-Price Research and Development) (APR 1984)
- 54. 52.253-1 Computer Generated Forms (JAN 1991)

II. DEPARTMENT OF TRANSPORTATION ACQUISITION REGULATIONS (48 CHAPTER 12) CLAUSES

1252.223-73 Seat Belt Use Policies and Programs (APR 2005)

1252.242-70 Dissemination of Information - Educational Institutions (OCT 1994)

1252.242-71 Contractor Testimony (OCT 1994)

1252.242-72 Dissemination of contract information (OCT 1994)

ALTERATIONS IN CONTRACT (APR 1984)

Portions of this contract are altered as follows:

None.

H. REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS OR QUOTERS

52.204-8 Annual Representations and Certifications (JAN 2006)

(a)(1) If the clause at 52.204-7, Central Contractor Registration is included in this solicitation, paragraph (b) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (b) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

(i) Paragraph (b) applies.

(ii) Paragraph (b) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(b) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause No.	Title	Date	Change
_____	_____	_____	_____

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

(End of provision)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2002) - ALTERNATE I (APR 2002)

(a) (1) The North American Industry Classification System (NAICS) code for this acquisition is 541710.

(2) The small business size standard is 500 people.

I. SUBMISSION OF PROPOSALS

The period of performance for this effort is eight months. The Government will fund up to 100% of the total estimated cost of this research, with the Federal share not to exceed \$60,000 per award. The FHWA anticipates making multiple awards under this BAA.

This notice is the only solicitation for the project outlined herein. Unless otherwise stated by the offerors, proposals submitted in response to this BAA shall be valid for 12 months, and may be funded at any time during that validity period. Proposals shall be submitted in **one original** and **one electronic copy** no late than **4:15pm EST on March 1, 2007**. The electronic copy shall be sent by e-mail to Aimee.Drewry@dot.gov and Robert.Orthmeyer@dot.gov; the original copy shall be submitted to the Department of Transportation, Federal Highway Administration, 400 Seventh Street, S.W., Room 4410, HAAM 40F, Washington, D.C. 20590 Attention: Aimee S. Drewry. Please show BAA number DTFH61-07-R-00110 and the closing date on the forwarding envelope. Late proposals will be handled in accordance with FAR 15.208. Faxed proposals will not be accepted.

NOTE: Couriers generally cannot deliver sealed bids or offers directly to Room 4410 in the Department of Transportation building at 400 Seventh Street, SW, Washington, D.C. (the DOT Nassif Building). Only uniformed couriers dressed in a uniform bearing their organization's name and possessing official identification may deliver proposals or sealed bids directly to Room 4410. Special security procedures have been instituted which prohibit non-uniformed couriers from delivering material directly to offices. Couriers must deliver material to the northeast guard station of the building. The guard will accept the material, dismiss the courier, and then the material will be examined and x-rayed prior to being delivered to Room 4410 through the normal building mail delivery procedures, which could add one or more working days. Couriers and individuals delivering packages must have them x-rayed behind the northeast guard station at the DOT Nassif Building (hours of operation: 7 am to 5 pm local time) prior to delivery to Room 4410. Offerors must make allowances for these procedures in order to assure that offers arrive in Room 4410 on time. **Bids/offers must be received in Room 4410 by the time and date due, to be considered timely,** not just delivered to a guard station, the Nassif mailroom or loading dock. To assist in expediting delivery, the outside of the envelope/package containing the offer must be marked with the completed Optional Form 17, Offer Label, available on line at <http://www.fhwa.dot.gov/aaa/forms.htm>.

This BAA is being transmitted electronically. Offerors are reminded that if you download copies of this or any other solicitation you will NOT automatically receive amendments to those solicitations. It is your responsibility to check back frequently to the download source to see if any amendments have been issued to solicitations you have downloaded. All amendments will be posted to, and downloadable from www.fbo.gov.

Please direct all questions to Ms. Aimee Drewry at email Aimee.Drewry@dot.gov or phone number (202) 366-4211.

ATTENTION: Disadvantaged, and Women-owned, Business Enterprises (collectively referred to as DBEs). The Department of Transportation (DOT), Short-Term Lending Program (STLP) offers working capital financing to prime- and sub-contractors in the form of lines of credit to finance accounts receivable for transportation related contracts. Currently, the maximum line of credit is \$750,000 with interest at the prime rate plus 2%. For further information, call (800) 532-1169 x62852 or log on to Internet address:

http://osdbuweb.dot.gov/mrc_services/shortTermLendingProgram.cfm.

J. INSTRUCTIONS FOR PREPARATION OF PROPOSALS

Any resulting contracts will contain appropriate Federal Acquisition Regulation clauses for the type of contract awarded (anticipate firm fixed price awards). Successful offeror(s) shall be required to submit "Certifications and Representations" prior to award. Data and reporting requirements will be negotiated with successful offeror(s).

The proposal shall consist of two volumes as follows:

VOLUME I - "TECHNICAL PROPOSAL." This volume shall consist of two parts:

Part I – Technical Capabilities; and Part II – Staffing Proposal. These two parts shall be together in a single volume that is separate from Volume II.

The combined total page count of Volume I shall not exceed 25 pages including text, figures, tables, and appendices. Resumes shall be included in the Technical Proposal and will not be counted against the 25-page limit. Should offerors choose to include a Title Page and/or a Table of Contents, these also will not be counted against the 25-page limit. In the event an offeror's Technical Proposal exceeds the 25-page limitation, the Government will evaluate only the first 25 pages of the proposal.

VOLUME II - "BUSINESS AND COST/PRICE PROPOSAL." This volume shall be separate from Volume I. This volume shall consist of Part I – Cost/Price Information and Part II – Other Financial/Organizational Information. There is no page limit on Volume II.

(1) VOLUME I - TECHNICAL PROPOSAL

PART I - TECHNICAL CAPABILITIES

A work plan shall be submitted that reflects a review of pertinent research in the proposed area and describes in detail how the offeror will proceed if awarded a contract. Detail of the tasks envisioned for the work, the approach, the methodology, and the data collection techniques shall be documented within the work plan. Offerors shall include in the submitted technical proposal a detailed discussion of the concept for the potential pavement profiler reference device. The discussion shall include the device's:

- Ability to meet requirements as described in the CPAR;
- Ability to accomplish the benchmark testing criteria;
- Portability;
- Usability;
- Production rate;
- Affordability of the device;
- Ability of the Contractor to provide technical support;
- Durability/reliability;
- Ease of calibration; and
- Design concept.

PART II – STAFFING PROPOSAL

The Staffing Proposal shall consist of a clear description of the proposed staff's qualifications as they relate to the performance of this contract. Provide the names of all personnel and the positions they will occupy as related to this project. Provide a chart delineating staff hours estimated by personnel for each task. Resumes of all key personnel shall also be included. The resumes shall clearly identify and describe the individual's education, experience and length of service with the company as it relates to the performance of this contract and the desired qualifications identified for that individual's Labor Category.

Provide evidence that all proposed personnel are available and committed to fulfill the proposed level-of-effort. Provide letters of commitment for new hires. (See below for the minimum required staffing qualifications).

NOTE: Staffing information shall be provided on a task-by-task basis by discipline.

NOTE: Offerors shall refer to the technical evaluation criteria listed under Section K when preparing their staffing proposals.

PART III - FACILITIES AND EQUIPMENT

The facilities and equipment section shall include a detailed description of the offeror's facilities and equipment that will be used during the performance of the contract.

(2) VOLUME II - BUSINESS AND COST/PRICE PROPOSAL

Your cost or price proposal shall be specific, complete in every detail, and separate from your technical and staffing proposals. Cost figures must not be shown in the forwarding letter or in the technical or staffing proposals.

Cost/Price Detail

Submit your cost or price breakdown using the attached sample (Attachment No. 1). Clearly identify all costs and data in support of the proposed cost/price.

PART II - OTHER FINANCIAL/ORGANIZATIONAL INFORMATION

A. General.

1. Offerors shall submit a budget summary for the entire 8 month contract period of performance. Budget summaries shall clearly identify the following information as applicable:
 - a. Labor Rates - Direct labor-by-labor categories to include hours, rates and escalation. Anticipated promotions for any personnel shall be included with the escalation calculation. The annual direct labor escalation rate and its basis shall be clearly stated with the proposal. Discuss your proposed rate as compared to historical experience and include when and how escalation will be calculated/implemented. State the number of any additional direct labor (new hires) that will be required during the performance period of this contract.
 - b. Productive Hours – Detail how you define “direct productive hours” and how vacation, sick and other leave are accrued, accounted for, and charged.

- c. Indirect Rates – Discuss your proposed rates for all years. Identify all the various specific indirect rates including what they are (pool and base), and what they are based on (e.g., labor overhead based on direct labor dollars) and how they are applied/calculated.

Offerors must provide dollar values as well as percentages. What will the impact be to your indirect rates if awarded this contract? If there will be an impact, please indicate this in your offer.

- d. Subcontracting/Consultants: If subcontractors and/or individual consultants will be used in carrying out the requirements of this project, the following information concerning the Subcontractor shall be furnished:

- (1) Name and address of the subcontractor or consultant.
- (2) Identify the individual's name, positions and the portion of work to be conducted by the subcontractor or consultant.
- (3) Cost/price proposal (with supporting information as necessary).

NOTE: Prime Contractors/Offerors are responsible for performing a cost/price analysis on all their proposed subcontractors/consultants in accordance with FAR 15.404-3. *A cost/price analysis report must accompany each named subcontractor/consultant as defined at FAR 15.404-3.*

- (4) A letter or other statement from each proposed consultant and/or subcontractor indicating that they have been approached on the matter of participation in this project and are willing and able to do so in the terms indicated.

- e. Other Direct Costs: Offerors must provide a breakout of Other Direct Costs by category (travel, equipment, etc.).
- f. Other Division: If other divisions, subsidiaries, a parent or affiliated companies, will perform work or furnish materials under this proposed contract, please provide the name and location of such affiliate and your inter company pricing policy.
- g. Right of Examination: By submitting your

proposal, you, if selected for negotiation, grant the Contracting Officer or an authorized representative the right to examine those books, records, documents, and other supporting data that will permit adequate evaluation of the proposed price. This right may be exercised at any time before award. The FHWA may use an independent Contractor for cost and price analyses.

- h. Profit/Fee: Offerors shall include a proposed fee and its base. For pricing purposes, Offerors shall propose fee based upon the assumption of all cost-plus fixed-fee task orders.

NOTE: This information is necessary to determine the adequacy of the offeror's proposal, e.g., information adequate to validate that the proposed costs are consistent with the technical proposal, or cost breakdowns to help identify unrealistically priced proposals.

2. Any information submitted must support the amount proposed. Include sufficient detail or cross-references to clearly establish the relationship of the information provided to the price proposed. Support any information provided by explanations or supporting rationale as needed to permit the Government to evaluate the documentation. Such information is not considered cost or pricing data, and will not require certification in accordance with FAR 15.406-2.
3. If, after receipt of offers, the Contracting Officer concludes there is insufficient information available to determine cost reasonableness and none of the exceptions described in FAR 15.403-1 applies, then cost or pricing data shall be obtained.

PART II – GENERAL FINANCIAL/ORGANIZATIONAL INFORMATION

1. Indicate your fiscal year period (provide month to month dates).
2. Indicate whether the proposed indirect cost rate(s) have been audited and accepted by any Federal audit agency. Give name, location and telephone number of the agency, and the date of acceptance. If no Federal audit has taken place, data supporting the proposed rates over the past three years must accompany the cost proposal. The data shall include a breakdown of the items comprising overhead and G&A, and the base upon which the burdens are computed.
3. Indicate whether your system of control of Government property has been approved by a Government agency. If so, provide the name, location and telephone number of the Government agency, and date of approval.
4. Indicate whether written purchasing procedures exist, and whether your purchasing system has been approved by a Government agency. If so, provide the name, location and telephone number of the cognizant agency, and date of approval.

5. Indicate whether your cost estimating system has been approved by any Government agency. If so, provide the name, location and telephone number of the cognizant agency, and date of approval.
6. Indicate whether your cost accumulation system has been approved by any Government agency. If so, provide the name, location and telephone number of the cognizant agency, and date of approval.
7. Attach a current financial statement, including a balance sheet and income statement for the last completed fiscal year. Specify resources available to perform the contract without assistance from any other source. If sufficient funds are not available, indicate the amount required and the anticipated source (i.e., bank loans, letter or lines of credit, etc.).

Until a formal notice of award is issued, no communication by the Government either written or oral shall be interpreted as a promise that an award will be made.

The Contracting Officer is the only individual who can legally commit or obligate the Government to the expenditure of public funds. No cost chargeable to the proposed contract can be incurred before receipt of a fully executed contract or specific written authorization from the Contracting Officer.

K. EVALUATION OF PROPOSALS AND AWARD EVALUATION CRITERIA

The Government's source selection decision will be based on the following factors listed in descending order of importance - (A) Technical and (B) Cost/Price.

A. Technical

The technical proposal will be evaluated based on the following factors and subfactors listed in order of descending importance:

- 1) Technical Approach
 - a. The proposal demonstrates that the proposed technical approach is complete, adequate, and will likely lead to the development of a successful pavement profiler device.
 - b. The proposed technical approach adequately addresses the stated research objectives as outlined in the CPAR document.
- 2) Organizations Qualifications to Perform the Proposed Research, including:
 - a. The proposal demonstrates that the offeror has adequate facilities and equipment to successfully perform the work.

- b. The proposal demonstrates that the offeror has adequate staffing and experience to successfully perform the work.

Offerors should address in full each of the above criteria and subcriteria in the technical proposal. The Government reserves the right to select for award any, all, part, or none of the proposals submitted.

B. Cost/Price

In addition to the criteria listed above, relative cost/price will be considered in the ultimate award decision. Cost/price proposals will be analyzed to assess realism and probable cost to the Government. The proposed costs/prices may be adjusted, for the purpose of evaluation, based upon the results of the cost/price realism assessment.

