

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

REQUEST FOR LETTERS OF INTEREST

Notice is hereby given that the Arkansas State Highway and Transportation Department (AHTD) is seeking proposals from qualified firms to provide professional services for a Transportation Program Prioritization and Optimization System.

The work will generally consist of providing commercial off-the-shelf web-based software and services that provide a collaborative approach and structured methodology for prioritizing objectives and evaluating investments in transportation programs and initiatives. Additional information can be found at:

http://www.arkansashighways.com/consultant_services/advertisements/advertisements.aspx.

Proposals should be addressed to:

Lorie H. Tudor
Assistant Chief Engineer - Planning
Arkansas State Highway and Transportation Department
P.O. Box 2261, Little Rock, AR 72203-2261
or
10324 Interstate 30, Little Rock, AR 72209

Four (4) sets of paper responses and a copy in PDF format on a Compact Disc (CD) must be received no later than 12:00 p.m. (CST) on January 10, 2014. Any responses received after this deadline will not be considered.

The Arkansas State Highway and Transportation Department (Department) complies with all civil rights provisions of federal statutes and related authorities that prohibited discrimination in programs and activities receiving federal financial assistance. Therefore, the Department does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in Department's programs and activities, as well as the Department's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to EEO/DBE Section Head (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address:
EEO/DBE_Section_Head@ahtd.ar.gov

This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

SCOPE OF WORK

TRANSPORTATION PROGRAM PRIORITIZATION AND OPTIMIZATION SYSTEM

I. Project Scope

The Arkansas State Highway and Transportation Department (AHTD) is requesting proposals for a Transportation Program Prioritization and Optimization System (System) that provides a collaborative approach and structured methodology for prioritizing objectives and evaluating investments in transportation programs and initiatives. The System should consist of software and services and provide web-based accessibility at all times.

II. Background

The Moving Ahead for Progress in the 21st Century Act (MAP-21) emphasizes a performance based approach for planning and programming. It requires state departments of transportation use a performance based approach to carry out a statewide transportation planning process and to develop a performance based long range transportation plan. It also requires the states to consider performance measures and targets when developing policies, programs, and investment priorities reflected in the statewide transportation plan and statewide transportation improvement program.

Project and program prioritization has become necessary in many departments of transportation across the country to assure that the highest priority projects are selected in the time of increased transportation funding challenges.

Analytical Hierarchy Process (AHP) and Analytic Network Process (ANP) have been used to enable decision stakeholder to organize complex and interdependent parts of a decision into a rational structure. These processes depict the relationships across multiple criteria; describe and determine meaningful tradeoffs among the criteria to arrive at a collective understanding of their importance in relation to one another; and enable an evaluation of programs or projects with a "what if" analysis; and optimization of the resources across the time horizon(s) of interest.

III. Overall System Architecture

The System should be a commercial off-the-shelf (COTS) web-based hosted software solution with a user configurable set of security, functionality and functional permission profiles.

A rich user experience must be provided for administrators and other defined users with specific roles and permissions. The system should include a fully integrated (not 3rd party or at extra charge) and user configurable reporting engine for all system data.

A fully automated, hosted and Software as a Service (SaaS) based system is required. This System must be comprised of the following elements:

User Experience: It should support multiple decision types (across discipline or industry); display results in real-time regardless of geographic location of the participants; provide a user interface designed for collaboration and presentation; and allow inputs or outputs synchronously or asynchronously.

Decision Analytics: It should be able to organize decision making variables including objectives and related factors; evaluate numerous competing resource alternatives; contain rating scales that are both qualitative and quantitative; provide metric indices for prioritization norming process; conduct sensitivity analysis in real-time; and analyze alternatives based on their ability to meet priorities.

Resource Allocation: It should include a resource optimization module that allows multiple resource types, resource scenarios, multi-year resource planning, and prior commitments, etc. It should allow users to test scenarios for resource allocation and optimize programs for budget execution.

Reporting and Support: It should have the ability to create dashboards to communicate priorities and establish accountability within key decisions, provide reports in real-time, import and export data from and to Microsoft Office applications.

IV. Implementation and Support

1. The implementation methodology must be fully described in the Proposal.
2. Staffing resources to be assigned to the project must be identified in the Proposal.
3. Customer support for the implementation must be identified in the Proposal.
4. A timeline for implementation of the System from start to finish must accompany the Proposal.

V. Arkansas Technology Access Clause

When procuring a technology product or when soliciting the development of such a product, the State of Arkansas is required to comply with the provisions of Arkansas Code Annotated § 25-26-201 et seq., as amended by Act 308 of 2013, which expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds. The Vendor expressly acknowledges and agrees that state funds may not be expended in connection with the purchase of information technology unless that system meets the statutory requirements found in 36 C.F.R. § 1194.21, as it existed on January 1, 2013 (software applications and operating systems) and 36 C.F.R. § 1194.22, as it existed on January 1, 2013 (web-based intranet and internet information and applications), in accordance with the State of Arkansas technology policy standards relating to accessibility by persons with visual impairments.

VI. Preparing and Submitting a Proposal

The evaluation and selection of a consultant will be based on the proposal submitted. In order to properly evaluate the firms, each consultant must include in the submission the following documents.

1. An introductory letter that covers the following: understanding of the project, a positive commitment to complete the work within a particular timeline, brief summary of why the firm should be selected, and the address and contact information for each party in any proposed joint venture.
2. Project Proposal: A project proposal in response to the scope of work should be submitted to include the following elements:
 - a. A detailed work plan that identifies all tasks required in accomplishing the work
 - b. An organizational chart identifying key personnel by name and title
 - c. A detailed work schedule identifying major milestones
3. Cost Proposal: Proposers must submit a cost proposal for the software and all related services. There will be no advance payment for start-up. In order to obtain the best value for the State, modifications of the cost

proposal may be allowed during contract negotiations. These cost data must be provided inside a separately sealed envelope that is clearly marked "COST PROPOSAL" on the outside of the envelope with the firm name and the project description, and not within other submittal documents. These costs will not be opened until the top ranked firms have been determined.

A. Time and Place of Submission of Proposal

Four (4) paper copies of the proposal and a copy in PDF format on a CD shall be submitted and received by AHTD no later than **12:00 p.m. (CST) on January 10, 2014**. Proposals should be sent to:

Lorie H. Tudor
Assistant Chief Engineer - Planning
Arkansas State Highway and Transportation Department
P.O. Box 2261, Little Rock, AR 72203-2261
or
10324 Interstate 30, Little Rock, AR 72209

B. Clarifications of Specifications

Requests for clarification or revision to any items, requirements or specifications contained in this Scope of Work must be addressed to the AHTD official listed below and received in writing at the AHTD office no later than **10:00 a.m. (CST) on January 3, 2014**.

Jessie Jones, P.E.
Division Engineer, Transportation Planning and Policy Division
Arkansas State Highway and Transportation Department
P.O. 2261
Little Rock, AR 72203
(501)569-2201
jessie.jones@ahrd.ar.gov

Oral communications shall not be binding on the AHTD and can in no way modify the terms, conditions, or specifications of this Scope of Work or relieve the successful firm(s) of any obligations under any contract resulting from this Scope of Work. Following receipt of a written request for the Scope of Work clarification, the AHTD shall provide a response to be posted on the AHTD website no later than **4:30 p.m. (CST) on January 6, 2014**. This procedure shall be followed in order to ensure competitive fairness by providing all prospective respondents with the same information.

VII. INCURRING COSTS

The AHTD is not liable for any cost incurred by Proposers in replying to this request for proposals (RFP). The cost of developing and submitting the proposal is entirely the responsibility of the Proposer. This includes costs to determine the nature of this engagement, preparation of proposal, submission of proposal, negotiation for the contract, and all other costs associated with this RFP.

VIII. EVALUATION

The objective is to select the firm that best meets the needs of the AHTD as described in the Scope of Work. To accomplish this objective, consultants will be evaluated on the following.

No.	Evaluation Criteria	Maximum Points
1	Professional Staff Education, Experience, Personnel, and Partnerships	10
2	General and Professional Reputation	10
3	Past Work Performance with the Department	10
4	Experience with Projects of Similar Nature	10
5	Understanding Scope of Work	10
6	Detailed Work Plan	10
7	Commitment and Responsiveness to Required Work Schedule	10
8	*Reasonableness of Costs	20
Maximum Total Points		90

*This evaluation criterion will only be used for evaluation of the top ranked proposals

Based on these various items, the Evaluation Committee will rank the firms in order of preference and may select two or more firms to interview (a firm may present additional information concerning their proposal at the interview). After the interviews, the Evaluation Committee will re-evaluate the firms based on the interview and the same evaluation factors as noted previously.

Notice of Nondiscrimination

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