

Innovative Pavement Research Foundation

INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS

for

IPRF Project FAA-01-G-002-03-6

Using Maturity Testing for Airfield Concrete Pavement Construction and Repair

General

The Innovative Pavement Research Foundation (IPRF) is a non-profit applied research and technology corporation. The IPRF does not support unsolicited proposals. The projects for which proposals are requested are considered by the airport community to be pressing problems that exist nationwide; hence, proposals are desired only from agencies or individuals already having experience and a demonstrated capability in the subject project area. It is expected that only organizations or individuals with a high level of capability can satisfy the commitments of the proposal -- capability will not be developed at IPRF expense.

Colleges, universities, industry, research institutes and foundations, engineering and other consultants, or others who possess a demonstrated capability and have experience in the subject area may submit proposals and, if selected, conduct research under the IPRF.

Proposals become the property of the IPRF, are treated as privileged documents, and are disposed of in accordance with IPRF policies. The IPRF retains the right to reject any and all proposals.

Deadlines

The deadline shown on each Request for Proposal (RFP) is rigid. Extensions will not be granted. One (1) signed original proposal is required by the IPRF; copies do not require an original signature. Proposals may be withdrawn at any time. In order to be considered, proposals must be received in the offices of the IPRF not later than the deadline given in the Request for Proposals (RFP). Any proposal that is received at the designated office after the deadline will be returned as non-responsive.

Transmittal

A letter of transmittal is not required. If a transmittal letter is used it cannot include information vital to the proposal. All information that is to be considered as part of the proposal must be bound in a single volume that will constitute the proposal in its entirety. Brochures, pamphlets, and other descriptive materials pertaining to the proposing entity may not be included as an attachment or as a part of the original document, and will not be used as a part of the selection process.

Acknowledgment

The IPRF will not acknowledge to the sender receipt of the proposal package unless a self-addressed, stamped envelope is included. The IPRF will, as quickly as possible, advise organizations, individuals, or agencies submitting proposals the results of the selection process.

Presentation

Proposals must be concise and straightforward. Information that is extraneous and not germane to the project should not be included. ***The proposal is limited to 25 pages, not including the front and rear cover sheet; the font shall be Times New Roman 12 point. Pages shall be numbered and have information printed on only one side of the paper. Proposals will be evaluated beginning with the Summary Page (page 1) and will terminate with the 25th page. Failure to adhere to these instructions will be cause for rejection of the proposal.***

Proposal Organization

The proposal will be submitted as one (1) bound original and nine (9) copies. The original (and any attachment) will be retained by the IPRF. The copies will be distributed to a technical panel for use during the evaluation process.

Proposals that do not comply with the instructions contained herein will not be accepted. It is mandatory that each proposal contains the following divisions and that each proposal is organized in the sequence shown below. Each of the prescribed divisions will be assigned points by the technical panel. There are 100 total possible points distributed among divisions of the proposal. Divisions will not be weighted equally. Some divisions will have higher point values than other divisions. If a division is missing from a proposal, or out of the prescribed order, that division will be given zero points. The entity that has the proposal with the highest total number of evaluation points will be given consideration for award of a contract to do the project.

- 1) Cover (Use IPRF Format)
- 2) Summary Page
- 3) Table of Contents
- 4) Proposed Plan, Approach to the Problem and End Product(s)
- 5) Organizational Chart
- 6) Qualifications of the Project Team
- 7) Accomplishments of the Project Team
- 8) Other Commitments of the Project Team
- 9) Proposed Time Line (with milestones) to Complete the Work
- 10) Proposed Budget, Itemized
- 11) Team Definition for Quality Control versus Quantity of Work

For the convenience of the Technical Panel, divisions should be separated with either full sheet color separators or tab-type dividers so that information may be located quickly. Full sheets used for division separation will not include printed information and will not be included in the page count.

Details of Proposal Content

- 1) *Cover* -- The outermost covering of the proposal shall be either paper or cardboard and must be non-glossy, light-colored material capable of accepting rubber stamp ink without smearing. The cover shall contain the task title, the name of the submitting group, and a "Limited Use Document" clause. The original will not be numbered. Copies shall be sequentially numbered 1 through 9 in the upper right-hand corner.
- 2) *Summary Page* -- The summary page shall immediately follow the cover and shall include the information summarized below.
 - a) IPRF project number and title (from the RFP);
 - b) Name, address, telephone and fax number of the submitting group (normally the agency or individual that will appear on the contract);
 - c) Name and address of any group or individual with which a joint venture is proposed, if such is the case (if none so state);
 - d) Name, title and e-mail address of the person formally submitting the proposal (normally the principal investigator);
 - e) Name(s), title(s) and e-mail address of the person(s) who actually wrote the proposal;
 - f) Proposal date;
 - g) Name, address, and telephone number of the responsible administrative officer having cognizance of the project (this should be the individual authorized to bind the agency contractually and to approve the expenditure of project funds);
 - h) Amount of time required to complete the project as specified in the proposal;
 - i) Total amount of the budget proposed to complete the project.
- 3) *Table of Contents* -- Self-explanatory.
- 4) *Proposed Research Plan* -- The proposed plan will detail the approach to the project, the method of data collection, and the method of delivery of the products. The plan ultimately becomes a part of the contract agreement between the IPRF and the investigator. Therefore, it must be straightforward and specific as to the milestones, the method of measurement, and the proposed products and their method of delivery. The research plan is the opportunity for the project team to put into words their vision of the work and how they will go about that work. This is the only forum for the project team to state their case. The proposed plan will contain the following subdivisions.
 - a) *Introduction*. Provide a concise statement of the problem, the objectives, the method of solution and the intended products as seen by the project team. The summary should connect and highlight the linkages of the milestones to the end product.
 - b) *Approach*. This section is used to describe how objectives will be achieved through some rational approach to the problem. Specific obstacles to completion of the project should be identified and solutions to overcome the obstacles defined.
 - c) *Anticipated Results*. The proposed plan shall contain specific statements describing the anticipated products, their intended use, and how those expectations will be achieved.

The end products and their expected use should be described in the language of the intended user. IPRF projects are intended to produce results that can be implemented and applied in practice. Therefore, proposals must contain some form of implementation plan for moving the

product(s) from research to applied practice. A part of the implementation plan should describe the expected applicability of the product(s). Use strong language as to how the project team expects to see the product(s) as a benefit to the intended user.

- 5) *Organizational Chart* -- Include a chart showing the relationship and responsibilities of each team member. Names, titles/responsibilities, and employers should be adequate.
- 6) *Qualifications of the Project Team* -- Name, address, telephone number, email address, and pertinent background information must be provided for the Principal Investigator bearing responsibility for the project.

The proposal should provide specific information on the laboratory, equipment and other forensic capabilities of the project team, when applicable.

This item must include a section labeled "Disclosure." The IPRF must have information that will assure that the objectivity of the project is maintained. The IPRF must be aware of possible sources of significant financial or organizational conflict of interest in conducting the project. For example, under certain conditions, ownership of the proposing agency, other organizational relationships, or proprietary rights and interests could be perceived as jeopardizing an objective approach to the project effort. **The proposal must contain information that would disclose any such circumstances and explain how they will be accounted for in this study.** If there are no issues related to objectivity, this should be stated.

State or local government employees submitting or participating in proposals to conduct IPRF projects must also include in this section a letter signed by appropriate authority stating that the employee's agency is aware of the proposal and approves of the employee's participation in the event the proposal is successful.

- 7) *Accomplishments and Recent Experience of the Project Team* -- Describe the experience of the participants related to the construction of airfield concrete pavement projects and the use of maturity devices or systems. State how the academic, industrial, and/or research experiences relate to the project to be undertaken. Described experience should include work done for commercial service airports, general aviation airports, and military installations.

Proposals shall contain a summary of the past accomplishments of the project team in the same, or closely related, problem area of the work to be undertaken.

The distribution of the work among the team membership should be representative of the team experience. An individual with an extensive amount of experience should not be aligned with a team of supporting individuals with little or no experience. A balance of the work among several team members should be used to accomplish the project. This latter scenario will assure that the discussion within the project team will stimulate an understanding of the practices rather than a dictation of thoughts of an individual.

- 8) *Current Workload and Commitments of the Project Team* -- Proposals shall contain a listing of current organizational and/or individual commitments to do other work. Sufficient detail will be provided to allow an evaluation of the organization and all of the individuals assigned to the proposed project and that same will be able to meet the commitments of the proposal. Staff-hour

commitments and percentage of time committed to other work for each member of the proposed team shall be specified.

- 9) *Proposed Time Line to Complete the Work* -- The time required to complete the project shall be specified. Proposals will not be rejected if the proposed time does not match the time specified in the Request for Proposal. However, the agency must justify any difference. In addition, a schedule shall be included that shows each phase of the work, when that phase will begin, how long it will continue, and when it should end. The timetable should clearly delineate the points in time where project deliverables and reports are planned. There will be a mandatory submittal and review at the 20%, 60%, and 90% project completion points. The 20% review will be in the presence of the IPRF Technical Panel. The 60% review will be conducted as an "on-board" review in the presence of the Technical Panel. The 60% review will occur when the document is complete to the point that all items in the proposed plan are addressed. Document reviews will also be accomplished at the 90% level of progress. A conference call meeting will be held at the 90% level review stage, but an on-board review at the 90% level is optional at the discretion of the IPRF Technical Panel.
- 10) *Itemized Budget* -- The cost for the project should be based on the proposed performance period. Proposals will not be accepted where budgets are in excess of the amount shown on the project statement unless the additional funding is clearly covered by other fund sources or the excess amounts are clearly documented and justified based upon the expected improvement in quality of the end product. Lump sum estimates are not acceptable.

Budgets shall be allocated by the proposed tasks and be itemized in accordance with the following cost categories where appropriate:

- a) *Salaries and Wages*. Each employee to participate in the performance of the project shall be identified by name, with role, level of effort, and cost.
- b) *Consultants*. Costs for services of independent consultants deemed necessary for accomplishment of the project.
- c) *Subcontracts*. Costs for services of subcontractors deemed necessary for performance of a portion of the project.
- d) *Materials and Services*. Materials, supplies, and other articles, including the costs of processing; testing; rental of apparatus and equipment from others; preparing, editing and reproducing reports, including the final report for submission to the IPRF. After the final report has been received and accepted, publication of that report is a responsibility of the IPRF.
- e) *Communications and Shipping*. Long-distance telephone calls, mobile and cellular communications, postage, freight, express, etc.
- f) *Travel*. Transportation costs plus reasonable subsistence expenses (or an allowance in lieu of actual subsistence costs) of persons working directly on the project, payment for which is in accordance with current Federal travel regulations.

- g) *Overhead.* An allowance for overhead costs determined in accordance with the contracted agency's usual method of accounting and generally accepted accounting principles. The current overhead rate should be extrapolated on the basis of previous years' trends to provide the best estimate possible for the anticipated contract period. Specify the rate (a fixed rate may be proposed, if the agency so chooses) and the base on which the overhead is applicable and include a statement supporting this rate. A negotiation agreement or statement from a Federal Government agency is acceptable for this purpose.

In its consideration of these items, the IPRF is guided by the applicable U.S. Government regulations. In any case, all fiscal, budget, and other pertinent information must be bound with each proposal, in the single volume required.

A cost analysis will be conducted by the technical panel in coordination with the IPRF to determine if the proposed budget is reasonable and provides the best utilization of resources. A determination of the need for a pre-award audit for financial accountability purposes will be made on a case-by-case basis.

Institutions of higher education and other nonprofit recipients are required to meet the audit requirements of OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations." OMB Circular A-133 is also applicable to for-profit institution sub-recipients receiving \$250,000.00 or more in federally funded awards during a fiscal year.

- 11) *Team Definition for Quality Control vs. Quantity of Work* -- The project team shall define how the work will be completed and the report written such that the information is in the most communicable format. It is possible to generate pages of written information that does nothing more than fill space. This is not the purpose of the project. The team will, therefore describe how they will ascertain which data will be used to communicate the most reasonable and effective information. In this division the team will describe how information will be crisp and concise without unnecessary supporting information.

General Information

The IPRF does not include providing briefings or attending meetings with those that propose to do research. During the course of proposal preparation, questions will be accepted by telephone, in writing, or by e-mail. When answers to questions warrant a change to the RFP or are considered of interest to all, a notice will be posted to the IPRF web page. Before a contract is awarded, the agency, organization, or individual considered for a contract will certify that all changes or information provided as a result of inquiry has been considered in the preparation of the proposal.

It is expected that those that submit a proposal will have studied the foregoing instructions and will comply in full. Failure to do so, if not warranting outright rejection, will certainly raise serious questions as to how well the group or individual can handle a complex research project. Failure to comply with the instructions would, therefore, seriously jeopardize the chances of being selected to conduct the work. In matters of doubt, questions should be directed to the IPRF. The name and telephone number of the task leader assigned to each task is noted on the task statement.

Please remember that **noncompliance with the following will result in automatic rejection:**

- 1) Proposals must arrive at the address given in the RFP before the deadline.
- 2) Proposals must contain, in the order indicated, the items under *Proposal Organization*.

END INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS

Innovative Pavement Research Foundation (IPRF)

Example Cover Page

IPRF

Project Title and Number

(as shown on RFP)

Submitting Agency Name

LIMITED USE DOCUMENT

This proposal is for the sole use of the IPRF in selection of a research agency to conduct work. Proposals are fully privileged and the Program Manager, IPRF, must approve dissemination of the information outside of the administrative structure of the IPRF.

Innovative Pavement Research Foundation (IPRF)

Figure 2

Sample Summary Page

Summary Page

IPRF Task (Use number on task statement)

Title (as shown on task statement)

Proposing Agency: (Use name that will appear on contract; include address and telephone number)

Person Submitting Proposal: (Name and title and e-mail address)

Proposal Written by: (Name and title and e-mail address)

Proposal Date: _____

Principal Investigator: (Name and title, telephone number and extension)

Administrative Officer: (Name and title, telephone number and extension)

Proposed Contract Period: (In months)

Total Contract Amount: _____

Innovative Pavement Research Foundation (IPRF)

Figure 3

Sample Effort by Tasks (Hours and Costs)

Names of Principal Staff Members (Include Subcontractors and Consultants)	Role in Study	Time (%) Over Contract Period	Hours					Hourly Rate (\$)	Cost (\$)
			Task 1	Task 2	Task 3	Task 4	Total		
-----	Principal Investigator Overall Project Management								
-----	Co-principal Investigator								
-----	-----								
-----	-----								
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