

2026 Statewide On-Call Traffic Engineering Services

Request For Proposal

Iowa Department of Transportation

Introduction

The Iowa Department of Transportation's (Iowa DOT) Traffic Operations and Safety Bureau is interested in entering into a professional services contract with up to three consultants to provide traffic engineering services. If your firm is interested in providing the described services, please submit a proposal stating your ability and availability to complete this work.

Project Background

Due to the expiration of the existing on-call traffic engineering services contract, the Iowa DOT is seeking to negotiate and enter into a new three-year, on-call professional services contract with three consulting firms capable of performing traffic engineering services. The work will be located statewide.

Project Scope

The services performed by the consulting firm shall encompass and include all detail work, materials, equipment, and supplies necessary to provide traffic engineering services. These tasks include, but are not limited to:

- Developing and submitting plans, specifications, and estimates for highway signing, pavement marking, and traffic signalization projects; and responding to contractor inquiries prior to letting
- Administering highway signing, pavement marking, and traffic signalization construction projects:
 - Inspecting contractor's work
 - Documenting quantities and working days
 - Reviewing shop drawings
- Conducting traffic engineering studies:
 - Traffic impact studies
 - Speed studies
 - Traffic signal warrant analyses
 - Intersection control evaluations
- Drafting policies, manuals, and design guides

Tasks will be assigned on a case-by-case basis with respect to the consultant's experience, expertise, and availability.

Contract Information

Negotiations with the selected consultants will commence upon notice that the selection process is completed. The selected consultants will perform on-call agreements for three years. The following fee payment methods may be used:

- Cost plus Fixed Fee with annually adjusted overhead payment method will be used for larger-scale projects with durations longer than one year.
- Lump Sum for smaller-scale projects with a shorter duration.

The Iowa DOT will not guarantee the number of consultants selected, a set amount of work, or contract value for these contracts.

General Requirements

The consultant and their subconsultants are required to meet the requirements of specified work categories as defined in the Iowa DOT's Policy and Procedure Manual, Policy No. 300.04, at the time of contract execution, and for the duration of the contract. Qualifications will be assessed during review of proposals; no prequalification submissions are necessary. Work under this contract will require the consultant team to meet the minimum qualifications standards of work categories:

- Traffic Operations Design (218)
- Traffic Operations Improvements Involving Construction (226)
- Traffic Control Systems Analysis, Design, and Implementation (235)
- Traffic Operations Studies (236).

Failure to meet the requirements during the contract will result in cancellation of any remaining portion of the contract.

It is the policy of the Iowa DOT that Disadvantaged Business Enterprises (DBEs) and Targeted Small Businesses (TSBs) shall have the maximum practicable opportunity to participate in the performance of Iowa DOT contracts. Funding of the work under this contract is not expected to involve federal-aid highway funds. No DBE goal (0%) is established at this time. Although a DBE / TSB goal is not established, the Iowa DOT still encourages the spirit of the program to be incorporated in the proposed contract whenever possible. In the event DBE participation is required on a particular contract, the goal will be established as part of the negotiation.

Selection Information

Emphasis should be placed upon providing information concerning your proposed project approach, similar projects your firm has recently performed and the availability and qualifications of your key staff. The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

The selection committee will review and evaluate the proposals submitted based on the following criteria and the weighted value assigned to each. Include a detailed statement for each evaluation criteria.

- 35% Traffic engineering qualifications and expertise of key staff
- 35% Work experience that demonstrates familiarity with traffic engineering concerns and solutions associated with state, US, and Interstate highways in Iowa
- 20% Quality of written communication, including clarity, conciseness, audience-appropriate tone, accuracy in spelling and grammar, and overall presentation that supports readability and effective visual organization.
- 10% Proximity to the project area: a permanently staffed office, or member of the project team, physically present within the borders of Iowa

The selection committee does not anticipate the need for oral interviews.

Contacting any selection team member other than the RFP contact person is inappropriate. Marketing meetings with the Iowa DOT while this RFP is active is also considered inappropriate.

Proposal Requirements

Please provide the following information in the order listed:

1. Adequate information on the response's cover page to clearly identify the submittal is for the 2026 Statewide On-Call Traffic Engineering Services RFP along with the replying firm and an email for the point of contact for the firm.
2. Your firm's approach to addressing the identified tasks, your eligibility to meet the requirements of the "Required Work Categories" for the work you intend to perform, and your understanding of the project's scope, key issues and relevancy to Iowa's transportation system. Briefly discuss similar projects the members on your team have completed in the past five years. This listing should be limited to the three most applicable projects.
3. Name, qualifications, experience, and availability of the contract manager, the project manager, and the manager of each major work task. This information should include the identification of similar projects managed or participated in by these individuals. The selection of a contract manager, project manager, and work task managers by a firm will constitute a commitment by that firm and NO substitute managers will be allowed without prior written approval by the Iowa DOT.
4. Experience and qualifications as related to the "Required Work Categories" for any sub-consultants to be used and work they will perform.
5. Location of the office where the majority of work will be performed or from which a majority of resources will be dispatched. If the firm has no office presence in Iowa,

- identify the name and work location of the project team member that is closest to Iowa.
6. Disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.

The proposal may include additional information, as deemed appropriate, subject to the overall length restriction established in Proposal Requirements.

Cost information should not be submitted as part of the proposal, and if submitted, will not be considered. Inclusion of promotional literature of a general nature will also not be considered in the selection process.

The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5” x 11” pages. The proposal must be limited to **10 single-sided pages**. All pages will be counted including proposal covers, cover letter, dividers, appendices, etc. The maximum size limit of a proposal is **25 megabytes**.

The electronic proposal must be submitted via email to DOT.ConsultantProposals@iowadot.us. An email will be sent confirming receipt of the proposal within 30 minutes or by 2:30 p.m. on the submittal deadline date, whichever is later.

Proposals are due by 3:00 pm on Wednesday, June 24, 2026.

If you do not receive a timely confirmation of your proposal submission please contact the Iowa DOT Project Management Bureau immediately by phone (515-233-7706) or email (adam.haar@iowadot.us). Failure to report submission receipt concerns by the submission deadline may result in rejection of your proposal.

Any technical questions or questions regarding this RFP shall be submitted via email to DOT.ConsultantProposals@iowadot.us. Any questions about this RFP must be received by noon on Wednesday, June 17, 2026. Questions and answers regarding this RFP will be posted with the RFP on the Consultant Utilization website, <https://apps.iowadot.gov/rfp>.

Any proposal not complying with all requirements stated in the RFP may not be accepted.

Public Records Law

The Iowa DOT will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. The Iowa DOT's release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.

Statement of Non-Discrimination

Federal and state laws prohibit employment and/or public accommodation. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa DOT's affirmative action officer at 800-262-0003. If you need accommodations because of a disability to access the Iowa DOT's services, contact the agency's civil rights/ADA coordinator at 515-239-1427. TTY/TDD: 515-239-1514

References

PPM 300.04 – Prequalification of Architectural, Engineering and Related Professional and Technical Firms (<https://iowadot.gov/projectdev/300.04.PDF>)

PPM 300.12 – Negotiated Contracts for Architectural, Engineering, and Related Professional and Technical Services (<https://iowadot.gov/projectdev/300.12.pdf>)