

# **2026 Traffic Operations & ITS Design On-Call**

## **Request For Proposal**

### **Iowa Department of Transportation**

#### **Introduction**

The Iowa Department of Transportation's (Iowa DOT) Traffic Operations & Safety Bureau is interested in entering into a professional services contract with eight (8) consultants to provide a broad range of traffic operations-related services including the design, inspection, and associated activities related to Intelligent Transportation Systems (ITS). If your firm is interested in providing the described services, please submit a proposal stating your ability and availability to complete this work.

#### **Project Scope**

The Iowa DOT will coordinate with the selected consultants on a project-by-project basis to determine the scope of services required for a specific project. The requested services may include but are not limited to transportation systems management & operation (TSMO), traffic incident management, general traffic operations, traffic management analytics, work zone operations, systems engineering, technology procurement assistance, and the design and inspection of Intelligent Transportation Systems (ITS) as needed to meet the needs of the Iowa DOT.

Work performed under this contract will primarily be in the categories of work related to Operations Support as shown in the Iowa DOT's Policy and Procedure Manual, PPM 300.04, Appendix A Work Category Descriptions, Minimum Qualifications Standards and Administering Offices:

- 210 Post Planning – Preconstruction Engineering
- 218 Traffic Operations Design
- 230 Operations Research, Analysis, and Engineering
- 235 Traffic Control Systems Analysis, Design, and Implementation
- 238 Intelligent Transportation Systems

The consultant may also need to meet the requirements of other work categories depending on project requirements.

A description of the potential needs and associated tasks is included below. It is anticipated additional tasks may be included as needs dictate.

#### **Traffic Operations**

- Traffic Operations General Support- Support the Iowa DOT in the management of traffic operations projects and programs. Work tasks may include support and

assistance with the Transportation Management Center (TMC), research initiatives, participation in meetings, document management, project management, schedule development and monitoring, investigation, review of new or emerging technologies and innovations, connected or automated transportation technologies, Geographic Information Systems (GIS) support, and development of traffic operations short- and long-term planning and processes including performance measures and management.

- Transportation Systems Management & Operations (TSMO)- Assist the Iowa DOT in the development and advancement of TSMO initiatives, including service layer plan revisions and implementation. Work tasks may include investigation of best practices, facilitating stakeholder discussions, writing technical memorandums or reports, and development of performance management tools and strategies for operations.
- Contract/Procurement Support- Assist in the development of plans, specifications, requests for proposals (RFP), and other documents for the procurement of goods and services. Work tasks may include detailed specification development, RFP writing, and coordination with various DOT bureaus and divisions (e.g., Purchasing Section, Maintenance Bureau) and other state agencies (e.g., Department of Administrative Services, Department of Management Information Technology). Assist in the management of procurement, construction, or other projects, as well as other needed support.
- ITS Architecture and Systems Engineering- Provide technical support in the revision, development, and implementation of ITS Architecture and related Systems Engineering documents and processes. Ensuring compliance with federal requirements and provide expertise to help align ITS initiatives with statewide transportation goals to ensure our ITS projects are well-coordinated, interoperable, and integrated into our transportation systems, as well as other support required.
- Traffic Critical Projects (TCP) and Work Zone Program Support – Assist the Iowa DOT with improving work zone safety and mobility through various activities, such as the Work Zone Service Layer, Traffic Critical Projects program, Intelligent Work Zones (IWZ) and work zone standards and processes. Work tasks may include tasks, such as participating in meetings or committees virtually or in-person, proposing or facilitating changes in DOT processes, monitoring and managing IWZ deployments and contractors.
- Traffic Incident Management (TIM) Support – Provide assistance and expertise with traffic incident management initiatives. This could include supporting other bureaus, divisions, or districts in TIM initiatives, TIM Plans, support for TIM Committees, training/tabletop exercises, planning and execution of conferences/workshops, developing presentations and materials for Iowa DOT use, and new program implementation/support. Development of performance measures and tracking for new TIM related programs and other tasks related to new initiatives in TIM.

- Variable Advisory Speeds /Variable Speed Limits (VAS/VSL) – Facilitate some or all aspects of systems engineering for a pilot deployment of variable advisory speeds in Iowa. Tasks may include planning, input gathering, concept of operations, design, implementation, systems integration, and performance evaluation of a VAS system. Consultant familiarity with VAS/VSL implementation experiences from other states and the ability to assist with best practice and performance metrics development for both corridor-level and systemwide applications is of primary interest.

### **Fiber Optic and ITS Design and Inspection**

- The Iowa DOT has a statewide Intelligent Transportation System (ITS) network consisting of field devices, network equipment, and various technologies utilized to facilitate transportation system operations. ITS and Fiber Optic Design and inspection services may require:
  - Consultant should be familiar with the purpose and function of a wide range of ITS programs, technologies, and services, including fiber optic communications.
  - Consultant may provide design services for ITS infrastructure installations and fiber optic design and splicing diagrams for all aspects of the project, from concept thru deployment, including the development of Plans, Specifications and Estimate (PS&E) documents, construction administration support and inspection, and as-built plan and field surveying documentation.
  - Develop and/or review detailed logical and physical network architectures of existing and planned ITS deployments.
  - Develop and/or review ITS standard specifications, standard plans, and other related guidelines.
  - Consultant must be familiar with, or quickly become familiar with the Iowa DOT's fiber optic network processes including design, splicing diagrams, contracting, construction, inspection, and documentation practices.

### **Contract Information**

The Department anticipates that the selection process will be completed by August, 2026. Negotiations with the selected consultants will commence as project needs are identified. The selection is intended to cover on-call design services for a three (3) year period.

There is a no specific allocated dollar amount dedicated or assigned to this work and expenditures will vary dependent on the number and magnitude of work assignments over the contract period. The Department will not guarantee a set amount of work or contract value for these services.

## **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 mentioned above. 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 Department 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.

	<b>%</b>	<b>RESPONSE SECTION</b>		
<b>1.</b>	<b>(0)</b>	<b>COVER PAGE</b>		
		- Title of RFP response		
		- Firm names and/or corporate logos (Prime & Sub)		
		- Point of contact for the RFP response		
<b>2.</b>	<b>(30)</b>	<b>PROJECT UNDERSTANDING</b>		
		- Understanding of the scope of work		
		- Key issues		
		- Approach to addressing the scope of work		
<b>3.</b>	<b>(35)</b>	<b>CONSULTING FIRM QUALIFICATIONS</b>		
		- PRIME CONSULTANT		
		-- Introduction/Background		

		-- Experience/Similar projects: 5 most relevant projects in last 5 years		
		-- Prequalification categories claimed		
		-- Primary office location for majority of work		
		-- Conflict of Interest Disclosure Statement		
		- SUBCONSULTANT(S)		
		-- Introduction/Background		
		-- Experience/Similar projects: 2 most relevant projects in last 5 years		
		-- Prequalification categories claimed		
		-- Primary office location for majority of work		
		-- Conflict of Interest Disclosure Statement		
<b>4.</b>	<b>(25)</b>	<b>PROJECT TEAM QUALIFICATIONS</b>		
		- Organization chart		
		- Staff summary table		
		-- Project managers		
		-- Team members		
		-- % Availability (ability to meet schedules)		
		-- Individual staff summaries (Project Managers, Team Leaders, Office Location)		
<b>5.</b>	<b>(10)</b>	<b>Diversity of Capability</b>		
		- Unique capabilities offered by firm/team		
		-		

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. All responders must provide adequate information on the response’s cover page to clearly identify the submittal is for the **2026 Traffic Operations & ITS Design On-Call RFP** along with the replying firm and an email for the point of contact for the firm.
2. Include 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, 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. Include the name, qualifications, experience, office address and availability of the contract manager as well as the manager in charge 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 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. Include experience and qualifications as related to the “Required Work Categories” for any sub-consultants to be used and work they will perform.
  5. Include a detailed resume, summary of current workload and a time commitment for each professional or technical person to be assigned to the project. Identify the principal or manager who will serve as the project manager.
  6. The location of the office where the majority of work will be performed or from which a majority of resources will be dispatched.
  7. A disclosure of all work for other clients that may be affected by work on the proposed contract to avoid a potential conflict of interest.
  8. Inclusion of promotional literature of a general nature will not be considered in the selection process.
  9. If applicable, include a statement that the consultant will meet the DBE goal. If the consultant cannot meet the minimum goal, include a commitment statement for the percentage of participation that they can meet.

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 fifteen (15) 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](mailto: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](mailto: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](mailto: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>)