

# **2025 Traffic Operations & Safety Bureau Safety Engineering Services OnCall**

## **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 up to three consultants to provide safety engineering services for work on statewide safety engineering projects and safety engineering studies. 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**

The Iowa DOT has a need to hire up to three on-call consultants to provide expertise the Iowa DOT cannot because of time and resource constraints. The consultants will be providing safety engineering services statewide for various projects.

#### **Project Scope**

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

The consultants selected on this RFP will assist the Iowa DOT in a range of safety engineering tasks. It is anticipated additional tasks may be included as needs dictate.

Traffic safety engineering services requested may include:

- Safety improvement plan development
- Safety planning studies
- Crash data analysis
- Road safety assessments
- Regional/local agency road safety support
- Access management support
- Other safety engineering work.

#### **Contract Information**

On-call professional services contracts will be established between the Iowa DOT and the selected consultants for a period of one (1) year. Contracts will have the option to review for up to an additional five years. For planning purposes, the Iowa DOT is estimating \$300,000 per year spread among the three consultants. The actual amount of this agreement may vary depending on

the need for services and available budget. The Iowa DOT will not guarantee the number of consultants selected, the amount of work, nor the contract value.

The base contract will define the general terms and actual work will be defined by work orders. It is anticipated that the payment method will be cost plus fixed fee. As tasks are identified, they may be either assigned directly to a single consultant, or the Iowa DOT may request a task-specific proposal from more than one of the contracted consultants. In either case, the consultants will need to prepare a proposed scope of work and, if selected, a budget for approval by the Iowa DOT.

### **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. Work under this contract will require the consultant team to meet the requirements of work categories Traffic Operations Studies (236), Traffic Operations Design (218), and Traffic Control Systems Analysis, Design, and Implementation (235). 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. In the event DBE participation is required on a particular contract, the goal will be established as part of the negotiation. A list of certified DBE firms may be found at <https://iowadot.gov/civilrights/disadvantaged-business-enterprise-program-dbe/dbe-program>. A list of TSB firms may be found at <https://www.iowa.gov/tsb>.

### **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.

30% - Staffing Experience

20% - Project Manager

20% - Past Performance on Similar Projects

20% - Understanding of project scope and familiarity with local/regional issues

10% - Commitment of Resources

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 **2025 Traffic Operations & Safety Bureau Safety Engineering Services OnCall** 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. A project schedule outlining the timeline and estimated completion date of each major task identified in your scope of work. This should include a schedule with a description of all deliverable products throughout the period. A graphical representation of the proposed schedule should be included.
7. The location of the office where the majority of work will be performed.
8. 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.
9. Inclusion of promotional literature of a general nature will not be considered in the selection process.
10. 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 25 single-sided pages. All pages will be counted including: proposal covers, cover letter, dividers, appendices, etc. The maximum size limit of a **proposal is 7.5 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 3:00 p.m. on the submittal deadline date, whichever is later.

Proposals are due by 3:00 pm on November 13, 2025.

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 November 6, 2025. 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>)