

October 5, 2016

Dear College or University Partner:

The Missouri Highways and Transportation Commission requests proposals from qualified organizations – namely public and private colleges and universities – to furnish services as described in the following attachment to be coordinated by the Equal Opportunity and Diversity Division.

Please submit a proposal, including a statement of work, proposed project team and its background, and any related projects now active or recently completed by your organization.

The Missouri Division Office of the Federal Highway Administration will make the final selection of host sites. A “not to exceed” amount is included in the RFP to assist with the required scope. The National Summer Transportation Institute does not require any matching money. However, prospective host sites are encouraged to include in-kind services and direct project funding in their statements of work.

Please deliver all proposals to the EODD Contract Administrator indicated in the attachment by December 1, 2016. More information about project contracting in general can be found at: [www.modot.mo.gov/services/OR/orRFP.htm](http://www.modot.mo.gov/services/OR/orRFP.htm).

Sincerely,

Elizabeth Reed  
EODD Contract Administrator

Attachments:

2017 SOW Application (Word Document)

2017 Budget Tables A-E (Excel Spreadsheet)



**Project Specific Requirements:**

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This document contains information and requirements for only this RFP. A “Standard Requirements” document contains additional needs for all research proposals and contracting. Submitters should review both this document and the Standard Requirements document, available from the OR Contract Administrator (identified at the end of this document) or at: [www.modot.mo.gov/services/OR/orTemplates.htm](http://www.modot.mo.gov/services/OR/orTemplates.htm)

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# *National Summer Transportation Institute (NSTI)*

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Project duration: Nine months.

Project budget: Not to exceed \$58,248.00

## **Background:**

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In 1991, the Federal Highway Administration's (FHWA) Historically Black Colleges and Universities (HBCU) and other Minority Institutions of Higher Education Task Force recommended that partnerships be established to increase the participation of HBCUs, tribal colleges and universities, and hispanic serving institutions in the agency's federal and federal-aid highway programs. The partnerships were required to have, at a minimum, the active participation of an FHWA Division Office, a state department of transportation (DOT) and a college or university. In response to the recommendation, the FHWA South Carolina Division Office, the South Carolina DOT and the South Carolina State University (SCSU) developed a transportation-focused career awareness initiative entitled "Summer Transportation Institute" (STI). This USDOT/FHWA educational initiative addressed a crucial workforce need for the transportation industry. An unprecedented number of transportation employees are or will soon become eligible for retirement. This creates a need for and provides a great opportunity to prepare youth for future transportation careers.

The STI program is designed to introduce secondary school students to all modes of transportation careers and encourage them to pursue transportation-related courses of study at the college or university level. From the success of the first STI on the SCSU campus in 1993, other FHWA Division Offices, State DOTs and colleges and universities expressed interest in and established STIs. After a six-year pilot program, Congress in the Transportation Equity Act for the 21st Century authorized funding for the first transportation career education program for secondary school youth entitled the "National Summer Transportation Institute" (NSTI).

### Objectives:

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The STI program is designed to introduce secondary school students to all modes of transportation careers and encourage them to pursue transportation-related courses of study at the college or university level.

### Project Requirements and Deliverables:

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The project deliverables for host sites include:

- Developing an STI that focuses on a critical and systematic educational endeavor to explore all aspects of the transportation industry and its role in our society. This includes creating a curriculum that introduces students to the diverse modes of transportation and how transportation plays an integral role in our lives, as well as career opportunities that exist in the transportation industry.
- Collecting, reviewing and approving applications from prospective participants.
- Staffing and conducting either a residential or a non-residential STI with a minimum of 15 participants. STIs must be a minimum of one, two-week session or two, one-week sessions. STIs can be up to four weeks in total length conducted over a five-week period.
- Conducting a follow-up survey of participants.
- Completing an annual report of the program.

### Special Notes:

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Proposers should familiarize themselves with available documentation and reports regarding the STI program:

- Program Overview - <http://www.fhwa.dot.gov/civilrights/programs/nsti.htm>
- Frequently Asked Questions - [http://www.fhwa.dot.gov/civilrights/programs/nsti\\_faq.htm](http://www.fhwa.dot.gov/civilrights/programs/nsti_faq.htm)
- Allowed/Disallowed Costs - [http://www.fhwa.dot.gov/civilrights/programs/nsti\\_budget.htm](http://www.fhwa.dot.gov/civilrights/programs/nsti_budget.htm)

### RFP Requirements:

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- Proposals must be no more than 10 pages long, with a font size no less than 12 points. This length limit does not include forms or resumes attached to the proposal.
- The “Standard Requirements” document provides further details and links to the required forms. This is available from the EODD Contract Administrator or at: [www.modot.org/services/OR/orTemplates.htm](http://www.modot.org/services/OR/orTemplates.htm)
- Proposals will be evaluated by an agency representative with knowledge and backgrounds in relevant areas for this project. Selection of the successful proposer will be based on the proposer’s demonstrated knowledge in the required areas, the

merit of the proposed methods and approach in achieving the desired goals, the experience and qualifications of the team, and the adequacy and availability of the team members to complete the work in a timely manner.

#### **Contracting Requirements:**

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- The successful team will be required to complete additional documentation and enter into a contract such as a “Standard Agreement” or “Task Order.” Applicants should be aware of these additional needs so contracting can proceed in a timely manner.
- Standard contracts, forms, attachment templates and additional information are available from the EODD Contract Administrator or the web site: [www.modot.org/services/OR/orTemplates.htm](http://www.modot.org/services/OR/orTemplates.htm)

#### **Contact Information:**

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Proposals must be either hand delivered by close of business, or time stamped / postmarked by midnight (Central Standard Time) on due date indicated below. Please reference the project title since more than one RFP may be due at one time. Electronic proposals are encouraged. They may be faxed or e-mailed to the EODD Contract Administrator:

[Elizabeth.Reed@modot.mo.gov](mailto:Elizabeth.Reed@modot.mo.gov)

Fax: 573-522-6430

Proposal packages may be submitted by mail or hand delivered to:

Equal Opportunity and Diversity Contract Administrator

Missouri Department of Transportation

830 MoDOT Drive

PO Box 270

Jefferson City, MO 65109