

July 31, 2019

Dear Research Partner:

The Missouri Highways and Transportation Commission requests proposals from qualified organizations—namely private consultants, universities, and research organizations—to furnish professional services as described in the following request for proposal to be coordinated by the Research Unit of the Construction and Materials Division.

Please submit a proposal for project **TR201909** entitled, “**HFST Before and After Safety Analysis**”. Your submittal must include a work plan, the proposed project team and its background, and any related projects now active or recently completed by your firm. The project team must be led by a licensed professional engineer in the state of Missouri and the final report must be sealed, in accordance with the provisions of Chapter 327 RSMo.

The selection committee will use Qualification Based Selection. A “not to exceed” budget amount is included in the RFP to assist with the required scope, but budgets are not to be included with the proposal submissions, and will not be presented to the selection committee.

Please submit all proposals to the [Research Administrative Engineer](#) by **September 18, 2019 10:00 AM (CST)**. More information about project contracting in general can be found at <https://www.modot.org/research-requests-proposal>.

Sincerely,

Jennifer Harper  
Research Administrative Engineer



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## Background

Maintaining the appropriate amount of pavement friction is critical for safe driving. A High Friction Surface Treatment is used in locations where drivers may brake excessively when going around curves, down hills or steep grades, or when approaching an intersection. Pavement surfaces can become prematurely polished, reducing the pavement friction and allowing vehicles to skid when driver's brake. Wet pavement surfaces can also lead to lower friction resulting in skidding and hydroplaning. HFST can improve wet crash locations as well as locations that would benefit from increases in friction due to the geometry of the roadway.

High Friction Surface Treatments place a thin layer of specially engineered, durable, high friction aggregate on top of a thermosetting polymer resin binder- usually polymeric, modified polyester, or urethane. The resin or polymer binder combination locks the aggregate firmly in place, creating an extremely rough, hard and durable surface capable of withstanding everyday roadway wear, heavy braking and even snowplowing.

MoDOT has been using HFST to improve or restore surface friction since 2013 in different locations such as wet crash locations, sharp curves and variable elevations.

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## Objectives

The objective of this study is to review and evaluate the effectiveness of existing and future High Friction Surface Treatment applications used in Missouri. The contractor will evaluate HFST projects in terms of performance, durability and impact on safety.

The contractor will:

- Inventory the routes and locations of HFST projects as detailed in the plans or from site visits. The completed inventory should include project number, direction, route, county, age of treatment and any other identifying information. A complete list of projects using HFST will be provided.
- Determine type of aggregate and binder applied, also what application procedure was used in construction (i.e. by hand, mechanical, combo).
- Determine material producers and contractor who applied the treatment.
- Evaluate available friction testing results from each project.
- Assess pavement type HFST was applied to (concrete/asphalt) and what condition the pavement was in prior to treatment.
- Assess current condition of HFST.
- Analyze before/after HFST crash data.
- Investigate crash type (wet/dry), lane departure, type of curve, etc.
- Analyze HFST effectiveness over time (i.e. year 1 vs. year 3 vs. year 5).

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## Project Requirements

### Task 1: Project Management

The contractor will facilitate a kick-off meeting with MoDOT to review the work plan, scope and schedule; and establish a protocol for regular ongoing communications and coordination with the team.

The finalized work plan will detail implementation of the following tasks as well as the resources and schedule required to carry them out.

### Task 2: Data Collection of Existing HFST's

The contractor will collaborate with MoDOT on the available project design, construction, materials and performance data.

- MoDOT will provide as available:
- Access to TMS
- Construction plans
- Friction testing results as available

### Task 3: Create Project Outline for Evaluation

Create list of project data that includes, but not limited to

Location Description:

- District
- County
- Route
- Direction
- Project length

Design Information:

- Contract number
- Job number
- Pavement type
- Project length

Construction Information:

- Application date
- Material type
- Friction test results - before and after (if available)

Crash Data:

- Before vs. after application
- Type of crash (wet, dry, curve, lane departure, roadway departure, etc.)

Traffic Type:

- Volume traffic (low/high)
- Vehicle type (car/truck)

#### **Task 4: Conduct Safety Analysis**

Contractor will conduct a statistical analysis of before and after crash data at each location where crash data is available, for all year's that data is available.

Additionally, an analysis should be done looking at AADT, severity of crashes, as well as crash type (i.e. lane departure, roadway departure, etc.).

Compare treatments effectiveness over time (i.e. year 1 vs. year 3 vs. year 5).

#### **Task 5: Develop Report and Research Summary**

Contractor will draft a report describing the data acquisition, analysis and findings; and recommend further action, if warranted. Upon completion, the contractor will submit the report to MoDOT for review. At a minimum, the following will be addressed in the report.

- Inventory of HFST projects
- Analysis of design information
- Analysis of HFST current conditions
- Correlation between before and after HFST (crash data)
- Crash data
- Traffic type

#### **Task 6: Delivery of Final Report and Research Summary**

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## Project Deliverables

For report and plan templates and forms, visit <https://www.modot.org/information-researchers>.

### Email Communications

E-mail and phone communications between the Principal Investigator(s) and MoDOT contacts as necessary are required to provide on-going updates of progress throughout the project.

### Data Management Plan

The plan is a formal document that describes the data that is acquired, created or produced during the project, specifies who owns it and who can access it as well as information on how it will be described, managed, analyzed, stored, shared and preserved during and after the project is over. Please refer to templates on the website.

### Quarterly Reports

Quarterly reports should be submitted throughout the project on the last day of March, June, September and December. The quarterly reports are not intended to replace any additional correspondence between the research team and MoDOT needed to keep the project moving. Please refer to template on the website.

### Interim Presentation

An interim presentation shall be scheduled near the mid-point of the project to update MoDOT on the progress and the direction of the project. The purpose of the interim presentation is to evaluate the progress and determine if any mid-project corrections are necessary.

### Draft Final Report and Research Summary

These drafts should be final products except for revisions based on MoDOT's review. A final report must include a completed Technical Report Documentation page. Please refer to template and **Publication Guidelines** on the website.

### Final Report and Final Research Summary

After MoDOT's review is complete and documents have been edited to MoDOT's satisfaction, final documents should be submitted as a Word documents (unless otherwise instructed). Please refer to **Publication Guidelines** and summary template on the website.

## Final Presentation

May be required. The contractor will present the results, recommendations, and implementation ideas to MoDOT and other stakeholders. The contractor will coordinate location, date, and meeting fees with MoDOT. For stakeholder and agency participants, any travel and lodging fees are to be covered by individual attendees or their firms. MoDOT and stakeholders will provide feedback to the contractor, especially related to implementation.

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## Project Schedule

The following is an estimate of the project timeline or information on key dates within the project, presuming the project starts **October 21, 2019**. Proposals need to include a work plan with a proposed timeline. For a sample of a work plan template, see link below. Changes to our estimated project timeline below will be considered, however, timeline extensions cannot be guaranteed. The project timeline will be discussed and finalized during the kickoff meeting.

For report templates and forms, visit <https://www.modot.org/information-researchers>.

Date	Milestone
11/4/2019	A kick off meeting with MoDOT will be scheduled to discuss project requirements and deliverables. The dates of key milestones and deliverables will be determined from this meeting.
5/4/2020	Interim presentation must be done by this date.
11/4/2020	Draft final report, draft summary report, other deliverables are due. The draft documents shall be submitted to MoDOT approximately two months prior to the final report.
1/4/2021	Final report, summary report, presentations, other deliverables are due. The final documents shall be due approximately one month before the end of the contract. This is to allow all billing to be completed prior to the end of the project.
3/4/2021	Final invoice due.
3/4/2021	Contract ends.

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## Special Notes

**Project budget is not to exceed \$100,000.** A budget is not to be included in the proposal, but will be required for the contract and must be within this limit. For a sample

Budget template, report templates and forms, see <https://www.modot.org/information-researchers>.

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## RFP Requirements

- “Contracting Documents” provide further details and links to the required forms. They are available at <https://www.modot.org/information-researchers>.
  - **Organization’s Project Experience:** The proposal must clearly identify the Organization’s experience in offering the services requested in this RFP during the past three (3) years. The description should include a list of the agencies which your organization has served during this time period or currently serves. Please highlight any work you have done with other state agencies or local governments.
  - **Team Member Experience:** Please list all team members (including subcontractors) proposed to work on the project. Attach licenses, certifications and resumes for key personnel.
  - **Organization’s Client References:** Proposals should indicate the name, title, and telephone number of at least three clients within the past three years.
- Proposals must be no more than ten (10) pages in length with a font size no less than 11 points. This length limit **does not include** the Proposal Submission Form, Organization’s Project Experience, Team Member Experience, Organization’s Client References and optional cover letter (if included, one (1) page maximum).
- Proposals must be submitted as one combined PDF document. The submission should **only include the required documents** organized in the following order: 1) Proposal Submission Form; 2) Cover Letter (Optional; one (1) page maximum); 3) Body of Proposal (including work plan); 4) Organization’s Project Experience; 5) Team Member Experience; and 6) Organization’s Client References.
- The Offeror must respond to this RFP by submitting all the information required herein for its proposal to be evaluated and considered for award. Failure to submit all the required information shall be deemed sufficient cause for disqualification of a proposal from consideration.
- Proposals will be evaluated by an agency and stakeholder team with knowledge and backgrounds in relevant areas for this project. Selection of the successful Offeror will be based on the Offeror’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, the plan for ensuring implementation of results, and the adequacy and availability of team members to complete the work in a timely manner.
  - Correct proposal submission is one of the evaluation criteria. If submission instructions in this section are not followed, the **Offeror risks an**

**automatic 10 point deduction (out of 100 total points)** when points are awarded during the Proposal Evaluation Process.

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## RFP Schedule

This document constitutes an RFP from qualified organizations to conduct the **TR201909 HFST Before and After Safety Analysis** study for the MHTC and Missouri Department of Transportation (MoDOT). MHTC reserves the right to reject any and all proposals for any reason whatsoever.

The following RFP Schedule of Events represents MoDOT's best estimate of the schedule that shall be followed. The time of day for the following events shall be between 7:30 am and 4:00 pm, Central Standard Time unless otherwise noted. MoDOT reserves the right at its sole discretion to expand this schedule, as it deems necessary, without any notification except for the deadline date for submitting a proposal. Time is of the essence for responding to the RFP within the submission deadlines.

The following timeline must be met for a proposal to be accepted.

Date	Action
7/31/2019	MoDOT posts RFP to the website at <a href="https://www.modot.org/research-requests-proposal">https://www.modot.org/research-requests-proposal</a> .
8/21/2019 4:00 PM (CST)	Written comments or questions must be submitted to Research Administrative Engineer.
9/4/2019	MoDOT will post written responses publicly on the website at <a href="https://www.modot.org/research-requests-proposal">https://www.modot.org/research-requests-proposal</a> .
9/18/2019 10:00 AM (CST)	Written proposals must be submitted to Research Administrative Engineer.
10/2/2019	MoDOT will notify submitters about project selection, or if needed about interviews to finalize selection.

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## Contracting Requirements

The successful team will be required to complete additional documentation and enter into a contract such as a "Standard Research Agreement" or "Task Order." Applicants should be aware of these additional needs so contracting can proceed in a timely manner.

As part of the eAgreements process, MoDOT uses an electronic signature tool, DocuSign, for signing agreements electronically. All parties of the agreement must agree to sign

electronically in order to utilize the electronic signature option. If your proposal is selected, you will be informed about how to obtain your credentials for electronic signatures (including how to become a MoDOT vendor if you are not already).

Standard contracts, forms, attachment templates and additional information are available from the Research Administrative Engineer or the website at <https://www.modot.org/information-researchers>.

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## Proposal Submission

### Submission Deadline

Proposals must be emailed by **10:00 AM (Central Standard Time)** according to email time stamp by the submission date in the RFP Schedule to the Research Administrative Engineers attention (Jennifer Harper) at: [MoDOTResearchRFP@modot.mo.gov](mailto:MoDOTResearchRFP@modot.mo.gov). Please reference the project title since more than one RFP may be due at one time. Electronic proposals are required.

### Submission Confirmation

You will receive an email confirmation after your proposal has been received. If you do not receive such a confirmation by **12 noon (Central Standard Time)** on the day of the deadline, please contact us at [MoDOTResearchRFP@modot.mo.gov](mailto:MoDOTResearchRFP@modot.mo.gov) as soon as possible. Your submission should not be considered received until you have received your email confirmation.