ATTACHMENT A
STATEMENT OF WORK
Request for Quotes (RFQ)
PennDOT Specific Traffic Signal Training
Solicitation Number: 6100029511

OBJECTIVE -

The objective of this project is to conduct and to develop/revise/modify these instructor led and online modules related to PennDOT Specific Traffic Signal Training for the Pennsylvania Department of Transportation (PennDOT), Business Leadership and Administrative Services Office (BLASO), Technical Training and Development Section (TTDS).

There are four courses in the statement of work. Each course listed below has a corresponding online module participants can take as an independent study through PennDOT’s Technical Training Calendar. Currently, only the Introduction course has been uploaded to Training Calendar. The other three courses are in the process of being uploaded to Training Calendar by PennDOT personnel.

The Introduction to Traffic Signals in Pennsylvania course is the first in a series to bring PennDOT specific traffic signal training to the various areas within Pennsylvania who work together to improve the current practices of traffic signal design, maintenance, operations, and construction in Pennsylvania.

The Traffic Signal Design in Pennsylvania course is designed to enable the participants to obtain an understanding of the fundamental concepts and PennDOT standard practices related to the design of traffic signal systems within the Commonwealth of Pennsylvania. This course is structured to parallel the progression of decisions, activities and functions related to the design of traffic signal systems.

The Traffic Signal Maintenance and Operations in Pennsylvania course was created from a need to understand that the congestion and delays that exist on our streets and roadways can be better managed with a thorough understanding of effective traffic signal operations and maintenance. Well maintained and operated traffic signal control projects are essential to this process. This two-day course will focus on the proper elements of a well maintained and operated traffic signal system. The course is divided into two primary parts: Traffic Signal Operations and Traffic Signal Maintenance.

The Traffic Signal Construction and Inspection in Pennsylvania course was created to address the fact that signal projects must comply with the applicable traffic signal construction documents (specifications, plans, standard drawings, etc.). Inferior work on signals or inadequate traffic management during project construction can create potentially dangerous conditions with liability impacts for local agencies. The purpose of this course is to provide an introduction to traffic signal construction and inspection issues, including a discussion of important reference documents and technical certifications for traffic signal inspections.
PennDOT reserves the right to add or delete training courses identified during the period of this Purchase Order (PO).

**REQUIREMENTS -**

The term of the contract will be for two (2) years and six (6) months, starting July 1, 2014 and ending December 31, 2016.

The awarded Contractor shall implement the following when instructing each course:
- Application of Adult Learning Theory throughout delivery.
- Hands-on activities combined with facilitated discussion of essential learning factors with application to a technical environment providing the opportunity for participants to share experiences and solutions.
- PennDOT-related or other transportation scenarios to stimulate awareness and discussion.

**CONTRACTOR RESPONSIBILITIES -**

The awarded Contractor shall:
- Not use participant contact information for any reason outside the scope of this project.
- Not subcontract the in-classroom teaching without the expressed knowledge and consent of the TTDS Project Manager.
- Acknowledge that all PennDOT copyright training materials, detailed outlines of program agenda, lesson plans and facilitation aids are property of PennDOT.
- Have the necessary number of instructors available for each class scheduled. This would include a substitute instructor on standby for any unforeseen circumstances.
- For costing purposes, estimate one (1) instructor per course.
- Proofread all necessary course materials for completeness, including all grammatical and punctuation errors.
- Additional/substitute instructors must be approved by the Project Manager through an add employee letter.
- Provide in an electronic medium, all the printable materials in a PDF format and a detailed explanation on how the materials are to be organized for printing purposes. PennDOT shall be responsible for all printed course materials.
- Provide the TTDS Project Manager with a detailed report of expenditures along with each OS-501- Confirmation of Services form.
- Additional/substitute instructors must be approved by the TTDS Project Manager through an add employee letter.

**TASKS AND DELIVERABLES**

**TASK A: TRAINING**

Contractors shall provide a unit cost per class for Task A: Training as shown in the Cost Matrix, Attachment B. For each course provide:
**Presentation:** The unit cost per course, all inclusive of the contractors cost to provide the course as described with the exception of materials for students. The presentation cost shall also exclude travel and subsistence, which shall be billed separately in accordance with Travel.

PennDOT shall provide the awarded Contractor with an instructor packet at each course location. This packet shall consist of name tents, sign-in sheets, student evaluations, an instructor evaluation, and a UPS return envelope. The instructor shall administer the associated course test(s) at the end of the class and submit the test results to PennDOT, BLASO, TTDS, 400 North Street, 7th Floor, Harrisburg, PA within two weeks after the end of the class date.

PennDOT will provide a standard classroom setting at each course location with a projector, screen, PC or laptop, white board and/or flip charts, markers for both the white board and flip charts.

A brief description and summary of the learning objectives for each course listed below can be found at the PennDOT Technical Training Calendar (.www.dot.state.pa.us/tc). Copies of the course materials are available at ftp://ftp.dot.state.pa.us/ Please send an email to RA-pdBLASOProcure1@pa.gov no later than 1:00 pm on Thursday, May 22, 2014 to request a password to the FTP site. Access to the course materials will no longer be available after May 23, 2014.

The awarded Contractor shall be responsible for the following deliverables:

**A1: Introduction to Traffic Signals in Pennsylvania (Max 35 students)**

This is a one (1) day course that is open to all Department staff in Highway Administration, consultants, municipal officials, and contractors involved in improving traffic signals. In this course participants will review and understand PennDOT’s Publications/Regulations/Law and Overview regarding traffic signals; PennDOT’s procedures; the importance of a Traffic Control Device Record Keeping (Asset Management); PennDOT’s Traffic Signal Portal; and current MUTCD.

Deliverable: Three (3) Introduction to Traffic Signals in Pennsylvania classes.

**A2: Traffic Signal Design in Pennsylvania (Max 35 students)**

This is a three (3) day course that is open to traffic engineering personnel from State, Federal, and local agencies involved in planning, design, operation or maintenance of traffic signals or traffic signal systems. In this course participants will list the steps required to plan, design, and implement a signalized intersection; devise an appropriate data collection plan for planning, designing, and operating a signalized intersection; perform a warrant analysis using the MUTCD warrants, including PennDOT warrants; design basic phasing of the intersection - which movements will get a separate phase, and how they are numbered; determine location of signal support, displays and detection; design the electrical distribution system for an intersection;
select signal-related signs and pavement markings, including turning-movement signs, stop bars and crosswalks; and create a traffic signal design report.

Deliverable: Three (3) Traffic Signal Design in Pennsylvania classes.

A3: Traffic Signal Maintenance & Operations in Pennsylvania (Max 35 students)

This is a two (2) day course. Upon completion of this course, participants will be able to list the types of traffic signal maintenance classifications; create the types of documents required for maintenance; describe typical maintenance activities; develop a traffic signal maintenance agreement; design basic phasing of the intersection; devise an appropriate data collection plan operating a signalized intersection; calculate signal timing for both actuated and coordinated operational strategies, including pedestrian clearance intervals; and implement traffic signal timing and phasing plans.

Deliverable: Three (3) Traffic Signal Design in Pennsylvania classes.

A4: Traffic Signal Construction & Inspection in Pennsylvania (Max 35 students)

This is a one (1) day course that is open to State, Federal, local agencies, consultants, contractors, and other traffic signal stakeholders involved in the construction and/or inspection of traffic signals. Upon completion of this course, participants will be able to locate applicable Traffic Signal Catalog Cuts; describe the applicable Traffic Signal Proprietary Approvals; list the Traffic Signal Product Approvals process; list the important sections of Publication 408 (Specifications) and its requirements; understand and navigate Publication 669 (Traffic Signal Inspection Pocket Guide); implement Traffic Signal Testing procedures; and develop and modify a Traffic Signal Inspection Form.


When requesting payment for work completed under Task A: Training, the awarded Contractor shall include a list of courses presented along with an OS-501- Confirmation of Services form.

TASK B: TRAVEL

Travel and Subsistence: Travel and subsistence allowances will conform to the requirements of the most current version of Commonwealth Management Directive 230.10, Travel and Subsistence Allowances, available on the U.S. General Services Administration website at:

http://www.portal.state.pa.us/portal/server.pt/community/management_directives/711/management_administrative_support_%28205-260%29/208571

http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requeste_perdiem&utm_campaign=shortcuts
The actual location of each course will be determined by the TTDS Project Manager during the validity period of the PO resulting from this RFQ and be based on local need and a rational “distribution” throughout PennDOT districts. The contractor shall, for costing purposes, estimate that half of the training classes will be conducted in District 6-0, King of Prussia area and the other half in District 11-0, Bridgeville area.

When requesting payment for work completed under Travel, the awarded Contractor shall include a detailed log of items included in the invoice along with an OS-501- Confirmation of Services form.

**TASK C: MANDATORY PLANNING SESSION**

Within three (3) weeks of notice to proceed, the awarded Contractor shall meet with the TTDS Project Manager and other PennDOT assigned attendees to confirm a thorough understanding of the project. The meeting shall take place either via conference call, or at PennDOT’s central office located at 400 North Street, Harrisburg, PA, 17120, as determined by the TTDS Project Manager. The mandatory planning session will last no more than three (3) hours. The time allowance is an estimate and is not guaranteed. Cost shall be based on the awarded vendor’s time of the Project Manager and possibly one (1) instructor. The Contractor shall provide a blended hourly rate in the Cost Matrix that includes all costs associated with this task.

Topics of the meeting shall include, but not limited to

- Attendance plans, class location plans, and a tentative class roll-out schedule.
- Needed course modifications and issues, if any.
- Deployment of a plan to track actual work completed against scheduled work.

Anticipate one mandatory planning meeting every year in which the Contractor’s principal developer(s) and instructor(s), as appropriate, will meet with PennDOT representatives and others to review progress compared to target schedule, discuss/address new issues, and communicate/resolve concerns or revised goals.

**Deliverable:** Attendance of awarded Contractor’s Project Manager and possibly one (1) instructor at the Mandatory Planning Session. Task C cost shall exclude travel and subsistence, which shall be billed separately in accordance with Task B: Travel.

When requesting payment for work completed under Mandatory Planning Session, the awarded Contractor shall include a record of time spent at the meeting, along with an OS-501- Confirmation of Services form.

**TASK D: COURSE REVISIONS AND UPDATES**

Course revisions and updates may be necessary due to changes mandated by PennDOT to include, but not limited to, changes to Publications, Regulations and Initiatives. As changes to the training material are required, the TTDS Project Manager will provide to the awarded Contractor a change request outlining the course revisions. The awarded Contractor shall
provide the TTDS Project Manager a proposal to include all costs and timeline revisions regarding the impact of the requested changes.

All change requests shall be processed in accordance with the Standard Terms and Conditions.

Upon PennDOT’s approval of the awarded Contractor’s proposal the awarded Contractor will receive a purchase order or a revised purchase order as a notice to proceed, giving authorization to the Contractor to proceed with the work outlined in the proposed change request.

The contractor shall be responsible for reviewing and updating the courses under this RFQ for which these changes will affect. The awarded Contractor shall use the developed course materials as a guide for any revisions and/or modifications to the coursework.

The scope of this project shall include the online training modules for each training course called out in Task A: Training. Each online training module is available for independent study on PennDOT’s Technical Training Calendar. Currently, only the Introduction course has been uploaded to Training Calendar. The other three courses are in the process of being uploaded to Training Calendar by PennDOT personnel. Revisions to the Task A: Training courses may require revisions to the online training modules. The awarded Contractor is expected to have the following software to complete revisions and updates to the online modules: Articulate Studio (version ’09 or newer) and Camtasia Studio (version 8 or newer).

Deliverable: Revisions and/or modifications to the PennDOT Specific Traffic Signal Training courses as needed.

When requesting payment for work completed under Course Development, the awarded Contractor shall include a summary of the modifications and/or changes completed along with an OS-501- Confirmation of Services form.

OTHER REQUIREMENTS

1. Contractor Submission Package:
Submission package should not exceed twenty (20) pages. This excludes table of contents, dividers, supportive Appendices, and resumes. Resumes should be limited to two (2) pages for each individual resume. Submissions should be kept to a reasonable length; however, points will not be taken off for packages that exceed the twenty (20) pages. Your submission package must be emailed to the following email address: RA-pdBLASOProcure1@pa.gov.

2. Suppliers must complete and submit the following documents:
   a. Proposal based on requirements listed in Attachment A
   b. Cost Matrix – Attachment B
c. Domestic Workforce Utilization Form – Attachment C

d. OS-501 Confirmation of Services Form – Attachment D

3. Insurance:
In accordance with ITQ Contract Number 4400008567, Part IV – Terms and Conditions, Paragraph 27b, Insurance, and the awarded Contractor will be required to provide a current certificate of insurance to PennDOT.

4. Payment:
Payment will be based upon the successful completion and written acceptance of each deliverable identified in the section Tasks and Deliverables of this RFQ. Each deliverable payment will be based on the agreed cost in the awarded contractor’s Attachment B Cost Matrix or as agreed to in the final contract. Offeror shall submit to the Project Manager Form OS-501, Attachment D, and substantiating documentation as notification of each deliverable completion. PennDOT Project Manager will certify successful completion and acceptance of each deliverable. Invoices must be submitted after acceptance of each OS-501. All invoices must be sent to the following address:

COMMONWEALTH OF PENNSYLVANIA
PO BOX 69180
HARRISBURG, PA 17106

Payment to the Offeror will be based on timely completion and acceptance (in writing) of deliverables outlined within Tasks and Deliverables.

5. Estimated Quantities:
All quantities are estimated. Estimated quantities may be changed based on the need of the program. PennDOT reserves the right to request a change in quantities for any of the deliverables when anticipated quantities exceed those established. PennDOT also reserves the right to cancel classes due to low enrollment, emergencies, and other reasons important to the technical training program.

6. Award:
Selection will be determined by best value criteria. Please refer to the attached Expedited RFQ Template for Training Services.

Questions:

Direct all questions concerning this Contract to Mary Beth Knepp, Issuing Officer, at RA-pdBLASOProcure1@pa.gov. All questions must be submitted by 1:00 PM on Friday, May 16th 2014. All contractors will be notified of the responses to the questions by Monday, May 19th, 2014.