

Date of RFP
02/05/2025

Maryland Department of Transportation
State Highway Administration
FY 2025 Research Work Program

Closing Date
03/07/2025

RESEARCH PROJECT Request for Proposals (RFP)

RFP#: XX

Project Title: *Insert the title provided in the RFP*

Please provide detailed information for all sections within **10 pages**. Proposals must be prepared in accordance with the Maryland Department of Transportation State Highway Administration's (SHA) [Guidelines for Preparing Research Proposals \(Guidelines\)](#).

Proposals will be evaluated based on the merit of the information contained in the proposal.

1. RESEARCH PROBLEM STATEMENT and BACKGROUND

[This section summarizes the proposers' understanding of the problem and provides background information, causes, and possible solutions. Proposers should not simply repeat the wording in the RFP.]

2. OBJECTIVES

[Proposers are expected to summarize the key items that need to be accomplished for the research to be successful and result in information/products that can be put into practice.]

3. RESEARCH PLAN

[This section should describe how the objectives will be achieved through a complete and detailed plan. Specifically, this should include a literature search and the other tasks to be performed, a detailed research approach, and anticipated results. The research plan should also include a description of how the research team will ensure regular communication with SHA's Research Division and technical office and describe any assistance that may be required from SHA and the timeframes in which this assistance is required. This includes items such as traffic control, drilling and sampling, access to SHA facilities and field sites, data requests, and meeting with SHA Divisions.]

The MDOT SHA is seeking the insight of RFP responders on how best to achieve the research objectives. Proposers are expected to describe a research effort that can realistically be accomplished as expeditiously as possible. Proposals must present the proposers' current thinking in sufficient detail to demonstrate their understanding of the problem and the soundness of their approach for conducting the required research.

Literature Review

[Conduct a literature review of the current state of the practice. After the award of the project, a more comprehensive literature review should be conducted. At the completion of this literature review, the Principal Investigator (PI) will make a presentation to *the research project panel* to discuss their findings and to discuss the appropriate research approach.]

Research Approach and Anticipated Results

[Clear description of how you will solve the problem and implement anticipated findings. Work may be divided into phases (e.g., Laboratory, Field, or Year 1, Year 2) as necessary to clarify tasks.]

4. IMPLEMENTATION AND TRAINING PLAN

[The PI must meet with *the research project panel* and other SHA Divisions to present the findings and as appropriate train these personnel in the use of the project results.] **The PI will develop an implementation plan** as per the *Guidelines* (Page 9).

5. DELIVERABLES:

[List of minimum deliverables necessary to complete the project, including delivery of SHA required reports described below. Deliverables on this table are not considered received by SHA until they are submitted to the Research Division.]

| Products: Examples of products typically most appropriate as stand-alone items include guidebooks, training materials, devices, instruction manuals, and brochures. | | | |
|---|---|--|--|
| No. | Stand-Alone Product Description | Due Date (due at or before project termination) | Comments |
| Product 1 | | | |
| Product 2 | | | |
| | | | |
| Report Type | Report Description (Succinctly describe intended contents of each report) | Due Date | Comments |
| Quarterly Reports | Comprehensive and Detailed documentation of all work tasks and results | The 15 th of January, April, July, and October while the project is active. | Must be submitted to the Research Division on the provided template. <i>Information is expected to be complete. One to two sentences on progress, anticipated work, and results is not acceptable.</i> |
| Report on Literature Review | Summary of literature review findings and updated research approach. | | The report should be reviewed and accepted by SHA before the next step of the work plan starts. <i>The PI has the option of incorporating this report into one of the quarterly reports.</i> |
| Draft Report | Draft summary of work performed, findings, and conclusions. | A draft final report is due 90 days prior to the project completion date. | <i>The PI has the option of incorporating this report into one of the quarterly reports.</i> |
| Final Report and Two-Page Summary | Detailed description of work performed, findings, and conclusions. | | See SHA's Report Guidelines for standards and submittal requirements for the final report. Please make sure the report is fully edited and ready for publication. |

6. PROJECT SCHEDULE:

[The PI must provide the anticipated research study duration based on the proposed tasks. Consideration should be given to potential impediments so that adjustments are incorporated in the schedule to minimize the need for time extensions. **A 12-18 month timeframe is preferred unless a different schedule is specified in the RFP.** Please include sufficient time for report review and revision – a fully edited and ready-for-publication final report is expected upon project completion.]

Using the table provided in the *Guidelines*, provide a graphical representation of the scheduling of all tasks (including assistance needed from SHA), quarterly meetings, and deliverables on a monthly basis. **Proposers should include achievable targets and keep in mind that the draft final report and two-page summary are due to SHA no later than 90 days prior to the project completion date.** The format for the project schedule can be found in *Guidelines* Appendix B.

7. ITEMIZED BUDGET

[The PI must specify all potential fees that may be charged to SHA. SHA may reject any fees not identified, as part of the PI's proposal. *The PI is responsible for making sure that only SHA reimbursable costs are included.* Should a subcontract be included, the PI must complete at least 50% of the work (i.e., direct labor).] Include the detailed and fully itemized project costs by task. This should include pay rates and benefits for all personnel involved on the project. **The proposers should not include any items that are not reimbursable by SHA (i.e. computer equipment, publication costs and travel to conferences) unless specified in the RFP.** An example of an acceptable budget format can be found in *Guidelines* Appendix C.]

8. EQUIPMENT & FACILITIES

[This section should include a brief description of the facilities available to undertake the research and a list of the equipment on hand considered necessary to the project. Proposers must also specify any facilities or equipment considered necessary for completing the research but are not currently on hand. It is preferred that the equipment is borrowed, rented, or the work contracted to someone who has the equipment and the expertise to obtain valid results. Arrangements for borrowing, renting, or subcontracting work using necessary equipment must be identified. Letters of commitment should be included to indicate the availability of borrowed equipment and rental rates, or subcontract costs should be included in the budget for borrowed or contracted work. In cases where it is deemed necessary to purchase equipment using project funds, proposers must be certain that the itemized cost information is included in the budget and that a justification is provided. **Items of special equipment (any individual item costing \$500, including applicable taxes, or more) purchased with SHA funding are MDOT SHA property and will be delivered to SHA when the project is complete.**]

9. RESEARCH TEAM

[This section should include a brief introduction of each member of the research team, **explain their role on the project**, and how their experience will benefit the research. It is understood that graduate and undergraduate students may not be identified at the time of proposal submission. However, the number of graduate and undergraduate students that will work on this project should be acknowledged in this section with a general description of what their role will be (e.g. what tasks they will work on).]

CONTACTS:

Questions on this topic **shall NOT** be directed to any project manager, technical liaison, or any other SHA employee. All questions are to be directed to research@mdot.maryland.gov.

DEADLINE

Proposals (one [1] unbound hard copy or a correctly formatted emailed copy) must be received by the Research Division by 12:00PM (Noon) on **March 7, 2025**. **Please note that proposals cannot be hand delivered and only emailed proposals will be accepted. Please email one PDF file to research@mdot.maryland.gov. The receive date and time will be noted by the time stamp from the email. An email receipt will be sent in response to all received proposals. Late submissions will NOT be accepted.**

PROPOSAL DELIVERY INSTRUCTIONS:

Email delivery, please use this address:
research@mdot.maryland.gov

Please note that a confirmation email will be provided upon receipt of your document. ***Emailed documents received after the deadline will not be accepted.*** The time stamp of your email will constitute the date and time received and will stand as the official receipt for compliance to the deadline. **No exceptions will be made.**