

***Federal Grant Opportunity  
Request for Applications (RFA)  
Executive Summary***

**Federal Agency Name:** U.S. Department of Transportation  
Federal Highway Administration  
Office of Acquisition Management  
1200 New Jersey Avenue SE  
Mail Drop: E65-101  
Washington DC 20590

**Funding Opportunity Title:** "Off Hours Freight Delivery Pilot Project"

**Announcement Type:** This is the initial announcement of this funding opportunity.

**Funding Opportunity Number:** RFA Number: DTFH61-12-RA-00016

**Catalog of Federal Domestic Assistance (CFDA) Number:** 20.200

**Dates:** RFA Issue Date is June 13, 2012  
Application Due Date/Time is July 13, 2012  
RFA Questions End Date is June 28, 2012  
at 4:00PM Eastern Time (ET)

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## **SECTION I – FUNDING OPPORTUNITY DESCRIPTION**

### **A. STATEMENT OF PURPOSE**

The Federal Highway Administration (FHWA) hereby requests applications to result in the award of a minimum of three cooperative agreements to conduct applied research on **“Off Hours Freight Delivery.”**

### **B. LEGISLATIVE AUTHORITY**

Statutory authority to award a cooperative agreement for this effort is found in Section 5101(a)(1) of the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A legacy for Users (SAFETEA-LU) (P. L.109-59), which established the Surface Transportation Research, Development and Deployment Program (STRRD). The general objective of the program is to undertake surface transportation research, development, and technology deployment activities to promote innovation in transportation infrastructure, services, and operations.

Statutory Authority to award this cooperative agreement is also derived from 23 USC 502 (b)(3) as amended by P.L. 109-59 – August 10, 2005. Per Section 5201 paragraph (c)(3) COOPERATION, GRANTS AND CONTRACTS.- “The Secretary may carry out research, development, and technology transfer activities related to transportation- ... (C) by making grants to, and entering into contracts and cooperative agreements with one or more of the following: the National Academy of Sciences, the American Association of State Highway and Transportation Officials, any Federal laboratory, Federal agency, State agency, authority, association, institution, for-profit, or non-profit corporation, organization, foreign country, or any other person.”

Cost Share - Pursuant to SAFETEA-LU Section 5101(b), the maximum Federal share of eligible project cost is 50 percent.

### **C. BACKGROUND**

Agencies at all levels of government are now faced with delivering transportation system performance in a resource constrained environment. Past research has shown that urban transportation systems have excess capacity during off hours, and congestion and lack of capacity during peak hours. Movement or delivery of goods in urban and metropolitan areas is frequently made during peak congested periods, resulting in congestion, inefficient goods delivery, environmental justice issues, increased fuel consumption, higher labor costs and negative air quality impacts. Moving truck deliveries to off hours provides a low cost solution that can reduce congestion, improve freight flows, and have positive impacts on air quality, environmental justice, sustainability and livability of a city or urban area. Recent efforts, including the Ports of Los Angeles and Long Beach marine terminal operators PierPass OffPeak program and the United States Department of Transportation (USDOT) Research and Innovative Technology Administration supported research with Rensselaer Polytechnic Institute for work in New York City, has demonstrated that an off hours program for movement or delivery of goods in an urban area is possible and has notable environmental and transportation benefits.

The Federal Highway Administration (FHWA) Office of Freight Management and Operations in partnership with the Environmental Protection Agency (EPA) are interested in researching and demonstrating the efficacy of implementing off hours goods movement and delivery programs in small to medium size urban areas with emerging or growing congestion problems. The nature of the project, moving trucks to off hours reduce to congestion, improve freight flows, and have positive impacts on air quality, environmental justice, sustainability and livability of a city or urban area, fits squarely with the USDOT/EPA/HUD Partnership for Sustainability. The focus on small to medium size cities/urban areas provides the opportunity to make a significant impact for an area.

As part of this overall project, FHWA has brought on board contractor support for:

- Development of basic decision support tools and publications for entities interested in implementing a similar program.
- Pre and post implementation project evaluations.
- Limited technical assistance to the cooperative agreement recipients for marketing and implementation of the projects.

The FHWA contractor will develop a series of easy to read, clearly understandable print and electronic publications intended for use by State, regional or local government agency personnel, business organizations or non-profits interested in implementing or promoting an off peak goods movement delivery program. These publications will include:

- Brochure highlighting the program and benefits to motor carriers, receivers and shippers.
- Brochure highlighting the program and benefits governments, non-profits and program sponsors.
- Technical handbook for motor carriers, receivers and shippers.
- Technical handbook for governments, non-profits and program sponsors.
- Web page with information provided in the above documents, links to related work and other information about the concept.

It is anticipated that the web page and brochures will be available for use by cooperative agreement recipients soon after their off hours delivery projects commence. Technical handbooks are not anticipated to be available until late in the project. The web page is intended to be a dynamic site during the pilot projects where information, as it is developed, is uploaded for use by participants in the pilot study.

It is expected that the FHWA contractor will jointly conduct pre and post evaluation of the pilot projects with the cooperative agreement recipients.

FHWA contractor will provide limited advice to recipients on strategies to best engage, and sustain the engagement of the private sector receivers and carriers and any other relevant entities (such as government agencies, industry associations, the public) who are essential for successful implementation of the project.

The FHWA contractor will provide limited technical guidance and advice to recipients on building or street modifications, carrier or distributor modifications, analytical techniques and considerations for integrating off hours delivery into business plans for shippers and receivers, rationale for receivers and carriers participating in the program funding and financing, environmental justice, noise pollution, livability issues, commercial vehicle and building energy use and efficiency.

## **D. OBJECTIVES**

The objectives of these cooperative agreements are to:

- Demonstrate and better understand the efficacy of implementing off hours goods movement and delivery programs in small to medium size urban areas as related to:
  - Reducing Congestion
  - Improving Freight Flows
  - Positively Impacting Air Quality
  - Improving Sustainability, Livability and Environmental Justice
- Research and demonstrate a low cost, easily replicable, operations based solution for cities or urban areas with emerging congestion problems.
- Evaluate how direct relationship between FHWA and non-State DOT entities function.

## **E. PURPOSE**

Awarded funds may be used to support the objective of the award in accordance with the technical approach to be identified by the recipient, and in accordance with Federal Cost Principles. Examples include, but are not limited to: modification of business establishments to accommodate off hour assisted or unassisted delivery (for example partitions, storage lockers, entrances, security systems, and insurance), grants for carriers to reconfigure routes, grants to distributors to reconfigure supply chain operations, public infrastructure or operational improvements, facilitation, coalition building, marketing and education for the program, program evaluation and other activities. Project scope and structure are left up to the recipient. As examples, the project scope could focus on the city core or be regional in nature, it could focus on a specific industry/commercial sector or be geographic/major freight generator focused, it could focus on retail deliveries or general goods movement, or could have a another focus.

## **F. STATEMENT OF WORK**

### **Task 1. Project Administration**

#### **Kick Off Meeting**

The recipient will participate in an onsite (DOT Headquarters) or teleconference kickoff meeting with the FHWA Agreement Officer's Technical Representative (AOTR) and USDOT/EPA Steering Team where the recipient's Draft Management and Work Plan will be presented. During this kickoff meeting, the FHWA will reiterate its high level requirements and priorities. The

USDOT/EPA team and recipient will review roles, authorities, and responsibilities of involved individuals, reach agreement on common issues, resolve and identify potential problems, and clarify understandings of technical aspects. Following this kickoff meeting and upon resolution of USDOT/EPA and AOTR comments, the recipient will complete a Final Management and Work Plan.

### **Marketing, Communication and Facilitation Strategy**

Recipient will develop a Draft Marketing, Communication and Facilitation Strategy for the off hours delivery project. FHWA contractor will provide a SWOT analysis and review of the marketing, communication and facilitation strategies proposed by the recipient. The FHWA contractor will discuss the proposed approach and analysis with the recipient, provide guidance and advice, and work with the recipient to enhance the approach as desired by the recipient and as funding will allow. This may include advice on strategies to best engage, and sustain the engagement of the private sector receivers and carriers and any other relevant entities (such as government agencies, industry associations, the public) that are essential for successful implementation of the project and on rationale for receivers and carriers participating in the program. Recipient will complete a Final Marketing, Communication and Facilitation Strategy and include it as part of the Management and Work Plan.

### **Management and Work Plan**

The recipient will provide a Draft Management and Work Plan containing the management approach and critical schedule needed to complete the tasks. Following this kickoff meeting and upon resolution of USDOT/EPA and AOTR comments, the recipient will complete a Final Management and Work Plan.

FHWA contractor will provide a SWOT analysis and review of the technical and financial strategies proposed by the recipient. The FHWA contractor will discuss the proposed approach and analysis with the recipient, provide guidance and advice, and work with the recipient to enhance the approach as desired by the recipient and as able to by funding. This may include advice on building or street modifications, carrier or distributor modifications, analytical techniques and considerations for integrating off hours delivery into business plans for shippers and receivers, rationale for receivers and carriers participating in the program funding and financing, environmental justice, noise pollution, livability issues, commercial vehicle and building energy use and efficiency.

Both the draft and the final Management and Work Plan should follow the general principles and standards of the PMBOK or similar process and include:

- 1) **Project Scope Statement** – Plan to ensure that the project includes all the work required and only the work required, to complete the project successfully
- 2) **Project Internal Communications Plan** – A plan ensuring timely and appropriate generation, collection, distribution, storage, retrieval, and ultimate disposition of project information.

- 3) **Work Breakdown Structure** – Subdividing the major project deliverables and project work into small, more manageable components. Budget dollars and planned duration time can be assigned to each component.
- 4) **Critical Path** – it is the longest duration path through a network diagram and it determines the shortest time to complete the project.
- 5) **Project Schedule using a Gantt Chart** – A project schedule developed based upon activity sequences, durations, resource requirements, and schedule constraints. The project schedule must include planned start and finish dates, activity sequences, activity durations, planned milestones and the identification of the critical path.
- 6) **Marketing, Communication and Facilitation Strategy** – see above
- 7) **Risk Management Plan** – A plan ensuring a structured process that conducts risk identification (entered into a risk register) analysis for risk mitigation, and developed responses and actions to planned mitigation of risks.
- 8) **Monitoring and Control Project Work** – A plan that identifies how the project- work will be tracked, reviewed, and regulated to meet the performance objectives of the project management plan. The contractor will execute the monitoring and control plan to ensure the project is meeting the deliverables outlined in the Statement of Work.
- 9) **Human Resource Plan** - with roles and responsibilities, project organizational charts, and staffing management plan
- 10) **Cost Management Plan** - defines how the costs on a project will be managed throughout the project's lifecycle
- 11) **Cost Estimates** by element identified in Project Schedule
- 12) **Project Closeout Plan** – A plan to ensure that all project work is complete and that the project has met its objectives.

**Deliverables:**

1. Draft Management and Work Plan
2. Final Management and Work Plan
3. Kickoff meeting
4. Draft Marketing, Communication and Facilitation Strategy
5. Final Marketing, Communication and Facilitation Strategy  
(FHWA will have a 14-day review period for comments on all materials). A final draft will be provided within twelve weeks after the kick-off meeting.

## **Task 2. Project Implementation**

Recipient will implement an off hours freight delivery project in accordance with the Management and Work Plan developed in Task 1. This program shall continue for a minimum of 36 months after implementation.

### **Deliverable:**

1. Operational off hours freight delivery project

## **Task 3. Project Evaluation**

Recipient will work with USDOT/EPA Steering Team and FHWA contractor to undertake an analysis and evaluation of the pilot project to understand the efficacy of the program and to serve as a case study. This evaluation will consist of pre and post implementation evaluations and will consist of two core elements:

Project Implementation and Delivery Evaluation -This element of analysis evaluates the delivery, implementation and long term adoption and sustainability of each pilot project.

Project Benefits and Impacts Evaluation - This element of the evaluation focuses on the results associated with implementation of the pilot projects.

FHWA and its contractor will develop an overall program evaluation methodology and framework for each of the two elements, guide the recipient in collection of required data, and work with the recipient to undertake analyses and produce a written report documenting the evaluation and results.

It is anticipated that both quantitative and qualitative data will be used and that existing data sets will be used to the maximum extent practicable and serve as the source for a significant portion of the required data. It is also anticipated that projects will have a core set of common measures as well as project specific measures.

Recipient will develop a draft project evaluation methodology including approaches, performance measures, and data sets to be used. FHWA contractor will review the data, suggested performance measures and approaches to evaluating benefits provided by the recipient. The contractor will work with recipient to develop/refine a project specific methodology.

Recipient will refine the project evaluation methodology, approaches, performance measures, and data sets to be used based on discussions with the FHWA contractor.

Recipient will collect, and as necessary, analyze data and assist FHWA contractor in pre and post implementation evaluations.

Project Implementation and Delivery Evaluation Areas may include:

- Ease of implementation
- Management of scope, schedule, and budget by grantee
- Project approach/focus areas
- Marketing and communications
- Transferability
- Cost effectiveness / funding leverage
- Federal grant making process (Federal agency and recipient perspective)
- Sustainability - scope, breadth of organizational commitments/support(public and private)/ financial support, structure and sustainability /spin off activities

Project Benefits and Impacts Evaluation Areas may include:

- Congestion - goods movement and delivery vehicles/all traffic in regional/urban core/location specific.
- Reliability - goods movement and delivery vehicles/all traffic in regional/urban core/location specific.
- Air Quality- criteria pollutants/GHG emissions
- Sustainability/Livability - environmental justice impacts/noise pollution/commercial vehicle/passenger vehicle and pedestrian conflicts/access to business/livability/freight as a good neighbor/Energy and fuel of vehicles and businesses
- Goods Movement/Business
  - Carrier/Receiver/Shipper – efficiency/reliability/productivity/cost/safety/customer service
  - Driver - labor costs/labor availability/health impact

**Deliverables:**

1. Draft Project Evaluation Methodology within 3 weeks of award
2. Final Project Evaluation Methodology within 8 weeks of award
3. Pre-implementation data and analysis - prior to project implementation but no later than 12 weeks after award
4. Post-implementation data and analysis - 30 months after implementation

**Section 508**

While the requirements of Section 508 of the Rehabilitation Act do not apply to assistance agreements, the FHWA is subject to the Act's requirements that all documents posted on an FHWA or FHWA-hosted website comply with the accessibility standards of the Act. As such, all electronic and information technology products that are submitted under this cooperative agreement must be Section 508-compliant so that they can be web posted without further modification.

All final reports prepared under this agreement and the website required under this agreement must meet the requirements of Section 508 of the Rehabilitation Act of 1973, as amended. The act requires that all electronic products prepared for the Federal Government be accessible to persons

with disabilities, including those with vision, hearing, cognitive, and mobility impairments. View [Section 508 of the Rehabilitation Act \(http://www.access-board.gov/508/508standards.htm - PART 1194\)](http://www.access-board.gov/508/508standards.htm) and the [Federal IT Accessibility Initiative Home Page \(http://section508.gov\)](http://section508.gov) for detailed information. The following paragraphs summarize the requirements for preparing FHWA reports in conformance with Section 508 for eventual posting by FHWA to an FHWA-sponsored website.

a. Electronic documents with images

Provide a text equivalent for every non-text element (including photographs, charts and equations) in all publications prepared in electronic format. Use descriptions such as “alt” and “longdesc” for all non-text images or place them in element content. For all documents prepared, vendors must prepare one standard HTML format as described in this statement of work AND one text format that includes descriptions for all non-text images. “Text equivalent” means text sufficient to reasonably describe the image. Images that are merely decorative require only a very brief “text equivalent” description. However, images that convey information that is important to the content of the report require text sufficient to reasonably describe that image and its purpose within the context of the report.

b. Electronic documents with complex charts or data tables

When preparing tables that are heavily designed, prepare adequate alternate information so that assistive technologies can read them out. Identify row and column headers for data tables. Provide the information in a non-linear form. Markups shall be used to associate data cells and header cells for data tables that have two or more logical levels of row and column headers.

c. Electronic documents with forms

When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

## **SECTION II – AWARD INFORMATION**

### **A. FUNDING**

FHWA anticipates Federal funding in the amount of \$450,000 will be made available for the awards subject to availability. FHWA anticipates this funding will be split between multiple awards, with a maximum of \$150,000 for each award.

Application preparation costs are not allowable as direct charges under this agreement.

### **B. NUMBER OF AWARDS ANTICIPATED**

FHWA anticipates making the award of at least three cooperative agreements resulting from this RFA. FHWA reserves the right to make no awards.

### **C. PERIOD OF PERFORMANCE**

The period of performance for this cooperative agreement will be three and a half years (42 months) commencing from the effective date of the agreement.

### **D. TYPE OF AWARD**

FHWA intends to award a minimum of three cooperative agreements as a result of this RFA.

### **E. DEGREE OF FEDERAL INVOLVEMENT**

The FHWA anticipates substantial Federal involvement between the FHWA/EPA and the Recipient during the course of this cooperative agreement. The FHWA AOTR will participate in the planning and management of this agreement and will participate in the participant's activities as appropriate. The FHWA and its contractors will, as a minimum:

- Coordinate information with other FHWA offices and activities as needed.
- Participate in status meetings, annual meetings, and other discussions as needed.
- Review, comment on draft documents as appropriate.
- Jointly conduct pre and post evaluation with the cooperative agreement recipients.
- provide a SWOT analysis and review of the marketing, communication and facilitation strategies proposed by the recipient
- Provide limited advice to recipients on strategies to best engage, and sustain the engagement of the private sector receivers and carriers and any other relevant entities (such as government agencies, industry associations, the public) who are essential for successful implementation of the project.
- Provide a SWOT analysis and review of the technical and financial strategies proposed by the recipient
- Provide limited technical guidance and advice to recipients on building or street modifications, carrier or distributor modifications, analytical techniques and considerations for intergrating off hours delivery into business plans for shippers and receivers, rationale for receivers and carriers participating in the program funding and financing, environmental justice, noise pollution, livability issues, commercial vehicle and building energy use and efficiency.

The FHWA will partner with the Recipient and provide the necessary guidance to help complete all work under the agreement. The AOTR will participate in the planning and management of this cooperative agreement and will coordinate activities between the Recipient and the FHWA.

## **SECTION III - ELIGIBILITY INFORMATION**

### **A. ELIGIBLE APPLICANTS**

This solicitation is open to all public agencies.

Public Agency - State and local governments, including U.S. territories, tribal governments, port authorities, metropolitan planning organizations (MPOs), other political subdivisions of State or local governments, and multi-State or multi-jurisdictional groups applying through a single lead applicant (for multi-jurisdictional groups, each member of the group, including the lead applicant, must be an otherwise eligible applicant as defined in this paragraph).

## **B. COST SHARING OR MATCHING**

Pursuant to Section 5101(b) of Public Law 109-59, the maximum Federal share of eligible project cost is 50 percent.

## **SECTION IV – APPLICATION AND SUBMISSION INFORMATION**

### **A. APPLICATION FORMS**

The applicant shall complete all forms included in the Application Package for this RFA as contained at [www.grants.gov](http://www.grants.gov). The applicant shall submit the application on-line at [www.grants.gov](http://www.grants.gov).

*Note: It is recommended that applicants register on grants.gov in advance of the application due date. Approval of user registrations for the grants.gov site may take multiple weeks.*

### **B. CONTENT AND FORM OF APPLICATION SUBMISSION**

The application package shall consist of the following:

- SF424

Note: Applicants may leave 5a, 5b, 6, 7, 13 and blank on the form.

- SF424A

Note: Section A: block 1(a) print opportunity title listed on page 1, block 1(b) print CFDA number listed on page 1, block 1(c) print \$ Total Federal Funds Requested, 1(d) print \$ Total Cost Share, and leave blank columns (e), (f), and (g) and rows 2, 3, and 4.

- SF424B
- SFLLL

Note: The form must be completed and submitted even if no lobbying to report. If no lobbying to report insert none or n/a in the relevant blocks.

- Grants.gov Lobbying Form
- Attachments Form
  - 1) Technical Application \* - 30 page limit
  - 2) Budget Application Detail\* - no page limit

\* Applicants may attach as many files as necessary to provide information requested below.

Note: Applications under this RFA are not subject to the State review under E.O. 12372.

The evaluation board may take into account when making its evaluation, any failure to conform to the instructions and rules in this section or any attempt to evade these specifications and rules on the basis of technicalities, as indicators of future performance.

If an applicant does not understand these instructions, then the applicant must submit its questions(s) to the agency point of contact for clarification sufficiently in advance of the deadline for the receipt of applications to get an answer in time to meet that deadline.

### **Part I - Technical Application**

**NOTE: Limit technical applications to 30 pages.**

In the event a technical application exceeds the 30-page limitation, the Government will evaluate only the first 30 pages of the proposal. The format of the above application shall be as follows:

1. Proposals shall be prepared on 8½ x 11 inch paper except for foldouts used for charts, tables or figures, which shall not exceed 11 x 17 inches. Foldouts shall not be used for text, and shall count as two pages.
2. A page is defined as one side of an 8 ½ by 11 inch paper. Therefore, a piece of paper with printing on both sides is considered two pages.
3. Text shall be printed using a font size no less than 12 cpi.
4. Page margins shall be a minimum of 1 inch top, bottom and each side.

#### **Technical applications must contain:**

1. **TECHNICAL & MANAGEMENT APPROACH:** A detailed technical and management plan describing in detail how you would proceed if awarded this cooperative agreement. Discuss and describe the ability of the proposed project to meet the purpose and objectives of this program, and the manner in which they will be addressed by your project. Objectives include:

- Reducing Congestion
- Improving Freight Flows
- Positively Impacting Air Quality
- Improving Sustainability, Livability and Environmental Justice

Discuss and describe the needs of your urban area or city where the project is to be implemented as it relates to the above objectives. Provide a sound, feasible, and achievable technical approach. Discuss the steps (or tasks) to execute the methodology by which the project objective will be achieved.

2. **EXPERIENCE:** A summary of the applicant's experience relevant to this project.

- 3. STAFFING APPROACH:** Provide a program organizational chart identifying proposed staff members assigned to the project. Include the title and a brief description of each position's responsibilities, as well as the proposed level of effort and allocation of time for each position on a yearly basis and in summary format.

Provide brief resumes for the proposed Program Manager and other key personnel to include name, experience, education and proposed role in project.

**(Note: Refer to Section V – Application Review Information below. The Government will evaluate applications using the criteria specified in the technical evaluation).**

### **Part II - Budget Application**

**NOTE: There is no page limit on budget applications.**

1. Recipient should submit a budget summary for the entire 42 months agreement period of performance and a separate summary for each year of the project.

#### **Budget applications must clearly contain:**

- a. Labor Rates- Direct labor-by-labor categories to include hours, rates and escalation. Anticipated promotions for any personnel shall be included with the escalation calculation. The annual direct labor escalations rate and its basis should be clearly stated with the proposal. Discuss your proposed rate as compared to historical experience and include when and how escalation will be calculated/implemented. Resumes of proposed personnel shall be included.
  - b. Indirect Rates- Discuss your proposed rates for all years. Identify all the various specific indirect rates including what they are (pool and base), and what they are based on (e.g.; labor overhead based on direct labor dollars) and how they are applied/calculated. Provide dollar values as well as percentages. Please also provide any audit information to support these rates.
  - c. Other Direct Costs- Recipients must provide a breakout of Other Direct Costs by Category (travel, equipment, ect.)
2. If sub-recipients (lower-tiered organizations and/or individual consultants) will be used in carrying out this project, the following minimum information concerning such, shall be furnished:
    - Name and address of the organization or consultant.
    - Description of the portion of work to be conducted by the organization or consultant.
    - Cost details for that portion of work.

- Letter of commitment from sub-recipient.
3. The use of a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is required on all applications for Federal grants or cooperative agreements. Please provide your organization's DUNS number in your budget application.
  4. A statement to indicate whether your organization has previously completed an A-133 Single Audit and, if so, the date that the last A-133 Single Audit was completed.
  5. If a nonprofit or not-for-profit status, please provide evidence of this status preferably from the Internal Revenue Service.
  6. Include a statement to indicate whether a Federal or State organization has audited or reviewed the applicant's **accounting system, purchasing system, and/or property control system**. If such systems have been reviewed, provide summary information of the audit/review results to include as applicable summary letter or agreement, date of audit/review, Federal or State point of contact for such review.

#### **C. SUBMISSION DATES AND TIMES**

Applications must be received electronically through [www.Grants.gov](http://www.Grants.gov) by 4:00 pm Washington, DC time on 07/13/2012.

The deadline cited herein is the date and time by which the agency must receive the application.

Late or incomplete applications will not be reviewed or considered unless the Agreement Officer determines it is in the Government's best interest to consider the late application.

#### **D. FUNDING RESTRICTIONS**

FHWA will not provide any reimbursement of pre-award costs under this proposed agreement.

#### **E. OTHER SUBMISSION REQUIREMENTS**

FHWA uses [www.Grants.gov](http://www.Grants.gov) for receipt of all applications. Applicants must register with [www.Grants.gov](http://www.Grants.gov) and use the system to submit applications electronically.

In the event of system problems or technical difficulties with the application submittal, applicants should contact the FHWA point of contact designated on page 1. If applicants are unable to use the [www.Grants.gov](http://www.Grants.gov) system due to technical difficulties, applicants must e-

mail applications to the FHWA point of contact listed on page 1 no later than the application deadline cited above.

## **SECTION V – APPLICATION REVIEW INFORMATION**

### **A. EVALUATION CRITERIA**

The Government will evaluate applications and select the applicant based on the criteria listed below. The three evaluation factors are listed in descending order of importance: Technical, Cost and Past Performance.

#### **TECHNICAL:**

FHWA will evaluate the applications against the following technical evaluation criteria listed below in descending order of importance.

1. Recipient's responsiveness to the Objectives and Purpose of the Off Hours Delivery Pilot Project Program (Sub-criteria a. b. and c. are of equal importance and are of greater importance than sub-criteria d.)
  - a. Proposed Scope, Strategy and Approach for:
    - i. Reducing Congestion
    - ii. Improving Freight Flows
    - iii. Positively Impacting Air Quality
    - iv. Improving Sustainability, Livability and Environmental Justice
  - b. Project Need:
    - i. Congestion
    - ii. Freight Movement
    - iii. Air Quality
    - iv. Sustainability, Livability and Environmental Justice
  - c. Soundness and Feasibility of Technical Approach and Methodology:
    - i. Implementation strategy
    - ii. Strategy for program sustainability
    - iii. Initial approach to measuring project benefits
    - iv. Ability to transfer to methodology to another city or urban area
  - d. Management Plan:
    - i. Demonstrated completeness of the application in concisely addressing the work to be performed in each task and an overall grasp of the agreement requirements.
    - ii. A demonstrated understanding of the necessity of meeting schedule requirements in a timely and professional manner.
    - iii. Understanding of the technical and administrative requirements of the agreement as demonstrated in the recipient's application.
2. Recipient's demonstration of technical competence and qualifications to perform the tasks under the Statement of Work. (Sub-criteria a., b., c., d., e. and f. are of equal importance)

- a. Demonstrated knowledge and relevant experience of the Program Manager, staff, and sub-recipients in completing the proposed tasks.
- b. Demonstrated Experience relationships and collaboration with other government agencies, Non-Governmental Organizations, and the private sector.
- c. Demonstrated experience and working knowledge of transportation congestion issues and strategies
- d. Demonstrated experience and working knowledge of transportation air quality issues and strategies
- e. Demonstrated experience and working knowledge of goods movement, freight and supply chains
- f. Demonstrated experience and working knowledge of sustainability/livability/environmental justice issues and strategies

**COST:** In addition to the criteria listed above, relative cost and the degree of cost share and leveraging of non-federal funds will be considered in the ultimate award decision. The budget application will be analyzed to assess cost reasonableness and conformance to applicable cost principles. This evaluation factor will not be numerically scored. Applicants must, however, provide matching funds, and supporting detail for the matching funds.

## **B. REVIEW AND SELECTION PROCESS**

The Government will accept the application(s) that is (are) considered the most advantageous to the Government using the criteria cited above.

The Agreement Officer is the official responsible for final award selection. The Government is not obligated to make any award as a result of this announcement.

## **C. ANTICIPATED ANNOUNCEMENT AND AWARD DATES**

FHWA anticipates making award on or about September 01, 2012.

## **D. AWARD NOTICES**

If your application is selected for award, you will be notified and sent an award document for signature. Applicants not selected for award will be notified in writing by FHWA.

Only the Agreement Officer (AO) can commit the Government. The award document, signed by the Agreement Officer, is the authorizing document.

Notice that an organization has been selected as a Recipient does not constitute approval of the application as submitted. Before the actual award, FHWA will enter into negotiations concerning such items as program components, staffing and funding levels, and administrative systems. If the

negotiations do not result in an acceptable submittal, the FHWA reserves the right to terminate the negotiation and decline to fund the applicant.

## **SECTION VI – DEFINITIONS**

Emerging or Growing Congestion Problem – measured by percentage change over the last 10 years in amount of highway system that now has a reoccurring Level of Service D or worse.

PMBOK - Project Management Body of Knowledge

Public Agency - State and local governments, including U.S. territories, tribal governments, port authorities, metropolitan planning organizations (MPOs), other political subdivisions of State or local governments, and multi-State or multi-jurisdictional groups applying through a single lead applicant (for multi-jurisdictional groups, each member of the group, including the lead applicant, must be an otherwise eligible applicant as defined in this paragraph).

Small and Medium Size City or Urban Area – a metropolitan area or city that has a population of less than 1,000,000.

SWOT Analysis – Strengths, Weaknesses, Opportunities and Threats Analysis

## **SECTION VII – AWARD ADMINISTRATION INFORMATION**

### **A. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

#### **1. GOVERNING REGULATIONS**

Performance under this cooperative agreement shall be governed by and in compliance with the following requirements as applicable to the type of organization of the Recipient and any applicable sub-recipients:

- “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (49 CFR Part 18),” [located at [www.dot.gov/ost/m60/grant/49cfr18.htm](http://www.dot.gov/ost/m60/grant/49cfr18.htm)];
- “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations (49 CFR 19),” [located at: [www.dot.gov/ost/m60/grant/49cfr19.htm](http://www.dot.gov/ost/m60/grant/49cfr19.htm)];
- “New Restrictions On Lobbying (49 CFR Part 20),” [located at

[www.dot.gov/ost/m60/grant/49cfr20.htm](http://www.dot.gov/ost/m60/grant/49cfr20.htm)];

- 2 CFR Part 220 (OMB Circular A-21), “Cost Principles for Educational Institutions” [located at <http://edocket.access.gpo.gov/2005/05-16648.htm>].
- 2 CFR Part 225 (OMB Circular A-87), “Cost Principles for State and Local Governments” [located at [www.whitehouse.gov/omb/circulars/a087/a087-all.html](http://www.whitehouse.gov/omb/circulars/a087/a087-all.html)];
- 2 CFR Part 230 (OMB Circular A-122), “Cost Principles for Non-Profit Institutions” [located at <http://edocket.access.gpo.gov/2005/05-16650.htm>]
- OMB Circular A-102, “Grants and Cooperative Agreements With State and Local Governments” [located at [www.whitehouse.gov/omb/circulars/a102/a102.html](http://www.whitehouse.gov/omb/circulars/a102/a102.html)];
- OMB Circular A-133, “Audits of States, Local Governments, and Non-Profits” [[www.whitehouse.gov/omb/circulars/a133/a133.html](http://www.whitehouse.gov/omb/circulars/a133/a133.html)];
- 2 CFR Part 215 (OMB Circular A-110), “Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations” [located at [www.access.gpo.gov/nara/cfr/waisidx\\_05/2cfr215\\_05.html](http://www.access.gpo.gov/nara/cfr/waisidx_05/2cfr215_05.html)];
- 2 CFR 170 and Attachment A; and
- Any other applicable Federal regulation or statute.

## **2. RESPONSIBILITIES OF THE RECIPIENT**

The Recipient shall provide overall program management. Specifically, the Recipient shall be responsible for the following, as a minimum:

- Performing the Statement of Work as described in Section I, Funding Opportunity Description.
- Coordinating and managing work, including issuing and managing subcontracts/sub awards and consulting arrangements, as necessary.
- Submitting all required reports including Quarterly Progress Reports and Annual Budget Reviews. (See Paragraph B of this Section, entitled Reporting.)
- Meeting with the FHWA Agreement Officer’s Technical Representative (AOTR) as necessary.
- Participating in a kick-off meeting with the AO and/or the AOTR to discuss agreement expectations and procedures.
- Participating in Annual Budget Review meetings with the AO and/or AOTR.

### 3. TRAVEL AND PER DIEM

Travel and per diem authorized under this agreement shall be reimbursed in accordance with the travel costs section of 2 CFR Part 225 (OMB Circular A-122), “Cost Principles for State and Local Governments” or 2 CFR Part 220 (OMB Circular A-21), “Cost Principles for Educational Institutions,” and 2 CFR Part 230 (OMB Circular A-122), “Cost Principles for Non-Profit Institutions” as applicable. Per the Circular, in the absence of an acceptable, written institution policy regarding travel costs, the rates and amounts established in the Federal Travel Regulations in effect at the time of travel shall apply. In addition, all non-domestic travel shall be approved by the AO prior to incurring costs. Travel requirements under this agreement shall be met using the most economical form of transportation available. If economy class transportation is not available, the request for payment vouchers must be submitted with justification for use of higher class travel indicating dates, times, and flight numbers.

### 4. AMENDMENTS

Amendments to this cooperative agreement may only be made in writing, signed by both parties for bilateral actions and by the AO for unilateral actions, and specifically referred to as an amendment to this cooperative agreement.

### 5. AGREEMENT OFFICER’S TECHNICAL REPRESENTATIVE (AOTR)

The AO has designated \_\_\_\_ (TBD) \_\_\_\_\_ as Technical Representative to assist in monitoring the work under this agreement. The AOTR will oversee the technical administration of this agreement and act as technical liaison with the performing organization. The AOTR is not authorized to change the scope of work or specifications as stated in the agreement, to make any commitments or otherwise obligate the Government or authorize any changes which affect the agreement funding, delivery schedule, period of performance or other terms or conditions.

**The AO is the only individual who can legally commit or obligate the Government for the expenditure of public funds. The technical administration of this agreement shall not be construed to authorize the revision of the terms and conditions of performance. The Agreement Officer shall authorize any such revision in writing.**

### 6. OBLIGATION CEILING RATIO

Pursuant to section 1102 of SAFETEA-LU, the FHWA is required to annually redistribute a portion of allocated program authorization. Funds available for subsequent years of this agreement may be adjusted for each fiscal year, which may increase or decrease the total estimated funding available.

**7. INDIRECT COSTS**

Indirect costs are allowable under this agreement as follows:

<i>Indirect Rate Type</i>	<i>Rate (%)</i>	<i>Base</i>
<i>(Information to be filled in at award)</i>		

In the event the recipient determines the need to adjust the above listed rates, the Recipient shall notify the FHWA of the planned adjustment and provide rationale for such adjustment. In the event such adjustment rates have not been audited by a Federal agency, the adjustment of rates must be pre-approved in writing by the Agreement Officer.

This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient’s audited final indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total obligated funding.

**8. DATA RIGHTS**

Per 49 CFR Part 18.34, the Federal Highway Administration reserves a royalty free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:

- (a) The copyright in any work developed under this award, sub-award, or contract under this award or sub-award; and
- (b) Any rights of copyright to which the recipient, sub-recipient or a contractor purchases ownership with agreement support.

**9. PAYMENT**

The Recipient may request advances or reimbursement of costs incurred in the performance hereof as are allowable under the applicable cost provisions not to exceed the funds currently available as stated herein. Requests shall be made no more frequently than monthly.

Advance Payments: Recipients may be paid in advance, provided they maintain or demonstrate the willingness to maintain the following in accordance with 49 CFR Part 19:

- (1) written procedures that minimize the time elapsing between the transfer of funds and disbursement by the Recipient, and
- (2) financial management systems that meet the standards for fund control and accountability. When these items are not met, reimbursement will be the method for payment.

Payments by Reimbursement: When requesting reimbursement of costs incurred and credit for cost share incurred, the Recipient shall submit supporting cost detail with the SF 270 to clearly document costs incurred. Cost detail includes a detailed breakout of all costs incurred including direct labor, indirect costs, other direct costs, travel, etc.

The Recipient shall submit a copy of the SF 270 using one of the methods identified below:

Requests for advance or reimbursement and required supporting documents, should be sent via e-mail to the following e-mail address:

9-AMC-AMZ-FHWA-Invoices@faa.gov.

(a) Include the request for advance or reimbursement and supporting documents as an attached PDF document

(b) Include in the e-mail subject line the following:

(i) "Invoice No. #

(ii) Agreement Number

(iii) Name of your Company/Organization."

(iv) Attention: Brittany Hall

Example: Invoice No. 35 – DTFH61-12-H-00001 – ABC University – Attention: Brittany Hall

If the request for advance or reimbursement and supporting documents exceed 8 MB, as an e-mail attachment, the recipient must select one of the other submission options presented below:

Requests for advance or reimbursement submitted via an overnight service must use the following physical address:

MMAC  
FHWA/AMZ-150  
6500 S. MacArthur Blvd  
Oklahoma City, OK 73169

Attention: TBD

Express Delivery Point of Contact: April Grisham, 405 954-8269

Requests for advance or reimbursement may be submitted via regular U.S. Postal Service to the following address:

Federal Highway Administration  
Markview Processing  
P.O. Box 268865

Oklahoma City OK 73126-8865  
Attention: TBD

All requests for requests for advance or reimbursement must identify (Agreement Specialist name) as the point of contact.

The Agreement Specialist and the AO reserve the right to withhold processing requests for advance or reimbursement until sufficient detail is received. In addition, reimbursement will not be made without AOTR review and approval to ensure that progress on the Agreement is sufficient to substantiate payment. After AOTR approval, the Agreement Specialist will certify and forward the advance or request for reimbursement to the payment office. Note: Standard Forms may be located at <http://fhwa.dot.gov/aaa/hamhome.htm>.

## **10. ACKNOWLEDGEMENT OF SUPPORT AND DISCLAIMER**

An acknowledgment of FHWA support and a disclaimer must appear in any publication of any material, whether copyrighted or not, based on or developed under the cooperative agreement, in the following terms:

“This material is based upon work supported by the Federal Highway Administration under cooperative agreement No. DTFH61-12 H--(to be filled in)”.

All materials must also contain the following:

"Any opinions, findings, and conclusions or recommendations expressed in this publication are those of the Author(s) and do not necessarily reflect the view of the Federal Highway Administration."

## **11. SITE VISITS**

The Federal Government, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by the Federal Government on the premises of the Performing Organization or a subrecipient under this cooperative agreement, the Performing Organization shall provide and shall require their subrecipients to provide all reasonable facilities and assistance for the safety and convenience of the Government representative in the performance of their duties. All site visits and evaluations shall be performed in such a manner as will not unduly delay work.

## **12. TERMINATION AND SUSPENSION**

The Government may terminate this agreement in whole or in part in accordance with 49 CFR Part 19.61 or 49 CFR Part 18.44 as applicable.

### **13. BUDGET REVISION/REALLOCATION OF AMOUNTS**

The Recipient is required to report deviations from budget and program plans, and request prior approval for budget and program plan revisions in accordance with 49 CFR Part 19 or Part 18 as applicable.

Note: The Recipient must obtain prior written approval from the Agreement Officer to transfer amounts budgeted for direct cost categories when the cumulative value of such transfers will exceed 10% of the value of Federal share of this agreement. When requesting such approval, a letter request suffices.

### **14. FINANCIAL MANAGEMENT SYSTEM**

By signing this agreement, the Recipient verifies that is has, or will implement, a financial management system adequate for monitoring the accumulation of costs and in compliance with the financial management system requirements of 49 CFR Part 19 or 49 CFR Part 18 as applicable. The Recipient's failure to comply with these requirements may result in agreement termination.

### **15. ALLOWABILITY OF COSTS**

Allowable costs will be determined in accordance with the applicable Federal cost principles, e.g., Non-Profit Organizations, 2 CFR Part 230; Educational Institutions, 2 CFR Part 220, and 2 CFR Part 225; Cost Principles for State and Local Governments.

### **16. AVAILABLE FUNDING**

The total not-to-exceed amount of Federal funding that may be provided under this cooperative agreement agreement is \$150,000 for the entire period of performance, subject to the limitations shown below:

- (1) Currently, Federal funds in the amount of \$\_\_\_\_\_ (to be filled in at award), are obligated to this agreement.
- (2) Subject to availability of funds, and an executed document by the Agreement Officer, \$\_\_\_\_\_ (to be filled in at award) may be obligated to this agreement.

The Government's liability to make payments to the Recipient is limited to those funds obligated under this agreement as indicated above and in any subsequent amendments.

**17. CENTRAL CONTRACTOR REGISTRY (CCR)**

The Recipient must be registered in the CCR in order to receive payments under this agreement. Use of the CCR is to provide one location for applicants and Recipients to change information about their organization and enter information on where government payments should be made. The registry will enable Recipients to make a change in one place and one time for all Federal agencies to use. Information for registering in the CCR and online documents can be found at [www.ccr.gov](http://www.ccr.gov).

**18. KEY PERSONNEL**

The Recipient shall request prior written approval from the AO for any change in key personnel specified in the award.

**19. PROGRAM INCOME**

Program Income earned during the project period shall be retained by the Recipient and added to funds committed to the project by the Federal awarding agency and the Recipient and used to further eligible project or program objectives.

**20. SUBAWARDS**

Unless described in the application and funded in the approved award, the Recipient shall obtain prior written approval from the AO for the subrecipient, transfer, or contracting out of any work under this award. This provision does not apply to the purchase of supplies, material, equipment, or general support services.

The following subawards are currently approved under the agreement:

[To be filled in at award]

Approval of each sub-award is contingent upon a price fair and reasonableness determination and approval by the Agreement Officer for each proposed subcontractor/sub-recipient. Consent to enter into sub-awards will be issued through a formal amendment to the agreement.

**21. DEBARMENT AND SUSPENSION REQUIREMENTS**

The Recipient shall comply with the Subpart C of 49 CFR Part 29, Government Debarment and Suspension (Nonprocurement). Further, the Recipient shall flow down this requirement to applicable subawards by including a similar terms or condition in lower-tier covered transactions. See 49 CFR Part 29 for detail of the requirement. (Note: 49 CFR Part 29 is available online at <http://www.dot.gov/ost/m60/grant/regs.htm>).

## **22. DRUG FREE WORKPLACE**

The Recipient shall comply with Subpart B of 49 CFR Part 32, Government wide Requirements for a Drug-Free Workplace (Financial Assistance). See 49 CFR Part 32 for details of the requirement. (Note: 49 CFR Part 32 is available online at <http://www.dot.gov/ost/m60/grant/regs.htm>).

## **23. OMB Paperwork Reduction Act**

If the Recipient intends to perform survey(s) of any kind, the Recipient shall coordinate with the AOTR to ensure compliance with OMB Paperwork Reduction Act requirements as applicable.

## **24. DISPUTES**

The parties to this agreement shall communicate with one another in good faith and in a timely and cooperative manner when raising issues under this Disputes provision. Any dispute, which for the purposes of this provision includes any disagreement or claim, between the FHWA and the recipient concerning questions of fact or law arising from or in connection with this Agreement and whether or not involving alleged breach of this Agreement, may be raised only under this Disputes provision.

Whenever a dispute arises, the parties shall attempt to resolve the issues involved by discussion and mutual agreement as soon as practical. In no event shall a dispute which arose more than three months prior to the notification made under the following paragraph of this provision constitute the basis for relief under this article unless FHWA waives this requirement.

Failing resolution by mutual agreement, the aggrieved party shall document the dispute by notifying the other party in writing of the relevant facts, identify unresolved issues and specify the clarification or remedy sought. Within five working days after providing written notice to the other party, the aggrieved party may, in writing, request a decision from the Agreement Officer. The other party shall submit a written position on the matters in dispute within thirty calendar days after being notified that a decision has been requested. The Agreement Officer shall conduct a review of the matters in dispute and render a decision in writing within thirty calendar days of receipt of such written position. Any decision of the Agreement Officer is final and binding unless a party shall, within thirty calendar days, request further review as provided below.

Upon written request to the FHWA Director, Office of Acquisition Management or designee, made within thirty calendar days after the Agreement Officer's written decision or upon unavailability of a decision within the stated time frame under the preceding paragraph, the dispute shall be further reviewed. This review shall be conducted by the Director, Office of Acquisition Management. Following the review, the Director, Office of Acquisition Management, will resolve the issues and notify the parties in writing. Such

resolution is not subject to further administrative review and to the extent permitted by law, shall be final and binding. Nothing in this Agreement is intended to prevent the parties from pursuing disputes in a United States Federal Court of competent jurisdiction.

## **B. REPORTING**

### **1. ADDRESSES FOR SUBMITTAL OF REPORTS AND DOCUMENTS**

The Recipient shall submit all required reports and documents, under transmittal letter referencing the cooperative agreement number, as follows:

Submit one electronic copy to the Agreement Specialist at the following address:

[xxxx@dot.gov](mailto:xxxx@dot.gov)

Submit one electronic copy to the AOTR at the following address:

Federal Highway Administration  
Office of Natural Environment  
1200 New Jersey Avenue  
Washington, DC 20590

Attention: (to be filled in at award)

### **2. QUARTERLY PROGRESS REPORT**

The Recipient shall submit one electronic copy and one hard copy of the SF-PPR, in PDF format, to the AOTR and the Agreement Specialist, on or before the 30th of the month following the calendar quarter being reported. Final PPRs are due 90 calendar days after the end of the agreement period of performance.

Calendar Quarters are:

- (1) January -March
- (2) April-June
- (3) July-September
- (4) October-December

The SF-PPR is available online at  
[http://www.whitehouse.gov/omb/grants/grants\\_forms.html](http://www.whitehouse.gov/omb/grants/grants_forms.html).

The quarterly submittal shall consist of the SF-PPR cover page and the following required attached information. Block 10 (Performance Narrative) and Block 11 (Other Attachments) of the SF-PPR shall include the following information as attached pages:

- a) A summary of work performed for the current quarter;
- b) A summary of work planned for the upcoming quarter;
- c) A description of any problem encountered or anticipated that will affect the completion of the work within the time and fiscal constraints as set forth in the agreement, together with recommended solutions to such problems; or, a statement that no problems were encountered;
- d) A tabulation of the current and cumulative costs expended by cost element (labor, travel, indirect costs, subcontractors, etc.) by period versus budgeted costs
- e) SF 269 or SF 269A, Financial Status Report; and
- f) If advance payments are used, SF 272, Report of Federal Cash Transactions.

### **3. ANNUAL BUDGET REVIEW AND PROGRAM PLAN**

The Recipient shall submit one copy of the Annual Budget Review and Program Plan to the AOTR and one copy to the Agreement Specialist 60 days prior to the end of each agreement year. The Annual Budget Review and Program Plan shall provide a detailed schedule of activities, estimate of specific performance objectives, include forecasted expenditures, and schedule of milestones for the upcoming agreement year. If there are no proposed deviations from the Approved Project Budget, the Annual Budget Review shall contain a statement stating such. The Recipient will meet with FHWA to discuss the Annual Budget Review and Program Plan. Work proposed under the Annual Budget Review and Program Plan shall not commence until AO written approval is received.

### **4. DELIVERABLES**

#### **Deliverables:**

1. Draft Management and Work Plan
2. Final Management and Work Plan
3. Kickoff meeting
4. Draft Marketing, Communication and Facilitation Strategy
5. Final Marketing, Communication and Facilitation Strategy  
(FHWA will have a 14-day review period for comments on all materials). A final draft will be provided within twelve weeks after the kick-off meeting.

### **Task 2. Project Implementation**

Recipient will implement an off hours freight delivery project in accordance with the Management and Work Plan developed in Task 1. This program shall continue for a minimum of 36 months after implementation.

#### **Deliverable:**

2. Operational off hours freight delivery project

### **Task 3. Project Evaluation**

Recipient will work with USDOT/EPA Steering Team and FHWA contractor to undertake an analysis and evaluation of the pilot project to understand the efficacy of the program and to serve as a case study. This evaluation will consist of pre and post implementation evaluations and will consist of two core elements:

Project Implementation and Delivery Evaluation -This element of analysis evaluates the delivery, implementation and long term adoption and sustainability of each pilot project.

Project Benefits and Impacts Evaluation - This element of the evaluation focuses on the results associated with implementation of the pilot projects

FHWA and its contractor will develop an overall program evaluation methodology and framework for each of the two elements, guide the recipient in collection of required data, and work with the recipient to undertake analyses and produce a written report documenting the evaluation and results.

It is anticipated that both quantitative and qualitative data will be used and that existing data sets will be used to the maximum extent practicable and serve as the source for a significant portion of the required data. It is also anticipated that projects will have a core set of common measures as well as project specific measures.

Recipient will develop a draft project evaluation methodology including approaches, performance measures, and data sets to be used. FHWA contractor will review the data, suggested performance measures and approaches to evaluating benefits provided by the recipient. The contractor will work with recipient to develop/refine a project specific methodology.

Recipient will refine the project evaluation methodology, approaches, performance measures, and data sets to be used based on discussions with the FHWA contractor.

Recipient will collect, and as necessary, analyze data and assist FHWA contractor in pre and post implementation evaluations.

Project Implementation and Delivery Evaluation Areas may include:

- Ease of implementation
- Management of scope, schedule, and budget by grantee
- Project approach/focus areas
- Marketing and communications
- Transferability
- Cost effectiveness / funding leverage
- Federal grant making process (Federal agency and recipient perspective)

- Sustainability - scope, breadth of organizational commitments/support(public and private)/ financial support, structure and sustainability /spin off activities

Project Benefits and Impacts Evaluation Areas may include:

- Congestion - goods movement and delivery vehicles/all traffic in regional/urban core/location specific.
- Reliability - goods movement and delivery vehicles/all traffic in regional/urban core/location specific.
- Air Quality- criteria pollutants/GHG emissions
- Sustainability/Livability - environmental justice impacts/noise pollution/commercial vehicle/passenger vehicle and pedestrian conflicts/access to business/livability/freight as a good neighbor/Energy and fuel of vehicles and businesses
- Goods Movement/Business
  - Carrier/Receiver/Shipper – efficiency/reliability/productivity/cost/safety/customer service
  - Driver - labor costs/labor availability/health impact

**Deliverables:**

5. Draft Project Evaluation Methodology within 3 weeks of award
6. Final Project Evaluation Methodology within 8 weeks of award
7. Pre-implementation data and analysis - prior to project implementation but no later than 12 weeks after award
8. Post-implementation data and analysis - 30 months after implementation

**SECTION VII - AGENCY CONTACT**

Address any questions to:

Address any questions to:  
Eric Robinson, Agreement Officer  
Federal Highway Administration  
Office of Acquisition Management  
Email [eric.robinson@dot.gov](mailto:eric.robinson@dot.gov)  
Phone (202) 366-5507

Secondary point of contact is:  
Mr. Carl Rodriguez, Team Leader  
Federal Highway Administration  
Office of Acquisition Management  
Email [Carl.Rodriguez@dot.gov](mailto:Carl.Rodriguez@dot.gov)  
Phone (202) 366-4240.