

**REQUEST FOR PROPOSALS**  
**Synthesis on Documenting and Tracking Research Implementation**  
**LTRC Project No. 19-1PF, SIO No. DOTLT1000286**  
**Southeast Transportation Consortium**

**BACKGROUND**

The Southeast Transportation Consortium (STC) was formed to encourage coordination among member states and provide resources and management of collaborative studies. The states' transportation research programs collectively offer a broad range of talent and expertise. One of the consortium's goals is to reduce duplication of research and provide means for better communication of research activities in the state research programs. The cooperative and collaborative objectives of the STC program are to develop synergy and provide for a more efficient use of resources. State research programs are driven by policy makers to solve transportation problems that exist in that state. However, there are many transportation issues that are universal to all states. In order to reduce redundancy of state research projects and promote transfer of knowledge on completed research, there exists a need to classify and quantify the focus, status and implementation of all member state research projects and programs.

**PROBLEM STATEMENT**

As part of the pooled fund research project funded by the Southeast Transportation Consortium to Develop a Guidebook for Determining the Value of Research Results, many discussions have evolved around documenting and tracking implementation efforts of State Highway Agencies (SHAs). SHAs are increasingly being required to track and document both their research and implementation efforts, a synthesis is being conducted to look into the following items:

- There are no formal guidelines for documenting implementation.
- There are no formal efforts on tracking implementation.

**OBJECTIVE**

The primary objective of this synthesis project is to document the best practices by SHAs and others for documenting and tracking research implementation efforts. It is anticipated that the results of this effort will be used by STC and other SHAs research sections to formalize their implementation documentation and tracking efforts.

**RESEARCH APPROACH**

Louisiana Transportation Research Center (LTRC) is seeking the insight of proposers on how best to achieve the research objectives. Proposers are expected to describe synthesis efforts that can be realistically accomplished within the constraints of available funds and contract time as allowed in this RFP. Proposals must present the candidate's current thinking in sufficient detail to demonstrate their understanding of the problem and the soundness of their approach. Task descriptions are intended to provide a framework for conducting the research. The proposal shall address, at a minimum, the following tasks:

### **Task 1 Perform Literature and Discovery Search**

Perform literature and discovery search for completed and ongoing studies being conducted by state DOT's, NCHRP or other Federal agencies, and private research institutions that relate to documenting and tracking research implementation. The search may include a survey of states to determine where examples of implementation documentation and tracking exist.

### **Task 2 Documentation of Best Practices for Documenting Research Implementation**

Develop a list of best practices for documenting research implementation efforts. Results should include methods for documenting implementation, spreadsheet, formal program, etc.

### **Task 3 Documentation of Best Practices for Tracking Research Implementation**

Develop a list of best practices for tracking research implementation. This should include suggested timeframe lengths and other tracking metrics.

### **Task 4 Final Report, Technical Summary, and PRC Presentation**

The research team will prepare a final report to document the entire research effort. The final report should include all the data, results, and recommendations generated by this study. A Final Draft Report, Technical Summary document (two pages), and summary presentation to the Project Review Committee (PRC) are due three (3) months prior to the project completion date for review and approval. The final report shall direct and recommend future steps toward the incorporation/implementation of the synthesis results and include recommendations on other areas that could be further expanded in subsequent research projects.

### **DELIVERABLES**

The proposal shall include project deliverables for appropriate tasks. Deliverables shall be due as defined in the proposal. The proposal shall include at a minimum the following deliverables:

- Final Report and Technical Summary
- Presentation to the PRC

### **SPECIAL NOTES**

A. LTRC research projects will be conducted in accordance with the LTRC Manual of Research Procedures, 2016 edition.

([http://www.ltrc.lsu.edu/pdf/2016/LTRC\\_RESEARCH\\_MANUAL\\_FINAL.pdf](http://www.ltrc.lsu.edu/pdf/2016/LTRC_RESEARCH_MANUAL_FINAL.pdf))

B. Task descriptions are intended to provide a framework for conducting the research. Louisiana Transportation Research Center (LTRC) is seeking the insight of proposers on how best to achieve the research objectives. Proposers are expected to describe research plans that can be realistically accomplished within the constraints of available funds and contract time as highlighted on page 4. Proposals must present the candidate's current thinking in sufficient detail to demonstrate their understanding of the problem and the soundness of their approach.

C. Any surveys or questionnaires developed by the research team shall be reviewed and

approved by the PRC prior to distribution.

- D. The proposal should include travel to meet with the STC member states at the annual meeting for presentation of the final report at a minimum. Funds budgeted for travel shall be limited to what is necessary for the conduct of the research. Funds shall not be budgeted for conference travel. Funding for technology transfer of research results are available upon request subject to LTRC approval and available funds.
- E. Graduate assistance stipends are allowed. Tuition reimbursement or tuition remission rates applied to stipends are not allowed.
- F. To equitably answer any questions regarding this Request for Proposals, the Louisiana Department of Transportation and Development (LA DOTD) website will be updated with questions and answers and related documents regarding the project.

<http://webmail.dotd.louisiana.gov/AgreStat.nsf/BWebAdvertisements?OpenPage>

LA DOTD makes these documents available for informational purposes only to aid in the efficient dissemination of information to interested parties. LA DOTD does not warrant the documents against deficiencies of any kind. The data contained within this web site will be periodically updated. Interested parties are responsible to be aware of any updates. Questions regarding this RFP should be submitted in writing to the LTRC contact person. Questions must be received by close of business seven calendar days prior to deadline date.

- G. Consultants and business entities shall be registered with the Secretary of State in order to be able to work in Louisiana prior to award of contract.

<http://www.sos.la.gov/Pages/default.aspx>

- H. If Sub-Consultants/Entities are used; the Prime Consultant/Entity must perform a minimum of 51% of the work for the overall project.
- I. LTRC reserves the right to withhold invoice payments for delinquent deliverables as defined in the proposal.

**ESTIMATED COST OF RESEARCH**

\$40,000

**ESTIMATED COMPLETION TIME**

9 months (*includes 3 months for review and approval of final report*)

**LTRC PRIMARY CONTACT**

Kirk Zeringue, P.E.  
4101 Gourrier Avenue  
Baton Rouge, LA 70808  
225-767-9169  
[kirk.zeringue@la.gov](mailto:kirk.zeringue@la.gov)

**AUTHORIZATION TO BEGIN WORK:**

October, 2018 (estimated)

**PROPOSAL FORMAT**

All proposals are required to be formatted according to LTRC Manual of Research Procedures. Section 3.3 provides guidance on proposal development. A copy of the Manual may be downloaded from our website ([http://www.ltrc.lsu.edu/pdf/2016/LTRC\\_RESEARCH\\_MANUAL\\_FINAL.pdf](http://www.ltrc.lsu.edu/pdf/2016/LTRC_RESEARCH_MANUAL_FINAL.pdf)).

**PROPOSAL SELECTION**

The Project Review Committee selected for this project will review, evaluate and rank all proposals received using the criteria established on the attached proposal review form.

**DEADLINE FOR RECEIPT OF PROPOSALS**

Ten copies of the proposal must be received by LTRC by the close of business day of September 4, 2018.

**Proposals should be submitted to:**

Samuel B. Cooper, Jr., Ph.D., P.E.  
Director Louisiana Transportation Research Center  
4101 Gourrier Ave.  
Baton Rouge, LA 70808