



December 3, 2010

Dear Research Partner:

The Missouri Highways and Transportation Commission requests proposals from qualified organizations—namely private consultants, universities, and research organizations—to furnish services as described in the following attachment, to be coordinated by the Organizational Results (OR) unit.

Please submit a proposal, including a work plan for project TRyy1122, entitled “Sign Production and Inventory Logistics Study.” Your submission must include proposed project team and its background, and any related projects now active or recently completed by your firm.

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

Please deliver all proposals to the OR Contract Administrator indicated in the attachment by January 5, 2011. More information about project contracting in general can be found at: www.modot.mo.gov/services/OR/orRFP.htm

Sincerely,

Mara Campbell
Organizational Results Director

Attachment

Request For Proposals (RFP)
Project Specific Requirements:

This document contains information and requirements for only this RFP. A “Standard Requirements” document contains additional needs for all research proposals and contracting. Submitters should review both this document and the Standard Requirements document, available from the OR Contract Administrator (identified at the end of this document) or: www.modot.org/services/OR/orTemplates.htm

TRyy1122
Sign Production and Inventory Logistical Study

Project duration: 5 months.

Project budget: Not to exceed \$75,000.

Background:

The Missouri Department of Transportation (MoDOT) wishes to increase efficiencies in their sign delivery and inventory through the comprehensive examination of inventory locations, inventory volumes, delivery locations, transportation costs and transportation logistics.

Objectives:

To conduct a research study to ascertain the most efficient and cost effective inventory locations, inventory volumes, delivery locations, and transportation logistics. This research should further consider the impact on current locations, return on investment, as well as any other optimal models that may increase efficiencies without increasing operating costs.

Project Requirements and Deliverables:

The contractor should conduct a research study determine the most efficient and cost effective inventory locations, inventory volumes, delivery locations, and transportation logistics. This research should further consider the impact on current locations, return on investment, as well as any other optimal models that may increase efficiencies without increasing operating costs based on the following potential scenarios:

- One warehouse at each of the state’s ten districts and one statewide sign production center (11 total). Delivery would be made to one destination per district.
- One warehouse at nine of the ten districts, and combine the statewide sign production center and District 5 warehouse (10 total). Delivery would be made to one destination per district.

- One centralized warehouse in Jefferson City. Delivery would be made to multiple destinations per district or per location.
- Any other optimal models, including the exploration of outsourcing production of standard signs.

Current scenarios and sign production and inventory specifics will be provided to the contractor upon selection.

Reporting of the results should include the cost to implement the potential changes, the operating cost reductions, as well as potential savings over the life of the adjustment based on multiple optimized models.

Project Schedule:

The following is an estimate of the project timeline or information on key dates within the project, presuming the project starts January 14, 2011. Proposals need to include a work plan with a proposed timeline. While alternative timelines will be considered, an extension is unlikely. The project timeline will be finalized during the contracting phase.

Upon Selection: MoDOT provides contractor with current scenarios and sign production and inventory specifics.

January 14, 2011 – May 15, 2011: Contractor conducts research.

March 11, 2011: The contractor will meet with the members of the selection committee and provide an update on the research progress over the first three months of the contract.

May 31, 2011: A draft final report is required. One or more revisions should be anticipated. A final report must have the standard documentation form completed and should have sections consistent with the typical research report.

(For report templates and a standard form see: www.modot.org/services/OR/orTemplates.htm.)

June 10, 2011: Review of drafts will be completed. The time between review and next due date is to allow for final changes and formatting.

June 17, 2011: A completed final report is due. Additional time between this due date and the end of the contract is to complete any final corrections. Thus, it is important to complete the finals by this due date instead of by the end of the contract.

June 30, 2011: Final invoice is due.

July 31, 2011: Contract ends.

Special Notes:

Project budget is not to exceed \$75,000. A budget is not to be included in the proposal, but will be required for the contract and must be within this limit.

Reporting templates and standard report forms are available from the OR Contract Administrator or the web site: www.modot.org/services/OR/orTemplates.htm

RFP Requirements:

- Proposals must be no more than 10 pages with a font size no less than 11 points. This length limit does not include forms or resumes attached to the proposal.
- The “Standard Requirements” document provides further details and links to the required forms. It is available from the OR Contract Administrator or at: www.modot.org/services/OR/orTemplates.htm
- Proposals will be evaluated by an agency and stakeholder team with knowledge and backgrounds in relevant areas for this project. Selection of the successful proposer will be based on the proposer’s demonstrated knowledge in the required areas, the merit of the proposed methods and approach in achieving the desired goals, the experience and qualifications of the team, the plan for ensuring implementation of results, and the adequacy and availability of team members to complete the work in a timely manner.

RFP Schedule:

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

Date:	Action:
December 3, 2010	MoDOT posts RFP to the website: www.modot.mo.gov/services/OR/orRFP.htm
December 15, 2010	Written comments or questions must be submitted to OR Contract Administrator.
December 22, 2010	MoDOT will post written responses publicly on the website: www.modot.mo.gov/services/OR/orRFP.htm
January 5, 2011	Written proposals must be submitted to OR Contract Administrator.
January 14, 2011	MoDOT will notify submitters about project selection, or if needed about interviews to finalize selection.

Contracting Requirements:

- The successful team will be required to complete additional documentation and enter into a contract such as a “Standard Research Agreement” or “Task Order.” Applicants should be aware of these additional needs so contracting can proceed in a timely manner.
- Standard contracts, forms, attachment templates and additional information are available from the OR Contract Administrator or the web site:
www.modot.org/services/OR/orTemplates.htm

Contact Information:

Proposals must be either hand delivered by close of business; or faxed, emailed, or mailed by midnight (Central Standard Time) according to time stamp or postmark; on the due date indicated below. Please reference the project title since more than one RFP may be due at one time. Electronic proposals are encouraged. They may be faxed or emailed to the OR Contract Administrator:

Karmen.Stockman@modot.mo.gov

Fax: 573 526-4324

Proposal packages suitable for duplicating may be submitted by mail or hand delivery to:

Organizational Results Contract Administrator

Missouri Department of Transportation

830 MoDOT Drive

PO Box 270

Jefferson City, MO 65109