



National Concrete Pavement Technology Center Airport Concrete Pavement Technology Program

INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS

The purpose of the Airport Concrete Pavement Technology Program (ACPTP) is to foster continued improvements in concrete pavement technologies by preserving, rehabilitating, and enhancing the existing system. The program is funded by FAA through a cooperative agreement with the National Concrete Pavement Technology Center at Iowa State University.

The projects for which proposals are requested are considered by the airport community to be pressing problems that exist nationwide; hence, proposals are desired only from agencies or individuals already having experience and a demonstrated capability in the subject project area. Colleges, universities, industry, research institutes and foundations, engineering and other consultants, or others who possess a demonstrated capability and have experience in the subject area are invited to respond to this RFP. Costs under this Agreement are subject to FAA Contract Cost Principles AMS T3.3.2. These funds will serve to reimburse all reasonable, allowable, and allocable costs-

Proposals become the property of the ACPTP, are treated as privileged documents, and are disposed of in accordance with ACPTP policies. The ACPTP retains the right to reject any and all proposals.

It is expected that those that submit a proposal will have studied the instructions and will comply in full. Failure to do so, if not warranting outright rejection, will certainly raise serious questions as to how well the group or individual can handle a complex research project. Failure to comply with the instructions would, therefore, seriously jeopardize the chances of being selected to conduct the work. In matters of doubt, questions should be directed to the ACPTP at the email listed on the specific RFP.

Deadlines

The deadline shown on each Request for Proposal (RFP) is rigid. Extensions will not be granted. A PDF of the entire proposal plus an Excel spreadsheet of the budget must be emailed to ACPTP@iastate.edu. Any proposal that is received after the deadline will be rejected.

The ACPTP does not provide briefings with those that propose to do research. During the course of proposal preparation, questions will be accepted by e-mail to ACPTP@iastate.edu; deadline 1 week prior to RFP deadline. When answers to questions are considered of interest to all, a notice will be posted to the ACPTP web page <https://cptechcenter.org/airport-pavements/acptp/>

Proposal Organization

The technical proposal is limited to 25 pages (pages must be numbered), print font of 11 or 12 point except for graphs/diagrams which may be smaller as long as they are legible. Proposals will be evaluated beginning with the Cover Page (page 1) and will terminate with the 25th page.

The budget, budget explanation, and appendix will not be counted in the 25 page limitation. The entire proposal should be submitted electronically as one volume in PDF format to ACPTP@iastate.edu; the budget should also be attached as an excel spreadsheet.

- 1) Cover Page (See ACPTP example)
- 2) Table of Contents
- 3) Organizational Structure of the Research Team (presented in a graphic format);
- 4) Work Distribution between Multiple-Organizations Research Team (if applicable)
- 5) Qualifications Unique to Individuals on the Research Team
- 6) Research Plan, Approach to the Problem and End Product(s)
- 7) Proposed Time Line (with milestones) to Complete the Work
- 8) Budget - Itemized (Cost Reimbursable Contract) (See ACPTP example). Not included in 25 page limitation. Excel spreadsheet as separate file is required.
- 9) Budget Explanation (see ACPTP example). Not included in 25 page limitation.
- 10) Biographies of Research Team Members – 2 pages per person. Not included in 25 page limitation.

Details of Proposal Content

- 1) *Cover Page* – See example.
 - a) ACPTP project number and title (from the RFP)
 - b) Name, address, email, and telephone number of the submitting organization
 - c) Name and address of other organizations in the team
 - d) Name, title, telephone number, and e-mail address of the principal investigator
 - e) Name, title and email address of any co-principal investigators
 - f) Name, address, and email of the responsible administrative officer authorized to bind the agency contractually
 - g) Amount of time required to complete the research
 - h) Total amount of the budget proposed to complete the research
 - i) Proposal date
- 2) *Table of Contents* -- Self-explanatory.
- 3) *Organizational Structure of the Research Team* – Graphic format/organizational chart that shows the relationship of the research team members beginning with the principal investigator.
- 4) *Work Distribution* – Distribution of work between organizations proposing as a team should be described. Areas of primary and secondary responsibility within teams should be identified.
- 5) *Qualifications of the Research Team* -- Background information pertinent to this project should be provided for the principal investigator and the research team members bearing responsibility for the project. Proposals shall contain a summary of the past accomplishments of the research team in the same, or closely related, problem area of the work to be undertaken. Facilities and equipment capabilities may also be described.

- 6) *Research Plan, Approach to the Problem, and End Product* -- The research plan shall detail completely the performance of the research, achievement of the problem statement elements, and the submission of an acceptable final report. It should be concise, yet include sufficient detail to describe the approach to the solution of the problem. **Research methodology shall be described in sufficient detail to permit an evaluation of the probability of success of the research team in achieving the objectives.**
- 7) *Proposed Time Line to Complete the Work* -- The time required to complete the research project is specified in the RFP. Proposals will not be rejected if the proposed time does not match the time specified in the project statement; however, the investigator must justify any difference. A schedule (in months) shall be included that shows each phase of the work, when that phase will begin, how long it will continue, and when it should end. The timetable should clearly delineate the points in time where project deliverables and reports are planned.
- 8) *Itemized Budget* – See example. The budget will not be counted in the 25 page limitation. The project will be based upon a cost reimbursable contract. Lump sum estimates are not acceptable. Proposals will not be accepted where budgets are in excess of the amount shown on the project statement. Capital equipment purchases (individual item over \$5,000) are not allowable; rental or usage agreements of needed equipment should be identified. Budgets shall be itemized within the following cost categories and described in the budget justification. The budget must also be attached as a separate excel spreadsheet. If possible, use calculations in the spreadsheet that can be used by ISU accounting office to validate budget.
- a) *Salaries*. Each employee to participate in the performance of the project shall be identified by name, with role, level of effort, and cost.
 - b) *Consultants*. Consultants are individuals/organizations who provide expert advisory or other services for brief or limited periods and do not provide a percentage of effort to the project or program. Consultants are not involved in the scientific or technical direction of the project as a whole. A separate itemized budget for each consultant is needed.
 - c) *Subcontracts*. Costs for services of subcontractors necessary for performance of the research. A separate itemized budget for each subcontractor is needed.
 - d) *Materials and Supplies*. Materials and supplies for the project.
 - e) *Services*. Services includes the cost of testing and rental of apparatus and equipment. It also includes editing and producing reports, including a 508 final report for submission to ACPTP. After the final report has been accepted, publication of that report is a responsibility of ACPTP.
 - f) *Travel*. Transportation costs in accordance with current GSA travel regulations. Travel should include provision for two meetings by 1-2 key members of the research team to meet with the PTP. Budget should allow for two one-day in-person meetings although virtual meetings may be substituted at the discretion of the ACPTP.
 - g) *Employee Benefit Plan Costs*. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages.
 - h) *Overhead/Indirect Costs*. Funding for projects will be based on federal flow-through funding guidelines as stipulated in the 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Project funds will serve to reimburse all reasonable, allowable, and allocable costs,. Subcontractors who are for-profit entities are authorized to receive reasonable profit, not to exceed 10%, for performance under this agreement, and may submit budgets using fixed loaded rates for direct costs.

A cost analysis will be conducted by the technical panel in coordination with the ACPTP to determine if the proposed budget is reasonable and provides the best utilization of resources. A determination of the need for a pre-award audit for financial accountability purposes will be made on a case-by-case basis.

Institutions of higher education and other nonprofit recipients are required to meet the audit requirements of 2 CFR 200 Subpart F “Audit Requirements”.

- i) Subcontractors who are for-profit entities are authorized to receive reasonable profit, not to exceed 10%, for performance under this agreement, and may submit budgets using fixed loaded rates for direct costs.
- 9) *Budget Explanation* – The budget explanation should follow the format as shown in the *Budget Explanation* example. The budget explanation will not be counted in the 25 page limitation.
- 10) *Appendix* -- The appendix will not be counted in the 25 page limitation. The appendix may include the biography (2 page limit per person) of each participant of the research team; the absence of the biography from the proposal will not be detrimental in the evaluation of the proposals. Letters of support may be added to the appendix. References may be included in the appendix.

END INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS

Sample Cover Page

ACPTP Number (as shown on RFP): ACPTP - _____

Title (as shown on RFP)

Proposing Organization: Contractual organization, address

Other Organizations in the Team (if applicable): Name, address, telephone number, email address

Principal Investigator: Name and title, telephone number, email address

Co-Principal Investigator(s): Name and title, email address

Administrative Officer: Name and title, telephone number and email address of the individual authorized to bind the agency contractually

Proposed Contract Period: In months

Contract Amount:

Proposal Date:

Sample: Effort by Tasks (Hours)

Research Team Members (Include Subcontractors and Consultants)	Role in Study	Time* (%) Over Contract Period	Hours					Total
			Task 1	Task 2	Task 3	Task 4	Addt'l Tasks	
-----	PI Project Manager							
-----	Co-principal Investigator							
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Itemized Budget Prime (See spreadsheet <https://cptechcenter.org/airport-pavements/acptp/>)

Itemized Budget for each Consultant/Subcontractor
<https://cptechcenter.org/airport-pavements/acptp/>

Iowa State University follows the stipulations of Uniform Guidance (2 C.F.R. §200) to determine Subcontractor

- Has responsibility for programmatic decision-making.
 - Has responsibility for adherence to applicable federal program compliance responsibilities.
 - The entity may be credited as authors/co-authors on papers that emerge from the research
- Consultant/Vendor:
- Little or no independent decision-making is involved in the design and conduct of the research work being completed.
 - The agreement only specifies the type of goods/services provided and the associated costs.
 - The entity does not expect to be credited as co-authors on papers that emerge from the research.
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Budget Explanation for the prime and each Consultant/Subcontractor

Personnel Fringe Benefits

Include the fringe benefit rate/percentage used for each individual in the budget.

Travel

Estimate the number of trips and purpose.

Materials and Supplies

Types of materials and supplies needed for the project.

Consultant/Subcontractor Costs

List the names and contact information for each consultant and subcontractor.

Itemized budgets in the same format as prime are required.

Services

Substantiate the cost of testing and rental of apparatus and equipment.

Identify the cost of editing and producing reports, including a 508 final report for submission to ACPTP.

(After the final report has been accepted, publication of that report is the responsibility of ACPTP).

Indirect (F&A) Costs

Include the F&A rates used and how it was calculated. If possible, calculations in the excel spreadsheet should be used in order for ISU's contract office to validate budget information.
