

General RFP Questions

Question: Does the peer reviewer mentioned in Section 3.4, item 8.d.i. (under staffing) have to be hired from outside our organization (subcontractor) or can it be someone from within our team?

Answer: The peer reviewer does not need to be a subcontractor or individual from outside of your organization. However, the peer reviewer must not be a member of the research team nor should they actively serve on the project except in the peer reviewer role.

Question: Can the report editor mentioned in 8.d.ii (under staffing) have a dual role and be also a researcher from our team?

Answer: Yes, the report editor can be a member of the research project team. We require that the editor familiarize themselves with the ITD Research Report Style Manual and adhere strictly to the ITD Research Report Template such that all material in the report document meets accessibility requirements under Section 508 of the Rehabilitation Act. Additionally, the report editor must agree to be the point of contact for ITD questions and comments regarding report language, formatting, etc. As stated in the RFP, the ITD Research Report Style Manual and Research Report Template can be found at <https://itd.idaho.gov/alt-programs/?target=research-program> by selecting the Resources for Researchers drop down menu.

Question: What is the most likely start date for this project?

Answer: The exact start date will depend on proposal review period and contracting timelines. We anticipate that a contract could be in place for the project to start within 6 weeks of award date, and preferably no later than April 1st.

Question: Are the kickoff and closeout meetings required to be in person? Or can they be virtual?

Answer: The kickoff and closeout meeting can be either in-person or virtual. If the researchers opt for in-person meetings, then any necessary travel costs must be included in the budget submitted.

Question: Are there any formatting requirements (font type, font size, single spacing or double spacing, margins, etc.)? Is there a template or previous examples of submitted applications that can be used as a template?

Answer: Please use font size 11 or greater, otherwise there are no requirements.

Question: Does the 10-page limit include the cover page (i.e., cover page + 10 pages or cover page + 9 pages)?

Answer: The 10-page limit does not include the cover page. A cover page + 10 pages of proposal content is admissible.

Question: Should resumes and any attachments showing previous research history be submitted as part of the PDF or can they be submitted as separate files?

Answer: Resumes and attachments should be submitted as part of a single PDF proposal package. Please do not submit them as separate files. You may include links to web or server hosted files in the proposal PDF if you would prefer attachments to be separate.

Question: Is there a limit on the attached file(s) sizes?

Answer: The Idaho Transportation Department email server permits receipt of file sizes up to 45 MB. If the proposal is larger than the Department email file size limit, the proposer may set up a web- or cloud-based file sharing protocol, but the file sharing platform must be capable of recording a timestamp when the file was uploaded to ensure the proposal was submitted by the deadline on January 24th, 2023 at 5pm MST.

Question: Does ITD accept proposal submission as a zipped folder containing several files?

Answer: No, the proposal should be contained in a single PDF. You may include links to web or server hosted files in the proposal PDF if you would prefer attachments to be separate.

Question: For the two charts on page 6, (personnel breakdown and budget) is there a link to access the templates?

Answer: No, there are no templates for tables to itemize personnel and budget. The tables included in the RFP are simply to illustrate examples of how a proposer might choose to effectively present their personnel and budget breakdowns.

Question: What is the process if two institutions are planning to collaborate on the same project?

Answer: The proposal process is the same if two institutions are planning to partner on the project and wish to submit a collaborative proposal. In this instance, one institution should be identified as the lead research entity and that institution will be responsible for submitting invoices for services rendered on the project. Additionally, we encourage proposers to clearly define project team personnel and their respective duties in the collaborative proposals.

Wrong Way Driving RFP Questions

Question: Your RFP mentions the investigation of WWD events on limited access as well as "other high-speed roadways". Do the other high-speed roadways include undivided, two-lane state highways such as SH 55?

Answer: Our intent is to focus on full access-controlled freeway-type facilities. This includes interstates and other routes with only interchange access such as US20 in District 6, which covers a portion of Eastern Idaho and is headquartered in Rigby, Idaho.

Question: Does ITD have a georeferenced system for all highways which can be used to integrate data from various sources, such as the Linear Reference System (LRS)?

Answer: Yes, ITD uses a Linear Reference System. You can view ITD's public geospatial data at <https://iplan.maps.arcgis.com/home/index.html>

Question: The RFP requires the proposers to also consider the Computer Aided Dispatch (CAD) data and Traffic Management Center (TMC) logs provided by the ITD. What is the format of these two data sets?

Answer: ITD does not maintain CAD data or TMC logs. PDF copies are available by public records request from the Idaho State EMS Communications Center ([StateComm](#)). However, WWD is not a searchable field in the StateComm database. If WWD driving was determined to be a cause or factor in a crash, citation, CAD call, or event logged by TMC, that information will be found in a narrative "notes" section of the individual data logs.

Question: Regarding the crash data, law enforcement citation data, CAD data and TMC logs, how many years of records are available for each data?

Answer: ITD maintains crash records from the late 1990's through present. Idaho State Police maintain felony citation information in perpetuity, and misdemeanor citations for a maximum of 6 years (current calendar year + 5 additional years). For WWD events without citation, the record is held for a maximum of 2 years (current calendar year + 1 additional year).

Question: In Task 4, the RFP states that, "If any WWD detection devices or advanced countermeasures are deployed during the first eighteen (18) months of this project, data from these deployments will also be collected and analyzed...". Does this mean any devices or measures that are deployed by ITD or other entities in Idaho or is there an expectation that the contractors for this project will be conducting some sort of pilot study?

Answer: Researchers are not expected to install or place devices or countermeasures as part of the research. The research will use data from devices deployed by ITD or other entities in the state, as available.

Question: Task 6 describes the criteria for the draft of the final report and references "recommendations for implementation" and discussion of "potential future implementation plans..." Is creating an implementation plan part of the contractor's responsibilities for this project?

Answer: The contractors will not be responsible for creating a formal implementation plan. Instead, ITD would like researcher to provide a prioritized list of locations to address and recommended strategies to mitigate problem locations, as well as recommending best practices for the State of Idaho to consider adopting to help better identify WWD hot spots in the future (e.g., WWD coding in crash reports or traffic citations).