## I. Contract Overview:

The Office of Statewide Planning & Research is seeking a qualified consultant team to assist with the development of USDOT discretionary grant applications on a task order basis. The selected team will primarily be responsible for application development and associated benefit cost analysis. This includes, but is not limited to, application coordination, narrative development, benefit cost analysis calculations, and benefit cost analysis results narrative development.

## II. General Qualifications:

General team qualification factors are listed below:

- Strong understanding of federal discretionary grant process
- Strong communication skills
- Ability to analyze/visualize spatial and tabular data
- Strong understanding of USDOT Benefit Cost Analysis requirements
- Experience in all modes of transportation
- Experience in both transportation planning and engineering
- Capacity to handle multiple grant applications simultaneously
- Project manager with strong attention to detail

## III. Tasks:

1. **Coordinate Project Application:**

   - Consultant team will coordinate the application development process. This will include leading meetings with all applicable parties and ensuring that work is on schedule to be submitted prior to USDOT deadlines. Consultant team should have a strong understanding of the elements of a competitive USDOT discretionary grant application and ensure that the project application includes those elements. Consultant will develop marketing materials for the project and coordinate the development of letters of support.

2. **Develop Preliminary Engineering**

   - Consultant team will develop preliminary engineering materials for potential discretionary grant application projects that have not previously been developed. This could include an itemized project budget and sketch level project design.

3. **Develop Application Narrative:**

   - Consultant team will draft the application narrative to meet USDOT guidelines. This includes ensuring that all required elements are covered in the narrative and that it is not exceeding the allowed page limit. The application should include graphics and visualizations that help tell the story of why the project should be selected. The application narrative should address all program requirements detailed in the Notice of Funding Opportunity and use supporting data to backup assertations.

4. **Conduct Benefit Cost Analysis (BCA):**

   - Consultant team should have a strong understanding of the USDOT Benefit Cost Analysis (BCA) guidelines and should apply these guidelines when conducting an BCA. Consultant will utilize travel demand model results as an input to the BCA. ODOT's Economic Crash Analysis Tool (ECAT) is another input to the BCA.  The BCA results and all inputs of the BCA should be provided in a format that can be adjusted by the USDOT review team.

5. **Develop Benefit Cost Analysis Narrative:**

   - Consultant team will develop a narrative summary of the results of the BCA. This will include a detailed discussion of the methodology used along with any assumptions made. It will also describe in detail the benefits and costs of the project.

6. **Deliver Required Documents for Submission:**

   - Consultant team will ensure that all documents required for submission are delivered to ODOT ahead of the submission deadline. These documents differ by grant program and may include the application narrative, BCA narrative, BCA input files, letters of support, and project development documents.