

## REQUEST FOR PROPOSAL

### INTRODUCTION

The Michigan Office of Highway Safety Planning (OHSP), on behalf of the Michigan Truck Safety Commission (MTSC), is soliciting proposals for services to update the current MTSC Strategic Plan. This proposal is only available to universities and non-profit research agencies. Securing the services of an outside agency will ensure that a comprehensive update is conducted independently.

### BACKGROUND

Commercial motor vehicle-involved crashes cause devastating results on Michigan's highways due to the nature of the size of the vehicles involved. During the past five years, 3.8 percent of the traffic crashes in Michigan have involved commercial motor vehicles. However, in the same time period, commercial motor vehicle-involved fatalities constitute 9.7 percent of the total crash fatalities. Although severe weather can be a resounding factor, the increase in these types of crashes is troubling. Michigan continues to look for strategies to drive down the number of crashes, fatalities, and serious injuries involving commercial motor vehicles.

Commercial motor vehicle safety was identified as an emphasis area in the Michigan Strategic Highway Safety Plan (SHSP). The MTSC serves as the SHSP action team best suited to address commercial motor vehicle safety issues. This updated plan will serve as both the MTSC Strategic Plan and as the action plan for the SHSP.

### PURPOSE

The purpose of this project is to update the 2012-2015 MTSC Strategic Plan for the years 2016-2019, and to recommend strategies and countermeasures to reduce the number of commercial motor vehicle-involved crashes, fatalities, and injuries.

### REQUIRED SCOPE OF WORK

Task #1: Prepare and distribute a draft report to OHSP by June 3, 2016. OHSP will send edits back to the grantee by June 10, 2016. The edited draft report must be sent to OHSP no later than June 20, 2016.

Task #2: Attend and present the edited draft report at the July 2016 Michigan Truck Safety Commission meeting in Lansing. (Date TBD)

Task #3: Prepare any edits to the report as requested by the Michigan Truck Safety Commissioners and send to OHSP by July 29, 2016.

Task #4: Submit final report to OHSP by August 26, 2016.

TASK #5: The report shall include at a minimum:

- ✓ Cover Page
- ✓ Table of Contents
- ✓ Strategic Plan Development
- ✓ Objectives, background, and strategies
- ✓ Data and charts
- ✓ Acronyms
- ✓ Acknowledgements as applicable

In addition, the report shall be proofread and adhere to the *Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting*. The report shall be prepared in Arial 10 font using MS Word 2010.

## RESOURCES

- A. The updated report should use the previous Michigan Truck Strategic Plan 2012-2015 as a reference. A copy is located at:

[https://www.michigan.gov/documents/msp/MTSC\\_Strategic\\_Plan\\_revision\\_for\\_2012\\_final\\_final\\_10022012\\_407610\\_7.pdf](https://www.michigan.gov/documents/msp/MTSC_Strategic_Plan_revision_for_2012_final_final_10022012_407610_7.pdf).

- B. Strategies to Reduce CMV-Involved Crashes, Fatalities, and Injuries in Michigan: 2013 Update, located at:

[http://www.michigan.gov/documents/msp/CMV\\_Strategies\\_Update\\_2013\\_Final\\_Report\\_441394\\_7.pdf](http://www.michigan.gov/documents/msp/CMV_Strategies_Update_2013_Final_Report_441394_7.pdf).

- C. The National Cooperative Highway Research Program (NCHRP) Report 500 Series, Implementation Guide-Volume 13 Guide for Reducing Collisions Involving Heavy Trucks was also used to develop the 2013-2015 strategic plan, and a short summary is available at:

<http://safety.transportation.org/guides.aspx?cid=34>.

- D. The Michigan Strategic Safety Plan (SHSP) located at:

[http://www.michigan.gov/documents/msp/SHSP\\_2013\\_08\\_web\\_412992\\_7.pdf](http://www.michigan.gov/documents/msp/SHSP_2013_08_web_412992_7.pdf)

- E. Mid-America Transportation Center Final Report: WBS 25 1121 0003 136 (Report #MATC-ISU: 136) Statewide Heavy-Truck Crash Assessment

- F. Improving Commercial Motor Vehicle Safety in Oregon August 2010 FHWA-ORORD-11-03

There is no specific funding guidance available.

The organization awarded the grant must agree to abide by the OHSP "Grant Management Requirements" as referenced in Attachment C. Following the selection of a successful proposal, the applicant must complete a formal grant application using OHSP's web-based grant application to finalize grant details. All OHSP grants are administered on a reimbursement basis. All grant-related costs incurred are first paid by the grantee then reimbursed by OHSP. Quarterly progress and financial reports are required, even for quarters with no activity.

Funding for this project is contingent upon the availability of Michigan Truck Safety Funds for FY2016. Changes in state programs and/or funding may lead to changes in OHSP programs, requiring reasonable accommodations from grantees to keep existing projects consistent with organizational goals. OHSP appreciates the difficulty of adjusting plans and appreciates grantees' flexibility in adapting projects to evolving conditions. The grantee will receive immediate notice of proposed changes and has the right to refuse project expansions beyond their capabilities, in which case supplemental assistance may be sought.

It is the policy of OHSP to allow the maximum indirect cost rate to be 20 percent.

The applicant selected for this project must demonstrate prior experience working with agencies in developing and analyzing strategic plans and must have knowledge of the commercial motor vehicle industry in Michigan.

Proposals must include a minimum of two (2) examples demonstrating similar projects completed by the applicant.

**DUE DATE**

All proposals for this project must be received at OHSP by August 1, 2015. The proposal **MUST** be emailed to all addresses listed: Farnumk@michigan.gov and KilvingtonC@michigan.gov.

**Contact information**

Please direct any questions about this grant opportunity to:

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