

This entire scope of work falls under Source Type 6265.

Introduction

State's Research Services (RS) provides Transportation Research Syntheses (TRS), at the request of customers, in various divisions of the department and members of the Local Road Research Board (LRRB). A TRS is a type of literature review that synthesizes technical and/or policy information on a specific research topic. It typically includes a summary of completed and in-progress research on a subject, and may also report on practices used in other states. A TRS can serve as a useful starting point for addressing a knowledge gap, developing new State procedures. Through this contract, Contractor will work closely with State's RS, and its customer, to develop and deliver a TRS on the topic described below. Contractor will provide research, writing and editing services in a coordinated manner, in close cooperation with State's Technical Liaison.

TRS Description

State's Office of Freight & Commercial Vehicle Operations, has requested a TRS to determine what types of software and workflows state DOTs use to manage oversize/overweight freight operations and to support motor carrier credentialing activities. Relevant tasks include accepting permit applications for these loads, analyzing and approving their movements, accepting and processing motor carrier credentialing applications, and issuing vehicle decals and operating certificates. These results will be used to inform the State in replacing the current RouteBuilder Oversize/Overweight (OSOW) permitting system and the Motor Carrier Information System that currently processes and tracks motor carrier credentials, hazardous materials incidents and enforcement cases.

Scope of Work

Contractor will query at least these ten state DOTs: Colorado, Georgia, Illinois, Iowa, Kansas, Maryland, New York, North Dakota, Texas, Virginia, and Wisconsin. The survey will attempt to ascertain the experiences of these states with such systems and the functional and reporting capabilities of the various options. The Contractor will not provide recommendations on which system to choose, but will perform research to gather opinions and locate resources to inform the State's decision. This will include, but not be limited to the following tasks:

Task	Description
1	Based on the TRS Request Form and a preliminary review of online resources on the topic, draft survey questions and a strategy for reaching contacts at desired DOTs. Participate in a kick-off call with the Technical Advisory Panel (TAP) to finalize these questions and contacts.
2	Administer the survey and synthesize the results into a draft TRS for review by the TAP.
3	Present findings via a second call with the TAP to hear comments on the draft and determine whether further follow-up with any survey recipients is needed. Also, discuss what kind of additional research is desired into the functionality of the systems.
4	Perform any additional work as determined in task 3 and incorporate TAP feedback into the TRS to finalize.

Contractor's Team

Patrick Casey will be the overall contract manager and participate as needed in scoping discussions and final review of the TRS. Mark Linsenmayer will be the project manager and primary contact with State, coordinating with the CTC researcher/writer assigned to the TRS and with the TL and TAP. The Contractor's researcher/writer will participate as needed in scoping and review calls.

Project Schedule

Task	Weeks - After Contract Execution															
	1	2	3	4	6	6	7	8	9	10	11	12	13	14	15	16
1. Draft questions/kick-off call	■	■														
2. Survey/draft TRS			■	■	■	■	■	■	■							
3. Feedback TAP call									■	■	■					
4. Additional research/finalize TRS											■	■	■	■	■	■

▲ = Deliverable

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