



REQUEST FOR PROPOSAL #25-03

Utilizing Performance Measures for Metropolitan Planning Organizations

PROJECT INFORMATION

Funds: \$400,000 total (includes a required 25% cost share of \$100,000 from proposing agency)

Estimated Contract Term: 24 months

Projected Start Date: 8/16/2025

Posted Date: 04/01/2025

Close Date: 04/30/2025 at 11:59 p.m. CST

Submit Proposals to:

ICTProjectManagement@illinois.edu

BACKGROUND

The Moving Ahead for Progress in the 21st Century Act (MAP-21) and Fixing America's Surface Transportation (FAST) Act require departments of transportation and metropolitan planning organizations to adopt performance-based approaches for transportation planning and set targets for performance measures to meet national goals. Federal guidelines and research support provide selection criteria for performance measures and highlight the importance of integrating performance-based planning yet underscore challenges in aligning local priorities with targets and the need for standardized performance-tracking methods. There is limited research addressing the integration of performance measure selection, target-setting and tracking procedures.

The outcome of the proposed research shall assist the Illinois Department of Transportation in developing an efficient performance framework tailored to its needs and enhance its collaboration with MPOs. Additionally, it shall produce a guidance document to help Illinois MPOs track performance effectively and consistently throughout the state to improve planning decisions.

OBJECTIVE

The objective of this research is to investigate and identify the best practices used by MPOs in utilizing and tracking performance measures for planning and programming projects.

The research outcome shall provide IDOT with actionable insights and recommendations to enhance the effectiveness of MPOs in tracking, reporting and achieving performance targets across key transportation areas. Additionally, the best practices and guidance document shall assist Illinois MPOs in being consistent in tracking progress.

RESEARCH TASKS AND REQUIRED DELIVERABLES

Task 1 — Literature review.

Task 2 — Survey and data analysis. Surveys and interviews with state DOTs and MPOs (nationwide and within Illinois) to identify their process and tracking of implementation of performance measures and to compile best practices. The selection of state DOTs and MPOs should be made in conjunction with the client, to ensure that a wide variety of MPOs participate. This should also include smaller MPOs within Illinois.

Task 3 — Challenges for MPO deployment. Identify challenges and investigate solutions to ensure MPOs are effectively employing performance measures to enhance planning and programming decisions.

Task 4 — Final report. The final report shall assist MPOs to establish targets for safety, bridge and pavement condition, performance of the national highway system, transit asset management, and public transportation agency safety plans. In addition, this should include actionable recommendations (e.g., checklists, flowcharts) for improved implementation and an in-depth understanding of the utilization, tracking and communication of these performance measures within the metropolitan planning process. Guidelines to monitor and track progress toward meeting these targets shall be provided.

Task 5 — A presentation at an Illinois Fall Planning Conference or statewide MPO meeting.

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

The proposal shall be prepared in accordance with the guidelines presented in Appendix A.

By submitting a proposal, potential principal investigators are acknowledging they have read and understand the IDOT-ICT [PI responsibilities and Guidebook](#) and terms and requirements under the current [IDOT-ICT Intergovernmental Agreement \(IGA\)](#).

Technical questions regarding the research project or RFP procedures should be submitted to the ICT Project Management team via email at ICTProjectManagement@illinois.edu within 14 days of the posting date. Technical questions and answers will be posted on ICT's [website](#) as they are received.

SPECIAL CONDITIONS FOR REVIEWING PROPOSALS AND AWARDING ICT FUNDS

Please note that the following conditions will be applied when reviewing all received proposals and in awarding ICT funds:

- 1) Preference will be given to Illinois universities (both public and private) when multiple proposals from this solicitation are reviewed and have identical scores.
- 2) The award of this project is contingent upon the availability of funds at the time of award.

APPENDIX A: Guidelines for Preparing Proposals for the Illinois Center for Transportation

Please use the following format when submitting Illinois Center for Transportation proposals for consideration. Proposals should be a maximum of 15 pages (excluding the cover page, itemized budget, budget justification and optional appendices) with a minimum 11pt font, standard margins, and in an Adobe PDF format.

1. Cover Page

Please include the following information on the proposal cover page:

- RFP Number (e.g., RFP #25-XX)
- Proposal title
- Proposed Principal Investigator (and co-investigator, if any), along with associated organizations and email addresses.

2. Research Plan

Clearly and concisely address the proposed approach for solving the issue described in the problem statement. The research plan should be subdivided into the following sections:

(a) Introduction, Including Research Objective

Introduce the proposal and provide a concise overview of the research approach. Outline the objectives of the research project and explain the questions that will be answered by the research.

(b) Research Approach/Work Plan

Include details of the research project and strategies to accomplish the project objectives. Itemize the tasks and provide a clear explanation of the research approach, deliverables, and identify the research team lead for each task.

(c) Anticipated Research Results

State the anticipated research results and deliverables.

(d) Expected Implementable Outcome(s)

All IDOT-ICT research is expected to be implementable. Describe what implementable outcomes (e.g., specification, test, recommendations, etc.) are anticipated that will facilitate implementation of the research results.

3. Qualifications and Accomplishments of the Research Team

Identify who will perform the research and provide a brief explanation of each researcher's qualifications and related research efforts.

4. Other Commitments of the Research Team

Outline the other commitments of the research team to demonstrate the ability to fulfill the commitments of the proposal.

5. Facilities and Equipment

Describe the facilities and equipment available to conduct the research.

6. Timeline Requirements

Include a timeline of the research project’s tasks in this section. Describe the required time to complete the research, including final report preparation, ICT’s editing process, review of the report by the Technical Review Panel and publication of the report. Please note the final report must be submitted in Section 508 compliant format at least three months before the project’s end date. Below is an example of a project timeline.

Project Milestones (Assuming an August 16 Start Date, and a 24-month project)	2025					2026								2027										
	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7
1 Kickoff Meeting	█																							
2 PI conducts Project Task X	█	█	█	█	█																			
3 PI conducts Project Task XX			█	█	█	█																		
4 PI conducts Project Task XXX					█	█	█	█	█	█	█	█												
5 PI conducts Project Task XXXX							█	█	█	█	█	█	█											
6 PI conducts Project Task XXXXX												█	█	█	█	█								
7 PI writes DRAFT report																		█	█	█				
8 PI Submits Final DRAFT report to ICT for editing																						█		
9 ICT Preliminary editing phase																							█	
10 PI/TRP editing phase																							█	
11 Final editing phase																								█
12 Report published																								█
(Quarterly Progress Reports Due)		█				█			█			█			█			█			█			█
(TRP Meetings)		█				█			█			█			█			█			█			█

7. Itemized Budget

Provide an itemized project budget including the cost of personnel, consultants, subcontracts, equipment, materials, travel, indirect costs and cost share.

A minimum of 25% of the total project budget must be cost share from the proposing agency. Under the IGA effective July 1, 2024, the indirect cost rate used for institutions with a federally negotiated F&A rate cannot exceed 42.97% of the modified total direct costs. If the proposing agency does not have a federally negotiated rate, a 10% de minimis rate must be used.

Subaward costs from outside the proposing agency cannot exceed 50% of the total project budget without prior approval.

A part of the cost share requirement may be fulfilled using unrecovered indirect costs. Any proposal submitted by an agency outside the University of Illinois system that plans

to use unrecovered indirect costs as cost share must submit a request for approval to IDOT/Federal Highway Administration. More information on this letter will be provided if a proposal is selected for funding.

Please utilize ICT's budget templates when submitting a proposal: [UIUC Budget Template](#) and [Subawardee Budget Template](#).

8. Budget Justification

Include a budget justification that explains the itemized budget in narrative form. The budget justification shall provide sufficient detail so there is a clear understanding of how the project costs were calculated and why they are necessary. The narrative discussion of the project cost categories and related line items should be presented in the same order as they appear in the itemized budget. If the project requires the purchase of equipment, out-of-state travel, or out-of- or in-state conference registration/attendance expenses, please list and explain here.

*Under the terms of our IGA, equipment is defined as any tangible or intangible product, having a useful life of **two years or more**, an acquisition cost of at least **\$500**, and solely purchased for use in the IDOT-ICT project. Equipment purchased on IDOT-ICT projects is to be returned to IDOT at the conclusion of the project, unless otherwise agreed upon. Equipment purchases on IDOT-ICT projects must have a **signed** pre-approval.*

*Travel expenses should include, but are not limited to, travel to TRP meetings, travel for testing / sampling, etc. Any out-of-state travel expenses and **any** conference expenses charged to the project must have a **signed** pre-approval.*

Inclusion of equipment and travel expenses in the project budget and workplan does not meet the requirement for pre-approval. Signed, pre-approval request forms must be submitted prior to purchase of any equipment or travel meeting the above criteria to be considered allowable expenses on the project. Expenses not meeting this requirement may not be reimbursed.

9. Cooperative Features (if appropriate)

If assistance or cooperation is required from other agencies, public or private, to complete this proposed research, describe the plans for securing this assistance.

10. Appendices (if appropriate)

References or any additional materials deemed necessary may be provided here.