



Institute of Transportation Engineers Request for Proposal

Issue Date: May 26, 2009

Proposal Due: Electronic proposals will be received until June 30, 2009 at 5:00 pm EST. In order to be considered for selection, offerors must submit a complete response to this request for proposal (RFP). ITE will only accept e-mail responses. Please provide proposal in MS Word and Adobe PDF format.

Organization: Institute of Transportation Engineers Educational Foundation (ITEEF)

Period of Agreement: July 2009 through December 2009

All inquiries and proposal submissions should be directed to:

Aliyah N. Horton
Senior Director
Professional Development and Government Affairs
+1 202 289-0222 ext. 137
ahorton@ite.org

Please use this signature sheet as the cover page for your proposal

Individuals involved in developing, administering, and delivering learning events for the Institute of Transportation Engineers Educational Foundation demonstrate high standards of professional conduct and do not discriminate against learners on the basis of gender, age, socioeconomic or ethnic background, religion, sexual orientation, or disability.

Any existing proprietary interest of the instructor, on topics to be discussed and referenced, must be disclosed in proposal.

In compliance with this request for proposal and to all the conditions imposed therein, and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon in subsequent negotiation.

Name/Organizational Information:

Organization/Firm Name

Address

By (Authorized Person to Contract for Firm/Organization)

Title

Signature

Phone

E-mail

Fax

Institute of Transportation Engineers Educational Foundation (ITEEF) Request for Proposals (RFP)

Issue date: **May 26, 2009**

Proposal due: **June 30, 2009 at 5:00 EST.**

PURPOSE AND BACKGROUND

ITEEF encourages the peer-to-peer exchange of technical information and best practices within the transportation profession. The intent of this RFP is to seek developers/instructors to identify topics and develop Web training that is focused on a hot topic issue of interest to the transportation community, including, but not limited to accessibility; LEED certification, climate change, workzone safety, ITS, urban mobility, transportation finance, managed lanes, non-motorized transportation and the American Recovery and Reinvestment Act. Selected topic should appeal to a broad audience within the profession. International exchange is strongly encouraged. A list of Web training previously offered by ITE is attached for your reference.

Training would be conducted via the internet. No travel is required. The Web seminar proposed for this RFP will be scheduled one time. If it is successful additional dates will be considered.

What is a Web Seminar?

An ITE Web seminar is a PowerPoint presentation viewed over the Internet with the oral piece of the presentation heard via touch-tone telephone—like a conference call or by streaming media (through computer speakers). The Web seminar allows a participant to attend a technical presentation from the comfort of his/her desk or for an unlimited number of people in an organization to attend the training at one time and in one place. In order to conduct a Web seminar, the presenter can be at a location (home/office) with a computer with a high-speed internet, 56K or faster connection, and touchtone phone. The Web seminar participant receives a PDF of the PowerPoint presentation and a student supplement. They must pass a quiz to receive course credit. If you would like to review a sample of Web seminar materials, please visit www.ite.org/education/RFL.asp or e-mail Nicola Tavares, ntavares@ite.org.

The development of the Web seminar includes: (please see sample course materials and instructor resources at www.ite.org/education/RFL.asp.)

- Seminar description and learning objectives
- 60 to 70 minute interactive PowerPoint presentation (use of polls and chat questions)
- Student supplement that includes case studies, references, slides/graphs with notes for the participants and excerpts of the slide presentation. Should be no more than 20 pages
- 20 post-Web seminar multiple choice quiz questions (with one correct answer) from material covered in the presentation

Responsibilities of ITE:

- Provide PowerPoint template
- Facilitate a peer review of the draft
- Provide marketing (developer is also encourage to market seminar)
- Manage and host the logistics of the seminar, registration, quiz and evaluation

Compensation:

A revenue sharing model will be used. Upon completion of the deliverables and conduct of the Web seminar, ITE will make an initial payment of \$1,000 USD. In addition, the presenter/developer would receive 50 percent of registration revenue from this course up to \$10,000 USD and then 25 percent of the registration revenue of any subsequent course deliveries.

To Submit Proposal:

- Complete signature sheet and proposal form
- **Return both forms to ITE Headquarters by June 30, 2009.**

ITEEF SEMINAR PROPOSAL FORM—DUE JUNE 26, 2009

Topic/Title: (Please provide the topic or title of your presentation)	
Course Level/Target Audience:	☐ Fundamental ☐ Intermediate ☐ Expert/Advanced If intermediate or expert/advanced, are there recommended prerequisites? Is there a specific target audience for your presentation? If so, please indicate below:
Presentation Scope/Description: (In one paragraph describe the background and scope of your proposed seminar)	
Learning Objectives: (Please indicate 2-4 concise learning objectives, which the instructor intends for the audience to know or be able to do as a result of the presentation) <u>Examples:</u> -Identify traffic control devices used in school zones -Describe methods that can be used to comply with the new standards	
Instructor Biography: (Please include a short biography for each instructor)	
Instructor:	Name: Title: Employer: Street Address: City: State/Province: Zip/Country Code: Country: Telephone: Fax: Email:
Proprietary Interest Disclosure	

2007-2009 WEB SEMINARS

An example PowerPoint and Student Supplement are available on ITE's Instructor Resources Web page at www.ite.org/education/RFI.asp.

- Access Management at Intersections
- Access Management Principles and Practices
- Access Management Techniques for the Design of Safe and Efficient Urban Streets
- Advanced Applications of Context Sensitive Solutions
- Advanced Signal Timing Concepts
- An Introduction to Statistics in Road Safety
- Application of the Flashing Yellow Arrow for Permissive Left Turns
- Applying Access Management to Existing Roadways
- Characteristics of Bus Rapid Transit
- Connecting Transportation Decision Making with Responsible Land Use
- Context Sensitive Solutions: Applications In Transportation Planning and Project Development
- Data Collection
- Data Collection, Analysis and Appraisal/Transportation Studies
- Defining and Assessing Intersection and Roadway Segment Attributes for Safety
- Design Consideration for Local and Collector Streets
- Design Philosophy and Controls
- Designing and Operating Intersections Based on Crash Patterns
- Designing and Signalizing Turn Lanes for Safety
- Designing ITS Projects with a Management and Operations Focus
- Developing Trends in Bicycle Facilities: Planning and Design
- Economic Evaluations of Highway Safety Projects
- Economic Impacts of Access Management
- Engineering Intersections to Reduce Red Light Running
- Evaluation and Application of Statistical Analysis Techniques
- Guidance for Reducing Collisions Involving Horizontal Curves
- History, Perspectives and Institutionalization of Traffic Safety in the United States
- Identifying Barriers and Engineering Solutions to Safe Routes to School
- Implementing Safety Consideration into Transportation Planning
- Improving Pedestrian Amenity in City Centres Using Micro-Simulation and Other Tools
- Intersection Safety and Geometric Design: Sight Distance
- Introduction to Crash Analysis
- Introduction to Geometric Design
- Introduction to Human Factors
- Introduction to Safety Evaluation Part I
- Introduction to Safety Evaluation Part II
- Introduction to the Road Environment
- Introduction to Traffic Engineering
- Introduction to Traffic Safety Data
- Introduction to Transportation Planning
- Introduction to Transportation Safety Planning
- Land Use and Transportation Connection: State of the Practice
- Land-Use and Transportation
- Low Cost Safety Improvements
- Managing Congestion with Bus Rapid Transit
- Measures to Reduce Roadway Departure Crashes
- Modern Roundabouts and Intersection Safety
- Operational and Safety Effects of Geometric Design
- Overview of Management and Operations of ITS
- Overview of Safe Routes to School
- Pedestrian Crosswalk Policies: New Tools and Treatments
- Planning for All Modes
- Planning for Operations
- Professional Traffic Operations Engineer (PTOE) Refresher Courses
- Professional Transportation Planner (PTP) Refresher Courses

- Promoting Sustainable Transportation through Site Design
- Red Light Camera System Development
- Reducing Collisions on Horizontal Curves
- Resolution of Transit Signal Priority Integration
- Road Diet Handbook: Setting Trends for Livable Streets
- Road Safety Audit Principles and Practices
- Road Safety Audits
- Road Safety Evaluation of Countermeasures
- Roadway Departure Crashes
- Roundabout Safety and Design
- Safety Impacts of Access Management
- School Area Traffic Control
- Signal Timing for Congested Conditions
- Signal Timing for the Development of Traffic Signal Timing Plans
- Signal Timing Fundamentals
- Signal Warrants By the Numbers
- Site Impact Analysis
- Site Planning and Impact Analysis
- Successful Design of Urban Arterial Streets
- Technology-Oriented Safety Solutions: Red Light Camera Deployment
- The Challenges of Urban Intersection Design
- The Es of Safety
- The Keys to Safe and Efficient Roadside Design
- Traffic Control Devices
- Traffic Engineering for All Modes
- Traffic Operations Analysis
- Traffic Operations Practitioner Specialist (TOPS) Refresher Courses
- Traffic Signal Change Intervals
- Traffic Signal Operations Specialist (TSOS) Refresher Courses
- Transportation Financing
- Transportation Impact Analyses for Site Development
- Transportation Modeling
- Trip Generation: Advanced Concepts and Applications
- Trip Generation: Fundamentals and Applications
- Social, Environmental and Institutional Issues