



October 4, 2024

**Request for Proposal (RFP)**

For: **Course 643i: Air Basics (4 hours)**

**Course 646i: Soil Basics (4 hours)**

RFP ID #100424-01

Issued: October 4, 2024

Submission deadline: November 4, 2024

All questions pertaining to this RFP must be submitted by, no later than October 29, 2024, at 4 p.m. (PT). Questions must be submitted, via email, to:

IRWA Curriculum Subcommittee Vice Chair Jeff Jones, SR/WA, R/W-NAC, R/W-RAC, R/W-URAC at [jljones.srwa@gmail.com](mailto:jljones.srwa@gmail.com) and IRWA Organizational Learning & Development Manager Amir Vafamanesh at [vafamanesh@irwaonline.org](mailto:vafamanesh@irwaonline.org).

Questions will be answered within two (2) business days via a return reply acknowledging receipt of the questions. Questions and answers will be shared with all bidders.

**Introduction**

On behalf of the International Right of Way Association (IRWA), the International Professional Education Committee (IPEC) invites proposals for the development of two new 4-hour courses titled **643i: Air Basics** and **646i: Soil Basics**. Please review this RFP in its entirety and utilize Appendix B: Course Materials Guidelines when preparing your proposal.

**Background and Scope of Work**

Developing new and relevant course curriculum for IRWA members is critical to upholding IRWA's commitment to delivering on its mission to empower right of way professionals by elevating learning and a standard of excellence within the global infrastructure real estate community.

**Reasons for Development**

The IPEC Curriculum Subcommittee is proposing **Course 643i: Air Basics** because it will provide IRWA members and non-members across the globe with current knowledge and skills associated with the environment and the natural resource: air. This course will provide a global perspective, resources, and shared environmental concerns, including greenhouse gases and industry best practices. This course will be designed for in-person and virtual delivery.

Additionally, the IPEC Curriculum Subcommittee is proposing **Course 646i: Soil Basics** because it will provide IRWA members and non-members across the globe with current knowledge and industry best practices and an understanding of broad soil issues, soil use, project impacts, and mitigation. In addition, land relationships and partnerships will be discussed. This course will be designed for in-person and virtual delivery.

## **Suggested Audiences for Both Courses**

Land Acquisition Specialists, Relocation Assistant Specialists, Asset Management Specialists, Engineers, Lawyers, Appraisers, Project Managers, and Environmental Specialists

## **Purpose**

**Course 643i: Air Basics** will provide participants with an introduction to air terminology, quality, and pollution as well as wind events, project effects, and mitigation. This course will also include international content. Application of course content will be applied using exercises and knowledge assessed using a final exam.

**Course 646i: Soil Basics** will provide participants with an introduction to soil terminology, soil levels, erosion, soil management, protection, project effects, and mitigation. This course will also include international content. Application of course content will be applied using exercises, and knowledge assessed using a final exam.

Individuals planning to submit a proposal are strongly encouraged to read through this entire RFP. By submission, the IPEC and IRWA Headquarters (HQs) are assuming that the Course Development Team is comfortable with all aspects of the RFP requirements and IRWA expectations prior to entering into a contract for this new course (see Appendix C: Course Development, Combination, and Elimination Policy).

## **Course Outlines**

The IPEC identified curriculum gaps in the environment series and proposed these two 4-hour courses to provide the necessary information, in response to global, national, regional, and local concerns. Environment Committee members were consulted for potential topics for each section. The new course development team will consider the proposed content and determine the level of detail appropriate for the course. The course development team must have a keen insight into the roles of the right of way professional(s) and project team and be able to convey the material in a meaningful way.

Appropriate resources, including government sites, and academic sources will be used as part of the course content. Accurate references to illustrations, diagrams, and content sources will be provided.

## **Course 643i: Air Basics Contents and Schedule (4 hours total)**

**Section 1:** Introduction (30 minutes)

**Section 2:** Projects and Air (45 minutes)

**Section 3:** Projects and Pollution (60 minutes)

**Section 4:** Projects and Perspectives (45 minutes)

**Section 5:** Conclusion (30 minutes)

**Final Exam** – 20 questions – multiple choice (30 minutes)

Each section will include terminology, an exercise, a summary, references, and some digital offerings.

## **Appendices:**

Appendix A: PowerPoint Presentation

Appendix B: Legislation & Regulation – Canada

Appendix C: Legislation & Regulation – United States

Appendix D: Additional Information and Resources

## **Course 646i: Soil Basics Contents and Schedule (4 hours total)**

**Section 1:** Introduction (30 minutes)

**Section 2:** Projects and Soil Protection (45 minutes)

**Section 3:** Project Construction and Post-Construction (60 minutes)

**Section 4:** Project Abandonment (45 minutes)

**Section 5:** Conclusion (30 minutes)

**Final Exam** – 20 questions — (30 minutes)

Each section will include terminology, an exercise, a summary, references, and some digital offerings.

### **Appendices:**

Appendix A: PowerPoint Presentation

Appendix B: Legislation & Regulation – Canada

Appendix C: Legislation & Regulation – United States

Appendix D: Additional Information and Resources

### **Suggested Developers for Both Courses**

Environmental Specialist(s), IRWA 600-series Instructor, Lawyer, Environmental Engineer

### **Suggested Reviewers for Both Courses**

Land Acquisition Agent, IRWA 600-series Instructor, Lawyer, Environmental Engineer, Environmental Specialist, International Environment Committee

### **Project Timeline:**

Nine months total from the date of selection.

Design (Months 1-6), Review (Month 7), Pilot (Month 8), and Revise (Month 9)

Once design is completed on both courses, they must be submitted to IRWA's Organizational Learning & Development Manager Amir Vafamanesh at [vafamanesh@irwaonline.org](mailto:vafamanesh@irwaonline.org) and Curriculum Subcommittee Vice Chair Jeff Jones, SR/WA, R/W-NAC, R/W-RAC, R/W-URAC a [jjones.srwa@gmail.com](mailto:jjones.srwa@gmail.com).

Once submitted, a review of the materials will be conducted by the IPEC Curriculum Subcommittee and the International Environment Committee Chairs, who will provide edits for implementation. A pilot for each course will be scheduled upon submission and a final round of edits will occur following each pilot.

### **Development**

The Development Team is expected to design the courses based on the approved course development proposal outlined in Appendix C: Course Development, Combination, and Elimination Policy and leveraging resources provided by education staff and the development team's experiences and expertise. Each successfully developed course will include new course materials (Learning Guide, Instructor Notes, Exam, Presentation, and any supplemental materials) and an overview of how and why the course was developed.

The IPEC will approve a maximum allowable project compensation of \$20,000 (\$10,000 for each course) based on the Course Development, Combination, and Elimination Policy included as Appendix C.

### **Proposal Submission Procedure**

Proposals conforming to the requirements set out below must be received by the IRWA's Organizational Learning & Development Manager Amir Vafamanesh by email at [vafamanesh@irwaonline.org](mailto:vafamanesh@irwaonline.org) no later than the deadline given above. He will confirm receipt of each bid within 48 hours. In the event you do not receive a bid receipt, please directly contact him at 310-538-0233 Ext. 142. Proposals must include language stating that they are valid for a period of at least ninety (90) days from the closing deadline.

The RFP ID# must be inserted in the Header of each page of the proposal.

The IRWA reserves the right to waive irregularities and to reject any or all bids. The IRWA may consider and reject any bid not prepared and/or not submitted in accordance with the provisions and may also waive any informalities or reject all bids.

Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening of bids.

The IRWA also reserves the right to negotiate with the selected bidder if the price exceeds available funds.

### **Proposal Contents**

Proposals, together with letters of transmittal, should include the bidder's description of the work to be performed and include the following information:

- **Development Team**
  - The team of people who would execute the work, with descriptions of the experiences (professional and instructional) and skills of each, and their role in the project.
  - Examples from past projects that reflect the deliverables and scope that are listed in the scope of work.
  - The name of the person on the course development team who would be the primary contact person or "Development Team Lead" for any contractual and project- related matters.
- **Methodology and Approach**
  - A detailed overview of how the course will be developed, based on the IPEC-approved course addition proposal.
  - A management plan for the work, including how project responsibilities will be divided among team members.
- **Project Schedule**
  - A schedule for the work, including the range of start dates to which your team is prepared to commit, and anticipated completion dates. This schedule should work within the timeframes outlined by the IRWA in this RFP. Any conflict in the two should be described. The schedule should include a list of all anticipated meetings with IRWA Education Staff.

- **Linkage to Credential(s)**
  - A detailed recommendation for how the course should be incorporated into existing IRWA credentialing requirements with sufficient justification must be described.
  
- **Project Budget**
  - A budget, which aligns with the maximum allowable project compensation figure provided in the Background and Scope of Work section of this RFP. That budget should include details about how compensation will be divided among the Development Team Lead and the Development Team Members.

### **Modification of Bids**

Modifications to bids already submitted will be allowed if submitted in writing prior to the time fixed in the RFP. Modifications shall be submitted, as such, and shall not reveal the total amount of either the original or revised bids.

### **Opening, Evaluation, and Contracting**

Proposals may be opened by the IRWA at any time after the submission deadline. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which RFP best fulfills the needs of the IRWA and this project.

Proposals will be individually scored based on the following six (6) criteria and associated weights:

1. Proposal Quality and Accuracy (10%)
2. Qualifications of the Development Team (20%)
3. Methodology and Approach (30%)
4. Timeline of Deliverables (25%)
5. Linkage to IRWA Credentials (5%)
6. Project Budget (10%)

Additional scoring details are provided in Appendix A.

The IRWA anticipates entering into a contract with the successful bidder to execute the proposed work. However, this RFP does not commit the IRWA to award a contract, to pay any costs incurred in the preparation of a proposal, or to contract for the goods and/or services offered. The IRWA reserves the right to accept or reject any or all proposals received because of this request, to negotiate with all qualified offerors or to cancel this Request for Proposals, if it is in the best interests of the IRWA to do so. The decision of the IRWA shall be final.

After the selection of a Contractor, the Project Schedule should include a period of collaboration between the IRWA's education staff, IPEC Curriculum Subcommittee, and the Contractor to better define, elaborate upon and fix the Contractor's exact and final scope of Work (the "Final Scope") starting with the date of this Agreement and extending until the completion date. In collaboration with the IRWA, the Final Scope will be fixed no later than December 4, 2024.

### **Form of Contract**

The IRWA expects to enter into a contract with the successful bidder.

The submission of a proposal implies an acceptance of determining final scope amounts, and general acceptance on the part of the bidder of the terms of this form of contract, and especially of those

parts establishing guarantees and the IRWA's rights to intellectual property. In addition, all aspects of the proposed work must comply with the IRWA's Course Materials Guidelines (Appendix B).

**Project Completion**

The Project is to be completed nine months from the date of selection.

**Notification of Decision**

Once the IPEC Curriculum Subcommittee has selected a winning bid, all bidders will be notified and provided with a copy of their Proposal Scoring Sheets, and a development contract will be issued to the winning bidders.



## Appendix A Proposal Scoring Sheet

### Course Development Proposal Scorecard CRITERIA CHECKLIST

Scores Available from 1-5 (1= low & 5 = high)

1. Proposal Quality and Accuracy	Proposal 1	Proposal 2	Proposal 3	BASIS FOR SCORE
Completeness	0	0	0	
Alignment with RFP	0	0	0	
Overall Response (Professionalism & Quality)	0	0	0	
<b>Average Score</b>	<b>0</b>	<b>0</b>	<b>0</b>	
2. Development Team Qualifications	Proposal 1	Proposal 2	Proposal 3	BASIS FOR SCORE
Professional Experience with Course Topic(s)	0	0	0	
Course-Related Experience	0	0	0	
Experience with Similar Projects	0	0	0	
Overall Quality of Team	0	0	0	
<b>Average Score</b>	<b>0</b>	<b>0</b>	<b>0</b>	
3. Methodology & Approach	Proposal 1	Proposal 2	Proposal 3	BASIS FOR SCORE
Alignment with Course Development Needs	0	0	0	
Clarity of Methodology and Approach	0	0	0	
Alignment with Timeline of Deliverables	0	0	0	
<b>Average Score</b>	<b>0</b>	<b>0</b>	<b>0</b>	
4. Timeline of Deliverables	Proposal 1	Proposal 2	Proposal 3	BASIS FOR SCORE
Viability of Timeline	0	0	0	
Expected Completion Date	0	0	0	
Alignment with Methodology and Approach	0	0	0	
<b>Average Score</b>	<b>0</b>	<b>0</b>	<b>0</b>	
5. Project Budget	Proposal 1	Proposal 2	Proposal 3	BASIS FOR SCORE
Justification	0	0	0	
Detailed Explanation	0	0	0	
Alignment with Timeline of Deliverables	0	0	0	
<b>Average Score</b>	<b>0</b>	<b>0</b>	<b>0</b>	

### CRITERIA SCORES

	WEIGHT	VENDOR 1 WEIGHTED SCORE	VENDOR 2 WEIGHTED SCORE	VENDOR 3 WEIGHTED SCORE	NOTES
1. Proposal Quality and Accuracy	0.10	0.00	0.00	0.00	
2. Team Qualifications	0.20	0.00	0.00	0.00	
3. Methodology & Approach	0.30	0.00	0.00	0.00	
4. Timeline of Deliverables	0.25	0.00	0.00	0.00	
5. Linkage to IRWA Credential(s)	0.05	0.00	0.00	0.00	
5. Project Budget	0.10	0.00	0.00	0.00	
<b>Total Score</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	



## **Appendix B**

### Course Materials Guidelines

The following course materials must be developed to meet the RFP requirements. Failure to submit all the following course materials by set deadlines or in a timely manner could result in compensation delays or penalties, which is outlined in the contract.

#### **First Meeting with IPEC Chair and Education Staff**

During this initial meeting, the IPEC Chair and Education Staff will provide the Development Team with a review of what the expectations are of the team and take the time to answer any questions the team may have pertaining to the development of the new course(s). At a minimum, the materials for the courses to be developed will include a course Learning Guide and Instructor Notes or a Participant and an Instructor Manual, Final Exam, and Presentation Slides.

#### **In-Process**

During the process of developing new courses, the Development Team will work with IRWA Education Staff to ensure that course materials are being developed in accordance with the IPEC expectations and the provisions of the Course Development, Combination, and Elimination Policy.

#### **Final Deliverables**

The following materials must be submitted to and approved by the IPEC Curriculum Subcommittee and IRWA education staff, for the final payments (or scheduled payments based on the approved proposal) to be processed:

1. Course Learning Guide
  - a. Introduction
    - i. Course Schedule
    - ii. Course Purpose
    - iii. Target Audience
    - iv. Course Learning Objectives
    - v. Ice Breaker (Introduce Yourself)
    - vi. KWL (What do you know? What do you want to know? What have you learned?) Exercise
  - b. Body/Core Course Content (sections that align with Course Schedule)
    - i. Narrative Content (more detailed than presentation)
    - ii. Visual Content (or ideas for visuals that education staff can retrieve)
    - iii. Exercises
  - c. Conclusion/Wrap-Up
  - d. Exercise Answers
  - e. Instructor-Focused Content





2. Course Content Presentation
  - a. A focused version of the content that was developed for the Instructor and Participant Manuals or Learning Guide and Instructor Notes.
3. Course Exam
  - a. Questions
  - b. Answers

**Appendix C**

[IRWA Course Development, Combination, and Elimination Policy](#)