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PIARC Special Project

**Update of PIARC Road Safety
Manual**

CALL FOR PROPOSALS

**Deadline for submission of proposals:
15 March 2024**

1 PURPOSE AND STRATEGIC SIGNIFICANCE

1.1 Introduction

PIARC (World Road Association) has established a Special Projects mechanism to enable it to respond to emerging issues and priorities identified by its members. Special Projects are typically beyond the work of PIARC's Committees and Task Forces, that operate on four year cycles.

This document is a Call for Proposals to conduct the Special Project on "Update of PIARC Road Safety Manual."

1.2 Context

The World Road Association (PIARC) has consistently identified road safety as one of its strategic priorities. Over the last few work cycles, the Technical Committees and Task Forces have produced materials and documents that serve as reference for all transportation engineers concerned about road safety problems. Additional work is now needed to ensure that previous calculators, tools and knowledge generated by PIARC's Technical Committees and Task Forces are incorporated into the 2023 online Road Safety Manual (RSM). This work is made possible with significant support of the Federal Highway Administration and other PIARC member countries and provides the basis for further update of the Road Safety Manual (RSM) produced by PIARC TC3.1 during the present work cycle.

The RSM is a state-of-the-art document that can assist countries in reducing fatal and serious crashes worldwide and in fulfilling key objective in the United Nations Road Safety Collaboration's Second Decade of Action for Road Safety. There have been versions of the RSM produced in 2003, 2015, 2019 and 2023. **The current 2023 version of the RSM can be found on this page:** <https://roadsafety.piarc.org/en>

The up-to-date version of the RSM is available in English only. The 2015 edition had been translated to French and Spanish; those versions are still online, but they have not been maintained and can now be considered obsolete.

The first version of the RSM (2003) was a more technical version than subsequent updates and was produced prior to the UN first decade of Action for Road Safety. **The 2003 version of the RSM can be downloaded from this page:**

<https://www.dropbox.com/scl/fo/tkfik4ui5f2ap6oywoa6x/h?rlkey=zyjx2bn05tnledj78y9w1m|3d&dl=0>

The 2015-2023 editions of the RSM were developed consistent with the Safe System Approach, and as a web-based document. The primary target audience is Low and Middle-Income Countries (LMIC) with limited or no road safety authorities, programs, or resources: this audience will benefit the most from the knowledge documents as it will provide no-cost access to noteworthy-practice road safety knowledge.

The RSM's secondary target audience is road organisations in high-income countries and/or countries and organisations with well-developed road safety authorities and programmes. This audience will be able to supplement their current practice in road safety through the ability to find continuously updated information on worldwide noteworthy practices. Building awareness and promoting use of the RSM can also assist in building case studies demonstrating the RSM in use.

Because the 2015-2023 editions were produced as web-based documents and were intended to be aligned with the UN Decade of Action, the 2003 materials were not maintained, as they were both large and relatively complex. However, it was recognized that the 2003 PIARC RSM provided valuable knowledge, electronic calculators (in Visual Basic), and tools that were important to the road safety practitioners. It is the intent of this effort to identify, produce/reproduce, update, and make available the most relevant and beneficial elements (calculators in Visual Basic, etc.) from the 2003 version into the 2023 web-based version of the RSM.

1.3 Context within PIARC

PIARC's work is organised in four-year work cycles. Safety was identified by PIARC as Strategic Theme #3 in the 2024-2027 work cycle Strategic Plan.

This special project will allow Technical Committee 3.1 during the present cycle by giving committee members time to initiate and complete additional work products during this cycle.

1.4 Purpose of the project

The purpose of this project is to update the PIARC Road Safety Manual and to make it available in English as well as French and Spanish, those being the three working languages in PIARC.

This RSM update shall reflect current and commonly accepted practices by updating relevant sections, chapters, calculators with content and tools from the more technical version of the RSM produced in 2003. The update shall be based on the 2023 online RSM English language version as a base document, with additional material from 2003 being included as proposed by the contractor in the proposal and the comprehensive outline and agreed to by the project oversight team ("POT").

Additional knowledge-sharing material will be made available by PIARC for use by the contractor to incorporate into the updated RSM. This is material that was recently developed under a dissemination project that includes fact sheets, videos, and other presentations, the PIARC document library, and relevant RSM versions.

The 2003 document was extensive, with more than 600 pages. It was focused on technical recommendations on many topics such as horizontal alignment, sight distance, friction, etc. The contractor shall:

- identify the most relevant previous content with agreement from the project oversight team (we call this the “outline”),
- update and add the relevant content in coordination with the PIARC technical committee on road safety as agreed to in the comprehensive outline to be developed by the contractor and agreed to by the POT.

Note: The 2003 document content is not in Microsoft Word so the contractor will need to process PDF files to extract the technical content for use in the updated RSM. The update shall also reflect corrections, any identified errors, and omissions identified by the contractor. The updated content must be eventually made available in PIARC’s official languages (English, Spanish, and French). The contractor will have access to a PIARC owned software tool (DeepL) that facilitates translation; however, the contractor shall perform quality assurance of the generated translations to ensure that each version is written in a way that is correct from both language and technical points of view.

The RSM is built and maintained with the existing custom-built content management system (CMS). The contractor shall post the updated RSM versions (English, Spanish, and French) online using this CMS. The revised RSM, including fonts, content, graphics, images and calculators shall be compatible with the CMS.

1.5 Out of scope

The PIARC CMS is based on the open-source “Drupal” platform, which is constantly evolving. Drupal has been updated extensively since the creation of the RSM in 2015, and it has reached a point where it is now essential to update the custom-built content management system for the Road Safety Manual (migration to Drupal 10 will be handled by a separate contract). **Migration of the RSM to Drupal 10 is completely out of scope.**

This work is focused on updating the content of the PIARC Road Safety Manual onto its current platform.

2 METHODOLOGY, OPTIONS

2.1 Methodology

The proposal will present the methodology that the tenderer will follow.

It is expected to include the following steps:

Task 1: Kick-off Meeting and Comprehensive Outline for Updates to Road Safety Manual

The contractor shall hold a kick-off meeting with the Project Oversight Team, within 6 weeks of task order award. The kick-off meeting may be held virtually. The Contractor shall also provide a proposed schedule for task order completion, which shall be discussed and finalized during the kick-off meeting.

The comprehensive outline shall be distributed two weeks in advance of the kick-off meeting. Within 5 business days of the meeting, the Contractor shall submit the meeting minutes to the Project Oversight Team (POT) for review. The POT will respond to the meeting minutes within 2 weeks of receipt with either changes or acceptance.

Task 1.1 Finalize Comprehensive RSM Outline

The Contractor shall develop a comprehensive prioritized annotated outline for the proposed RSM updates, based on materials, calculators, and tools from the 2003 printed version of the RSM, that will be included in the most recent 2023 version, with a listing of those updates in rank order, and comments made by the POT on the Contractor's kick-off submission of the comprehensive outline. The contractor shall incorporate comments on the final outline from the POT before proceeding with Task 2.

Deliverables:

Task 1 – Kick-off Meeting and Comprehensive Outline for Updates to Road Safety Manual

- Conduct Kick-Off Meeting and provide meeting agenda, any updated discussion materials, including the deliverable schedule.
- Provide a comprehensive draft outline to the Project Oversight Team two weeks in advance of the kick-off meeting for the updates of the RSM.
- Provide a plan to incorporate the technical content by chapter and section.

Task 1.1 - Finalize the Comprehensive RSM Annotated Outline

- Provide a draft final comprehensive outline to the Project Oversight Team for review.
- Incorporate comments into the final comprehensive annotated outline for the updated RSM.

Task 2: Develop Updates of the RSM

Task 2.1 Develop Draft RSM Chapters and Conduct Progress Meetings

Based on the discussion and decisions at the kick-off meeting, the Contractor shall develop updated chapters, associated appendices, calculators, case studies, or tools as necessary to achieve each chapter's stated objectives. The chapter content, style, and formatting shall use the PIARC Editorial guides. Each chapter should include updated photos, figures, and tables. The PIARC Editorial guides can be downloaded here

<https://www.dropbox.com/scl/fo/tkfik4ui5f2ap6oywoa6x/h?rlkey=zyjx2bn05tnledj78y9w1ml3d&dl=0>

The contractor shall conduct a virtual progress meeting to discuss each chapter and gather input from the POT. The team shall receive the chapters two weeks in advance of progress meetings.

Task 2.2 Develop 100% Complete Final Draft Updated Road Safety Manual, Using Existing RSM Format

The Contractor shall submit a manual, which has 100% of the chapters completed and reflects and incorporates comments from the POT for those chapters. The Contractor shall input the final material into the Content Management System. The submittal of the 100% technically complete RSM shall include:

- Source Microsoft Word document files for 100% of RSM chapters' content
- Updated Calculators, Tools, Images, Figures and Tables, as necessary
- Image Use Authorization for each image and figure that requires copyright permission from primary source.
- Input of the final content, calculators, tools, images, figures, and tables into the Content Management System.

Deliverables:

- **Task 2.1** - Develop draft chapters and conduct progress meetings after each draft chapter is submitted to the POT. The draft chapters shall be submitted to the POT two weeks in advance of each progress meeting.
- **Task 2.2**- Develop 100% complete final draft updates to the Road Safety Manual and provide to Project Oversight Team (POT) for comments. Incorporate comments received from POT and submit revised RSM chapters. Provide source Microsoft Word document files for 100% of RSM chapters' content. Provide updated Calculators, Tools, Images, Figures and Tables, as necessary. Provide image Use Authorization for each

image and figure that requires copyright permission from primary source. Input the final content, calculators, tools, images, figures, and tables into the Content Management System.

Task 3: Translate RSM into Spanish and French, Using Existing RSM Format

The contractor shall translate the updated PIARC Road Safety Manual produced in Task 2 into Spanish and French. The 2023 RSM currently exists in English only. PIARC will provide access to a software-based translation tool (DeepL). The contractor shall produce good quality, proof-read versions of texts, to ensure that the 3 language versions are written in a way that is correct from language and technical points of view.

The contractor shall then submit good-quality, proof-read translations to the POT for review and incorporate comments into final translated versions. Eventually, the contractor shall input the final translated versions into the CMS.

2.2 Options

The proposal can be structured as a core proposal plus additional options. The core proposal is to 1) add the electronic calculators (currently in Visual Basic) from the 2003 edition to the online RSM.; 2) the core proposal includes updating graphics, tables, figures, charts from the 2003 edition into the online RSM, and 3) the core proposal includes uploading the final RSM to the content management system.

Task 3, Translation should be priced separately for translating into French and for translating into Spanish.

The proposal would then include a core proposal within the proposed budget, and then some options which would be described in detail as well as priced.

If the proposal is selected, PIARC would place the order for the core proposal and options at PIARC's discretion.

3 PROPOSED EXPERTS

The proposal should also include a description of the relevant expertise that qualifies the contractor to undertake the project. Specifically:

- Describe any past or current work projects that relate to the subject of this proposal.
- Identify the person or persons who will be working on this project, describing their roles and estimated contribution to the project, and providing information on their backgrounds, experience and expertise.

4 FINAL DELIVERABLES

4.1 The final deliverables and formats will include:

Task 1 – Kick-off Meeting and Comprehensive Outline for Updates to Road Safety Manual

- Conduct Kick-Off Meeting and provide meeting agenda, any updated discussion materials, including the deliverable schedule.
- Provide a comprehensive draft outline to the Project Oversight Team two weeks in advance of the kick-off meeting for the updates of the RSM.
- Provide a plan to incorporate the technical content by chapter and section.

Task 1.1 - Finalize the Comprehensive RSM Annotated Outline

- Provide a draft final comprehensive outline to the Project Oversight Team for review.
- Incorporate comments into the final comprehensive annotated outline for the updated RSM.

Task 2.1 – Develop Draft RSM Chapters and Conduct Progress Meetings

- Develop draft chapters and conduct progress meetings after each draft chapter is submitted to the POT.
- The draft chapters shall be submitted to the POT two weeks in advance of each progress meeting.

Task 2.2- Develop 100% Complete Final Draft Updated Road Safety Manual, Using Existing RSM Format

- Develop 100% complete final draft update to the Road Safety Manual and provide to POT for comments.
- Incorporate comments received from POT and submit revised document.

- Provide source Microsoft Word document files for 100% of RSM chapters' content.
- Provide updated Calculators, Tools, Images, Figures and Tables, as necessary.
- Provide image use authorization for each image and figure that requires copyright permission from primary source.
- Input the final content, calculators, tools, images, figures, and tables into the Content Management System.

Task 3: Translate RSM into Spanish and French

- Draft and final versions of updated RSM in Spanish.
- Draft and final versions of updated RSM in French.
- Updated final translated versions into the CMS. The final deliverable is an updated road safety manual website with the document in English, French, and Spanish.

4.2 Intellectual property

The updated RSM will be owned by PIARC. PIARC will acknowledge the contribution of the external consultant.

5 KEY DATES

The proposal should include a methodology including the relevant technical details to add back in from the 2003 RSM that is supportive of the Safe System Approach and supports the current version of the RSM. and a proposed work schedule including milestones for each task. The schedule should identify dates or timeframes for accomplishing major milestones in the project.

The work schedule will include a kickoff meeting and a progress meeting after each chapter is developed. It should also include dates or timeframe for each task that allows adequate time for review and feedback prior to the final deliverable.

The schedule must be completed, and all tasks shall be delivered by 14 October 2024, so that PIARC can proceed to translation and dissemination of documents in advance to participants in PIARC Council meeting foreseen in Andorra 4-8 November 2024.

These are some of the milestones to be included in the offer:

- End of March 2024: Kick-off videoconference meeting.
- Intermediate milestones to be proposed by the tenderer.
- 20 September 2024: Final draft report for POT to comment on until 4 October 2024.
- 14 October 2024: Finalization of the report in English including all final comments from POT.
- 21 October 2024: Finalization of Council presentation.
- 4-8 November 2024: Presentation at PIARC Council meeting, in presence in Andorra or by virtual participation.
- 9-13 March 2026, Voluntary presentation at the World Winter Service and Road Resilience Congress in Chambéry, France.

6 PROPOSED BUDGET

The funding requested from PIARC should not exceed 75,000 Euros all taxes included for all three tasks.

The proposal shall provide a general budget for the project. The budget should include a general itemization of the costs of the major work elements of the project and provisional schedule of invoicing.

Invoices will be processed only for completed tasks and items approved by the Project Oversight Team, with 10% of each invoice payment to be held back until all final deliverables have been accepted by the Project Oversight Team and approved by PIARC.

In line with EU regulations, the payment will take place 60 days after the acceptance of the invoice by the POT.

Since a timely delivery of the tasks is at the essence of the Special Projects mechanism, late penalties could be applied if the external consultant fails to deliver the outputs in the proposed milestones. In line with French regulations, if the delay is the contractor's responsibility, the penalties will be 1% of the budget per week of delay, with a grace period of 15 days, and up to a maximum of 5% of the budget.

7 PROJECT OVERSIGHT AND PROPOSAL EVALUATION

The project will be overseen by a project evaluation and steering committee called “Project Oversight Team” (POT). These experts will be drawn from PIARC membership and will include representatives from some technical committees. Some experts will be nominated by member countries and PIARC General Secretariat staff. The POT will select the preferred tenderer and assist in the development of the project.

The POT will assess proposals and select the preferred tenderer on the basis of the following criteria:

- a) Technical approach and methodology (up to 35 points): how the tenderer addresses the project objectives and deliverables, how effective and resilient the proposed approach and methodology are;
- b) Experience and availability of the proposed team (up to 30 points): technical capabilities, translation experience, international experience, network/breadth;
- c) Value for money offered by the tenderer (up to 20 points): including the time offered by different contributors of the tenderer’s team; and
- d) Proposed work plan including intermediate milestones of the schedule (up to 15 points).

The POT will oversee progress of the Project, including participating in meetings, reviewing interim and final products. The POT and PIARC will also provide relevant information from the PIARC work to the selected tenderer for use in the project. In addition to review and oversight by the POT, input may also be sought from the PIARC Executive Committee.

8 PROPOSAL SUBMISSION

Proposals shall include all the elements identified in this Call for Proposals.

Proposals shall be submitted electronically in English to PIARC at: gen-sec-piarc@piarc.org

No later than 15 March, 2024

For any questions, please send E-mail to gen-sec-piarc@piarc.org