

National Transit Institute

Rutgers University

Request for Qualifications

The National Transit Institute (NTI) is searching for a subject matter expert (SME) to assist NTI and the Federal Transit Administration (FTA) in the development of a 1.5-day, instructor-led course titled "**Transit Asset Lifecycle Management.**" The purpose of the course is to assist transit agencies in making Transit Asset Management (TAM) a regular and fully integrated part of agency practice and to help transit agencies mature their TAM programs to go beyond the minimum rule requirements to include risk and lifecycle analysis.

This course will feature a flipped classroom approach, where instructional content will be delivered in advance of and during the course, and much of the time in the classroom will be spent on activities that would traditionally be considered "homework." It will include some required pre-reading and a live webinar to be held before the classroom portion of the course.

The SME will share their technical expertise with NTI and the FTA as course content is developed. Course content will include: read-ahead materials, instructional slides, handouts, and classroom activities. The SME may, subsequently, also participate in or lead a pilot of the course, and/or may have the opportunity to serve as the instructor for the course once course development is complete.

The SME should have experience in:

- Developing agency TAM policies and asset-level decision-making processes,
- Managing assets for one or more transit agencies (preferably at agencies diverse in size and scope),
- Collecting and managing asset information,
- Risk management, preferably related to risks associated with transit assets,
- A range of information technology systems aimed at managing asset information,
- Asset lifecycle analysis and management, and
- Course instruction and managing group activities, preferably using a flipped classroom approach.

Please submit qualifications packets (up to 12 pages including attachments) to Billy Terry at bterry@nti.rutgers.edu by December 20, 2019. When submitting qualifications packets please label subject line "Transit Asset Lifecycle Management Qualifications." Each packet must include:

- Resume (if submission if from an individual) or an organizational description (if submission is from a firm),
- A listing and description of TAM-related projects/initiatives completed within the last four years,
- A listing and description of instruction and course development projects/initiatives completed in the last four years, and
- Recommendation letters (at least two).