



Request for Proposals

2025-2026 Student Project Fund

Submittals Due: Tuesday, November 11, 2025, by 11:59pm MST

Only ITE Student Chapters from Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, and Wyoming are eligible.

Background and Purpose

ITE strongly encourages the development of well-rounded students who engage with their communities in a number of different ways. To aid in this engagement, the Mountain District Board has approved up to \$4,000 (\$2,000 each for up to two chapters) to be awarded during the 2025-2026 school year to subsidize technical or outreach activities being carried out by ITE Student Chapters in the Mountain District.

This program is an evolution of the previous Data Collection Fund, which was solely focused on technical projects. By expanding the scope of this RFP, the hope is that more student chapters will be able to identify projects that meet the goals of this program. Ultimately, projects submitted to this program should help students engage with professionals in the transportation industry, receive mentorship regarding real-world topics, and learn how to interact with and provide education to future generations.

Grant Schedule

The following schedule shows the required deadlines for submission of materials. Proposers shall specify a schedule in their proposals that will accommodate their individual end-of-semester schedules while students are in school.

- RFP Issued: September 30, 2025
- Question Deadline: October 14, 2025
- Proposals Due: November 11, 2025, 11:59pm MST**
- Notification of Grant Awards: Week of November 24, 2025
- Student Chapters conduct Project:..... As shown in your proposal
- Mid-Project Check-In: February 2026
- Student Chapters submit Project Report with Supporting Documents:..... As shown in your proposal
Note: this must be no later than Monday, May 4, 2026, unless otherwise explained in your proposal.
- District Payment to Student Chapters Within 2 weeks of the completion of all tasks identified above

The guidelines in this RFP were developed to minimize student effort in submitting a proposal for a grant. Questions or clarifications regarding the Student Project Fund or the content of this RFP should be directed via email to Student and Younger Member Committee (SYMC) Chair, Victoria Edington (victoria.edington@stantec.com). Questions should be submitted no later than **Tuesday, October 14, 2025**. Responses to any questions received will be distributed to all ITE Student Chapter faculty advisors within the Mountain District.

Proposals shall be sent by the student chapter’s **single point of contact** to Victoria Edington, SYMC Chair, via email (victoria.edington@stantec.com) by **11:59pm MST on Tuesday, November 11, 2025**. Proposals shall be submitted as a single file attachment; PDF format is preferred.

Requested Scope of Services

Projects that will be considered for funding through this program should fall into one of two categories: technical or outreach. It is recommended that student chapters incorporate these projects into their current transportation course work, established community service programs, or existing ITE Student Chapter activities when possible. These projects should be scaled to require approximately 80 person-hours of effort to plan, execute, and document.

Technical & Research Activities

It is expected that technical projects should emulate the type of real-world studies that transportation engineers and planners engage in from day to day. Suggested types of projects may include, but are not limited to, trip generation studies, parking generation studies, pass-by trip studies, data collection of turning movement counts or speeds, safety data studies, etc.

Student chapters are encouraged to reach out to local municipal agencies and/or consultants in your area to identify technical data collection that they could use for ongoing work. ITE Sections and Student Chapter Liaisons can help connect you with partner agencies if you are interested in this idea; see the Mountain District website (www.mountainite.org) for more information.

Alternatively, ITE as an organization often looks for submissions of technical data to supplement updates to documents such as the *Trip Generation Manual*, *Parking Generation Manual*, etc. Please visit the ITE website (www.ite.org) to learn more about how ITE utilizes user-sourced data in their publications and the specific requirements for the collection and submission of such data.

Technical projects that will provide pragmatic, empirical results for use in real-world applications will be prioritized during the proposal scoring process. Proposals should include specific details about where, when, and how transportation data will be collected, as well as how it will be presented to others in a usable format.

If a student chapter elects to undertake a technical project, they should identify a mentor in the transportation industry who will provide consistent oversight, assistance, quality control, and mentoring over the entire course of the project. Involving an active or retired ITE member as a mentor is preferred but is not mandatory. While the ITE Student Chapter faculty advisor can and should provide guidance, ideally, they should not be the sole mentor for this effort.

Outreach & Community Service Activities

Outreach projects should enable student chapters to share their knowledge with their community in an engaging and educational way. A wide range of projects may be considered that fit in this category, but ultimately, projects that focus on transportation, particularly related to multimodal transportation or vulnerable road users, are preferred. This approach could focus on a single large event or several smaller recurring events.

The ITE STEM Outreach Committee has compiled many resources for outreach to PreK-12 students about the transportation industry. Ideas for outreach activities can be inspired by those shared on their website (www.ite.org/technical-resources/transportation-science-technology-engineering-math-stem-resources/).

Other community service initiatives could include, but are not limited to, bike building events, bicycle education events, neighborhood safety walking tours, campus safety tours, Safe Routes to School support, etc. Student chapters are encouraged to reach out to local agencies, charities, or advocacy organizations in your area to identify community service opportunities. The Mountain District Service & Outreach Committee is also available to provide ideas.

Outreach projects that focus on transportation-related needs and that will have a substantial impact on a specific audience will be prioritized during the proposal scoring process. Proposals should include specific details about where, when, and how the project will be carried out, as well as how it will be documented and shared with others.

If a student chapter elects to undertake an outreach project, they should identify a mentor in the local community who will provide consistent assistance and mentoring over the entire course of the project. While the ITE Student Chapter faculty advisor can and should provide guidance, ideally, they should not be the sole mentor for this effort.

Requirements of this RFP

Grants of \$2,000 each will be considered for a project that requires approximately 80 person-hours of effort. Proposals shall be submitted as a **single file, no more than three pages** in length, on 8.5" x 11" paper using a reasonable font size, and shall address the following items:

- 1. Project Scope:** This section will summarize the initiative to be undertaken. The proposal must include a summary of the specific technical data that is being collected or the specific outreach activities that will be developed. Any agencies or organizations that will be involved in the project should clearly be identified. This section should also include a brief summary of the anticipated level of effort for the project in terms of number of hours and people.
- 2. Documentation Plan:** The student chapter should identify how they plan to document their project in this section. While a final report is expected (see the **Deliverables** section, below), other ideas for supplemental documentation are encouraged. Additionally, this section should identify how the student chapter intends to track and report the total amount of effort expended to complete the project.
- 3. Mentorship Plan:** This section will identify the student chapter's mentor for the project. The mentor should provide consistent oversight, assistance, quality control, and mentoring to students over the entire course of the project. While the ITE Student Chapter faculty advisor can and should provide guidance, ideally, they should not be the sole mentor for this effort.
- 4. Project Management & Contact Information:** The names, phone numbers, and email addresses of the following individuals must be clearly identified:
 - student coordinator / project lead
 - mentor
 - faculty advisor for the project

One of these three people must be identified as the student chapter's **single point of contact** for the duration of the project. The proposal and all project deliverables for the project must be sent to the SYMC Chair by the single point of contact. Other questions and correspondence may come directly from anyone involved in the project. Additionally, an accurate mailing address for the student chapter must be provided. This is necessary for the Mountain District to be able to distribute the grant award via check at the appropriate time.

All three points of contact will need to remain in contact with the ITE Mountain District SYMC Chair for coordination until July 1, 2026. Any changes to this contact information must be supplied promptly to the Mountain District SYMC Chair.

- 5. Schedule:** A schedule for the project must include specific dates as listed above in the **Grant Schedule** section. Graphical representations of the proposed schedule, such as a Gantt chart, are welcome to be included within the prescribed page limit. Note that student chapters are expected to provide a mid-project update to the SYMC Chair sometime in February 2026. This could be a virtual meeting with a defined agenda, a preliminary report, or some other form of status update. The student chapter's proposed method for providing this update should be clearly identified in the proposal.
- 6. Agreement to Hold Harmless:** It is required to state agreement to the hold harmless clause included on the last page of this RFP.

A cover letter may be submitted with the proposal. However, if included, the cover letter will count as one page out of the three-page limit. Any graphics, photos, schedules, logos, or other non-textual elements must also fit within the three-page limit. Proposals over the three-page limit will not be accepted.

Proposal Evaluation

Proposals will be evaluated in the following manner:

1. Pass/Fail Criteria:

All of the below criteria must be met in order for the proposal to be considered for the grant award.

- Proposal sent by the single point of contact (student coordinator, mentor, or faculty advisor) and received by the submission deadline. No submissions will be received after 11:59pm MST on November 11, 2025.
- Proposal does not exceed the three-page limit, including optional cover letter and graphics.
- Proposal states all three project management personnel with phone numbers and email addresses.
- Proposal includes a mailing address for the student chapter to which the grant award check can be mailed.
- Proposal agrees to the hold harmless agreement included on the last page of this RFP.
- Proposal schedule meets the required deadlines.

2. Scope of Services (40 points):

Scoring will be based upon the relevance/need/uniqueness of the proposed project, including how well the project goals, steps, and key deliverables are outlined. A clear strategy of how the project will be documented should also be outlined. Students should review the Requested Scope of Services section of this RFP in preparing this part of your proposal.

3. Project Management, Mentorship, and Partnership (30 points):

Scoring will be based upon inclusion of transportation professionals, local agencies, community organizations, and/or faculty members in the proposal and the demonstration of teamwork. Please include how you propose to work together to carry out your project and how you plan to manage tasks if unexpected obstacles arise, such as schedule delays. This section should also describe how the grant money would be used to support the activities of your student chapter (travel to ITE meetings, student recruitment, etc.).

4. Effort/Resources (30 points):

Scoring will be based upon how the scope matches within the anticipated level of effort (approximately 80 person-hours). Proposals that most clearly demonstrate how the proposed project will be integrated into current transportation course work, established community service programs, or existing ITE Student Chapter activities are encouraged and will be given the highest number of points.

Any student chapter that previously received a grant award and failed to provide the required deliverables or meet scheduled deadlines will receive a 15-point deduction for the following two years.

Evaluation Committee and Selection

Proposals will be reviewed and scored by members of the ITE Mountain District Student and Younger Member Committee, which includes the Student Chapter Liaisons for all seven Sections within the Mountain District. If a student chapter wishes to use a member of the SYMC as a mentor, that request must be passed along to the SYMC Chair for approval prior to submitting their proposal.

The highest scoring proposals will be awarded grants, up to the total combined maximum of \$4,000. If fewer than two proposals are received, or if the evaluation committee finds that some proposals are not in the best interest of the Mountain District, less than \$4,000 in grants may be awarded.

The District strongly recommends use of these funds for the Student Chapter's ITE-related activities and attendance at the 2026 Student Leadership Summit and Mountain District Annual Meeting in Flagstaff, Arizona.

Deliverables

The student chapter should have a clear plan for documenting their project. Not only will documentation allow the chapter to keep track of their project, but it can also be used for promotion, recruitment, and engagement in future years. Preparation of a report will also feed directly into the chapter's submission for the Outstanding Student Chapter or Student Chapter Momentum Award in Spring 2026.

Reports should typically be no more than 10 pages in length, including any tables, photos, charts, or other data. They should focus on what the project entailed, where and how it was carried out, and what the key takeaways were.

- For a technical project, the report should discuss the data that was collected or analyzed and what its significance is to the users who may reference it in the future. If data is to be submitted to ITE, the proper data forms and documentation of a thorough quality control process should also be included.
- For an outreach project, the report should discuss who the audience was, how they were engaged, and quantifiable numbers regarding the scale of the outreach (number of participants, age or class ranges, etc.).

Bonus ideas for supplemental documentation are encouraged. Photos and videos of ITE student members are always great! However, please bear in mind that there may be restrictions regarding consent to be photographed, particularly when children are involved. Images that are included in the final report and/or uploaded to social media may end up being shared by the Mountain District or other ITE accounts, so care must be taken to avoid inclusion of sensitive or identifying information.

Additionally, the Mountain District requests that student chapters track and report the total amount of effort expended to complete the project. True reporting from all individuals involved in the project is encouraged, just as it is in the real-world transportation industry. Even if the effort exceeds the estimated 80 person-hours, knowledge of how much effort was actually required will help the Mountain District Board and other student chapters plan this program more proactively in the future.

Remember, the proposal and all project deliverables must be submitted to the SYMC Chair by the student chapter's **single point of contact**. Other questions and correspondence may come directly from anyone involved in the project.

Required Hold Harmless and Copyright Transfer

As the ITE Mountain District is a small non-profit group, it is important that it is held harmless from any liability or negligence associated with the efforts of this proposal and project. Successful proposers will own their project plans, data, and documentation. The ITE Mountain District will only request a copyright transfer to allow publication and/or republication of information but will not own any of the products nor be responsible for the conduct of the student chapters. Therefore, it is required that the proposer include the following statement – exactly as worded below – in their proposals.

"<Name of Group> holds harmless and indemnifies the ITE Mountain District from any and all liability associated with the conduct and completion of this proposed project and associated activity."

Second, successful proposers will be required to sign the Copyright Transfer that allows the ITE Mountain District to publish the data collection report and data completed as part of this effort. The proposer will own the data and have all rights to their work, but by signing the transfer they are giving the ITE Mountain District the ability to publish this information. This form is not required to be submitted with the proposal, but will be required if and when the student chapter is selected.