

**Request for Proposals for Professional Services
Tahoe Metropolitan Planning Organization (TMPO)
Cordon Station Video Survey and Model Recalibration**

I. Background

The Tahoe Metropolitan Planning Organization (TMPO) is seeking proposals from qualified professionals to conduct a video license plate survey that will inform the recalibration of their TransCAD Tour-Based Model. In September 2009, the TMPO applied for and received funding from the California Strategic Growth Council (SGC) to update their modeling capabilities to comply with California Senate Bill 375 objectives. These objectives require increased modeling sensitivity toward proposed smart growth development and greenhouse gas (GHG) reduction strategies. The TMPO TransCAD travel model is a tour-based model that reflects resident, seasonal resident and visitor travel behavior in the Lake Tahoe Region and the difference between travel patterns in the summer and winter season. Identifying an accurate accounting at the seven (7) entry stations of the region towards the overall percentage of full-time homeowners, secondary homeowners, commuters and visitors to the region are all primary characteristics of travel in the Tahoe Region and are important variables in the TMPO modeling efforts towards the identification of interregional and intraregional trip information and forecasts.

The selected consultant(s) for the project will be responsible for conducting a video license survey at the seven cordon stations of the region, including all necessary equipment and technical support. The collected survey information will need to be transcribed and geo-coded with DMV records to identify county vehicle registration and zip code locations. The data will then need to be tabulated and input into the TransCAD format to reflect the overall vehicle activity characteristics and determine the sensitivity of the model to the appropriate scale-range-mix of land use changes. (Please refer to the Proposed Scope on page 2 and Project Timeframe-Figure A.)

II. Context

The planning and regulatory framework in the Lake Tahoe Region is drawn largely by the Tahoe Regional Planning Compact (Compact), Public Law 96-551. The Compact is federal law ratified by the States of California and Nevada in 1980. The Compact sets out a number of provisions, including the creation of the Tahoe Regional Planning Agency (TRPA), a planning and regulatory entity charged with protecting the lake and land of the Lake Tahoe Basin. In 1982, TRPA adopted Resolution 82-11, adopting environmental threshold standards for the Lake Tahoe Region. The Compact and thresholds guide virtually all aspects of TRPA's planning and operating functions. In 1999, the TRPA became a federal Metropolitan Planning Organization (MPO). This designation recognizes the importance of transportation planning in the Region and provides additional federal funds and California Blueprint funding to support transportation planning efforts.

In September 2008, Governor Schwarzenegger signed legislation, Senate Bill (SB) 375 (Chapter 728, 2009), which changes California's approach to land use and transportation planning by integrating the processes towards developing the state's greenhouse gas emission reduction targets. The Budget Act of 2009 (Assembly Bill (AB 1) Section 45, Item 0540-101-6051) makes available funds for data gathering and model development necessary to comply with SB 375 pursuant to subdivision (c) of Section 75065 of the Public Resources Code.

III. Anticipated Roles and Responsibilities:

- **TMPO-TRPA Staff:** Manage and direct the selected consultant work tasks and review for project work task completion. Synthesize land use and transportation policies from data collection effort.
- **TMPO Governing Board:** Responsible for providing broader policy direction and taking the required actions towards necessary approvals.
- **Tahoe Transportation Commission (TTC) Board:** As an advisory body to the Tahoe Metropolitan Planning Organization, the TTC will be responsible for providing direct input and review of products and results.
- **Tahoe Transportation District (TTD) Board:** The TTD, as defined in Article IX of the Compact, will provide an implementation perspective in carrying out the programs and concepts, including planned capital and transit improvements of the Regional Transportation Plan (RTP).
- **Consultant:** The selected consultant team shall lead the development of the survey and model enhancements. The scope of services outlined below will specifically address the activities and products expected of the selected consulting team.

IV. Proposed Scope of Services

As shown in Figure A, the TMPO proposes to conduct the survey work and model recalibration over a 16-month time frame with the following tasks identified:

Task One: Cordon Station Site Field Review

The selected consultant will be responsible for identifying the appropriate locations for the survey work. However, it is assumed this will include at least one (1) station at each of the seven (7) entry points. Additional tasks will involve permitting coordination, logistics of field survey crews, and anticipated sampling size error associated with the survey.

Task Two: Summer Survey

Under this work task, the selected consultant will be responsible for collecting a 24-hour video license plate survey on Friday, August 20, 2010. The TMPO is also considering an option for an additional mid-week survey. In preparing a cost estimate for this work task, all proposals shall specify the additional costs of conducting the mid-week survey as an optional item of work.

Task Three: Summer Survey Data Processing

Once an appropriate 24-hour sample has been collected at the seven cordon stations, the selected consultant shall be responsible for transcribing the survey data in an acceptable format to the California and Nevada Department of Motor Vehicles (DMV), within a reasonable amount of time mutually agreed upon by the Consultant and TMPO contract administrator. The TMPO will be responsible for requesting the survey data to be geo-coded with the county and zip code registrations maintained at the DMV offices in both California and Nevada.

Task Four: Summer Survey Report

Once the August Summer Survey and DMV Survey Processing has been completed, an August Summer Survey Report shall be prepared that details the results of the survey, the sample size collected, and any abnormalities that may have influenced the results of the survey.

Task Five: Summer Survey TransCAD Model Input

The information compiled under Task Four shall be utilized to update and inform the existing external worker, overnight visitor, thru and day visitor models currently maintained in the TMPO TransCAD Model. Validation of the survey data and model input shall be cross-referenced and validated with NDOT and Caltrans traffic counts.

Task Six: Winter Survey

Under this work task, the selected consultant will be responsible for collecting a 24-hour video license plate survey on Friday, February 18, 2011. The TMPO is also considering an option for an additional mid-week survey. In preparing a cost estimate for this work task, all proposals shall specify the additional costs of conducting the mid-week survey.

Task Seven: Winter Survey Data Processing

Once an appropriate 24-hour sample has been collected at the seven cordon stations, the selected consultant shall be responsible for transcribing the survey data in an acceptable format to the California and Nevada DMV. The TMPO will be responsible for requesting the survey data to be geo-coded with the county and zip code registrations maintained at the DMV Offices in both California and Nevada.

Task Eight: Winter Survey Report

Once the February Winter Survey and DMV Survey Processing has been completed, a Winter Survey Report shall be prepared that details the results of the survey, the sample size collected, and any abnormalities that may have influenced the results of the survey.

Task Nine: Winter Survey TransCAD Model Input

The information compiled under Task Eight shall be utilized to update and inform the existing external worker, overnight visitor, thru and day visitor models currently maintained in the TMPO TransCAD Model. Validation of the survey data and model input shall be cross-referenced with NDOT and Caltrans traffic counts.

Task Ten: Analysis for Smart-Growth Policies

Once all the winter and summer video license plate survey(s) are input and validated, the selected consultant shall conduct three dynamic validation tests to determine the sensitivity of the model to the appropriate scale-range-mix of land use changes. Once the model's sensitivity is determined, incorporate the smart growth adjustment in-line to the model's assignment, that also provides opportunities for enhanced visualization effects.

V. Required Proposal Content

A. Eligible Proposers

Proposals will be accepted only from individuals who:

1. Are qualified to conduct business in the State of California and/or Nevada
2. Are in good standing with California and/or Nevada Secretary of State (if a corporation or a Limited Liability Company);
3. Have not been debarred by the federal government, State of California, State of Nevada or local government;
4. Have at least thirty-six months of direct and/or related experience in the delivery of the same or similar services for which they are requesting consideration through this RFP;
5. Eligible entities include non-profit, 501 c (3) corporations, sole proprietorships, partnerships, and for-profit corporations;

6. The TMPO agrees to make a “good faith” effort to contract with small, minority and women owned business enterprises. Accordingly, the TMPO strongly encourages these enterprises to reply in part or whole for the tasks listed within this RFP.

B. Source of Funds

The primary source of funding is through the California Strategic Growth Council and is subject to state grant award requirements. The Budget Act of 2009 (Assembly Bill (AB 1) Section 45, Item 0540-101-6051) makes available funds for data gathering and model development necessary to comply with SB 375 pursuant to subdivision (c) of Section 75065 of the Public Resources Code

C. Contract Term

The term of the contract is anticipated to commence on August 2, 2010 and conclude on September 30, 2011. The TMPO retains an option to extend the contract contingent upon satisfactory performance and available funding.

D. Schedule

Announcement and Availability of Request for Proposal June 17, 2010
Deadline for Submission of Proposal July 14, 2010
Scoring of Proposals July 16, 2010
Announcement of Selected Consultant July 19, 2010
Contract Negotiation and Execution July 21, 2010
Commencement of Contract August 2, 2010

E. Proposal Submission

There is no requirement of a Submission of Letter of Intent to apply.

F. Deadline for Submission of Proposals

The original proposal, together with two complete copies and one electronic copy, must be hand-delivered or mailed in a sealed package, clearly marked on the front “RFP - Mailroom DO NOT OPEN” by 5:00 p.m. PST on July 14, 2010 to:

Tahoe Regional Planning Agency
Attn: Keith Norberg
PO Box 5310
128 Market Street
Stateline, NV 89449

Timely submission of proposals is the sole responsibility of proposer. The TMPO reserves the right to determine the timeliness of all submissions. Late proposals shall not be reviewed.

G. Requests for Clarification

A bidder’s conference will not be held for this proposal. Proposers may submit questions by electronic mail to knorberg@trpa.org or by calling (775) 589-5289. Additional information concerning the Regional Transportation Plan (Mobility 2030) and the TMPO TransCAD model can be found at www.tahoemp.org.

H. Proposal Review Process

In order to ensure that this procurement meets statutory and audit standards, the proposal review process shall be as follows:

1. All proposals shall be reviewed to determine that minimum eligibility standards have been met. Ineligible proposers will be notified in writing.
2. All eligible proposals shall be reviewed, scored, and ranked.
3. A proposal will be selected based on the combined score of the written submission and an oral interview with the top ranked proposers.
4. Proposers shall be notified in writing on their selection outcome.

VI. General RFP Information

A. General Proposal Conditions

1. Cost incurred by proposer: All costs of proposal preparation shall be borne by the proposer.
2. All subcontractors, if any used by the selected consultant, will require prior written consent of the TMPO and will be subject to all provisions stipulated in the TRPA Consultant Services Agreement.
3. This project is funded by California state grant awards and is subject to state grant award requirements and cost principals including, but not limited to travel and per diem rates.
4. All submittals are public information. Restrictions on any information submitted will render a bid non-responsive.
5. Accuracy and Completeness: The proposal must set forth accurate and complete information. Unclear, incomplete, and/or inaccurate documentation may not be considered. If the proposer knowingly and willfully submits false performance or other data, the TMPO reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false data or performance, the TMPO reserves the right to terminate the contract.
6. Withdrawal of Proposals: Proposals may be withdrawn by written request of the authorized signatory on the proposer's letterhead or by e-mail at any time prior to the submission deadline.
7. General TMPO Reservations:
 - a. TMPO reserves the right to withdraw this RFP at any time and without prior notice. The TMPO makes no representation that any contract will be awarded to any proposer responding to the RFP. The TMPO reserves the right to reject any or all submissions.
 - b. If an inadequate number of proposals are received or the proposals received are deemed non-responsive, or not cost effective, the TMPO may at its sole discretion, extend the submission date until a sufficient number of proposals are received, reissue the RFP, or execute a sole-source contract with a vendor.
 - c. The TMPO and/or their designees shall review and rate the proposals. The proposer may not make any changes or additions after the deadline for receipt of proposals. The TMPO reserves the right to request additional information or documentation, as it deems necessary.
 - d. The TMPO reserves the right to verify all information in the proposals. If the information cannot be verified, and if the errors are not willful, the TMPO reserves the right to reduce rating points awarded.

B. Standing of Proposer

Regardless of the merits of the proposal submitted, a proposer may not be recommended for funding by the TMPO, if it has a history of contract non-compliance with the TMPO or with any other funding source; poor past or current contract performance with the TMPO, or any other funding source; or current disputed or disallowed cost with the TMPO or any other funding source.

The TMPO will enter into an agreement only with entities that are in good standing with the California and/or Nevada Secretary of State.

C. Contract Documents

The proposer approved for funding shall enter into a contract with the TMPO that shall include all documentation that is required pursuant to TMPO contract policies. The selected consultant will be expected to sign the standard Consultant Services Agreement.

D. General Preparation Guidelines

1. Narratives should be limited to sixteen (16) pages and printed doubled sided.
2. Each page, including exhibits, should be numbered sequentially at the bottom of the page.
3. All proposals must be accompanied by a cover letter, limited to one page. The letter must include the title, address, telephone number, fax number, and e-mail of the proposer.
4. Proposal must be submitted in the English language, with numerical data in the English measurement system.

VII. Proposal Evaluation Criteria.

The selected Consultant shall demonstrate the ability to direct and manage the resources for the TMPO and shall demonstrate at least thirty-six months of work in the same or related endeavor. The Background and Scope of Services are included to assist in responding to this proposal, and are presented as to be generally informative as to the goals and direction of the TMPO and TTD/TTC.

The following table sets forth the evaluation criteria that the proposer shall describe in narrative and/or tabular form:

Evaluation Criteria: Lake Tahoe Region Cordon Station Video Survey and Model Recalibration	200 Points Total
Section I. Traffic Survey and Modeling Application Experience Demonstrated experience and ability in collecting, disseminating and processing license plate survey data. Proven success in other survey applications and coordination with local and state officials. Knowledge and understanding of the TMPO, TransCAD Tour Based Model and experience in the application and recalibration of license plate survey data.	50
Section II. Project Approach and Experience This section should describe your project approach and previous experience in similar survey work and model application to successful outcomes including; <ul style="list-style-type: none"> • Role and project strategy used by firm • Acceptability of deliverables • Provide a list, including the roles, of the project team • Previous similar work experience • Include the names of three (3) clients or agencies with/or for whom the firm has worked and the name of the contact person, telephone number, and e-mail address. 	50
Section III. Financial Terms A detailed bid including all financial and other terms as related to the Scope of Services.	100

VIII. Financial Terms

A. Compensation

For the tasks set forth under the Scope of Services, the Contactor shall provide:

1. Hourly bill rate for all positions assigned to the contract for each fiscal year.
2. Estimated total hours for each position assigned to each task for each fiscal year.
3. Total maximum compensation for each task for each fiscal year.

Payment of said fees and expenses shall be due and payable on a monthly progress billing basis as outlined in the contract.

B. Other Bid Terms

1. The consultant shall provide proof of:
 - a. Workers' Compensation Insurance (if applicable)
 - b. Commercial General Liability Insurance
 - c. Commercial Auto Liability and Property Insurance
 - d. Professional Liability Insurance
2. By submission of a bid in response to the RFP, the Consultant represents and warrants that it and all personnel engaged in providing product and performing services are and shall be fully qualified and are authorized or permitted under state and local law to perform such services.
3. The Consultant certifies to the best of its knowledge and belief that it and its principals:
 - a. Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

- b. Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement or receiving stolen property.

Figure A

TMPO Model Improvement Program-Proposed Scope and Project Timeline

