



Request for Proposal (RFP) 14-2

for

Contra Costa Express Bus Study Update

RESPONSES DUE:

Monday, September 29, 2014 by 3:00 p.m.

Contra Costa Transportation Authority
2999 Oak Road, Suite 100
Walnut Creek, CA 94597

Request for Proposal (RFP 14-2)

for

Contra Costa Express Bus Study Update

TABLE OF CONTENTS

Section 1 – Introduction 1

Section 2 – Objectives 2

Section 3 – Description of Services 3

Section 4 – Respect in the Workplace 3

Section 5 – Disadvantaged Business Enterprise (DBE) Participation 4

Section 6 – RFP Submittal Requirements 5

Section 7 – Selection of Consultant 8

Section 8 – Selection Process Dates 9

Attachment 1 – Scope of Work 10

Attachment 2 – Notice to Proposers: Disadvantaged Business Enterprise Information

Attachment 3 – Federal Forms to be Submitted with Proposal

Attachment 4 – Standard Agreement for Transportation Planning and Engineering
Services

Note: Attachments 2, 3, and 4 are separate attachments available at:
www.ccta.net, then click on RFP/RFQ & Notice to Contractors

Section 1 – Introduction

The Contra Costa Transportation Authority (Authority) is releasing this Request for Proposal (RFP) to interested consultant firms to update its Contra Costa Express Bus Study which was adopted in December 2001.

In November 2004, Contra Costa voters approved Measure J, a 25-year extension of Measure C, the countywide ½-percent sales tax originally passed in 1988 (Measure C) to fund transportation improvements and growth management in Contra Costa. Both measures authorized the Authority to administer the tax, which will expire in 2034. The Authority is also the designated Congestion Management Agency (CMA) for Contra Costa. As the CMA, the Authority is involved in developing regional transportation and development policies and in setting priorities for federal and State funding.

The Transportation Expenditure Plan that directs the Measure J revenues includes a specific category of funding for express bus services at 4.3 percent of annual transportation sales tax revenues. While not explicitly stated the intention of the program was to provide a long term funding source to supplement existing funding to enable the implementation of the express bus network presented in the Contra Costa Express Bus Study (CCEBS) completed in 2001.

The CCEBS describes service along four major corridors (I-80, I-680, East-to-Central, and far East County) in three phases. Phase 1 includes express bus service identified in the MTC Express Bus Program. Phase 2, or the “basic” scenario, represents enhancements beyond the MTC-funded program and were thought to be implementable by 2007. Phase 3, or the “enhanced” scenario, would greatly enhance the frequency of services provided under the basic scenario to offset anticipated congestion anticipated in 2020.

The CCEBS also identifies potential revenue sources that could support improving services to meet the enhanced scenario. These include Local Transportation Fund (LTF - funds generated to operators by the Transportation Development Act), State Transit Assistance funds (STA), “other” MTC Blueprint funds, Measure J funds and other sources. LTF and STA funds are also primary operating fund sources that transit operators depend on to provide everyday local bus routes. MTC Blueprint funds were described to be programs such as the Transportation Congestion Relief Program (TCRP)

and other like programs that the State could implement over the study horizon. It also included funding from the Regional Transportation Improvement Program (RTIP) and State Transportation Improvement Program (STIP).

Of the described revenue sources in the study, the only existing dedicated funding source for express bus services is Measure J; and it has been significantly reduced as a result of the recession. LTF is also a sales tax based source which has seen declining revenues. MTC does provide some funding for express bus services as part of the northern bridge group of Regional Measure 2; though bridge toll revenues have also dropped off significantly.

Because of the reduction in revenues described above, bus operators have made, in some cases, extensive service cuts. In most cases, the cuts have been applied to both local and express routes that are lower performing. There is currently not a revenue scenario for express bus service that would allow operators to provide additional or new services. Staff will be working with the operators to establish some baseline data prior to the downturn in the economy.

The proposed consultant work will build on the original CCEBS and develop a blueprint for an express bus network that will meet the commuting needs of Contra Costa residents.

Section 2 – Objectives

The Consultant's objective will be to assist the Authority and the county bus operators by developing an implementable blueprint for expanding express bus service in Contra Costa County. The plan will identify existing services, funding, demand generators and ultimately a blueprint for service expansion that will include both service and capital improvements needed to accommodate the proposed service increases.

Consultants responding to this RFP will be expected to be familiar with express bus service development, East Bay commute patterns, trip generators, Bay Area, State and Federal bus transit funding sources, transit marketing and collecting stakeholder input. Proposals should respond to the description of services described below in Section 3 and Attachment 1.

Section 3 – Description of Services

The description of services to be provided covers the following main activities:

- **Define and Document Express Bus Services.** Using peer best practices the consultant will define what express bus services are by way of performance and layout criteria and identify existing Contra Costa services that meet the identified criteria.
- **Identify Funding to support Express Bus Service.** Identify funding used to support capital and operations of express bus services in Contra Costa County. The findings will be used to make a reasonable determination of additional services that can be provided to meet demand.
- **Identify Current Express Bus Infrastructure.** Effective Express Bus service requires supportive infrastructure beyond the fleet of rolling stock. The plan shall identify the current rolling stock as well as existing park-and-ride lots, high occupancy vehicle (HOV) lanes, ramps and queues, rolling stock storage capacities and other capital facilities that support Express Service.
- **Stakeholder Interviews.** Based on stakeholder outreach the plan will prioritize service, capital and innovation improvements from a list of projects and services identified.
- **Future Service Scenarios.** From the information gathered a Plan will be developed depicting three possible scenarios including current levels of service, expanded levels of service and reduced levels of service.

A more detailed scope of work is included in Attachment 1. Up to \$120,000 is available to complete the work described herein. Work shall be conducted on a task-order basis.

Section 4 – Respect in the Workplace

During the performance of services under an Agreement, Consultants and any and all Subconsultants shall not discriminate or permit harassing or discriminating behavior against any persons or group of persons whether on the basis of race, color, religion, age,

national origin, ethnic group, gender, marital status, disability status, or sexual orientation. Consultants will comply with all applicable laws including the provisions of Executive Order 11246 as amended by Executive Order 11375 and as supplemented by Department of Labor regulations. Consultants and any and all Subconsultants shall take affirmative actions to ensure respect in the workplace and that applicants and employees are treated justly, without regard to their race, religion, sex, color, or national origin.

In the event Consultants or any Subconsultants fail to comply with this clause of an executed Agreement, said Agreement may be canceled, terminated or suspended, in whole or in part, and Consultants any and all Subconsultants may be declared ineligible for further contracts.

Consultants and any and all Subconsultants shall comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (42 USC §2000(d)) and the regulations of the Department of Transportation issued hereunder (49 CFR Part 21).

Consultants shall include the provisions of this section in any and all subagreements with Subconsultants to perform services under an Agreement with the Authority.

Section 5 – Disadvantaged Business Enterprise (DBE) Participation

This study will be partially funded with federal funds and is, therefore, subject to the Department of Transportation Disadvantaged Business Enterprise (DBE) regulations. Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, shall have the equal opportunity to participate in the performance of work resulting from the RFP. Any agreement resulting from this RFP will incorporate by reference the requirements of 49 CFR Part 26. Failure of Consultants or any or all Subconsultants to carry out these requirements will be considered a material breach of said Agreement, which may result in the termination of said Agreement or such other remedy as the Authority deems appropriate.

Attachment 2, *Notice to Proposers, Disadvantaged Business Enterprise Information*, outlines consultant responsibilities under the Authority's DBE policy. Attachment 3, *Federal*

Forms to be Submitted with Proposal, contains the forms that are required to be submitted with the proposal to comply with federal requirements.

Section 6 – RFP Submittal Requirements

General Note: Proposals submitted to the Authority in response to this RFP will remain confidential until after the consultant selection process is completed. Once a consultant has been selected, and a recommendation is forwarded to the Authority's Planning Committee, proposal contents may be subject to the Public Records Act.

The proposal should be organized consistent with the requirements provided below. Any other information should be placed in a separate section in an appendix to the proposal.

1. **Cover Letter:** A cover letter describing the firm/team's interest and commitment to perform strategic planning, public opinion polling, focus group, stakeholder interviews, community meetings and workshops and communication plans. The person authorized by the firm to negotiate a contract with the Authority shall sign the cover letter. The proposal shall be for a firm 90-day period.
2. **Firm/Team Organization:** Provide an organization chart and describe the role that each firm and team member will play.
3. **Firm/Team Qualifications:** State the qualifications and experience of the individual members of the consultant team. Please emphasize the specific qualifications and experience with direct application to the services being requested by the Authority. Unless beyond the consultant's control, we expect the key team members designated in the firm/team's proposal to remain with the project. Approval to replace key team members of the project team is subject to advance notification and consultation with Authority staff.
4. **Approach:** Summarize the firm/team's approach to the work to be performed, demonstrating an understanding of the services to be provided. Identify any problems that you believe need to be resolved, and proposed solutions.

5. **Detailed Work Program:** A detailed work program for the services described herein. Include a matrix of the key team members, their overall availability, the percentage of time that they would dedicate to the project, and the number of hours they would expend on each major task. (Note: Supplemental cost information shall be submitted under separate cover at the time of the interview.)
6. **Disadvantaged Business Enterprise (DBE):** If applicable, provide information regarding the firm/team's designation as a DBE.
7. **References:** Provide at least three references each (names, current phone numbers, and e-mails) from recent similar work for the Project Manager and key team members. Include a brief description of the projects associated with the references.
8. **Additional Information:** Provide additional relevant information, including general firm qualifications, which may be helpful in the selection process (not to exceed 5 pages).

SUPPLEMENTAL QUESTIONNAIRE TO BE SUBMITTED PRIOR TO THE INTERVIEW

Firms/teams tentatively selected for an interview may be asked to submit responses to a supplemental questionnaire that will be distributed separately following the receipt of proposals.

SUPPLEMENTAL COST INFORMATION TO BE SUBMITTED AT THE INTERVIEW

Firms/teams selected for an interview shall submit the following in a sealed envelope at the time of the interview:

1. Proposed changes to terms and conditions of the standard Authority agreement (see Attachment 4);
2. For each consultant firm, a completed Exhibit D in the standard agreement, including information regarding labor rates, Federal Acquisition Regulations

(FAR) multiplier, and additional direct costs. Authority policy limits the total multiplier including fee to 3.0.

SUBMITTAL PROCEDURE

Please provide one electronic copy of your proposal to the Authority offices by the deadline shown in Section 8 below (Note: No paper copies required). The entire proposal shall be printable in 11 point or larger type, and shall not exceed 35 pages, including the additional information referred to above. The proposals should be submitted electronically to:

dbodon@ccta.net
Diane Bodon, Planning Assistant
(925) 256-4720

Proposals on disk shall be delivered to:

Contra Costa Transportation Authority
2999 Oak Road, Suite 100
Walnut Creek, CA 94597
Attn: Diane Bodon, Planning Assistant

Proposers will receive an e-mail confirmation of receipt. Late proposals will not be accepted.

Please direct any questions you may have to:

Peter Engel, Programs Manager
Contra Costa Transportation Authority
2999 Oak Road, Suite 100
Walnut Creek, CA 94597
(925) 256-4741
pengel@ccta.net

Section 7 – Selection of Consultant

The proposals will be evaluated and scored (maximum of 100 points) using the following criteria:

1. Qualifications and specific experience of key project team members
2. Understanding of project requirements, including opportunities and constraints that could influence the Authority's success in achieving its objectives
3. Understanding of the purpose and requirements of the project and the approach to be followed in performing the work
4. Relevant experience in implementing similar projects
5. Satisfaction of previous clients
6. Writing ability
7. Ability to meet the DBE goal or demonstration of Good Faith Effort

In the evaluation process, emphasis will be placed upon each firm/team's overall qualifications and demonstrated experience to perform the services and work described in this RFP, understanding and quality of response to the tasks in Section 3 and Attachment 1, and ability to accomplish the objectives delineated in Section 2.

A review panel will develop a short list of recommended firms. Based on that initial review, not more than three of the firms/teams will be invited to an interview. The Project Manager and key team members should attend the interview. The panel will rank the firms and recommend approval of the ranking to the Authority, as well as provide any additional direction it deems appropriate for the negotiations.

Once the top firm/team has been selected, staff will start contract negotiations with that firm/team. If contract negotiations are not successful, the second ranked firm/team may be asked to negotiate a contract with the Authority staff. The Authority will ultimately

approve the negotiated contract, although work may be initiated with a Notice to Proceed (NTP) prior to formal Authority approval.

Section 8 – Selection Process Dates

Friday, August 12, 2014	Notification to firms to submit proposals, and publication of the RFP on the Authority website
Thursday, August 21, 2014	Pre-bid Conference 1:30 – 3:00 p.m. Contra Costa Transportation Authority 2999 Oak Rd., Suite 100 Walnut Creek, CA 94597
Friday, September 19, 2014	Proposals are due by e-mail or delivered by DVD/CD at the offices of the Contra Costa Transportation Authority, 2999 Oak Road, Ste. 100, Walnut Creek, CA 94597. (Note: No paper copies required) by 3:00 p.m. local time. Late submittals will not be accepted
Week of September 29, 2014 (<i>tentative</i>)	Interviews by Review Panel
Wednesday, November 5, 2014 (<i>tentative</i>)	The Authority Planning Committee approves the recommended firm/team
Week of November 10, 2014	Staff begins negotiations with top-ranked firm.
November 19, 2014	Authority board approves selection of consultant and issues notice to proceed
December 17, 2014	Authority Board approves contract

Attachment 1 – Scope of Work

General Note:

- 1) All deliverables shall be prepared in *preliminary draft form* for review by CCTA staff, then *draft form* for review by the appropriate standing committee, then *final form* for public release;
- 2) The Authority reserves the right to modify this scope of work, based on its review of the proposals received and negotiations with the firm selected to accomplish the effort.

Task 1 – Research and Define Express Bus Criteria

Define the various tiers of bus transit service, ranging from local service, to express service, to Bus Rapid Transit (BRT). Define express bus service, its distinguishing characteristics, and the criteria for determining which routes might qualify for express service. The consultant shall research industry practice and peer transit system definitions for express bus criteria. Criteria and thresholds used by peer systems to define express service shall be reviewed and documented.

Deliverable – Technical Memorandum #1.

Task 2 – Review Express Routes that Serve Contra Costa and Identify Express Bus Routes

Background: There are several public transit agencies that operate bus service in Contra Costa County including four Contra Costa agencies: County Connection in central Contra Costa, Tri Delta Transit in east Contra Costa, WestCAT in the northwest part of Contra Costa and AC Transit in the southwest part of Contra Costa. In addition, four out of county operators provide services into Contra Costa. From Solano County SolTrans provides express services from Vallejo to both El Cerrito and Walnut Creek and Fairfield and Suisun Transit (FAST) provides express service from Vacaville and Fairfield to Walnut Creek. From Alameda County, Wheels, provides service from Livermore to Walnut Creek. From Marin County Golden Gate Transit provides an express route from San Rafael to the Richmond and Del Norte BART stations.

Historical Trends: The Consultant shall document historic levels of express bus service from 1990 and 2000 to the present. The Consultant shall document the changes in service that have occurred since 1990, and identify the factors that drove operators to change service plans.

Existing Conditions: The consultant shall review all publically operated bus service and determine Express Bus routes that currently operate in Contra Costa. Express bus routes shall be mapped and described. Private shuttle operations (to the extent that they are known) should be identified as well.

The consultant shall document links and coordination between services and express routes including connections to other routes and major destinations. The consultant shall also identify how current routes meet the criteria identified in Task 1.

Deliverable –Technical Memorandum #2.

Task 3 – Current Express Bus Route Performance

Public routes identified in Task 2 shall be further evaluated and described in terms of ridership, total hours, revenue hours, cost, and farebox recovery ratio. As appropriate these express routes shall also be compared against similar trips by automobile (time and cost). Performance measures established by each operator for their specific express routes shall also be documented.

Operating issues, markets served and future changes anticipated shall be described. Fare rates, fare mechanisms (Clipper, East Bay Value Pass), and transfer agreements shall be documented.

Deliverable –Technical Memorandum #3

Task 4 – Current Express Bus Funding

Identify funds used to support the express bus system and funding requirements. Document funding sources and the constraints and how each source is allocated throughout the existing express network. For instance some routes are paid for with Regional Measure 2 (RM2) funds that have a farebox recovery ratio requirement.

Deliverable – Technical Memorandum #4

Task 5 – Current Express Bus Infrastructure

Park and Ride lots, Bay Area Rapid Transit (BART) stations, Transit Centers

Park and ride lots, BART stations, and transit centers are key locations in the express bus system. The consultant shall identify and map current locations and identify issues and improvements. Known or planned improvement projects such as the Walnut Creek BART shall be described. Changes to the existing system that are planned shall be included. The impact on future express service shall be explained. The consultant shall evaluate capacity, bus layover space, connectivity, and passenger amenities to identify issues.

Infrastructure improvements shall be identified and prioritized then preliminary cost estimates and agency responsibilities shall be determined.

Caltrans and Metropolitan Transportation Commission (MTC) projects

Highway improvements including the creation of high occupancy vehicle (HOV) or high occupancy toll (HOT) lanes, on/off ramp changes, or highway widening work that will affect the performance of the express bus service shall be described. If a project is expected to be complete within the next 10 years it should be described in the plan. The impact on bus service shall be defined in terms of reduced travel time.

Fleet

The fleet required to maintain existing service on the express bus routes shall be described in terms of the need for pull-out, spares required, and type of vehicle used by operator. A replacement schedule shall be developed in accordance with regional funding availability.

Deliverable – Technical Memorandum #5

Task 6 – Express Bus Service Improvements - Stakeholder Interviews

The consultant shall be responsible for engaging and interviewing current transit operators, and other stakeholders (including regional transportation planning committee staff) to identify desired improvements to the express bus system. Sub-regional Action Plans shall be addressed in the process. Ridership patterns shall be

evaluated and system improvements shall be suggested by the consultant for stakeholder review.

Deliverable – Technical Memorandum #6

Task 7 – Express Bus Improvements – Technology, branding, and future innovation.

Technology: The consultant shall describe short-range, low cost improvements that are technology based that could make transfers easier for the passengers. These include real time signage, smart-phone apps, driver to driver communication, signal priority installations, commuter bus service technologies developed by Google, Genentech, and Apple, plus other technologies that could improve existing operations and passenger experience.

Branding: The consultant shall explore ways to further coordinate services that may include single branding of the buses, special signage at Express bus stops, and fare structure simplification facilitated by Clipper.

Future Innovation: The Consultant shall identify higher-cost current and future innovations that could improve Express Bus services. These shall include, but are not limited to, dedicated right-of-way for Express Buses or BRT, and the potential for autonomous buses.

Deliverable – Technical Memorandum #7

Task 8 – Express Bus Future Plan

Three scenarios shall be developed for an express bus system; current service levels, expanded service, and reduced service. The three scenarios shall represent current cost and service hours, expanded cost and hours, and reduced cost and hours. Rolling stock needs shall be identified for the expanded and reduced service scenarios. The impact on facilities shall be identified. Triggers that would affect an expansion or reduction of the service should be described such as growth in demand, increases or decreases in funding, major development, and shifts in the economy.

Each scenario shall be described with maps showing routes, service levels (hours), and ridership. A funding plan shall be developed. Assumptions about development growth, ridership pattern changes, and infrastructure improvements shall be described.

The Consultant shall reflect upon the market forces and economic conditions that would factor into the selection of each scenario.

Any service changes implementing the scenarios described that would trigger a Title VI analysis by the operator shall be identified.

Deliverable – Technical Memorandum #8

Task 9 – Contra Costa Express Bus Plan report

Consultant shall prepare a draft report incorporating findings and comments from the previous technical memoranda developed within each task. The draft report shall be circulated to the Contra Costa Transportation Authority, Contra Costa transit operators and Regional transportation planning committees for final comments. Any final comments shall be documented and incorporated into the final plan if appropriate.

Deliverable – Contra Costa Express Bus Plan draft report

Deliverable – Contra Costa Express Bus Plan final report