

*CONTRA COSTA TRANSPORTATION AUTHORITY  
Request for Proposals (RFP) 14-3 for:*

# **Contra Costa On-Call Transportation Performance Monitoring**

Notification Issued by E-Mail: **Tuesday, December 23, 2014**  
Posted on website: **Tuesday, December 23, 2014**  
Responses must be submitted by: **3:00 PM, Monday, January 26, 2015**



CONTRA COSTA  
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# Contra Costa On-Call Transportation Performance Monitoring

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## **Section 1. Introduction**

The Contra Costa Transportation Authority (hereinafter referred to as "AUTHORITY") is issuing this Request for Proposal (RFP) to all interested consulting firms to select one consulting firm (hereinafter referred to as "CONSULTANT") to serve as the provider of On-Call Transportation Performance Monitoring, including conducting the 2015/2017 Congestion Management Program (CMP) and Multimodal Transportation Service Objective (MTSO) Monitoring, and additional on-call monitoring tasks as described in this RFP. Based upon the response to this RFP, one consulting firm will be selected to provide the support services.

Proposals should respond to the full scope of services described in Section 3, *Services to be Provided*, which will be incorporated into Exhibit B, *Scope of Services*, of the Standard Agreement for Transportation Planning and Engineering Services in Attachment 3 hereof. Evaluation of proposals and selection of a qualified CONSULTANT will be performed as described in Section 8 below.

The AUTHORITY's offices are located in Walnut Creek, California. The contact for this RFP and the office address is as follows:

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## **Section 2. General Information and Background**

### **2.1. THE CONTRA COSTA TRANSPORTATION AUTHORITY**

The Contra Costa Transportation Authority was established in April 1989 to implement the Measure C Transportation Improvement and Growth Management Program (GMP) passed by the voters of Contra Costa in November 1988. The

measure contained an Expenditure Plan of \$807 million (in 1988\$) in projects and programs resulting from the collection of a one-half percent sales tax as well as the Measure C GMP. The GMP established a cooperative, multi-jurisdictional process for managing growth on a countywide basis, while maintaining local authority over land use decisions and the establishment of performance standards. In 2004, the voters of Contra Costa approved Measure J, which extended the one-half percent sales tax to 2034, and continued, with some modifications, the GMP first established by Measure C.

The AUTHORITY is also the designated Congestion Management Agency (CMA) for Contra Costa. As the CMA, the Authority is required to prepare a Congestion Management Program (CMP) and update it every two years and, perhaps, more importantly, plays a role in carrying out regional programs and policies and allocating federal, State and regional funding.

The AUTHORITY Board has eleven members: two members of the Contra Costa County Board of Supervisors; two members representing each of the county's four subareas; and one member representing the Conference of Mayors. The Regional Transportation Planning Committees (Regional Committees, or RTPCs), from which eight (two members representing each of the four subareas) of the 11 members are drawn, play a large role in developing and implementing Authority and regional policy. The Measure J GMP involves the RTPCs in several key components including the development of the Action Plans for Routes of Regional Significance and the regional development mitigation programs.

## **2.2. AUTHORITY'S ROLE IN IMPLEMENTING MEASURE C AND MEASURE J**

The Authority has two overall roles in implementing Measure J and, before that, Measure C:

- Funding and implementing the projects and programs identified in the Expenditure Plan and
- Carrying out the GMP established first in Measure C and continued, with modifications, in Measure J

### ***2.2.1. Funding and Implementing Measure J Programs***

The Measure J Expenditure Plan identifies a number of projects and programs to be funded by the sales tax revenues. They range from major capital projects like the Fourth Bore of the Caldecott Tunnel and the extension of commuter rail service further into East County to funding for local street maintenance and para-transit service.

### ***2.2.2. Implementing the Growth Management Program***

The GMP is intended to sustain the quality of life and address the impacts of growth in Contra Costa County through cooperative planning and consensus building. To receive their share of Measure J funds, each jurisdiction in Contra Costa must meet a set of requirements including participation in multi-jurisdictional planning, addressing jobs and housing opportunities, and adoption of a development mitigation program. The Authority is responsible for monitoring the compliance of jurisdictions with the requirements of the GMP and helping them meet those requirements.

To support the cooperative planning called for in Measure J, the AUTHORITY works with the regional committees, local jurisdictions and other agencies to develop a number of planning documents. These include the *Countywide Comprehensive Transportation Plan (CTP)* and the *Countywide Bicycle and Pedestrian Plan (CBPP)* as well as various corridor studies. The CTP, in turn, is built on the Action Plans for Routes of Regional Significance developed by the regional committees.

### ***2.2.3. The Countywide Comprehensive Transportation Plan***

Measure J calls for the AUTHORITY to prepare and regularly update a “Countywide Comprehensive Transportation Plan”. The first Plan, which was adopted in 1995, knitted together the Action Plans into a countywide plan that established a countywide vision and set of goals, actions and projects for 11 transportation issue areas within Contra Costa.

The 2000 Update established four goals – alleviate congestion on highways and arterial roads; manage the impacts of growth; expand safe, convenient and af-

fordable alternatives to the single-occupant vehicle; and maintain the transportation system – and 21 strategies for carrying out those goals.

The 2004 Update kept the goals and strategies of the previous CTP and focused primarily on the development of an Expenditure Plan for the proposed Measure J, which was placed before the voters in November of that year.

The Authority's current adopted "vision" is included in the 2009 Update as follows:

*Strive to preserve and enhance the quality of life of local communities by promoting a healthy environment and a strong economy to benefit the people and areas of Contra Costa, sustained by 1) a balanced, safe and efficient transportation network; 2) cooperative planning; and 3) growth management. The transportation network should integrate all modes of transportation to meet the diverse needs of Contra Costa.*

The 2009 Update also provided a transition from the policies and provisions of Measure C to those enacted by the voters in Measure J and set the table for the new era of coordinated land use and transportation planning in the RTP development process that would be ushered in by the passage of AB 32/SB 375 and the Sustainable Communities Strategy (SCS).

The 2014 Update, scheduled for adoption in March 2015, builds upon, and revises the vision statement from the 2009 CTP, and incorporates the Sustainable Communities Strategy (SCS) into the Plan by using ABAG's Projections-2013 land use dataset as the basis for the Environment Impact Report travel model analysis of the build-out of the Plan.

#### ***2.2.4. Action Plans for Routes of Regional Significance***

The AUTHORITY has relied on the sub-regional Action Plans for Routes of Regional Significance as the component in implementing the cooperative, multi-jurisdictional planning process called for by the Measure J Growth Management Program. The primary components that each Action Plan must contain are:

- Long-range assumptions regarding future land use based on local general plans, consistent with regional forecasts.
- Overarching goals that articulate the Authority's vision for the future.
- Multimodal Transportation Service Objectives (MTSOs) that use a quantifiable measure of effectiveness and include a target date for attaining the objective.
- A set of actions to be implemented by each participating jurisdiction.
- Requirements for consultation on environmental documents among participating localities.
- Procedures for review of impacts resulting from proposed local General Plan amendments that have the potential to influence the effectiveness of adopted Action Plans.
- A schedule for the Regional Committee and the Authority to review progress in attaining MTSOs, and revision of Action Plans, as needed.

As part of the preparation of the 2009 and 2014 Updates of the CTP, the RTPCs prepared five Action Plans: West County, Central County, East County, Lamorinda, and Tri-Valley. The adopted 2009 action plans and draft versions of the 2014 updates are available at: <http://www.ccta.net/sources/detail/12/1>

Consistent with the AUTHORITY's *Implementation Documents*, the adopted MTSOs employ a wide range of measures of effectiveness. In addition to the conventional measurements of level of service (LOS), travel time, and delay indices on arterials and freeways, the MTSOs also include measures related to transit, biking, and pedestrian systems. As part of the development of the 2014 Update, the AUTHORITY monitored the Action Plan objectives from the 2009 CTP and results were documented in the 2013 *Multimodal Transportation Service Objective Monitoring Report*. The full listing of the MTSOs can be found in Attachment 4.

### 2.2.5. Calculation of MTSOs

Consistent methods for calculating the MTSOs have been established during previous Action Plan updates, and the procedures are outlined in the AUTHORITY's adopted *Technical Procedures*. LOS is calculated using the latest method outlined in the Highway Capacity Manual. For other MTSOs, the Action

Plans and *Technical Procedures* provide guidance on how the objective's achievement is to be measured. In addition, as with the CMP LOS intersections, bicycle and pedestrian approach volumes should be collected on each leg of all intersections and provided as part of the monitoring report deliverables.

Where new MTSOs were established during the 2014 Action Plan update, MTSO calculation protocols will be developed and adopted by the Technical Coordinating Committee (TCC) for use in the establishment of baseline conditions.

### **2.3. AUTHORITY'S ROLE AS CONGESTION MANAGEMENT AGENCY**

As the CMA for Contra Costa, the AUTHORITY is charged with preparing and updating the Contra Costa Congestion Management Program (CMP); programming funds through the State and federal Transportation Improvement Programs (the STIP and TIP), and working with our regional partners to define and implement solutions to regional issues.

### **2.4. CONGESTION MANAGEMENT PROGRAM**

#### ***2.4.1. Background and History***

Passage of Proposition 111 in 1990 put into effect a legislative package that included a statewide increase in the gasoline tax and a number of changes in transportation financing and planning. The legislation included a new requirement for each of California's urban counties to prepare and update a Congestion Management Program (CMP) that includes all jurisdictions within the County. The CMP is viewed as part of an aggressive overall strategy to reduce congestion and improve air quality and mobility within the County, and to build on the efforts of the various jurisdictions and agencies within each county to integrate and coordinate the various components of the transportation system.

In the fall of 1990, Contra Costa County and Contra Costa jurisdictions designated the AUTHORITY as the Congestion Management Agency (CMA) for the county, with the responsibility of preparing and monitoring the preparation of the Contra Costa CMP. The AUTHORITY adopted the first Contra Costa CMP on October 30, 1991 and the first update of the CMP was adopted on October 20, 1993. Environmental Impact Reports were prepared on both the 1991 CMP and the 1993 CMP. Subsequent legislation (AB 1693) removed the requirements for a

CEQA analysis of the CMP. Consequently, every CMP update prepared after 2003 was adopted without an EIR. Recent CMPs and related documents are available at [www.ccta.net](http://www.ccta.net).

#### **2.4.2. CMP Requirements**

The CMP fulfills the requirements of California Government Code Section 65088 *et seq.* Consistent with State law, the CMP contains five elements:

- Traffic level-of-service (LOS) standards applied to a designated system of State highways and principal arterial streets;
- Standards for public transit addressing frequency, routing, and coordination of service provided by separate operators;
- A seven-year Capital Improvement Program (CIP) to maintain or improve the traffic level-of-service and transit performance standards;
- A program to analyze the impacts of land use decisions made by local jurisdictions on regional transportation systems; and
- A trip reduction and travel demand element.

#### **2.4.3. CMP Requirements**

The CMP legislation requires that the Authority, as the CMA for Contra Costa, monitor the LOS standards on the designated CMP network at least every other year. (The CMP network, consistent with State CMP legislation, is comprised of all State highways and principal arterials. It is essentially a subset of the Routes of Regional Significance established through the AUTHORITY's Growth Management Program.)

The Contra Costa CMP establishes two types of LOS standards: standards for freeway segments and standards for CMP monitoring intersections on surface roadways. The first Contra Costa CMP adopted in 1991 described in detail the process used to establish these LOS standards. For both freeway segments and CMP monitoring intersections, an analysis of existing conditions was used to identify locations at LOS F and to determine appropriate standards. See Attachment 4 for the full listing of CMP freeway segments and intersections. A third monitoring requirement, for bicycles and pedestrians counts at CMP intersec-

tions, was introduced to support the CBPP and to provide additional data for monitoring non-motorized travel.

*Freeways.* The AUTHORITY established freeway LOS standards in 1991 by comparing traffic volumes, travel speeds and Caltrans' 1990 *Congested Highways Locations Map*. Where any of these data indicated LOS F, the 1991 CMP assumed that the freeway segment operated at LOS F. Since speed is a controlling factor in determining LOS F locations, new travel speed measurements were made on those segments with a preliminary assessment of LOS E. The Highway Capacity Manual was used to determine the level of service corresponding to the given freeway segments. Levels of service on freeways have previously been determined using speed profiles obtained from either floating car runs or PeMS data, however this and future monitoring efforts will seek to use MTC's Inrix dataset, pending the validation of said traffic data under Task 1 in the scope of services.

*CMP Monitoring Intersections.* The Authority used available traffic count information and the procedures outlined in the AUTHORITY's *Technical Procedures* to determine intersection LOS. Unsignalized CMP monitoring intersections were analyzed as signalized intersections. Where it was suspected that the calculated LOS did not accurately reflect existing levels of congestion, supplemental field observations were conducted. In some locations, the calculated results of LOS E were downgraded to LOS F where the field observation found long delays at traffic signals or excessive queue lengths. Levels of service at intersections are determined from peak period traffic counts using the HCM LOS methodology, as described in the AUTHORITY's *Technical Procedures*.

*Bicycles and Pedestrians:* Bicycle and pedestrian approach volumes should be collected on each leg of all CMP intersections and provided as part of the monitoring report deliverables in order to monitor changes over time. This data may be used in the future for multimodal LOS calculations on applicable MTSOs or other analyses to be determined.

The purpose of the CMP monitoring is to ensure that standards are being met, or to identify where standards are being exceeded. Only a few instances have been identified where LOS standards have been exceeded, and these were further evaluated through the preparation of an *exclusions study*.<sup>1</sup> Following the preparation of the exclusions studies, no jurisdictions have yet been found out of compliance with the CMP. If violations are identified, a jurisdiction has the opportunity to bring itself into compliance through the preparation and adoption of a deficiency plan as described in the CMP legislation. The AUTHORITY has prepared deficiency plan guidelines that would assist local jurisdictions in preparing these deficiency plans as described in Section 3. The monitoring work conducted for this project could identify violations of the LOS standards established in the CMP, the preparation of any deficiency plans, however, would be conducted under separate consultant contract.

The AUTHORITY has monitored the CMP LOS standards since the first CMP in 1991. The monitoring results were published in a series of level-of-service monitoring reports. The most recent CMP monitoring report, *2013 Congestion Management Program Monitoring Report*, can be viewed at the AUTHORITY's offices, or downloaded, in PDF format, from the AUTHORITY's website:

<http://www.ccta.net/sources/detail/7/1>.

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<sup>1</sup> Consistent with CMP legislation, certain kinds of traffic or traffic impacts may be excluded from the analysis of the conditions on the intersection or freeway segment. (Exclusions are listed in Section 65089.4(f) of the CMP legislation.) An exclusions study quantifies each exclusion, and documents how the exclusions and the revised LOS calculation were performed. If after exclusions, the LOS standard is no longer exceeded, the Authority will make a finding at a noticed public hearing that no deficiency exists. If, however, the intersection or freeway segment still does not meet the LOS standard after these exclusions are made, a Deficiency Plan must be prepared. The Authority then must determine which jurisdictions within the county are generating the traffic responsible for causing the deficient segment or intersection.

#### **2.4.4. *Changes in the Authority's LOS Calculation Methodology***

As part of its updates to the *Technical Procedures*, the AUTHORITY in 2013 transitioned from a modified Circular 212 planning-based method (called CCTALOS) of determining intersection LOS to the operations-based 2010 Highway Capacity Manual (HCM) LOS method as its accepted LOS calculation methodology. The 2013 CMP and MTSO monitoring reported results using the HCM method, and all future monitoring will continue to use this method.

### **Section 3. Services to be Provided**

#### **3.1. ASSUMPTIONS**

The proposed approach and scope make some assumptions about what needs to be done and how it should be done, specifically:

Given the organization of the work to be done, the AUTHORITY expects to authorize only Task 1 initially. As part of contract negotiations, the CONSULTANT and AUTHORITY will agree on a budget for the initial task with the remaining budget left unallocated until the AUTHORITY agrees to an approach to the three remaining elements at the end of the initial task.

Proposals should present a team of consultants capable of providing the full scope of services outlined in the scope of work in Section 3.2.

#### **3.2. SCOPE OF WORK**

##### **3.2.1. *Overview and Summary***

The qualified CONSULTANT will be expected to be familiar with methods for monitoring the actual performance of all modes of the transportation system, and be skilled in applying those methods to measure the achievement of the CMP LOS standards and MTSOs, as well as establishing baseline standards for newly proposed objectives that resulted from the 2014 Action Plan updates.

The period of performance for the services is anticipated to be from approximately February 2015 through the completion of the three monitoring reports (estimated for Fall 2017) and any additional on-call services (estimated for Fall 2018).

Milestone dates for performance of the services within this total period will be developed by the successful consultant and, upon approval of the Authority, will appear in Exhibit C, Milestone Schedule, in the Standard Agreement in Attachment 3.

### 3.2.2. Task Descriptions

#### Task 1: Prepare MTC/Inrix Data Validation Report

**Objectives:** To prepare a report that provides validation of the MTC-provided Inrix traffic dataset for use in the CMP and MTSO monitoring efforts.

In Task 1, the CONSULTANT shall provide an assessment and recommendation for methodology of data collection for the freeway segments, based on a validation of the Inrix traffic data supplied to the Bay Area CMAs by MTC. The validation should compare the Inrix data against existing data, supplemented with PeMS and floating-car runs, if necessary. The validation report will inform the recommendation in the Final Scope deliverable and should address whether or not the MTC Inrix dataset is an appropriate source of Freeway and/or Arterial traffic data for use in the CMP and MTSO monitoring efforts.

~~The schedule will identify the beginning and ending dates for the tasks outlined in the detailed scope of work and target dates for completion of deliverables. The CONSULTANT shall also prepare a task budget for the effort. The CONSULTANT shall review the draft detailed work program with Authority staff and refine it in response to comments received.~~

**Deliverable** 1. Validation Report on Use of Inrix Data (MTC-supplied) in Authority Monitoring Efforts

#### Task 2: Refine CMP and MTSO Monitoring Scope of Services

**Objectives:** To refine the scope of work and schedule for the CMP Traffic Monitoring and MTSO Monitoring efforts by collecting existing information, establishing contacts with key stakeholders, and setting the timeframe for work to be done and deliverables prepared.

In Task 2, the CONSULTANT shall work with the project manager to develop a detailed work program refining the scope of work, work tasks, products and work schedule. The detailed scope will describe the methods to be used to collect and analyze the monitoring data, the methods and approach for collecting and analyzing that data, and how the CONSULTANT will resolve any issues that may arise during the process. This should include a recommendation regarding the use of MTC's Inrix traffic dataset based on the findings from Task 1.

The schedule will identify the beginning and ending dates for the tasks outlined in the detailed scope of work and target dates for completion of deliverables. The CONSULTANT shall also prepare a task budget for the effort. The CONSULTANT shall review the draft detailed work program with Authority staff and refine it in response to comments received.

- Deliverables**
1. Draft Scope, Schedule and Budget
  2. Final Scope, Schedule and Budget

### **Tasks 3 and 4 Refer to Both the 2015 and 2017 CMP Cycles**

#### **Task 3: Monitor Status CMP Level-of-Service (LOS) Standards for CMPs**

***Objectives:** To collect current traffic counts on CMP intersections and freeway segments, calculate LOS standards on all Contra Costa CMP intersections and freeway segments, and monitor/recalculate standards at below-standard locations.*

**Tasks:** This RFP foresees four steps in the process of monitoring the status of CMP LOS standards:

1. **Prepare Monitoring/Data Collection Plan(s).** This step would involve preparing a draft plan for collecting the information necessary to monitor the status of the CMP LOS standards, found in Attachment 4 of this document. The draft plan should include an outline of the schedule, cost, and proposed methodologies for collection of traffic volumes on freeways and arterial roadways, as well as counting vehicle turning movements and bicycle/pedestrian approach volumes at intersections. The goal of the AUTHORITY is for the two cycles of CMP data collection to occur during

the April/May timeframe of the CMP years, using the protocols outlined in the *Technical Procedures*. The draft plan will be submitted to the project manager for review.

2. **Data Collection.** Upon completion and AUTHORITY acceptance of the monitoring/data collection plan(s), the CONSULTANT shall undertake collections of current traffic data on CMP freeway segments and intersection locations, listed in Attachment 4. This should include actual counts supplemented with MTC's Inrix dataset, pending results of the validation report prepared as part of Task 1.
3. **Calculate Status of CMP LOS Standards.** Using the information collected in Subtask 2.2, the CONSULTANT will calculate the status of the CMP LOS results on the freeway segments and intersections for which data was collected in Contra Costa County, using the protocols specified in the *Technical Procedures*.
4. **Monitor CMP LOS Status and Re-Calculate Results.** If, as a result of the calculation of the CMP LOS standards, the CONSULTANT identifies freeway sections or CMP intersections that operate at a level of service that exceeds the adopted CMP LOS standard, the CONSULTANT will monitor, and calculate the level of service at those intersections or freeway segments two more times. If two of the three calculations exceed the adopted LOS standard, the CONSULTANT will prepare a memorandum reporting that finding. The AUTHORITY will then conduct an exclusions study to determine whether a deficiency remains after making the traffic exclusions allowed under the State CMP statutes and the AUTHORITY's Deficiency Plan Guidelines, found in the *Technical Procedures* (The exclusions study and any required deficiency plan would be conducted under a separate contract).

- Deliverable**
1. Draft Monitoring Plan for each CMP Cycle
  2. Final Monitoring Plan for each CMP Cycle

#### Task 4: Report on 2015 and 2017 CMP Level-of-Service (LOS) Standards

**Objective:** This task involves the preparation of draft and final reports on the status of adopted CMP LOS standards that details the results found as part of Task 2. A draft report will be submitted to Authority staff and Technical Coordinating Committee (TCC) for review, and the CONSULTANT will revise the report based on comments received during stakeholder review and produce a final report.

1. **Prepare Draft CMP LOS Monitoring Reports.** The CONSULTANT will prepare a draft report on the status of the adopted CMP LOS standards detailing the results found in Task 2. The report will utilize the format and organization of the 2013 CMP Monitoring Report, providing full CMP monitoring results and comparisons to past results. The Consultant will submit the Draft Monitoring Report and associated Technical Appendices for review and comment by Authority staff and the TCC.
2. **Prepare Final CMP LOS Monitoring Reports.** Upon receipt of one set of non-conflicting comments from Authority staff and review committee(s), the Consultant will prepare the final 2015 and 2017 CMP LOS Monitoring Reports and Technical Appendices.

**Deliverable**

1. Draft CMP Monitoring Reports for Each CMP Cycle
2. Final CMP Monitoring Reports for Each CMP Cycle

#### Task 5: Monitor Status of MTSO Standards

**Objectives:** To collect current traffic counts on Routes of Regional Significance with MTSOs related to traffic volumes, as well as collecting transportation data for non-traffic-related MTSOs (eg. Transit ridership), and provide an analysis of the MTSO status as compared to the baseline conditions documented in the 2014 Action Plan updates. Baseline conditions for newly adopted MTSOs from the 2014 Action Plans will also be collected.

**Tasks:** This RFP foresees four steps in the process of monitoring the status of MTSO and CMP LOS standards:

1. **Prepare MTSO Monitoring/Data Collection Plan.** This step would involve preparing a draft plan for collecting the information necessary to monitor the achievement of MTSOs from the 2014 Action Plans, found in Attachment 4 of this document. The draft plan should include an outline of the schedule, cost, and proposed methodologies for collection of traffic volumes on freeways and arterial roadways, multi-modal MTSOs, as well as counting vehicle turning movements and bicycle/pedestrian approach volumes at all monitoring intersections. The goal of the AUTHORITY is for the traffic data collection to occur in Spring 2017, coinciding with the 2017 CMP Monitoring effort (see Task 3), using the protocols outlined in the 2014 Action Plans and in the AUTHORITY's *Technical Procedures*. The draft plan will be submitted to the project manager for review.
  
2. **Data Collection.** Upon completion and AUTHORITY acceptance of the monitoring/data collection plan, the CONSULTANT shall undertake a collection of current traffic data on MTSO freeway, roadway, and intersection locations, listed in Attachment 4. The CONSULTANT will also coordinate with the Alameda County cities of Dublin, Pleasanton and Livermore to obtain existing traffic counts in order to provide input for the intersection LOS analysis for the 52 intersections located in Alameda County listed in Attachment 4.
  
3. **Collect Baseline Data for New MTSOs.** During the updates of the 2014 Action Plans, new MTSOs have been identified. Subject to April 2015 adoption of the Action Plans, baseline data will be collected for the newly adopted MTSOs.
  
4. **Calculate Status of MTSO Standards.** Using the information collected in Subtasks 3.2 and 3.3, the CONSULTANT will calculate the status of MTSOs using the methods specified in the 2014 Action Plans and *Technical Procedures*.

- Deliverable**
1. Draft MTSO Monitoring Plan
  2. Final MTSO Monitoring Plan

## Task 6: Report on the Achievement of MTSO Standards

**Objective:** This task involves the preparation of draft and final reports on the status of adopted MTSO standards that detail the results found as part of Task 4. Upon completion of the draft report, the CONSULTANT will revise the report based on comments received during stakeholder review and produce a final report. The reports should contain the following components:

- An *Executive Summary*, which will summarize the methods and results of the data and calculations,
- An *Introduction and Background* which will outline the purpose and organization of the document and describe the context for preparing the study, focusing on the achievement of the MTSO standards since the 2014 Action Plan Updates and preparing for the 2019 Action Plans and Countywide Transportation Plan updates,
- A *Methodology* section, which should describe the methods used to collect data and calculate the study results,
- A *Status of MTSO Standards* section, which should outline the current status of the adopted MTSOs, by RTPC and by Regional Routes of Significance by type (roadway, intersection, etc.),
- *Conclusions*, which should summarize the progress made towards meeting the MTSO standards and identify and problem areas, especially where progress towards meeting MTSOs standards is not being made; the conclusions should also identify any difficulties in monitoring the MTSOs standards and recommend possible improvements,
- A set of *Appendices* that contains the detailed results of the data collection, monitoring and calculation of the MTSO results, with a detailed description where the methodology used is not described in the AUTHORITY's Technical Procedures, the Highway Capacity Manual, or other generally accepted measures.

- Deliverable**
1. Draft MTSO Monitoring Reports
  2. Final MTSO Monitoring Reports

## Task 7: On-Call Transportation Monitoring

**Objective:** *This task involves collection and analysis of transportation data for various on-call efforts, to be determined as the need arises for the AUTHORITY and its partners. Anticipated efforts may include efforts ranging from basic traffic/bike/pedestrian counts at an intersection to complex origin-destination studies on a corridor. For each effort identified, the Project Manager will coordinate with the CONSULTANT to determine data collection and reporting needs, along with scope, budget and schedule.*

**Tasks:** On-call monitoring shall be conducted on an as-needed basis in accordance with the scope, schedule, and cost as specified in discrete task orders prepared by the AUTHORITY Project Manager.

**Deliverable** As specified in task order(s)

## Task 8: Meetings and Administration

**Objective:** *To finalize scope and tasks, as well as Consultant attendance at selected technical and RTPC meetings prior to release of Draft and Final Monitoring Reports.*

1. **Meeting Attendance.** This subtask includes Consultant participation in various transportation monitoring-related meetings, including, but not limited to:
  - a. Attendance at project team meetings with AUTHORITY staff to discuss project scope, budget and schedule, averaging 5-6 per year.
  - b. Attendance at the meeting of the Technical Coordinating Committee for presentation of the draft monitoring report.
2. **Project Administration.** This subtask covers scope refinement, invoicing, meeting notes, as well as miscellaneous contractual and legal issues and other general project coordination tasks not covered elsewhere in the scope.

### **3.3.3 NEEDED SKILLS AND EXPERIENCE**

The successful Consultant Team must be able to provide a variety of planning, engineering and program skills. Proposals must demonstrate the Consultant Team's experience and expertise in:

1. Managing traffic (vehicle, bicycle and pedestrian) counting efforts on freeways, ramps, arterial, and intersection locations
2. Collection of multimodal transportation and travel data for use in analyzing performance measures
3. Experience with calculating Level-of-Service standards using the HCM methodologies
4. Experience with analyzing multimodal measures of the transportation system, including knowledge of multimodal LOS, as documented in HCM 2010.
5. Experience with use of travel demand model output and ability to run TransCAD 5.0 model, if needed.
6. Working with local, regional and State agency staff to obtain existing transportation data, and facilitate review of analysis inputs and outputs.

### **3.3.4 PERIOD OF PERFORMANCE**

The period of performance for the services is anticipated to be from approximately February 2015 through Fall 2018. The actual period of performance will depend on the components and services outlined and approved in Task 1.

### **3.3.5 OVERALL BUDGET**

The Authority has set aside a total of \$400,000 in CMA planning funds for the work outlined in this RFP. Of that amount, \$100,000 for each of the 2015 and 2017 CMP monitoring efforts, with \$125,000 for the MTSO monitoring. The re-

maintaining amount, \$75,000 will be for on-call services, to be provided on an as needed 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 sub-agreements 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 1, *Notice to Proposers, Disadvantaged Business Enterprise Information*, outlines consultant responsibilities under the Authority's DBE policy. Attachment 2, *Required Federal Forms*, contains the forms that are required to be submitted with the proposal to comply with federal requirements.

## **Section 6** **Proposal Contents**

Please prepare and organize your proposals based on the requirements provided below.

1. **Cover Letter** — Enclose a cover letter describing the firm/team's interest and commitment to monitoring of the regional transportation system, and specify which component of the work your firm is qualified to perform. The person authorized by the firm/joint venture to negotiate a contract with the AUTHORITY shall sign the cover letter.
2. **Firm / Team Overview** — State the qualifications and experience of the consultant team. Please emphasize the specific qualifications and experience from projects similar to the subject project for the Project Manager and other key project staff members designated for the project.
3. **Organization Chart** — Provide a team organization chart including names of individuals and firm(s) identified to perform services on the project. The chart shall specifically identify the role of all proposed key team members, in addition to showing other staff available for the project. Unless beyond the consultant's control, we expect the team designated as part of your proposal to remain with the project. Replacement of key team members for the project without consultation with the AUTHORITY will not be permitted.

4. **References** — Provide:

- At least three references each (names and *current* phone numbers) from recent work (previous three years) similar to the subject projects for the Project Manager, Project Engineer, and other key project staff members. Include a brief description of the projects associated with the reference, and the role of the respective team member on that project; and
- A description of at least three relevant projects performed by each firm included in the consultant team. Projects included should emphasize services performed similar to those requested in this RFP. Each project description shall include client reference (name, affiliation and *current* phone number) and a list of any team members shown in Item 3, Organization Chart who worked on the project.

5. **Project Management and Staff Availability** — Discuss the workload for key team members, and their capacity to complete the requested services within the expected period of performance. Discuss the firm/team's approach to completing this project on schedule and within budget.

6. **Project Understanding and Approach** — Demonstrate your firm/team's approach to complete the work to be performed. The proposal must outline a proposed scope, including an approach for the collection and analysis of the CMP and MTSO transportation data, under the protocols for traffic data collection and analysis outlined in the Authority's *Technical Procedures*. This section should specify the Consultant's approach for developing freeway and arterial LOS and Delay Indices, as well as more complex activities such as Origin-Destination studies.

7. **DBE Participation and Other Federal Requirements** — Consultant shall complete and return the forms provided in Attachment 2 for compliance with Federal and State nondiscrimination laws and regulations, and its DBE activities and proposed DBE commitment for this project. See At-

tachment 2 for a list of the required forms and the point in the process at which they are due.

8. **Other Information (Optional)** – Provide additional relevant information that may be helpful in the selection process (not to exceed two pages).
9. **Resumes** – Provide firm/team resumes. Consultant is encouraged to limit descriptions on resumes to relevant information.

## **Section 7 Submittal Procedure**

CONSULTANTS shall submit proposals in accordance with the following requirements:

- CONSULTANTS shall submit proposal as a single electronic file in PDF format, containing all the components called for in Section 6, including the cover letter.
- Proposals may be submitted either by email or on a computer-readable disk or flash drive.
- Email submissions shall be posted, and submissions on computer-readable disks shall be delivered, by 3:00 PM on ~~Wednesday~~ Monday January ~~28~~26, 2015.
- Email submissions shall be sent to:

[dbodon@ccta.net](mailto:dbodon@ccta.net)

Diane Bodon, Planning Assistant  
(925) 256-4720

- Proposals on disk/flash drive 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.

Questions pertaining to this RFP, the Scope of Services, or the CONSULTANT's proposal should be directed to the office of the Associate Transportation Planner, listed in Section 1, above.

## **Section 8** **Consultant Selection Process**

The selection process will utilize a consultant selection committee drawn from staff from the AUTHORITY and other agencies. Members of the panel will not be revealed until after the selection process is completed. The Selection Committee will review all proposals received. The proposals will be ranked to reflect the Selection Committee's assessment of each firm's proposal against the evaluation criteria. If, in the Selection Committee's assessment, one of the proposals is clearly superior to the others, and if reference checks confirm this assessment, the AUTHORITY may elect not to interview firms. If two or more firms are ranked highly, the top two or three most highly ranked teams will be asked to an interview. Each interviewed firm will be ranked to reflect the Consultant Selection Committee's assessment of each firm's ability to perform the required scope of services, as evidenced in its response to this RFP, its references and its performance at the interview. Following selection of a consultant team, the Executive Director will recommend to the AUTHORITY's Planning Committee that a contract be entered into with the selected consultant.

The following are key dates in the selection process:

ACTIVITY	DATE
Email RFP notice of availability:	Tuesday, December 23, 2014
RFP posted on Authority website ( <a href="http://www.cta.net">www.cta.net</a> ):	Tuesday, December 23, 2014
Pre-bid conference:	Tentatively January 12, 2015
Proposals due:	3pm, Monday, January 26, 2015 (late submittals will not be accepted)
Notify proposers of shortlisting and interview date (if held):	January 28/29, 2015
Tentative interview date:	Week of February 2, 2015
Contract negotiations with selected consultants:	February, 2015
Tentative contract approvals by CCTA:	February 18, 2015

The proposals will be evaluated and scored using the following criteria:

- Qualifications and specific experience of key project team members
- Project understanding and approach, including an understanding of the AUTHORITY and its planning procedures and services required
- Experience with similar types of projects
- Ability to assume responsibility and complete the project in a timely manner
- Satisfaction of previous clients
- Schedule and capacity to provide approved deliverables expeditiously

Interviews, if necessary, will be held during the week indicated above. The Project Manager and key team members should plan to attend the interviews. 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 3); 2) Completed Exhibit D in the standard agreement, including information regarding labor rates, Federal Acquisition Regulations (FAR) multiplier, and the FAR multiplier for any subconsultants. AUTHORITY policy limits the total multiplier including fee to 3.0. Unit costs for peak period AM and PM intersection counts and LOS calculation should also be included.

Following evaluation of the proposals, staff will begin contract negotiations with the most highly rated firm or firms. The Standard Agreement covers general conditions, the scope of services, a milestone schedule, and compensation, invoicing and payments. Once agreement on a contract for the monitoring work has been reached, the Executive Director would recommend to the AUTHORITY's Planning Committee that a contract be entered into with the selected consultant or consultants. The AUTHORITY is required to approve the negotiated contract, although work may be initiated with a Notice to Proceed (NTP).

At its sole discretion, the AUTHORITY reserves the right to amend this RFP, to withdraw all or a portion of this RFP, to award a contract for only a portion of the scope of work described herein, or to decline to award a contract.

The cost of preparing, submitting, and presenting a proposal is at the sole cost and expense of the CONSULTANT.

It is the responsibility of the CONSULTANT to inquire about and clarify any requirement of this RFP that is not understood. Inquiries can be made in writing, by telephone, fax, or e-mail to the office of the CCTA contact person, listed on page 1.

Consultants that propose on or are selected for this study shall not be barred from proposing on or being selected for subsequent work for the AUTHORITY.

The RFP will be made available through the CCTA website. All qualified firms will be considered.