



CONTRA COSTA  
**transportation  
authority**

REQUEST FOR PROPOSALS (RFP) 16-6 for:

**Ongoing Planning-Related Consultant Services  
for the Contra Costa Congestion Management  
and Growth Management Programs**

Posted on website: **Tuesday, December 20, 2016**

Responses due: **Friday, January 20, 2017, 2:00 p.m.**

**CONTRA COSTA TRANSPORTATION AUTHORITY**

2999 Oak Road, Suite 100

Walnut Creek, California 94597

(925) 256-4700

[www.ccta.net](http://www.ccta.net)

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*Request for Proposals 16-6 for*

## **Ongoing Planning-Related Consultant Services for the Contra Costa Congestion Management and Growth Management Programs**

*Table of Contents*

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Section 1.	Introduction.....	5
Section 2.	General Information and Background .....	5
Section 3.	Services to be Provided.....	11
Section 4.	Respect in the Workplace .....	18
Section 5.	Proposal Contents .....	18
Section 6.	Proposal Submittal Procedure .....	20
Section 7.	Consultant Selection Process .....	20
Attachment 1	Standard Agreement for Transportation Planning and Engineering Services (separate attachment posted on <a href="http://www.ccta.net">www.ccta.net</a> )	

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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 consultant team (hereinafter referred to as "CONSULTANT") to provide ongoing planning-related consultant services for the Contra Costa Congestion Management and Growth Management programs, as described in this RFP. Based upon the response to this RFP, one consultant team 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 expanded and incorporated into Exhibit B, Scope of Services, of the Standard Agreement for Transportation Planning and Engineering Services in Attachment 1 hereof.

Evaluation of proposals and selection of a qualified consultant will be performed as described in Section 7.

Proposals are due to CCTA no later than 2:00 p.m. on Friday, January 20, 2017; late submittals will not be accepted.

## **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 passed by the voters of Contra Costa in November 1988. The program consisted of an Expenditure Plan of \$807 million (in 1988 \$) in projects and programs resulting from the collection of a one-half percent sales tax. The Measure C Growth Management Program 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 Expenditure Plan for Measure J was estimated at \$2.0 billion (in 2004 \$). The 2008 downturn in the economy resulted in a reduction in expected gross revenues to \$1.55 billion (in 2004 \$) over the life of the measure. With the end of the recession in 2014, and full economic recovery in 2016, the forecast now stands at \$1.68 (in 2004 \$).

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. In addition, as the CMA, the AUTHORITY works with the regional agencies (MTC and ABAG) to implement regional projects and programs, and to carry out federal, state, and regionally-funded programs that MTC delegates to the CMAs.

The AUTHORITY consists of eleven members: two members of the Contra Costa County Board of Supervisors; two members representing each of the county's four Regional Transportation Planning Committees (RTPCs) – West (WCCTAC), Central (TRANSPAC), East (TRANSPLAN), and Southwest (SWAT) – and one member representing the Conference of Mayors.

The AUTHORITY's office is located in Walnut Creek at:

**Contra Costa Transportation Authority**

2999 Oak Road, Suite 100

Walnut Creek, CA 94597

Telephone: 925-256-4720

**Note :** Any inquiries related to this RFP should be transmitted via e-mail to [ctp@ccta.net](mailto:ctp@ccta.net) with the subject line CCTA RFP 16-6. Questions and responses will be posted on the AUTHORITY's website within 72 hours. All questions submitted by consultants may be subject to the Public Records Act.

**2.2. THE COUNTYWIDE COMPREHENSIVE TRANSPORTATION PLAN (CTP)**

The CTP is one of the key planning tools called for in both Measure C and Measure J. Specifically, the measures require the AUTHORITY to :

*Support efforts to develop and maintain an ongoing planning process with the cities and the county through the funding and development of a Countywide Comprehensive Transportation Plan.*

The CTP provides the overall direction and a coordinated approach for achieving and maintaining a balanced and functional transportation system within Contra Costa, while strengthening links between land use decisions and transportation. It outlines the AUTHORITY's vision for Contra Costa and its transportation system, along with the goals, strategies and specific projects and other actions for achieving that vision.

The AUTHORITY adopted its first CTP in 1995. The first major update occurred in 2000 and a comprehensive update tied to the renewal of the sales tax measure was adopted in 2004. The 2009 CTP represented the third major update. It set the stage for implementation of SB 375 by focusing on sustainability and laying the ground work for development of the Sustainable Communities Strategy (SCS) required under SB 375. Copies of the 2009 CTP are available on the AUTHORITY's website.

The CTP is based, in large part, on the "Action Plans" prepared by each RTPC of Contra Costa, including the two-county Tri-Valley area that includes the Alameda County jurisdictions of Dublin, Livermore, and Pleasanton. The Action Plans, prepared by the RTPCs for these sub-areas, set goals, objectives, and actions to guide subarea planning and local activities. The Action Plans include the following:

- Long-range assumptions of future land use based on local general plans and a forecast for household and job growth;

- Multi-modal transportation service objectives (MTSOs) that use a quantifiable measure of effectiveness and a date for achieving them;
- Specific actions to be implemented by each jurisdiction, including a financially unconstrained list of projects;
- A process for consultation on environmental documents among jurisdictions ;
- A procedure for reviewing the impacts of proposed local General Plan amendments that could affect the achievement of MTSOs ; and
- A schedule for reviewing and updating the Action Plans.

The CTP incorporates the recommendations of the Action Plans to help achieve the AUTHORITY's overall goals as follows:

- Support the efficient, safe, and reliable movement of people and goods using all available travel modes;
- Manage growth to sustain Contra Costa's economy, preserve its environment and support its communities;
- Expand safe, convenient and affordable alternatives to the single-occupant vehicle;
- Maintain the transportation system; and
- Continue to invest wisely to maximize the benefits of available funding.

The 2017 CTP will be influenced by the outcome of the current efforts at the regional level to develop more sustainable growth plans. More specifically, the 2017 CTP will reflect the conclusion of the effort to develop the second SCS for the Bay region, and will lay the groundwork for a possible additional one-half percent sales tax and/or extension of Measure J beyond 2034.

### **2.3. THE 2017 RTP, SB 375 AND THE SUSTAINABLE COMMUNITIES STRATEGY**

The AUTHORITY is involved in the development of the Bay Area's Regional Transportation Plan (RTP). The 2013 RTP included a new element called the Sustainable Communities Strategy (SCS). The legislative requirement for the SCS is found under the 2008 California Senate Bill (SB) 375 (Steinberg) and requires each metropolitan region in the State to develop an SCS, to be led by each region's Metropolitan Planning Organization (MPO), with MTC and ABAG leading the effort in the Bay Area.

SB 375 mandates an integrated regional land use and transportation planning approach to reduce greenhouse gas (GHG) emissions from automobiles and light trucks. The bill also expands regional and local responsibilities relative to state housing objectives. It requires that the region identify residential areas sufficient to accommodate all of the Bay Area's population for 25 years, as well as requiring local governments to enact zoning to implement those elements within three years of amending their housing elements.

SB 375 requires that the California Air Resources Board (CARB) set GHG-reduction targets for cars and light trucks in each California region for the years 2020 and 2035. CARB adopted the targets in September 2010. The emissions reduction targets are 7% by 2015 and

15% by 2035. The unit of measurement for this reduction is CO2 emissions per capita compared to the year 2005.

MTC adopted the first SCS in 2013 as part of the RTP, and it was found to achieve the GHG-reduction targets. MTC is presently developing the second SCS through the 2017 RTP. Scheduled for completion in July 2017, the next RTP will also need to adequately address the GHG reduction targets established by CARB.

To the greatest extent feasible, the 2017 CTP will reflect the land use assumptions and financially-constrained preferred project scenario established in the 2017 RTP. Unlike the RTP, however, the CTP will also include a “vision” component that is financially unconstrained. Consequently, the 2017 CTP may include projects and programs that are not found in the 2017 RTP.

### **2.3.1. AUTHORITY's Role in the SCS**

As noted above, the AUTHORITY serves as the Congestion Management Agency for Contra Costa. CMAs will be responsible for working with MTC and ABAG to establish land use inventories and forecasts that will be the baseline for the analysis of the SCS.

The AUTHORITY set “principles” to help guide decision makers through the upcoming policy-level discussion of SB 375 at both the local and regional level. While MTC and ABAG are responsible for preparing the SCS, the CMAs are key players and contributors to the SCS process. Therefore, having these principles in place will benefit and protect the investments made by the Contra Costa County taxpayers under Measure J. Approved by the AUTHORITY Board in February 2010, the final set of guiding principles continue to guide development of the second SCS:

- 1. Forge a Positive Relationship with the Regional Agencies.** At both the elected official and staff level, the AUTHORITY intends to work with the regional agencies to support development of an SCS by facilitating a dialogue between the regional agencies and local jurisdictions regarding land use plans in Contra Costa.
- 2. Consensus-Based Planning.** The AUTHORITY will seek to achieve an SCS as it applies to Contra Costa that reflects agreement between local jurisdictions and the regional agencies regarding land use assumptions, along with a Contra Costa-based plan for supportive transportation investments.
- 3. Consideration of General Plans.** The long-range (2040) vision for the SCS will specify where new growth is to occur. This vision may conflict with currently adopted General Plans. Local jurisdictions that are in agreement with the land use assumptions in the SCS would undertake subsequent General Plan Amendments to reflect the agreed-upon SCS, and such action may take place subsequent to adoption of the RTP. Local jurisdictions that are not in agreement with the proposed land use assumptions in the SCS will be given the opportunity to work at the subregional level in collaboration with the regional agencies to develop an alternative land use proposal that contributes towards achievement of the Bay Area's GHG emissions

- target. Where mutual agreement on the proposed SCS is not achieved, the role of the AUTHORITY will be to acknowledge the conflict and to identify other factors or impacts that may be relevant for the protection of the environment, furtherance of GHG goals by alternative means, or the sustainability of a local jurisdiction.
4. **Local Control of General Plans and Zoning Maps.** Each local jurisdiction shall retain full control of local general plans and zoning within its municipal boundaries.
  5. **Ensure the Participation of all Local Jurisdictions and Partner Agencies.** Beyond a focus on the priority development areas (PDAs) as the core of the SCS, efforts will also be made to ensure that all cities and towns can successfully participate in the process, so that their land use and transportation needs can also be addressed. Furthermore, the AUTHORITY welcomes and encourages participation by other agencies, such as the transit operators.
  6. **Facilitative Role.** Working in partnership with local jurisdictions and the regional agencies, the AUTHORITY, as a transportation agency, should play a facilitative role by providing resources, information and policy insights to cities, towns and Contra Costa County, while recognizing that local jurisdictions have sole discretion with respect to land use decisions. A working group of Contra Costa planning directors will be established to monitor the development of the SCS and any issues raised during that process.
  7. **Urban Limit Line.** The SCS needs to respect the Measure J mandated Urban Limit Line (ULL) for Contra Costa, which represents an agreed upon “urban growth boundary,” and shall direct all urban development to areas within the ULL.
  8. **Sustainable Transit.** Ensure that the SCS includes feasible transit services that are adequately funded to provide reliable and convenient services for Contra Costa, while encouraging walking and bicycling.
  9. **Rural Sustainability Component.** Recognizing SB 375’s overall goal of achieving more focused growth, the SCS also needs to consider transportation investments for the safety and preservation of roads serving farm to market and interconnectivity transportation needs.
  10. **Public Health.** The AUTHORITY recognizes that there are multiple public health benefits to transportation policies that both reduce GHG emissions and increase mode share of walking, cycling, and transit, and will consider these health co-benefits in planning decisions.
  11. **Reflect Contra Costa’s Continuing Commitment to Growth Management and Resource Conservation.** Development of the SCS shall incorporate Contra Costa’s existing efforts and programs that will help reduce GHG emissions. These include the Measure J Growth Management Program (GMP), the establishment of Priority Development Areas (PDAs) and Priority Conservation Areas (PCAs), and the East Contra Costa Habitat Conservancy. The GMP, in particular, has much in common

with the objectives of the SCS, including the ULL provision noted above, local jurisdiction compliance with State Housing and Community Development (HCD) Department requirements, 511 Contra Costa Clean Fuel Infrastructure and transportation demand management programs funded by Measures C and J, and a general plan amendment (GPA) review process to address the impacts of growth and promote appropriate mitigation.

12. **Shaping Our Future.** Continue the collaborative process that began with Shaping Our Future, where Contra Costa jurisdictions collectively developed the Shaping Our Future land use plan, and which provided a springboard to the PDAs and PCAs that are now being incorporated into the SCS and which has significant transportation benefits.
13. **Common Voice.** The AUTHORITY in collaboration with the cities, towns and Contra Costa County should provide a unified voice and advocate for all Contra Costa jurisdictions in working with the regional agencies and adjacent CMAs.
14. **Final SCS.** The AUTHORITY will support the final SCS provided it is consistent with each local jurisdiction's mission, vision and sustainability goals.

The principles are considered to be a living document. As such, the AUTHORITY may, from time to time, revisit them to make course corrections that will support a collaborative decision-making process among local, regional, and state agencies as the SCS process evolves.

During development of the first SCS, the AUTHORITY worked in partnership with the regional agencies to facilitate local review of land use/transportation scenarios that the regional agencies (MTC and ABAG) developed and analyzed using regionally-based models. In a parallel effort, local jurisdictions assessed the implications of the proposed SCS on Fifth Revision Regional Housing Needs Allocation (RHNA), which took effect in the 2014 to 2022 planning period. The 2017 RTP, which is currently underway, uses a new land use model called UrbanSim. This model is being used to predict the distribution of housing and jobs throughout the Bay Region for the year 2040.

Compared with the 2013 RTP, the 2017 RTP may include a higher growth forecast for housing development in Contra Costa. MTC forecasts that a total of 100,000 new households will locate in Contra Costa by 2040, compared with 89,000 in the previous (2013) forecast. The number of jobs forecast by MTC also increased from 122,000 in the 2013 RTP to 138,000 in the proposed 2017 RTP "Preferred Scenario." Of these, 65 percent of new housing, and 63 percent of new jobs are expected to be located in PDAs.

#### **2.4. THE COUNTYWIDE BICYCLE AND PEDESTRIAN PLAN (CBPP)**

As described above, the CTP outlines strategies that support pedestrian-friendly developments and encourage a connected, coordinated network of bicycle facilities. To help carry out these strategies, the AUTHORITY adopted its first Contra Costa Countywide Bicycle and Pedestrian Plan (CBPP) in 2003, and a subsequent update in 2009.

The CBPP assesses the needs of bicyclists and pedestrians in the county and identifies a set of countywide improvements, that would encourage more people to walk and bike. The 2009 CBPP Update reflects the regional transportation planning agency's (MTC) adoption of a "routine accommodation" policy that requires new transportation projects to consider the needs of bicyclists and pedestrians. Moreover, the Update strengthened linkages between the AUTHORITY's policies and procedures for implementing the Measure J Expenditure Plan and the needs of bicyclists and pedestrians.

The CBPP Update defines the Countywide Bicycle Network (CBN) as the primary system of bicycling corridors that connect all the major destinations in Contra Costa. The CBN includes a network of approximately 650 miles of bikeways, of which 310 miles is completed. In addition, local networks encompass approximately 1,067 miles, of which approximately 470 miles is completed.

The 2009 CBPP includes a comprehensive set of maps depicting the bikeway network. The AUTHORITY is committed to updating these maps at least every two years, based on new information provided by local jurisdictions, other agencies, and project sponsors. The CBPP, along with the maps, are available on the AUTHORITY's website.

The CBPP is currently being updated by others under a separate consultant contract.

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

The CONSULTANT shall provide ongoing support for the AUTHORITY in developing and implementing plans and policies for carrying out Measure J and the CMP. Measure J responsibilities include:

- Supporting Measure J's multi-jurisdictional, cooperative planning process, which includes the development and periodic updating of the Countywide Transportation Plan (CTP) and Action Plans for Routes of Regional Significance;
- Developing other plans focused on particular corridors and subject areas, which have included bicycle and pedestrian planning and Safe Routes to School; and
- Programming Measure J funding through the Measure J Transportation for Livable Communities (TLC) and Pedestrian, Bicycle and Trail Facilities (PBTF) programs.

As the Congestion Management Agency (CMA) for Contra Costa, the AUTHORITY responsibilities include maintaining the Congestion Management Program (CMP) and supporting regional planning and programming efforts, including the One Bay Area Grant (OBAG) program and State Transportation Improvement Program (STIP). These responsibilities also include the development and updating of the PDA Investment and Growth Strategy and the development of countywide investment priorities, which feed into both the AUTHORITY's CTP and MTC's Regional Transportation Plan.

To support these responsibilities, the AUTHORITY:

- Maintains several planning tools, including its Countywide Model, the Comprehensive Transportation Projects List, and a variety of GIS data;
- Monitors the transportation system, including the Multimodal Transportation Service Objectives established in the different subregional Action Plans and the level-of-service and performance measures in the CMP;
- Reviews and supports the development of MTC's land use and travel forecasts; and
- Collects and analyzes various other transportation- and land use-related data.

There is some overlap among these three responsibilities; for example, the project priority-setting that is part of the AUTHORITY's CMA responsibilities is also part of the development of the CTP called for in Measure J. The tasks required of the selected CONSULTANT to support the AUTHORITY in carrying out these different responsibilities may be divided into three categories: planning and policy development, implementation and monitoring, and maintenance of planning tools and data.

### **3.1. PLANNING AND POLICY DEVELOPMENT**

#### ***3.1.1. Prepare the Countywide Transportation Plan***

The AUTHORITY prepares a Countywide Transportation Plan (CTP) as the blueprint for Contra Costa's future transportation system. It provides the overall direction for maintaining a balanced and functional transportation system within Contra Costa, while strengthening links between land use decisions and transportation. The CTP outlines the AUTHORITY's vision for Contra Costa and its transportation system, along with the goals, strategies, specific projects and other actions the AUTHORITY will take to achieve that vision. The AUTHORITY adopted its first CTP in 1994 and has since adopted three updates (2000, 2004 and 2009).

The AUTHORITY began work on its fourth update in 2012 and has prepared two drafts of the updated plan. In the drafts, staff with CONSULTANT support:

- Updated the CTP's vision, goals and strategies;
- Revised the description of existing and forecast conditions in the Challenges and Opportunities chapter;
- Added a new chapter on a proposed Investment Plan, which identified three investment options and evaluated those options against the CTP goals, the RTP performance targets, and equity considerations; and
- Updated the CTP's Implementation Program.

A draft environmental impact report was prepared, under a separate contract, on the draft CTP.

The update, however, was delayed to allow additional time to absorb the significant volume of public comments that were received through the public engagement process conducted in the Fall of 2014, to consider developing a financially-constrained Transportation Expenditure Plan (TEP), and to address changes in MTC's updated CTP Guidelines. Work on the CTP and TEP development continued through 2015. At the close of 2015, release of a Draft CTP was again delayed to respond to legislative changes (SB 743), which altered the preferred methodology for assessing traffic impacts of new development. SB 743, and the revisions to CEQA Guidelines it will soon generate, significantly affected the Action Plans. As noted below, because the Action Plans use Level of Service as a measurement of traffic congestion, a CEQA analysis of growth impacts of proposed General Plan amendments could no longer rely on the Action Plan MTSOs for a basis of analysis.

The CONSULTANT shall support the completion of the CTP. AUTHORITY staff is now working with the Board to identify the approach and scope for the completion of the CTP. The simplest approach would be to incorporate policies from the updated Action Plans and the Measure X TEP as a potential future investment program. In a more involved approach, the AUTHORITY could address a number of issues as part of the development of the revised draft CTP. These might include issues such as the impact of connected and autonomous vehicles on travel demands, how best to incorporate complete streets approaches into the AUTHORITY's programs, and the use of performance measures in setting funding priorities. The CONSULTANT shall support the CTP, whichever approach is taken.

**Note:** The environmental review document for the 2017 CTP Update will be developed by others under a separate consultant agreement.

### ***3.1.2. Support Action Plans***

One of the key components of the Measure J Growth Management Program (GMP) is the Action Plans for Routes of Regional Significance. To be eligible for certain Measure J funding, every jurisdiction must participate in an ongoing cooperative, multi-jurisdictional planning process, including working together with jurisdictions in its subregion to develop and update an Action Plan. Those plans will identify Routes of Regional Significance, and establish Multimodal Transportation Service Objectives (MTSOs) for those routes and actions for achieving those objectives. Because the EIR on the CTP will provide environmental clearance for the Action Plans, their final adoption can only occur following the certification of the CTP EIR.

As part of the development of current updating of the CTP, the AUTHORITY worked with the Regional Transportation Planning Committees (RTPCs) to update their Action Plans. The AUTHORITY incorporated the recommendations of the Action Plans into the draft CTP. Many of the MTSOs, however, are set based on some form of vehicle delay (level-of-service, delay index, etc.). With the implementation of SB 743, these delay-based measures may soon no longer be allowed in CEQA analyses and thus may no longer work as MTSOs.

The CONSULTANT will work with AUTHORITY and local staff to revise Action Plans as needed and assist in their adoption by the RTPCs.

**Note:** For the 2017 CTP Update, development of the Action Plans will be by others under a separate consultant agreement.

### **3.1.3. Support Other Planning Activities**

The AUTHORITY has developed a number of policy documents to implement Measure J including the *Implementation Documents, Technical Procedures* and project development and programming procedures. As needed, the CONSULTANT would help analyze new issues that arise, update existing documents, and develop new policies and procedures. Previous efforts have looked at addressing housing laws and investigating how sustainability concepts could be incorporated into AUTHORITY policies and identifying Safe Routes to Schools needs within Contra Costa. Future subjects that the CONSULTANT could help investigate might include:

- Using performance measures to identify project priorities;
- Identifying the impact of connected and autonomous vehicles on travel demand;
- Incorporating complete streets approaches into the AUTHORITY's programs and procedures;
- Investigating how "Vision Zero" (zero vehicle and pedestrian fatalities) approaches might be instituted in Contra Costa; and
- Achieving the Governor's Greenhouse Gas reduction goals for 2050.

## **3.2. IMPLEMENTATION AND MONITORING**

### **3.2.1. Develop Congestion Management Program**

As the CMA for Contra Costa, the AUTHORITY is charged with updating its Congestion Management Program (CMP) every other year. The AUTHORITY prepared its first CMP in 1991 and has so far updated it 12 times since. The next update will be done in 2017. Although MTC has not yet released guidelines for the update, we assume that this update will not require a fundamental change in direction from the 2015 CMP. It will require updates to reflect:

- New and updated project descriptions (see the discussion of the Comprehensive Transportation Project Lists, or CTPL, below);
- Potential revisions to the performance measures to evaluate current and future multimodal system performance for the movement of people and goods to reflect updates to the Action Plans; and
- Updates to MTC's estimations of available future funding;
- Monitoring of the LOS standards and performance measures (monitoring will be conducted through a separate contract).

The CONSULTANT will be responsible for preparing the update including the incorporation of the items, and potentially others, listed above.

### **3.2.2. Support CMA Planning and Outreach**

Beyond developing the CMP, the AUTHORITY plays a significant role as the Congestion Management Agency (CMA) for Contra Costa. These responsibilities include:

- Carrying out the One Bay Area Grant (OBAG) program,
- Preparing Corridor Management Plans and corridor studies,
- Project delivery and monitoring and program implementation,
- Planning, programming, monitoring and project delivery for the Lifeline Transportation and the Community Based Transportation Planning (CBTP) programs,
- Assistance in developing the Regional Transportation Plan,
- Public involvement and outreach including Title VI compliance, and
- Other related planning activities.

The CONSULTANT will support the AUTHORITY in carrying out a number of these responsibilities. This support will most likely involve the following:

#### **One Bay Area Grant (OBAG) Program**

As part of its CMA responsibilities, the AUTHORITY is responsible for implementing the OBAG program within Contra Costa. While one of the AUTHORITY's OBAG responsibilities is identifying projects for funding that help achieve the goals of the program, the program places several other responsibilities on the AUTHORITY. These responsibilities include working with local agency staff to understand their needs and convey information from MTC and ABAG, encouraging community participation, and quantifying the cost of needed transportation improvements.

#### **Update the PDA Implementation and Growth Strategy**

One of the AUTHORITY's CMA responsibilities is the preparation of a Priority Development Area (PDA) Investment and Growth Strategy. The purpose of the strategy is to ensure that CMAs have a transportation project priority-setting process for OBAG 2 funding that supports and encourages development in the region's PDAs, recognizing that the diversity of PDAs will require a range of different strategies. The AUTHORITY prepared its first PDA Strategy in 2013 and updated it in 2014 and 2015. The PDA Strategy established a set of objectives and action for achieving those objectives and included an inventory of PDAs within Contra Costa. The inventory planning and development potential, the infrastructure

capacity and needs, the funding capacity available, consistency of planning policies with market demand, and recent changes within each PDA.

The next update of the PDA Strategy is due to MTC by May 1, 2017. The CONSULTANT will be expected to update the information, policies and actions to reflect changed conditions on this and on future PDA Strategies.

### **3.2.3. *Support Programming Efforts***

The AUTHORITY's Planning Section is responsible for overseeing the programming and allocation of funding through the Measure J Program 12, Transportation for Livable Communities (TLC), and Program 13, Pedestrian, Bicycle and Trail Facilities (PBTF). The AUTHORITY also receives federal funding through MTC to carry out the One Bay Area Grant (OBAG) program. The AUTHORITY allocates the majority of that funding to jurisdictions and other agencies for eligible projects and programs, including bicycle and pedestrian projects, local street preservation and safe routes to school programs.

In September, 2016, the AUTHORITY released a call for projects for the OBAG and Measure J programs; working as an extension of AUTHORITY staff, the CONSULTANT may be asked to support the review of these and other applications.

## **3.3. MAINTAIN PLANNING DATA AND TOOLS**

### **3.3.1. *Enhance Comprehensive Transportation Projects List***

The AUTHORITY has, since the first CMP in 1991, maintained a database of identified transportation projects named the Comprehensive Transportation Project List (CTPL). While the CTPL was first created for use in the CMP, it has since been used in the development of the CTP, the Countywide Bicycle and Pedestrian Plan and the Countywide Model.

The original list was a relatively simple Excel spreadsheet. For the 2001 CMP, however, the AUTHORITY converted the Excel list into an Access database. Later, the AUTHORITY made the database available online for project sponsors to update the projects in the CTPL and to add new projects.

The CTPL is not a static document and the AUTHORITY updates it periodically to ensure that the information accurately reflects current investment plans. The CONSULTANT will support the updating and dissemination of the information in the CTPL. This will include reviewing how the CTPL has been and could be used, evaluating the structure of the database, and recommending changes to the structure and use of the CTPL. These changes will include improvements in how project sponsors and AUTHORITY staff access and update the CTPL. The CONSULTANT will then be responsible for implementing the approved approach.

### **3.3.2. *Support Land Use and Transportation Forecasting***

As part of both its Measure J and CMA responsibilities, the AUTHORITY maintains a travel demand forecasting model known as the Countywide Model. The model, built using TransCAD software uses land use and demographic information from the Association of Bay

Area Governments (ABAG), the Metropolitan Transportation Commission (MTC) and transportation networks built with local input to forecast travel demand within Contra Costa and the region. The AUTHORITY went through a major update of the model around 2000 and has begun planning for the next major update. While this update will be conducted through a separate contract, the CONSULTANT may be asked to assist in developing necessary land use and demographic information.

#### **3.4. PUBLIC OUTREACH**

Many of the services outlined above support the AUTHORITY's commitment to engage in an open, public, multijurisdictional-cooperative planning process. As such, the services contemplated in this RFP are intended to support the development of these and other plans through public communications and outreach with the AUTHORITY's constituents and stakeholders. Through an on-call task order process, the CONSULTANT may be asked to research, procure, and analyze past and current data regarding public attitudes toward transportation and growth management, including the policies, programs and projects the public believes are needed. The CONSULTANT shall also give the AUTHORITY strategic advice on how that information might be integrated into future plans. The selected firm/team must have the capabilities to collaborate with AUTHORITY staff and other consultants on public outreach and engagement programs on the following activities:

- Procure, review, and analyze past and present public awareness and opinions regarding transportation, land use and related issues in Contra Costa.
- Focus and refinement of key messages that describe transportation investments and growth management strategies in publicly accessible terms.
- Participate in outreach and communications coordination with public information representatives at the AUTHORITY and partner agencies, including local jurisdictions.
- Conduct and facilitate public workshops (both live and webcast) in support of the AUTHORITY's planning activities.
- Consult with under-represented communities, a broad range of economic, environmental and public health organizations, and regional agencies.
- Document the outreach program, especially emphasizing how that program involved minority, low-income, and other disadvantaged communities.

#### **3.5. PERIOD OF PERFORMANCE**

The period of performance for the services is anticipated to be from approximately February 2017 through June 2021.

### **3.6. CONCURRENT EFFORTS**

The AUTHORITY is undertaking a number of concurrent planning efforts over the next two years. They include working with MTC to complete the next SCS, generating projects for inclusion in the 2017 RTP, implementing the 2009 CTP and 2009 CBPP work plans, updating the CBPP, implementing a Safe Routes to School needs assessment, and allocating funds for the Measure J Transportation for Livable Communities, Pedestrian Bike, and OBAG 2 capital improvement program.

The selected CONSULTANT team is expected to coordinate with staff and other consultants working on these efforts to ensure that the tasks carried out as part of the ongoing planning services neither conflict with nor duplicate these concurrent efforts.

### **3.7. OVERALL BUDGET**

The AUTHORITY will budget an estimated \$500,000 for the Ongoing Planning-Related Consultant Services for the Contra Costa Congestion Management and Growth Management Programs over a three-year period. For the purposes of this RFP, a task budget is not required. Once the most qualified consultant has been selected to perform the work described herein, a task budget will be established for inclusion in the consultant agreement.

## **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 fails 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. 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 the project. 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 and firm(s) of individuals identified to perform services on 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 proposals to remain with the project. Replacement of key team members for the project shall be undertaken in consultation with the AUTHORITY.
4. **References** — Provide:
  - a. 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, Senior Planner, or 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
  - b. A description of at least three (3) 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, 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.
7. **Other Information (Optional)** — Provide additional relevant information that may be helpful in the selection process (not to exceed two pages).
8. **Resumes** — Provide firm/team resumes. CONSULTANT is encouraged to limit descriptions on resumes to relevant information.

## Section 6. Proposal Submittal Procedure

CONSULTANTS shall submit proposals in accordance with the following requirements:

- Proposals shall be transmitted with a cover letter as described in Section 5.
- Proposals shall be submitted either by email or on a disk/flash drive as one PDF.
- Proposals shall be e-mailed to:

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

- Email submissions shall be posted, and submissions on disk/flash drive shall be delivered, by **2:00 p.m. on Friday, January 20, 2017**.
- 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.

The AUTHORITY will notify CONSULTANTS of their selection or selection for interview on or after **January 23, 2017**.

Questions pertaining to this RFP, the Scope of Services, or the CONSULTANT's proposal should be directed via e-mail to [ctp@ccta.net](mailto:ctp@ccta.net) (contact information listed in Section 2).

## Section 7. Consultant Selection Process

The selection process will use 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 of the 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.

The following are key dates in the selection process:

E-mail RFP notice of availability:	Tuesday, December 20, 2016
RFP posted on ccta.net website	Tuesday, December 20, 2016
PreProposal Conference (Tentative)	Tuesday, January 3, 2017 at 1:30 p.m. (At CCTA Office in Walnut Creek, CA)
Proposals due:	Friday, January 20, 2017 2:00pm (late submittals will not be accepted)
Notify proposers of shortlisting and interviews (if held)	After January 23rd
Interviews (if necessary)	Week of January 30 <sup>th</sup> (tentative)
Contract negotiations with selected consultants:	Week of February 6 <sup>th</sup>
Tentative Contract Approval by CCTA:	February 15, 2017

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

1. Qualifications and specific experience;
2. Experience with similar types of projects;
3. Ability to perform the required scope of services described in Section 3;
4. Demonstrated competence, expertise, professional qualifications, experience, and capabilities
5. Qualifications and abilities of the Project Manager, including demonstrated ability to manage a team of consultants in a matrix organizational structure with numerous players; and
6. Schedule and capacity to provide approved deliverables and services expeditiously.

Interviews, if necessary, will be held the week of January 30, 2017. 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 1);
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.

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, AUTHORITY staff would recommend to the AUTHORITY Board that a contract be entered into with the selected CONSULTANT team. 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 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 via e-mail to the address shown on page 6.

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.