

NEVADA COUNTY TRANSPORTATION COMMISSION
REQUEST FOR PROPOSAL
SENATE BILL 743 VEHICLE MILES TRAVELED METHODOLOGY AND THRESHOLDS
RECOMMENDATIONS

I. PURPOSE OF REQUEST FOR PROPOSAL

The Nevada County Transportation Commission (NCTC) is a Regional Transportation Planning Agency (RTPA) created pursuant to Title 7.88, of the State of California Government Code, Section 67920. The mission of the NCTC is to plan, communicate, and coordinate with the citizens and decision makers of Grass Valley, Nevada City, Nevada County, Town of Truckee, and with Caltrans to identify transportation needs, propose solutions, and assist in implementing projects to create a balanced regional transportation system, while protecting the rural qualities and historic character of Nevada County.

California Senate Bill 743 (SB 743) represents a new paradigm in land use development planning across the state. Adopted in 2013, the law changes how transportation impacts are measured in the review of land use and transportation plans and projects under the California Environmental Quality Act (CEQA). SB 743 removes automobile delay as the primary measure of transportation impacts of environmental significance, typically measured by traffic level of service (LOS), and replaces it with vehicle-miles traveled (VMT). The Governor's Office of Planning and Research (OPR) provides guidance on implementation of the VMT thresholds, and in acknowledgement of the unique characteristics, implementation challenges, and the limited application of VMT mitigation measures, provides additional flexibility in rural non-Metropolitan Planning Organization areas.

As part of the regional transportation planning process, NCTC in coordination with the County of Nevada, City of Grass Valley, City of Nevada City, and Town of Truckee, is seeking proposals from consulting firms with qualifications and experience necessary to provide recommendations for methodology, thresholds, and procedures for analysis of land use and transportation projects and plans in each of the jurisdictions within Nevada County in relation to implementation and compliance with SB 743. Recommendations will be provided in relation to land use projects, planning documents (i.e. general plans, regional transportation plans, etc.), and transportation projects.

II. SCOPE OF WORK/SERVICES REQUESTED (Minor changes to the scope may be necessary to integrate innovative approaches suggested by the consulting firm)

Task 1.0: Project Meetings and Coordination

Task 1.1: Project "Kick-off" Meeting: NCTC staff will hold an initial "kick-off" meeting with the Project Advisory Committee (PAC), and the selected project consultant to discuss the project goals and objectives, project deliverables, and timeline; and identify any critical and/or regional issues as background to the project. The consultant will prepare a draft agenda and develop a power point presentation to provide an overview of the study process. The consultant will review prior studies and other related documents and identify any additional data needs that will be required.

Task 1.2: PAC Meetings: This study will be guided by a PAC consisting of staff representatives of NCTC, Caltrans, County of Nevada, City of Grass Valley, City of Nevada City, and Town of Truckee. NCTC will be responsible for establishing the PAC. The consultant will meet with the PAC at the outset of the study, and meetings will be held at key points during the course of the study development.

Task 2.0: Data Collection/Establish Baseline VMT Data

Task 2.1: Collect, Review, and Incorporate Relevant Data from Current and Previous Planning Documents: The consultant will conduct an initial review and analysis of the current 2015 Nevada County Regional Transportation Plan (RTP), Nevada County General Plan, City of Grass Valley General Plan, City of Nevada City General Plan, and Town of Truckee General Plan.

Task 2.2: Review of Existing Travel Demand Models: The consultant will conduct a review of the existing NCTC Regional Travel Demand Model, City of Grass Valley Travel Demand Model, and Town of Truckee Travel Demand Model to determine applicability for utilization for developing baseline VMT for use in establishing thresholds. The consultant will also provide a recommendation on how to address the portion of the county between the northeastern boundary of the Nevada County Regional Travel Demand Model and southwestern boundary of the Town of Truckee Travel Demand Model, which is not covered by a travel demand model. This information will be used in the analysis to determine how to best establish VMT baselines, options for VMT methodology for each jurisdiction, and to identify any necessary model modifications.

The consultant will also need to take into consideration the significant seasonal variations in traffic volumes experienced in relation to tourism in the Town of Truckee as a resort community.

Task 2.3: Baseline VMT Data: Based on the review of the travel demand models in Task 2.2 and data collected, the consultant will estimate and summarize the baseline VMT by major trip types by jurisdiction for review by the PAC. The consultant will also compare this data and make a recommendation regarding the best approach to generate baseline VMT for areas not covered by the travel demand models.

Task 2.4 Final Jurisdictional VMT Data: After reviewing the draft baseline VMT with the PAC and updating any information the consultant will document the Baseline VMT Methodology and Data in a Technical Memorandum.

Task 3.0: Analysis of VMT Mitigation Measures

Task 3.1: Review Applicable VMT Mitigation Measures: The consultant will, review available data on strategies to reduce VMT, with a focus on those most applicable in the Nevada County region and document a minimum of seven (7).

Task 3.2: Identify Five (5) High Priority VMT Mitigation Measures: The consultant will prioritize the potential VMT reduction strategies, focusing on those that are applicable to common projects in the Nevada County region and identify the estimated level of VMT reduction.

Task 3.3: Develop Localized Quantification Methodology for High Priority Mitigation Measures: The consultant will identify methodologies and approaches to quantify VMT reductions associated with the five (5) high priority mitigation measures.

Task 4.0: Development of Potential VMT Thresholds

Task 4.1: Review and Analysis of Potential VMT Thresholds: The consultant will review the recommended OPR guidance on the implementation of VMT thresholds in rural non-MPO regions of the state and the information collected in Tasks 2.0 and 3.0. The consultant will review and analyze different VMT metrics (i.e. per capita, per employee, etc.) to determine the most appropriate metric to apply when establishing the VMT thresholds within Nevada County. The consultant will also consider the amount of VMT mitigation that is determined to be achievable when recommending appropriate thresholds.

In addition to the review and analysis of project level VMT thresholds by jurisdiction, the consultant will also review and analyze potential VMT thresholds and analysis methods as they relate to transportation projects and land use and transportation planning documents (i.e. Nevada County Regional Transportation Plan, General Plans Circulation Elements, General Plan Environmental Impact Reports, etc.). The consultant will also analyze the need for and applicability of establishing sub-regional VMT thresholds.

Task 4.2: Stakeholder Meetings: The potential thresholds will be shared with stakeholders including the PAC, representatives of the Nevada County Contractors Association, and other key stakeholders for their review and comment. This scope anticipates that there will be at least two (2) stakeholder meetings. The consultant will work with NCTC staff to schedule the meetings, contact invitees, and other logistical tasks for the meeting.

Task 4.3: Develop Threshold Alternatives: Based on the stakeholder meetings, the consultant will identify up to three (3) potential thresholds by jurisdiction that could be used for projects of varying sizes, types of uses, and other considerations. One likely threshold will be some type of screening criteria that could limit the need for detailed analysis on smaller scale projects.

Task 4.4: Evaluate Thresholds: The consultant will test the alternative thresholds identified in Task 4.3 to verify these thresholds can be applied in the Nevada County and do not create unintended consequences.

Task 4.5: Recommend Thresholds: Following completion of Tasks 4.1 through 4.4, the consultant will make a final recommendation on the potential VMT thresholds for each jurisdictions within the region.

Task 4.6: Prepare VMT Threshold Guidance Documents: The consultant will prepare model guidance documents that can be incorporated into each jurisdiction's planning guidelines, should they choose to apply these thresholds.

Task 5.0: Develop VMT Methodologies

Task 5.1: Identify Potential VMT Calculation Methodologies: The consultant will identify a minimum of three (3) and up to five (5) potential VMT calculation methodologies for use by the jurisdictions in Nevada County. These methodologies will consider projects of varying size and scale.

Task 5.2: Review and Test VMT Calculation Methodologies: The consultant will evaluate a minimum of three (3) and up to five (5) projects using the VMT calculation methodologies in Task 5.1 to verify they are appropriate to use in the Nevada County region.

Task 5.3: Recommend VMT Methodologies: Based on the results of Tasks 5.1 and 5.2, the consultant will recommend the implementation of one or more VMT calculation methodologies for use by the jurisdictions within Nevada County.

Task 5.4: Prepare Updated Guidance Documents for VMT Calculations: The consultant will develop guidelines and other materials to document VMT calculation approaches that can be used by the jurisdictions within Nevada County. It is anticipated that this task will include the development of model traffic study guidelines that the jurisdictions can incorporate into their existing guidelines.

Task 6.0: VMT Forecasting Tool

Task 6.1: Review Available VMT Forecasting Tools: Anticipating the need for a tailored VMT forecasting tool that could be easily utilized for small and medium sized projects, the consultant will review available tools that could be modified for use in the Nevada County region.

Task 6.2: Develop Tailored VMT Forecasting Tool: The consultant will develop a tailored VMT forecasting tool for the jurisdictions in Nevada County, using localized data on travel behavior where appropriate.

Task 6.3: Documentation: After completing Task 6.2, the consultant will be responsible for documenting the localized tool and producing a "user manual" for use by jurisdiction staff.

Task 7.0: Draft Report

Task 7.1: Preparation and Presentation of Draft Report: The consultant will prepare an administrative draft report for review and comment by the PAC. The administrative draft is to be provided in Adobe Acrobat. Comments received from the PAC will be incorporated into the final draft report and presented by the consultant to the Nevada County Transportation Commission, Nevada County Board of Supervisors, Grass Valley City Council, Nevada City Council, and Truckee Town Council.

Task 8.0: Final Report

Task 8.1: Preparation and Presentation of the Final Report: The consultant will consider and incorporate the comments received on the draft report into the final report, as appropriate, and present it at a meeting of the NCTC if requested.

III. DELIVERABLE PRODUCTS

The consultant must provide to the NCTC an electronic PDF copy of the administrative draft for review and comment. Twenty (20) bound copies and a reproducible original on CD-ROM of the draft final report. Format for reproducible originals on CD-ROM will be in Microsoft Word, Excel, and PDF. Once considerations and changes are fully addressed, the consultant must complete the final report and deliver twenty (20) bound copies, one reproducible unbound original copy, and the final on CD-ROM to NCTC.

IV. PROPOSAL FORMAT

A qualifying proposal must address all of the following points, in the order shown below:

- A. **Introduction:** (Maximum 3 pages). A brief description of the consultant's firm, including the year the firm was established, type of organization of firm (partnership, corporation, etc.), and any variation in size over the last five years, along with a statement of the firm's qualification for performing the subject services. Also a brief summary of the firm's experience with similar projects.
- B. **Technical Approach:** The firm's proposed work plan and time schedule to address the scope of work.
- C. **Project Team:** An organizational chart depicting the individual or team proposed by the firm and time allowed by each team member. A brief summary of the qualifications and experience of each member proposed to work on the project. To assure that the designated personnel are used for the project, reassignment of and/or substitution of any member of the designated project team shall have prior approval by the NCTC Executive Director.
- D. **Project Schedule and Costs:** The proposed project schedule and cost, including the method of compensation, the hourly rate for principals, employees to be assigned to this project, and a summary of any other related costs that are to be billed directly. A detailed schedule of proposed costs shall be included in the proposal.
- E. **Subconsultants:** That portion, if any, of the total project for which the firm will require the services of a subcontracting firm.
- F. **References:** A list of references for similar projects, including contact person, phone numbers, and the professional staff who performed the work.

V. PROPOSAL SUBMITTAL

Proposals are to be received at the NCTC office no later than 5:00 p.m., **Friday, December 8, 2017**. Deliver six (6) bound copies of the proposal, one (1) unbound original, suitable for reproduction, and an electronic copy on CD-ROM or flash drive to the Nevada County Transportation Commission, 101 Providence Mine Road, Suite 102, Nevada City, CA 95959. Late proposals will not be accepted.

The consultant may ask for clarification of the RFP by submitting written questions to the NCTC's Transportation Planner, Mike Woodman at mwoodman@nccn.net. Questions regarding this RFP must be submitted no later than 5:00 p.m. on Monday, November 20, 2017. No response will be given to verbal questions. NCTC reserves the right to decline a response to any question if, in the NCTC's assessment, the information cannot be obtained and shared with all potential organizations in a timely manner. A summary of the questions submitted, including

responses deemed relevant and appropriate by the NCTC, will be provided on November 21, 2017 to all firms that receive the RFP.

Oral interviews, may be deemed necessary to provide additional evaluation of the short listed proposers, and are tentatively scheduled to be held on Tuesday, December 19, 2017.

VI. SCHEDULE OF ACTIVITIES

ACTIVITIES	DATE
Email RFP	November 10, 2017
RFP Question Submittal Deadline	November 20, 2017
NCTC Post Responses to Questions	November 21, 2017
Proposals Due	December 8, 2017
Selection Screening of Proposals	December 11 – 14, 2017
Short Listed Proposers Notified	December 15, 2017
Oral Interview (if deemed necessary)	December 19, 2017
Consultant Selection	December 20, 2017
Contract Execution	January 17, 2018
Project Kick-off Meeting	January 2018 (TBD)
Admin. Draft Report for Review and Comment	June 11 – June 15, 2018
Draft Report Delivered to NCTC	June 29, 2018
Present Draft Report to NCTC	July 18, 2018
Present Draft Report to the Jurisdictions	July 2018 (TBD)
Final Report Delivered to NCTC	September 3, 2018
Project Complete	September 30, 2018

The proposed project schedule may be adjusted to meet the needs of the NCTC or the consultant.

VII. EVALUATION AND SELECTION PROCESS

PROPOSAL EVALUATION CRITERION

A Selection Committee will perform an in-depth analysis of all proposals, carefully evaluating each one with the following criterion:

	Relative Weight/Maximum Points
1. Understanding of project requirements, issues, and challenges.	15
2. Approach to be followed and tasks to be performed, including detailed steps, resources required, and proposed project schedule.	20
3. Specialized experience and technical competence of personnel to be assigned to project.	20
4. Relative allocation of resources to key tasks, including the time and skills of personnel assigned to the task and the consultant’s approach to managing resources and project output.	20
5. Qualifications of the project leader and assurance of involvement in the project.	15
6. Proposed cost to accomplish the RFP scope of work.	<u>10</u>
Total Points Possible	100

The Selection Committee may decide to entertain formal oral interviews from the final short list of proposers to provide additional input into the evaluation process. The consultant would be expected to provide a 15 minute oral presentation that will be followed by a 15 minute question and answer period during which the committee may question the prospective consultants about their proposed approaches.

ORAL INTERVIEW EVALUATION CRITERION

The Selection Committee will carefully evaluate the oral interview based on the following criterion:

	Relative Weight/Maximum Points
1. Presentation by Consultant Team (Overview of Team and Approach to Scope)	25
2. Q&A Session: Responses to Panel Questions	<u>25</u>
Total Points Possible	50

A consultant will be selected by NCTC staff on or before December 20, 2017 based on the Selection Committee evaluation of the proposals submitted, and oral interviews of the short listed consultants if conducted.

The NCTC reserves the right to reject any or all proposals or to waive minor irregularities in said proposal, and reserves the right to negotiate minor deviations to the proposal with the successful consultant. The NCTC reserves the right to award a contract to the firm or individual that presents the proposal, which, in the sole judgment of the Commission, best accomplishes the desired results.

The RFP does not commit NCTC to award a contract, to pay any costs incurred in the preparation of the contract in response to this request, or to procure or contract for services or supplies. NCTC reserves the right to withdraw this RFP at any time without prior notice.

All proposals, whether selected or rejected, shall become the property of the NCTC.

VIII. PAYMENTS AND FINANCIAL CONDITIONS

A budget of \$80,000.00 has been approved for the contract portion of the SB 743 Vehicle Miles Traveled Methodology and Thresholds Recommendations. At the time of contract negotiations, a payment schedule and amount will be agreed upon between the NCTC and the consultant. Payment will be tied to the completion of the project.

The NCTC will not provide financial assistance to the consultant beyond negotiated fees, but will collaborate with the consultant and give reasonable cooperation in the collection of information and facilitation of meetings with appropriate agencies.

The contract that results from this Request for Proposal will specify a maximum price. All applicable costs may be charged to the contract within the fixed price limit. Appropriate charges may include wages and salaries, overhead, travel, materials, and subcontractor costs.

IX. LIMITATIONS ON CONSULTANT

- A. All reports and pertinent data or materials are the sole property of the NCTC and may not be used, reproduced or released in any form without the explicit, written permission of the NCTC.
- B. Consultant should expect to have access only to the public reports and public files of local governmental agencies in preparing the proposal or reports. No compilation, tabulation, or analysis of data, definition of opinion, etc., should be anticipated by the consultant from the agencies, unless volunteered by a responsible official in those agencies.

X. CONFLICT OF INTEREST

No consultant, subcontractor, or member of any firm proposed to be employed in the preparation of this project has a past, ongoing, or potential involvement which could be deemed a conflict of interest under the Fair Political Practices Act or other law. During the term of this Agreement, the consultant shall not accept any employment or engage in any consulting work that would create a conflict of interest with NCTC or in any way compromise the services to be performed under this Agreement. The consultant shall immediately notify NCTC of any and all potential violations of this paragraph upon becoming aware of the potential violation.

XI. EQUAL EMPLOYMENT OPPORTUNITY/TITLE VI COMPLIANCE

The consultant shall comply with Title VI of the Civil Rights Act of 1964, as amended, and with the provisions contained in 49 CFR Part 21 through Appendix C and 23 CFR 710.405 (b).

- A. During the performance of contract, the consultant and its subcontractors shall not unlawfully discriminate, harass, or allow harassment, against any employee or applicant for employment because of sex, sexual orientation, race, color, ancestry, religion, national origin, physical disability, mental disability, medical condition, age or marital status.
- B. The consultant and its subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- C. The consultant shall comply with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in the Department of Labor Regulation (41 CFR Part 60), the California Fair Employment and Housing Act, and any other applicable federal and state laws and regulations relating to equal employment opportunity, including the provisions of the Fair Employment and Housing Act (Government Code § 12900, et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, § 7285.0, et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code §§ 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into the contract by reference and made a part hereof as if set forth in full. The consultant and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- D. Solicitations for Subcontractors, including procurement of materials and equipment: In all solicitations either by competitive bidding or negotiations made by the consultant for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the consultant of the consultant's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, religion, color, sex, age, or national origin.
- E. Information and Reports: The consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the NCTC or the Federal Transit Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information is required of the consultant which is in the exclusive possession of another who fails or refuses to furnish this information, the consultant shall so certify to the NCTC or the Federal Transit Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- F. Sanctions for Noncompliance: In the event of the consultant's noncompliance with the nondiscrimination provisions of the contract, NCTC shall impose such contract sanctions as it or the Federal Transit Administration may determine to be appropriate, including but not limited to:

- i. Withholding of payments to the consultant under the contract until the consultant complies, and/or,
 - ii. Cancellation, termination or suspension of the contract, in whole or in part.
- G. **Incorporation of Provisions:** The consultant shall include the provision of this section in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The consultant shall take such action with respect to any subcontract of procurement as the NCTC or the Federal Transit Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the consultant may request that the NCTC enter into such litigation to protect the interests of NCTC. In addition, the consultant may request the United States to enter into such litigation to protect the interests of the United States.
- H. **Subcontracts:** All subcontracts awarded shall contain provisions requiring compliance with Title VI of the Civil Rights Act of 1964, as amended. Accordingly, 49 CFR Part 21 through Appendix C and 23 CFR 710.405 (b) shall be made applicable by reference in all subcontracts.

XII. CONTRACT ARRANGEMENTS

The consultant is expected to execute a contract similar to the enclosed NCTC's Professional Services Agreement, which meets the requirements of Federal law and Federal regulations:

1. **Disadvantaged Business Enterprise (DBE) Program Considerations**

The Agreement with the consultant selected is subject to Title 49, Part 26 of the Code of Federal Regulations (49 CFR 26) entitled, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." Bidders who obtain DBE participation on the Agreement will assist Caltrans in meeting its federally mandated statewide overall DBE goal.

DBE and other small businesses, as defined in Title 49 CFR, Part 26 are encouraged to participate in the performance of agreements financed in whole or in part with federal funds. The consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of the contract. The consultant shall carry out the applicable requirements of 49 CFR, Part 26 in the award and administration of U.S. Department of Transportation assisted contracts. Failure by the consultant to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy, as recipient deems appropriate.

Any subcontract entered into as a result of the Agreement shall contain all of the provisions of this section. The NCTC also advises that participation of DBEs is not a condition of award. The attached Exhibit 10-O1 from Chapter 10 of the Caltrans Local Assistance Procedures Manual entitled, "Local Agency Proposer UDBE Commitment (Consultant Contracts)" must be signed and dated by the consultant submitting the proposal. Also, list a phone number in the space provided and print the name of the person to contact.

The attached Exhibit 10-O2 from Chapter 10 of the Caltrans Local Assistance Procedures Manual entitled, "Local Agency Proposer DBE Information (Consultant Contracts)" must be signed and dated by the consultant submitting the proposal. Also, list a phone number in the space provided and print the name of the person to contact.

2. Title VI of the Civil Rights Act of 1964:

The consulting firm and NCTC shall comply with the nondiscrimination program requirements of Title VI of the Civil Rights Act of 1964 as amended and the regulations of the U.S. Department of Transportation issued there under in 49 CFR Part 21.

3. Equal Employment Opportunity:

NCTC will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract on the basis of race, religion, creed, medical condition, color, marital status, ancestry, sex, age, national origin, or disability. In addition, NCTC requires that any consulting firm hired to perform any work activity does not discriminate against any employee or applicant for employment because of race, religion, creed, medical condition, color, marital status, ancestry, sex, age, national origin, or disability.

XIII. INSURANCE

The successful firm or individual shall provide evidence of insurance as stated in the contract prior to execution of the contract.

XIV. TERMINATION OF CONTRACT

Upon failure of performance by the other party, or at NCTC's convenience, either party may terminate the contract upon ten (10) days written notice to the other party. If the contract is to be terminated, the consultant shall be paid the amount due for work properly completed and approved by NCTC, up to the date of the notice of termination, based on the actual costs to the consultant attributable to the project, less any compensation to NCTC for damages suffered as a result of Consultant's failure to comply with the terms of the contract.

XV. CONTACT PERSON

Mike Woodman, Deputy Executive Director
Nevada County Transportation Commission
101 Providence Mine Road, Suite 102
Nevada City, CA 95959
Phone: (530) 265-3202
Fax: (530) 265-3260
Email: mwoodman@nccn.net

attachments:

Exhibit 10-O1
Exhibit 10-O2