

NEVADA COUNTY TRANSPORTATION COMMISSION
IN COORDINATION WITH THE
CALIFORNIA RURAL COUNTIES TASK FORCE
REQUEST FOR PROPOSAL TO PREPARE A
RURAL INDUCED DEMAND STUDY

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, the Town of Truckee, and with the California Department of Transportation (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.

NCTC is also one of 26 rural counties that make up the Rural Counties Task Force (RCTF). These counties have a population less than 250,000 and do not have an urbanized area greater than 50,000. The 26 rural county Regional Transportation Planning Agencies (RTPA), or Local Transportation Commissions, collaborate on transportation issues, funding, and advocate on these issues through a unified voice to the California Transportation Commission, Caltrans, and the State Transportation Agency. The RCTF has been a critical forum for discussing the changing transportation landscape through the implementation of SB 743 and other related state initiatives to address climate change.

Specifically, recent guidelines such as the Transportation Analysis Framework (Caltrans, 2020) and Climate Action Plan for Transportation Infrastructure (CalSTA, 2021) established policies directed at reducing vehicle miles traveled (VMT) by supporting projects that do not induce demand through implementation of multimodal transportation options and non-capacity increasing roadway projects. Rural agencies are concerned with the applicability of induced demand guidelines in rural corridors absent significant congestion and are seeking data and analysis to help ensure the issue is correctly addressed in state guidelines and that the associated funding program criteria do not unnecessarily limit the competitiveness of rural projects for state funding programs. Many of the transportation projects featured in rural regional transportation plans include active transportation and complete streets projects to improve rural main streets and multi-modal mobility; however, additional lanes may be required to address operational and safety improvements, as well as, maintaining mobility for tourism and accessibility, and providing sufficient capacity to serve communities during wildfire evacuations.

As part of the regional transportation planning process and on behalf of the RCTF, the NCTC is seeking a consultant, or team, to research the current body of literature on induced demand to understand the applicability to projects in rural areas of the state, identify and evaluate case studies to determine the occurrence of induced demand and the contributing factors, and make recommendations to appropriately address induced demand on rural highway improvements, including recommendations for addressing these rural highway improvements in relation to the California Environmental Quality Act (CEQA).

In addition, the study will include a review of existing state guidance documents and research on induced demand and may necessitate additional data collection as available, in order to provide recommendations on how to appropriately determine if a capacity improvement on rural state highways will induce

significant demand and develop recommendations for incorporating the study findings into future updates of state guidance documents.

II. SCOPE OF WORK/SERVICES REQUESTED

The NCTC is seeking a qualified consultant, or team, with strong qualifications and experience capable of conducting a planning study to research, evaluate, and address the applicability of induced demand on rural highway improvements, including but not limited to, the review of existing literature and research, review of existing state guidance, data collection efforts as necessary, identification of causal factors and differences between urban and rural settings, recommendations on how to address the induced demand for these types of projects under CEQA, and recommendations for incorporating the study findings into future updates of state guidance documents.

Specifically, NCTC is looking for consultants with knowledge of rural transportation planning and induced demand. The ideal team would include legal counsel with subject matter expertise relating to the California Environmental Quality Act (CEQA).

The selected consultant will receive general direction from the NCTC Executive Director and Project Advisory Committee (PAC). The consultant will be expected to perform all services necessary to complete an appropriate Induced Demand Study that addresses the induced demand associated with rural highway improvements.

The consultant will be expected to coordinate with NCTC staff to conduct monthly PAC meetings, monthly project staff check-in meetings, or committee meetings deemed necessary and appropriate to complete this study.

The consultant will be expected to coordinate with NCTC staff to hold a minimum of two (2) workshops in an effort to gather stakeholder comment to be included into the study.

Given the highly technical nature of this topic, a general scope of work is provided below to serve as guidance during the development of prospective proposals. NCTC recognizes that prospective consultants may approach the scope of work differently and encourages creativity in the approach necessary to accomplish the goals of this RFP in a clear and efficient manner.

Task 1.0: Project Administration and Coordination

Task 1.1: Establish Project Advisory Committee (PAC):

Establish a PAC consisting of representatives from members of the Rural Counties Task Force and other stakeholders, as determined, to encourage collaboration, facilitate discussion, determine data needs, and share information. PAC meetings should occur quarterly, or at key milestones, over the duration of the project. The key points are anticipated to align with the deliverables and tasks listed below and may be combined as appropriate. As determined by the PAC and consultant, meetings and other communications during the project may utilize teleconferencing and webinar formats

Task 1.2: Project Kick-off Meeting:

NCTC staff will hold an initial “kick-off” meeting with the PAC and the selected project consultant to discuss the project goals and objectives, project deliverables, and timeline; and identify any critical or regional issues that should be accounted for during the course of the study. In conjunction with this

meeting, the consultant will review prior studies and other related documents and identify any data needs that may be required. The consultant will prepare a draft agenda and develop a power point presentation to provide an overview of the study process.

Task 1.3: Monthly Project Manager Meetings:

The consultant will coordinate with the NCTC Project Manager monthly, by phone, to ensure good communication on upcoming tasks and to make sure the project remains on time and within budget.

Task 1.4: Project Management and Invoicing:

The consultant shall budget sufficient time to oversee the contracting, invoicing, and project reporting.

Task 1.0 Deliverables:

1. Meeting summary notes from PAC meetings, including discussion and action items.
2. Meeting summary notes from monthly status meetings, including discussion and action items.
3. Monthly invoices and status reports.

Task 2.0: Data Collection and Analysis

Task 2.1 Review Induced Demand Research:

The consultant will identify and review the existing body of research on induced demand and document key findings and applicability to rural context.

Review and assess the quality of potential VMT data sources such as PeMS, HPMS, “Big Data” and determine whether they contain sufficient accuracy and stability over time for use as a tool in rural areas. Accurate data is important as the state’s programs transition to greater quantitative scoring rubrics. Data accuracy is also important where the changes in key analysis variables are likely to exhibit much smaller changes (i.e., lane miles, VMT, etc.) than in urban areas.

Determine if available data sources can be used for statistical analysis of previously completed rural highway capacity improvements. If quality data sources are available, the consultant will coordinate with the PAC to identify candidate improvement projects for analysis of project effects on VMT.

The findings will be documented in a technical memorandum.

Task 2.2 Review Existing State Guidance:

The consultant will identify and review state guidance documents related to induced demand on rural highway improvements. Selected State guidance to review may include, but is not limited to the following documents:

- OPR’s Technical Advisory on Evaluating Transportation Impacts in CEQA, December 2018
- Caltrans’ Transportation Analysis Framework (TAF) First Edition: Evaluating Transportation Impacts of State Highway System Projects, September 2020
- Caltrans’ Transportation Analysis Under CEQA (TAC) First Edition: Evaluating Transportation Impacts of State Highway System Projects, September 2020

The findings will be documented in a technical memorandum.

Task 2.3 Review Induced Demand Causal Factors:

The consultant will identify and document the causal factors associated with induced demand and key differences between urban and rural highway projects and settings. The findings and recommendations will be documented in a technical memorandum.

Task 2.0 Deliverables:

1. Technical Memo #1: Rural Induced Demand Body of Research Findings
2. Technical Memo #2: State Guidance on Rural Induced Demand Findings
3. Technical Memo #3: Induced Demand Causal Factors Findings

Task 3.0: Develop Recommendations

Task 3.1 Applicability of Research to Rural Projects:

Based on the literature review and analysis of available data, in tasks 2.0, the consultant will determine the significance and applicability of induced demand for projects in rural corridors and document the factors necessary for induced demand to occur.

Task 3.2 Recommendations to Address CEQA:

Based on the literature review in Tasks 2.0, the consultant will provide recommendations for screening rural capacity highway improvements that are not likely to exhibit the identified causal factors and therefore, unlikely to significantly induce demand.

Task 3.3 Recommendations to Incorporate into State Planning Guidance:

Develop recommendations for incorporating the study recommendations into future updates of state guidance documents and possible updates to CEQA law.

Task 3.4 Recommendations for Future Technical Studies and Data Improvements:

The consultant will document opportunities to improve the understanding of rural induced demand, through analysis tools, additional data sources, and improvements to existing data source quality and availability.

Deliverable:

1. Technical Memo #4: Applicability of Existing Induced Demand Research on Rural Projects
2. Technical Memo #5: Recommendations to Address Rural Induced Demand within CEQA
3. Technical Memo #6: Recommendations for Integrating Rural Induced Demand into State Guidance
4. Technical Memo #7: Recommendations for Future Technical Studies and Data Improvements on Rural Induced Demand

Task 4.0: Draft Report

Task 4.1: Develop Administrative Draft Report:

The consultant will prepare the administrative draft report for review and comment by the PAC.

Task 4.2: Prepare Draft Report:

Based on the comments provided by the PAC, the consultant will revise the report accordingly and prepare the draft report for distribution to the RCTF and NCTC.

Task 4.3: Present Draft Report to RCTF and NCTC:

To facilitate the review process from a broad stakeholder group, the consultant will present a detailed overview of the draft report to the RCTF as well as the NCTC Commission. NCTC staff will coordinate the presentation and secure a date based on reoccurring meeting schedules. The presentations are anticipated to be conducted virtually.

Deliverable:

1. Administrative Draft Report: The Consultant must provide to NCTC **ten (10)** bound copies of the administrative draft report, and an electronic version suitable for reproduction.
2. Draft Report: The Consultant must provide to NCTC **ten (10)** bound copies of the draft report and an electronic version suitable for reproduction.

Task 5.0: Final Report

Task 5.1 Integrate PAC and Stakeholder Comments into Final Report:

The consultant will review and incorporate comments provided by the, PAC, RCTF, and NCTC on the Draft Report and prepare the Final Report for the RCTF.

Task 5.2 Present Final Report to RCTF:

The consultant will present the Final Report to the RCTF highlighting the findings, recommendations, and incorporated changes made to the document based on comments.

Deliverable:

1. Final Report: The Consultant must provide to NCTC **fifteen (15)** bound copies of the final report and an electronic version suitable for reproduction.

III. PROPOSAL FORMAT

A qualifying proposal must address all 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. This section should demonstrate an adequate understanding of the role and relationships of RTPA/MPOs and include a brief summary of the firm's experience with rural land use, transportation planning projects, travel demand modeling, CEQA, and research on induced demand.

B. **Technical Approach:** The firm's proposed work plan and time schedule to address the scope of work. Applicants are encouraged to thoroughly articulate the proposed process and steps to achieve the goals of this RFP. The proposed work plan may also include "optional tasks" that add innovative enhancements, technologies, or methodologies that will ultimately improve the utility of study.

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 NCTC's Executive Director. If a subconsultant will be used, the proposer must include a summary of the qualifications and experience of the subconsultant.

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 along with a completed **Exhibit 10-H1 Cost Proposal** form (attached). **Include a Classification/Title and an Actual Hourly Rate for each person included in the project. The schedule of proposed costs must match Exhibit 10-H1.**

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.

G. **Exceptions:** Describe any and all proposed exceptions, alterations or amendments to the Scope of Work or other requirements of this RFP, including the NCTC Standard Agreement attached hereto as Part A. The nature and scope of your proposed exceptions may affect the evaluation of your submittal and the Agencies determination of whether it is possible to successfully negotiate a contract with your firm/individual.

IV. PROPOSAL SUBMITTAL

Proposals are to be received at the NCTC office no later than **4:00 p.m. on August 18, 2022.** The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the consultant or consulting firm, and who may be contacted during the period of proposal evaluation. The letter must also include a statement acknowledging that the consultant or consulting firm has reviewed and accepted the attached NCTC Standard Agreement with or without qualifications. Only one transmittal letter need be prepared to accompany all copies of the technical and cost proposals. Deliver **five (5)** bound copies of the proposals and an electronic version on USB flash drive to 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 Aaron Hoyt, NCTC's Deputy Executive Director, at ahoyt@nccn.net. Questions regarding this RFP must be submitted by **July 21, 2022.** No response will be given to verbal questions. NCTC reserves the right to decline a response to any question if, in 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 NCTC, will be provided on or about **July 27, 2022** to all firms that receive the RFP.

V. SCHEDULE OF ACTIVITIES

ACTIVITIES	DATE
Distribute RFP	July 6, 2022
Deadline for Written Questions	July 21, 2022
Responses to Written Questions	July 27, 2022
Proposals Due	August 18, 2022 (4:00 p.m.)
Selection Committee Review of Proposals	August 19-August 23, 2022

Oral Presentations if Needed	August 25, 2022
Consultant Selection	August 26, 2022
Scope of Work Finalized (Pre-contract meeting)	August 31, 2022
Contract Execution	September 21, 2022
Consultant Begin Work/Project Kick-off meeting	September 28, 2022
Project Complete	June 30, 2024

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

VI. EVALUATION AND SELECTION PROCESS

PROPOSAL EVALUATION CRITERIA

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

	Relative Weight/Maximum Points
1. Understanding of induced demand research.	20
2. Specialized experience and demonstrated technical competence of personnel to be assigned to the project.	20
3. Qualifications of the consultant and staff to be performing research and development of this study.	20
4. Recommended approach to completing the study and tasks to be performed, including detailed steps, resources required, and proposed project schedule	30
5. Proposed cost to accomplish the RFP scope of work.	<u>10</u>
Total Points Possible	100

The Selection Committee may recommend selection of a consultant firm based on the evaluation of the proposals or may decide to entertain formal oral interviews of proposers placed on the final short list of proposers. If oral interviews are held, the evaluation of the oral interviews will determine the selection of the recommended consultant firm.

In oral interviews, if held, the Consultant would be expected to provide a 30-minute oral presentation that will be followed by a 15-minute question and answer period, during which the committee may question the prospective consultant about their proposed approaches.

ORAL INTERVIEW EVALUATION CRITERIA

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

	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

All finalists may be required to participate in negotiations and submit cost, technical, or other revisions of their proposals as may result from negotiations. However, each initial proposal should be submitted on the most favorable terms from a cost and a technical viewpoint.

A consultant will be selected by NCTC staff on or before **August 26, 2022**, based on the Selection Committee evaluation process described above.

VII. GENERAL CONDITIONS

- A. **Limitations**: NCTC reserves the right to reject any or all proposals or to waive any irregularity or informality in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. NCTC reserves the right to negotiate minor deviations to the proposal with the successful consultant.
- B. **Award**: 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. Further, NCTC reserves the right to modify the RFP schedule described above.

NCTC may ask RFP finalists to present oral briefings of their proposals. All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their proposals as may result from negotiations. NCTC also reserves the right to award the contract without oral briefings or discussion, based upon the initial written proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint.

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.

- C. **RFP Addendum**: Any changes to the RFP requirements will be made by written addenda issued by NCTC and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated in the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation.
- D. **Verbal Agreement or Conversation**: No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of NCTC shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.
- E. **Precontractual Expense**: NCTC shall not be liable for any precontractual expenses incurred by any proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFP. NCTC shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.
- F. **Signature**: By submitting a proposal, the proposer certifies that his or her name or the consultant firm's name, as well as the name of proposer subcontractors, does not appear on the Comptroller General's list of ineligible contractors for federally assisted projects.
- G. **Confidentiality**: All proposals, whether selected or rejected, shall become the property of the NCTC. Until award of a contract, the proposals shall be held in confidence and shall not be available for public review. No proposal shall be returned after the date and time set for the

opening thereof. Upon award of a contract to the successful proposer, all proposals shall be public records.

VIII. PAYMENTS AND FINANCIAL CONDITIONS

A budget of \$125,000 (One hundred twenty-five thousand dollars) has been approved for the contract portion of the Rural Induced Demand Study. 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.

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 RFP 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 NCTC and may not be used, reproduced or released in any form without the explicit written permission of 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

Consultants, subcontractors, and members of any firm proposed to be employed in the preparation of this project must disclose to NCTC any actual, apparent, or potential conflict of interest under the Fair Political Practices Act or other law. If the consultants or firm have no conflict of interest, a statement to that effect shall be included in the proposal.

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. 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.”

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. NCTC also advises that participation of DBEs is not a condition of award.

The attached **Exhibits 10-O1 and 10-O2** from Chapter 10 of the Caltrans Local Assistance Procedures Manual 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.

XII. INSURANCE

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

XIII. 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.

XIV. CONTACT PERSON

Aaron Hoyt, 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: ahoyt@nccn.net

attachments

Part A – NCTC Standard Agreement
Exhibit 10-H: Cost Proposal form
Exhibit 10-O1: Local Agency Consultant DBE Commitment
Exhibit 10-O2: Local Agency Consultant DBE Information