

RFP Summary

RFP Number	RFP 2019-12
RFP Title	Updates to the <i>Treasure Valley Transportation System: Operations, Management and ITS</i> and the Congestion Management Process
Deadline for Submittal	November 2, 2018, 5:00 p.m. MST
Scope	See project description and scope of service details on pages 3 and 4.
Send Submittals to	Meg Larsen, Director of Operations COMPASS 208.475.2228 mlarsen@compassidaho.org
Direct Inquires to COMPASS Project Manager	Mary Ann Waldinger, Principal Planner COMPASS 208.475.2242 mwaldinger@compassidaho.org
Format of Submittals	<ol style="list-style-type: none"> Electronic submittals in PDF format must be received by COMPASS by the date and time in the "Deadline for Submittals" section above. No exceptions. <ol style="list-style-type: none"> Total page limit is 15 pages. The introductory letter, project organizational chart, and resumes are not included in page count. Front and back cover pages are acceptable and do NOT count in the submittal. Cover pages shall only identify the consultant, sub-consultant(s) and project. Send electronic submittals to Meg Larsen, Director of Operations mlarsen@compassidaho.org Respondents are responsible for verifying receipt by COMPASS of the submittals

Questions and Revisions	<ol style="list-style-type: none"> 1. Submit questions no later than the date specified in the calendar below. 2. Questions must be sent via email to Mary Ann Waldinger at mwaldinger@compassidaho.org <u>No phone calls or verbal questions will be accepted.</u> 3. Responses will be posted within three-full business days of receipt. 4. In the event that it is necessary to provide additional clarification or revisions to this RFP, COMPASS will post addenda to <i>Jobs and Contracts</i> (http://www.compassidaho.org/people/jobs.htm) webpage. It is the proposer's responsibility to regularly monitor the website for such postings.
Clarification of Submittals	<p>During the evaluation of submittals, COMPASS reserves the right to the following:</p> <ul style="list-style-type: none"> • contact any or all proposers for additional information for clarification purposes, • discard submittals which contain errors, or • waive disqualifying errors or gain clarification of error or information, at COMPASS' sole discretion.
RFP Calendar	<p>These dates are for planning purposes and represent COMPASS' desired timeline for this project. Any revision to the "Deadline for Submittals" will be made by addendum. All other dates may be adjusted without notice as needs or circumstances dictate.</p>

Date	Activity
October 8, 2018	Release RFP
October 26, 2018 5:00 p.m. MST	<p>Written questions are due. No questions will be accepted after this date. Responses posted within 3-full business days.</p>
November 2, 2018 5:00 p.m. MST	DEADLINE FOR SUBMITTALS
November 5, 2018-November 14, 2018	Submittal review and selection
November 16, 2018	Notification of selected consultants
Week of November 26, 2018	Anticipated contract approval and notice to proceed date
Week of December 10, 2018	Project kick-off meeting

REQUEST FOR PROPOSAL

RFP 2019-12

Treasure Valley Transportation System: Operations, Management and ITS and Congestion Management Process Updates Community Planning Association (COMPASS) Ada and Canyon Counties, Idaho

I. Background and Project Description

The Community Planning Association of Southwest Idaho (COMPASS), the metropolitan planning organization for Ada and Canyon Counties, is seeking a qualified consultant to update the Treasure Valley Transportation System: Operations, Management and ITS (TSMO) plan completed in March 2014 and the Treasure Valley Congestion Management System Plan completed in 2005.

The TSMO plan was developed to create a regional framework to ensure stakeholder consensus and technical standards for Operations, Management, and Intelligent Transportation Systems (ITS) in the Treasure Valley. Since the last update of the TSMO plan in 2014, Ada and Canyon counties have experienced a nearly 10% increase in population and are currently one of the fastest growing metropolitan areas in the country. Currently, the two county area is estimated to have nearly 700,000 residents. As population continues to grow and demand on the transportation system continues to increase, it is critical for the region to explore innovative and cost effective solutions to alleviate congestion and system performance issues. COMPASS anticipates the update to this plan to reflect the latest advances in ITS technology, current best practices for transportation operations and management, and to demonstrate the changes in the Treasure Valley's ITS infrastructure and transportation system since the last revision of the plan.

In 2002, COMPASS was designated a Transportation Management Area (TMA) and was required to develop a Congestion Management Process (CMP). According to the Federal Highway administration's Congestion Management Process Guidebook, "Congestion management is the application of strategies to improve transportation system performance and reliability by reducing the adverse impacts of congestion on the movement of people and goods. A congestion management process (CMP) is a systematic and regionally-accepted approach for managing congestion that provides accurate, up-to-date information on transportation system performance and assesses alternative strategies for congestion management that meet state and local needs." COMPASS first published the Treasure Valley Congestion Management System Plan in 2005. COMPASS intends to update the current plan (2005) to meet current federal regulations, make corrective actions from certification review findings, integrate new data sources, integrate the process with other planning processes, and include best practices for mitigating congestion.

In development of the 2014 TSMO plan, a technical workgroup of representatives from emergency services, public transportation, highway districts, and regional government was formed called the Regional Operations Workgroup. This workgroup will support the selected consultant with input to be used in the update of the TSMO and Congestion Management Process plans. COMPASS staff will also support the consultant with GIS support and

meeting scheduling and facilitation. This update is funded by Federal Highway Administration's Surface Transportation Program funds.

II. General Scope of Services

The five main components to this project are:

Congestion Management Process Plan Update

1. Update of the Treasure Valley Congestion Management Process plan per the regulations, certification review corrective actions, and current best practices.

Operations, Management and ITS Update

1. Review the *Treasure Valley Transportation System: Operations, Management, and ITS* plan (March 2014) and identify the key elements that are obsolete or need to be updated.
2. Identify elements to be added to the *Treasure Valley Transportation System: Operations, Management, and ITS* plan (e.g. Connected and Autonomous Vehicles, Electric Vehicles, Data Inventory/Governance).
3. Facilitate and produce an updated *Treasure Valley Transportation System: Operations, Management, and ITS* plan with stakeholder and COMPASS support.
4. Facilitate the update of the ITS inventory. COMPASS will provide the GIS support for this task.

ITS Architecture Update

1. Update the existing Treasure Valley ITS Turbo Architecture model using the latest versions of RAD-IT and SET-IT.
2. Provide information and training to the Regional Operations Workgroup members about the ITS architecture.

ITS Implementation Plan

1. Update inventory of planned ITS projects.
2. Update Agency Priority projects list.
3. Identify opportunities for ITS pilot projects.

Regional Communications Infrastructure

1. Update the communications plan.
2. Facilitate the update to the communications inventory (e.g. fiber optic infrastructure). COMPASS will provide the GIS support for this task.

Project Deliverables

The project deliverables and acceptable formats for each task are shown below:

1. Overall Work Plan and Project Schedule
 - a. Project work plan, including proposer's staffing plan and assignments, and schedule for tasks and deliverables (Word, PDF).
 - b. Regional Operations Workgroup engagement strategy defining how workgroup input will be incorporated into subsequent tasks (Word, PDF). COMPASS staff will provide support in workgroup meeting facilities and scheduling only.
2. Review current *Treasure Valley Transportation System: Operations, Management, and ITS plan*
 - a. Collaborate with Regional Operations Workgroup and COMPASS to identify which elements of the *Treasure Valley Transportation System: Operations, Management, and ITS plan* need updating or are obsolete, and identify elements that are not currently included in the plan that should be added. (Meetings and Workshops).
 - b. Produce a list of elements to be updated, introduced, or removed in the plan update (Word, PDF).
3. Final report(s) with added and updated key elements (2) of the *Treasure Valley Transportation System: Operations, Management, and ITS plan* (Word, PDF)
 - a. Required update of Treasure Valley ITS Architecture.
 - b. Required update of communications plan and agency agreements.
 - c. Required update of ITS Implementation Plan (including prioritized projects and identifying potential pilot projects).
 - d. Required Update of Inventory of ITS infrastructure (GIS and Tabular).
 - a. COMPASS staff will provide the GIS support.
 - e. Include ITS data inventory including owner, description, and uses.
4. Updated Treasure Valley Congestion Management Process plan (Word, PDF)

The March 2005 *Treasure Valley Congestion Management Process* plan is available on the COMPASS website:

<http://www.compassidaho.org/documents/prodserv/reports/TreasureValleyCMSFinal.pdf>

5. Documentation of process for updating ITS architecture and ITS inventories (Word, PDF)

The March 2014 *Treasure Valley Transportation System: Operations, Management, and ITS plan* and ITS Architecture are available on the COMPASS website:

<http://www.compassidaho.org/prodserv/trans-mgmt.htm>

III. Submittal Requirements

The submittal for the Update of the Treasure Valley Transportation Operations, Management and ITS Plan shall include the following:

- A. Introductory letter: Introduction of submittal, identification of the project manager, contact information (physical address, telephone number, and email) and a statement describing the key personnel the proposer will commit to the project to meet COMPASS' quality and schedule expectations. The Introductory Letter shall include a statement regarding the Professional Services Agreement as described below in III-B.
- B. Professional Services Agreement: Provide a statement that the sample Professional Services Agreement (sample attached in Appendix A) has been read, that the proposer will meet the prerequisite insurance requirements, and the proposer, if selected, agrees to the terms and conditions of the agreement.
- C. Proposer Qualifications and Relevant Experience: Discuss the proposer's qualifications, experience and history in working on multi-jurisdictional management operations plans. Describe the proposer's project management systems including reporting, billing and QAQC processes.
 - a) Provide information summarizing qualifications and experience of the project manager and brief resumes of the key staff that will be directly involved in this project. Include a brief description of the role of individuals in the referenced projects.
 - b) Provide an organizational chart of all members of the proposed consultant project team that will be working on the project, including sub-consultants, if applicable.
- D. References: Provide references for three directly applicable projects with current contact information.
- E. Sub-consultants: List all sub-consultants that will be directly involved in this project.
 - a) Identify the role of the sub-consultant(s)
 - b) Include the sub-consultant(s) qualifications, and relevant experience as described in items III-C above. References and resumes are not required for sub-consultants.
- F. Project Approach / Work Plan: Discuss the approach, work plan and proposed schedule of the project as per deliverables 1 through 5 provided in Section II of this RFP. Please highlight any innovative approaches proposer would take that would benefit the project. Also, address the proposed project communication plan.
- G. Questions: See page 2 for instructions regarding any questions about this RFP.
- H. Total page limit is **15 pages**; introductory letter, organizational chart, and resumes are not included in page count.

- a) Front and back cover pages are acceptable and do NOT count in the submittal. Cover pages shall only identify the proposing consultant, sub-consultant(s) and RFP title.
- I. Electronic submittals in PDF format must be received by COMPASS by the date and time in the "Deadline for Submittals" section. Late submittals will not be accepted.
 - a) Submittal must be consolidated into one PDF file of 15MB or less. Zipped files are not recommended.
 - b) Send electronic submittals to Meg Larsen, Director of Operations mlarsen@compassidaho.org by 5:00 pm MST on Friday November 2, 2018 as described in the "Deadline for Submittals" section on page 1.
 - c) Include "COMPASS TSMO and CMP Update Submittal" in the subject line of the electronic submittal.
 - d) Respondents are responsible for verifying receipt by COMPASS of the submittal. If you do not receive an email response verifying receipt of submittal, call Meg Larsen at 208.475.2228 before the deadline on page 1. Without an email verification of receipt, do not consider submittal as received.

IV. Evaluation and Selection Process

Submittals to this RFP will be evaluated on the following criteria:

- A. Proposer Qualifications, Relevant Experience, References: 10 points
 - a. Demonstrated experience with successful development of congestion management process and management operations plans with in the past five years
 - b. Experience with and understanding of congestion management processes and transportation system management and operations
 - c. Knowledge of and demonstrated experience with congestion management process plans and the National Performance Measures Research Data Set (NPMRDS) data
 - d. References from previous clients
- B. Project Team Staff/ Project Manager: 15 points
 - a. Proposed project team staff ability and record of achievement, particularly the qualifications and experience of key supervisory personnel and their commitment to the project.
 - b. Provide the availability of the staff on the proposer team to take on work tasks to meet the project completion date according to the proposed schedule.
 - c. Demonstrate previous successful collaboration among the proposing consultant team by providing a list of at least two projects collaborated on within the past five years.
- C. Project Approach: Scope of Work/Work Plan: 60 points
 - a. Proposed project approach, overall work plan and schedule demonstrates a full comprehension of the scope of services, and the ability to provide services at a high performance level and meet project requirements. 20 points
 - b. Project approach and work plan demonstrates ability to address potential key challenges with the project and includes innovative ideas for approach, deliverables, etc. to meet the project objectives. 30 points
 - c. Quality and thoroughness of the submittal in addressing the project objectives contained in this RFP. 5 points
 - d. Schedule, tasks, and deliverables are clearly laid out. 5 points
- D. Project Management: 15 points
 - a. Demonstrated ability to manage the project and successfully complete it on time based on proposed schedule, organizational structure of the project team, and availability and location of consultant team. Past projects and references should be used to demonstrate appropriate stakeholder involvement and internal controls.