

Request for Proposals

2009 Congestion Management Plan (CMP) Update

For the

TRANSPORTATION AUTHORITY OF MARIN

750 Lindero Street, Suite 200
San Rafael, CA 94901

Issued

January 8, 2009

Responses due:

5:00 p.m., Friday, February 6, 2009

TRANSPORTATION AUTHORITY OF MARIN REQUEST FOR PROPOSALS

2009 CONGESTION MANAGEMENT PLAN (CMP) Update

Introduction

The Transportation Authority of Marin (TAM) requests proposals from qualified consultants to prepare the 2009 Congestion Management Plan (CMP) Update for Marin County. The selected consultant will be responsible for revising the 2007 CMP document using 2008 traffic survey data, new land use projections, and new travel model demand analyses. To the extent possible, the 2009 CMP Update will attempt to strengthen the multimodal, public input and other features of the 2007 CMP.

Proposals must be submitted by **5:00 p.m., Friday, February 6, 2009**. The following sections describe the elements that TAM believes should be included in the 2009 CMP Update, the deliverables that are expected from the contract, and the information that is to be included in the proposals.

Background

TAM has been designated as the Marin Congestion Management Agency (CMA) to address Marin's unique transportation issues and to fulfill the legislative requirements of Propositions 111 and 116, approved in June 1990. TAM also administers the Measure A transportation sales tax. The TAM Board includes representatives from each city and town in Marin County, plus the five members of the Board of Supervisors.

As the CMA, TAM is required to prepare a CMP and update it every two years. The CMP is viewed as part of an aggressive overall strategy to reduce congestion and improve air quality and mobility within the County. TAM adopted the most recent Marin CMP update in September 2007. A copy is available on the TAM website at www.tam.ca.gov.

The CMP legislation requires that TAM, as the CMA for Marin, monitor LOS standards on the designated CMP network at least every other year. The monitoring effort is currently underway, and the final monitoring report is expected to be available for the CMP consultant's use in early February, 2009.

Scope of Services

This Scope of Services describes the work effort for the 2009 Marin Congestion Management Program (CMP) Update to be performed under contract to the Transportation Authority of Marin County (TAM). This scope includes a description of the approach, deliverables, meetings, and proposed schedule.

The Scope of Services consists of four basic elements:

1. Meetings and communications;
2. Data review;
3. Development of the 2009 Capital Improvement Program; and
4. Development of the 2009 CMP Update document.

The intent of the 2009 CMP Update is to revise the 2007 CMP document using 2008 traffic survey data, new land use projections, and new travel model demand analyses. To the extent possible, the 2009 CMP Update will attempt to strengthen the multimodal, public input and other features of the 2007 CMP.

CMPs are designed to address existing and future transportation problems in urban areas of California. As part of the CMP, performance measures identify current and future multimodal system performance for the movement of goods and people, and a travel model is employed to estimate future transportation needs. Once future needs are determined, a Capital Improvement Program (CIP) is designed to promote the goals of the CMP. Since Measure A revenues will also fund transportation improvement projects/programs, as directed by the Measure A Strategic Plan, the CMP and Measure A will work in tandem to address needed transportation improvements in Marin County.

1. MEETINGS AND COMMUNICATIONS

The CMP Update will require a close working partnership between the contractor and TAM. At the outset of the project, the consultant will meet with TAM staff to coordinate deliverables and schedules and to identify the status of the 2007 CIP project implementation and travel model update efforts. The consultant will provide updates on the CMP at TAM Board meetings and will attend staff coordination meetings as needed throughout the course of the CMP update process.

TAM estimates that the CMP Update process will require a maximum of six (6) meetings with the TAM Board and four (4) coordination meetings with TAM staff.

2. DATA REVIEW

Data collection for the 2009 CMP is scheduled for October / November 2008. The final performance monitoring report is anticipated to be available no later than early February 2009. The performance monitoring report, including technical data, will be provided to the CMP consultant for review.

The Marin CMP Network is comprised of 27 segments. These segments, and the data to be provided for the CMP consultant's review, are listed in Table 1 below:

Table 1. Data to be Collected for the CMP Network Performance Monitoring											
No.	Location	From	To	Direction	AM Veh.	AM Travel	AM Ocupn	PM Veh. count	PM Travel	PM Ocupnc	Wkend Veh.
1	SR 1	SFD	PT. Reyes Station	NB		X		X	X		X
				SB		X		X	X		X
2	US 101	North of Atherton	Sonoma County L	NB	X	X	X	X	X	X	
				SB	X	X	X	X	X	X	
3	Novato Bl	San Martin Dr.	Eucalyptus Ave.	NB		X		X	X		
				SB		X		X	X		
4	S. Novato Bl.	Sunset Pkwy.	US 101	EB		X		X	X		
				WB		X		X	X		
5	SR 37	US 101	Atherton	EB		X		X	X		
				WB		X		X	X		
6	Bel Marine Keys	US 101	Commercial	EB		X		X	X		
				WB		X		X	X		
7	US 101	MTF Pkwy	Lucas Valley	NB		X		X	X	X	X
				SB		X		X	X	X	X
		HOV		NB		X		X	X	X	
8	US 101	Mission	N San Pedro	NB		X		X	X	X	
				SB		X		X	X	X	
9	SFD	San Anselmo Ave	Red Hill Ave.	EB		X		X	X		X
				WB		X		X	X		X
10	Red Hill Ave	SFD	Second St	EB		X		X	X		
				WB		X		X	X		
11	US 101	I-580	Mission	NB		X		X	X	X	
				SB		X		X	X	X	
12	SFD	College Ave.	Wolf Grade	EB		X		X	X		
				WB		X		X	X		
13	US 101	SFD	I-580	NB		X		X	X	X	
				SB		X		X	X	X	
14	I-580	Bellam Bl.	SFD	EB		X		X	X	X	
				WB		X		X	X	X	
15	I-580	SFD	Co Line/Bridge	EB	X	X	X	X	X	X	
				WB	X	X	X	X	X	X	
16	SFD	US 101	Lrkspur Lndng Cir	EB		X		X	X		
				WB		X		X	X		
17	US 101	North of SR 131 (Mixed flow)	Paradise Dr	NB		X		X	X	X	
				SB		X		X	X	X	
		HOV		NB		X		X	X	X	
		HOV		SB		X		X	X		
18	SR 131	Redwd Frtage Rd	E. Strawberry	EB		X		X	X		
				WB		X		X	X		
19	SR 1	Northern	Almonte	EB		X		X	X		X
				WB		X		X	X		X
20	Bridgeway	Gate 5 Rd	Gate 6 Rd	NB		X		X	X		
				SB		X		X	X		
21	US 101	N/o GG Bridge	Spencer Ave	NB	X	X	X	X	X	X	X
				SB	X	X	X	X	X	X	X
22	SFD	Butterfield	Willow	NB		X		X	X		X
				SB		X		X	X		X
23	SFD	College	Toussin	NB		X		X	X		
				SB		X		X	X		
24	Novato Bl	Grant	Diablo	NB		X		X	X		
				SB		X		X	X		
25	SR 1	US 101	Tennessee Valley	NB		X		X	X		X
				SB		X		X	X		X
26	Second St	US 101	Marquard	EB		X		X	X		
				WB		X		X	X		
27	Third St	US 101	Marquard	EB		X		X	X		
				WB		X		X	X		

3. CIP DEVELOPMENT

The CIP is the cornerstone of the CMP Update. Inclusion in the CMP's CIP is a prerequisite for highway projects to receive Federal funds. In addition, TAM seeks effective coordination of transportation funds for all modes. The TAM Board of Commissioners has also declared that an important planning objective to be incorporated into the updating process will be to provide greater opportunity for policy and public input to CIP projects and their prioritization. The consultant will proceed with the CIP development as follows:

- Review existing funding and programming documents including 1) MTC's Transportation Improvement Program, 2) the Measure A Strategic Plan, and 3) the MCTD Short Range Transit Plan.
- Meet with TAM staff to discuss CIP prioritization criteria and develop recommendations for the TAM Board.
- Present CIP prioritization criteria recommendations to the TAM Board.
- Compile projects submitted by local jurisdictions and Caltrans. (Note: TAM staff will distribute project lists to the local jurisdictions and Caltrans and coordinate any requested changes or updates to those project lists.)
- Develop a financially-constrained CIP that reflects currently programmed funds, including fund source and amount.
- Develop a financially unconstrained list, consistent with approved prioritization criteria, and present to the TAM Board for consideration and discussion.

4. APPROACH FOR DEVELOPMENT OF THE CMP DOCUMENT

The 2009 CMP Update will be developed in accordance with MTC's guidance for Consistency of Congestion Management Programs with the Regional Transportation Plan (RTP). Note that MTC will adopt the "Regional Transportation Plan, T-2035" in March 25, 2009. The CMP should reflect the new RTP.

Executive Summary:

The Executive Summary will be simplified to provide an overview of the CMP document. Background information contained in the 2007 CMP Executive Summary will be presented in a new introductory chapter.

Chapter 1: Designated Roadway System

The CMP network of transportation facilities is designated so that it can be monitored biennially to determine service levels. The CMP legislation requires that all state highways and principal arterial roadways be included in the network.

Chapter 2: Highway Level of Service Standards

Adopt LOS standards for all CMP network roadways. LOS E is the minimum countywide standard for Highway 101, Interstate 580, and SR 37. LOS D is the minimum countywide standard for all other CMP network roadways. The highway level of service assessment will be updated using results from the traffic survey data collection program

Chapter 3: System Performance

Eight performance measures are included in the CMP including (1) Highway Level of Service, (2) Peak-Hour Travel Time, (3) Person Throughput, (4) Vehicle Miles Traveled on Congested Highways, (5) Jobs/Housing Balance, (6) Transit Headways, (7) Transit Coordination, and (8) Pedestrian and Bicycle Investment..

Chapter 4: Travel Demand Management

California Government Code section 65089(b)(3) requires a travel demand management (TDM) element of a CMP to promote alternative transportation methods to reduce traffic congestion.

Chapter 5: : Land Use Analysis

California Government Code section 65089(b)(4) requires that the CMP contain a program to analyze the impacts of land use decisions made by local jurisdictions on the regional transportation system (both highways and transit).

Chapter 6: Travel Demand Model

California Government Code section 65089(c) requires that every CMA, in consultation with the regional transportation planning agency (MTC), cities, and the county, develop a uniform data base on traffic impacts for use in a countywide transportation computer model. The Marin County Travel Model is routinely updated as part of the consistency determination process with MTC.

Chapter 7: Capital Improvement Program (CIP)

California Government Code section 65089(b)(5) requires that a CMP contain a seven-year Capital Improvement Program (CIP) to maintain or improve the adopted traffic LOS and to mitigate regional transportation impacts identified through the Land-Use Analysis Program.

Chapter 8: Monitoring, Deficiency Plans and Conformance

California Government Code section 65089.3, 65089.4, 65089.5 govern the performance process. These sections require that, based on the information obtained through monitoring, the CMA must at least biennially determine whether or not the county and its cities and towns conform to the requirements of the CMP..

Appendices:

The consultant will provide technical documentation in Appendices, as appropriate.

DELIVERABLES

The consultant will provide an electronic copy of the 2009 CMP document and Appendices to TAM as the Draft CMP. The consultant will respond to comments from TAM, create the final CMP, and submit the final document to TAM. The consultant will provide submittals in both editable (e.g., .doc) and pdf formats.

The consultant will present the CMP at two TAM Board meetings and respond to questions, incorporating changes.

PROPOSED MILESTONE SCHEDULE

Responses due:	February 6, 2009
Consultant interviews (if needed)	February 12, 2009
TAM Board awards contract	February 26, 2009
Consultant begins 2009 CMP Update	March 2, 2009
Performance monitoring analysis available for review (separate contract)	March 2, 2009
Present CIP prioritization criteria recommendations to TAM Board	March 26, 2009
Circulate draft CIP list	April 2, 2009
MTC Issues CMP Guidance (estimated date based on 2007 schedule)	April 16, 2009
Present draft list of CIP projects to TAM Board	May 28, 2009
Complete Modeling updates (by TAM/County staff)	June 22, 2009
Noticed TAM hearing on Draft 2009 CMP	July 23, 2009
TAM Board adopts final draft 2009 CMP	September 24, 2009
Submit 2009 CMP Update to MTC	October 5, 2009

Federal Requirements

Nondiscrimination and Affirmative Action: During the performance of services under an Agreement, the consultant and any and all subconsultants shall not discriminate or permit discrimination against any persons or group of persons because of race, religious creed, color, national origin, age, ancestry, physical disability, medical condition, marital status, or sex, in any manner prohibited by federal, State, or local laws. The consultant will comply with all applicable provisions of Executive Order 11246 as amended by Executive Order 11375 and as supplemented by Department of Labor regulations. The consultant and any and all subconsultants shall take affirmative actions to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, sex, color, or national origin. Such actions shall include, but are not limited to, the following: employment; up-grading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

In the event the consultant or any subconsultants fails to comply with the nondiscrimination clause of an executed Agreement between the parties or with any such rules, regulations or orders said Agreement may be canceled, terminated or suspended in whole or in part, and the consultant and any and all subconsultants may be declared ineligible for further contracts.

The consultant 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).

The consultant shall include the provisions of this section in any and all subagreements with subconsultants to perform services under an Agreement with TAM.

Disadvantaged Business Enterprise (DBE) Participation: This contract will be partially funded with federal funds and is, therefore, subject to the Department of Transportation Disadvantaged Business Enterprise regulations. Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, shall have the equal opportunity to participate in the performance of work resulting from the RFP. Any agreement resulting from this RFP will incorporate by reference the requirements of 49 CFR Part 26. Failure of the consultant or any or all subconsultants to carry out these requirements will be considered a material breach of said Agreement, which may result in the termination of said Agreement or such other remedy as TAM deems appropriate.

Proposal Requirements

Please provide one unbound proposal plus five copies to the TAM office no later than 5:00 p.m. on **Friday, February 6, 2009**. The proposal should not exceed 30 written pages (single sided, 8-1/2" X 11" pages and excluding proposal cover, cover letter, table of contents and supplemental information such as firm brochures and resumes). The minimum font size shall be size 10.

Proposals shall be organized in the following format:

1. **Cover Letter:** Identify the prime consultant and describe any subcontract arrangements. Identify the person who is authorized to negotiate for the team, and indicate that the proposal represents a firm binding offer for 90 days.
2. **Project Understanding and Approach:** Describe your understanding of the scope of work and your approach to meeting the task objectives outlined in this RFP. Discuss how the services would be performed and what deliverables would be submitted.
3. **Study Team:** Describe your team organization, including the qualifications of the prime consultant and any subconsultants included in the team. Identify any firms that are certified DBEs. Please present evidence of your experience in providing the services identified in this proposal.
4. **Key Staff:** Identify all key team members, including their relevant experience. Include a statement that key team members will not be removed or reassigned without prior approval of TAM.
5. **Work Plan:** Provide a proposed work plan for the scope of services.
6. **Project Schedule:** Develop a proposed schedule, identifying major project milestones and the anticipated duration for each activity. Coordinate the project milestones so that comparable sub-tasks of Task 1 may be combined with those of Task 2 to the extent possible.
7. **Project Budget:** Provide a project budget, showing the budget for each task and sub-task, as outlined in this RFP. Prepare a separate budget for each task – one for the CMP network performance monitoring (Task 1) and the other for the Marin transportation system performance monitoring (Task 2). Include level of effort for each staff person and billing rates for each person. Identify overhead rates and all other applicable charges to program. Fixed costs will be separately identified and tallied.
8. **References:** Provide at least three references each (names and current phone numbers) from recent work (previous three years) similar to the services described in this RFP for the Project Manager, the Project Engineer, and other key project staff members. Include a brief description of the projects associated with the reference, and the role of the respective team member.
9. **Professional Services Contract:** Indicate your willingness to accept the terms and conditions in the Standard Short Form Contract (attached), including your ability to comply with TAM's insurance requirements, or list those to which you take exception, and, as appropriate, provide proposed alternate wording. Note that it is not TAM's intent to make substantial changes to the Standard Short Form Contract.

Proposal Submittal Procedure

The proposal shall be submitted in accordance with the following requirements:

1. The proposal shall be transmitted with a cover letter as described above.
2. The proposal shall be addressed to:

Transportation Authority of Marin
San Rafael Corporate Center
750 Lindero Street, Suite 200
San Rafael, CA 94901
Attention: Dianne Steinhauser

3. The proposal shall be dispatched in order to be received at the above address no later than 5:00 p.m. on **Friday, February 6, 2009**. Late proposals will not be accepted.
4. TAM will notify proposers of its selection or selection for interview on or after February 12 2009.
5. Questions pertaining to this RFP, the Scope of Services, or the proposal should be directed to:

Tho Do, PE
Associate Civil Engineer
(415) 226-0826
thodo@co.marin.ca.us

Proposal Evaluation and Award Procedure

The following criteria will be used to evaluate proposals and to select a consultant team to conduct the study:

- Approach to the project and work scope
- Ability to assume responsibility in a timely manner
- Qualifications and experience of the firm(s) and its individual staff in similar undertakings
- Qualifications and experience of the designated project manager
- Proposed work plan
- Quality of the response to this RFP
- References from comparable past work

A panel will evaluate all proposals and develop a ranking of the most qualified consultants. The evaluation panel may include representatives from TAM, Marin County and other agencies. Members of the panel will not be revealed prior to the interviews.

The firms/teams may be invited to an interview to be scheduled after February 12, 2009. The Project Manager and key team members should attend the interview.

Once the top firm/team has been determined, staff will start contract negotiations with that firm/team. If contract negotiations are not successful, the remaining firm/teams may be asked to negotiate a contract. The TAM Board is required to approve the negotiated contract, although work may be initiated with a Notice to Proceed (NTP).

The following are tentative dates for the selection process:

Mail out RFP transmittal letter	January 8, 2009
RFP posted on TAM website	January 8, 2009
Proposals Due	February 6, 2009
Consultant interviews (if needed)	February 12, 2009
TAM Board awards contract	February 26, 2009
Consultant begins 2009 CMP Update	March 2, 2009

Solicitation Disclaimer

TAM reserves the right to amend this RFP, to withdraw all or a portion of this RFP, and to award a contract for only a portion of the scope of services described herein. TAM reserves the right to reject any and all responses. All responses to this RFP become the property of TAM upon submission. The costs of preparing a proposal and participating in an interview are at the sole expense of the proposer.

Attachment: Standard Short Form Contract, with Federal Requirements