Request for Proposals
RFP 2019-18
Support for Developing Fixed Guideway Options

Overview

The Community Planning Association of Southwest Idaho (COMPASS) is seeking proposals from firms to update previously developed fixed guideway study assumptions and provide guidance to staff in developing fixed guideway scenarios for the regional long-range transportation plan, *Communities in Motion 2050* for Ada and Canyon Counties, Idaho (the "Treasure Valley").

Over the past few decades, COMPASS and other local agencies have studied the feasibility of a fixed guideway system between Boise and Nampa/Caldwell in southwest Idaho, the most recent study occurring in 2009. In order to move forward with planning for a potential fixed guideway system, COMPASS needs to define the purpose and features of the fixed guideway system and gather public input on preferences. This process should build upon past efforts in fixed guideway planning, including updating assumptions and planning factors as needed.

The main purpose of this request for proposals (RFP) is to update the 2009 *Treasure Valley High Capacity Transit Study Priority Corridor Phase 1 Alternatives Analysis*[1]. The 2009 study purpose was "to develop the most appropriate high capacity transit strategy to improve mobility and accessibility between Caldwell, Nampa, Meridian, west Boise, and central Boise. The preferred strategy should help to manage the forecast increase in travel demand in the I-84 travel shed, support local and regional transportation plans, and support the *Communities in Motion* vision for accommodating growth in the corridor."

COMPASS recently began the development of an updated regional long-range transportation plan, *Communities in Motion 2050*. The development of this plan will include a comparison of various transportation and land use scenarios and their societal impacts, such as mobility, livability, vitality, and sustainability. COMPASS seeks consultant support in developing potential fixed guideway options that will later be presented for public feedback.

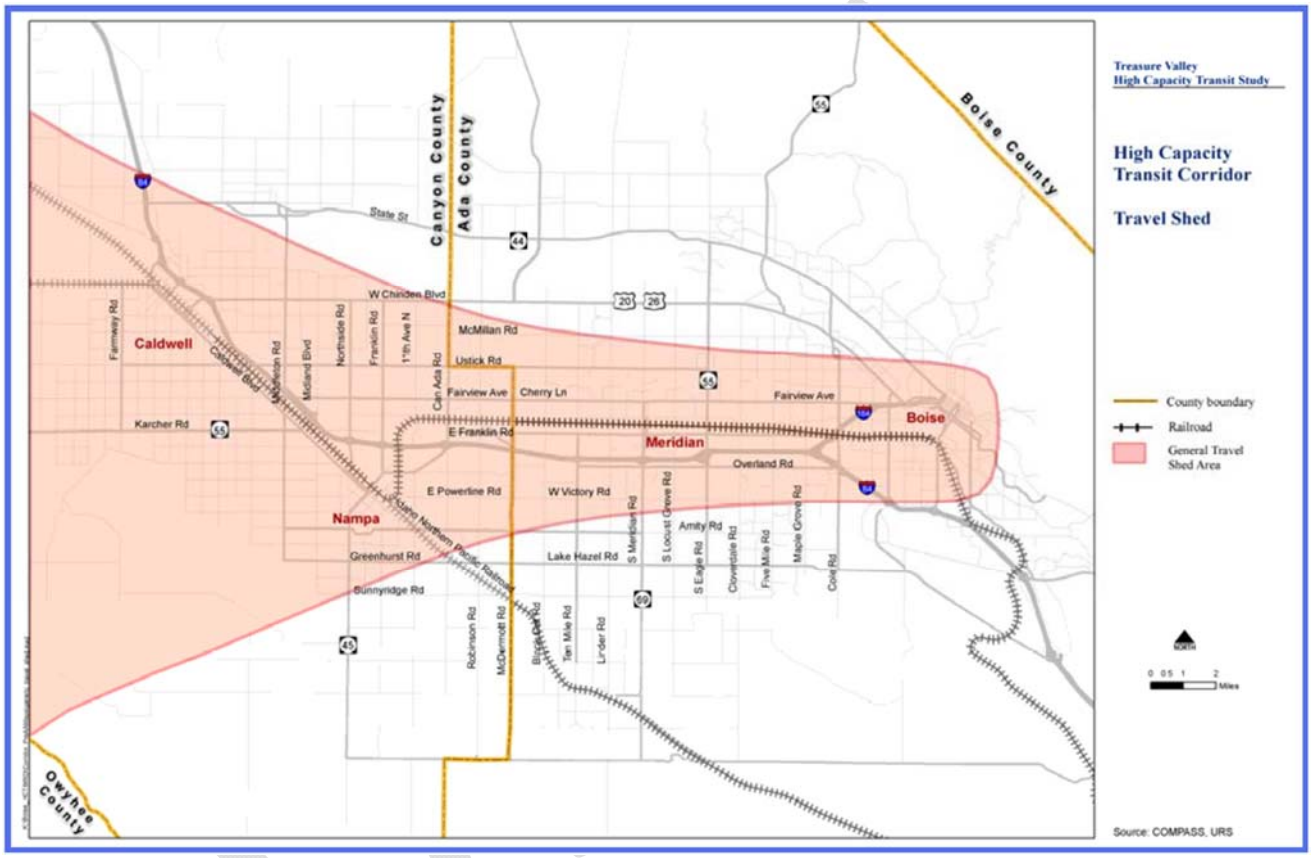
Interested firms must demonstrate knowledge and experience in fixed guideway planning, as well as familiarity with regional long-range planning. The final report and all deliverables must be completed no later than **June 30, 2020**. Proposals will be evaluated based on their ability to meet the qualifications and selection criteria. The COMPASS budget for this project is **$50,000**.

Proposals must be prepared and submitted in accordance to the guidelines and requirements outlined in this RFP.

[1] http://www.compassidaho.org/documents/specialprojects/HCTFinalReport.pdf

Study Area

COMPASS serves as the metropolitan planning organization for Ada and Canyon Counties in southwest Idaho's Treasure Valley - the most populous area in the state. The region has experienced rapid population growth over the past two decades, growing from a population of 432,345 in 2000 to an estimated 712,200 in 2019. This growth has prompted a renewed interest in high-capacity transit for the region. The area being considered for a fixed guideway high-capacity transit system is generally the east-west corridor paralleling Interstate 84 across the region, between Boise and Caldwell. This corridor is indicated below in the travel shed map from the 2009 study.



Proposed Project Framework

Oversight. Representatives of the COMPASS Regional Transportation Advisory Committee (RTAC) and COMPASS Public Transportation Workgroup (PTWG) will act as the steering committee for this effort, as deemed appropriate by the project manager.

Expectations. COMPASS is seeking proposals that demonstrate direct experience with, and a comprehensive understanding of, fixed guideway planning and long-range transportation planning.

Deliverables (See Attachment 1 for more information)

1. Final work plan
2. Study element update memo
3. Comprehensive fixed guideway options
4. Presentation to the COMPASS PTWG, COMPASS RTAC, and/or COMPASS Board of Directors, as appropriate
5. Final report

Submittal Requirements

Minimum components of a responsive submittal:

1. Cover letter with a brief narrative describing:
    a. Respondent's understanding of the project, and
    b. Project manager and/or point of contact for the team.
2. A brief description of the firm(s) that constitute the team.
3. A description of the qualifications, relevant experience, roles, and extent of involvement of team members in the project — key members of the team are to be noted. Principals of the involved firm(s) may be listed, but only in the context of their anticipated level of involvement in the project.
4. A list of relevant project-specific references, and the team members' role in these projects, including a brief description of the services provided and client contact information. Only completed projects should be included.
5. A summary description of the proposed process, including:
    a. Schedule of tasks for the duration of the project. Project completion shall be no later than June 30, 2020.
    b. Budget. Task-level, line item for the major sub-tasks.
    c. Other project elements as described in Attachment 1.
6. Statement that all firms included on the team are not barred from federal contracts.
7. A statement that the sample Professional Services Agreement (sample attached as Attachment 2) 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.
8. Disadvantaged Business Enterprise (DBE) status of principal firm and subcontractors, including name of certifying agency and contact person. Respondents are encouraged to include DBE firms on their teams. The Idaho

Transportation Department maintains a list of firms at:
https://itd.dbesystem.com/?TN=itd

In addition to the above list, respondents are advised of the following requirements and guidelines:

1. Responses – 10 pages maximum:
    a. Report Cover and Table of Contents (not subject to page limit)
    b. Cover Letter
    c. Consultant Qualifications, Project Team, and Experience
    d. Work Plan and Schedule
    e. Budget including labor hours and cost per task (not subject to page limit)
2. Submit one (1) PDF file of the complete submittal via email, to:
    mlarsen@compassidaho.org
3. **Responses must be received before 5:00 pm MDT on Friday, October 11, 2019.**

Selection Criteria

A selection committee comprised of COMPASS staff and members of the COMPASS PTWG will evaluate responses to this request.

Submitted proposals shall be evaluated using the following key criteria:

- Demonstrated ability to deliver high quality, innovative work
- Consultant experience with fixed guideway planning and long-range transportation planning
- Availability for consultation
- Completeness and clarity of proposal
- References

After selection of the most qualified firm, COMPASS will negotiate a final fee for the project based on a detailed scope of service developed by COMPASS and the selected consultant. If COMPASS and that firm are unable to negotiate a contract, negotiations will be terminated with that firm and the next most qualified firm will be selected until a contract has been negotiated with a qualified firm.

Criteria

Responses will be scored as follows	Maximum Points
A. Demonstrated ability to deliver high quality, innovative work	25
B. Consultant experience with fixed guideway planning and long-range transportation planning	25
C. Availability for consultation	20
D. Completeness and clarity of proposal	15
E. References	10
F. Cost	5
Total Points Possible	**100**

Schedule

COMPASS will be using an RFP process to select a consultant. Interested parties are encouraged to submit questions pertaining to this RFP via e-mail through **Friday, September 27, 2019.**

The schedule is as follows:

Date	Schedule Milestone	Responsibility
September 12, 2019	Release RFP and publish notice	COMPASS
September 27, 2019	Question submittal closes	Consultant
October 1, 2019	Response to questions posted to COMPASS website	COMPASS
October 11, 2019 5:00 PM MDT	**Proposal deadline**	**Consultant**
By November 4, 2019	Consultant selection/notice to proceed	COMPASS
By February 3, 2020	Study element update memo	Consultant
By May 15, 2020	Draft report	Consultant
By June 1, 2020	Final review of draft report	COMPASS
By June 24, 2020	Findings presented to COMPASS PTWG, RTAC, and/or Board of Directors, as appropriate	Consultant
By June 30, 2020	Delivery of final report and outputs	Consultant

In addition to the above, respondents are advised of the following:

- COMPASS develops, maintains and applies a regional travel demand model for any and all studies in the region. This update to planning assumptions does not necessitate mode choice modeling or ridership forecasts but is strictly a "pre-concept" phase.
- DBE firms and non-profit entities are encouraged to respond.
- A panel comprising COMPASS staff and PTWG members will be used to review materials during this selection process.
- COMPASS reserves the right to request additional information from a respondent.
- COMPASS reserves the right to reject any and all responses and waive any irregularities. Issuance of this RFP does not constitute a commitment to proceed to a guaranteed contract.
- Questions regarding the administration of this selection process, contract, accounting, etc. will be directed solely to Meg Larsen, Director of Operations:
    - Phone: 208-475-2228
    - E-mail: mlarsen@compassidaho.org
- Questions and communication regarding the project described in the RFP will be directed solely to Meg Larsen, Director of Operations:
    - No phone call or oral questions will be accepted.
    - Questions on this project must be submitted via email to mlarsen@compassidaho.org and will be accepted until September 27, 2019.
- Responses to questions and additional information will be posted on the COMPASS RFP webpage:
    - http://www.compassidaho.org/people/jobs.htm

Additional Information

An example of COMPASS' standard Professional Service Agreement (PSA) is attached for your information as Attachment 2.

Attachment 1

Requirements

- Review the 2009 *Treasure Valley High Capacity Transit Study Priority Corridor Phase 1 Alternatives Analysis*[2] and related materials and update assumptions as needed.
    - Changes in land use, roads, population density and distribution, bus routes, businesses, activity centers, and other factors should be considered as part of this review.
    - In addition, ValleyConnect 2.0 should be referenced for planned improvements to the bus network.
- Based on the purpose and need from the 2009 study, updates to meet current conditions and needs, and input from PTWG, define the purpose of the fixed guideway corridor. The purpose will determine the fixed guideway mode and alignment option(s) to be pursued for this corridor.
- Based on the system purpose, determine other features of the system:
    - Identify trade-offs between speed and access (number of stops, degree of transit priority and/or level of separation, etc.)
    - Determine ridership thresholds needed to support this purpose.
    - Determine the travel time between jurisdictions.
    - Identify the necessary supporting investments, including local transit connections, park and ride facilities, etc.
- Explore impacts and opportunities of the system:
    - Where will the transportation benefits of the high-capacity corridor be focused?
    - Identify opportunities for development and support of local jurisdiction plans, including land use plans.
    - Identify planning-level impacts of the system, such as traffic, land use, economic development, and other relevant considerations for this project.
    - Provide planning-level/"order of magnitude" cost estimates of the system. This will be especially important if multiple alignments are considered and/or multiple modes per alignment, to aid our understanding of the differences in cost.
- Prepare a final report documenting process and results, and provide all data and maps. All materials should be high quality and should prepare COMPASS for a robust public involvement process.
    - Consider optimal formats for public consumption, especially those compatible with a survey or other web-based tool to facilitate public involvement.
- Provide regular updates to the COMPASS PTWG, including opportunities for the PTWG to provide input and feedback.

[2] http://www.compassidaho.org/documents/specialprojects/HCTFinalReport.pdf

Deliverables

1. Final work plan, including schedule, milestones, and deliverables.
2. Memo describing major changes since the 2009 study and addressing focus areas for the update.
3. Comprehensive fixed guideway options for review.
4. Presentation of results to the COMPASS RTAC, COMPASS PTWG, and/or COMPASS Board of Directors, as appropriate.
5. Final report on process and results, including all maps and data products. Report should explain reasoning for identified purpose of fixed guideway system, features of system, and impacts and opportunities.

Definitions

- Fixed guideway: A transit system that operates on a set path and often uses a separate and/or exclusive right-of-way. Examples include rail-based transit systems or bus rapid transit.

- High-capacity transit: A transit system that carries a larger volume of passengers than conventional buses using larger vehicles and/or more frequent service.

- Mode: The type of transit system that is used for a particular service, which includes both type of vehicle (e.g. bus, train, ferry) and type of service (e.g. frequent, express, high-capacity, etc.) This RFP seeks to assess the same modes as the 2009 study, which were commuter rail, light rail, and bus rapid transit.

- Commuter rail: A rail-based transit system that can support very high passenger capacity and high speed. It typically operates during peak hours on existing freight railroads, serving central city and outlying areas with few stops.

- Light rail: An electric railway powered by an overhead wire that provides intra-city transit service with stations spaced approximately ½ to 2 miles apart. It typically uses an exclusive guideway, but often has at-grade crossings and can operate in mixed traffic.

- Bus Rapid Transit (BRT): A bus system that is faster, higher capacity, and more attractive than conventional buses. Station stops are spaced further apart and include more passenger amenities. BRT often utilizes signal priority and exclusive guideways, but can also operate in mixed traffic or a combination of both.