



REQUEST FOR PROPOSALS

Cover Sheet

General Information			
Project Name	Box Elder – Cache – Weber Transit Analysis		
Project Description	Box Elder County, in collaboration with participant cities and counties, Utah Transit Authority, Cache Valley Transit District, Utah Department of Transportation, Wasatch Front Regional Council, and Bear River Association of Governments, are soliciting a Request for Qualifications and Proposal from qualified consultants to conduct a Transit Analysis. The analysis will identify current and future transit needs and priorities, and evaluate potential solutions for people traveling to, from, and between Box Elder County, Cache Valley, northern Weber County, and further south through the Wasatch Front.		
Approximate Budget	\$150,000		
Project Start Date/Length	January 2019 – September 2019		
Contract Type	Professional Services		
Box Elder County Project Manager	Scott Lyons		
Funding Source	<input checked="" type="checkbox"/> Local	<input type="checkbox"/> State	<input type="checkbox"/> Federal
Procurement Process Information			
Contract Administrator	Scott Lyons 01 South Main Street Brigham City, Utah 84302 (435) 734-3316 slyons@boxeldercounty.org		
Evaluation Criteria:	This is a best value procurement where quality and price will both be considered.		
<ul style="list-style-type: none"> • Quality <ul style="list-style-type: none"> ○ Experience & Applicable Knowledge (30 Points) ○ Qualifications of Staff Assigned (20 Points) ○ Approach (30 Points) ○ Project Management (10 Points) • Price (10 points) 			

RFP Schedule:		
A) Issue Request for Proposals		December 3, 2018
B) Deadline to submit Proposals		December 31, 2018
C) Announce competitive range (optional) with subsequent discussions or selection		January 11, 2019
Included as part of this RFP		
Part 1 – Project Specific Information		
Part 2 – Forms		
Proposal Contents		
Page Limit Cover pages, table of contents, divider tabs, resumes, the Price Proposal, and required forms do not count toward the page limit.	12 pages	
Submittal Instructions		
<ul style="list-style-type: none"> One (1) electronic copy, in pdf format, submitted by email. 		
Proposal Parts/Selection Factors		
<ul style="list-style-type: none"> Tab 1: Cover Letter Tab 2: Experience Tab 3: Qualifications of Staff Assigned Tab 4: Approach Tab 5: Project Management Tab 6: Proposed Schedule Tab 7: Price Proposal Tab 8: Signed Bid Forms and Declarations 		
Required Forms		
To be considered responsive, Proposals must include those additional forms, declarations, and certifications listed below:		
<ul style="list-style-type: none"> Signed Bid Forms and Declarations 		

Part 1 – Project Specific Information

Introduction

Box Elder County, in collaboration with participant cities and counties, Utah Transit Authority, Cache Valley Transit District, Utah Department of Transportation, Wasatch Front Regional Council, Cache Metropolitan Planning Organization, and Bear River Association of Governments, are soliciting a Request for Qualifications and Proposal from qualified consultants to conduct a Transit Analysis. The analysis will identify current and future transit needs and priorities, and evaluate potential solutions for people traveling to, from, and between Box Elder County, Cache Valley, northern Weber County, and further south through the Wasatch Front.

Project Purpose

As northern Utah continues to rapidly develop it is imperative we continue to look at multi-modal transportation solutions for our growing population. The objective of the analysis is to evaluate and recommend transit services to meet demands of population growth, continue supporting community and economic development opportunities, and maintain regional mobility along the Wasatch Front and Cache Valley.

The analysis will define markets throughout the study area (transit dependent/car-free populations, commuters, etc.), assess transit demand for the defined markets, evaluate transit mode options to serve the defined markets, recommend an appropriate level of service, and provide a blueprint to implement recommended service through 2050.

The analysis will be used to assess the demand for transit service and recommend an appropriate level of service for various markets and geographies. This analysis would evaluate the feasibility of a FrontRunner extension to Brigham City in one scenario, and, due to the diversity of geographic coverage and a variety of other limiting factors, the analysis should also consider a range of other transit solutions and/or alternatives to FrontRunner, including types, spans of service, and frequencies for each proposed transit investment. The analysis should, when applicable, assess the physical, economic, and political constraints, pedestrian accessibility, and include implications of potential land use changes, based upon population projections, growth trends, and local plans. Finally, the analysis will recommend and provide implementation strategies for short, medium, and long range transit investments throughout the study area.

Project Overview

The study area includes southern Cache Valley, Box Elder County, Northern Weber County, and further south through the Wasatch Front, incorporating the cities of Logan, Tremonton, Brigham City, Perry, Willard, North Ogden, Farr West, Pleasant View, and Ogden.

These communities believe enhanced transit service may benefit the area and are expressing an interest in investigating the viability of public transportation service that better connects the communities in the area in the near and long term. Currently, bus service is available along the Highway 89 corridor, connecting southern Box Elder County to Ogden. The service runs hourly, beginning at 5 am and ending at 10 pm. Cache Valley Transit District (CVTD) provides free-fare bus service within Cache Valley. Regional

service spans from Preston, Idaho to Hyrum, Utah, and is accompanied with local community routes. Paratransit service is also available in both UTA's and CVTD's service areas. Although public transit service is not available between Cache and Box Elder Counties, Salt Lake Express operates a private shuttle service between Logan and Salt Lake City. Vanpool services are available in the corridor, primarily servicing large employers, such as Hill Air Force Base and ATK. In addition, specialized transportation services for seniors and people with disabilities are provided by local senior centers, and non-profit organizations, such as Cache Employment and Training Center (CETC) and Options for Independence.

There is general support for enhanced transit service among the community leaders. Together, through various previous studies, they have explored a potential for commuter service along the I-15/existing Union Pacific right-of-way corridors from Weber County to southern Box Elder County as well as to and from Cache Valley. Due to disparate planning boundaries, however, the studies have not examined additional opportunities for current and future transit for the study area as a whole. This study would build on the previous studies, their findings, and examine the feasibility of transit operations to and from Cache Valley and Brigham City to the Wasatch Front as well as connections from the Tremonton area to and from Cache Valley, eventually connecting to the Wasatch Front. The study would examine the differences of service types based on geography and market, and determine which service type would be appropriate for the various needs. Costs would be estimated for the startup, maintenance, and operation of each recommended service. Potential funding streams, including local, federal, operational revenues, etc. would be evaluated to fund estimated system costs.

Relevant Studies

Two relevant studies for transit service within the study area have been conducted in the past 10 years. The two studies, Brigham City Transit Corridor Study and the CVTD Short Range Transit Plan, explored the need for transit and the potential to expand transit service throughout the study area. The first explored extending the existing FrontRunner line north from Pleasant View to Brigham City, and the second estimated county-to-county daily commute demands between Cache County and employment centers throughout the Wasatch Front and included short range transit operating scenarios to connect Cache Valley to the UTA service area. The Brigham City Transit Corridor Study contains commuter projections to 2040 as well as identified cost estimates for the commuter rail extension. These projections and cost estimates should be re-evaluated as part of this analysis, as the previous study included horizon-year estimates based on the utilization of Union Pacific facilities, which UTA would not anticipate utilizing should the agency extend FrontRunner. The recently completed Future of FrontRunner Study evaluated the existing barriers of double tracking and electrifying commuter rail, improvements that would improve the efficiency of the system and allow for more frequent service, as well as potential expansion of the line. This study should also serve as a resource for this analysis.

As part of the 2019-2050 Regional Transportation Plan (RTP) development process, the Wasatch Front Regional Council planning staff has convened meetings with community representatives throughout part of the study area to discuss and identify areas of anticipated future growth and transportation needs to service these areas. Among many ideas, community representatives have expressed the desire for transit services, including a possible expansion of FrontRunner with a terminus in Brigham City. This project is currently listed as a Phase 1 corridor preservation project in the 2015-2040 RTP; the

full build out of commuter rail to this area is currently unfunded. Due to the high cost of the project, it is not anticipated that funding will become available to cover the capital or operating costs for this project in the near future. There is, therefore, interest in exploring additional solutions to address transit demand in the near term; options of express commuter bus service, additional bus routes, and more frequent bus service have been discussed. It is believed that preserving the FrontRunner corridor through Perry and Willard is still critical as this planning effort continues in order to secure right-of-way for whatever transit uses are most beneficial in the short and long term.

Task 1: Project Management and Study Initiation

The objective of the task is to identify project management responsibilities, in addition to creating a Project Management Plan (PMP) prior to initiating the study. The task will ensure clear communication and subsequent task management from the beginning to the end of the study.

Tasks:

- Develop a PMP that includes a refined work scope, schedule, budget, quality control, and invoicing protocol.
- Create and maintain project record files, including meeting agendas and minutes.
- Utilize the existing Policy Committee (participating agency elected and appointed officials) and coordinate meetings (2-3) with agendas and minutes.
- Utilize the existing Technical Committee (participating agency staff) and coordinate meetings (monthly) with agendas and minutes
- Perform a study kick-off meeting

Deliverables*:

- Project Management Plan. (Consultant)
- Policy Committee kick-off meeting date, subsequent meeting dates, agendas, materials, minutes, and action items. (Consultant and staff)
- Technical Committee meeting dates, agendas, materials, minutes, and action items. (Consultant; staff to comprise technical committee)
- Monthly invoices including balance to completion by task. (Consultant)

**Because this analysis will utilize in-kind staff support from participating agencies, ownership for each deliverable can be found in parentheses.*

Task 2: Stakeholder and Public Involvement

The purpose of this task is to conduct outreach with cities, counties, transportation agencies, and other key stakeholders such as the local business community, natural resource agencies, and educational institutions within the study area to identify goals for the analysis, evaluation criteria with which to screen project ideas, transit needs and barriers, and potential transit ideas to be tested through the Transit Alternatives Initial Screening (Task 4). The Stakeholder and Public Involvement Task is assumed to occur throughout the analysis. Stakeholder outreach should occur through the Policy Committee, and updates to this group should occur at key milestones and at the conclusion of the study to highlight next steps and an implementation timeline and strategy for potential future transit projects.

Two public meetings should occur in each involved county, one during the transit alternatives development stage and one to communicate recommendations and next steps as established from the analysis.

Tasks:

- Perform stakeholder interviews.
 - Conduct business outreach utilizing the area Chambers of Commerce.
 - Conduct on-board surveys on relevant transit routes.
 - Utilize online surveys posted on partner city, UDOT, WFRC, and Open UTA websites.
 - Develop mailed surveys to ensure broad participation amongst varied demographics.
 - Organize and facilitate a total of six public meetings, two each in Box Elder County, Cache County, and Weber County.
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- **Assumptions:**
 - Participating agencies will provide contact lists for Policy Committee outreach.
 - Cities and participating agencies will advertise public outreach and help facilitate and host outreach events.
 - A total of two public meetings are warranted for each geography (Cache Valley, southern Box Elder, and northern Weber County); one at project kick-off to gather feedback and input, and one at end of the study to present transit recommendations.

Deliverables:

- Stakeholder Outreach Report that documents the opportunities, challenges, and feedback identified through outreach meetings. This report should fold in input gathered throughout all phases of the analysis. (Consultant)

Task 3: Existing Conditions, Project Goals, and Evaluation Criteria

The objective of this task is to describe the current and future transit conditions within the study area, and to identify the needs, strengths, weaknesses, opportunities, and barriers of potential transit corridors and services as characterized by research and stakeholder input. Previous studies and plans and their recommendations should serve as a baseline for improvements that have been considered and evaluated to this point. The project team should develop a summary of these efforts and share results with stakeholders and the public as necessary.

The project team will develop a “purpose and need statement” along with project evaluation criteria. The statement and evaluation criteria should clearly outline and identify the goals and objectives of the analysis, reflect stakeholder and public input, and effectively weigh the projected performance and/or impacts of any proposed transit alternative against the study goals and objectives.

The intent of the analysis is not to duplicate existing data or recommendations that many participating communities already possess, but rather to suggest comprehensive transit recommendations from a perspective that would be of benefit to the entire area. It is also recognized that each partner jurisdiction is at varying stages of recent community planning efforts that include economic and/or redevelopment goals, and such plans will be utilized as part of the study.

Tasks:

- Review and summarize relevant studies recently completed within the study area.
- Utilize expressed study goals from Policy Committee and stakeholders to develop purpose and need and evaluation criteria.
- Review all current transit data and planned transit service within the study area, including routes, frequency, boardings, etc.
- Establish limits of study area and identify potential corridors and types of transit service to consider for transit solutions.

Deliverables:

- Summary of relevant studies and plans in the study area. (Consultant and staff)
- Purpose and need statement. (Consultant)
- Evaluation criteria memo outlining performance measures and methodologies to be used; criteria vetted via Policy Committee meeting. (Consultant)
- Summary of current transit conditions in the study area. (Staff)
- Highlight corridors and/or services that will be considered and analyzed for transit service; vet corridors via Policy Committee Meeting. (Consultant and staff)
- **Assumptions:**
 - Participating agencies will provide relevant data on existing ridership, land use, etc. to the extent possible.
 - Participating agencies will assist in compiling relevant studies, but the resulting summary should be completed by consultant team.

Task 4: Transit Alternatives/Initial Screening

The purpose of the task is to consider the potential transit alternatives within the study area and produce a short list of appropriate and feasible alternatives through an initial screening. Additionally, opportunities for active transportation including pedestrian/bicycle connectivity will be taken into account to maximize safety and transit friendly connections. Connectivity to future regional transit identified by the long range plan, as well as connections within neighborhoods and job and other activity centers will be considered. This will also analyze the implications of disruptive technologies such as autonomous vehicles, e-commerce on travel behavior, land use, and real estate trends.

The study will analyze existing travel and projected future patterns through 2050, including near, medium, and long-term demand. The analysis should utilize existing and projected land use data from available county assessor data, County and City general plans within the study area, as well as planned village, town, and urban center locations as identified through the Wasatch Choice 2050 Vision (corresponding but broader land use and growth planning effort as what occurred through WFRC's 2019-2050 RTP process) and Envision Cache Valley. The analysis may evaluate potential transit ridership and land use implications of projected population thresholds, utilizing the high and low end of the demographic data as provided by the Kem C. Gardner Policy Institute or other reasonable population projections for the area.

The analysis will produce a number of transit alternatives (including a baseline trend scenario utilizing the recommended FrontRunner extension per the 2015 RTP and other relevant plans) to reflect the differing markets, trip types, geographies, time of day needs, and potential transit riders present in the study area. In addition to traditional transit alternatives, mobility management solutions, which focus on innovative approaches to meet the needs of populations with limited mobility including persons with disabilities, seniors, and low-income populations, should be considered. All alternatives will be weighed utilizing an initial screening analysis, utilizing metrics tied to project goals and relative cost/benefit of each alternative. Transit recommendations may examine active transportation opportunities and potential connectivity throughout neighborhoods, as identified in adopted plans. The project team will utilize the results of the analysis and present the list of alternatives to the Policy Committee and relevant stakeholders.

Tasks:

- Research, compile, and develop a descriptive list to reflect the potential transit alternatives (alignments and types of service) within the study area, including improvements to existing service, potential station locations, exclusive lanes/shared lanes, etc.
- Complete 2050 transit analysis using TDM to determine the performance of the alternatives (potential to utilize modeling provided by WFRC 2019-2050 RTP scenario development process; potential transit ideas not currently tested in RTP should not be precluded).
- Develop a matrix to screen the proposed universe of alternative alignments and technologies using the screening criteria developed in Task 3.
- Outline the screening criteria and methodology applied to the long list of alternatives and explain the process for the selection of the short list of alternatives.

Deliverables:

- Memo outlining alternatives development, screening criteria and methodology, and short list of transit alternatives. (Consultant and staff)
- Memo outlining travel demand methodology and results of this screening. (Consultant and staff)
- Refined project list to inform Preferred Scenario. (Consultant and staff)
- **Assumptions:**
- Findings from the Network Study, RTP, UTA First and Last Mile Strategy Study, CVTD Short Range Transit Plan, Box Elder County Active Transportation Corridor Plan, and other relevant plans will be considered.

Task 5: Identification of Preferred Transit Projects

The objective of the task is to develop a refined list of recommended transit project(s), which builds upon previous tasks and establishes a prioritization of transportation solutions utilizing a common ranking of the project list. The task will include a potential phased approach and implementation strategy that provides the greatest benefit to the communities within the study area. This proposed project list could include a number of short, medium, and long range transit and supporting active transportation recommendations.

Tasks:

- Utilizing the Preferred Alternative project list, develop capital and operating costs for each project, and determine a short, medium, and long term investment schedule for the Preferred Alternative that is reflective of needs and project goals.
- From this, highlight and prioritize corridors that should be utilized for transit service. Recommend preferred and feasible transit service for each. Project recommendations in the short-term should detail mode, frequency, span of service, potential station/stop locations, and operating agency.
- Should commuter rail transit service be included in the recommended project list, develop right-of-way acquisition strategies for corridor preservation to include timing, cost, and potential funding strategies.
- Evaluate the demand for available park and ride facilities and develop recommendations for potential additional facilities as necessary.
- On identified corridors perform a physical constraints analysis including but not limited to bridges, walls, medians, ROW, structures, etc.
- Identify potential roadway improvements including signal priority, queue jumping, signal timing/progression, innovative intersections, access management, opportunities for active transportation infrastructure, etc.
- Create a base map of the physical constraints within the identified corridors to include property boundaries, utilities, existing roadway facilities, and active transportation facilities relevant to potential transit service.

Deliverables:

- Memo outlining methodology and selection of the Preferred Alternative, including maps showing project alignments, roadway improvements, physical constraints, and current and future park and ride facilities. Short-term project recommendations to detail mode, frequency, span of service, and potential station/stop locations. (Consultant and staff)

Task 6: Next Steps for Project Implementation

The objective of the task is to produce a document that identifies a strategy for implementing the Preferred Alternative, and puts forth a recommendation identifying the next steps in the project development process. The task also involves working with the Policy Committee and stakeholders/public to present the proposed recommendation to key decision makers and gather support for the Preferred Alternative identified in Task 6.

Part of the task will be to evaluate the readiness of the stakeholders involved in the study to enter future phases of the project (i.e. environmental documentation, preliminary engineering, planning resolutions included in guiding documents, etc.). Any municipality may move forward with their portion of the project as schedules, funding, and local support dictate.

Tasks:

- Utilizing the short, medium, and long term project list of the Preferred Alternative, develop potential funding mechanisms, a schedule, and implementation plan. The bulk of this work

should focus on short-term needs, while acknowledging longer-term strategies to a level of detail that is appropriate at this point in time.

- Create an assessment for the short-term alternatives to determine if projects could compete adequately for federal, state, or local funds.
- Suggest mechanisms the project stakeholders can use to increase ridership, lower costs, or otherwise increase the competitiveness of the project for potential funding.
- Identify other funding sources, such as local, state, or private funds.
- Identify additional study and next steps for the advancement of the project. Note: “next steps” of this project could include any municipality moving forward depending on readiness to proceed.
- Identify the level of agency coordination that will be required to advance the project.

Deliverables:

- Next steps memo for project implementation. (Consultant)
- Develop order of magnitude costs including capital and operations and maintenance for the short list of alternatives. (Consultant and staff)
- Recommendations on whether municipalities move forward concurrently or separate of each other. (Consultant and staff)
- Recommendations on next level of effort, timelines, and possible funding sources. (Consultant and staff)
- Recommendations for possible construction and implementation phasing depending on funding and scenarios. (Consultant and staff)
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Task 7: Final Report

The objective of this task will be to compile and refine each of the technical memoranda into a final report.

Tasks:

- Prepare and deliver Draft Box Elder-Cache-Weber County Transit Analysis Report.
- Solicit comments from the stakeholders and address comments.

Deliverables:

- Final Box Elder-Cache-Weber County Transit Analysis Report, to include supporting data, charts, tables, and maps of the analysis in electronic form. (Consultant)

Presentation and visual materials to communicate the findings of the analysis, both electronically and in hard-copy. (Consultant)

Part 2 – Forms

BID FORMS AND DECLARATIONS

TO: Scott Lyons
Community Development Director
Box Elder County
1 South Main Street
Brigham City, Utah 84302

Having examined all the documents, general conditions and instructions, and work scope entitled “Box Elder – Cache – Weber Transit Analysis”, dated November 1, 2018 the undersigned requests consideration to furnish the services required by said documents exclusive of all Federal excise taxes, local sales and use taxes for the sum as mutually agreed to in the final contract documents.

A. JOINT VENTURE

The undersigned bidder/proposer is a joint venture which is comprised of the following persons, firms, or corporations. Enclosed is a copy of the Joint Venture Agreement entered into between the parties.

<u>% of Contract</u>	<u>Firm Address</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If there are no such persons, firms, or corporations, please so state in the following space:

B. SUBCONTRACTORS:

The undersigned bidder/proposer proposes to have the following work performed by subcontractors.

LIST OF SUBCONTRACTORS

<u>Item of Work</u>	<u>% of Contract</u>	<u>Proposed Subcontractor</u>	<u>Address</u>
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

If there are no such persons, firms, or corporations, please so state in the following space:

The undersigned bidder/proposer does hereby certify that the above listed subcontractors have full knowledge that their names have been offered as subcontractors for the work, and the bidder/proposer further certifies that these subcontractors have consented to listing their names herein.

C. ADDENDA

The undersigned bidder/proposer acknowledges receipt of the following addenda:

Addendum No. ___ Date _____

Addendum No. ___ Date _____

Addendum No. ___ Date _____

Addendum No. ___ Date _____

Failure to acknowledge receipt of all addenda may cause the bid/proposal to be rejected as non-responsive.

D. SIGNATURE

The undersigned bidder/proposer certifies that it and each of its subcontractors possess an adequate supply of workers qualified to perform the work specified herein; that there is no existing or impending dispute between it and any labor organization; and that it is prepared to comply fully with prevailing wage requirements, minimum wages, maximum hours of work, and equal opportunity provisions contained in the general conditions of the contract.

This bid/proposal is submitted upon the declaration that neither I (we) nor, to the best of my (our) knowledge, none of the members of my (our) firm or company have either directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding/proposing in connection with this bid/proposal.

Dated at _____, this ___ day of _____, 20__.

Signature of Bidder/Proposer:

If an individual:

doing business as _____.

By _____

If a partnership:

By _____, General Partner

If a corporation: _____.

a _____ corporation,

By _____, President

Attest: _____

Secretary

If a joint venture:

Joint venture comprised of:

Name

By
 And

Name

By

Business Address of Bidder/Proposer:

Address

City, State, Zip Code (or Province and Country)

Area Code and Telephone Number of Bidder/Proposer