



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TTY/TDD 510.817.5769
FAX 510.817.5848
EMAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Adrienne J. Tissier, Chair
San Mateo County

Amy Rein Worth, Vice Chair
Cities of Contra Costa County

Tom Azumbrado
U.S. Department of Housing
and Urban Development

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January 22, 2013

**REQUEST FOR QUALIFICATIONS
ON-CALL TECHNICAL ASSISTANCE
TRANSPORTATION ENGINEERING AND PLANNING**

To: Interested Parties

The Metropolitan Transportation Commission (MTC), Bay Area Toll Authority (BATA) and Service Authority for Freeway and Expressway (SAFE) (collectively "MTC") invite your firm to submit a Statement of Qualifications (SOQ) to provide on-call technical assistance in the areas of Transportation Engineering and Planning. These professional services are needed to support the Freeway Performance Initiative (FPI), Regional Express Lane Network and other similar programs. Through this Request for Qualifications (RFQ), MTC will select a "bench" of eligible consultants with which MTC may contract to provide these services on an as-needed basis for a three-year period ending in June 2016.

This letter, together with its enclosures, comprises the RFQ for this project. SOQs should be submitted in accordance with the instructions set forth in this RFQ.

I. Statement of Qualifications Due Date

Interested firms must submit an original and six (6) hard copies of their Statement of Qualifications (SOQs) no later than **4:00 p.m., Friday, February 22 2013. SOQs received after that date and time will not be considered.** SOQs submitted before the deadline shall be considered firm offers to provide the services described in this RFQ for a period of one hundred twenty (120) days from the date of submittal.

One (1) electronic copy in PDF format must also be submitted to the Project Manager. Submission of the electronic copy will not satisfy the requirement to submit hard copies of the SOQ by the submission deadline.

II. MTC Point of Contact

SOQs and all inquiries relating to this RFQ shall be submitted to Abhishek Parikh, Project Manager at the address shown below. For telephone inquiries call (510) 817-5878. Email inquiries may be addressed to: aparikh@mtc.ca.gov.

Abhishek Parikh, Project Manager
Metropolitan Transportation Commission
Joseph P. Bort MetroCenter
101 8th Street
Oakland, CA 94607-4700

III. Scope of Work, Funding and Method of Payment

The firm(s) selected for contracts as a result of this RFQ will be expected to work under the direction of staff from MTC, BATA and/or MTC SAFE (collectively, “MTC”) as outlined in *Appendix A, Preliminary Scope of Work*. All work will be assigned pursuant to MTC-initiated task orders, which will include a specific scope of work based on the preliminary work scope and tasks identified in *Appendix A*.

Payment for work performed under task orders may be deliverables-based or time and materials, as determined by the MTC Project Manager and specified in signed task orders. A sample task order form is attached hereto as part of *Appendix C, MTC Standard Consultant Agreement, Attachment A-2, Task Order Form*.

“Bench” contracts resulting from this RFQ will be for up to an approximate three-year period, ending June 30, 2016, with the option on the part of MTC to extend in one-year increments for up to a total of two additional years, subject to the parties’ agreement on renewal terms. Selection to be on the bench does not guarantee that a contract will be awarded. MTC reserves the right to award contracts based on the experience of the “bench” Consultants and the needs of particular projects.

The resulting contracts may be funded in part with federal funds, including funds that may have California State Department of Transportation requirements. Federal and state requirements are included as contract provisions in *Appendix C* at Attachment H, Federally Required Clauses, and Attachment I, State Required Clauses. *Appendices D-1 and D-2* also apply.

IV. Addenda

Any addenda to this RFQ that may be issued by MTC will be posted at <http://www.procurements.mtc.ca.gov>; it is the Proposer’s responsibility to check for addenda to this RFQ and comply with new or revised requirements that may be stated therein.

V. Minimum Qualifications

To be eligible for SOQ evaluation, firm(s) must meet the Minimum Qualifications (MQs) for the relevant Service Categories described in Section III of this RFQ.

VI. Organizational Conflict of Interest

See Section VII.G of this RFQ for a discussion of conflict of interest.

VII. Contents of SOQ

Each SOQ should include the information set forth in Section V, Form of Statement of Qualifications of this RFQ.

VIII. Evaluation

Responsive SOQs that meet the MQs and do not demonstrate any impermissible conflict of interest will be evaluated based on the evaluation factors set forth in Section VI.B.

MTC reserves the right to accept or reject any and all SOQs submitted, to waive minor irregularities in an SOQ, and to request additional information from the Proposers. Any awards made will be to the firm(s) whose qualifications are best suited to the program and most

advantageous to MTC, based on the evaluation factors in Section VI. MTC reserves the right to award a contract at the time the recommendation is approved.

IX. Selection Timetable

3 p.m. (PST), Thursday, January 31, 2013	Proposers’ Conference in the Joseph P. Bort Metro Center Building, 101 8 th Street, Oakland, CA, Claremont Conference Room
2 p.m. (PST), Monday, February 4, 2013	Closing date and time for requests for clarifications/ exceptions to RFQ provisions
No later than one (1) week prior to the date SOQs are due	Closing date for objections to RFQ provisions
4 p.m. (PST), Friday, February 22, 2013	Closing date and time for receipt of Statements of Qualifications at MTC offices
March 11-15, 2013 (approximate)	Interviews (if conducted)
March 8, 2013	MTC Operations Committee Approval

MTC may change the selection timetable if necessary.

X. General Conditions

MTC will not reimburse any firm for costs related to preparing and submitting an SOQ.

Materials submitted by respondents and evaluated by MTC are subject to public inspection under the California Public Records Act (Government Code § 6250 *et seq.*) after the MTC Executive Director selects firm(s) for the bench.

MTC reserves the right to cancel this RFQ, accept or reject any and all submittals, negotiate with any or all firms submitting SOQs, waive minor irregularities in SOQs, and request any additional information from firms submitting SOQs. Any selection made will be of the firm(s) whose SOQ is the most advantageous to MTC, based on the evaluation criteria listed above.

A sample of MTC’s standard consultant contract is attached for your reference as *Appendix C*. If a firm wishes to propose a change to any standard MTC contract provision, the provision and the proposed alternative language must be submitted by the deadline for requests for clarifications/exceptions to RFQ provisions as specified in the selection timetable above. If no such change is requested, the firm will be deemed to accept MTC’s standard contract provisions based on its submission of an SOQ.

The selected firms will be required to maintain insurance coverage during the term of the contract at the levels described in *Appendix C-1*. By submitting an SOQ, a firm agrees to provide the required certificates of insurance providing verification of the minimum insurance requirements listed in *Appendix C-1*, Insurance Requirements within ten (10) days of MTC’s notice to a firm that it has been selected for the bench. Requests to change MTC’s insurance requirements must be brought to MTC’s attention no later the deadline for requests for clarifications/exceptions to RFQ provisions as specified in the selection timetable above. If such exceptions are not brought to MTC’s attention by that deadline, compliance with the insurance requirements will be assumed.

XI. Authority to Commit MTC

Based on an evaluation conducted by the selection panel, the Executive Director or his designee will make recommendations for selection of the eligible Consultant bench to the MTC Operations Committee. In addition, the Executive Director or his designee may recommend that individual contracts be awarded to Consultants selected for the bench.

We appreciate your interest in this RFQ and look forward to receiving your SOQ.

Sincerely,



Steve Heminger
Executive Director

SH: AP

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REQUEST FOR QUALIFICATIONS

FOR

ON-CALL TECHNICAL ASSISTANCE -
TRANSPORTATION ENGINEERING AND PLANNING

TO

METROPOLITAN TRANSPORTATION COMMISSION

January 22, 2013

Joseph P. Bort MetroCenter
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I. PURPOSE AND PROJECT DESCRIPTION

A. Agency Description

The Metropolitan Transportation Commission (MTC) was created by the California Legislature in 1970 to plan the transportation network for the nine Bay Area counties. MTC functions as both the regional transportation planning agency – a state designation – and, for federal purposes, as the region's metropolitan planning organization (MPO). As such, MTC is responsible for regularly updating the Regional Transportation Plan (RTP), a comprehensive blueprint for the development of mass transit, highway, airport, seaport, railroad, bicycle and pedestrian facilities.

BATA was created by the California Legislature in 1997 to administer the base \$1 auto toll on the San Francisco Bay Area's seven state-owned toll bridges. In August 2005, the California Legislature expanded BATA's responsibilities to include administration of all toll revenue and joint oversight of the toll bridge construction program with Caltrans and the California Transportation Commission.

MTC SAFE is a regional public agency created in 1988 pursuant to California Streets and Highways Code section 2550 *et seq.* to install, maintain and operate a motorist aid call box system in the nine San Francisco Bay Area counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma.

B. Purpose and Need

MTC began a comprehensive, corridor level examination of freeways in the Bay Area in 2006. To facilitate this effort, a uniform, performance-based analysis framework, known as the Freeway Performance Initiative (FPI), was established to ensure consistent evaluations across multiple freeway corridors. Under this framework major transportation corridors were analyzed and effective operational strategies for congestion mitigation and demand management were identified and prioritized.

In the upcoming RTP, known as the *Plan Bay Area*, the scope of the FPI program is expected to be expanded to include essential elements needed for the successful implementation of other regional and local transportation programs. Ramp Metering, Integrated Corridor Management (ICM) strategies and Regional Express Lane Network are the core elements of the FPI program, where MTC anticipates the need for technical assistance. The purpose of this RFQ is to select a bench of consultants to provide transportation engineering and planning services for the following broadly defined initiatives under the FPI program.

- 1. Ramp Metering** - The goal of ramp metering is to maximize and balance the flow of vehicles on the corridor through the freeway and arterial system. The FPI program facilitated the increase in ramp metering implementation from 330 locations (28% of the system) in 2009 to 500 locations (44% of the system) by 2012. This has led to reduced travel times and improved reliability on major freeway corridors. Additional locations, including bridge approaches, will be identified to fully build out the region's metering infrastructure.

2. **Integrated Corridor Management (ICM)** – The goal of ICM is to relieve congestion and improve mobility, accessibility and safety by identifying how existing and planned Intelligent Transportation Systems (ITS) and operations can be better coordinated and integrated across networks and jurisdictional boundaries. Identification and prioritization of ICM strategies is informed through corridor studies, focusing on balancing demand and capacity across the entire system comprised of freeway, arterial and transit facilities. Although significant progress has been made in identifying the solutions, much more needs to be done to implement the solutions, which include improving integration of parallel transit and arterials to enhance overall corridor performance and improved system management.
3. **Regional Express Lane Network** – The goal of the regional Express Lane Network is to provide a reliable congestion-free transportation option and close the gaps within the existing HOV lane network, while optimizing freeway throughput. MTC is responsible for the development and operation of 270 directional miles of express lanes. MTC's program includes conversion of 150 miles of existing HOV lanes to express lanes and construction of 120 directional miles of new express lanes.

II. AREA OF CONSULTANT EXPERIENCE

Consultants may submit SOQs for any or all Service Categories described below, either as an individual firm or as part of a multi-disciplinary team (“Consultant” herein refers to an individual firm or such team). If a Consultant team is formed, one firm within each team must submit the SOQ and serve as the prime consultant. Remaining firm(s) shall be subcontractor(s). To be eligible for SOQ evaluation, Consultant or firms within a Consultant team must meet the Minimum Qualifications (MQs) described in Section III of this RFQ for the relevant Service Categories.

Consultants with which MTC contracts shall provide on-call assistance for transportation engineering and planning services included in the following Service Categories on an as-needed basis. The Service Categories are briefly described below, and a preliminary scope of work is attached in *Appendix A, Preliminary Scope of Work*.

SERVICE CATEGORIES

A. Data Collection

Data collection efforts may be required as part of the traffic analysis tasks described in this RFQ. Data summary reports may also be required for developing certain documents, e.g., MTC's State of the System Report.

B. Traffic Analysis

This Service Category includes traffic operations analyses for a variety of facilities including freeways, arterials, and intersections. Tasks may be assigned in six sub-categories:

- B.1. Corridor Study/ Integrated Corridor Management
- B.2. Ramp Metering Feasibility and Implementation
- B.3. Before and After Evaluation/Analysis
- B.4. Traffic Forecasting
- B.5. Preliminary Design and Cost Estimates

B.6. Multi-modal Planning Analyses (Auto/Transit/Bicycle/Pedestrian -
Freeways/Arterials/Ramps)

C. General Planning Support

A broad range of services may be required to support the planning level analysis for the regional Express Lane Network. Tasks requested under this category may include a variety of planning analyses to address topics such as:

1. Planning Level Traffic and Revenue Forecasting
2. Express Lane Segment Phasing
3. Congestion Pricing
4. General Mobility Impacts
5. Transit and Carpool Operations
6. Motor Vehicle Emissions (including carbon dioxide and particulate matter)
7. Impacts on Future Land Uses
8. Environmental Justice (impacts on low-income residents and communities)

III. MINIMUM QUALIFICATIONS

Consultants must submit qualifications for all the Service Categories for which they intend to propose. The Minimum Qualifications (MQs) required for each Service Category are described below.

A. Minimum Qualifications – Service Category A, Data Collection

1. The Consultant has successfully completed at least two (2) data collection efforts costing at least \$30,000 each in the past three (3) years including some of the types of data collection efforts described in Service Category A, *Appendix A, Preliminary Scope of Work*.
2. Project Manager must have at least three (3) years of overall project management experience performing work similar to that described in Service Category A, *Appendix A*.

B. Minimum Qualifications – Service Category B, Traffic Analysis

1. The Consultant has successfully completed at least two (2) projects (at least 1 project in the Bay Area) substantially similar to what is described in *Appendix A, Preliminary Scope of Work* for at least four out of six sub-categories (B1 through B6) in the past three (3) years. Projects may overlap between sub-categories.
2. The Project Manager representing the prime Consultant must be a licensed engineer (Civil or Traffic) and have at least three (3) years of overall project management experience performing work similar to that described in Service Category B, *Appendix A*.
3. The Consultant and each subcontractor must identify a lead staff for each of the sub-categories for which they intend to qualify for. Lead staff identified in the proposed task(s) must individually have held a similar role in at least two (2) projects within the past three (3) years.

C. Minimum Qualifications – Service Category C, General Planning Support

1. The Consultant has successfully completed at least two (2) planning-level express lane projects in the past three (3) years

2. Project Manager must have at least five (5) years of overall project management experience performing work similar to that described in any of the topics listed in Service Category C, *Appendix A*.

Other Qualifications

The following Consultant qualifications are desirable, but not required in order for a consultant to be evaluated:

- Project manager and key staff familiar with Bay Area traffic operations, with experience working with Caltrans District 4.
- Depth of staff resources to work on multiple projects at the same time.

IV. SCOPE OF WORK, BUDGET AND METHOD OF PAYMENT

The firms selected to enter into contracts as a result of this RFQ will be expected to work under the direction of staff from MTC, BATA and/or MTC SAFE (“MTC”) as outlined in *Appendix A, Preliminary Scope of Work*. All work will be assigned pursuant to MTC-initiated task orders, which will include a specific scope of work based on the preliminary work scope and tasks identified in *Appendix A*.

Payment for work performed under task orders may be deliverables-based or time and materials, as determined by the MTC Project Manager and specified in signed task orders. A sample task order form is attached hereto as part of *Appendix C, MTC Standard Consultant Agreement, Attachment A-2, Task Order Form*.

Bench contracts resulting from this RFQ will be for up to a three-year period, through June 30, 2016, with the option on the part of MTC to extend in one-year increments for up to a total of two additional years, subject to the parties’ agreement on renewal terms. Selection to be on the bench does not guarantee that a contract will be awarded.

The resulting contracts may be funded in part with federal funds, including funds that may have California State Department of Transportation requirements. Federal and state requirements are included as contract provisions in *Appendix C* at Attachment H, Federally Required Clauses, and Attachment I, State Required Clauses. *Appendices D-1 and D-2* also apply, and should be completed and return with SOQs.

When a task is needed, MTC reserves the right to select one Consultant from the bench, or to ask one or more of the Consultants on the bench for an estimate of hours and cost for that project, and to select the Consultant best suited in terms of cost, availability and past experience.

MTC reserves the right to assign all tasks to one Consultant, to assign multiple tasks to one Consultant, to assign portions of a given task to two or more Consultants, and to refrain from assigning any or all of these tasks. Any of the tasks could be assigned at any point during the period covered by this RFQ. A contract could be written at the outset of the period covered by this RFQ, or as tasks are needed.

V. FORM OF STATEMENT OF QUALIFICATIONS

Sections that should be included in each SOQ are described below. Page limits, where specified, are for each side of print. Proposers are encouraged to print double-sided copies to save paper. Fonts shall not be less than size 11.

A. Transmittal Letter

A transmittal letter signed by a partner or officer of the firm authorized to solicit business and enter into contracts for the firm indicating your firm's interest in providing the services, by Service Category, as required by this RFQ. The transmittal letter should include the name and telephone number of a principal contact person, if different from the authorizing official. The letter should also indicate whether there are any conflicts of interest that would limit the Proposer's ability to provide the requested services, which should be fully addressed as described in Section V.I below. The letter should indicate that the SOQ is a firm offer to enter into a contract to perform work related to this RFQ for a period of one hundred twenty (120) days from SOQ submission. (Not to exceed 1 page.)

B. Title Page

Title page showing the RFQ subject, the name of the Proposer's firm, address, telephone number, fax, name of contact person and email, and the date. (Not to exceed 1 page.)

C. Firm Qualifications and Experience

- A detailed statement describing the Consultant's qualifications and experience relevant to the Service Categories for which the Consultant intends to qualify for. Refer to Section II for Service Categories and Section III for MQs. (Not to exceed a total of 4 pages.)
- Consultant's organizational structure identifying Principal-In-Charge (PIC) (if applicable), Project Manager (PM) and Lead Staff. (Not to exceed 1 page.)

D. Staff Qualification and Experience

- Provide a brief summary of staff experience relevant to each Service Category for which the Consultant intends to qualify for. Refer to Section II for Service Categories and Section III for MQs. (Not to exceed a total of 3 pages.)
- Staff resumes highlighting relevant experience of the staff expected to work on the resulting contract by Service Category in the following order – PIC (if applicable), PM, Lead Staff and Technical Support Staff. (Not to exceed a total of 8 pages.)

E. Similar Projects

As described in Section III, provide the following information regarding similar project qualifications that the Consultant possesses.

Service Category A – Examples of two large-sized (at least \$30,000 each) data collection efforts in the past three (3) years, similar to the data collection elements described in Service Category A, as applicable.

Service Category B – Examples of Consultant's experience with at least two (2) projects substantially similar to four of the six sub-categories (B1 through B6) completed in the past three (3) years, as applicable.

Service Category C – Two examples of Consultant’s experience in planning-level express lane projects. Work must have been completed in the past three (3) years.

Project summaries must include the name of the client, the firm’s role and responsibilities, key staff and their roles and responsibilities, the firm’s contract term and amount, and a contact person (with telephone number and e-mail) who may be contacted as a reference. (Not to exceed a total of 6 pages for this section.)

F. References

Three references attesting to Proposer’s previous experience in performing work substantially similar or related to the services proposed. Please provide the names of current clients, along with the names and telephone numbers of client contact person(s) for each reference. (Not to exceed 1 page.)

G. Work Sample

A copy of a report or final work product prepared by key members of the Consultant team in which scope and details are comparable to one of the proposed Service Categories. Where key members of the team have not worked together on the same project, separate reports or final work products shall be submitted. Identify which key members worked on each report or final work product and in what capacity, and provide client contact information. The work sample will be considered in evaluating firm and staff expertise and experience, and written presentation effectiveness (see Section V).

To save paper, MTC requests (but does not require) that where this Part G: Work Sample exceeds 50 pages, it be submitted separately from the SOQ in PDF format (via e-mail, CD or DVD acceptable); provide one (1) electronic copy in lieu of 6 printed copies.

H. Price Proposal

A **SEPARATE, SEALED ENVELOPE** including your firm’s fully loaded hourly rates, including a description of all charges that would be passed on to MTC. For hourly rates, indicate when rates are due to change, that basis for change, and approximately how much they can be expected to change each year.

I. Conflict of Interest

By submitting an SOQ, the Proposers represent and warrant that no Commissioner, officer or employee of MTC is in any manner interested directly or indirectly in the SOQ or in the contract that may result from this RFQ or in any profits expected to arise therefrom, as set forth in California Government Code Section 1090. Proposers further warrant and represent that they presently have no interest and agree that they will not acquire any interest that would present a conflict of interest under California Government Code Sections 1090 *et seq.* or 87100 *et seq.* during the performance of services under any contract resulting from this RFQ and that they will not knowingly employ any person having such an interest. Violation of this provision may result in the contract being deemed void and unenforceable.

J. Forms and Certificates

1. A signed California Levine Act statement (*Appendix B*)
2. A signed Insurance Provisions document (*Appendix C-1*).

3. A signed Certification Regarding Debarment, Suspension, and Other Responsibility Matters (*Appendix D-1*);
4. A signed Certification of Restriction on Lobbying (*Appendix D-2*)
Note that federally required forms regarding DBE participation will be required at task order issuance (see *Appendix C*, Attachment H - Federally Required Clauses, for further information).

VI. EVALUATION

A. Review for Satisfaction of Minimum Qualifications and Responsiveness

The MTC Project Manager, in consultation with the MTC Office of General Counsel, will conduct an initial review of the SOQs for responsiveness to ensure that each SOQ meets the minimum qualifications set out in Section III, Minimum Qualifications. Proposers failing to meet the MQs will not be considered for the applicable Service Category. Also, any SOQ that does not include enough information to permit the evaluators to rate the SOQ in any one of the evaluation factors listed below will be considered non-responsive and will not be evaluated. An SOQ that fails to include one or more items requested in Section V, Form of Statement of Qualifications, may be considered responsive, if evaluation in every criterion is possible.

MTC reserves the right to request additional information from responsive Proposers prior to evaluation.

B. Evaluation

Responsive SOQs meeting the MQs will be evaluated by a panel of staff representatives from MTC and other public agencies based on the following evaluation criteria, listed in order of relative importance.

1. Experience and qualifications of the firm(s) and of proposed staff in relation to the expertise sought by MTC, as listed and described in Section II and in *Appendix A, Preliminary Scope of Work*; this may include information gathered through references.
2. Written and oral communication, as evidenced in the submitted SOQ and interviews, if held;
3. Familiarity of Bay Area traffic operations and working with Caltrans District 4;
4. Depth of staff resources to work on multiple projects at the same time; and
5. References (see below).

Following the evaluation, the panel may elect to recommend inclusion on the “bench” of a list of Consultants in one or more Service Category or may develop a “short list” of Consultants for interview. MTC reserves the right to review and evaluate the references of short-listed firms only.

Oral interviews may be held with short-listed firms, and references will be contacted for the short-listed firms, at MTC’s discretion. The firms will then be ranked in each Service Category and the ranking will be forwarded to the MTC Executive Director. If the Executive Director agrees with the panel’s recommended ranking, the recommendation will be forwarded to the MTC Operations Committee.

Firms' hourly rates will not be a factor in the evaluation. However, MTC reserves the right, after the firms have been ranked, to decline to enter into a contract with a firm whose rates are unreasonable in MTC's sole discretion, and/or to negotiate with the top ranked firms.

During this phase of the selection, any potential conflicts of interest (see Section VII.G) will be considered. MTC may request additional information from any Proposer that appears to have an organizational conflict of interest, including a plan to mitigate any such conflicts. MTC reserves the right not to award a contract to a Proposer that appears with a conflict of interest, actual or apparent, that cannot be adequately mitigated, in MTC's opinion.

MTC reserves the right not to convene interviews, but to make a selection on the basis of written SOQs, alone. Further, MTC reserves the right to accept or reject any and all submitted SOQs, to waive minor irregularities, and to request additional information from the firms at any stage of the evaluation.

C. Recommendation(s) for Contract Award(s)

In addition to the recommendation of a bench, the panel may recommend Consultant(s) to the Executive Director in order to enter into contracts for specific near-term tasks, based on its evaluation of the written SOQs and interviews (if held). The Executive Director will review the recommendation and, if he agrees, forward the recommendation to the Operations Committee for approval.

VII. GENERAL CONDITIONS

A. Limitations

This RFQ does not commit MTC to award a contract or to pay any costs incurred in the preparation of a SOQ in response to this RFQ. MTC will not reimburse any firm for costs related to preparing and submitting an SOQ.

B. Award

Any award of contracts to eligible bench Consultants will be to the Consultants whose SOQs are most advantageous to MTC based on the evaluation criteria outlined in Section VI.B and the needs of the specific project.

C. Binding Offer

A signed SOQ submitted to MTC in response to this RFQ shall constitute a binding offer from proposing firms to contract with MTC according to the terms of the SOQ for a period of one hundred twenty (120) days after its date of submission, which shall be the date SOQs are due to MTC.

D. Contract Arrangements

MTC's Standard Consultant Agreement is enclosed for your reference as *Appendix C*. If a firm wishes to propose a change to any standard MTC contract provision, the provision and the proposed alternative language must be submitted by the deadline specified above for requests for exception. If no such change is requested, the firm will be deemed to accept MTC's standard contract provisions based on its submission of an SOQ.

The selected Consultant* will be required to maintain insurance coverage, during the term of the contract, at the levels described in *Appendix C-1, Insurance Requirements*. By submitting an SOQ, a firm agrees to provide the required certificates of insurance providing verification of the minimum insurance requirements listed in *Appendix C-1, Insurance Requirements* within ten (10) days of MTC's notice to a firm that it has been selected for the bench. Requests to change MTC's insurance requirements must be brought to MTC's attention no later than the deadline for requests for clarifications/exceptions to RFQ provisions. If such objections are not brought to MTC's attention by that deadline, compliance with the insurance requirements will be assumed.

*Please see Appendix C, Standard Consultant Agreement, Attachment E, Insurance and Financial Security (Bond) Provisions, for the insurance relationship between a Consultant and its subconsultants, subcontractors, suppliers, temporary workers, independent contractors, leased employees, or any other persons, firms or corporations that Consultant authorizes to work under an agreement resulting from this RFQ.

E. Selection Disputes

A firm/team may object to a provision of the RFQ on the grounds that it is arbitrary, biased, or unduly restrictive, or to the selection of a particular Consultant on the grounds that MTC procedures, the provisions of the RFQ or applicable provisions of federal, state or local law have been violated or inaccurately or inappropriately applied by submitting to the Project Manager a written explanation of the basis for the protest:

1. No later than one (1) week prior to the date SOQs are due, for objections to RFQ provisions; or
2. No later than three (3) working days after the date the firm/team is notified that it did not meet the minimum qualifications or was found to be non-responsive; or
3. No later than three (3) working days after the date the firm is notified that it was not selected or recommended for award, for objections to consultant selection or contract award.

Except with regard to initial determinations of non-responsiveness, the evaluation record shall remain confidential until the MTC Operations Committee authorizes selection and/or award.

Protests of recommended selections or award must clearly and specifically describe the basis for the protest in sufficient detail for the MTC review officer to recommend a resolution to the Executive Director.

The Executive Director will respond to the protest in writing, based on the recommendation of the MTC review officer. Should a firm wish to appeal the decision of the MTC Executive Director, it may file a written appeal with the MTC Operations Committee, no later than three (3) working days after receipt of the written response from the MTC Executive Director. The MTC Operations Committee's decision will be the final agency decision.

Authorization to select a particular Consultant for the bench or award a contract to a particular Consultant by the MTC Operations Committee shall be deemed conditional until the expiration of the protest period or, if a protest is filed, the issuance of a written response to the protest by

the MTC Executive Director or, if the decision of the MTC Executive Director is appealed, the issuance of the MTC Operations Committee’s decision.

F. Public Records

This RFQ and any material submitted by a Proposer in response to this RFQ are subject to public inspection under the California Public Records Act (Government Code § 6250 *et seq.*), unless exempt by law. SOQs will remain confidential until the MTC Executive Director has authorized award. Other than proprietary information or other information exempt from disclosure by law, the content of the SOQ submitted to MTC will be made available for inspection consistent with its policy regarding Public Records Act requests.

If the Proposer believes any communication contains trade secrets or other proprietary information that the Proposer believes would cause substantial injury to the Proposer’s competitive position if disclosed, the Proposer shall require that MTC withhold from disclosure such proprietary materials by marking each page containing propriety information as confidential and shall include the following notice at the front of its SOQ:

“The data on the following pages of this SOQ, marked along the right margin with a vertical line, contain technical or financial information which are trade secrets and/or which, if disclosed, would cause substantial injury to the Proposer’s competitive position. The Proposer requests that such data be used for review by MTC only, but understands that exemption from disclosure will be limited by MTC’s obligations under the California Public Records Act. If a contract is awarded to the Proposer submitting this SOQ, MTC shall have the right to use or disclose the data, unless otherwise provided by law. [List pages]”

Failure to include this notice with relevant page numbers shall render any “confidential/proprietary” markings inadequate. Individual pages shall accordingly not be treated confidentially. **Any language purporting to render the entire SOQ confidential or proprietary will be regarded as ineffective and will be disregarded. In addition, the Proposer may not designate any required SOQ Forms or the cost proposal as confidential.**

In the event properly marked data is requested pursuant to the California Public Records Act, the Proposer will be advised of the request. If the SOQ requests that MTC withhold such data from disclosure and MTC complies with the Proposer’s request, the Proposer shall assume all responsibility for any challenges resulting from the non-disclosure; indemnify MTC and hold it harmless from and against all damages (including but not limited to attorneys’ fees that may be awarded to the party requesting such Proposer information) and pay any and all costs and expenses relating to the withholding of the Proposer information.

If the Proposer does not request that MTC withhold information marked as confidential and requested under the California Public Records Act, MTC shall have no obligation to withhold the information from disclosure, and the Proposer shall not have a right to make a claim or maintain any legal action against MTC or its Commissioners, officers, employees, or agents in connection with such disclosure.

G. Organizational Conflicts Of Interest.

Whenever MTC is awarding a contract that involves the rendering of advice, it will consider whether there exists the potential for bias, because of other activities, relationships or contracts of the Proposer, and if so, whether any potential bias can be mitigated acceptably by MTC and the Proposer. After award, the Consultant shall take all reasonable measures to preclude the existence or development of an organizational conflict of interest in connection with work performed under the resulting agreement. An organizational conflict of interest occurs when, due to other activities, relationships, or contracts, a firm or person is unable, or potentially unable, to render impartial assistance or advice to MTC; a firm or person's objectivity in performing the contract work is or might be impaired; or a firm or person has an unfair competitive advantage in proposing for award of a contract as a result of information gained in performance of this or some other Project.

Proposer shall not engage the services of any subcontractor or independent contractor on any work related to this RFQ if the subcontractor or independent contractor, or any employee of the subcontractor or independent contractor, has an actual or apparent organizational conflict of interest related to work or services contemplated under this RFQ.

H. Disadvantaged Business Enterprise (DBE) Policy

Federal funding will likely be the part of the contracts resulting from this RFQ. Therefore, the following requirements apply.

Effective July, 2012, the California Department of Transportation (Caltrans) requires recipients of DOT grant funds through Caltrans to impose the following DBE utilization requirements on its consultants and contractors. Consultant's DBE participation in the work under this RFQ will assist Caltrans in meeting its federally mandated statewide overall DBE goal.

MTC will establish Disadvantaged Business Enterprise (DBE) goals for each task order issued under any contract that included federal funds entered into as a result of this RFQ.

1. TERMS AS USED IN THIS DOCUMENT

- The term "Disadvantaged Business Enterprise" or "DBE" means a for-profit small business concern owned and controlled by a socially and economically disadvantaged person(s) as defined in Title 49, Part 26.5, Code of Federal Regulations (CFR).
- The term "Agreement" also means "Contract."
- Agency also means the local entity entering into this contract with the Contractor or Consultant.
- The term "Small Business" or "SB" is as defined in 49 CFR 26.65.

2. AUTHORITY AND RESPONSIBILITY

- A. DBEs and other small businesses are strongly encouraged to participate in the performance of Agreements financed in whole or in part with federal funds (See 49 CFR 26, "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs"). The Contractor should ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and

reasonable steps for this assurance. The Proposer shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.

- B. Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.

3 SUBMISSION OF DBE INFORMATION

If there is a DBE goal on the contract, a “Local Agency Proposer DBE Commitment (Consultant Contract)” (Exhibit 10-O1) form shall be included in the procurement document. In order for a Proposer to be considered responsible and responsive, the Proposer must make good faith efforts to meet the goal established for the contract. If the goal is not met, the Proposer must document adequate good faith efforts. All DBE participation will be counted towards the contract goal, and all DBE participation shall be collected and reported.

A “Local Agency Proposer DBE Information (Consultant Contract)” (Exhibit 10-O2) form shall be included with the procurement document. The purpose of the form is to collect data required under 49 CFR 26. This form collects all DBE participation. Even if no DBE participation will be reported, the successful Proposer must execute and return the form.

4 DBE PARTICIPATION GENERAL INFORMATION

It is the Proposer’s responsibility to be fully informed regarding the requirements of 49 CFR, Part 26, and the Department’s DBE program developed pursuant to the regulations. Particular attention is directed to the following:

- A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP).
- B. A certified DBE may participate as a prime contractor, subcontractor, joint venture partner, as a vendor of material or supplies, or as a trucking company.
- C. A DBE Proposer not proposing as a joint venture with a non-DBE, will be required to document one or a combination of the following:
 - 1. The Proposer is a DBE and will meet the goal by performing work with its own forces.
 - 2. The Proposer will meet the goal through work performed by DBE subcontractors, suppliers or trucking companies.
 - 3. The Proposer, prior to proposing, made adequate good faith efforts to meet the goal.
- D. A DBE joint venture partner must be responsible for specific contract items of work or clearly defined portions thereof. Responsibility means actually performing, managing, and supervising the work with its own forces. The DBE joint venture partner must share in the capital contribution, control, management, risks and profits of the joint venture commensurate with its ownership interest.
- E. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55, that is, a DBE firm must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work.
- F. The Proposer shall list only one subcontractor for each portion of work as defined in their proposal and all DBE subcontractors should be listed in the bid/cost proposal list of subcontractors.

- G. A prime contractor who is a certified DBE is eligible to claim all of the work in the Agreement toward the DBE participation except that portion of the work to be performed by non-DBE subcontractors.

5. RESOURCES

- A. The CUCP database includes the certified DBEs from all certifying agencies participating in the CUCP. If you believe a firm is certified that cannot be located on the database, please contact the Caltrans Office of Certification toll free number 1-866-810-6346 for assistance.
- B. Access the CUCP database from the Department of Transportation, Civil Rights, Business Enterprise Program web site at: <http://www.dot.ca.gov/hq/bep/>.
- Click on the link in the left menu titled *Disadvantaged Business Enterprise*
 - Click on *Search for a DBE Firm* link
 - Click on *Access the DBE Query Form* located on the first line in the center of the page
 - Searches can be performed by one or more criteria
 - Follow instructions on the screen
- C. How to Obtain a List of Certified DBEs without Internet Access:
DBE Directory - If you do not have Internet access, Caltrans also publishes a directory of certified DBE firms extracted from the online database. A copy of the directory of certified DBEs may be ordered from the Caltrans Publications Unit at (916) 263-0822, 1900 Royal Oaks Drive, Sacramento, CA 95815-3800.

6. MATERIALS OR SUPPLIES PURCHASED FROM DBES COUNT TOWARDS THE DBE GOAL UNDER THE FOLLOWING CONDITIONS:

- A. If the materials or supplies are obtained from a DBE manufacturer, count 100 percent of the cost of the materials or supplies. A DBE manufacturer is a firm that operates or maintains a factory, or establishment that produces on the premises the materials, supplies, articles, or equipment required under the Agreement and of the general character described by the specifications.
- B. If the materials or supplies purchased from a DBE regular dealer, count 60 percent of the cost of the materials or supplies. A DBE regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Agreement are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a DBE regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. A person may be a DBE regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.

- C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment shall be, by a long-term lease agreement and not an ad hoc or Agreement-by-Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not DBE regular dealers within the meaning of this section.

- D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.

APPENDIX A, PRELIMINARY SCOPE OF WORK

Services to be performed under this RFQ include the following Service Categories:

- A. Data Collection
- B. Traffic Analysis
- C. General Planning Support

The on-call technical assistance services that may be required shall include, but are not limited to, the tasks listed below for each Service Category. Actual work assignments shall be as described in individual task orders that may be issued under the resulting contracts with the selected Consultants.

A. Data Collection

Typical data collection work shall include, but is not limited to, collecting turning movement volume for intersections; roadway and freeway segment volumes; field observation of bottleneck locations; bottleneck throughput; ramp volumes; travel time and speed surveys; vehicle classification counts; vehicle occupancy counts; and pedestrian and bicycle counts. Data collection and data summary reports may be required for developing certain documents e.g., MTC's State of the System Report.

B. Traffic Analysis

B.1 Corridor Study/ Integrated Corridor Management:

Perform corridor level analysis for existing conditions; analyze near term and future conditions; develop prioritized lists of mitigation measures, including ICM strategies; and prepare technical memoranda and reports.

Analysis may include the identification of ICM strategies to improve corridor efficiency by balancing demand and capacity across freeway, arterial and transit facilities. Analysis may also include evaluation of traffic impacts due to addition/implementation of HOV lanes and express lanes, project phasing analysis (e.g., Express Lanes) and evaluation of the integration and operation of ramp metering, integrated corridor management strategies and express lanes. Corridor analyses may be used for preparing different types of documents, e.g., Corridor System Management Plan (CSMP), Concept of Operations (CONOPS), or System Engineering and Management Plan (SEMP).

Examples of performance measures for corridor analysis include: locations of freeway bottlenecks, changes in corridor and localized congestion levels, mode and route shifts, changes in peak period travel times and delays, and impacts to various potential traffic mitigation strategies such as ramp metering and interchange modifications.

Sample Tasks

Sample tasks for a typical ICM/Corridor Study are provided below:

Task 1. ICM/Corridor Study Initiation

Participate in a meeting with the MTC Project Manager or designated representative, key MTC staff, and corridor stakeholders/representatives from other involved agencies to kick off the corridor analysis; establish communication channels, protocols, and data & information sources; discuss the scope of work, schedule, and budget; and obtain a thorough understanding of the goals for the study.

Prepare a detailed work scope, schedule, and budget for review and approval by the MTC Project Manager and other involved agencies based on the outcome of the study kick-off meeting.

Task 2. Existing Conditions

Gather data on existing conditions and information from recent studies including, but not limited to, the following:

- Physical infrastructure, including, but not limited to, transit providers, transit service availability, location and capacity of transit park and ride lots; major parallel arterials, capacities on the freeway and on key parallel arterials; basic geometric information such as lane and shoulder widths, pavement conditions; identification of CHP enforcement areas; ITS equipment and coverage, Freeway Service Patrol (FSP) and Call Box coverage; and configurations of key intersections on parallel arterials.
- Performance data for all modes within the study corridor including, but not limited to, peak period traffic volumes on the freeway (Express lanes/HOV lanes and mixed flow lanes), ramps, and key parallel arterials; violation rates in Express Lanes, HOV Lanes if applicable; vehicle occupancies and mode split, truck volumes and percentages, transit ridership; transit vehicle capacity, fleet size, number of operators; bottleneck locations and queue lengths, delay and travel time data; accident and incident history, frequency, duration, response and clearance times.
- Environmental considerations, including, but not limited to, local zoning, major trip generators, and environmental mapping.
- Information from corridor studies currently underway or that have been recently completed, including, but not limited to, a list of projects and strategies that have been planned or programmed, including those for local streets and transit.

Using the data obtained for existing conditions, conduct a high level assessment of current conditions on different major roadway facilities/routes and transit lines (bus, rail, and ferry) in the Corridor. Opportunities for improving safety and mobility, as well as traffic and incident management should be reported.

- Determine causes and impacts of existing *recurrent* traffic congestion problems in the corridor. Identify locations of freeway bottlenecks, as well as other locations that may

constitute mobility constraints in the corridor, such as freeway ramps or arterial intersections.

- Determine where, if any, concentrations of incidents and accidents occur in the corridor, and quantify the magnitude of *non-recurrent* congestion.
- Identify environmental and jurisdictional constraints, if any.
- Create a side-by-side illustration or inventory of the major transportation elements in the study corridor, including, but not limited to freeway on- and off- ramps, parallel alternate/arterial streets with major intersections, and transit lines, planned and programmed projects and any other relevant existing conditions information for strategic decision making.
- Estimate capacity at major screenlines, established at logical points along the corridor. Estimate the maximum throughput that the different roadway facilities, bridges, and transit lines can sustain across each screenline, based on: (i) current infrastructure, assuming that current and programmed construction and transit projects are complete, (ii) current operators' conditions (e.g., transit vehicle capacity, fleet size, number of operators, etc.), and (iii) logical assumptions on vehicle occupancy/vehicle mix.
- Estimate current travel demand in the corridor at key screenlines in the corridor, as well as at key transit stations, including estimates for each direction of travel and for various times of interest: weekday and weekend peaks and different incident response scenarios, the details of which may be developed in conjunction with stakeholders. Plot resulting demand estimates cumulatively and over time for the key facility locations and transit stations.
- Using results from the capacity and demand estimations, estimate delay for both recurring and non-recurring delays, at key locations and major transit stations for each directions of travel. The sensitivity of the results due to demand fluctuations shall be tested, using demand estimates from county or regional travel forecasts in addition to other demand estimates. This estimation shall be done separately for weekday and weekend peak periods and for different incident response scenarios (recurring and non-recurring delays).

Task 3. Calibrate Models

Code and calibrate suitable operations and/or demand forecast model(s) for the study corridor.

Task 4. Future Conditions

Gather data on the planned or programmed physical infrastructure needed to assess the future vehicular and person-carrying capacities of automotive modes within the study corridor.

Develop future forecasts for the study corridor including, but not limited to, peak period traffic volumes on the freeway and parallel arterials, vehicle occupancies, and truck percentages.

Analyze future operations. Identify locations of freeway bottlenecks, as well as other locations that may constitute mobility constraints in the corridor, such as freeway ramps or arterial intersections; quantify travel time, queue lengths, and emissions.

Determine causes and impacts of future *recurrent* traffic congestion problems in the corridor.

Qualitatively assess future conditions on reliability, safety, connectivity, maintenance needs.

Task 5. ICM/Mitigation Strategies and Projects

Develop viable congestion relief/demand management measures for the corridor, including ICM strategies, based on existing and future mobility constraints in the corridor, and stakeholder input. Segregate measures into near-term and long-term implementation timelines based on the time frame in which a particular strategy is needed and on cost-effectiveness.

Analyze effects of proposed ICM/mitigation strategies and report performance measures appropriate for the study corridor.

Report on under-utilized facilities/transit stations and determine if an opportunity exists to enhance travel.

Categorize ICM strategies or group of interdependent strategies identified by corridor stakeholders into a master list. Provide a concise description including the intended outcomes/objectives for each strategy. Ensure that identified ICM strategies could be integrated with existing systems in the corridor.

Cite any important lessons learned from past implementation(s) of any strategy(ies) on the master list. Specifically, any unique institutional arrangements shall be reported

Conduct technical, operational and institutional feasibility studies for the strategies identified; work with stakeholders to develop criteria for strategy selection.

Prepare planning-level cost estimates and feasibility review for proposed ICM/mitigation strategies

Develop a prioritized list of recommended ICM/mitigation measures or suite of strategies for the corridor, including a narrative explaining the rationale for the prioritization. Recommendations should be based on past implementation case studies, technical, operational, institutional feasibility, Recommendations for revisions or adjustments to any of the measures should be identified.

Work with stakeholder representatives to develop criteria for strategy selection. For example, strategy selection shall evaluate impacts to the following: adjacent communities; level of service on roadways and major intersections; and environmental and aesthetic factors. The time to complete the implementation of each strategy shall also be considered. When used in the selection process, the criteria should help assess benefit-cost from all stakeholders' perspectives. Any expected risks or unintended consequences should be reported.

Task 6. Funding and Implementation Strategies

Identify existing and potential funding sources for proposed strategies. Develop a Funding and Implementation Plan, and assist local agency in RTP submittal.

Task 7. ICM Concept of Operations

Based on work performed in the previous tasks, a Concept of Operations (ConOps) may be prepared for the corridor to include strategies identified from this effort. The purpose of the Concept of Operations is to spell out the vision of the ICM system once it is complete, including the relevant stakeholders' roles and responsibilities.

Task 8. Systems Engineering Management Plan

A Systems Engineering Management Plan (SEMP) may be required for strategy implementation. The final product may include some or all of the following elements: a revised ConOps, System/Subsystem Level Requirements, Implementation Plan, Procurement Plan; Operations & Maintenance Plan, Validation & Verification Plan and Testing and Acceptance Plan.

Task 9. Performance Evaluation Plan

Develop a performance evaluation methodology for evaluating the effectiveness (e.g., traffic impact) of selected strategies. Any necessary baseline and benefit-cost measurements, as well as any expected risks/unintended consequences shall be reported. This plan shall be used to evaluate the effectiveness of ICM strategies post-implementation.

B.2 Ramp Metering Feasibility and Implementation:

Preliminary analysis for feasibility of installing and activating ramp meters as well as developing a staging plan for actual ramp metering implementation. Perform data collection and field observations to assess traffic operations before and after ramp metering; develop optimized ramp metering rates; and identify benefits and/or diversion effects of metering.

Sample Tasks

Sample tasks for a typical Ramp Metering project are provided below:

Task 1. Data Synthesis and Existing Conditions

Gather data available from Caltrans and other sources for existing conditions, including traffic count volumes on mainline segments and freeway ramps, travel time run data, freeway mainline speeds and other available data needed for the purposes of the study. PeMS data shall be utilized for reference purposes. Additional data collection may be necessary pending discussion with stakeholders and the availability of existing data sources.

Conduct preliminary monitoring of the freeway corridor study area to identify the locations, times, and extent of congestion. This information will help provide insight to the data analysis. Observe freeway and ramp operations during typical peak periods for the corridor (normally Tuesday, Wednesday, or Thursday).

Download from PeMS, 511.org, or the CHP traffic incident information website the incident log for each observation period.

Deliver electronic copies of data files along with a transmittal memo describing the data sources and any readily apparent anomalies in the data (if any).

Existing freeway traffic operation conditions shall be summarized in an Existing Conditions Technical (ECT) memorandum. The memorandum shall include the identification of bottleneck locations, queue lengths, and congestion duration, with specific explanations of the causes of congestion problems.

The draft existing conditions technical memorandum shall be submitted to MTC and Caltrans for comments and revised based on those comments. Present the draft memo at a stakeholder meeting, take notes on comments received, and revise the memo in response to those comments.

Task 2 - Model Runs and Future Conditions

FREQ Coding and Calibration: A FREQ model shall be coded and calibrated for typical AM and PM peak periods. Free-flow speed, capacities and ramp demands shall be adjusted as necessary (within the limits of reasonableness, as determined by the MTC Project Manager) to reproduce the observed location, starting times, duration, and geographic extent of congestion in the corridor.

Submit Draft FREQ model runs (input and output files) to MTC and Caltrans for review and comment. Revise model runs per comments received and submit a revised, final set of FREQ model runs for existing conditions.

Traffic Forecasts: Determine near-term traffic demand volumes for the corridor. The development of the near-term traffic volumes shall be documented in a memo. Additionally, develop long-term traffic volumes to determine potential problem locations under long-term conditions.

Assessment of Arterial Operations: Through discussions with local agency technical experts, field observations, and a review of recent studies and forecasts, identify potential arterial street “hot spots” in the corridor for existing and near-term conditions. These are locations where arterial traffic operations are likely to be most sensitive to queuing or diversion effects of ramp metering. Intersections in the vicinity of a freeway interchange that are currently operating (or forecasted to operate) at unacceptable (or nearly unacceptable) levels of service during either the morning or evening peak periods are likely candidate “hot spot” locations.

Documentation: Summarize near-term freeway traffic operation conditions in a technical memorandum. Work with Caltrans and the local agencies to identify which projects should be included in the future baseline conditions. The memorandum shall include:

- 1) Identification of bottleneck locations, queue lengths, and congestion duration, with specific explanations of the causes of congestion problems, and
- 2) Identification of existing and future arterial street operation hot spots in the corridor.

A draft memorandum shall be submitted to MTC and Caltrans for comments and revised based on those comments. Present the draft memorandum at a stakeholder meeting, take notes on comments received, and revise the memorandum in response to those comments.

Task 3 - Develop Ramp Metering Staging and Implementation Plan

Identify the appropriate freeway segments and approximate year when it is likely to be appropriate to activate ramp metering. Include an evaluation of potential metering of freeway-to-freeway connectors. Develop ramp metering plan for the meters identified for implementation.

Ramp storage constraints shall be computed assuming 30 feet per vehicle, measuring the distance from the ramp meter stop bar back to the foot of the ramp. If the surface street has an exclusive turn lane feeding into the on-ramp that can store freeway-bound vehicles without hindering surface street through movements, that distance shall be added to the available storage length for the ramp.

Develop metering rates and the recommended hours of ramp metering. Estimate potential diversion of traffic, if any, to the arterial street system. Assess changes in travel patterns immediately after implementation of ramp metering, and evaluate arterial intersections operations if traffic diversion is projected.

Prepare a draft Ramp Metering Staging and Implementation Plan to document the forecasted effects of the recommended ramp metering plan on freeway and arterial street operations. The results of the arterial intersections analysis shall include delays and queue estimates, as well as any recommended changes to signal timings or phasing.

Prepare presentation graphics to help explain the recommendations, results and conclusions of the analysis, including some combination of tables, charts and/or figures depicting the effects of the ramp metering graphically.

Document the results of a capacity analysis of long-term conditions for freeway ramps, consisting of an evaluation of ramp volumes to capacities, to determine potential problem locations under long-term conditions. Ramps that may need widening to additional lanes to accommodate projected long-term demands would be determined by comparing the forecasted peak hour demands to the maximum metering rate per lane. Determine the number of lanes that may be required in the long-term if the ramp is to be metered. The purpose of this analysis is to give MTC, Caltrans and the stakeholders an early warning as to where ramp capacity may need to be increased in the long term to accommodate projected demands.

Present the Draft Ramp Metering Implementation Plan at a meeting of stakeholders, note comments received, and prepare a final Implementation Plan based on those comments.

Once the Metering Staging and Implementation Plan is finalized, translate FREQ recommended metering rates into Caltrans TOS Time of Day Table Memory Map, and Metering Plan Memory Map inputs. The FREQ metering rates shall be limited to the range 240 vph to 900 vph (with 1000 vph possible if two cars per green implemented) and rounded to the available metering rates within the TOS system. The metering rates shall be converted to the equivalent percent

occupancy thresholds using mainline volume/occupancy data provided by Caltrans, one set for each metered ramp. Fit parabolic curve (as appropriate) to Caltrans data and determine appropriate percent occupancy thresholds for stepping down metering rates as mainline occupancy increases. Prepare draft TOS metering plan and revise it into final form based on Caltrans comments.

B.3. Before and After Evaluation/Analysis:

Perform before and after data collection, analyze the data to provide a comprehensive evaluation of traffic impacts due to specific project implementation (e.g., Ramp Metering or Express Lane Implementation).

B.4. Traffic Forecasting:

Use of local or regional travel demand model, perform model runs on a variety of platforms (Cube, TransCAD, etc.), develop future forecasts, review and update socio-economic data and/or network representation as necessary, perform model validation, develop model runs for alternatives and conduct post-processing of model results as necessary.

B.5. Preliminary Design and Cost Estimates:

Prepare preliminary design and cost estimates for major/minor improvements (e.g., interchange modification, lane additions on ramps/freeways, etc.), provide technical support for identification of non-standard design features, identify right of way impacts, and prepare preliminary cost and design feasibility for project alternatives.

B.6. Multi-modal Planning Analyses (Auto/Transit/Bicycle/Pedestrian - Freeway/Arterial/Ramps):

Prepare multi-modal level of service analysis (LOS) using available quantitative tools for measuring the impacts of planned, programmed or recommended improvements on various modes of transportation; provide technical support for planning of pedestrian, bicycle and transit facilities, and circulation and transportation connectivity planning.

C. General Planning Support

A broad range of services may be required to support the planning level analysis of the regional Express Lane Network. Tasks shall include, but not be limited to, the following planning analyses to address topics such as:

- Planning Level Traffic and Revenue Forecasting
- Express Lane Segment Phasing
- Congestion Pricing
- General Mobility Impacts
- Transit and Carpool Operations
- Motor Vehicle Emissions (including carbon dioxide and particulate matter)
- Impacts on Future Land Uses
- Environmental Justice (impacts on low-income residents and communities)

APPENDIX B, CALIFORNIA LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the “Levine Act,” precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than \$250 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

MTC’s commissioners include:

Tom Azumbrado
Tom Bates
Jean Quan
Sam Liccardo
Jake Mackenzie
Bill Dodd
David Campos

Dorene M. Giacomini
Federal D. Glover
Scott Haggerty
Anne W. Halsted
Steve Kinsey
Joe Pirzynskia

Scott Weiner
Bijan Sartipi
James P. Spering
Adrienne J. Tissier
Amy Rein Worth
Dave Cortese

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than \$250 to any MTC commissioner in the 12 months preceding the date of the issuance of this request for qualifications?

YES NO

If yes, please identify the commissioner: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than \$250 to any MTC commissioners in the three months following the award of the contract?

YES NO

If yes, please identify the commissioner: _____

Answering yes to either of the two questions above does not preclude MTC from awarding a contract to your firm. It does, however, preclude the identified commissioner(s) from participating in the contract award process for this contract.

DATE

(SIGNATURE OF AUTHORIZED OFFICIAL)

(TYPE OR WRITE APPROPRIATE NAME, TITLE)

(TYPE OR WRITE NAME OF COMPANY)

APPENDIX C, MTC STANDARD CONSULTANT AGREEMENT

See Appendix C, posted at: <http://procurements.mtc.ca.gov/Solicitations/solicitation-list.html>

APPENDIX C-1, INSURANCE REQUIREMENTS

Minimum Insurance Coverages. Consultant shall, at its own expense, obtain and maintain in effect at all times the following types of insurance against claims, damages and losses due to injuries to persons or damage to property or other losses that may arise in connection with the performance of work under this Agreement, placed with insurers with a Best's rating of A-VIII or better.

Yes (√)	<p>Please certify by checking the box below that required coverages will be provided within ten (10) days of MTC's notice to firm that it wishes to contract with the firm.</p>
—	<p><u>Workers' Compensation Insurance</u> with Statutory limits, and Employer's Liability insurance with a limit of not less than \$1,000,000 per employee and \$1,000,000 per accident, and any and all other coverage of CONSULTANT's employees as may be required by applicable law. Such policy shall contain a Waiver of Subrogation in favor of MTC. Such Workers Compensation & Employers Liability may be waived, if and only for as long as CONSULTANT is a sole proprietor or a corporation with stock 100% owned by officers with no employees.</p>
—	<p><u>Commercial General Liability Insurance</u> for Bodily Injury and Property Damage liability, covering the operations of CONSULTANT and CONSULTANT's officers, agents, and employees and with limits of liability which shall not be less than \$1,000,000 combined single limit per occurrence with a general aggregate liability of not less than \$2,000,000, and Personal & Advertising Injury liability with a limit of not less than \$1,000,000. Such policy shall contain a Waiver of Subrogation in favor of MTC.</p> <p>MTC, BATA, MTC SAFE Caltrans, [FHWA, if federal funding is added] and their commissioners, directors, officers, representatives, agents and employees are to be named as additional insureds. Such insurance shall be primary and contain a Separation of Insureds Clause as respects any claims, losses or liability arising directly or indirectly from CONSULTANT's operations.</p>
—	<p><u>Business Automobile Insurance</u> for all automobiles owned (if any), used or maintained by CONSULTANT and CONSULTANT's officers, agents and employees, including but not limited to owned (if any), leased (if any), non-owned and hired automobiles, with limits of liability which shall not be less than \$1,000,000 combined single limit per accident.</p>
—	<p><u>Errors and Omissions Professional Liability Insurance</u> for errors and omissions and the resulting damages, including, but not limited to, economic loss to MTC and having minimum limits of \$ 5,000,000 per claim.</p> <p>The policy shall provide coverage for all work performed by CONSULTANT and any work performed or conducted by any subcontractor/consultant working for or performing services on behalf of the CONSULTANT. No contract or agreement between CONSULTANT and any subcontractor/consultant shall relieve CONSULTANT of the responsibility for providing this Errors & Omissions or Professional Liability coverage for all work performed by CONSULTANT and any subcontractor/consultant working on behalf of CONSULTANT on the project.</p>
—	<p><u>Umbrella Insurance</u> in the amount of \$1,000,000 providing excess limits over Employer's Liability, Automobile Liability, and Commercial General Liability Insurance. Such umbrella coverage shall be following form to underlying coverage including all endorsements and additional insured requirements.</p>
—	<p><u>Property Insurance</u> covering CONSULTANT'S own business personal property and equipment to be used in performance of this Agreement, materials or property to be purchased and/or installed on behalf of MTC (if any), and builders risk for property in the</p>

course of construction (if applicable). Coverage shall be written on a "Special Form" policy that includes theft, but excludes earthquake, with limits at least equal to the replacement cost of the property. Such policy shall contain a Waiver of Subrogation in favor of MTC.

Deductibles and Retentions. CONSULTANT shall be responsible for payment of any deductible or retention on CONSULTANT's policies without right of contribution from MTC. Deductible and retention provisions shall not contain any restrictions as to how or by whom the deductible or retention is paid. Any deductible or retention provision limiting payment to the Named Insured is unacceptable.

In the event that MTC seeks coverage as an additional insured under any CONSULTANT insurance policy that contains a deductible or self-insured retention, CONSULTANT shall satisfy such deductible or self-insured retention to the extent of loss covered by such policy, for any lawsuit arising from or connected with any alleged act of CONSULTANT, subconsultant, subcontractor, or any of their employees, officers or directors, even if CONSULTANT or subconsultant is not a named defendant in the lawsuit.

Claims Made Coverage. If any insurance specified above is written on a "Claims-Made" (rather than an "occurrence") basis, then in addition to the coverage requirements above, CONSULTANT shall:

- (1) Ensure that the Retroactive Date is shown on the policy, and such date must be before the date of this Agreement or the beginning of any work under this Agreement;
- (2) Maintain and provide evidence of similar insurance for at least three (3) years following project completion, including the requirement of adding all additional insureds; and
- (3) If insurance is cancelled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Agreement effective date, CONSULTANT shall purchase "extended reporting" coverage for a minimum of three (3) years after completion of the work.

Failure to Maintain Insurance. All insurance specified above shall remain in force until all work or services to be performed are satisfactorily completed, all of CONSULTANT's personnel, subcontractors, and equipment have been removed from MTC's property, and the work or services have been formally accepted. CONSULTANT must notify MTC if any of the above required coverages are non-renewed or cancelled. The failure to procure or maintain required insurance and/or an adequately funded self-insurance program will constitute a material breach of this Agreement.

Certificates of Insurance: Prior to commencement of any work hereunder, CONSULTANT shall deliver to MTC Certificates of Insurance verifying the aforementioned coverages. Such certificates shall make reference to all provisions and endorsements referred to above and shall be signed on behalf of the insurer by an authorized representative thereof.

Disclaimer: The foregoing requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant hereto, including, but not limited to, liability assumed pursuant to Article 9 of *Appendix C*.

Subcontractor's Insurance: See Appendix C, Standard Consultant Agreement, at Attachment E, regarding CONSULTANT'S liability for Subcontractors.

By signing below you acknowledge and agree to provide the required certificate of insurance providing verification of the minimum insurance requirements listed above within ten (10) days of MTC's notice to firm that it wishes to contract with the firm.

Representative Name and Title	
Name of Authorizing Official	
Authorized Signature	
Date	

NOTE: If you were unable to check "Yes" for any of the required minimum insurance coverages listed above, a request for exception to the appropriate insurance requirement(s) must be brought to MTC's attention no later than the date for requests for clarifications and exceptions to RFQ provisions. If such objections are not brought to MTC's attention consistent with the protest provisions of this RFQ, compliance with the insurance requirements will be assumed.

**APPENDIX D-1, CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

(Third Party Contracts and Subcontracts over \$25,000)

Instructions for Certification:

1. By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, MTC may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to MTC if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “persons,” “lower tier covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 [49 CFR Part 29]. You may contact MTC for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by MTC.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List issued by U.S. General Service Administration.
8. Nothing contained in the foregoing shall be construed to require establishment of system of records in order to render in good faith the certification required by this clause. The

knowledge and information of a participant is not required to exceed that which does a prudent person in the ordinary course of business dealings normally possess.

9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to all remedies available to the Federal Government, MTC may pursue available remedies including suspension and/or debarment.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTION**

(1) The prospective lower tier participant certifies, by submission of this bid or proposal, that neither it nor its “principals” [as defined at 49 CFR Section 29.105(p)] is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) When the prospective lower tier participant is unable to certify to the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Date

(Signature of authorized official)

(Type/print name and title)

APPENDIX D-2, CERTIFICATION OF RESTRICTIONS ON LOBBYING

I, _____ hereby certify on behalf of _____ that:
(name and title of grantee official) (name of grantee)

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this _____ day of _____, 2013.

By _____
(signature of authorized official)

(title of authorized official)