



## **BENTON-FRANKLIN COUNCIL OF GOVERNMENTS**

1622 Terminal Dr. • Richland, WA 99354  
<http://bfcog.us>

Ph: (509)943-9185  
Fax: (509)943-6756

# **Public Notice Request for Proposals: Travel Demand Modeling**

The Benton-Franklin Council of Governments (BFCG) is requesting submittals from qualified consultants with expertise in transportation planning and travel demand modeling for work consisting of reviewing and recommending areas of model improvement, implementing identified model recommendations, providing technical assistance related to the Congestion Management Process (CMP), and providing on-call assistance in responding to requests from staff. Electronic submission of proposals will be accepted until 4:00 pm (PST), Monday, July 1, 2019 to BFCG, 1622 Terminal Drive, Richland, WA 99354, [ppittenger@bfcog.us](mailto:ppittenger@bfcog.us). For the Request for Proposals (RFP) package and instructions to the proposer, please go to: [www.bfcog.us](http://www.bfcog.us).

### **Work Description**

The work will focus on the following four major tasks: (1) reviewing and recommending areas of model improvement, (2) implementing identified model recommendations, (3) providing technical assistance related to the Congestion Management Process (CMP), and (4) providing on-call assistance in responding to requests from staff.

### **Reservation of Rights**

The right is reserved to reject any or all proposals or a portion of a proposal, to waive any informalities or irregularities in the proposal submission process, to supplement, amend, or otherwise modify the RFP and cancel this request with or without the substitution of another RFP, to extend the date for submission of responses, to request additional information and data from any or all Proposers, to reissue the RFP, to negotiate further with those Proposers within the competitive range, to increase or decrease the scope of work, negotiate changes in the scope of services prior to contract award and to award a contract in the best overall interests of BFCG.

### **Americans with Disabilities Act (ADA) Information**

BFCG in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Erin Braich at [ebraich@bfcog.us](mailto:ebraich@bfcog.us) or by calling (509) 943-8195.

### **Funding**

Portions of this procurement is partially funded by the Federal Highways Administration (FHWA) and the Federal Transit Administration (FTA). Proposers will be required to comply with all applicable FTA, State, and Local rules and regulations for specific task orders.



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### Title VI Statement

BFCG, in accordance with the provisions of Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full and fair opportunity to submit qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

### Instructions to Proposers

1. **Introduction:** Benton-Franklin Council of Governments (Project Manager) is requesting submittals from qualified consultants for improvement and operation of the travel demand model. This work will result in recommendations for areas of improvement within the travel demand model, implantation of the recommendations, technical assistance in the CMP, and on-call assistance to requests from BFCG staff. The contract will end on June 30, 2020 with the option for the Project Manager to extend the contract for up to two years. The budget for the work is not to exceed \$85,000 for the period through June 30, 2020.

Please read the entire package before submitting. Careful attention must be paid to all requested items contained in this formal procurement of services by a Request for Proposals (RFP). This RFP does not commit the Project Manager to enter into an agreement, to pay any costs incurred in the preparation of a submittal to this RFP or in subsequent negotiations, or to procure or contract for the Scope of Work. The Project Manager expects to negotiate a contract with the most qualified firm.

2. **Confidential Materials:** All material submitted in response to this solicitation becomes the property of the Project Manager and will not be returned. After contract award, the submittals shall be deemed public records as defined in Ch. 42.56 RCW "Public Records Act". Any information in the submittal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire submittal exempt from disclosure will not be honored.

The Project Manager will review any portions of the submittal that the Proposer considers to be confidential and will then make a determination on what should be released. The Project Manager will notify the Proposer in writing of the determination and provide the Proposer an opportunity to respond to the decision prior to releasing the submittal.



## Administrative Requirements

1. **Contract:** BFCG's Executive Director shall negotiate compensation with the offeror determined to be most qualified. If a fair and reasonable compensation cannot be negotiated with that offeror, the Executive Director shall initiate negotiations with the next most qualified offeror (see Chapter 39.80 RCW).
2. **Monthly Progress Report:** A monthly progress report is required to be submitted within ten (10) working days after the end of each month that work took place; until the final report is submitted. Each report shall include a comprehensive narrative of the activities performed during the month, an estimated percent complete for each project task, monthly and cumulative costs by task, activities of any subcontractors, payments to any subcontractors, a discussion of any notable issues or problems being addressed, a discussion of anticipated activities for the next month, and a invoicing for the work completed.
3. **Audit:** An audit examination of the consultant's record may be required.
4. **Civil Rights Act:** BFCG, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notify all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.
5. **EEO:** BFCG is an Equal Employment Opportunity (EEO) organizations, which do not discriminate on the basis of race, religion, color, sex, age, marital status, national origin, or the presence of any sensory, mental, or physical disability in consideration of a contract award. The successful Proposer will be required to comply with all EEO federal, state, and local laws and regulations.
6. **Anti-Lobbying:** BFCG complies with the provisions of Section 1352 of Title 31, U.S. Code (Public Law 101.121) as codified in Title 48, Federal Acquisition Regulations Subpart 3.8 and Subpart 52.203-11 and 23 CFR 630.112(c)(5). That legislation prohibits Federal funds from being expended by a recipient or any lower tier sub-recipients of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence a Federal agency or Congress in connection with the award of any Federal contract, the making of any Federal grant or loan, or entering into any cooperative agreement, including the extension, continuation, renewal, amendments, or modification of any Federal contract, grant, loan or cooperative agreement.



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7. **Proof of Insurance:** The contractor will be required to provide proof of insurance. This may include Workmen's Compensation, Architects and Engineers Professional Liability, Commercial General Liability, Business Automobile Liability and Valuable Papers insurance.
8. **Federal Requirements:** The service will be funded through a combination of federal and local BFCG funds. Because federal funds will be used on this project, the consultant will be required to comply with all applicable federal contracting rules and regulations.
9. **Ownership of Data, Reports, Materials, and Property:** Any survey, data, reports, equipment, or presentation materials prepared or purchased with funds from this project will become the exclusive property of the Project Manager. All report originals, presentation materials, and/or equipment must be provided to the Project Manager prior to final payment.
10. **Proposer Certification:** By submittal of a response pursuant to this RFP, the Proposer certifies the following:
  - a. The submission of the offer did not involve collusion or other anti-competitive practices.
  - b. The Proposer shall not discriminate against any employee or applicant for employment in violation of the Federal Executive Order 11246.
  - c. The Proposer has not given or offered to give and does not intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to a public servant in connection with the submitted offer.
  - d. Failure to sign the offer, or the falsity of a statement in a signed offer, shall void the submitted offer or any resulting contracts, and the Proposer may be debarred.
  - e. That to the best of its knowledge and belief, that it and its principals, including sub-consultants, are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded or disqualified from covered transactions by any Federal department or agency.
  - f. The Proposer has not paid or agreed to pay any fee or commission, or any other thing of value contingent on the award of this contract, to any employee, official or current consultant of the Project Manager.
  - g. The Proposer has examined, read and understands the RFP document, and any amendments, if applicable. Further, the Proposer certifies that its submittal is based upon the materials and requirements outlined in the scope of work in the RFP document on conditions affecting the work as determined by the Proposer's own examinations, at a proposed sum sufficient to cover the total cost of the work.



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### **Scope of Services**

The Benton-Franklin Council of Governments is the federally mandated Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO) for Benton and Franklin Counties. Travel demand modeling is a core function of MPOs and allows for MPOs to forecast traffic volumes within a designated area or network. Using TransCAD, a 4-step travel demand model, the consultant will review and improve BFCG's model (see Attachment 1 for more information) while providing technical and on-call assistance with requests from jurisdictions.

The following tasks reflect the anticipated scope of work for the improvement of operations of the regional travel demand model and technical assistance. As part of the requested proposal, each proposer is asked to add detail and ad/or make recommendations as to how this scope could be made more cost effective and time efficient, or produce a more useful product.

- All components of the model related to this RFP must be fully functional and operational in the most recent version of TransCAD, currently TransCAD 8.0. All networks must provide appropriate traffic count/volume, speed, and capacity data – ready for export and integrated into ArcGIS.
- Documentation must be submitted as PDF and Microsoft Word files.

### **Task 1: Review and Recommend Areas of Model Improvements**

This task shall include reviewing the regional travel demand model and recommending areas of improvement for the model. In reviewing the model, the consultant must document the inputs, outputs and architecture of the model. Recommendations for areas of improvement for the model shall for near-term and long-term model updates based upon industry best practices to estimate system capacity, VMT (Vehicle Miles Traveled – usable for air quality monitoring purposes), and other transportation performance measures such as travel time reliability and excessive delays during peak hours. Estimated funding: \$15,000.

- Review the current 2015-2040 model, including model documentation and TransCAD files.
- Provide a description of all model input data.
- Describe how to access and interpret all model output files, including a description of each output file, all model output reports, summaries, and GIS files.
- Recommend needed updates to model inputs, including source, collection methodology, and potential cost for household, visitor, and external travel data; school enrollment, socioeconomic, and employment data; traffic counts, transit usage, and other modes.
- Evaluation of work effort anticipated to expand the model from the metropolitan area to encompass a two county RTPO area.



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- Draft initial *Model Review and Recommendations Memorandum* and finalize based on BFCG's comments; the final memo must compile all elements of Task 1 into a single, comprehensive resource for BFCG staff to understand the characteristics of the model and to determine the needed updates of the regional travel demand model.

### **Task 2: Implement Identified Model Recommendations**

The purpose of this task could include working with BFCG staff to implement identified recommendations to the regional travel demand model. Estimated Funding: \$25,000.

- Improvements to facilitate the update of the current 2015 model in 2020.
- Consider model recommendations from local planners, jurisdictions, and BFCG staff.
- Draft initial *Model Improvement Memorandum* and finalize based on BFCG's comments; the final memo must compile all elements of Task 2 into a single, comprehensive resource for BFCG staff can understand the improvements made to the model.

### **Task 3: Technical Assistance Related to the Congestion Management Process (CMP)**

This task shall include providing technical assistance to BFCG staff for the CMP. The CMP reflects a regionally accepted approach for managing congestion that provides information on transportation system performance and assesses alternative strategies for congestion management to meet state and local needs. BFCG has the responsibility of implementing this process, with the assistance of other jurisdictions as directed by federal requirements. At a regional level, the CMP helps inform and guide jurisdictions investments' as they pertain to congestion. Estimated Funding: \$15,000.

- Assist BFCG in forming a plan for acquiring data needed to support performance measures and the CMP corridor profiles that help identify and track congestion levels in the corridors.
- Provide assistance in accessing data identified in the data collection plan.

### **Task 4: On-Call Services**

Assist BFCG staff on requests on an as-needed basis and respond to data requests from jurisdictions, developers, and consultants. BFCG staff will determine the specific requests based on experience and expertise of the selected consultant. Estimated Funding: \$30,000.

- As needed technical support on data requests from the travel demand model from jurisdictions, developers, and consultants.
- Assistance with data requests from jurisdictions, developers, and consultants.



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### **Submission of Proposals**

Submittals should include the following information: firm name, phone and fax numbers, name of the Principal-in-Charge and Project Manager, and number of employees in each firm proposed for the project. Please submit three (3) copies of your Statement of Proposal to the Benton-Franklin Council of Governments, 1622 Terminal Drive, Richland, WA 99354 or by email to [ppittenger@bfcog.us](mailto:ppittenger@bfcog.us) no later than 4:00 pm (PST) on Monday, July 1, 2019.

Submittals will not be accepted after that time and date. Any questions regarding this RFP must be submitted by email to Patrick Pittenger at BFCG ([ppittenger@bfcog.us](mailto:ppittenger@bfcog.us)) by June 14, 2019. Responses to questions submitted will be provided to each entity that has requested a copy of the RFP no later than June 20, 2019.

The submittal shall include the following information:

1. A cover letter that has been signed by a party authorized to bind the entity submitting the proposal.
2. A Statement describing the Proposer's organization and outlining its scope of work to completing the work required by this solicitation. This statement will illustrate the Proposer's overall understanding of the work and relevant qualifications.
3. A preliminary schedule and budget for the project. The schedule shall indicate work plan tasks and their durations and allocated money.
4. A staffing plan for the project. The plan shall include the following in a table format:
  - a. A project organization chart, identifying the project manager.
  - b. Names of the key project team members and their billable rates, and qualifications and skillsets of team members.
  - c. The role and responsibility of each team member.
  - d. Percent of time of each team member, including sub-consultants, during the contract period of work.
  - e. The role and level of BFCG technical staff support, if any.
5. A summary of the Proposer's recent experience (last five years) in performing similar to that anticipated herein. This description shall include the following:
  - a. Date of project.
  - b. Name and address of client organization.
  - c. Name and telephone number of the individual in the client organization who is familiar with the project.
  - d. Short description of the project.
  - e. Proposer team members and their roles.



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6. Proposers are required to document any potential conflicts of interest in the submittal. A conflict of interest shall be the cause of disqualifying a Proposer for consideration.

### **Evaluation and Criteria**

Proposals received by the deadline will be subject to preliminary staff review to identify all required information is provided. All complete proposals will undergo a technical evaluation. BFCG will select a qualified firm for ongoing improvement and operation of the regional transportation demand model based on the following criteria:

- Understanding of and approach to scope of work.
- Specialized skills and experience with TransCAD – past performance and relevant experience.
- Ability to apply model to other related regional transportation planning activities – past performance and relevant experience.
- Understanding of southeastern Washington region and the Tri-Cities.
- Familiarity with issues and challenges associated with similarly-sized regional travel demand models.
- Proposed approach and budget for the work.
- Qualification of personal to be assigned to this contract.
- Sample products.
- References.

Proposers may be contacted and asked for further information. BFCG reserves the right to select a consultant based solely on the written proposals and not convene oral interviews. If oral interviews are needed, the qualified firms will be invited to make a formal presentation to BFCG staff. BFCG is not required to contract with any of the proposed consultants, and may not to select any of the proposed consultants.



## **Attachment 1: Information on BFCG's Current Model**

The following information is an overview of the travel demand model's current parameters.

- Software: TransCAD 8.0.
- Model Type: Four-Step Gravity Model.
- Model Years: 2015 (base), 2030, 2040.
- TAZs: 1,088
- TAZ Data: Population, households, household population, housing units, employment by sector (agriculture, mining, construction, manufacturing, wholesale, retail, transportation and warehousing, service, finance and insurance, real estate, education, and government), household income, and student enrollment.
- Networks: highway and transit.
- Trip Purposes: Home-based work (HBW), home-based school (HBS), home-based college (HBC), home-based shop (HBS), home-based other (HBO), and none-home based (NHB).
- Trip Distribution: Doubly constrained gravity model using gamma friction factor curves.
- Mode Choice: The peak trip distribution is performed using the peak balanced Production and attraction table output from the trip generation, the congested AM skim times and PK friction factor curves calibrated for each trip purpose.
- Time of Day: AM peak, AM off-peak, mid-day, PM peak, PM off-peak, and night.