

RFP Number	2021-01
RFP Title	Interstate 84 Corridor Operations Plan
Deadline for Submittal	November 4, 2020, 5:00 p.m. MST
Scope	See section 2 of request for proposal
Send Submittals to	Meg Larsen, Director of Operations COMPASS 208.475.2228 mlarsen@compassidaho.org
Direct Inquires to COMPASS Project Manager	Mary Ann Waldinger, Principal Planner COMPASS 208.475.2242 mwaldinger@compassidaho.org Hunter Mulhall, Principal Planner COMPASS 208.475.2231 hmulhall@compassidaho.org
Format of Submittals	<ol style="list-style-type: none"> 1. Electronic submittals in PDF format must be received by COMPASS by the date and time in the "Deadline for Submittals" section above. No exceptions. <ol style="list-style-type: none"> a. Total page limit is 15 pages. The introductory letter, project organizational chart, and resumes are not included in page count. b. Front and back cover pages are acceptable and do NOT count in the submittal. Cover pages shall only identify the consultant, sub-consultant(s) and project. 2. Send electronic submittals to Meg Larsen, Director of Operations mlarsen@compassidaho.org 3. Respondents are responsible for verifying receipt by COMPASS of the submittals

Questions and Revisions	<ol style="list-style-type: none"> 1. Submit questions no later than the date specified in the calendar below. 2. Questions must be sent via email to Mary Ann Waldinger at mwaldinger@compassidaho.org and Hunter Mulhall at hmulhall@compassidaho.org. <u>No phone calls or verbal questions will be accepted.</u> 3. Responses will be posted within three-full business days of receipt. 4. In the event that it is necessary to provide additional clarification or revisions to this RFP, COMPASS will post addenda to <i>Jobs and Contracts</i> (http://www.compassidaho.org/people/jobs.htm) webpage. It is the proposer's responsibility to regularly monitor the website for such postings.
Clarification of Submittals	<p>During the evaluation of submittals, COMPASS reserves the right to the following:</p> <ul style="list-style-type: none"> • contact any or all proposers for additional information for clarification purposes, • discard submittals which contain errors, or • waive disqualifying errors or gain clarification of error or information, at COMPASS' sole discretion.
RFP Calendar	<p>These dates are for planning purposes and represent COMPASS' desired timeline for this project. Any revision to the "Deadline for Submittals" will be made by addendum. All other dates may be adjusted without notice as needs or circumstances dictate.</p>

Date	Activity
October 12, 2020	Release RFP
October 28, 2020 5:00 p.m. MST	Written questions are due. No questions will be accepted after this date. Responses posted within 3-full business days.
November 4, 2020 5:00 p.m. MST	DEADLINE FOR SUBMITTALS
November 5, 2020- November 20, 2020	Submittal review and selection
November 23, 2020	Notification of selected consultants
Week of November 30, 2020	Anticipated contract approval and notice to proceed date
Week of December 14, 2020	Anticipated project kick-off meeting

REQUEST FOR PROPOSAL
RFP 2021-01
Interstate 84 Corridor Operations Plan
Community Planning Association (COMPASS)
Ada and Canyon Counties, Idaho

I. Background and Project Description

The Community Planning Association of Southwest Idaho (COMPASS), the metropolitan planning organization for Ada and Canyon Counties, is seeking a qualified consultant to develop an Interstate 84 Corridor Operations Plan.

I-84 is an integral part of southwest Idaho’s transportation network, the only interstate serving the area and, the most important route for commuters and freight. Since 2005, traffic volumes have increased by almost 50 percent on I-84 between the cities of Nampa and Meridian and exceeded 150,000 near the Wye Interchange. ITD is currently working on [seven miles of I-84](#). The projects are adding capacity, reconstructing an interchange, and replacing overpasses in Canyon County to help relieve congestion and improve safety issues caused by bottlenecking. ITD recognizes further widening of the interstate may not be financially feasible in some segments, nor solve the congestion issues along the corridor. For these reasons ITD and COMPASS seek support to develop an I-84 corridor operations plan to identify, assess, and prioritize operational improvements to improve the safety, mobility, efficiency and reliability of travel along the corridor.

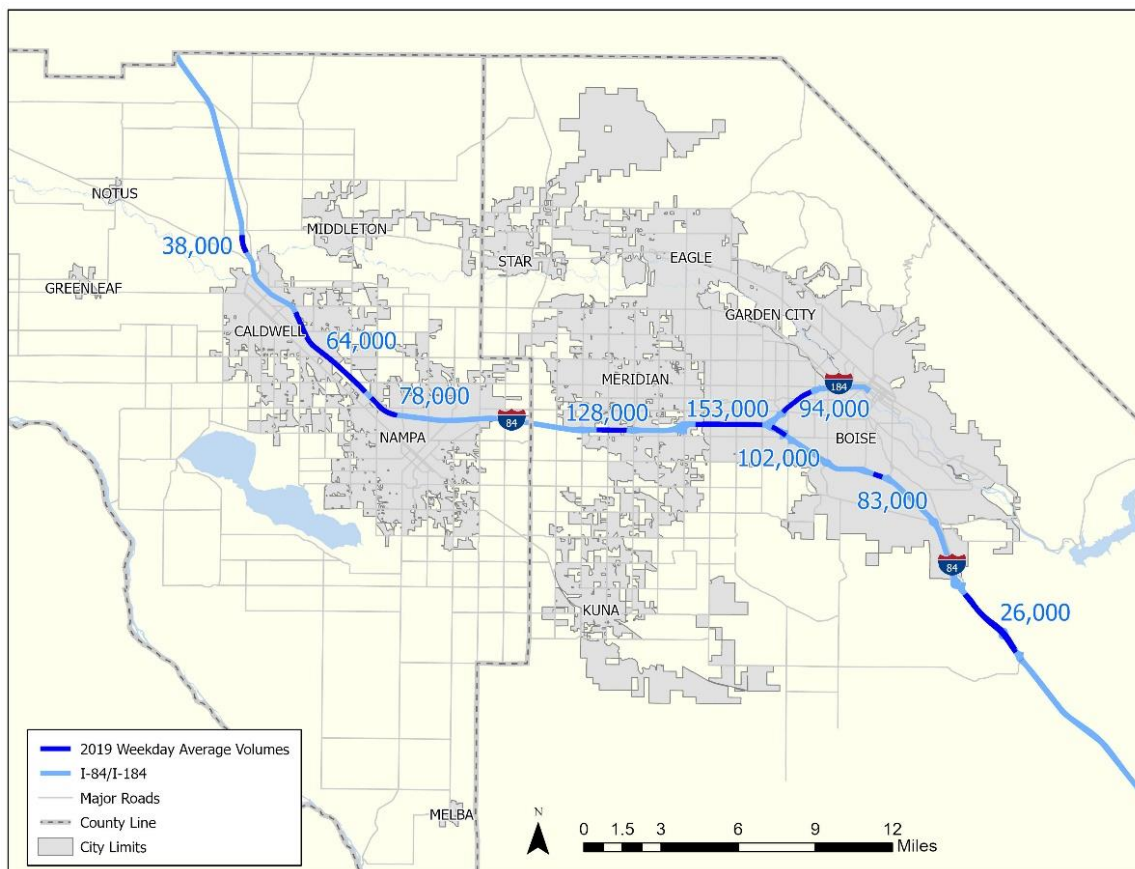


Figure 1: I-84 & I-184 Average Weekday Total Volumes, 2019

In January 2020, the update to the [Treasure Valley Transportation Systems Management & Operations \(TSMO\) Strategic Plan](#) was completed. TSMO strategies are intended to maximize the efficiency, safety, and utility of the transportation infrastructure. TSMO considers a range of options to maximize the performance of existing infrastructure without expanding the infrastructure (e.g. adding more lanes). The TSMO plan was developed to create a regional framework to ensure stakeholder consensus and technical standards for Operations, Management, and Intelligent Transportation Systems (ITS) in the Treasure Valley and to identify feasible TSMO strategies to be implemented by the region's transportation operators. During the development of the TSMO Strategic Plan, participating agencies identified priority ITS/TSMO projects to be undertaken in the short, mid, and long term. An I-84 Corridor Operations Plan was identified as one of the short term priorities for the Idaho Transportation Department (ITD). The I-84 operations plan should explore the feasibility and effectiveness of strategies documented in the Treasure Valley TSMO strategic plan as well as other innovative and industry proven TSMO/ITS strategies to improve the overall operations of the corridor.

Interested firms must demonstrate knowledge and experience in corridor operations plans, as well as familiarity with implementation of identified strategies. The final report and all deliverables must be completed no later than **February 28, 2022**. Proposals will be evaluated based on their ability to meet the qualifications and selection criteria. The budget for this project is **\$250,000**.

Proposals must be prepared and submitted in accordance to the guidelines and requirements outlined in this request for proposals (RFP).

II. General Scope of Services

Evaluation of I-84 operational performance

1. Through stakeholder interviews; using industry standard performance measures and best available data; prepare an assessment of current I-84 operational performance for safety, mobility, and reliability. Including available crash data, travel time data, traffic volumes, transit ridership data, and other relevant transportation performance-related data. Due to current conditions with the COVID-19 pandemic and its effect on travel, the baseline year for this analysis may be set to a more representative time period such as 2019. COMPASS and ITD will provide consultant with available data sets. If additional data is required by the consultant, please include justification and the associated cost in the submittal. Additional funds for data are not guaranteed.
2. Prepare performance assessment of the I-84 corridor and identify operational deficiencies on the I-84 corridor. Identify where, when, and why these deficiencies likely exist.

Identify new, alternative, or improved TSMO/ITS operational strategies

1. Identify and catalog innovative and proven TSMO/ITS strategies most likely to address I-84 operational challenges.

Align proposed projects and/or strategies with corridor values

1. Meet with stakeholders to validate that the proposed operational strategies align with the vision for the I-84 corridor and the values of travelers in the region.

Assess proposed strategies

1. Identify and perform a methodology for assessing the expected benefits, feasibility, and prioritization of proposed operational improvement strategies.
2. Identify any additional analysis necessary for the proposed projects and/or strategies.
3. Identify the other jurisdictions that will be affected by a proposed project and/or strategy.
4. Report the expected benefits, feasibility, and priority of planned, new, alternative, or improved operational strategies.

Develop a plan with prioritized strategies to be implemented in the near term (three to five years), medium (six to ten years), and long term (greater than ten years)

1. Work with stakeholders and operators to develop an I-84 corridor operations plan with the following elements but not limited to:
 - a. Prioritize projects and/or strategies for the near, medium, and long term implementation.
 - b. Planning level cost estimates and level of effort to implement (low to high or easy to difficult) the identified projects and/or strategies.
 - c. Barriers or gaps to implementing proposed projects and/or strategies.
 - d. Suggestions for measuring/quantifying implemented operational improvements.

Project Deliverables

The project deliverables and acceptable formats for each task are shown below:

1. Overall Work Plan and Project Schedule
 - a. Project work plan, including proposer's staffing plan and assignments, and schedule for tasks and deliverables (Word, PDF).
 - b. Stakeholder engagement strategy defining how input will be incorporated into subsequent tasks (Word, PDF). COMPASS staff will provide support in stakeholder meeting facilities and scheduling only.
2. Stakeholder/Workgroup meeting (virtual or in person meeting)
 - a. Facilitate meeting to discuss current operational performance of I-84 with operations managers.
 - b. Facilitate meeting with Regional Operations Workgroup to validate feasibility of proposed operational improvements and ensure strategies align with values of travelers in the region.
3. Final I-84 Corridor Operations Plan (Word, PDF)
 - a. Final plan will include analysis/summary covering each item listed in the General Scope of Services section listed above.

Links to Additional Resources

- [Treasure Valley Transportation Systems Management & Operations Strategic Plan \(TSMO\)](#)
- [Treasure Valley Annual Congestion Management Systems Report, 2019](#)
- [I-84 Detour Plan web map](#)
- [I-84 Detour Plan map book](#)
- [COMPASS Traffic Counts web map](#)
- [Treasure Valley Intelligent Transportation Systems Inventory web map](#)
- [ITD I-84 projects](#)

III. Submittal Requirements

The submittal for the I-84 Corridor Operations Plan shall include the following:

- A. Introductory letter: Introduction of submittal, identification of the project manager, contact information (physical address, telephone number, and email) and a statement describing the key personnel the proposer will commit to the project to meet COMPASS' quality and schedule expectations. The Introductory Letter shall include a statement regarding the Professional Services Agreement as described below in III-B.
- B. Professional Services Agreement: Provide a statement that the sample Professional Services Agreement (sample attached in Appendix A) has been read, that the proposer will meet the prerequisite insurance requirements, and the proposer, if selected, agrees to the terms and conditions of the agreement. If proposers have questions about the terms and conditions of the agreement, they should submit as a written question by October 28, 2020 at 5:00 pm MST.
- C. Proposer Qualifications and Relevant Experience: Discuss the proposer's qualifications, experience and history with corridor operations plans. Describe the proposer's project management systems including reporting, billing and QAQC processes.
 - a) Provide information summarizing **relevant** qualifications and experience of the project manager and brief resumes of the key staff that will be directly involved in this project. Include a brief description of the role of individuals in the referenced projects.
 - b) Provide an organizational chart of all members of the proposed consultant project team that will be working on the project, including sub-consultants, if applicable.
- D. References: Provide references for three directly applicable projects with current contact information.
- E. Sub-consultants: List all sub-consultants that will be directly involved in this project.
 - a) Identify the role of the sub-consultant(s)
 - b) Include the sub-consultant(s) relevant qualifications, and experience as described in items III-C above. References and resumes are not required for sub-consultants.

- F. Project Approach/Work Plan: Discuss the approach, work plan and proposed schedule of the project as per deliverables and scope of services provided in Section II of this RFP. Highlight any innovative approaches proposer would take that would benefit the project. Also, address the proposed project communication plan.
- G. Questions: See page 2 for instructions regarding any questions about this RFP.
- H. Total page limit is **15 pages**; introductory letter, organizational chart, and resumes are not included in page count.
- a) Front and back cover pages are acceptable and do NOT count in the submittal. Cover pages shall only identify the proposing consultant, sub-consultant(s) and RFP title.
- I. Electronic submittals in PDF format must be received by COMPASS by the date and time in the "Deadline for Submittals" section. Late submittals will not be accepted.
- a) Submittal must be consolidated into one PDF file of 15MB or less. Zipped files are not recommended.
 - b) Send electronic submittals to Meg Larsen, Director of Operations mlarsen@compassidaho.org by 5:00 pm MST on Wednesday November 4, 2020 as described in the "Deadline for Submittals" section on page 1.
 - c) Include "I-84 Corridor Operations Plan Submittal" in the subject line of the electronic submittal.
 - d) Respondents are responsible for verifying receipt by COMPASS of the submittal. If you do not receive an email response verifying receipt of submittal, call Meg Larsen at 208.475.2228 before the deadline on page 1. Without an email verification of receipt, do not consider submittal as received.

IV. Evaluation and Selection Process

Submittals to this RFP will be evaluated on the following criteria:

- A. Proposer Qualifications, Relevant Experience, References: **15 points**
 - a. Demonstrated experience with successful development of a corridor operations plan with in the past five years
 - b. Experience with and understanding of TSMO/ITS strategies
 - c. Knowledge of and demonstrated experience with benefit-cost or comparable project evaluation methodologies
 - d. References from previous clients
- B. Project Team Staff/ Project Manager: **15 points**
 - a. Proposed project team staff ability and record of achievement, particularly the qualifications and experience of key supervisory personnel and their commitment to the project.
 - b. Demonstrated work and knowledge of TSMO, ITS, and Corridor operations planning.

- c. Provide the availability of the staff on the proposer team to take on work tasks to meet the project completion date according to the proposed schedule.
 - d. Demonstrate previous successful collaboration among the proposing consultant team by providing a list of at least two projects collaborated on within the past five years.
- C. Project Approach: Scope of Work/Work Plan: **50 points**
- a. Proposed project approach, overall work plan and schedule demonstrates a full comprehension of the scope of services, and the ability to provide services at a high performance level and meet project requirements. 20 points
 - b. Project approach and work plan demonstrates ability to address potential key challenges with the project and includes innovative ideas for approach, deliverables, etc. to meet the project objectives. 20 points
 - c. Quality and thoroughness of the submittal in addressing the project objectives contained in this RFP. 5 points
 - d. Schedule, tasks, and deliverables are clearly laid out. 5 points
- D. Project Management: **15 points**
- a. Demonstrated ability to manage the project and successfully complete it on time based on proposed schedule, organizational structure of the project team, and availability and location of consultant team. Past projects and references should be used to demonstrate appropriate stakeholder involvement and internal controls.
- E. Project Cost: **5 points**