<table>
<thead>
<tr>
<th><strong>RFP Number</strong></th>
<th><strong>2023-03</strong></th>
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<tr>
<td><strong>RFP Title</strong></td>
<td>State-by-State Policy Study and Database of Transportation Funding Governance</td>
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<tr>
<td><strong>Deadline for Submittal</strong></td>
<td>July 20, 2023, 5:00 p.m. MDT</td>
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<tr>
<td><strong>Scope</strong></td>
<td>See the General Scope of Services section of the request for proposal</td>
</tr>
<tr>
<td><strong>Send Submittals to</strong></td>
<td>Meg Larsen, Director of Operations&lt;br&gt;COMPASS&lt;br&gt;208.475.2228&lt;br&gt;<a href="mailto:mlarsen@compassidaho.org">mlarsen@compassidaho.org</a></td>
</tr>
<tr>
<td><strong>Direct Inquires to COMPASS Project Manager</strong></td>
<td>Jacob Miller, Government Affairs Coordinator&lt;br&gt;COMPASS&lt;br&gt;208.475.2242&lt;br&gt;<a href="mailto:jmiller@compassidaho.org">jmiller@compassidaho.org</a></td>
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</table>
| **Format of Submittals** | 1) Electronic submittals in PDF format must be received by COMPASS by the date and time in the “Deadline for Submittal” section above. No exceptions.<br>   a) The total page limit is **20 pages**. The page count does not include the introductory letter, project organizational chart, or resumes.<br>   b) Front and back cover pages are acceptable and do NOT count toward the page limit. Cover pages shall only identify the consultant, sub-consultant(s), and project.<br>  
2) Send electronic submittals to Meg Larsen, Director of Operations, at mlar森@compassidaho.org<br>  
3) Respondents are responsible for verifying receipt by COMPASS of the submittals. |
Questions and Revisions

1) Submit questions no later than the date specified in the calendar below.

2) Questions must be sent via email to Jacob Miller at jmiller@compassidaho.org. **No phone calls or verbal questions will be accepted.**

3) Responses will be posted within three full business days of receipt.

4) If it is necessary to provide additional clarification or revisions to this RFP, COMPASS will post addenda to its Jobs and Contracts (https://compassidaho.org/jobs-and-contracts/) webpage. It is the proposer’s responsibility to monitor the website for such postings regularly. COMPASS encourages potential respondents to register by providing their firm name, point of contact, and contact information via email to Meg Larsen, mlarsen@compassidaho.org to help insure they are notified of any updates.

Clarification of Submittals

During the evaluation of submittals, COMPASS reserves the right to the following:
1) contact any or all proposers for additional information for clarification purposes,
2) discard submittals that contain errors, or
3) waive disqualifying errors or gain clarification of errors or information at COMPASS’ sole discretion.

RFP Calendar

These dates are for planning purposes and represent COMPASS’ desired timeline for this project. Any revision to the “Deadline for Submittal” will be made by an addendum. All other dates may be adjusted without notice as needs or circumstances dictate.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>June 27, 2023</td>
<td>Release RFP</td>
</tr>
<tr>
<td>July 11, 2023</td>
<td>Written questions are due.</td>
</tr>
<tr>
<td><strong>5:00 p.m. MDT</strong></td>
<td>No questions will be accepted after this date.</td>
</tr>
<tr>
<td></td>
<td>Responses will be posted within three full business days.</td>
</tr>
<tr>
<td><strong>July 20, 2023</strong></td>
<td><strong>DEADLINE FOR SUBMITTALS</strong></td>
</tr>
<tr>
<td><strong>5:00 p.m. MDT</strong></td>
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<tr>
<td>July 21-28, 2023</td>
<td>Submittal review and selection</td>
</tr>
<tr>
<td>August 1, 2023</td>
<td>Notification of selected consultant</td>
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<td>August 1-4, 2023</td>
<td>Contract negotiation</td>
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<tr>
<td>August 4, 2023</td>
<td>Anticipated contract approval and notice to proceed</td>
</tr>
<tr>
<td>Week of August 14, 2023</td>
<td>Anticipated project kickoff meeting</td>
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REQUEST FOR PROPOSALS
RFP 2023-03
State-by-State Policy Study and Database of Transportation Funding Governance
Community Planning Association of Southwest Idaho (COMPASS)

I. Overview

COMPASS is the metropolitan planning organization (MPO) for Ada and Canyon Counties in southwest Idaho (Figure 1). Through its long-range planning process for Communities in Motion 2050, COMPASS has identified a $5.4 billion transportation funding shortfall to the year 2050, including capacity and maintenance needs on local and state-owned roadways, bicycle/pedestrian infrastructure, and public transportation.¹

Idaho is one of the fastest-growing states in the union, and southwest Idaho is the fastest growing region in the state. However, transportation funding, particularly for local and public transportation projects, is not keeping up with demand in this rapidly growing area. The national policy landscape governing transportation funding is diverse and ever evolving, offering significant flexibility to states across the country.

To better serve local transportation agencies, COMPASS seeks proposals for an in-depth study to provide stakeholders with current and complete information on critical transportation funding issues. Specifically, this RFP seeks proposals for a study and database...
II. Background and Project Description

To better understand how other states fund transportation, COMPASS is seeking consultant support in collecting data, analyzing policies, and reporting findings regarding the governance of transportation funding in four key policy areas:

1) Mechanisms for funding local transportation projects
2) Methods for suballocating federal transportation funds within a state
3) Mechanisms for funding public transportation systems
4) Models for implementing alternative road usage charge programs

The final deliverables must include the following:

1) Comprehensive report (PDF or Word format) with analysis, conclusions, and recommendations for each of the major study questions
2) Comprehensive set of 50 state-by-state profiles (one-page fact sheets or similar)
3) Tabular or spreadsheet database of state profiles (Excel or similar)
4) Appendix of statutory citations to facilitate future research

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

Interested firms must demonstrate knowledge and experience in transportation funding and finance governance at the federal, state, and local levels. The final report and all deliverables must be completed and submitted to COMPASS within ten months from the contract execution date/notice to proceed. COMPASS reserves the right to work with the selected team and adjust the schedule if necessary. Proposals will be evaluated based on their ability to meet the qualifications and selection criteria. The budget for this comprehensive state-by-state transportation funding study is not to exceed $275,000.

III. General Scope and Services

The primary deliverable of this study is a profile of each of the 50 states that addresses the policies that govern transportation funding mechanisms for local agencies, the state allocation of federal transportation funds, the funding mechanisms for public transportation, and the implementation of road usage charge programs.

Each state’s profile shall include at least the following component parts:

1) General State Profile Information:
   a) Briefly describe the state’s transportation network.
   b) Briefly describe the state’s demography in terms of population by area types:
      i. Transportation Management Area: Over 200,000
      ii. Large Urban: 50,000-199,999
      iii. Small Urban: 5,000-49,999
      iv. Rural: Less than 5,000
c) Briefly describe the state’s governance of transportation funding:
   i. Revenue Sources: Provide a brief description and legal citation of the constitutional or statutory authorization, restriction, or prohibition of revenue sources by levels of government and transportation modes.
   ii. Expenditure Type: Provide a brief description and legal citation of the statutory or constitutional authorization, restriction, or prohibition of expenditure types by levels of government and transportation modes.
   iii. Finance Mechanisms: Provide a brief description and legal citation of the statutory or constitutional authorizations, restrictions, or prohibitions of finance mechanisms by levels of government and transportation modes.

d) Briefly describe recent trends in the state’s transportation funding revenues and expenditures.

2) Local Transportation Funding:
   A vast array of policy mechanisms has been implemented to fund local transportation projects across the United States. The objective of this study is to gather data regarding the prevalence, effectiveness, and appropriateness of each policy option. Furthermore, a significant focus of this study is to better understand how funds are being distributed, leveraged, combined, and/or restricted to fund local transportation projects.

   a) Describe the funding mechanisms authorized and used to fund local transportation projects, including but not limited to revenue sources such as general funds, local option sales taxes, local fuel taxes, tolls, vehicle registration fees, special taxing districts, and development impact fees.

   b) Describe the amount of revenue generated by each local funding source.

   c) Describe the statutory framework, policies, or processes through which state transportation funds are allocated to local government entities. For example, does the state use a specific distribution formula to allocate funds to localities?

   d) Does the state legislature make appropriations to localities for specific transportation projects?

   e) Does the state operate discretionary or competitive grant programs for distributing state funds to local governments for specific transportation projects?

   f) Does the state offer alternative financing mechanisms to aid local governments in funding local transportation projects?

   g) What restrictions or prohibitions does the state impose on local uses of state transportation funds, such as restricting eligible uses by project type or transportation mode?

   h) Does the state have an established “fund swapping” program whereby local governmental entities exchange federal transportation funds for state funds?
3) State Policy and Process for Suballocating Federal Surface Transportation Funds:
Title 23, Chapter 1, Section 133 U.S. Code establishes the Surface Transportation Block Grant (STBG) program and the requirements that govern the suballocation of apportioned funds to areas within a state. 23 U.S.C. 133(d)(1) requires that 55% of the funds apportioned to a state under section 104(b)(2) be obligated to areas in proportion to their relative shares of the population, while the remainder may be obligated in any area of the state. Federal law provides states with considerable flexibility regarding how they allocate funds within their state, and varying governance structures, policies, and processes determine the result.

Previous state-by-state surveys that have studied the allocation of federal transportation revenues have primarily focused on who is authorized to allocate funds.iii The core objective of this study is to gain deeper insight into the specific policy mechanisms that determine how the funds are ultimately distributed.

a) What is the state legislature’s role in allocating federal transportation revenues to the state Department of Transportation (DOT)?

b) What is each state DOT’s policy, process, and methodology for the suballocation of apportioned federal STBG funds to local agencies?

c) How does each state DOT’s suballocation of federal STBG funds compare to the Federal Highway Administration’s (FHWA) apportionment tablesiv?

4) Public Transportation Funding:
Idaho does not have a dedicated funding source for public transportation. According to the Bureau of Transportation Statistics, the state of Idaho expends zero state dollars on public transit each year. Idaho currently has only two regional public transportation authorities (RPTA) established in the state.

Under Idaho law, RPTAs are the only political subdivision of government that do not have taxing authority. Lacking such authority, the only way RPTAs can generate non-federal sources of revenue is by entering into intergovernmental agreements through which local governments make voluntary contributions to fund public transportation.

A critical component of COMPASS’ long-range transportation plan, Communities in Motion 2050, is the expansion of public transportation services in its planning area. To that end, this study seeks insight into how public transportation is funded nationwide.

a) How is public transportation funded in each of the 50 states at the local, regional, and state levels? What other funding and financing mechanisms, including, but not limited to, local option taxes, bonding authorities, value capture mechanisms, or other innovative financing mechanisms, are transit authorities using to fund public transportation?

b) What policies, laws, or regulations authorize, enable, govern, or restrict the sources of revenue used to fund public transportation?

c) What policies, laws, or regulations authorize, enable, govern, or restrict the expenditure of public transportation funds? For example, are there restrictions that
limit revenues to capital expenditures or forbid operational costs?

d) Briefly describe recent trends in the state’s public transportation funding revenues and expenditures.

5) **Alternative Road Usage Charge (RUC) Programs:**

Section 13001 of the Infrastructure Investment and Jobs Act (IIJA) established the Strategic Innovation for Revenue Collection program, which replaced the previous Surface Transportation System Funding Alternatives (STSFA) grant program. Since the establishment of the STSFA program under the Fast Act, a majority of states have either established a road usage charge (RUC) pilot program or joined a RUC coalition. Despite so many states actively exploring or having already established a RUC program, there is a significant lack of research that objectively evaluates and compares the different states’ programs, as the Government Accountability Office, amongst others, has well documented. One of the primary objectives of this study is to collect up-to-date data, policy details, and performance measures regarding each state’s efforts in implementing a RUC program.

a) Has the state implemented any form of a RUC program?

b) If so, please provide a brief description of the program design/operations and answers to the following questions:
   
   i. Was the program part of a federally funded pilot project?
   
   ii. What types of vehicles are subject to the road usage charge?
   
   iii. What is the cost of administering the RUC program, and what are the major cost drivers or components?
   
   iv. What is the process for rate setting?
   
   v. How many vehicles are enrolled in the RUC system? What percentage of the state’s overall fleet of vehicles does that represent?
   
   vi. How much revenue is collected under the RUC system?
   
   vii. What types of privacy protection policies are in place?
   
   viii. What is the level of public and leadership support for the RUC system in the state?
   
   ix. What was the legislative history for developing and implementing the RUC system?
   
   x. What are the distributional effects of the RUC program in terms of how it affects specific classes of residents, such as low-income or rural populations?

IV. **Project Deliverables**

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

1) Overall work plan and project schedule (Word, PDF)
a) Project work plan  
b) Staffing plan and assignments  
c) Schedule for tasks and deliverables, including critical milestones, data collection periods, analysis phases, and draft report review dates

2) Monthly progress reports and invoices (Word, PDF)  
3) Kickoff meeting and regular, periodic team meetings  
4) A comprehensive set of 50 state-by-state profiles in report format (e.g., one-page fact sheet per state) and tabular or spreadsheet format (Excel or similar)  
5) Analysis of results and related conclusions and recommendations  
6) Draft report (Word, PDF)  
7) Final report (Word, PDF) that includes:  
   a) A clear executive summary highlighting key insights and comparative analysis across states.  
   b) The 50 state-by-state profiles that provide in-depth information on each state (Item IV-4, above).  
   c) Analysis, conclusions, and recommendations based on the state profiles and related research that identify best practices and successful strategies that could be replicated in Idaho (Item IV-5, above).  
   d) Legal citations throughout to facilitate additional research.

**V. Submittal Requirements**

The proposal submittal shall include the following:

1) Introductory letter: Introduction of submittal, identification of the project manager, contact information (physical address, telephone number, and email), and a statement describing the critical 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 V-2.

2) Professional Services Agreement: Provide a statement that the sample Professional Services Agreement has been read, that the proposer will meet the prerequisite insurance requirements, and that 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 them in writing by July 11, 2023, at 5:00 pm MDT.

3) Proposer Qualifications and Relevant Experience: Discuss the proposer’s qualifications, experience, and history with transportation funding studies. Describe the proposer’s project management systems, including reporting, billing, and QA/QC processes.
a) Provide information summarizing relevant qualifications and experience of the project manager and brief resumes of the critical staff 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 proposed consultant project team members that will be working on the project, including sub-consultants, if applicable.

4) References: Include three directly applicable projects with current contact information.

5) Sub-consultants: List all sub-consultants directly involved in this project, if applicable.
   a) Identify the role of the sub-consultant(s)

   b) Include the sub-consultant(s)' relevant qualifications and experience as described in V-3 above. References and resumes are not required for sub-consultants.

6) Project Approach/Work Plan: Discuss the approach, work plan, and proposed project schedule as per deliverables and scope of services provided in the General Scope of Services section of this RFP. Highlight any innovative approaches the proposer would take that would benefit the project. Also, address the proposed project communication plan.

7) Questions: See the cover page for instructions regarding any questions about this RFP.

8) The total page limit is 20 pages; introductory letters, organizational charts, and resumes are not included in the page count.
   a) Front and back cover pages are acceptable and do NOT count toward the page count. Cover pages shall only identify the proposing consultant, sub-consultant(s), and RFP title.

9) 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 15MB or less PDF file. Zipped files are not recommended.

   b) Send electronic submittals to Meg Larsen, Director of Operations, mlarlsen@compassidaho.org, by 5:00 pm MDT on July 20, 2023, as described in the “Deadline for Submittals” section on the cover page.

   c) Include “Transportation Funding Study Submittal” in the subject line of the electronic submittal.

   d) Respondents are responsible for verifying receipt by COMPASS of the submittal. If you are still waiting for an email response confirming receipt of the submittal, call Meg Larsen at 208.475.2228 before the deadline on the cover page.
VI. Evaluation and Selection Process

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

1) **Quality of Proposal: 30 points**
   a) Equal and appropriate level of detail for each of the study questions.
   b) Quality and thoroughness of the submittal in addressing the project objectives contained in this RFP.
   c) Schedule, tasks, and deliverables are clearly laid out.

2) **Proposer Qualifications, Relevant Experience, and References: 15 points**
   a) Demonstrated experience with transportation policy, public sector financial analysis, and successful execution of transportation funding studies.
   b) Demonstrated experience with public transportation funding and policy at the local, state, and federal levels of government.
   c) References from previous clients.

3) **Project Team Staff/ Project Manager: 15 points**
   a) Proposed project team staff ability and record of achievement, particularly the qualifications and experience of critical supervisory personnel and their commitment to the project.
   b) 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.
   c) 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.

4) **Project Approach: Scope of Work/Work Plan: 25 points**
   a) Proposed project approach, overall work plan, and schedule demonstrate a complete comprehension of the scope of services and the ability to provide services at a high-performance level and meet project requirements.
   b) Project approach and work plan demonstrate the ability to address potential critical challenges with the project and include innovative ideas for approach, deliverables, etc., to meet the project objectives.

5) **Project Management: 10 points**
   a) Demonstrated ability to manage and complete the project on time based on the proposed schedule, the project team’s organizational structure, and the consultant team’s availability and location.

6) **Project Cost: 5 points**
   a) The budget for the comprehensive state-by-state transportation funding database and study is not to exceed $275,000; the award will be a flat fee / not to exceed amount. Respondents are encouraged to provide fees per task related to the information provided under Item VI-4: Project Approach.
VII. Endnotes

i COMPASS (2022). *Communities in Motion 2050*, https://cim2050.compassidaho.org/


vi Ibid.


viii Sample Professional Services Agreement is available at https://compassidaho.org/jobs-and-contracts/