

Request for Proposals (RFP) Number	2024-4
RFP Title	Mode Choice Refinement
Deadline for Submittal	July 3, 2024 5:00 PM MDT
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, Technical Team Lead COMPASS 208.475.2242 mwaldinger@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 12 pages. b. The introductory letter, project organizational chart, and resumes are NOT included in page count. c. Front and back cover pages are acceptable and are NOT included in the page count. Cover pages shall only identify the consultant, sub-consultant(s), and project. 2. Include "Mode Choice Refinement" in the subject line of the electronic submittal. 3. Send electronic submittals to Meg Larsen, Director of Operations mlarsen@compassidaho.org 4. Respondents are responsible for verifying receipt by COMPASS of the submittals.

<p>Questions and Revisions</p>	<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. <u>No phone calls or verbal questions will be accepted.</u> 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 COMPASS' <i>Jobs and Contracts</i> web page. (https://compassidaho.org/jobs-and-contracts/). 5. It is the proposer's responsibility to regularly monitor the website for such postings.
<p>Clarification of Submittals</p>	<p>During the evaluation of submittals, COMPASS reserves the right to:</p> <ul style="list-style-type: none"> • contact any or all proposers for additional information for clarification purposes • discard submittals that contain errors • waive disqualifying errors or gain clarification of errors or information
<p>RFP Calendar (below)</p>	<p>The dates below 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
06/5/2024	RFP release
06/21/2024 5:00 PM MDT	Written questions are due. No questions will be accepted after this date. Responses posted within three full business days.
07/03/2024 5:00 PM MDT	DEADLINE FOR SUBMITTALS
07/08/2024- 07/15/2024	Review and selection
07/16/2024	Anticipated notification of selected consultants
07/31/2024	Anticipated contract approval and notice to proceed

REQUEST FOR PROPOSALS
RFP 2024-4
Mode Choice Enhancement
Community Planning Association of Southwest Idaho (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, Idaho, is seeking a qualified consultant to enhance the capability of the mode choice step of the regional travel demand forecast model (henceforth, “the model”) for long-range planning and evaluation of additional transit modes.

The primary goal of this project is to develop and test mode-specific constants and coefficients within the existing nested logit structure of the model for long-range planning and evaluation for currently available transit modes and those that **do not** currently exist in the region. COMPASS staff have conducted numerous “transit system” modeling scenarios for the past 15 years – this is an opportunity to evaluate if mode-specific constants and coefficients could increase the responsiveness of the model to additional modes.

Regional Travel Demand Forecast Model Structure

The model is a traditional four-step travel demand model with a feedback loop. Mode choice is the third step which takes person-trip estimates and predicts the means of travel based on the utility of each possible mode.

Figure 1 shows the nested logit structure of the mode choice step. The “M’s” represent different types of possible modes. Currently, the only transit “modes” are trips by bus operating in mixed traffic.

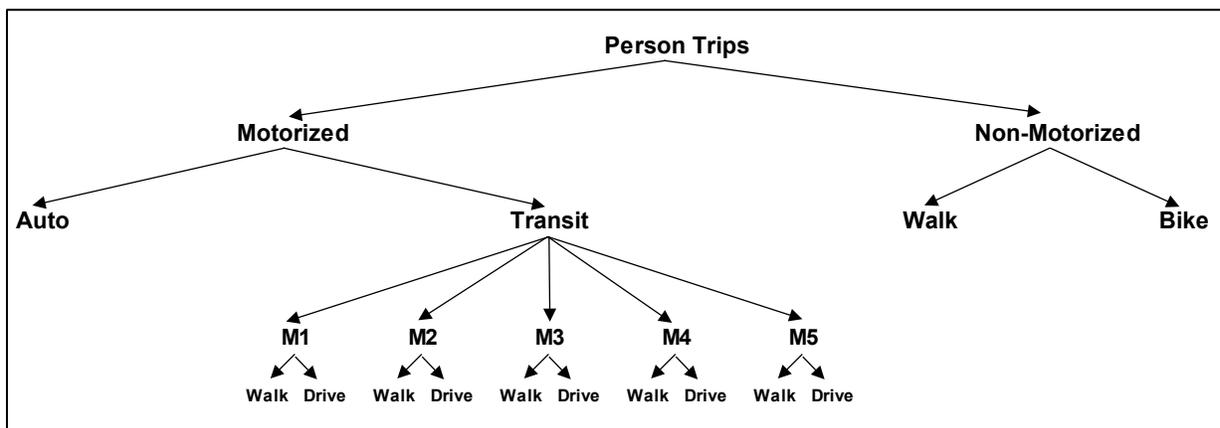


Figure 1: COMPASS Model Travel Modes

Current Public Transportation System

Valley Regional Transit (VRT) operates the transit system in Ada and Canyon Counties. The current VRT system provides:

- Seventeen all-day routes and one express route with peak hour headways varying between 15 and 60 minutes in the Boise/Garden City service area.
- Four inter-county routes (between Ada and Canyon Counties); one runs all day, two run during peak hours only, and one is an express route with one eastbound trip in the morning and one westbound trip in the evening. Peak hour headways vary between 30 and 60 minutes.
- Two on-demand routes; one for the Caldwell and Nampa service area and one for the City of Eagle service area.
- Americans with Disabilities Act required paratransit service in both Ada and Canyon Counties.

Annually, COMPASS staff review the transit system and changes with VRT to update the model accordingly. The regional model categorizes the all-day routes and inter-county routes into one of the three modes:

- M1 Local: thirteen local all-day routes operating in the Boise/Garden City service area typically from 6:00AM to 6:30PM.
- M2 Local Long Hour: four local "long hour" routes operating in the Boise/Garden City service area that provide service until about 9:30 PM.
- M3 Intercounty: four intercounty routes operating between Ada and Canyon Counties.

M4 and M5 are reserved for modes that do not currently exist in the region and would operate in dedicated lanes or a rail line (e.g., Bus Rapid Transit [BRT], light rail, commuter rail). COMPASS is currently working on a high-capacity transit study and desires to test additional transit modes.

The model is currently undergoing calibration and validation. It was last calibrated and validated in 2015, including the mode choice step, and refreshed in 2018 to include a feedback loop and the current nested logit structure. Data from 2021 regional household travel and transit on-board surveys are available to help test the reasonableness of the mode-specific constants and coefficients for M1, M2, and M3. (For context, the 21 fixed bus routes served about 3,500 riders per average weekday in 2023).

The local, local long hour, and intercounty routes are explicitly modeled as shown in Figure 2. The attributes are route path, stop locations, fare system, peak and off-peak headways, time factor (ratio of transit travel time to automobile travel time), and dwell time (provided by VRT bus route operators).

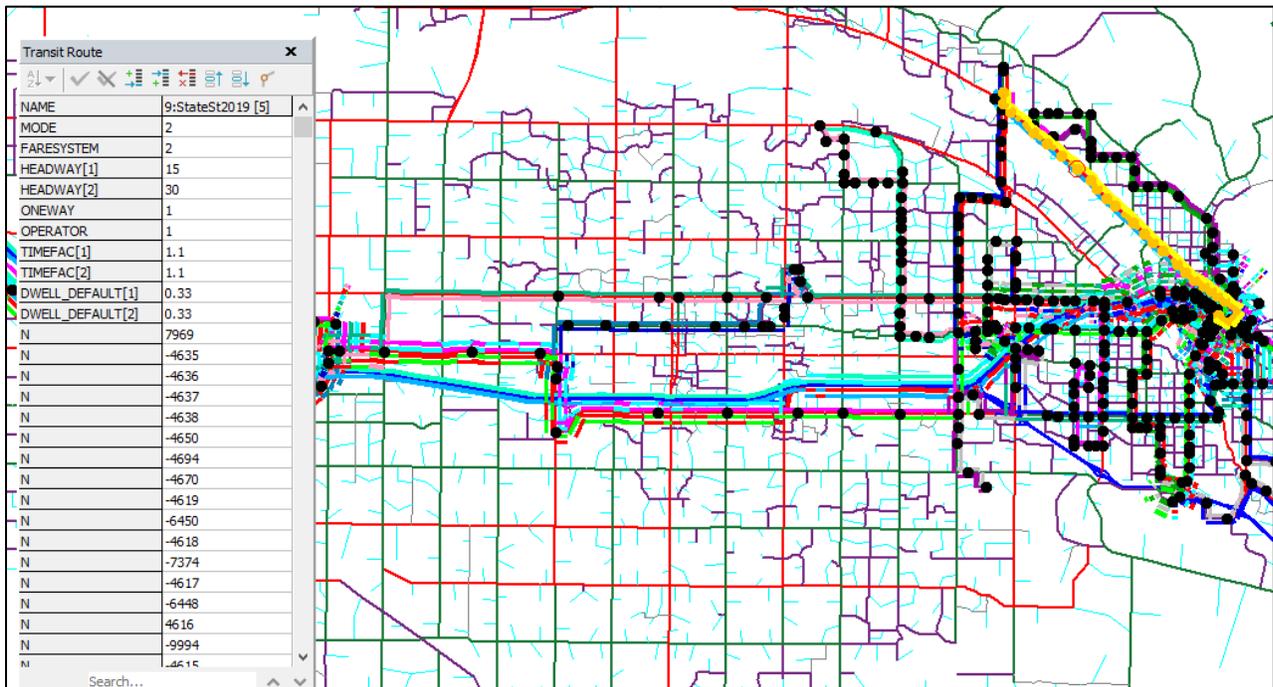


Figure 2: Transit Routes in the Regional Model

Interested firms must demonstrate the following:

- Expertise using Cube software (including scripting in Voyager and module development in Application Manager).
- Recent experience successfully developing and evaluating the reasonableness of mode-specific constants and coefficients for different transit modes.
- Ability to provide a minimum of two options (three preferable) of how to develop and test constants and coefficients for modes that do not currently exist in the COMPASS region and explain the rationale behind each one.
- Understanding of the model maintained by COMPASS and its use cases.

The final deliverables must be completed no later than **six months after notice to proceed**. Proposals will be evaluated based on their ability to meet the qualifications and selection criteria. The budget for this project is **\$55,000**.

NOTE: COMPASS will provide a full copy of the model with a base year (2023 or 2024) and future year (2050), previous technical memos, and necessary data to the selected consultant upon notice to proceed. COMPASS staff will also develop future unofficial scenarios that include additional transit modes (BRT, light rail, and/or commuter rail) for the testing of the mode-specific constants and coefficients leaning on previous long-range transportation planning efforts completed in house.

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

II. General Scope of Services

COMPASS has identified six tasks to meet the goals of the mode choice refinement, outlined below. The proposer must provide relevant examples of previous work and a detailed description of how they will meet each objective.

1. Review and documentation of Federal Transit Administration guidance regarding new transit modes
2. Review of existing constants and coefficients
3. Outline of approach and methodology
4. Testing and implementation of new constants and coefficients
5. Outline of "reasonableness" checks
6. Training of COMPASS staff on any changes or additions to the model (via Microsoft Teams or Zoom)

III. Project Deliverables

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

1. Scope, Overall Work Plan, and Project Schedule
 - a. Scope of work detailing each task and deliverable (PDF or Word).
 - b. Work plan including proposer's staffing plan and assignments (PDF or Word).
 - c. Schedule for key milestones, tasks, and deliverables (PDF or Word).
2. Updated model files including but not limited to mode-specific constants and coefficients, applications, and scripts within the existing model structure (Cube specific file types).
3. Technical memo documenting mode-specific constants and coefficients – source, testing process, results (transit person trips and ridership), and appropriate uses (PDF or Word).
4. Technical memo summarizing a review of Federal Transit Administration requirements and/or guidance on "modeling" new modes (PDF or Word).

Links to Additional Resources

- [Regional Travel Demand Forecast Model Calibration and Validation Report for Ada and Canyon County, Idaho](#)
- [Valley Regional Transit](#) (VRT)
 - [VRT's bus routes](#)
- [High-Capacity Transit Study](#)

IV. Submittal Requirements

The submittal for the mode choice refinement must 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. Additionally, the introductory letter shall include:
 - a) A statement regarding the Professional Services Agreement as described below in IV-B.
 - b) A statement that no firms or individuals on the proposing team are barred from federal contracts.
 - c) A statement regarding the Disadvantaged Business Enterprise (DBE) status of the proposer (including subcontractors), including name of certifying agency and contact person, if applicable.
- 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 them as written questions by 06/21/2024, 5:00 PM MDT.
- C. Proposer qualifications and relevant experience: Discuss the proposer's qualifications, experience, and history with mode choice model development. Describe the proposer's project management systems including reporting, billing, and quality control 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 and level of effort 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 (if applicable): 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 IV-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 scope of services and deliverables provided in Sections II and III of this RFP.
- G. Questions: See page 2 for instructions regarding any questions about this RFP.
- H. The total page limit is **12 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 against the page limit. Cover pages shall only identify the proposing consultant, sub-consultant(s), and RFP title.
- I. Electronic submittals must be received by COMPASS by the date and time in the "Deadline for Submittals" section. Late submittals will not be accepted.
 - a) Submittals 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 as described in the "Deadline for Submittals" section on page 1.
 - c) Include "Mode Choice Refinement 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.

V. Evaluation and Selection Process

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

	Criteria	Points (100 total)
A.	Experience: Does the consultant team have direct and relevant experience to meet the requirements of this RFP?	30
B.	Approach: Is the proposal clear, logical, and comprehensive in addressing the Scope of Work? Does the proposed approach provide evidence of how the respondent will best meet the needs of the project (development and testing of the constants and coefficients for modes that do not currently exist in the region)?	50
C.	Capacity: Does the consultant team have appropriate availability and resources to complete the tasks set out in the Scope of Work in an effective, efficient, and timely manner?	10
D.	Cost and Schedule: Project cost and schedule are within the parameters identified in this RFP.	5
E.	Quality of Proposal: Is the proposal clearly written and free of grammatical and typographical errors?	5