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REQUEST FOR PROPOSALS

for

Data Collection and Baseline Data Preparation for the Del Norte
Local Transportation Commission

Prepared for: Del Norte Local Transportation Commission

Prepared by: Tamera Leighton, Executive Director
900 Northcrest Drive, PMB 16
Crescent City, California 95531

November 21, 2017

REQUEST FOR PROPOSALS (RFP)

TO PROVIDE LOCAL AGENCIES AND GOVERNMENTS A COMPREHENSIVE DATA LIBRARY THAT ESTABLISHES A BASELINE FROM WHICH TO MONITOR PERFORMANCE MEASURES ESTABLISHED IN THE 2016 REGIONAL TRANSPORTATION PLAN

BACKGROUND

The Region

The region served by the Del Norte Local Transportation Commission, the Regional Transportation Planning Agency (RTPA) for Del Norte County exists totally within the boundaries of Del Norte County. Del Norte County is California's northernmost coastal county, with a land area of approximately 1,070 square miles. The County is bounded by Curry County, Oregon, to the north, mountainous Siskiyou County to the east, Humboldt County to the south, and by the Pacific Ocean to the west. Crescent City, the county seat, is located roughly halfway between Portland, Oregon (330 miles north) and San Francisco, California, (350 miles south). Regionally, Crescent City is located approximately 85 miles north of Eureka, Humboldt County, about 26 miles south of Brookings, Oregon and 83 miles west of Grants Pass, Oregon and Interstate 5.

Four federally recognized Tribes are located in the Del Norte region: Elk Valley Rancheria, Smith River Rancheria, Resighini Rancheria and the Yurok Tribe. They are partners and leaders in advancing regional transportation.

The principal north-south route through Del Norte County is US Highway 101, which provides access to coastal towns and cities to the north and south. Crescent City is located on US Highway 101. Del Norte County has two main routes providing access to inland communities: State Route, or SR 197/US Highway 199 to Hiouchi and Gasquet, and Route 169 to Klamath Glen. SR 197/US Highway 199 connects US Highway 101 to the Interstate 5 in Oregon.

The county's diverse geography includes inland mountain ranges of coniferous forests, low coastal mountain ranges with temperate forests and the Redwood State and National Parks, and rugged coastlines with gray sand beaches on the Pacific coast. The climate of Del Norte County is consistently mild along the coast, becoming more variable inland. In Crescent City and along the coastal fringe, there is minimal temperature fluctuation. Coastal daytime temperatures average 45-55 degrees during winter months. Temperatures increase to 55-65 degrees during mid summer and early fall months, with higher temperatures when coastal fog disperses. Inland, temperatures differences are more marked. Del Norte County/Crescent City area's annual rainfall generally ranges between 70 - 80 inches, with the heaviest rainfall occurring from November through March.

Population

The California Department of Finance estimated the Del Norte County population at 28,544 in 2010. This includes a population of 21,356 within the unincorporated area of the County and 7,188 within the City of Crescent City. The projected population for 2035 is 31,328.

Organization and Management

The Del Norte Local Transportation Commission (DNLTC) is the Regional Transportation Planning Agency (RTPA) for the Del Norte County region. The DNLTC consists of six members—three members of the Del Norte County Board of Supervisors and three members from the City of Crescent City Council. With the addition of a representative of the Caltrans District 1 Director, the DNLTC Board becomes the Policy Advisory Committee.

A Technical Advisory Committee (TAC) advises the DNLTC on various transportation matters. The TAC is comprised of two representatives from the Planning and Public Works staff of the City and the County, and one representative from the Harbor District, Yurok Tribe, California Highway Patrol, Redwood Coast Transit Authority, and Caltrans.

Scope of Work

1. Background

The region does not have the platform and information necessary to measure progress towards goals in the Regional Transportation Plan. There have been many efforts to capture traffic counts, bicycle counts and pedestrian counts, but gaps in critical data exist. The DNLTC and regional partners seek to understand travel patterns and mode splits in a more comprehensive fashion and improve our understanding of travel behavior and trends. This project seeks to improve data library which will in-turn support project development and grant applications.

2. Establish Baseline Performance Measures

The selected consultant will develop a platform for performance monitoring based on the performance measures in the Section 4.11 of the 2016 Regional Transportation Plan and further supported with the 2015 Transportation Performance Measures for Rural Counties in California report. The performance measures include the following:

- Pavement Condition
- Distressed Lane Miles
- Safety-Total Accident cost per VMT and per Capita
- Mode Share/Mode Split
- Transit Operating Cost Per Mile
- Vehicle Miles Traveled

3. Compile baseline data and prepare regional baseline performance measure platform

The selected consultant will compile baseline data from known sources for each performance metric identified in task 2. Each data set will be established as a baseline and be supported with past and current data. A database will be developed and set up for future documentation of data and performance monitoring.

4. Collect Data/Traffic Counts

The selected consultant will collect traffic data to inform the regional Vehicle Miles Traveled metric on the following roadways and during designated times. Consultants must propose collection methods based on their understanding of the data needs and future use of the data. During the October 5th TAC Meeting the proposed action to establish priorities for traffic counts for projects in the Regional Transportation Plan that are likely to compete well in grant programs. The following are prioritized count locations.

Summer Only Count Locations:

9th Street and Pebble Beach Drive
Sunset Circle post pedestrian improvement project
5th Street and A Street

Both summer and off-season count locations:

Front and K Street
Front and B Street
3rd Street and H Street
2nd Street and Highway 101-B
Lake Earl Drive north and south of Redwood School and at Kings Valley Rd./Morehead Rd.

Local – off-season count locations:

Northcrest Dr. at Harding Ave.*
Northcrest Dr. at Washington Blvd.*
Washington Blvd. at El Dorado St.
Washington Blvd. at Summer Ln.*
Lake Earl Dr. at Pelican Bay State Prison
Fred Haight Dr. at First St.
Klamath Beach Rd. (east of US Highway 101)
Klamath Beach Rd. (west of US Highway 101)
Klamath Beach Rd. (west of Alder Camp Rd.)
Klamath Beach Rd. (west of two way outlet of Coastal Dr.)
Lake Earl Dr. (south of South Bank Rd.)
Lake Earl Dr. at Lower Lake Rd.
Lake Earl Dr. at Elk Valley Cross Rd.
Lake Earl Dr. at Alder Rd.
Lake Earl Dr. at Boulder Ave.

Lake Earl Dr. / Northcrest Dr. at Blackwell Ln.

Northcrest Dr. at Old Mill Rd.

South Bank Rd. (north of Lake Earl Dr.)

*Includes vehicle types

5. Develop performance monitoring implementation plan

Develop a plan to regularly collect data, enter data, monitor performance and report progress. This should be a relatively simple process that encumbers little extra work on agency staff. Where possible, the process should rely on existing data collection efforts and analysis.

6. Prepare final report

The final report shall include a summary of work performed, a performance monitoring implementation plan, and a project summary of findings and recommendations.

Proposal Submission and Evaluation

The TAC will serve as the review committee and will evaluate proposals that meet the stated requirements and will make a recommendation to the Del Norte Local Transportation Commission. Evaluation will be based on knowledge of local conditions, responsiveness and comprehensiveness of the RFP response, qualifications of individuals or firm, experience/performance, and proposal contents/methodology. Proposals will be evaluated based on the following point values:

Project Approach – 50 Points

Describe methods for collecting data, determining needs, developing solutions, and presenting options.

Staff Qualifications – 15 Points

Demonstrate key project staff's contributions to the project:

1. Experience of project team (including subconsultants)
2. Assignment to project
3. Resumes

Workload – 5 Points

Provide a detailed project schedule establishing critical path items and list current projects of key staff and their anticipated completion dates. All project activities (including any amendments) must be completed by June 30, 2019.

Relevant Experience – 15 Points

Provide a description of consultant's relevant project experience.

Budget – 15 Points

Provide a proposed budget for the project with hours assigned to each task. Within the proposed budget show key project staff and their contribution of hours to each task. Current budget in the overall work program is \$65,000.

Instructions for Submitting a Proposal

All proposals must include the following:

1. Proposals must not exceed 30 pages;
2. Five identical unbound copies of proposal;
3. Electronic copy of proposal in unlocked .PDF format.
4. Relevant Experience document: One electronic and one hard copy

Please direct all questions and deliver proposals to:

Tamera Leighton, Executive Director
 Del Norte Local Transportation Commission
 900 Northcrest Drive, PMB 16
 Crescent City, California 95531
 Desk: (707) 465-3878; E-mail: Tamera@DNLTC.org

The schedule of activities related to this contract is as follows:

November 21, 2017	RFP Issued
<u>December 20, 2017</u>	<u>Proposals due to DNLTC by 5 p.m.</u>
January 4, 2018	TAC review of proposals and recommendation
January 10, 2018	Anticipated contract award
February 1, 2018	Contract start date
June 30, 2019	Contract ends

Terms and Conditions

The Del Norte Local Transportation Commission (DNLTC) is not obligated to accept any of the proposals submitted or to enter into an agreement with any of the proposers. At its discretion, the DNLTC may elect to award all or any portion of the project scope of work as defined in the RFP. DNLTC reserves the right to reject any or all responses, to waive any technical requirement, and to select the firm that, in the DNLTC's judgment, best meets the requirements of this project and the needs of the DNLTC.

A. PROTEST PROCEDURES

The contract protest process and procedures to be utilized by DNLTC in considering and determining all bid protests or objections regarding solicitations, proposed award of a contract, or award of a contract whether before or after award is located at <http://www.dnltc.org/about-us/rfps/>

B. STANDARD CONSULTING AGREEMENT

The selected firm shall be retained under the RTPAs standard professional services agreement. A sample of this agreement is available at <http://www.dnltc.org/about-us/rfps/>

The contract shall provide payment for services performed up to a not-to-exceed amount. The final Scope of Services and Schedule (Exhibit A to the Standard Consulting Agreement) will be negotiated by the Consultant and the Del Norte Local Transportation Commission.

Please direct all communications and deliver proposals to:

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