



REQUEST FOR PROPOSALS

REGIONAL TRANSPORTATION PLAN ENVIRONMENTAL IMPACT REPORT

January 22, 2010

**EL DORADO COUNTY TRANSPORTATION COMMISSION
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EL DORADO COUNTY TRANSPORTATION COMMISSION

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REQUEST FOR PROPOSALS
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IMPACT REPORT**

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I. INTRODUCTION

The El Dorado County Transportation Commission (EDCTC) is the Regional Transportation Planning Agency (RTPA) for El Dorado County. EDCTC represents the regional transportation planning interests and is responsible for coordinating regional transportation for the western slope of El Dorado County and the City of Placerville. This planning and programming authority does not include that portion of the County within the Tahoe Regional Planning Agency (TRPA) boundaries. TRPA is the RTPA for the Tahoe area.

The Commission consists of three members appointed by the El Dorado County Board of Supervisors and three members appointed by the City of Placerville. The District Director of Caltrans, District 3, or their designated representative, and a representative from the City of South Lake Tahoe are non-voting members of the Commission.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Commission include the following:

1. Establishment of rules and regulations to provide for administering transportation planning and allocating the Transportation Development Act (TDA) Funds.
2. Receipt and approval of claims for TDA Funds.
3. Conduct public meetings and hearings as required by law.
4. Administer the regional transportation planning process.
5. Every five years update and adopt a Regional Transportation Plan (RTP).
6. Every two years adopt a Regional Transportation Improvement Program (RTIP).
7. Work with the Sacramento Area Council of Governments (SACOG), as the federally-designated transportation planning agency for El Dorado County to determine air quality conformity of transportation plans, programs, and projects.
8. Oversee the delivery of State Transportation Improvement Program projects, pursuant to the requirements of Senate Bill 45 (Statutes of 1997) and the April, 1998 Memorandum of Understanding with Caltrans.
9. Coordinate, consult, and collaborate with the Shingle Springs Rancheria.
10. Conduct outreach efforts to the traditionally under-represented and under-served populations such as the elderly, disabled, low-income, and minority (i.e. Black, Hispanic, Asian American, American Indian/Alaskan Native, and Pacific Islander) community groups.
11. Administer the El Dorado County Airport Land Use Commission (ALUC) and related aviation system planning activities.

II. BACKGROUND

State law requires each RTPA to adopt and submit an updated Regional Transportation Plan (RTP) to the California Transportation Commission (CTC) and the Department of Transportation (Caltrans) every five years in non-urban regions (Government Code, Section 65080(c)). The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) requires the transportation planning process to consider projects and mitigation strategies that protect and enhance the environment (Title 23, CFR 450.322). Environmental analysis and development of alternatives to minimize adverse environmental impacts is fundamental to this transportation planning process. The analysis of alternatives is also a requirement of the California Environmental Quality Act (CEQA), which states that alternatives must be developed to avoid significant environmental impacts (Guidelines secs. 1512 6(d), 1512 6. 6 (a)). On May 29, 2008 the CTC adopted an addendum to the 2007 RTP Guidelines in response to the requirements of AB 32 which will require the RTP EIR to include a Greenhouse Gas analysis. Therefore, RTPA's should seek to develop and implement RTP alternatives that will minimize environmental impacts.

The RTP and any subsequent revisions, amendments, or updates shall be in compliance with the CEQA (Public Resources Code 2 1002. 1), which states that an EIR will be prepared if an action will have a significant effect on the environment. Consequently, a Program or Master EIR is generally prepared for the RTP.

EDCTC staff is currently updating the RTP, with the Draft RTP scheduled for completion in July 2010. The RTP Guidelines (Govt. Code 65080) state the RTP shall include a Policy Element, an Action Element, and a Financial Element. The Draft Policy Element has been approved by the Commission, and EDCTC staff is in the latter stages of completing the Action and Financial Elements.

III. PROJECT SUMMARY AND DESCRIPTION

The goal of this project is to complete an EIR for EDCTC's RTP. The RTP Guidelines (Govt. Code 65080) state that each transportation planning agency shall prepare and adopt an RTP directed at achieving a coordinated and balanced regional transportation system, including, but not limited to, mass transportation, highway, railroad, maritime, bicycle, pedestrian, goods movement, and aviation services and facilities. This guideline, when combined with the required alternatives analysis under CEQA, creates the need for the following alternatives to be analyzed in the EIR:

- No Project
- Fiscally Constrained
- Fiscally Unconstrained
- Transit/Travel Demand Management

Draft performance measures to utilize in the analysis are included in the recently adopted Policy Element, by mode, and are open to discussion.

The contract for the RTP EIR will be an agreement between the EDCTC and the consultant(s). EDCTC staff will provide contract administration services. The consultant(s) will invoice EDCTC for services rendered and EDCTC will pay the consultant(s) for these services. Funding for the consultant(s) services will be provided by EDCTC utilizing State Rural Planning Assistance and Planning, Programming, and Monitoring funding. The EDCTC Board of Directors will award the contract.

IV. SCOPE OF WORK/SERVICES

The scope of work is described below. The selected consultant(s) will be expected to perform all services described in the Scope of Work. The consultant(s) will receive general direction from the EDCTC Executive Director and staff assigned to this project. Tasks will include the following:

Task 1: Review of Prior Regional Transportation Plans and Related documents

The consultant(s) will review SACOG's MTP for 2035 (<http://www.sacog.org/mtp/>), to include the air quality conformity analysis and travel forecasting model used to support the MTP. EDCTC's 2005-2025 RTP and related Environmental Impact Report (http://www.edctc.org/_rtp.htm) as well as the 2010-2030 Draft RTP will be reviewed and utilized. Data from the 2000 Census will be incorporated and referenced, as needed, to support the assumptions included in the EIR.

Task 2: Review Existing Plans and Requirements

The consultant(s) will utilize all existing plans and programs, to include: El Dorado County General Plan, El Dorado County Department of Transportation (DOT) Capital Improvement Program, and relevant Specific Plans. Additionally, the El Dorado County and City of Placerville Bike and Pedestrian Plans, EDCTC Short-Range Transit Plan, and other related documents shall be reviewed, when relevant, throughout the RTP EIR completion process.

Task 3: Early Consultation

In accordance with CEQA, the consultant(s) will prepare the initial study for the EIR, and will file the Notice of Determination and other necessary documents with the State Clearinghouse. The consultant(s) will follow CEQA early consultation requirements, and will also consult with El Dorado County legal counsel and retained counsel regarding issues raised by litigation in connection with the El Dorado County general plan and other transportation projects within the county.

Task 4: Public Outreach

The consultant(s), with assistance from EDCTC staff, will conduct public meetings to receive comments and concerns from the community in regards to the RTP EIR. At a minimum, the outreach will include two meetings for the general public held at two different El Dorado County locations, as well as during the public hearing at a regular Commission meeting. Additional public meetings may be held, and the consultant(s) is requested to itemize the estimated costs of additional meetings in their proposal. The meetings will be noticed in local newspapers and other media in accordance with EDCTC's public involvement procedures. The consultant(s) will be expected to present the EIR information and respond to any comments from the public and/or other local agencies.

Task 5: Administrative Draft Environmental Impact Report

In accordance with CEQA, the consultant(s) will prepare an Administrative Draft EIR for preliminary review by commission staff and their planning partners.

Task 6: Draft Environmental Impact Report

In accordance with CEQA, the consultant(s) will prepare a Draft EIR, to include the four alternative scenarios identified in the Project Summary above, which will be circulated for review and comment to the general public and to all affected individuals and jurisdictions. In coordination with EDCTC staff, and following CEQA guidelines, the consultant(s) will respond to public comment, both oral and in writing, during the public review period.

Task 7: Presentations

Presentations of the Draft EIR will be made by the consultant(s) to the Transportation Commission and the Planning Commissions of the City of Placerville and El Dorado County during the public review period. The Final EIR will be presented to the Commission at a regular EDCTC meeting.

Task 8: Final Report

In accordance with CEQA, the consultant(s) will prepare a Final EIR, and will provide EDCTC staff with twenty (20) original, bound copies of the Final EIR as well as an electronic copy. In addition to the requested number of copies, copies of the Final EIR will be provided to each Commission member.

Task 9: Periodic updates

The consultant(s) will provide the EDCTC Project Manager with a periodic, brief written status report of completed tasks on this project. These updates shall accompany personal meetings, no less than monthly, between the consultant(s) and EDCTC staff.

V. CONTACT PERSON

Woodrow Deloria
Associate Transportation Planner
El Dorado County Transportation Commission
2828 Easy Street, Suite 1
Placerville, CA 95667
(530) 642-5263
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VI. PROJECT TIMETABLE

January 25, 2010	Issue Request for Proposals
February 23, 2010	Closing date for receipt of proposals
February 24, 2010	Finalists contacted to schedule interviews, if required
February 26, 2010	Conduct interviews, if required
March 4, 2010	Contract award, execute contract
October 7, 2010	Adoption of Final EIR

Proposals must be **received** no later than 4:00 pm on **February 23, 2010** at the EDCTC office at 2828 Easy Street, Suite 1, Placerville, CA 95667. If mail delivery is used, the proposer should mail the proposal early enough to provide for arrival by this deadline. Proposer uses mail or courier service at his own risk. EDCTC will not be liable or responsible for any late delivery of proposals.

Postmarks will not be accepted. Until award of the contract, the proposals shall be held in confidence and shall not be available for public review. Upon award of a contract to the successful proposer, all proposals shall be public records. No proposal shall be returned after the date and time set for opening thereof.

VII. GENERAL CONDITIONS

A. Limitations

This Request for Proposal (RFP) does not commit EDCTC to award a contract, to pay any costs incurred in the preparation of the proposal in response to this request, or to procure or contract for services or supplies. EDCTC expressly reserves the right to reject any and all proposals or to waive any irregularity or information in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any proposer and of the suitability of the materials and/or services to be rendered. EDCTC reserves the right to withdraw this RFP at any time without prior notice. Further, EDCTC reserves the right to modify the RFP schedule described above.

B. Award

EDCTC plans to ask RFP finalists to present oral presentations, if required, regarding their firms and any special expertise in the necessary areas. All finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their proposals as may result from negotiations. EDCTC also reserves the right to award the contract without discussion, based upon the initial proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint.

C. RFP Addendum

Any changes to the RFP requirements will be made by written addenda by EDCTC and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated in the RFP documents, and shall prevail over inconsistent provisions of earlier issued documentation.

D. Verbal Agreement or Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of EDCTC shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

E. Precontractual Expense

Precontractual expenses are defined as expenses incurred by proposers and selected contractor in:

1. Preparing proposals in response to this RFP;
2. Submitting proposals to EDCTC;
3. Negotiations with EDCTC on any matter related to proposals; and
4. Other expenses incurred by a contractor or proposer prior to the date of award of any agreement.

In any event, EDCTC shall not be liable for any precontractual expenses incurred by any proposer or selected contractor. Proposers shall not include any such expenses as part of the price proposed in response to this RFP. EDCTC shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

F. Signature

The proposal shall provide the following information: name, title, address, and telephone number of the individual with authority to bind the company and also who may be contacted during the period of proposal evaluation. The proposal shall be signed by an official authorized to bind the consultant(s) and shall contain a statement to the effect that the proposal is a firm offer for at least a ninety (90) day period. Execution of the contract is expected by March 4, 2010.

G. Term

The term of the contract will be from approximately March 4, 2010 to completion of the project. Project shall be completed prior to December 31, 2010 or as agreed upon by the proposer and the EDCTC Project Manager.

H. Fiscal Out Clause

The Agreement may be terminated at the end of any fiscal year, June 30th, without further liability other than payment incurred during such fiscal year, should funds not be appropriated by EDCTC to continue services for which the agreement was intended.

I. Insurance

The successful firm shall provide evidence of the following insurance requirements: General liability insurance in an amount not less than \$1,000,000 naming the El Dorado County Transportation Commission as an additional insured.

J. Contract Arrangements

The proposer is expected to execute a contract similar to EDCTC's Professional Services Agreement, which meets the requirements of SAFETEA-LU.

1. Disadvantaged Business Enterprise (DBE) Policy: It is the policy of the U.S. Department of Transportation that minority- and women-owned business enterprises (hereby referred to as DBE's) as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. DBE certified consultants are encouraged to submit proposals. EDCTC will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR, Part 26 on the basis of race, color, sex, or national origin.
2. DBE Obligation: The recipient or its contractor agrees to ensure that DBE's have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that DBE's have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT-assisted contracts.
3. Title VI of the Civil Rights Act of 1964: The contractor agrees to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued thereunder in 49 CFR Part 21.
4. Equal Employment Opportunity: In connection with the performance of the contract, the contractor shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Each proposal, to be considered responsive, must include the following:

1. A copy of the consultant(s) affirmative action policy (applicable for firms with 50 or more employees); and
2. A discussion of the consultant(s) program for use of DBE's in the performance of this work, including the following:
 - The names and addresses of DBE firms that will participate;
 - The description of the work each named firm will perform; and
 - The dollar amount of participation by each DBE firm.

Conflict of Interest

Firms submitting proposals in response to this RFP must disclose to EDCTC any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consulting services to be awarded pursuant to this RFP. If this firm has no conflict of interest, a statement to that effect shall be included in the proposal.

VIII. PROPOSAL CONTENT AND ORGANIZATION

Proposals should be limited to specific discussion of the elements outlined in this RFP. The intent of this RFP is to encourage responses which meet the stated requirements and which propose the best methods to accomplish the work.

The organization of the proposal should follow the general outline below. Each proposal should consist of a technical proposal (items 1-7 below) and a cost proposal (item 8).

1. Transmittal Letter

The transmittal letter should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the consultant(s) firm, and who may be contacted during the period of proposal evaluation. Only one transmittal letter need be prepared to accompany all copies of the technical and cost proposals.

2. Table of Contents

A listing of the major sections in the proposal and the associated page numbers.

3. Introduction

In this section, the proposer should demonstrate an adequate understanding of the role and relationships of EDCTC and an awareness of issues specific to the El Dorado County Regional Transportation Plan, related documentation, and additional plans and studies.

4. Technical Approach

Technical approach should include:

- a) A brief description of the consultant(s) firm, including the year the firm was established, type of organization of firm (partnership, corporation, etc.), and any variation in size over the last five years, along with a statement of the firm's qualifications for performing the subject consulting services;
- b) A brief description of the firm's experience with similar projects;
- c) A thorough explanation of the consultant's proposed course of action. References should be made to the RFP requirements and the consultant's plans for meeting those requirements; and
- d) An itemized description of the proposed project schedule and the end products to be produced.

5. Project Management

The proposer must prepare an explanation of the project management system and practices to be used to assure that the proposed services are completed timely and that the quality of the products will meet EDCTC's requirements.

6. Consultant Staff

The proposal must describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. A project manager must be designated, and an organizational chart showing the manager and all project staff proposed who will provide services must be included.

7. Consultant Qualifications and References

The proposal must include a list of references for similar clients. References should include client contact names, addresses, phone numbers, descriptions of the type of work performed, approximate dates on which the work was completed, and professional staff who performed the work. If a subcontractor is proposed, two to three similar qualifications and references should be provided for the subcontractor. The proposal must also include discussion of the consultant's affirmative action policy, use of DBE's in the performance of this work, and disclosure of any actual, apparent, or potential conflicts of interest.

8. Cost Proposal

The cost proposal shall describe both the hourly rate for principal(s) and employees to be assigned to this contract and a summary of any other related costs that are to be billed directly and a total “not-to-exceed” amount for this proposal.

9. Number of Copies

The proposer must provide five (5) bound copies and one electronic copy (suitable for reproduction) of all submittals in response to this Request For Proposals.

All proposals shall be **received** no later than **4:00 pm on February 23, 2010** at the El Dorado County Transportation Commission, 2828 Easy Street, Suite 1, Placerville, California 95667. All proposals shall be submitted in a sealed envelope that is clearly marked “El Dorado County Regional Transportation Plan 2010-2030 Environmental Impact Report.” Late proposals will not be accepted.

All proposals, whether selected or rejected, shall become the property of the El Dorado County Transportation Commission.

All proposals received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the proposer. To be considered, the modification must be received in writing, and in the same number of copies as the original proposal, prior to the date and time specified for receipt of proposals.

IX. PROPOSAL EVALUATION AND SELECTION

A proposal review panel made up of members of EDCTC and the selected Evaluation Committee will evaluate the proposals. Proposers may be telephoned and asked for further information, if necessary, and may be expected to appear for oral interviews on the date identified in the project timetable. Previous clients will also be called. The panel will make recommendations to the EDCTC Executive Director on the basis of the proposal, oral interview, and reference check. EDCTC reserves the right to select a consultant based solely on written proposals and not convene oral interviews.

Upon receipt of the proposals, a technical evaluation will be performed. Each of the major sections of the proposal will be reviewed and evaluated with criteria designed to help judge the quality of the proposal. Evaluation criteria will include such considerations as:

- understanding the purpose and requirements of the RTP;
- familiarity with Assembly Bill 32 requirements;
- the type of issues and problems associated with the project;
- ability to meet the project’s goals and objectives;
- approach to be followed and the tasks to be performed, including detailed steps, resources required and proposed project schedule;
- qualifications, specific experience, and technical competence of the personnel to be assigned to this contract;
- cost estimate including hourly fee schedule of staff and total bid amount.

In addition, the participation of qualified disadvantaged and minority-owned firms in this project is strongly encouraged.

X. PAYMENT SCHEDULE

Fees shall be billed on a monthly basis. Ten percent (10%) of the total contract amount will be withheld until successful completion of the contract. All invoices will be mailed to the EDCTC office at 2828 Easy Street, Suite 1, Placerville, CA 95667.