



**Oregon State
University**

**Construction Contracts
Administration, Procurement
Contracts & Materials
Management (PCMM)**
Oregon State University
644 SW 13th Ave.
Corvallis, Oregon 97333

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1/24/2019

Oregon State University
Construction Contract Administration
Transportation Demand Management (TDM) Plan RFP

ADDENDUM NO. 2

THIS ADDENDUM IS BEING ISSUED for clarification and/or revisions of the drawings and specifications as noted. This document is hereby made a part of the Contract Documents to the extent as though it was originally included herein.

The following changes shall be made to the RFP:

Item 1 The project schedule has been changed. In the Selection Procedure and Timetable update the schedule with the following:

January 31, 2019: Solicitation Response due

February 6, 2019: Estimated Notice of Intent to Award (if Interviews are NOT required)

February 6, 2019: Notification of finalists (If Interviews are required)

February 7, 2019: Telephonic Interviews with finalists (if required)

February 14, 2019: Estimated Notice of Intent to Award (if Interviews are required)

Item 2 In the Evaluation Criteria Section, replace section 8.1.4 in it's ENTIRETY with:

8.1.4 **A.** Describe how your team will complete the work described in the Description of Services Sought section of this RFP. Include a tentative timeline for the work based on your current workload. **(Weight: 15)**

B. Provide a separate fee proposal on a time and materials cost reimbursement basis up to a maximum not-to exceed amount for the services sought; include a separate line for the reimbursable expenses. **(Weight: 10)** Include an hourly rate table. **(Weight: 0)**

NOTE: Formula for scoring Fee Points **(8.1.4 B)** will be as follows: Lowest Fee will receive full points with the higher costs price related items receiving proportionally lower points according to this formula:

$$\text{(Low Fee/Fee) x Points Available}$$

Item 3 In the Evaluation Process section CHANGE phone interview from January 31, 2019, between 11:00AM and 1:15PM to **February 7, 2019, between 1:00PM and 3:00PM** Pacific Time.

Questions and Answers:

Item 4 **Question:** Is Oregon State University amenable to waiving certain insurance requirements outlined in Article VIII of the Sample Contract for small sub-consultants upon award?
Answer: Insurance will be required, however if the limits are considered too high for this type of work OSU may waive or adjust certain requirements on a case-by-case basis.

END OF ADDENDUM NO. 2



**Oregon State
University**

Attention Consulting Firms

If you are downloading the RFP from the website, continue to monitor the website for Addenda. Failure to incorporate any Addenda into your submittal may cause your submittal to be considered non-responsive.

Thank you.

OREGON STATE UNIVERSITY

REQUEST FOR PROPOSALS

#197461

Transportation Demand Management Plan

ISSUE DATE: January 11, 2019
UPDATED: January 24, 2019

RFP CLOSING (DUE) DATE: **January 31, 2019, 2:00PM Pacific Time**

NO LATE SOLICITATION RESPONSES WILL BE ACCEPTED

CONTRACT ADMINISTRATOR:

Kelly Oar, Purchasing Analyst
Construction Contract Administration
Oregon State University
644 SW 13th Ave.
Corvallis, OR 97333
Phone: (541) 737-4672
Email: kelly.oar@oregonstate.edu

APPEALS:

Hanna Emerson, Construction Contracts Manager
Construction Contract Administration
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Email: hanna.emerson@oregonstate.edu

Introduction:

Oregon State University seeks proposals (“Proposals”) from firms to provide transportation demand management planning (“Offerors”) for the Oregon State University (“OSU”) Corvallis campus. Offerors are free to sub-contract as necessary to ensure a complete team, including but not limited to professionals with expertise in university planning, transportation planning, active transportation planning, marketing, and/or behavior change theory and practice.

OSU Transportation Services seeks to develop a Transportation Demand Management (“TDM”) Plan to establish Transportation Options (“TO”) program goals and metrics for measuring success, outline projects to meet those program goals, and develop criteria for prioritizing work and maximizing the impact of the department’s TDM investments.

Background:

Corvallis campus population growth: Several trends have led to the need for a TDM plan at OSU. Student enrollment at the Corvallis campus has grown by 70% over the past 20 years, from 14,618 in 1998 to 24,780 in 2018. For the last 5 years, OSU has been the largest university in the state of Oregon. Enrollment growth has also fueled job creation, and the Corvallis Campus plays an increasingly important role as a regional employment hub, with over 6,000 staff and faculty commuting from around the Willamette Valley region.

This campus growth has led to transportation challenges. Several new academic and residential buildings have been constructed on surface parking lot sites, reducing the available parking supply on campus. The growing student body placed increased pressure on the Corvallis housing market within a walking and biking radius of campus, leading more students and staff to live in surrounding communities with limited or no transit connection to Corvallis. The OSU Transportation Services department works to mitigate these transportation challenges through active campus parking management and a growing TO program.

OSU Transportation Options Program: The TO program was created in 2015 within the OSU Transportation Services department. The program encourages OSU students and employees to make commute trips to the OSU Corvallis campus by walking, biking, transit, carpooling, and vanpooling. The program’s staff and operating budget are funded through campus parking revenue.

Below is a high-level summary of existing TO initiatives at the OSU Corvallis campus:

Outreach and education: TO staff conduct extensive tabling and outreach on campus, attending new student and staff orientations and welcome week events. A transportation

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guide with information on all modes of transportation is given to every new student, employee, and annual parking pass customer. TO staff also teach a transportation class to international students every term.

Biking: OSU currently sponsors and hosts 4 of the 10 bikeshare stations in the citywide Pedal Corvallis bikeshare system. Transportation Services operates Beaver Bikes, a fleet of 38 bicycles that students can rent by the term. In May 2018 the department launched ZAP, a bike commute rewards program using RFID technology for passive trip tracking. Students and employees who ride 10 times in a month are entered into a monthly drawing for gift certificates and bike gear. Bike parking is available at outdoor racks throughout campus, at private reserved bike lockers in three locations, or at bike rooms in select academic and residence halls. Transportation Services also maintains four bike fix-it stands around campus that offer free tools and air pumps for bicycle self-repair.

Transit: OSU contributes financially to the annual operations of Corvallis Transit System (CTS), the Linn Benton Loop, the Philomath Connection, and Albany Transit. All of these transit systems are free with an OSU ID. Additionally, the Associated Students of OSU pay to support a night transit service called Night Owl, from Thursdays through Saturdays while school is in session, as well as operating SafeRide, a student late night curb-to-curb transportation service, seven days a week. The TO program currently manages campus contracts with the transit agencies and promotes their services online and at tabling events.

Carpooling/Vanpooling: Transportation Services offers carpool parking permits on campus for parties of 2 or more who share the cost of the permit. Currently, the benefits of these permits are limited to accessing 10 priority carpool spaces and access to parking zones that otherwise quickly sell-out for single occupancy vehicle commuters. Vanpooling is currently managed by Enterprise, and lightly subsidized by Oregon Cascades West Council of Governments (OCWCOG). There are 5 vans serving Corvallis from the Eugene/Springfield area only.

Carshare: OSU contracts with Zipcar to host 6 cars on campus at three locations near residence halls. Transportation Services promotes the use of these vehicles to on-campus residents to encourage them to leave their personal vehicle at home.

Emergency Ride Home: Emergency Ride Home support for all employees in Benton County is currently provided by OCWCOG, using the statewide ridematching and trip-tracking tool *Drive Less. Connect.* The Oregon Department of Transportation is now in the process of redesigning this platform, and the future of this feature is uncertain. To date, not a single ride has been requested through this program.

Parking: Transportation Services currently manages one parking garage and 86 surface lots on campus. Parking demand is distributed using a zonal system. A limited number of annual parking permits are available to students and employees for purchase in seven commuter zones. Permit prices are set based on demand and proximity to popular campus

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destinations. An unlimited number of monthly, daily, and hourly permits are also available in every zone. On-campus residents can purchase parking permits for the year in separate residential zones. Transportation Services operates a free campus shuttle system called the Beaver Bus to circulate riders from more remote lots into the campus core.

Travel Survey: Transportation Services conducts an annual travel survey of all students and staff who work or study at the Corvallis campus. The department uses the data from a travel diary in the survey to measure the campus commute mode split. According to the most current available survey results, collected in November 2017, OSU's mode split for all commuters is 36% drive alone, 25% walk/skateboard, 19% bike, 8% transit, 6% carpool/vanpool, 3% telecommute/Ecampus, 2% dropped off, 1% motorcycle, and 1% other.

Other campus plans:

2018 Transportation Plan: OSU recently completed a new Campus Transportation Plan. The plan includes recommendations for five large capital projects, campus core vehicle restrictions, defined and redesigned preferred networks for bicyclists and pedestrians. This plan identified TDM as a strategy to reduce drive-alone behavior, but does not identify what TDM measures should be taken.

2009 Climate Action Plan: The University has committed to the goal of becoming climate neutral by the year 2025, through a mix of energy conservation initiatives, installation of renewable energy production on campus, and the purchase of carbon offsets. The focus of the plan was on the campus built environment, and did not consider transportation-related emissions or make any recommendations for TDM.

Description of Services Sought:

OSU seeks a TDM Plan for the OSU Corvallis Campus that articulates achievable goals to reduce single occupancy vehicle trips and parking demand, and identifies strategies to achieve those goals. The TDM Plan will provide prioritized strategies to guide the work of the TO Program for the Corvallis Campus over the next 5 years.

The Transportation Services Department hopes to answer the following questions through the planning process:

- What are OSU's goals for reductions in Single Occupancy Vehicle trips and parking demand over the next 5 years?
- What are the best metrics to track these goals? What tools are needed for Transportation Services staff to measure these metrics?
- What TDM strategies will yield the highest return on investment towards achieving the above goals, and how much should be budgeted for them?
- What TDM measures are working at other similar institutions or workplaces?

A TDM Plan for the OSU Corvallis campus shall include the following elements:

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- **Stakeholder Outreach:** Outreach to relevant stakeholders, including targeted interviews or meetings with the OSU Transportation Committee, OSU transportation professionals and select groups of OSU students and OSU employees.
- **Peer Analysis:** Examples of successful TDM initiatives at peer institutions in similarly-sized and situated communities.
- **Existing Conditions:** Summary of existing data on current transportation behavior among students and employees at OSU. Evaluate current transportation trends at the OSU Corvallis campus, existing TDM programs, and unmet needs or latent demand for mobility services.
- **Goal Development:** Achievable and measurable 5-year goals for reductions in drive-alone behavior and increased walking, biking, carpooling, vanpooling, and bus commute trips, based on the campus's strengths, challenges, and opportunities.
- **Strategies:** Specific strategies to meet identified goals, and including estimated high level operational and staff costs, potential impact, and overall return on investment for each strategy.

OSU prefers work to be accomplished before September 2019, and at a maximum by twelve (12) months after the signed Contract date.

Minimum Qualifications:

In order to qualify as a Responsive Proposer, the Proposer needs to meet the minimum qualifications below.

- Firms must have completed TDM work for a large employer (1,000+ employees).
- Proposer must have conducted transportation work on university campuses.
- Project team collectively has at least 10 years' experience in TDM Work.

Preferred Qualifications:

OSU will award additional points for Proposers able to meet the preferred qualifications below.

- Project team has conducted planning work for clients in the western United States.
- Project team has conducted transportation planning work in a mid-sized city (30,000 to 80,000 residents).

This Request For Proposals (“RFP”) selection process will be conducted pursuant to the terms of this RFP and OSU Standard 03-015, relating to the selection and retention of professional consultants.

Compensation:

Compensation will be time and materials, not to exceed amount for services and reimbursable expenses.

Evaluation Criteria:

The following questions constitute the evaluation criteria for the selection committee to score Solicitation Responses. Respond to each criterion in numerical order. For ease in scoring the Solicitation Responses, please provide tabs keyed to each of the following criteria numbers. Indicate in writing the following information about your firm’s ability and desire to perform this work. Solicitation Responses will be rated based upon the weight assigned to each item as noted in the parenthesis at the end of each statement below.

- 8.1.1. Provide detailed information about how your firm meets the minimum qualifications listed above. (Weight: 10)
- 8.1.2. Describe your firm’s demonstrated ability to evaluate commute patterns and transportation behavior choices, and identify best practices and measurable strategies to reduce single occupancy vehicle trips and parking demand. Include examples of tools used to measure effectiveness and return on investment for specific transportation strategies. (Weight: 20)
- 8.1.3. Provide three (3) specific examples of relevant past or current plans or projects. Each example shall not exceed 1 page. Include the following information: Customer name, project description, project goals, and high level summary of the deliverables. If known, include resulting implementation successes. (Weight: 15)
- 8.1.4. A. Describe how your team will complete the work described in the Description of Services Sought section of this RFP. Include a tentative timeline for the work based on your current workload. (Weight: 15)

B. Provide a separate fee proposal on a time and materials cost reimbursement basis up to a maximum not-to exceed amount for the services sought; include a separate line for the reimbursable expenses. (Weight: 10) Include an hourly rate table. (Weight: 0)

NOTE: Formula for scoring Fee Points (8.1.4 B) will be as follows: Lowest Fee will receive full points with the higher costs price related items receiving proportionally lower points according to this formula:

(Low Fee/Fee) x Points Available

- 8.1.5. Identify the personnel on the proposed project team, including project manager and any sub-consultants. Include personnel's relevant project experience, and identify their roles in the projects. Indicate whether the proposed team has worked together on previous projects. Highlight the individuals who participated in the project examples. (Weight: 15)
- 8.1.6. Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE) or Emerging Small Business (ESB) certifications for your firm and a description of your nondiscrimination practices. Provide historical information on MBE, WBE or ESB Joint Ventures, subcontracting or mentoring plan, and utilization history for projects completed by your firm within the past three (3) years.
- Provide a narrative description of your current workforce diversity program/plan, and the plan for obtaining subcontracting, consulting, and supplier diversity for this Project. Include a description of the outreach program or plan, including a schedule of events and specific steps that will be taken to maximize broad based and inclusive participation and the plan to provide mentoring, technical or other business development services to subcontractors needing or requesting such services.
- The selected firm will provide the services with respect to diversity according to the means and methods described in the workforce plan described in the Solicitation Response, unless changes are requested and approved in writing in advance by OSU or are required by applicable laws, ordinances, codes, regulations, rules or standards. (Weight: 15)
- 8.1.7. Provide detailed information about how your firm meets the preferred qualifications listed above. (Weight: 10)

References:

In addition to responding to the evaluation criteria above, provide the names, addresses and phone numbers of three owners to be used as references for this project. Verify that the individuals identified have had direct contact with the referenced project, and the phone number is current. Do not include references from any firms or individuals included in your consulting team for this Project or any OSU personnel. OSU may check with these references and with other references associated with past work of your firm.

Selection Procedure and Timetable:

The selection procedure described below will be used to evaluate the capabilities of interested Offerors to provide the professional services to OSU for this project.

January 11, 2019	Issue RFP
January 31, 2019	Solicitation Response due
February 6, 2019	Estimated Notice of Intent to Award (if Interviews are NOT required)
February 6, 2019	Notification of finalists (If Interviews are required)
February 7, 2019	Telephonic Interviews with finalists (if required)
February 14, 2019	Estimated Notice of Intent to Award (if Interviews are required)

Site Visit: No mandatory site visits are required as part of this selection process.

Evaluation Process:

This RFP will use a two-step process to select a Offeror to provide TDM planning for OSU. The first step includes evaluation of written qualifications submitted in Solicitation Response to this RFP. If additional information is needed in order to select a successful applicant, OSU reserves the right, but not the obligation, to invite Offerors to participate in the second step, a telephonic interview that is anticipated to be scheduled on **February 7, 2019, between 1:00PM and 3:00PM Pacific Time**. Please hold this date for tentative interview.

Each criterion in the first step of the evaluation process has been assigned a weight between ten (10) and twenty-five (25). Each member of the selection committee will rate each firm in criterion (1) through six (6) above between one (1) and five (5) (five being the highest), and multiply that number by the weight assigned to the criterion. Each member of the selection committee will rate criterion seven (7) above between zero (0) and five (5) (five being the highest), and multiply that number by the weight assigned to that criterion. The individual evaluation committee members will then total the weighted score from all of the criteria to obtain a total score for each Solicitation Response.

The evaluation committee will meet and compare the individual evaluation committee member rankings. The committee will discuss firm strengths and weaknesses and the individual evaluation committee member scorings. The evaluation committee discussion will result in the consolidated ranking from which the finalists for interviews will be selected for step two of the process.

If interviews are required, they will include a 30-minute telephonic interview to allow the Offerors to highlight their Solicitation Response as well as respond to additional questions or information requested in advance by the evaluation committee. OSU will use the information presented during the interview to further evaluate the respondent's qualifications and

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abilities and develop a tentative ranking. The evaluation committee may then check references and adjust the scores based on the results of reference checks to determine the final ranking of responses.

The evaluation committee will select the Apparent Successful Offeror by ranking the responses based on all information received, presented, found and heard. OSU will then send out a Notice of Intent to Award. OSU anticipates it will then enter into a Contract with a Offeror to provide transportation demand management planning services.

Responsibility Evaluation:

OSU reserves the right to investigate each Offeror's responsibility in accordance with the requirements of OSU Standards, and will consider information obtained from any source as part of its evaluation, at any time prior to execution of a Contract. Submission of a signed Solicitation Response constitutes the Offeror's approval for OSU to obtain any information OSU deems necessary to conduct the evaluation including, but not limited to, credit reports and information discovered during reference checks.

Financial Information: OSU will notify Offerors, in writing, of any financial documentation required, which may include recent profit-and-loss history; current balance statements; assets-to-liabilities ratio, including number and amount of secured versus unsecured creditor claims; availability of short and long-term financing; bonding capacity and credit information.

OSU may postpone the award or execution of a Contract in order to complete its investigation and evaluation. Failure to promptly provide complete information requested will render the Solicitation Response nonresponsive. Failure of a respondent Offeror to demonstrate responsibility will render it non-responsible and constitute grounds for Solicitation Response rejection.

Submission:

Submit **one (1)** hard copy versions of your written Solicitation Response, along **with one (1) electronic version on a thumb drive** to be received by the closing date and time listed in this document to:

Attention: Kelly Oar
Construction Contract Administration
Oregon State University
644 SW 13th Ave.
Corvallis, OR 97333

Your Solicitation Response must be contained in a document **not to exceed ten (10) single sided pages**, including pictures, charts, graphs, tables and text the proposer deems appropriate to be

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part of OSU's review of the Offeror's Solicitation Response. Resumes of key individuals proposed to be involved in this project are exempted from the ten (10)-page limit and may be **appended to the end of your Solicitation Response**. No other supplemental information to the ten (10)-page Solicitation Response will be allowed. Appended resumes of the proposed key individuals, along with a transmittal letter, table of contents, front and back covers, and blank section/numerical dividers, etc., will not be counted in the ten (10)-page limit.

Information should **be presented in the same order as the above evaluation criteria**. The **electronic Solicitation Response should be sized appropriately for transfer (under 8 MB)**. The written Solicitation Response should be submitted in a **soft-bound** (comb or spiral, spiral preferred – no three-ring binders) format with page size of **8 ½ x 11 inches** with no fold-outs. The basic text information of the Solicitation Response should be presented in standard business font size, and reasonable margins.

Your Solicitation Response must be Signed by an officer of your firm with authority to commit the firm and contain contact information including email for communication purposes.

OSU may reject any Solicitation Response not in compliance with all prescribed public bidding procedures and requirements, and may cancel this solicitation or reject for good cause all Solicitation Responses upon a written finding by OSU that it is in the best interest of OSU to do so.

Note that OSU will not accept Solicitation Responses or queries that require OSU to pay the cost of production or delivery.

OSU is an AA/EEO employer.

Telephone, facsimile, or electronically transmitted Solicitation Responses will not be accepted.

Solicitation Responses received after the closing date and time will not be considered.

Questions:

All questions and contacts with OSU regarding any information in this RFP must be addressed in writing, fax, or email to Kelly Oar at the address or email listed in this document no later than **January 21, 2019 at 4:00PM**, Pacific Time.

Solicitation Appeals:

Offerors may submit a written request for change or change of particular solicitation provisions and specifications and Contract terms and conditions (including comments on any specifications that your entity believes limits competition) to Hanna Emerson, Construction Contract Manager, 644 SW 13th Ave, Corvallis, OR 97333, hanna.emerson@oregonstate.edu

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Such requests for change shall be received no later than **January 18, 2019 at 5:00PM** Pacific Time. Such requests for change shall state the reasons for the request and any proposed changes to the solicitation provisions, Specifications, and/or Contract terms and conditions.

Change or Modification:

Any change or modification to the Specifications or the procurement process will be in the form of an addendum to the RFP and will be made available to all Offerors by publication on the OSU Bid and Business Opportunity web site (<https://bid.oregonstate.edu>). It is the responsibility of each firm to visit the website and download any addenda to this RFP. No information received in any manner different than as described herein shall serve to change the RFP in any way, regardless of the source of the information. Any request for clarification or change of anything contained in an addendum not received by the date and time stated in the addendum will not be considered.

Appeals:

Appeals shall be pursuant to OSU Standards. Any Offeror to this RFP who claims to have been adversely affected or aggrieved by the Contract Award of a competing Offeror will have seven Days after issuance of the notice of intent to Award to deliver a written appeal of the Contract Award to the Chief Procurement Officer at the address given in the RFP. Any such appeal must be received by the Construction Contract Manager no later than seven Days after the Contract Award has been made. Pursuant to OSU Standard, any appeal must be clearly marked as an appeal and identify the Solicitation, Contract and Award at issue.

Proprietary Information:

OSU will retain this RFP and one copy of each original Solicitation Response received, together with copies of all documents pertaining to the award of a Contract. These documents will be made a part of a file or record, which shall be open to public inspection after OSU has announced its intent to award a Contract. If a Solicitation Response contains any information that is considered a trade secret under ORS 192.345(2), you must mark each trade secret with the following legend: **"This data constitutes a trade secret under ORS 192.345(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."**

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only "unless the public interest requires disclosure in the particular instance."

Therefore, non-disclosure of documents or any portion of a document submitted as part of a qualification response may depend upon official or judicial determination made pursuant to the Public Records Law.

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In order to facilitate public inspection of the non-confidential portion of the Solicitation Response, material designated as confidential shall accompany the Solicitation Response, but shall be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment shall be publicly available regardless of any designation to the contrary. Any Solicitation Response marked as a trade secret in its entirety shall be considered non-responsive and shall be rejected.

Project Termination:

OSU is seeking to Award a consulting Contract to a firm for TDM Plan services however, OSU reserves the right to terminate the Project and the Contract, at any phase in the project.

Insurance Provisions:

During the term of the resulting contract, the successful Offeror will be required to maintain in full force, at its own expense, from insurance companies authorized to transact the business of insurance in the state of Oregon, each insurance coverage/policy as set forth in the Contract.

Additional Requirements:

Pursuant to OSU Standards, by submitting a Solicitation Response, the Offeror certifies that the Offeror has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OSU Standards, Offerors are hereby notified that policies applicable to consultants and contractors have been adopted by OSU that prohibit sexual harassment and that Offerors and their employees are required to adhere to OSU's policy prohibiting sexual harassment in their interactions with members of OSU's community

Enclosures:

OSU Sample Consulting Contract

End of RFP