

OREGON STATE UNIVERSITY

REQUEST FOR PROPOSALS

#171674

Transportation Planning Consulting Services – OSU District Plan

CONTRACT ADMINISTRATOR: Oregon State University

Heather M. Cooney, CPPB
Construction Contract Officer
Phone: (541) 737-9635
FAX: (541) 737-4810

ISSUE DATE: July 25, 2014
RFP CLOSING (DUE) DATE: August 8, 2014

NO LATE RESPONSES WILL BE ACCEPTED

SUBMITTAL LOCATION

Oregon State University
Capital Projects Contract Administration
Attention: Heather Cooney
3015 SW Western Blvd.
Corvallis, OR 97333

Introduction

Oregon State University seeks proposals from transportation planning consulting firms with substantial and specific university transportation planning experience to provide transportation planning services for elements of Oregon State University's District Plan.

Context

Oregon State University (OSU) is a PAC-12 research university located in Corvallis, Oregon a vibrant college town of 55,000 in the heart of Oregon's Willamette Valley. OSU has a diverse student body of approximately 24,000 students from across Oregon, all fifty states, and more than 100 countries.

In response to increased student enrollment, faculty recruitment, and capital improvement activities, the City of Corvallis and OSU recently initiated a working process to discuss parking and transportation among other important community livability issues. See the "Collaboration Corvallis" web site for additional information: <http://blogs.oregonstate.edu/collaboration/>

As an element of the land use development regulatory document adopted by the City of Corvallis in 2004 – the "Oregon State University Campus Master Plan 2004-2015": http://cpd.oregonstate.edu/files/import/pdf/cmp/OSU_CMP_January-2005.pdf - OSU prepared a transportation plan. A base transportation model (BTM) was subsequently updated in 2006, 2010, and 2012, but has subsequently been identified as ineffective by both the City of Corvallis and OSU.

In 2013 OSU retained a transportation consultant to conduct a technical assessment of surface transportation operations at key intersections with and around the Oregon State University (OSU) District Plan area with the City of Corvallis. These intersections have been the focus of an annual monitoring program consistent with the current 2004-2015 land use development regulatory agreement between the City of Corvallis and OSU. The OSU consultant, Kittleson and Associates, Inc., also assessed the quality of service that users derive from accessing and circulating within campus via the existing multimodal transportation system serving OSU which includes the City of Corvallis Transit System (CTS) which provides fareless service throughout the community Monday through Saturday, and OSU's shuttle bus service throughout the OSU campus with service provided Monday through Friday during each academic term.

Finally, OSU conducts a parking utilization assessment during the fourth week of every fall academic term to evaluate the use of approximately 7,000 "general-purpose" parking spaces managed by the OSU transportation program. In academic year 2013-2014, approximately 5,000 spaces (74 percent) were utilized. Recent "Corvallis Collaboration" activities have resulted in a suggestion for enhanced utilization of parking spaces. In response, OSU has developed a zonal parking system scheduled for implementation in September 2014.

OSU District Plan 2015 – 2025

Kittelson and Associates, Inc.'s work is nearing completion; therefore, OSU is seeking proposals from highly qualified firms with substantive experience working with major research universities to provide transportation planning services for the remaining elements in development of the prospective OSU District Plan. In alignment with OSU's institutional commitment to environmental sustainability, the University seeks to promote walking, biking, transit, carpooling and vanpooling whenever possible.

Anticipated Scope of Work

Phase I: Access/Transportation Element Development – OSU District Plan

- The OSU District Plan will provide OSU with a framework for future development as a regulated district within the City of Corvallis, Oregon.
- The work will include developing alternatives and assessing transportation demand to understand impacts on the existing system.
- The consultant will ensure the plan will include vehicle and bicycle parking and associated permits and pricing.
- The District Plan deliverable will coordinate Corvallis Transit Service and other transit systems with the OSU shuttle schedule, assess impacts of vehicular traffic on existing streets and intersections, revise the functional classification of OSU streets (as necessary) and describe an overall system/operation plan for the streets.
- The consultant will develop Transportation Demand Management (TDM) strategies and performance measures for assessing the effectiveness of the proposed plan.
- The consultant will develop an alternative to the existing sector-based evaluation and monitoring and develop alternatives for reporting and assessing systems performance.
- The consultant will develop options for mitigating OSU impacts and describe triggers for mitigation.

Phase II: OSU Corvallis Campus Transportation Plan

- The Transportation Plan is a 10-year plan that supports the vision, mission, and strategic plan of the University, addressing physical, programmatic and policy elements.
- The plan will include general transportation facility networks for each mode (pedestrian, bike, transit, and auto) designed to serve the demand over the next ten years, and describe potential discrete improvement projects, a coordinated-implementation-plan-by-year of improvements, and potential rough-order-of-magnitude capital and operational costs.

- The consultant will work to develop an aspirational pedestrian network and potential associated design guidelines/criteria for improvement, which address network gaps and deficiencies, establishing a connected and comprehensive bicycle network, preferred facility types, and potential bicycle parking locations.
- The plan will address space and design guidelines for on-campus routes and transit hubs for connections within OSU shuttles and CTS networks.
- The plan will address optimization of material distribution networks within and around the OSU campus, and as well as the location and timing of deliveries to minimize impacts on pedestrians and bicyclists. The consultant should develop a comprehensive and implementable TDM plan.

Phase III: Transportation Element of the OSU Master Infrastructure Plan

The OSU Master Infrastructure Plan when completed will include transportation infrastructure, along with power, natural gas, water distribution systems, sanitary and storm sewer, steam, information technology infrastructure as well as open space. The Transportation Element of the future OSU Master Infrastructure Plan will identify a 10-year transportation infrastructure improvement program on the OSU Corvallis campus as an infrastructure element embedded in the OSU 10-Year Capital Plan.

Project Schedule

Consultant work efforts will begin in early September 2014. OSU District Plan work identified below will be completed in early December 2014. The timing and final scope of the Transportation Plan and Infrastructure Plan will be determined following completion of the Phase I work.

Public Outreach and Public Hearings

The selected consultant should assume participation at public open houses, meetings with the Steering Committee and Community and Technical Advisory Committee, joint work sessions with the Planning Commission and City Council and throughout the public hearing process anticipated to be completed on or before November of 2015.

Selection Process

This RFP and the selection process will be conducted pursuant to the terms of this RFP and the Oregon State University's Administrative Rule OAR 580-063-0020, relating to the selection and retention of professional consultants.

Compensation

Compensation is based on time and materials for the scope of work with a total "not-to-exceed" amount for services and reimbursable expenses.

Response Requirements/Evaluation Criteria

Please provide the following information regarding your firm’s ability to perform the proposed work. Firms will be rated based upon the weight assigned to each item as noted in the parentheses at the end of each statement below.

1. Describe the qualifications of the proposed project team, including position in the firm, years with the firm, and specific university and related national professional experience in projects of a similar nature. Specifically, include the extent of experience with planning, transportation planning, master plans, and TDM; the extent of experience with public entities (universities and municipal governments); experience with public outreach and engagement; and size of the firm, breadth of experience, and the individuals who make up the project. (60 points)

2. Describe your firm’s recent (past five years) experience with similar projects. Provide at four (4) examples of relevant projects. (40 points)

3. Workforce Diversity Plan

Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE) or Emerging Small Business (ESB) certifications for the Proposer and a description of the Proposer’s nondiscrimination practices. Provide any historical information on MBE, WBE or ESB Joint Ventures, subcontracting or mentoring plan, and utilization history for projects completed within the past three (3) years.

Provide a narrative description of your current workforce diversity program/plan, and the plan for obtaining subcontracting and consulting 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 successful proposer shall perform the work and the contract with respect to diversity according to the means and methods described in its workforce plan described in the proposal, unless changes are requested and approved in writing in advance by OSU or are required by applicable laws, ordinances, codes, regulations, rules or standards. (10 points)

4. Provide the names, addresses and voice and email connections for three public-owner representatives from similar projects who will serve as professional references for you.

Please verify that the individuals identified have had direct contact with the referenced project, and contact information is current. OSU may check with these references and/or may check with other references associated with past work of your firm. OSU will evaluate this information and any other independently obtained references that can provide background on your firm. This information will not be separately scored, but results obtained from these and any other reference checks will be assessed in determining the final ranking of proposals.

Selection Procedure and Timetable

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

July 25, 2014	Issue RFP
August 8, 2014, 3:00 PM	RFP response due
August 13, 2014	Notification of finalists
August 20, 2014	Telephonic Interviews with finalists
August 22, 2014	Tentative Selection/Notification

Evaluation Process

This RFP will use a two-step process to select a consulting firm for this Project. The first step includes evaluation of written proposals submitted in response to this RFP and then short-listing of three firms, who will be invited to participate in the second step, a telephonic interview that is anticipated to be scheduled on **August 20, 2014, between 9:00AM and 12:00PM PST**. Please hold this date for tentative interview.

Each of the evaluation criteria has been assigned points of between 40 and 60. Each member of the evaluation committee will rank each proposal in each of the evaluation criteria. The individual evaluation committee members will then total the score from all of the criteria to obtain a total score for each proposal.

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.

Telephone interviews will include a 20-minute presentation period to allow the proposers to highlight their proposal as well as respond to additional questions or information requested in advance by the evaluation committee, and then a separate 20-minute Q&A session. OSU will use the information presented during the interview to further evaluate the proposer's qualifications and 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 proposals.

After all of the interviews and committee discussions are completed, the evaluation committee will select the Apparent Successful Proposer by ranking the proposals based on all information received, presented, found and heard. OSU will then send out a Tentative Selection/Notification and the Apparent Successful Proposer will submit its fee proposal within five days

of the Tentative Selection/Notification. OSU will then negotiate with the Apparent Successful Proposer to finalize the price and specific statement of work of a contract, consistent with OSU's Standard Consultant's Agreement attached to this RFP. If OSU and the Apparent Successful Proposer are unable to reach agreement, OSU will negotiate with the second-ranked proposer, etc.

Responsibility Evaluation

OSU will investigate each proposer's responsibility in accordance with the requirements of Division 61 of Oregon Administrative Rules Chapter 580, 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 proposal constitutes the proposer'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 proposers, 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 proposal nonresponsive. Failure of a proposer to demonstrate responsibility will render it non-responsible and constitute grounds for proposal rejection.

Submission

Submit **Six (6)** copies of your written proposal, **plus an electronic version on CD**, to be received by the closing date and time listed in this document to:

Heather M. Cooney, CPPB
Oregon State University
3015 SW Western Blvd.
Corvallis OR 97333
Phone : 541-737-9635 FAX : 541-737-4810
email : heather.cooney@oregonstate.edu

Your proposal 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 part of the review of the proposer's response. Resumes of key individuals proposed to be involved in this project are exempted from the 10-page limit and should be **appended to the end of your response**. No supplemental information to the 10-page proposal 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 10-page limit.

Information should **be presented in the same order as the above evaluation criteria**. **The proposal 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 proposal should be presented in standard business font size, and reasonable (we prefer one inch) margins.

Your proposal must be signed by an officer of your firm with the authority to commit the firm.

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

Please note that OSU will not accept proposals or queries that require OSU to pay the cost of production or delivery.

OSU is an AA/EEO employer.

Telephone, facsimile, or electronically transmitted proposals will not be accepted.
Proposals received after the closing date and time will not be considered.

Questions

All questions and contacts with the University regarding any information in this RFP must be addressed in writing, fax or email to Heather Cooney at the address, email or fax listed in this document.

Solicitation Protests

You may submit a written request for clarification or change or protest of particular solicitation provisions and specifications and contract terms and conditions (including comments on any specifications or terms that you believe limits competition) to Heather Cooney electronically at heather.cooney@oregonstate.edu or at 3015 SW Western Blvd, Corvallis OR 97333. Requests and protests must be received no later than 10:00 a.m., August 1, 2014. Requests or protests must state the reasons for the request or protest and any proposed changes to the solicitation provisions and specifications and 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 by email from Heather Cooney to all prospective proposers who have notified OSU of their interest in proposing. No information published in any other manner will serve to change the RFP in any way, regardless of the source of the information. Any request for clarification or change or protest of anything contained in an addendum not received by the date and time stated in the addendum will not be considered.

Selection Protests

Any respondent to this RFP who claims to have been adversely affected or aggrieved by the selection of a competing respondent may submit a written protest of the selection to Debera Massahos electronically at debera.massahos@oregonstate.edu or at 3015 SW Western Blvd, Corvallis OR 97333 within five days after notification of that selection. Any such protests must be received by Ms. Massahos no later than five days after the notification of selection has been made in order to be considered. The selection decision notification will be made by Debera Massahos via email.

Proprietary Information

OSU will retain this RFP and one copy of each original proposal 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 will be open to public inspection after OSU has announced an Apparent Successful Proposer or all proposals have been rejected. If a proposal contains any information that you consider to be a trade secret under ORS 192.501(2), you must mark each sheet containing such information with the following legend: **"This data constitutes a trade secret under ORS 192.501(2), and must 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 proposal may depend upon official or judicial determination made pursuant to the Public Records Law.

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

Project Termination

OSU reserves the right to terminate the project and the agreement, at any time, upon ten days' written notice.

Certification of Compliance With Tax Laws

By submission of your proposal, the signatory (a duly authorized representative of the submitting proposer) must certify that the proposer is not, to the best of their knowledge, in violation of any Oregon tax law. For purposes of this certification, "Oregon Tax Laws" means a

state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Department of Revenue under ORS 305.620.

Additional Requirements

Pursuant to OAR 580-061-0030, by submitting a proposal, the proposer certifies that the proposer has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OAR-061-0040, proposers are hereby notified that policies applicable to consultants and contractors have been adopted by OSU that prohibit sexual harassment and that proposers and their employees are required to adhere to OSU's policy prohibiting sexual harassment in their interactions with members of OSU's community.

Insurance Provisions

During the term of the resulting contract, the successful proposer 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 attached OSU Standard Consultant Agreement.

Enclosures

Sample Consultant Agreement

End of RFP