Request for Proposals

San Mateo County
Congestion Management Program
2017 Monitoring

City/County Association of Governments of San Mateo County (C/CAG)
555 County Center, 5th Floor
Redwood City, CA 94063

Release Date: January 26, 2017
Proposal Due Date: February 17, 2017

For further information contact:
Jeffrey Lacap
Phone: 650-599-1455
E-Mail: jlacap@smcgov.org
Request for Proposal
San Mateo County
Congestion Management Program
2017 Monitoring

The City/County Association of Governments (C/CAG) of San Mateo County, a Joint Powers Agency composed of the County of San Mateo and all twenty cities and towns within the County, invites your firm to submit its proposal and fee estimate for conducting monitoring services for the San Mateo County Congestion Management Program (CMP) for 2017.

Proposals must be received **NO LATER THAN 5:00 P.M., Friday, February 17, 2017.** Four (4) copies of your materials should be mailed, delivered or e-mailed to:

City/County Association of Governments of San Mateo County (C/CAG)
555 County Center, 5th Floor
Redwood City, CA 94063

Attention: Jeffrey Lacap
Phone: 650-599-1455
E-mail: jlacap@smcgov.org

**SUBMITTAL REQUIREMENTS**

Each submittal must include the following information. This information should be confined to **no more than three pages** excluding resumes of staff members and references.

1. **Project Understanding/Approach:** Briefly present your firm’s understanding of the project and address how your firm will approach all of the major elements of the proposed scope of work as included in “Attachment A” of this Request for Proposal. **Please include additional task(s) that you consider may add value to the project.**

2. **Schedule:** Provide a project schedule that illustrates key project milestones for accomplishing the work in the proposed scope of work.

3. **Experience:** Briefly identify any past experience you have had developing Congestion Management Plans, performing level of service monitoring, and similar types of work for other agencies. In addition, indicate any past experiences your firm has in performing work for C/CAG.

4. **Qualifications:** Identify the qualifications of your staff assigned to update the San Mateo County CMP. Brief resumes of key staff may also be included. Please identify the individual who will be the primary point of contact (project manager) and the backup individual.
5. **References**: Provide a list of references, including contact information, for agencies that you have developed a CMP for.

6. **Cost Estimate**: Provide a cost proposal including schedule of costs for this project including personnel names, classification, hourly rates, overhead rates, and any other cost items.

**EVALUATION CRITERIA / SELECTION PROCESS**

A selection panel will evaluate the proposals based on the following criteria:

- Understanding of project objectives and requirements
- Technical project approach
- Project management approach
- Capabilities and experiences

The selection panel will rank the proposals and determine the top consultant to perform the work. Consultant interviews may be held, if necessary. Consultant shall be prepared to enter into an agreement that will utilize federal funds. Federal requirements applicable to such agreements will apply. There will also be an option to renew the agreement for up to two (2) additional two-year cycles (four years total) that includes performing work for the 2019 and 2021 CMP.

C/CAG reserves the right to reject all proposals, and not enter into any contract for the services described in the RFP.

A copy of the 2015 Congestion Management Plan is available for your information and can be obtained from the C/CAG website at [http://ccag.ca.gov/programs/transportation-plans/congestion-management/](http://ccag.ca.gov/programs/transportation-plans/congestion-management/)

**TENTATIVE SCHEDULE FOR THE REVIEW PROCESS**

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<tr>
<td>January 26, 2017</td>
<td>Release Request for Proposals</td>
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<td>February 17, 2017</td>
<td>Request for Proposals Due</td>
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<td>February 20, 2017 to</td>
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<td>February 24, 2017</td>
<td>Selection Panel review proposals. Consultant interviews may be held (if</td>
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<td>necessary). Consultants selected for an interview must be available</td>
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<td>March 9, 2017</td>
<td>Recommendations by the selection panel will be presented to the</td>
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<td>C/CAG Board for approval.</td>
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ATTACHMENT A

SAN MATEO COUNTY
CONGESTION MANAGEMENT PROGRAM
2017 MONITORING

SCOPE OF WORK

BACKGROUND

The Congestion Management Program (CMP) is intended to include procedures to alleviate or control anticipated increases in roadway congestion and to ensure that “federal, state, and local agencies join with transit districts, business, private and environmental interests to develop and implement comprehensive strategies needed to develop appropriate responses to transportation needs. The CMP should describe the framework for the ongoing process and include elements of the roadway system, traffic level of service standards, performance elements, and a trip reduction and travel demand.

The CMP roadway system within San Mateo County includes a variety of roadway facilities such as: freeways, multi-lane highways, rural highways, arterials, and signalized intersection. Since the level of services for these facilities are based on different criteria, a combination of methodology will need to be monitored and collected.

The CMP Roadway System includes the following:


The CMP intersections include the following:

- Geneva Avenue and Bayshore Boulevard
- SR 35 and John Daly Boulevard
- SR 82 (Mission Street) and John Daly Boulevard/Hillside Boulevard
- SR 82 (El Camino Real) and San Bruno Avenue
- SR 82 and Millbrae Avenue
- SR 82 and Broadway
- SR 82 and Peninsula Avenue
- SR 82 and Ralston Avenue
- SR 82 and Holly Street
- SR 82 and Whipple Avenue
- SR 84 (Bayfront Expressway) and SR 109 (University Avenue)
- SR 84 and Willow Road
- SR 84 and Marsh Road
• SR 84 (Woodside Road) and Middlefield Road
• SR 92 and SR 1
• SR 92 and Main Street

As the Congestion Management Agency for San Mateo County, C/CAG is required to implement and update the CMP to monitor all aspects of the adopted CMP including the roadway Level of Service (LOS), the delivery of construction projects funded by C/CAG, and the implementation of C/CAG adopted policies included in the CMP. The first San Mateo County CMP was initially developed and adopted by C/CAG in 1991. The CMP has since been updated and amended biennially to comply with applicable state legislations and provisions. The last San Mateo County CMP update was performed in 2015.

PROPOSED SCOPE OF WORK

CONGESTION MANAGEMENT PROGRAM MONITORING

1. Collect Available Data

CONSULTANT, with assistance as needed from C/CAG, shall request performance data currently available for the CMP roadway system and intersections from the California Department of Transportation (Caltrans) and from the Public Works and Planning Departments of C/CAG member agencies to help reduce the data collection effort.

2. Conduct Counts/Surveys

CONSULTANT shall conduct intersection turning movement counts at the 16 CMP intersections. Three-day (72-hour) machine counts will be conducted for the CMP arterials and multi-lane highways. Observations of the CMP intersections and roadway segments will be conducted during the AM and PM peak hours.

INRIX analysis will be conducted for the freeways to measure average speeds. The dataset will be for a 2-month period, including March and April, in order to be consistent with the travel time runs from the previous monitoring efforts.

3. Conduct Level of Service (LOS) Calculations

In order to be consistent with previous studies through 2015, the CONSULTANT shall calculate the levels of service for the CMP roadway system and intersections utilizing the methods according to the Highway Capacity Manual (2000 HCM).

4. Incorporate Exemptions

CONSULTANT shall re-evaluate locations that are found to exceed their LOS Standard and account for the required exemptions (interregional traffic - trips originating from outside the County, traffic
from low and very low income households, traffic from development within ¼ mile of transit stations, etc.) A link analysis will be conducted using the San Mateo County model to estimate traffic reductions caused by the exemptions. Locations with LOS Standard violations will be forwarded on to C/CAG for deficiency plan notification.

5. Conduct Travel Time Surveys for Single-Occupant Automobiles, Carpools, and Transit on Route 101 Corridor

CONSULTANT shall use the travel times surveys conducted during the Task 2 to represent travel times for single-occupant automobiles. Five (5) travel time surveys for carpools will be conducted in both directions for the HOV lanes on U.S. 101 during both AM and PM peak periods. The length of the runs along US 101 will be from the San Francisco County line to the Santa Clara County line. The HOV lane does not currently extend the full length of US 101 between the counties, so the drivers will utilize the general purpose lanes for the duration of the runs for the full limits.

Transit schedules will be used to estimate travel times via bus and rail. Transit agencies will be contacted to confirm that the schedules are reflective of actual travel times.

6. Evaluate Bicycle and Pedestrian Measure

CONSULTANT shall review the CMP capital improvement projects to ascertain whether pedestrian and bicycle travel is accommodated in new transportation projects. CONSULTANT shall recommend measures for evaluating bicycle and pedestrian facilities.

7. Collect and Analyze Transit Ridership Data

CONSULTANT shall collect available ridership data from SamTrans, BART, and CalTrain. The data will be used to compare ridership among the different transit modes.

8. Analyze Data

CONSULTANT shall coordinate with C/CAG and analyze study data in order to evaluate various potential scenarios including: implemented projects since 2015 study, comparison and trends between 2015 and 2017 data sets, specific bottleneck analysis, corridor analysis, etc.), not to exceed 16 hours. A task budget will be included within the budget and only upon written communication and authorization by C/CAG will the analysis task(s) be performed and these funds be expended.

9. Prepare Documentation

CONSULTANT shall prepare and submit a draft report of the monitoring process including tables and maps. All of the level of service calculations and collected data will be submitted in a Technical Appendix.
Deliverable: electronic draft report for C/CAG review and final report (electronic and four (4) hard copies) reflecting any written comments made by staff; technical appendix including summary tables and intersection analysis.

10. Prepare Access Base Deliverable

In order to maximize the accessibility of the project data, in addition to the hardcopy report and appendix as included in Task 9, the CONSULTANT shall prepare a deliverable that may include GIS shapefiles and/or Microsoft Access Databases. The final deliverable will be coordinated with C/CAG in order to match the deliverable with the staff and planned users. The C/CAG staff will be provided instruction on the use of the deliverable.

Deliverables: GIS databases and all support reference layers used to produce analysis and figures; Microsoft Access database suitable for staff use in addition to GIS files.

11. Attend Meetings

CONSULTANT will hold monthly coordination meetings with C/CAG staff to highlight progress and preliminary results. CONSULTANT shall attend up to two (2) committee meetings during the study to present the final results.

12. Prepare Highway Performance Measure Assessment (Not Part of CMP Monitoring)

The CONSULTANT shall assess the state highway system network in San Mateo County for congestion and safety using data collected from the 2017 CMP monitoring efforts or other sources, by developing a methodology to calculate the following Performance Measures:

- **Concurrency**
  - Total Vehicle Hours of Delay per Mile
  - Travel Speed (Percent of Free Flow Speed)
  - Travel Time Reliability (Buffer Time Index)

- **Safety**
  - Traffic Collisions (Fatalities and Injuries)
  - Traffic Collisions Rates (All Crashes Per Mile)

The roadways considered for this analysis include: US 101, I-280, I-380, SR 1, SR 35, SR 82, SR 84, SR 92, SR 109, and SR 114

A copy of the 2015 Highway Performance Measure Assessment is available for your information and can be obtained from the C/CAG website at:

[http://ccag.ca.gov/opportunities/rfpsrfqs/](http://ccag.ca.gov/opportunities/rfpsrfqs/)