



Road and Transit Cost Study Request for Qualifications

The Wasatch Front Regional Council (WFRC) are inviting firms to submit a Letter of Qualifications in response to this Request for Qualifications. Please direct all questions regarding this Request to the WFRC Procurement Agent listed below.

SUMMARY INFORMATION

Project	
Project	Road and Transit Cost Study
Location	Salt Lake City, Utah
Project Manager Contact	
WFRC Project Manager (PM)	Julie Bjornstad
PM Email Address	julieb@wfr.org
Dates	
Release Request to Consultants	Wednesday, November 11, 2020
Submission Deadline for Request	Monday, November 30, 2020 at 11:00 AM. <i>Responses submitted after this deadline will not be accepted.</i>
Interviews, if Needed	Thursday, December 3, 2020
Instructions	
Scope, Schedule, Budget	See pages 25
Format Instructions, Selection Process and Criteria, Disqualifications	See pages 56



Submittal Instructions

Responses to this Request for Qualifications must be contained in a single PDF document submitted by email to the WFRC Project Manager prior to the deadline. Acknowledgement of receipt will be sent.

Questions and other correspondence regarding this Request for Qualifications must be emailed to WFRC Procurement Agent, Ned Hacker (nhacker@wfrfc.org) no later than COB on **Wednesday, November 18, 2020**. Any clarifications or additional information will be shared online on WFRC's Request for Proposals webpage: https://wfrfc.org/contact/request_for_proposals/

A. Introduction

The main purpose of the Road and Transit Cost Study is to understand the level of investment and funding sources for Utah's transportation infrastructure. The Study will focus on collecting data and clarification about how public investment, user fees, private investments, and personal investments fund construction, maintenance, and operations of Utah's roadway and transit systems. The ultimate goal of this Study is to provide transparent, consistent, and neutral information to aid transportation agencies and policy makers in making informed decisions as they balance competing budgetary interests and develop a sustainable system for funding transportation.

The consultant shall work with the project partners (the Mountainland Association of Governments, the Utah Department of Transportation, the Utah Transit Authority, and the Wasatch Front Regional Council) to develop a comprehensive understanding of how Utah's transportation system is funded. While this RFP contains a scope of work that has been developed in partnership with the project partners, the consultant should develop a proposal that best meets the needs of the Study within the given budget (\$25,000).

B. Project Team

The "Client" is the Wasatch Front Regional Council, but all project partners will participate on the Management Team. The "Project Manager" is:

Julie Bjornstad, Project Manager
Wasatch Front Regional Council
41 N. Rio Grande Street
Salt Lake City, UT 84101
(801) 363-4250
julieb@wfrfc.org

Project partners, referred to as the "Management Team," include:

- Mountainland Association of Governments (MAG)
- Utah Department of Transportation (UDOT)
- Utah Transit Authority (UTA)
- Wasatch Front Regional Council (WFRC)



The “Consultant Team” will consist of one “Prime Consultant” and may or may not include additional entities who will act as sub consultants to the Prime Consultant, to comprise a team with expertise in local municipal finance and transportation planning in general. The prime consultant will be responsible for executing the majority of the work.

C. Scope of Work

Task 1: Project Management

The objective for the project management task is to establish all management tasks, including a Project Management Plan and Steering Committee. The Steering Committee will be formed to provide guidance and input throughout the study and will be composed of representatives from the Mountainland Association of Governments, the Utah Department of Transportation, the Utah Transit Agency, and the Wasatch Front Regional Council. Meeting these objectives will ensure clear communication and subsequent task management from the beginning and throughout the duration of the project. The consultant team will coordinate with WFRC, but management and completion of this task is the responsibility of the consultant team.

Project Management Tasks

- (a) Develop a Project Management Plan including a refined work scope, schedule, budget, quality control, and invoicing protocol.
- (b) Assist the project partners in clearly defining project goals and objectives.
- (c) Creation and maintenance of administrative record, including meeting agendas and minutes.
- (d) Conduct kick-off and project team meetings (not necessarily in person).

Deliverables for Task 1

- (1) Project Management Plan.
- (2) Meeting agendas and minutes for all meetings.
- (3) Monthly invoices including project progress reports.

Task 2: Literature Review

The objective of this task is to identify and quantify previous research on the topic of public transportation funding and comparison between roadway and transit transportation systems modes. This review should include a breakdown between different types of roads (e.g., freeways, local roads) and transit (e.g. bus, light rail, commuter rail). Consultant will suggest and incorporate any other available and applicable information.

Research and Literature Review Tasks

- (a) Research and summary of previous research or analysis conducted nationally. This should include levels of public funding for roads and transit in peer states and metropolitan areas.
- (b) Research and summary of credible methodologies.
- (c) Research and summary of the impacts of current investment paradigms to the transportation system, including individual modes.
- (d) Research and summary of the cost of direct, personal investments (e.g., vehicle ownership and maintenance, vehicle insurance, transit fares).

- (e) Research and summary of the average capacity of different transportation modes and the cost of increasing capacity to the transportation system (e.g., constructing additional lanes to a freeway, increasing capacity on a rail line).

Deliverables for Task 2

- (1) Draft and final literature review technical memorandums.

Task 3: Data Collection

The perceived and/or real breakdown of funding sources, personal investment, and benefits between roads and transit has significant impacts for how each mode is perceived, how current funding is allocated, and the development of future policies and decision making. This task will focus on collecting Utah-specific data for roads and transit. Data should be collected for multiple previous years to determine historic allocation and any shifts in funding. Data collection activities will be limited in scope consistent with the budget.

Data Collection Tasks

- (a) Collect funding sources and total funding amounts for, but not limited to, construction, maintenance, and operations of roads and transit. This task should include a breakdown by road and transit type (e.g. freeway, local road, bus, rail) as different parts of the system have varying construction, maintenance, and operations costs. To the extent possible, the consultant will account for the variation in construction standards and associated costs.
- (b) Funding sources include by are not limited to:
 - User fees (e.g., vehicle registration fees, gas tax, tolls, transit fares)
 - Public investment (e.g., state and local general funds, transportation-specific local option sales tax)
 - Private investments (e.g., developer funds, impact fees)

Deliverables for Task 3

- (1) Draft and final data collection technical memorandums, including breakdown of funding source by mode, personal investments, and historic trends.

Task 4: Analysis

Using information and data collected in Tasks 2 and 3, the objective of this task is to determine what portion of costs are covered by various funding sources, such as user fees, tax dollars, and direct personal investments; how this compares between roads and transit; and how this compares per user.

Analysis Tasks

- (1) Determine the direct public cost per user of public transit, with a breakdown by mode.
- (2) Determine the direct public cost per user of roads and highways, accounting for the difference in construction standards and associated costs for roads with high commercial traffic volumes.
- (3) Determine the direct personal costs, including the cost of vehicle ownership and transit fares.

Deliverables for Task 4

- (1) Draft and final analysis technical memorandums.

Task 5: Final Product

The objective of this task is to summarize and compile key findings from Tasks 2, 3, and 4 and to inform elected, appointed, and community leaders as informed decisions are made, policies are developed, and competing interests are balanced. This final product should include items such as:

- Introduction, comparison, and summary of funding sources by mode;
- Description of data collection and data sources;
- Summary of analysis methodology; and
- Summary of research.

Deliverables for Task 5

- (1) Digital copy of final product. The digital copy should be easily distributed electronically. Include original files in a form that can be manipulated.

D. Schedule

WFRC anticipates a schedule of approximately three (3) months from notice to proceed will be required to accomplish this scope of work. The actual schedule will be negotiated with the selected firm based on consultant and agency staff availability and any updates to the proposed scope of work.

E. Budget

WFRC and its partners have budgeted \$25,000 to procure the consultant services needed to support the accomplishment of the scope of work.

F. Consultant Response Formatting

Five-page maximum length; cover and cover letter are not included in total page count. No more than seven-page total. Submittals shall be submitted via email. No hard copies are needed.

- Cover: Content limited to image, project title, firm name, and logos. One page.
- Cover Letter: One page.
- Consultant Team: Relevant experience of proposed project personnel. Limit three pages.
- Project Understanding, Approach, and Schedule: Limit two pages.

G. Selection Process

The Selection Team is expected to consist of staff from WFRC, MAG, UDOT, and UTA.

The Selection Team will rank each submittal based on the criteria below. The Selection Team will rank by “consensus” if needed. “Consensus” is defined as the willingness of all Team members to accept a decision reached through its collaborative process.

H. Selection Criteria

Project Team: weighted 70%

- Describe the qualifications and experience, including relevant project work, of key personnel on your proposed project team. A description of firm capabilities not linked to key personnel on your proposed project team will not be considered the same as demonstrated capability of the proposed project team in the submittal's scoring.
- Please provide a statement of the availability of the key staff on your proposed project team for the expected time period of this project. (Note: do not include percentages of availability, as this may be misinterpreted.)

Project Approach: weighted 30%

- Describe basic approach to working with the agency in accomplishing the scope found in this Request for Qualifications. Outline significant opportunities/constraints, key issues regarding the project, and basic course of action. Identify provisions for dealing with potential impacts, impediments, or conflicts.

I. Disqualification

Late Submission

Any submittal received by the WFRC Project Manager after the deadline listed in this Request for Qualification Summary Information.

Non-electronic Submission

Submit electronically a PDF file containing all of the sections to the WFRC Project Manager. Paper submission is not allowed.

Use of WFRC staff and/or Project Selection Committee

Use of current or former WFRC, MAG, UDOT, or UTA staff involved within six months of project award announcement is grounds for disqualification.

Violation of Page Maximum

A page is defined as a single-sided 8.5" x 11" sized sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics. A section separator page with less than 20 words will not be counted as part of a page limit. Do not include links to additional information as this will be considered a violation of the maximum page limit.



Other

WFRC reserves the right to disqualify a submittal when the intent of the Request for Qualification process is violated.

Submittals violating any of the above requirements will be considered non-responsive and will be disqualified by WFRC.

WFRC reserves the sole right, without incurring any liability, to change any aspect of the proposed procurement described above, including the right to not proceed with the procurement and/or the right to proceed in a different manner or on a different timeline than as described herein.