



SACOG Board of Directors

Item #06-3-5
Consent

March 9, 2006

Award of Consultant Contract for Regional Goods Movement Study Phase 1

Issue: Hiring of a consultant to undertake Phase 1 of a three-phase regional goods movement study, to complete the 9-task scope of work laid out in the attached request for proposals (RFP).

Committee Action/Recommendation: The Transportation Committee recommends that the SACOG Board of Directors authorize the Executive Director to execute a contract with The Tioga Group to conduct Phase 1 of the SACOG Regional Goods Movement Study (see attached proposal); and that the scope and cost of the study be expanded by \$15,000 (for a total of \$165,000) to include the addition of “supply chain case studies” that would look at several local businesses and track the movement of goods through the supply chain from origin to ultimate destination.

Discussion: The SACOG Board of Directors authorized release of a request for proposals (RFP) for a Regional Goods Movement Study (Phase 1) at their January 2006 meeting. Eight proposals were received from 1) Cambridge Systematics, 2) Wilbur Smith Associates, 3) The Tioga Group, 4) CGR Management Consultants, 5) The University of Redlands, Redlands Institute, 6) TransSystems Corporation, 7) Jock O’Connell, and 8) The RNO Group.

The proposals were reviewed by a panel consisting of staff from SACOG and Caltrans. Interviews were subsequently conducted with the two highest ranking firms: Cambridge Systematics and the Tioga Group. The recommended proposal, from The Tioga Group, is attached.

Phase 1 of this project will begin by assessing current conditions and practices in the SACOG region, reviewing the role each transportation mode plays, and identifying trends and economic influences affecting goods movement. It will seek to identify the primary stakeholders; determine the modes that they utilize and the paths taken as freight moves into, out of, within and through the region; examine the volumes of freight moved and the associated levels of traffic; assess the overall economic impacts of goods movement in our region; and estimate the effects on the region’s air quality. Finally, and perhaps most importantly, the study will start to look at how these issues impact SACOG’s adopted Blueprint land use strategy.

The budget for the contract is not to exceed \$165,000. Funding for this project comes from the Caltrans Statewide Blueprint Grant, and all work is scheduled to be completed by June 30, 2006.

Approved by:

Mike McKeever
Executive Director

MM:JPC:gg
Attachments

Key Staff: Pete Hathaway, Director of Transportation Planning, (916) 340-6235
Jason Crow, Senior Planner, (916) 340-6219

REQUEST FOR PROPOSALS

SACOG Regional Goods Movement Study (Phase One)

Not to Exceed \$150,000

January 19, 2006



**SACRAMENTO AREA COUNCIL OF GOVERNMENTS
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SACRAMENTO AREA COUNCIL OF GOVERNMENTS

REQUEST FOR PROPOSALS

SACOG Regional Goods Movement Study (Phase One)

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PART A: AGREEMENT BETWEEN SACOG AND CONSULTANT

I. INTRODUCTION

The Sacramento Area Council of Governments (SACOG) is a voluntary association of governments. Member jurisdictions include: the County of Sacramento (including the cities of Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento); the County of Yolo (including the cities of Davis, West Sacramento, Winters, and Woodland); the County of Sutter (including the cities of Live Oak and Yuba City); the County of Yuba (including the cities of Marysville and Wheatland); Placer County (including the cities of Auburn, Colfax, Lincoln, Rocklin, Roseville and Town of Loomis) and El Dorado County (including the City of Placerville).

SACOG is the federally designated Metropolitan Planning Organization (MPO) for the Sacramento, Davis and Marysville/Yuba City urbanized areas. SACOG is also the state designated Regional Transportation Planning Agency (RTPA) for the counties of Sacramento, Yolo, Sutter and Yuba.

II. BACKGROUND

SACOG is intending to conduct a freight study which will subsequently lead to the development of a freight action plan. The study will be done in three parts. Part One, as outlined in this RFP, will begin by assessing current conditions and practices in the Sacramento area, reviewing the role each transportation mode plays, and identifying trends and economic influences affecting goods movement. This study will focus on goods movement activities in the six-county SACOG region, but will also examine the impacts to our region within a broader context that largely coincides with that of the “Norcal Megapolitan” area (see Part B). It will seek to identify the primary stakeholders, the modes that they utilize and the paths taken as freight moves into, out of, within and through the region; and examine the volumes of freight moved, associated levels of traffic, the overall economic impacts of goods movement in our region, and the effects on the region’s air quality. Finally, and perhaps most importantly, the study will begin to assess how these issues impact SACOG’s adopted Blueprint land use strategy. Phase Two will explore various scenarios, explore a variety of approaches to improving goods movement and conducting some modeling on the resulting alternatives. Phase Three will propose a preferred alternative and detail needed capital projects, policies and funding. It is assumed that Phase One of this study will primarily bring together relevant information from a number of existing studies, documents and data sources.

III. PROJECT SUMMARY AND DESCRIPTION

The contract for the SACOG Regional Goods Movement Study – Phase One will be an agreement between SACOG and the consultant. SACOG will provide contract administration services. The consultant will invoice SACOG for services rendered and SACOG will compensate the consultant for these services as set forth in the agreement. Funding for the consultant services will be provided by SACOG (up to \$150,000). The SACOG Board of

Directors will award the contract and project deliverables will be reviewed by the SACOG Project Manager.

IV. SCOPE OF WORK/SERVICES

The scope of work is described below. The selected consultant or consulting team will be expected to perform all technical and other analyses necessary to complete the scope of work. The consultant will receive general direction from the SACOG Project Manager. Tasks will include the following:

Tasks:

1. Conduct an inventory of existing goods movement infrastructure in the region. This task will require assembling information on all of the freight and goods movement related facilities in the SACOG region. This would include, but not necessarily be limited to state highways, class 1 and shortline railroads, railyards, port facilities, intermodal facilities, air cargo facilities, major warehousing and distribution centers and truck stop facilities.
2. Provide current goods movement 'volume and value' data for the region by mode. This task will involve collecting available data for the region on truck movements, rail movements, air cargo shipments, marine shipments, and quantities and values of goods shipped into and out of the region. Data will be provided in the form of annual totals (at a minimum) and will compare the most recent 12 months available to the corresponding 12 month period 5, 10 and 20 years ago -wherever available.
3. Identify regional goods movement stakeholders. For this task, the consultant will find contacts for appropriate representatives of marine, rail, truck and air cargo transportation providers, shippers, 3PLs, warehousing and distribution centers, highway enforcement, importers and exporters of agricultural and manufactured goods.
4. Analyze economic and other factors influencing current goods movement decisions in the region and the economic impacts of goods produced in the region.
5. Identify those trends likely to impact goods movement over the next 10-20 years, noting those with global, national, state and regional significance.
6. Review regional business needs as related to goods movement, such as farm to market transportation, transport of imported goods to the region from their port-of-entry, and facilitating the export of goods produced in the region.
7. Conduct a review of available data on goods movement and note what additional data is needed and what additional data would be desirable.
8. Outline the varying needs and impacts of goods movement into, out of, within and through the region.
9. Begin to identify the land use implications of goods movement activities in the region, and start to show how it will relate to the Blueprint planning process.

V. CONTRACT DELIVERABLES

1. Draft Regional Goods Movement Study (Phase One) Report - June 1, 2006
2. Presentation to SACOG Goods Movement Advisory Group - June 8, 2006
3. Presentation to SACOG Board of Directors meeting - June 15, 2006
4. Final Regional Goods Movement Study (Phase One) Report - June 30, 2006

VI. CONTACT PERSON

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VII. PROJECT TIMETABLE

January 19, 2006	Issue Request for Proposals
February 9, 2006	Closing date for receipt of proposals
February 22, 2006	Finalists contacted to schedule interviews
February 24-27, 2006	Conduct interviews; recommend consultant
March 16, 2006	Contract award, execute contract
March 17, 2006	Start of Project/Begin Work
June 30, 2006	Anticipated project completion

Six bound copies and either one unbound copy or an electronic copy of the proposals must be received by SACOG no later than **4:00 p.m. on February 9, 2006**. 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 their own risk. SACOG will not be liable or responsible for any late delivery of proposals.

By submitting a proposal, the proposer certifies that his or her name or the consultant firm's name, as well as the name of proposer subcontractors, does not appear on the Comptroller General's list of ineligible contractors for federally assisted projects.

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.

VIII. GENERAL CONDITIONS

A. Limitations

This request for proposal (RFP) does not commit SACOG to award a contract, to pay any costs incurred in the preparation of proposals in response to this request, or to procure or contract for services or supplies. SACOG expressly reserves the right to reject any and all proposals or to waive any irregularity or informality 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. SACOG reserves the right to withdraw this RFP at any time without prior notice. Further SACOG reserves the right to modify the RFP schedule described above.

B. Award

SACOG may ask RFP finalists to present oral briefings of their proposals. 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. SACOG also reserves the right to award the contract without oral briefings or discussion, based upon the initial written 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 issued by SACOG and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated in the agreement 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 SACOG shall affect or modify any terms or obligations of the RFP, or any contract resulting from this RFP.

E. Precontractual Expense

Precontractual expenses include any expenses incurred by proposers and selected contractor in:

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

In any event, SACOG 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. SACOG 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 will also provide the following information: name, title, address and telephone number of individual with authority to bind the consultant or consultant firm 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 or consulting firm and shall contain a statement to the effect that the proposal is a firm offer for at least a sixty (60) day period. Execution of the contract is expected by February 16, 2006.

G. Contract Arrangements

The successful consultant is expected to execute a contract similar to SACOG's Standard Agreement, which meets the requirements of TEA 21. The most important provisions of the Standard Agreement are found in Part A. While \$1 million per occurrence in commercial general liability coverage is required, under special circumstances SACOG may consider a lesser amount of insurance coverage, but not an amount less than \$500,000 per occurrence.

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 DBEs) 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.
2. DBE Obligation: The recipient or its subcontractor agrees to ensure that DBEs 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 subcontractors shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that DBEs have the

maximum opportunity to compete for and perform contracts. Recipients and their subcontractors 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 original. 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)
- (2) Discussion of the consultant's program for use of DBEs 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
 - The dollar amount of participation by each DBE firm

(3) Conflict of Interest

Consultants and consultant firms submitting proposals in response to this RFP must disclose to SACOG any actual, apparent, or potential conflicts of interest that may exist relative to the services to be provided under Agreement for consultant services to be awarded pursuant to this RFP.

If the consultant or firm has no conflict of interest, a statement to that effect shall be included in the proposal.

IX. 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 within the stated budget.

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 or consulting 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 SACOG.

4. Technical Approach

This should include:

- a. a summary of the proposed approach
- b. an explanation of the consultant's intended role as related to the role of SACOG
- c. a thorough explanation of the consultant's proposed course of action. References should be made to RFP requirements and the consultant's plans for meeting those requirements. If the consultant proposes major changes to the RFP approach, those changes should be specified clearly. The consultant should specify its technical approach, especially data elements to be sampled, staff to be interviewed, and documents to be reviewed, etc.
- d. an itemized description of the proposed project schedule (including visits, draft and final deliverables) and the deliverables 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 project is completed within the scheduled time frame and that the quality of the required products will meet SACOG's requirements.

6. Consultant and Subcontractor 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 must be included. A matrix must be presented indicating the effort, either in percentage of the total project or in person-hours, which will be contributed by each professional, during each phase or task making up the project. If a subcontractor will be used, the proposer must include a letter from the subcontractor committing to perform at least the work shown for subcontractor professional in the above-described matrix.

7. Consultant Qualifications and References

The proposal must describe the nature and outcome of projects previously conducted by the consultant which are related to the work described within the RFP. Descriptions should include client contact names, address, 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. Up to two samples of the consultant's work on closely related projects can also be included with the proposal, if available.

8. Cost Proposal

The cost proposal shall describe both the total and the detailed price for which the consultant will commit to complete the total scope of work and end products. The cost proposal detail shall describe estimated costs (only the total amount is a binding offer) for each professional's time, for the completion of each proposed task, for travel and per-diem (if applicable), and for materials and supplies. Failure to provide adequate cost data will result in the proposal rejection as unresponsive.

X. PROPOSAL EVALUATION AND SELECTION

A proposal review panel made up of members of SACOG and local public agency staff will evaluate the proposals. Proposers may be telephoned and asked for further information, if necessary, and may be expected to appear for oral interviews. Previous clients may also be called. The panel will make recommendations to the SACOG Executive Director on the basis of the proposal, oral interview, and reference check. SACOG 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 of the background and requirements of the project.
- The overall and technical approaches to be followed and the tasks to be performed, including detailed steps and resources required and proposed project schedule.
- The relative allocation of resources, in terms of quality and quantity, to key tasks including the time and skills of personnel assigned to the tasks and consultant's approach to managing resources and project output.
- Cost analysis and justification.
- Education and experience of proposed personnel

In addition, conformance with SACOG and DBE/WBE goals; and the participation of qualified disadvantaged and minority-owned firms in this project is strongly encouraged.

XI. PAYMENT SCHEDULE

The consultant will be paid based on work actually performed during the preceding month. The consultant should forward a copy of all invoices for payment for work performed and associated expenses by the 15th day of the following month. SACOG will withhold ten percent (10%) of the payments until the successful completion of the project and the delivery and acceptance of all final products.