

**TAHOE REGIONAL PLANNING AGENCY
LONG RANGE AND TRANSPORTATION PLANNING
REQUEST FOR PROPOSALS (RFP)
Transportation Equity Study Support
RFP #220001**

Announcement: October 25, 2021

Project Description: The Tahoe Regional Planning Agency (TRPA) is seeking qualified firms to support development of a Transportation Equity Study for the Lake Tahoe Region. The goal of the Transportation Equity Study is to evaluate TRPA's connection with underserved communities and provide recommendations to enhance public engagement, identify needs and concerns at the regional and neighborhood levels, and evaluate impacts of transportation planning activities (i.e., decision-making, funding, project selection, public engagement, advancing or mitigating inequity, and measurement and tracking of outcomes). The recommendations of this study will be carried forward by TRPA as appropriate in modifying its procedures, practices, and policies. The planning process will incorporate robust public outreach with targeted outreach focused in Community Priority Zones (identified in the 2020 RTP) and engagement with other vulnerable residents and visitors.

Evaluation: Bids will be evaluated based on consultant qualifications, ability to adhere to the proposed timeline, proposed budget, scope of work, references, and sample products. Bids will be evaluated by a selection committee. TRPA reserves the right to select a consultant based solely on the written proposals and not convene oral interviews. If oral interviews are needed, the qualifying consulting firms will be invited to make a presentation to the selection committee. TRPA is not required to contract with a consultant and may choose not to select any of the submitted consultants.

Questions: All questions should be submitted in writing to the RFP Coordinator:

Kira Smith
Tahoe Regional Planning Agency
PO Box 5310
128 Market Street
Stateline, NV 89449
775-589-5236
ksmith@trpa.gov

1. Introduction and Agency Background

Introduction:

The TRPA Governing Board recently adopted the 2020 Linking Tahoe Regional Transportation Plan (RTP). The RTP includes a renewed approach to environmental justice and identifies communities with greater needs for access to transportation. Appendix F of the 2020 RTP details TRPA's initial approach to a regional environmental justice assessment. The analysis ensures the programs, policies, and activities proposed in the 2020 RTP do not disproportionately and adversely affect individuals with a disability, minorities, or low-income residents, and that the transportation benefits and burdens are equitably distributed. The 2020 environmental justice analysis resulted in a set of identified Community Priority Zones, which formed the basis for prioritizing transportation projects over the next 25 years. Community Priority Zones are neighborhoods with higher densities of at least three transportation disadvantaged populations (zero vehicle households, seniors, low-income households, individuals with a disability, and minorities).

Scope of Work:

The RTP included a recommendation to conduct a study that builds on the 2020 environmental justice assessment and expand the scope to further study climate change impacts to vulnerable communities and accessibility to recreation for both locals and visitors. Overall, the study will seek to accomplish three major goals:

1. Transportation Equity for Local Travelers

A primary goal of the study is to analyze existing and proposed transportation access to education, employment, recreation, and basic services for people who live or work in Tahoe with a particular focus on those living in identified Community Priority Zones. The goal will be to better understand the possible benefits and burdens of current and future transportation projects proposed within and around Community Priority Zones, including transit services, bike and pedestrian infrastructure, complete streets projects, and roadway improvements. The study should also examine the cost of transportation for different groups of travelers and utilize information from the sustainable funding initiative to inform recommendations related to costs.

2. Transportation Equity for Visitors and Recreation Travelers

Lake Tahoe is the "Jewel of the Sierra" and serves as a playground for people living within the greater Sierra Nevada mega-region. Access to Lake Tahoe recreation opportunities has health, social, and environmental benefits for visitors and residents alike. A goal of the Transportation Equity Study is to utilize industry research to understand how accessible Tahoe's natural resources are for disadvantaged communities, including visitors.

3. Impacts of Climate Change on Transportation Infrastructure and Communities

A goal of the Equity Study is to examine potential climate change impacts to the Tahoe Region transportation system, particularly for disadvantaged populations within Community Priority Zones. The study should identify strategies to reduce disproportionate burdens related to climate change impacts, including wildfire evacuation scenarios for people with disabilities, seniors, and zero car households.

Utilizing the information above, the scope of services includes the tasks below. Proposing firms are encouraged to provide a creative and responsive approach to the tasks below to support development of the Transportation Equity Study.

- **Task 1: Administration**

- I. Meet regularly with TRPA staff (weekly or bi-weekly) during project development.

- **Task 2: Public Outreach and Engagement**

- II. Work with TRPA staff to develop an outreach and engagement plan that focuses on reaching underrepresented populations, builds trust through outreach, includes principles of participatory planning, and avoids duplication of engagement efforts.
- III. Develop a baseline conditions report to present at community meetings.
- IV. Help TRPA staff plan and conduct surveys, workshops, and community meetings as needed. The consultant will be expected to attend at least ten (10) stakeholder workshops, community meetings, and/or board meetings throughout the project.
 - Translation and interpretation services will be necessary, and consultants with bilingual staff (particularly Spanish and/or Tagalog) are encouraged to submit bids.
- V. Summarize local community and visitor transportation and recreation access needs, and climate impacts and resilience risks, separately, based on public outreach and stakeholder engagement.
- VI. Using the summaries, develop a focused list of goals and objectives for the equity study.
- VII. Draft and design written materials (print and digital) in Spanish and English.
 - Including fact sheets for decision makers and elected officials.
 - TRPA will be in charge of disseminating information and materials to the public. The consultant will not be expected to distribute flyers, press releases, social media, or other outreach materials beyond creating and designing materials.

- **Task 3: Develop Tools to Assess Transportation Equity**

- I. Use the best available data to re-evaluate and revise, as needed, Community Priority Zones and associated performance measures from the 2020 RTP.
 - Create tools and data sharing for jurisdictions and implementers to encourage equity planning in local planning and implementation
- II. Develop an equity index to evaluate proposed transportation projects and programs for burdens and benefits.
- III. Develop a resiliency index to evaluate proposed transportation projects and programs against climate impacts.
- IV. Identify or develop methodology to assess equity in visitation, particularly to public recreation sites.

- **Task 4: Provide Recommendations and Document Support**

- I. Assist TRPA staff with recommendations report development, potentially including writing chapters, preparing graphics and maps, and document layout.
 - All original data/graphic files shall be sent to TRPA and belong to TRPA.

- II. Provide recommendations to update TRPA’s Public Participation Plan to include and better incorporate participation from vulnerable communities for future planning efforts.
- III. Provide recommendations to enhance existing 2020 RTP transportation policies to better consider equity.
- IV. Provide recommendations to reduce climate vulnerabilities and enhance resiliency related to transportation (i.e., evacuation planning).
- V. Provide guidance on incorporating equity into TRPA’s Regional Grant Program project selection process and other transportation funding programs.
- VI. Develop strategies to improve recreation access for transportation disadvantaged populations, including visitors.
- VII. Develop a list of concrete actions to be adopted by the TRPA Governing Board.
 - Include slide show/ppt development
- VIII. Assist TRPA staff with presentations to stakeholders and approval entities on the final study and recommendations.

Reference Document Links:

[2020 RTP/SCS](#)

[Public Participation Plan](#)

[Regional Grant Program](#)

Term of Engagement:

It is the intent of the Agency to contract for services presented herein for a term of 12 to 17 months. The Agency reserves the right to extend the term of this contract for up to two one-year terms subject to the annual review of the Agency, the satisfactory negotiation of terms (including a price acceptable to both the Agency and the selected firm), and the annual availability of an appropriation.

1. **Schedule** – The consultant will be expected to complete work within 12 to 17 months of the date of commencement of work. The consultant should consider the potential schedule below and adjust in their proposal as they see fit.

a) Commencement of work	February 1, 2022
b) Task 1	June 30, 2023 (ongoing)
c) Task 2	June 30, 2022
d) Task 3	December 31, 2022
e) Task 4	June 20, 2023
f) Contract End	June 30, 2023

2. **Consultant Requirements** – The consultant should demonstrate relevant work experience and have a strong background conducting public outreach with underserved communities, particularly those represented within Lake Tahoe’s Community Priority Zones. Consultants with team members fluent in multiple languages, particularly Spanish and/or Tagalog are encouraged to apply.

TRPA Background Information:

TRPA was created when the governors and lawmakers in California and Nevada approved a bi-state compact that created a regional planning agency to oversee development at Lake Tahoe. In 1969, the United States Congress ratified the agreement and created the Tahoe Regional Planning Agency. The Agency is authorized under California law (California Government Code sections 66800 through 66801), Nevada law (NRS 277.190 through 227.200), and Federal law (PL 96-551).

TRPA is located on the border of the states of California and Nevada, between the Sierra Crest and the Carson Range. Approximately two-thirds of the region is in California, with one-third within the State of Nevada. The Tahoe Region contains an area of about 501 square miles, of which approximately 191 square miles comprise the surface waters of Lake Tahoe. Overlapping jurisdictions in California include the City of South Lake Tahoe, El Dorado County and Placer County. Overlapping jurisdictions in Nevada include Washoe County, Douglas County and Carson City. Tourism is the economic heartbeat of the region and visitors to the area far outnumber the year-round resident population of just over 55,000 people.

The mission of the TRPA is to “lead the cooperative effort to preserve, restore, and enhance the unique, natural, and human environment of the Lake Tahoe Region.” The Agency is the leading partner for plans and actions to preserve the environment of the Tahoe region. The Agency establishes transportation and land use policy. It works with local, regional, state, and federal organizations and governments to facilitate a cooperative approach in implementing these plans and programs.

TRPA is governed by a 15-member Board. California and Nevada each have seven members comprised of elected officials and governmental appointees. In addition, a non-voting member is appointed by the President of the United States of America. Further information can be obtained at the Agency’s website at www.trpa.gov.

2. RFP Schedule & Submission Process

Public Records:

The documents submitted in response to this RFP should be considered public information and subject to FOIA disclosure. Restrictions on any information submitted will render a bid non-responsive.

TRPA assumes no contractual obligation to enforce any exemption on behalf of a respondent to the RFP.

RFP Coordinator:

Upon release of this RFP, all communications concerning this proposal request should be directed to the RFP Coordinator listed below. All written questions and requests for clarification must be received by the deadline on the RFP schedule listed below. Email shall have the subject stating: “**RFP INQUIRY – RFP #220001 Transportation Equity Study Support.**” Responses will be posted to the website <http://www.trpa.gov/document/rfps/> in accordance with the RFP schedule listed below. The respondent should rely only on written statements issued by the RFP Coordinator.

Kira Smith
Tahoe Regional Planning Agency
PO Box 5310
128 Market Street, Suite 3A
Stateline, NV 89449
775-589-5236
ksmith@trpa.gov

Request for Proposal Schedule:

TRPA anticipates the following schedule, which is subject to change:

Date of Announcement:	October 25, 2021
Proposing Firms' Questions Due:	November 1, 2021
Questions and Answers posted to www.trpa.gov	November 5, 2021
Deadline for Proposal Submissions:	November 29, 2021
Sealed Proposals Opened:	November 30, 2021
Selection of Consultants for Interviews (if necessary):	December 6, 2021
Consultant Interviews (if necessary):	December 13-17, 2021
Anticipated Award of Contract:	December 29, 2021
Commencement of Work:	February 1, 2022

Late proposal submissions will not be considered and will be returned unopened to the sender.

Proposal Submission:

Electronic submission of proposals via email, file transfer, or other method is preferred. RFP and cost proposals are submitted separately, and cost proposal is only opened for proposals that meet format requirements. Send electronic submittals to bids@trpa.gov with the subject line **"DO NOT OPEN – RFP #220001 Transportation Equity Study Support RFP Response [lead firm name]"** and **"DO NOT OPEN – RFP #220001 Transportation Equity Study Support RFP Cost Proposal [lead firm name]"**.

Mailed submissions will be accepted if the submission is too large to transmit digitally. Please include hard copies and digital files on a thumb drive. Mailed submissions must be received by TRPA before the RFP deadline.

Address written proposals to: Tahoe Regional Planning Agency
Attention: Kira Smith
128 Market Street, Suite 3A
PO Box 5310
Stateline, NV 89449-5310
Subject Line: **"DO NOT OPEN – RFP #220001 Transportation Equity Study Support RFP Response [lead firm name]"** and **"DO NOT OPEN – RFP #220001 Transportation Equity Study Support RFP Cost Proposal [lead firm name]"**

All opened proposals and accompanying documentation become the property of TRPA and will not be returned. Any late proposals will be returned unopened.

Terms and Conditions:

- TRPA reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. TRPA also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. TRPA reserves the right to request clarification of information from any bidder or to request supplemental material deemed necessary to assist in the evaluation of the proposal. TRPA reserves the right to accept any agreement deemed by the agency to be in its best interest. This RFP does not obligate the TRPA to accept or contract for any expressed or implied services.
- In the event that the bidder to whom any services are awarded does not execute a contract within thirty (30) calendar days after TRPA approval, TRPA may give notice to such bidder of intent to award the contract to the next most qualified bidder or to call for new proposals and may proceed to act accordingly.
- TRPA will not reimburse any bidder for any of the costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews.
- Selected consultant(s) will be expected to sign the TRPA Consultant Services Agreement listed on <https://www.trpa.org/document/rfps/>. Any desired edits to this agreement should be included in the Contractor's proposal. Desired edits may not be accepted by TRPA.
- The Consultant or its employees may be subject to the provisions of Article III (a)(5) of the Tahoe Regional Planning Compact (P.L. 96-551, 94 Stat. 3233, Cal. Gov't Code Section 66801, N.R.S. 277.200), which requires disclosure of any defined economic interest and prohibits such persons from attempting to influence Agency decisions affecting certain economic interests.
- Bidder shall thoroughly examine and be familiar with these terms and conditions of the TRPA Consultant Services Agreement. The failure or omission of any bidder to receive or examine this document shall in no way relieve any bidder of obligations with respect to this proposal or the subsequent contract.
- Bidder must certify to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. TRPA will verify bidders' status by checking the SAM system.
- All subcontractors, if any, used by the selected consultant will require prior written consent of TRPA and will be subject to all provisions stipulated in the TRPA Consultant Services Agreement.
- This contract will be funded by federal and state grant awards and is subject to federal and state grant award requirements including, but not limited to, cost principles and administrative regulations including but not limited to travel and per diem rates, mileage rates, and allowable cost requirements.

3. Minimum Required Proposal Contents

Minimum Required Proposal Contents:

All proposal responses should address the following matters:

1. Main Proposal – Max Page Limit: 10
 - a) Definition of the Project: Indicate your understanding of the Project objectives and goals.
 - b) Project approach: Describe how the Project will be managed, implemented, and evaluated to accomplish the objectives and requirements outlined in this request.
 - c) Schedule: Provide a Gantt chart with project timeline by specific tasks.
 - d) Cost proposal: Please provide an itemized cost estimate based on the Tasks described in Scope of Work section. Cost estimates should be based on hourly rates and/or milestones and deliverables.

2. Supplemental Materials – Max Page Limit: 10
 - a) Team Organization: Describe how the project team will be organized to facilitate effective management, implementation, and evaluation.
 - b) Qualifications and Experience: Provide a summary of company and project team qualifications related to conducting public outreach with underserved communities, particularly those represented within Lake Tahoe’s Community Priority Zones. Please also mention any additional languages spoken by the consultant team.
 - c) References: Provide a minimum of three (3) client references of similar sized and/or governmental accounts which the bidder has served in a similar capacity over the past two years and/or is currently serving. Provide a contact person, telephone number, and email address for each reference customer. References should be submitted as an attachment to this response.
 - d) Sub-contracts: Identify all sub-contractors that are to be used, including a description of each and the work to be conducted by each sub-consultant/sub-contractor. No work shall be subcontracted unless listed in the technical proposal. Sub-consultant resumes should also be provided.

4. Notification and Selection Process

Review of Proposals

After the deadline date the Agency shall review and evaluate all proposals for responsiveness to the RFP in order to determine whether the Proposer possesses the professional qualifications necessary for the satisfactory performance of the services required. The Agency shall also investigate qualifications of all Proposers to whom the award is contemplated, and the Agency may request clarifications of proposals directly from one or more Proposers. In reviewing the proposals, the Agency may consider the following:

1. The experience and past performance of the Proposer and its agents, employees, and sub-consultants in completing projects of a similar type, size, and complexity.
2. The Agency may consider Proposer's timely and accurate completion of similar projects within budget.

3. The specific recent experience of the Proposer and its agents, employees, and sub-consultants in auditing governmental entities and especially transportation entities.
4. The feasibility of the proposal based upon the performance and cost schedules, and the methodology to be used by the Proposer.
5. The Proposer's fluency in multiple languages, particularly Spanish and/or Tagalog.
6. Proposer's understanding of the work to be completed based upon the clarity of the proposal and responsiveness to this RFP.
7. Proposer's proposed language for the Professional Services Agreement.
8. TRPA makes a good faith effort to contract with small, minority, and women owned business enterprises. Accordingly, the TRPA strongly encourages small, minority, and women owned businesses to reply to this RFP.

Disadvantaged Business Enterprise

TRPA makes a good faith effort to contract with small, minority, and women owned business enterprises. Accordingly, the TRPA strongly encourages small, minority, and women owned businesses to reply to this RFP. TRPA's goal is to have 17.6% of all agency contract work going to DBEs.

Consultants that meet the above DBE requirements will receive a 5% (or \$50k whichever is less) bid preference. Bids will be decremented by the 5% when establishing the comparative prices from all the vendors.

Award of Agreement

Upon completion of the review period, the Agency shall notify those respondents whose proposals will be considered for further evaluation and negotiation. All notified respondents may be required to make presentations and negotiate in good faith in accordance with direction from the Agency. Any delay caused by respondent's failure to respond to direction from the Agency may lead to a rejection of the proposal.

If the Agency determines, after further evaluation and negotiation, to award the Agreement, the Standard TRPA Two-Party Contract Agreement shall be sent to the successful respondent for the respondent's signature. No proposal shall be binding upon the Agency until after the Agreement is signed by duly authorized representatives of both the Auditor and the Agency.

TRPA agrees to make a good faith effort to contract with small, minority, and women owned business enterprises. Accordingly, the TRPA strongly encourages small, minority, and women owned businesses to reply to this RFP and submit DBEWE Certification as an attachment to this RFP.

Should the selected applicant and TRPA be unable to agree to the terms of a contract within thirty (30) calendar days after TRPA approval, TRPA will reserve the right to disqualify the consultant and select another qualified applicant. Should this process not result in the hiring of a consultant, the RFP may be reissued.

The Agency reserves the right to reject any or all proposals, and to waive any irregularity. The award of the Agreement, if made by the Agency, will be based upon a total review and analysis of each proposal and projected costs.

TRPA will contract with the party that will best accomplish the project objectives for the best value and in the best interests of the Agency.