Request for Proposals
2019 Data Collection Projects

Submittals Due: Monday, December 3, 2018 by 5 PM Pacific Time

Background

The Western District Board of Directors has approved up to $6,000 to be awarded to the student chapters ($1,000 each for up to six chapters) to collect trip generation and parking data. Additional information about this program and previous proposals and reports by winning chapters can be found on the District's website at http://westernite.org/students-education/data-collection-fund/. It is recommended that the student chapters incorporate this data collection fund effort into their current transportation course work where possible, as a lab assignment or mini-capstone analysis project.

The 2019 RFP will focus on trip generation and parking demand for unique land uses. Some of the suggested land uses are shown below. Data is being requested for these particular land uses because of the limited availability of current data, and need for current and reliable data for the profession. Throughout this document, any references to "trip generation" means "person trip generation".

- Farmer's Market
- Small office buildings (less than 25,000 square feet gross floor area)
- Multiplex theaters
- Transit-oriented developments or mixed-use centers
- Coffee shops with drive-through service
- Schools (elementary, middle, high, private, with and without sports fields)
- Gas station with combinations of fast food/mini-mart/car wash or circumstances where the gas station is secondary (grocery store with gas station, discount warehouse with gas station, 7-11 with gas station)
- Sports parks (with soccer, baseball fields)
- Mini-warehouses
- Resorts (ski, hotel, other)
- Mega sporting goods stores (Sports Authority, Dick's, Cabelas, REI, Joe's, Bass Pro Shops)
- Other underrepresented land uses, as proposed by the student chapter

The student chapters will have the option to forgo collecting trip, parking, queuing and speed data and instead collect pass-by trip data in accordance with methodologies set forth in ITE's *Trip Generation, Tenth Edition*. The proposal must focus on person trips - motor vehicle plus bicycle, truck, walk, transit. The proposal must clearly describe the approach to this effort, including how the work will entail approximately 80 person-hours of effort. The proposal must identify key references that support the methodology being used.

Alternatively, a student chapter may propose to collect vehicle speed data on private roads in accordance with procedures described in ITE's *Manual of Transportation Engineering Studies*, rather than collecting trip or pass-by trip data. Speed data from sites open to public travel (private not public streets) may be collected in parking facilities for different circulation road types such as entry driveways, ring roads, circulatory roads, building frontage roads and/or parking aisles. Should a student chapter choose to do this type of study, the student chapter must include a detailed scope of work demonstrating how the effort will total approximately 80 person-hours of work.

Purpose of Data Collection Fund
- To generate relevant technical data in the West for transportation engineers and planners.
- To facilitate ITE Student Chapter activity and student mentoring by transportation professionals.
- To focus real world selection process and on practical, day-to-day, minor research in transportation engineering and planning.
- To focus on the collection of basic data. **The activities shall not involve development of standards, manuals or recommendations. While this collected data may be used by others to pursue these efforts, the purpose of this program is only collection and presentation of data** and the desire to help generate additional research interest in these areas through initial data collection.
- To provide funds to student chapters that may be used to offset travel costs for students to attend ITE meetings, which help them to better understand the transportation profession by meeting a wide range of working members.

Grant Schedule
The following schedule shows the required deadlines for submission of materials. Proposers shall specify a schedule in their proposals that will accommodate their individual end-of-semester schedule while students are in school, avoiding complications in coordination associated with the departure of student participants at the end of the school year.

RFP Issued: ....October 24, 2018
Proposals Due: ....December 3, 2018
Selection of Grant Awards: ....January 3, 2019
Student Chapters Collect Data: ....As shown in the proposal
Student Chapters Submit Draft Report, Summary Table, and Data Forms: .....As shown in the proposal
Committee Completes Review of Draft Report and Data:.............................Within three weeks of submittal
Student Chapters Submit Final Report, Summary Table, and Data Forms: ......Within two weeks of receiving Committee feedback
Uploading data to the ITE's online data submittal portal ……………………………. Within 2 weeks from the acceptance of the Final Report
District Payment to Student Chapters ....Within 2 weeks of completion of all tasks Identified above

Proposals shall be sent *by the student chapter's mentor* to Amit Kothari, Technical Committee Chair via email (AmitOneKothari@gmail.com) in .pdf format by 5:00 PM Pacific Time on Monday, December 3, 2018.

Requirements of this RFP
Grants of $1,000 each will be considered for a data collection task that requires approximately 80 hours of effort. Only one grant will be given to any submitting group, as the Western District intends to spread the data collection fund to as many student chapters as possible. Each proposal shall be no more than two pages in length on 8.5" x 11" paper with a minimum 10-point font, and shall include the following:

1. **Data Collection Proposal Scope:** This section will summarize the data initiative to be undertaken. The proposal must include a summary of the specific data that is being collected and how the data will be obtained. Discussion of seasonal issues or variations associated with the selected data collection effort should be addressed.
2. **Mentoring:** This section will identify the student chapter's mentor for the project. The mentor will provide oversight, assistance, and mentoring to students with the data collection effort. *Additionally, all deliverables shall come through the mentor to the Technical Committee Chair.* While involving an active or retired ITE member as a mentor is preferred, it is not mandatory. In this section, proposers must also identify the chapter's faculty advisor.

3. **Schedule:** A schedule for the project must include specific dates for each of the underlined milestones listed in the "Grant Schedule" section above in this RFP.

4. **Level of Effort:** A brief summary of the level of effort anticipated in terms of number of hours and people. State how the data effort would be coordinated with transportation course work.

5. **Project Management:** State the name, address, phone number, and email address of the following persons:
   - student coordinator
   - mentor
   - faculty member supporting the effort

   The student coordinator will need to remain in contact with the ITE Western District for coordination until August 1, 2019, and will need to send updates to the review committee regarding his/her address, phone number, and email address if changes occur during this time.

6. **Agreement to Hold Harmless:** It is required to state agreement to the hold harmless clause in this RFP.

A cover letter may be submitted in front of the proposal. The cover letter shall not exceed one page and <u>does not</u> count as part of the two-page limit noted above. A title sheet <u>does</u> count towards the two-page limit.

The guidelines above were developed to minimize student chapter effort in submitting a proposal for a grant. Questions or clarifications should be directed to Amit Kothari (AmitOneKothari@gmail.com) or Randy McCourt (rsm@dksassociates.com).

Proposal Evaluation

Proposals will be evaluated in the following manner:

1. **Pass/Fail Criteria:**
   - Proposal sent by the Mentor and received by the submission deadline (If the students sent the Proposal to the mentor prior to the deadline and the mentor failed to submit by 5:00pm on 12/03/18, the proposal will be rejected).
   - Did not exceed two-page limit (for the page limit, a cover letter does not count, a title sheet does)
   - States all three project management personnel with addresses, phone numbers, and email addresses
   - Agrees to hold harmless agreement
   - Schedule meets required deadlines
   - Proposer must be from ITE's Western District

   <u>**All of the above criteria must be met in order for the proposal to be evaluated further and considered for the grant award.**</u>

2. **Scope of Services (40 points)**

   Scoring will be based upon the relevance/need/uniqueness of the data being collected to practicing transportation engineers and how well the methodology of data collection is outlined, including identification of key references. *Proposers should review the Requested Scope of Services section of this RFP in preparing this section.*

3. **Mentoring/Project Management (25 points)**

   Scoring will be based upon inclusion of professional and faculty members in the proposal and the demonstration of teamwork. This section should also describe how the grant money would be used. Proposals that involve multiple ITE student chapters, use funds for travel to ITE meetings, and/or use funds for student recruitment will be given highest scores.

   In this section of the proposal, students shall provide their work schedule including specific dates for each of the underlined milestones listed in the "Grant Schedule" section above in this RFP.

It should be noted that again this year the District is requiring that all project deliverables, including the proposal, must be sent to the Data Collection Fund Committee by the student chapter's mentor. In addition, the chapter must upload the data to the newly created data submission portal by the ITE Headquarter. Other questions and correspondence may come directly from the students and/or faculty.

4. Effort/Resources (35 points)

Scoring will be based upon how the effort matches within the anticipated level of services (approximately 80 person hours per $1,000). Proposals that most clearly demonstrate how the data collection effort is integrated into transportation course work (through lab exercises, mini-capstone course projects or homework) or ITE Student Chapter activities are encouraged and will be given the highest number of points. Points will be deducted for student chapters participating in the data collection fund program the previous year who failed to provide the required deliverables or meet scheduled deadlines.

Any Student Chapter that received a grant award in a prior year and failed to complete the project will receive a 15 point deduction for the following two years.

Evaluation Committee and Selection

Proposals will be reviewed and scored by the following individuals. None of these individuals may be used as mentors.

- Randy McCourt, DKS Associates
- Patrick Marnell, Kittelson & Associates
- Amit Kothari, ITE Western District Technical Committee Chair

The highest scoring proposals will be awarded grants, up to the total combined maximum of $6,000. If less than six proposals are received or if the evaluation committee finds that some proposals are not in best the interests of the Western District, fewer than $6,000 in grants may be awarded. **The District strongly recommends use of these funds for the Student Chapter's ITE related activities and attendance at the District's 2019 Annual Meeting in Monterey, CA.**

Requested Scope of Services

The Western District requests that pragmatic, empirical transportation engineering data be collected and summarized. This effort should be undertaken in and by groups within the Western District (Alaska, Washington, Idaho, Montana, Oregon, Wyoming, Utah, Colorado, Hawaii, California, Nevada, Arizona and New Mexico). Data collection efforts should be scaled to those that would require about 80 person-hours. Data collection activities will consist of the following tasks:

- Trip generation counts of land uses underrepresented in ITE's *Trip Generation* (go to http://library.ite.org/pub/e278c427-2354-d714-5104-02d600087399 for the three-page data forms), and
- Parking generation counts of the same land use (For Excel Form, click https://www.ite.org/pub/5DF357CA-E689-FB44-EFAA-512CDA91B913)
- Your proposal should define in the scope of services the specific location(s) of your data collection effort and days and hours of the day that you intend to conduct counts of trip generation and parking. The minimum requirements shall include three observations of the 7 AM to 6 PM period for trip counts and three observations of 12 consecutive hours of parking occupancy. If breaks will be scheduled, the proposals should specify when.
- It is desirable to use the three observation periods to count three separate sites of the same land use type, but three days at the same site is also acceptable.
- Trip counts should provide a separate tally of trucks, bicycles, pedestrians and passengers in vehicles, in addition to the count of total motor vehicles, as deemed appropriate (note motor vehicles are passenger cars, trucks and motorcycles).
- Where possible, parking occupancy counts should provide a separate tally of bicycle parking.

- Permission should be requested from the manager of the survey site to count parking and trip generation. Your mentor can help with this coordination. The data collected will not be published with names or locations to preserve confidentiality (if requested) and the data will be provided to the manager upon completion (if requested). Your proposal should state if you have already approved clearance to count the proposed site(s).
- Obtain the site size information (building area in gross square footage, number of screens, number of dwelling units, number of students/staff/faculty) and number of parking spaces for the survey site. This should be stated in your proposal. Your mentor should assist you in determination of the independent variable to develop a trip generation rate and parking generation rate.
- Your mentor can also assist you with the need to determine occupancy of the land use. Fully occupied sites are desirable; however, if for example you are counting a site such as a condominium complex of 100 dwelling units and only 75 are occupied, this occupancy data must be provided on the data forms.
- Trip and parking generation data shall be summarized on the following forms:
  http://library.ite.org/pub/e278c427-2354-d714-5104-02d600087399
  https://www.ite.org/pub/5DF357CA-E689-FB44-EFAA-512CDA91B913

Tips for a Successful Project
- Review prior year proposals and reports at the WesternITE web site http://westernite.org/students-education/data-collection-fund/
- Select sites for which you can clearly separate out the trips for the intended land use. Do the homework to sort out where the trips (vehicle, person, bike, transit) access the site. Be sure to isolate trips specific to the use you are studying. In the case of mixed-use – be sure to document each land use and all the trips associated with the mixed use site.
- Get the size of the land use in readily available terms such as gross square feet of building area, number of employees, number of seats, number of fueling positions, number of rooms, number of students + number of staff, number of playing fields, number of screens, etc.
- Identify each driveway to the site and make sure that the trips at the driveways where the counts will be made are NOT compromised by through trips not associated with the use or trips destined to other uses.
- Get property owner agreement to conduct the counts.
- Count sites when trips would likely be at their peak – count other times for comparison. For example, retail peaks commonly on weekends but counting 4-6PM weekdays is when typical street peak times occur. Assess the land use for these patterns before you count.
- In urban areas, counting pedestrians, bicycles, transit as well as vehicles is complex , and would involve surveys beyond simple vehicle counts – sites need to be "ground reviewed" before the counts are done to make sure you are capturing all the trips. For example, garages and parking lots in these cases only represent a portion of the vehicle trips, as guest/visitor/customer trips can park on-street or in other lots) – another reason to get owner support of the count.
- Get the *ITE Trip Generation* rate and *Parking Generation* rates for your use at the outset to guide you as you analyze the data and to know if you are on track.
- Make sure to look at the monthly, weekly, and hourly variation data from *Parking Generation* to guide peak times for surveys and results.
- Have your mentor review your report prior to final submittal.

Alternatively, a student chapter may propose to collect pass-by trip data in accordance with procedures described in ITE's *Trip Generation, Tenth Edition*. Should a student chapter choose to do this type of study rather than a trip, parking, and queue study, the student chapter must include a detailed scope of work demonstrating how the effort will total approximately 80 person-hours of work.

A student chapter may propose to collect vehicle speed data on a private facility – a site open to public travel. Parking facilities provide good opportunities for speed data collection, which should be in accordance with procedures described

in ITE's *Manual of Transportation Engineering Studies*. Speed data may be collected in parking facilities for different circulation road types such as entry driveways, ring roads, circulatory roads, building frontage roads and/or parking aisles. Should a student chapter choose to do this type of study rather than a trip, parking, and queue study, the student chapter must include a detailed scope of work demonstrating how the effort will total approximately 80 person-hours of work.

Deliverables

The required deliverables from this grant project are listed below. Samples of prior deliverables are available on the WesternITE web site. ***Remember, all deliverables shall be submitted to the Technical Committee Chair by the student chapter's mentor (not the Advisor or students).***

- A DRAFT report (single file in .pdf format) and data (presented in an Excel spreadsheet table) submitted for review by the evaluation committee. Suggested report length is 5 to 10 pages including any tables, photos and charts, excluding data forms. The report must have a summary table of trip and parking generation and must include a comparison to the data from the ITE publications *Trip Generation* and *Parking Generation* (most recent editions). Where applicable, the report should include an attempt to explain variabilities between the data collected by the students and the published data. This makes the report more valuable to other users.
- Responses to comments from the evaluation committee on the draft data, summary tables and report.
- A FINAL report and data (presented in an Excel spreadsheet table) incorporating comments from the evaluation committee.
- Collected data must be uploaded to the new trip generation data submission portal created by ITE.

Required Hold Harmless and Copyright Transfer

As the ITE Western District is a small non-profit group, it is important that it is held harmless from any liability or negligence associated with the efforts of this proposal and project. Successful proposers will own their data and summary work. The ITE Western District will only request a copyright transfer to allow publication and/or republication of information, but will not own the data nor be responsible for the conduct or collection of data. Therefore it is required that the proposer include the following statement – exactly as worded below -- in their proposals.

> "The <name of group> holds harmless and indemnifies the ITE Western District from any and all liability associated with the conduct and completion of this proposal, data collection and associated activity."

Second, successful proposers will be required to sign the Copyright Transfer that allows the ITE Western District to publish the data collection report and data completed as part of this effort. The proposer will own the data and have all rights to their work, but by signing the transfer they are giving the ITE Western District the ability to publish this information. This form is not required to be submitted with the proposal, but will be required if and when the student chapter is selected.