Request for Proposals
2024 Data Collection Projects

Submittals Due: Friday, December 8, 2023, by 5 PM Pacific Time

Only Student Chapters from Alaska, Washington, Oregon, Hawai'i, and California are eligible.

Background

The Western District Board of Directors has approved up to $5,000 to be awarded to the student chapters ($1,000 each for up to five 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.

This 2024 RFP is similar to the 2023 RFP and will focus on trip generation and parking demand for unique land uses including consideration of comparing past surveyed sites (pre-COVID pandemic or mid-COVID pandemic), to current (post-COVID pandemic) counts. Some of the suggested land uses are shown below.

- Farmer's Market
- Banks, walk in or drive in
- Small office buildings (less than 25,000 square feet gross floor area)
- General office buildings (710)
- Office Park
- Business Park
- Medical Dental Office Building
- Multiplex theaters
- Transit-oriented developments or mixed-use centers
- Coffee shops with drive-through service
- Sports parks (with soccer, baseball fields)
- Mini warehouses
- Data Center (server facility for Amazon, Microsoft, Google or similar)
- Resorts (ski, hotel, other)
- Mega sporting goods stores (Sports Authority, Dick's, Cabela's, REI, Joe's, Bass Pro Shops)
- Other underrepresented land uses, as proposed by the student chapter.

Note: Data is being requested for these 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". **Extra Points** will be awarded to student chapters that are resurveying a site post pandemic if it was surveyed and included in Trip Generation before the global COVID pandemic.

Purpose of Data Collection Fund

- To generate relevant technical data in the Western District for transportation engineers and planners.
- To facilitate ITE Student Chapter activity and student mentoring by transportation professionals.
- To introduce students to a real-world working environment including a proposal, competitive selection processes, and day-to-day research tasks 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.

Requested Scope of Services

The Western District requests that pragmatic and empirical transportation engineering data be collected and summarized. This effort should be undertaken in and by groups within the Western District (Alaska, Washington, Oregon, Hawai'i and California). Data collection efforts should be scaled to those that would require at least 80 person-hours. Data collection activities should not propose unrealistically high person-hours. The proposal will consist of the following tasks:

Trip/Parking Generation Study
- 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)
- The specific location(s) of the data collection effort days and hours of the day when the parking and trip generation counts are expected to be conducted should be defined in the scope of services. 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.
- If surveying a single site, it is desirable to collect both typical weekday (Tues, Wed, Thurs) and weekend (Sat) observations. If surveying different sites of the same land use type, weekday-only or weekend-only observations are most appropriate.
- 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. The mentor can help with this coordination. The data collected will not be published with locations to preserve confidentiality (if requested) and the data will be provided to the manager upon completion (if requested). The proposal should state if the counts have already been approved by the site manager for the proposed site(s).
- If conducting a site for a pre- and post-pandemic Trip Generation, the summary report of the survey of the site and data collected before the pandemic should be obtained to confirm the methods are consistent between surveys.
- Obtain the site size information (building area in gross square footage, number of screens, number of dwelling units, and or number of employees/students/staff/faculty) and number of parking spaces for the survey site. This should be stated in the proposal. The mentor should assist in determining the independent variable of the study to develop a trip generation rate and parking generation rate.
- The mentor can also assist with the need to determine occupancy of the land use. Fully occupied sites are desirable; however, if a count of a site such as a condominium complex with a total of 100 dwelling units and only has 75 units occupied, this occupancy data must be provided on the data forms.

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-school term schedules while students are in school to avoid complications due to student participants leaving at the end of the school year.

RFP Issued:	October 30, 2023
Proposals Due:...	**December 8, 2023**
Selection of Grant Awards:	December 29, 2023
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 – must be before school is out for summer (or explained in proposal)
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 Coordinator* to Jeanne Acutanza, Technical Committee Chair via email (Jeanne.Acutanza@wsp.com) in .pdf format by **5:00 PM Pacific Time on Friday, December 8, 2023**.

Requirements of this RFP

Grants of $1,000 each will be considered for a data collection task that requires at least **80 person-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. Since the process is defined in this RFP, attention to how the team will collect the data and what the data is will be important.

2. **Mentoring:** This section will identify the student chapter's mentor for the project. The mentor will provide oversight, assistance, quality control and mentoring to students with the data collection effort. ***Notably different from previous projects, deliverables shall come through the Student Coordinator and not the Mentor. It should be submitted to the Technical Committee Chair.*** While involving an active or retired ITE member as a mentor is preferred (higher scoring), 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. All work shall be completed on or before June 1, 2024.

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 and how property outreach will be done. Ideally, the effort should be at least 80 total person-hours for the effort.

5. **Project Management:** State the name, address, phone number, and email address of the following persons:
   - Student Coordinator – This position is for student chapter members only. The student coordinator is primarily responsible for coordinating day-to-day project activities between other students on the team.
   - Professional Mentor – This position is for industry professionals only. The professional mentor is primarily responsible for providing guidance and insights from the traffic engineering/planning industry. The professional mentor must be a working transportation professional and may not be a faculty member of

the Chapter's University (adjunct professors whose primary employment is outside of academia are allowed).

- ▪ Faculty Advisor – This position is for faculty members only. The faculty advisor is primarily responsible for providing general guidance, supervising the project's educational aspects, and providing academic support. The student coordinator will need to remain in contact with the ITE Western District Technical Committee for coordination until August 1, 2024, and will need to send updates to the review Technical Committee regarding his/her address, phone number, and email address if changes occur during this time.

6. Not including a Professional Mentor, Student Coordinator or Faculty Advisor is grounds for disqualification.
7. **Agreement to Hold Harmless:** It is required to state agreement to the hold harmless clause in this RFP.

A cover letter <u>may</u> 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 Jeanne Acutanza (Jeanne.Acutanza@wsp.com).

Proposal Evaluation
Proposals will be evaluated in the following manner:

1. **Pass/Fail Criteria:**
   - ▪ Proposal <u>sent by the Student Coordinator</u> and received by the submission deadline (If the student coordinator fails to submit by **5:00 pm Pacific on 12/08/23**, the proposal will be rejected).
   - ▪ Must not exceed two-page limit. Note: a cover letter does not count towards the page limit, but a title sheet does count towards the 2-page limit.
   - ▪ 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. Clarity in what modes and persons are being counted is important, along with references to methods of data collection. ***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. Please include details of a quality control process. 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 the 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.

New this year the District is requiring that all project deliverables, including the proposal, must be sent to the Western District Technical Committee Data Collection Fund Committee by the Student Coordinator. In addition, the chapter must upload the data to the data submission portal by the ITE Headquarter, ,

https://www.ite.org/technical-resources/topics/trip-and-parking-generation/parking-generation-data-submission/.
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 (at least 80 person hours per $1,000 grant). 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 may 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.

A Student Chapter that received a grant award in a prior year <u>and</u> failed to complete the project may receive up to 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.

- Edith Lopez-Victoria, WSP
- Yi-Min Ha, Q-Free
- Patrick Marnell, Q-Free
- Philip Matsunaga, WSP
- Jeanne Acutanza/ ITE Western District Technical Committee Chair

The highest scoring proposals will be awarded grants, up to $1,000 and the total award will be a combined maximum of $5,000. If less than five proposals are recommended or if the evaluation committee finds that some proposals are not in the best interests of the Western District, fewer than $5,000 in grants may be awarded. **The District strongly recommends use of these funds be used for the Student Chapter's ITE related activities and attendance at the District's 2024 Annual Meeting in Sacramento, CA.**

Deliverables
The required deliverables from this grant project are listed below. Samples of prior deliverables are available on the Western District web site, https://westernite.org/. *Remember, all deliverables shall be submitted to the Technical Committee Chair by the Student Coordinator (not the Advisor or Mentor).*

- A DRAFT report (single file in .pdf format) and data (presented in an Excel spreadsheet table) submitted for review by the evaluation committee. The suggested report length is 5 to 10 pages including any tables, photos, or charts, excluding data forms (examples are on the ITE Western District website). The report must have summary tables. For example, highlighting the key trip and parking generation findings and including a comparison to the data from ITE's *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, https://www.ite.org/technical-resources/topics/trip-and-parking-generation/parking-generation-data-submission/ .

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.

Tips for a Successful Project
- Review prior year proposals and reports at the ITE Western District website: 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 4-6 PM 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.