

## Request for Proposals

### Truckee North Tahoe Regional Commuter Transportation Plan

February 12, 2024

Truckee North Tahoe Transportation Management Association

<b>Title</b>	Truckee North Tahoe Regional Commuter Transportation Plan
<b>Issue Date</b>	February 12, 2024
<b>Applicant Questions Due Date</b>	February 23, 2024 Applicant questions can be emailed to <a href="mailto:sara@tnttma.com">sara@tnttma.com</a> by February 23, 2024. Answers to all questions will be posted at <a href="http://www.tnttma.com">www.tnttma.com</a> by 2/28/24.
<b>Proposal Day/Date/Time</b>	March 11, 2024, 5:00 PM
<b>Location/ Address</b>	TNT/TMA 10183 Truckee Airport Road Truckee, CA 96161 <a href="mailto:sara@tnttma.com">sara@tnttma.com</a> Electronic submittals are acceptable. Applicant is responsible to ensure that all materials are received by the TNT/TMA by the deadline.
<b>Project Due Date</b>	12/31/2024
<b>Project Budget</b>	\$75,000

**Sealed written replies to this invitation must be received by TNT/TMA at the location indicated and no later than the date and time indicated. Submittal by electronic mail is also acceptable. This RFP does not constitute an order for the goods or services specified.**

#### 1. PROJECT SCOPE

##### 1.1 Project Description

The Truckee/North Tahoe region is a vibrant recreational/visitor activity area. Like many other mountain resort areas, high seasonal levels of employment coupled with limited local housing opportunities increase the need for commuting to other residential areas, notably Reno/Sparks and Carson City. The



Truckee/North Tahoe Transportation Management Association (hereinafter “TNT/TMA”) is soliciting qualifications-based proposals from potential bidders interested in developing a Truckee North Tahoe Regional Commuter Transportation Plan using the existing Commute Tahoe Survey as well as supplemental research tools to gather data and determine the commute needs of employees in the Truckee - North Tahoe Resort Triangle.

The plan will include a review of the existing commuter transportation alternatives, including the TART bus service, TART Connect, and the North Lake Tahoe Workforce Vanpool Program, and propose changes or enhancements to these services, as well as suggest new service solutions to address the needs of all commuters in the region. The plan must also include a detailed budget detailing the associated costs of each proposed solution. The proposed plan must complement existing transportation plans, including the Resort Triangle Transportation Plan and the Regional Transportation Plan, and reflect commuters' needs and wants as specified in the surveys. It should reflect the differences in seasonal commuting patterns between winter, summer and spring/fall off-seasons.

The project area encompasses the employers within the North Lake Tahoe Resort Triangle, including the Town of Truckee, Tahoe City, Homewood, Tahoma, Kings Beach, Crystal Bay, Incline Village, Donner Summit, Olympic Valley, Northstar California and connecting areas along Highway 267 and 89. Residential areas to be considered will extend beyond this area, and is envisioned to include Reno/Sparks, Carson City and other areas as warranted by survey results.

## 1.2 Project Requirements:

- Attend the Initial project launch meeting with TNT/TMA to learn about existing transportation services, business community, and commuter challenges.
- Attend monthly progress meetings with TNT/TMA, either in person or virtually.
- Review existing and currently-planned commuter programs serving the study area.
- Administer a Commute Tahoe Survey to employers and employees in the resort triangle, including outreach efforts to encourage participation.
- Develop and administer surveys to fill in any gaps not covered by the Commute Tahoe Survey that will be needed to complete the transportation plan.
- Use survey results to deliver a transportation plan that best expands commute opportunities for study area employers.
- Ensure that the plan complements existing transportation plans, including the Resort Triangle Transportation Plan and the Regional Transportation Plan.



### 1.3 Project Deliverables:

- Truckee North Tahoe Regional Commuter Transportation Plan that includes:
  - Recommendations to change or enhance existing commuter services, including TART bus service, TART Connect, and the North Lake Tahoe Workforce Vanpool Program, including details about the schedules, routes, and capacity needs.
  - Propose new services as needed to fill in gaps in existing services, including details about the schedules, routes, capacity needs, and detailed description of service(s).
  - Complete a budget for all service enhancements/ changes and new proposed services.
  - Identify the institutions responsible for initiation of new services, and specific implementation steps.
  - In-person presentation at a TNT/TMA Board meeting. Virtual presentations to no more than three additional organizations.

## 2. PROPOSAL FORMAT

A proposal describing the contractor's qualifications must address all of the following points:

- 2.1 Summary of experience developing transportation plans in similar regions, with a focus on mountain resort communities.
- 2.2 Qualifications of key staff.
- 2.3 At least three client references in addition to a description of the project, date provided, client name, contact name, contact email, and phone number.
- 2.4 Estimated project cost
- 2.5 Proposed Project Plan, including plan format
- 2.6 Project timeline
- 2.7 While a specific page limit is not defined, conciseness is appreciated.

## 3. QUALIFICATIONS SUBMITTAL

- 3.1 One copy of the respondent's proposal shall be received no later than the date and time shown on the first page of this RFP at: TNT/TMA, 10183 Truckee Airport Road Truckee, CA 96161, or via email at sara@tnttma.com
- 3.2 All proposals shall be submitted in a sealed envelope that is clearly marked with the RFP title shown on the first page of the RFP, or in an email with RFP in the email subject line.
- 3.3 Late proposals will not be accepted.
- 3.4 All proposals, whether selected or rejected, shall become the property of the TNT/TMA.



3.5 The cost of preparation of the proposal will be borne by the respondent.

3.6 Transmittal letters for the proposals shall be signed by an authorized employee or officer of the proposer to receive consideration.

3.7 All proposals shall remain firm for a period of ninety (90) days following the closing date for the receipt of the submittal.

3.8 The TNT/TMA shall not be responsible for proposals delivered to a location other than that specified above.

#### 4. APPLICANT REQUIREMENTS AND EVALUATION FACTORS

4.1 Experience in planning and implementing commuter transportation plans

4.2 Experience working in mountain resort communities

4.3 Familiarity with the project area preferred

4.4 Client references

4.5 Cost effectiveness of proposed work plan

4.6 There is no specific Disadvantaged Business Enterprise requirements for this project.

#### 5. EVALUATION OF PROPOSALS AND SELECTION PROCEDURE

TNT/TMA staff will review the proposals and select the contractor(s) most qualified, using a panel of local transportation professionals. Successful contractor will be selected based on several criteria, including experience, reference information, proposed plan, timeline, and project cost. TNT/TMA may request that proposers provide clarifying information or participate in a virtual interview process. TNT/TMA reserves the right to contract with proposer(s) that possess the qualifications that best accomplish the service.

TNT/TMA reserves the right to accept or reject any or all proposals in whole or in part, to waive minor irregularities of proposals, and to negotiate any aspect of a proposal that is submitted before award of contract(s).

#### 6. CONFLICT OF INTEREST

The Proposer shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official, or agent of the TNT/TMA or member of the TNT/TMA's Board of Directors. By signing its proposal, the proposer certifies and represents to the TNT/TMA recommendation, vote, or any other exercise of discretion concerning this RFP.



## 7. INQUIRIES

Direct all inquiries regarding the scope of work and RFP to:

Truckee North Tahoe Transportation Management Association

Sara Van Siclen, Executive Director

10183 Truckee Airport Road

Truckee, CA 96161

Phone: 530-582-4931

Email: [sara@tnttma.com](mailto:sara@tnttma.com)

Inquiries may be mailed, emailed, or received by phone.