Comprehensive Transportation Plan Update
Request for Proposals
Pre-Proposal Conference

January 22, 2021
• Ventura County Comprehensive Transportation Plan (CTP) originally adopted in 2013

• OCT 2019: Commission approved submittal of grant application to Caltrans Sustainable Transportation Planning (STP) Grant Program and authorized Local Transportation Funds (LTF) for local match

• JUN 2020: Caltrans announced grant awards

• SEP 2020: Commission authorized Executive Director to execute a contract with Caltrans to accept grant award

• NOV 2020: Caltrans issued notice to proceed

• JAN 8, 2021: Commission authorized RFP release
Comprehensive Transportation Plan Overview

- Long-range policy document
- Community-identified priorities
- Enhance regional connections, mobility, and quality of life
- Framework for future community-based planning and collaboration to inform long-range transportation decisions
- Examine key regional issues, such as:
  - Equity and access
  - Reducing GHG emissions
  - Enhancing climate-resilient transportation networks
  - Improving mobility across all modes of transportation
  - Exploring various funding strategies and options
- Incorporates an update to the Congestion Management Program, last updated in 2009
Community Engagement

• Incorporate existing land use, transportation, and housing plans to identify current community transit and transportation priorities
• Builds upon 101 Communities Connected, Freight Corridors Study, Transportation Emergency Preparedness Plan, and Other Studies
• Goal to facilitate robust community engagement
• Incorporate best practices in online and other alternative community engagement tools
• In-person workshops and public meetings, if and when public health guidelines permit gatherings
• Consultant support to update the CTP
• RFP aligns closely with narrative and scope of work approved by Caltrans through the Sustainable Transportation Planning Grant Program
• Two years planning period March 2021 – February 2023
RFP Scope of Work Components

• Project Initiation
  • Community Needs Assessment
  • Existing Conditions Report

• Outreach Framework
  • Regional Advisory Group
  • Local Advisory Groups
  • Public Outreach Framework
  • Interagency Outreach

• Public Outreach & Meetings
  • Community Listening Sessions/Workshops
  • Digital Outreach
  • Focused Outreach & Interviews

• CTP Update
  • Draft and Final Plan
  • Commission Adoption
Proposal Requirements

• Submit 5 hardcopies and 1 electronic copy in PDF format on a USB flash drive
• Due February 5, 2021 no later than 4:00 P.M.
  • Electronic submissions will not be accepted
  • Late proposals will not be considered
• Deliver to:
  Ventura County Transportation Commission
  Comprehensive Transportation Plan Update
  ATTN: Caitlin Brooks
  751 E. Daily Drive, Suite 420
  Camarillo, CA 93010
Proposal Requirements

1. Title Page
2. Table of Contents
3. Letter of Transmittal
4. Profile of the Proposer
5. Summary of Proposer's Qualifications
6. Proposed Staffing
7. Technical Approach
8. Preliminary Schedule
9. Cost Structure
Selection Criteria

• Proposals will be reviewed by a Consultant Selection Panel
• If required, interviews will be held via Zoom on February 15th

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<tr>
<th>CRITERIA</th>
<th>SCORE</th>
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<tr>
<td>Demonstrated financial resources to perform work specific to this RFP and the ability to meet the schedule</td>
<td>10 Points</td>
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<td>Experience with similar projects / Portfolio</td>
<td>20 Points</td>
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<td>Technical approach and Scope of Services, how the firm proposes to conduct the CTP Update, including public outreach, data collection and compilation, analysis, deliverables, consensus building and stakeholder approvals.</td>
<td>25 Points</td>
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<td>Evidence of full understanding of the work to be performed and project objectives as well as assigned personnel qualifications and availability.</td>
<td>25 Points</td>
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<tr>
<td>Cost</td>
<td>20 Points</td>
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<tr>
<td>Total</td>
<td>100 Points</td>
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RFP is available at:
https://www.goventura.org/work-with-vctc/contracts

RFP Timeline

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<tr>
<th>Item</th>
<th>Date / Time</th>
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<tbody>
<tr>
<td>Request for Proposals Released</td>
<td>January 8, 2021</td>
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<tr>
<td>Pre-Proposal Meeting (Virtual)</td>
<td>January 22, 2021 at 10:00AM</td>
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<tr>
<td>Question Submission Period Ends</td>
<td>January 27, 2021</td>
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<tr>
<td>Questions Answered</td>
<td>January 29, 2021</td>
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<tr>
<td>Deadline for Proposal Submission</td>
<td><strong>February 5, 2021 at 4:00PM</strong></td>
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<tr>
<td>Proposal Review and Evaluation</td>
<td>February 8-12, 2021</td>
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<td>Oral Interviews</td>
<td>February 15, 2021</td>
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<td>Contract Negotiations</td>
<td>February 22-26, 2021</td>
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<td>Approximate Contract Award and Notice to Proceed</td>
<td>March 5, 2021</td>
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**Deadline for Questions**
January 27, 2021

**Proposals due**
February 5, 2021
no later than 4:00PM
Direct all questions, comments and proposals to:

Caitlin Brooks, Program Manager
Ventura County Transportation Commission
751 E. Daily Drive, Suite 420
Camarillo, CA 93010
Phone: (805) 642-1591 (ext. 102)
Email: cbrooks@goventura.org