



INSTITUTE OF TRANSPORTATION ENGINEERS DISTRICT 6

## **Request for Proposals 2007 Data Collection Projects**

**Submittals Due: November 10, 2006 by 5 PM PST**

### **Background**

The Executive Board of Direction for District 6 has approved a fund of up to \$5,000 to be used by student chapters to collect relevant transportation data in the West. This program began in 2004 and the results of past grants can be found on the ITE District 6 web site at

[http://www.westernite.org/datacollectionfund/data\\_collection.htm](http://www.westernite.org/datacollectionfund/data_collection.htm).

Grants of \$1,000 to \$2,000 each will be awarded based upon the number of proposals received. It is desirable for student chapters to work this data collection fund effort into their current transportation course work where possible, as a lab assignment or mini-capstone analysis project.

For the 2007 RFP a special consideration for parking demand, trip generation, and queueing data collection has been made for the following land uses:

- Small offices (less than 25,000 square feet gross floor area)
- Multiplex theaters (parking data only)
- Downtown housing complexes or transit-oriented developments
- Coffee shops with drive-through service
- Bass Pro Shops

Student chapters that agree to the requirements for collecting the data at these listed land uses will be considered for \$1,000 grants. This data is being requested this year because of the lack of current data on these land uses and the need to provide a source of accurate data for the profession. Student chapters can submit a proposal for this special data collection (one per student chapter), for the grants (as noted above) or both (which would require separate submittals).

### **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 (retired or active).
- To focus on practical, day-to-day, minor research in transportation engineering and planning. Samples could include trip generation counts, parking generation surveys, truck generation counts, highway capacity research data collection (saturation flows, freeway per lane flows, travel time data, stop sign compliance, right turn on red), new start light rail transit ridership surveys of previous mode, vehicle maneuvering characteristics in parking lots, before/after data studies of: transportation projects, traffic calming measures, traffic signal systems, ITS measures, pedestrian crossings, bicycle paths, transit stop measures, etc.

- All efforts will focus on collection of basic data. **The activities shall not involve development of standards, manuals or recommendations. While this collected data may be utilized 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.
- Provision of funds to Student Chapters that may be used to offset travel costs for students to attend ITE meetings allowing 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 are encouraged to complete their draft and final deliverables in advance of the May-July deadlines to 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 17, 2006
<b>Proposals Due:</b>	<b>November 10, 2006</b>
Selection of Awarded Grants:	November 20, 2006
Committee Provides Comments on Work Plan:	February 5, 2007
Awarded Student Chapters Submit Draft Abstract and Data:	April 30, 2007
Committee Completes Review of Draft Abstract and Data:	May 11, 2007
Student Chapters Submit Final Abstract and Data:	June 1, 2007
District 6 Half-Payment to Student Chapters:	June 18, 2007
Final Data Presented at 2007 Annual Meeting (optional):	July 15-18, 2007
Summaries (300 words) complete for web page and <i>WesternITE</i> :	No later than July 25, 2007
District 6 Balance Payment to Student Chapters	Upon receipt of summary

Submittals should be sent electronically to Karen Aspelin via email ([aspelin@pbworld.com](mailto:aspelin@pbworld.com)) in either .pdf or Word format by 5:00 PM PST on November 10, 2006. **Note that the schedule for the special land uses data collection proposals is noted in the last section of this RFP.**

## Requirements of this RFP – Grant Projects

A written proposal of no more than three pages in length (8.5” x 11” paper, minimum 10 point font) and shall include the following:

- 1. Data Collection Proposal Scope:** This section will summarize the data initiative to be undertaken. It must include a summary of the specific data that is being collected, how the data will be obtained and how the data will be summarized. Discussion of seasonal issues or variations should be addressed.
- 2. Mentoring:** This section will explain the role that professionals (non-faculty or non-students) will play in the data collection effort. Use of active or retired ITE members to provide oversight, assistance and mentoring to students with the data collection effort is mandatory. Proposers must also include a faculty advisor.
- 3. Schedule:** A schedule for the project must include dates for conducting data collection, completion of data collection abstract and dates for when students leave school following spring quarter/semester.
- 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: faculty member supporting effort, student coordinator, and mentor. The student coordinator will need to remain in contact with ITE District 6 for coordination until August 1, 2007, 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 and Copyright Transfer:** It is required to state agreement to the hold harmless clause in this RFP and provide a copy of the executed copyright transfer for the data abstract.

A cover letter may be submitted in front of the three page proposal. The cover letter shall not exceed one page and does not count among the three page limit noted above.

A proposer may submit two separate data collection efforts or define their data collection effort as a double grant submission (\$2,000). If two separate data collection efforts are to be proposed, two three-page submissions will be required. A double grant may be an effort that requires 160 hours of effort. If a double (\$2,000) effort is proposed, the maximum page limit will be increased to five pages (or phased efforts). No more than two grants will be given to any submitting group. It should be noted that District 6 desires to spread the data collection fund to as many student chapters as possible.

## **Proposal Evaluation – Grant Projects**

Proposals will be evaluated in the following manner:

### **1. Pass/Fail Criteria:**

- Meets Submission Deadline
- Within three page limit (five pages for double entry)
- States all three project management personnel and address, phone number, and email contact for them
- Agrees to hold harmless and signs copyright transfer (submitted with proposal)
- Schedule meets required deadlines
- Proposer must be from ITE District 6

### **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.

### **3. Mentoring/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 \$1,000 grant would be utilized. Proposals that involve multiple ITE student chapters, use funds for travel to ITE District 6 annual meetings, and/or use funds for student recruitment will be given highest scores.

### **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/promoted 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.

## Evaluation Committee and Selection

Proposals will be reviewed and scored by the following individuals:

- Randy McCourt, ITE District 6 Past President (mccourt@comcast.net)
- Karen Aspelin, ITE District 6 Technical Chair (aspelin@pbworld.com)
- Craig Grandstrom, ITE District 6 Career Guidance Chair (cgrandst@ch2m.com)
- Alyssa Reynolds, ITE District 6 Student Initiatives Committee Chair (areynolds@orth-rodgers.com)

None of these individuals may be used as mentors. All of these individuals are available to answer questions regarding this RFP. Email communication regarding this RFP and the data collection concepts are encouraged prior to the November 10 deadline for this RFP.

The highest scoring proposals will be awarded \$1,000 grants, up to the total combined maximum of \$5,000. Two grants may be awarded to one proposer if they submit two of the highest scoring proposals; however, it should be noted that District 6 intends to spread the data funds to as many student chapters as possible. Should fewer proposals than the five \$1,000 grants be submitted or should the evaluation committee find that the proposals are not in the interests of District 6, fewer than \$5,000 in grants may be awarded.

## Requested Scope of Services – Grant Projects

ITE District 6 requests that pragmatic, empirical transportation engineering data be collected and summarized. This effort should be undertaken in and by groups within District 6 (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. In responding to this RFP, should a proposer decide to submit two data collection efforts, their proposal should clearly state the different efforts. Data collection activities may include (but are not limited to):

- Trip generation counts of land uses under represented in ITE's Trip Generation (go to [http://www.ite.org/tripgen/Trip\\_Generation\\_Data\\_Form.pdf](http://www.ite.org/tripgen/Trip_Generation_Data_Form.pdf) for data forms);
- Parking generation counts of land uses under represented in ITE's Parking Generation (go to [http://www.ite.org/surveys/parkingoccupancy/parking\\_basicform.xls](http://www.ite.org/surveys/parkingoccupancy/parking_basicform.xls) for data forms);
- Before/after studies of: transportation projects, traffic calming measures, traffic signal systems, ITS measures/detection, pedestrian crossings, bicycle paths, transit stop measures, new LRT extension ridership, ITS systems;
- Highway capacity research data collection (saturation flows, freeway per lane flows, travel time data, stop sign compliance, right turn on red relationship to volume-to-capacity ratio); or
- Other areas where provision of transportation data is not current or available and where limited data collection of this nature may seed additional interest in research in transportation engineering.

Data collection should use common to practice methods (refer to the *Manual of Transportation Engineering Studies, ITE, 2000*). The scale of the effort should be within the general schedule (approximately four months) and budget (roughly 80 hours) afforded by the \$1,000 grant. Information should be summarized in a concise format that simply states the data finding in the data collection abstract.

The required deliverables from this grant project shall be:

- A DRAFT abstract of findings (500 words or less in Word or .pdf format) and data (presented in an Excel spreadsheet table) submitted by April 30, 2007 for review by the evaluation committee.
- Responses to comments from the evaluation committee on the draft data and abstract. The response to comments may be an area in which the proposers wish to utilize their mentor to assist in completion given school schedules.
- A FINAL abstract of findings (500 words or less in Word or .pdf format ) and data (presented in an Excel spreadsheet table) submitted by June 1, 2007 incorporating comments from the evaluation committee.
- OPTIONAL: While not required, we would encourage successful proposers to make five minute presentations to summarize their data at the ITE District 6 Annual Meeting in Portland, Oregon July 15-18, 2007. Early confirmation of interest in this opportunity is needed to allow a place in the technical program for your presentation. To be included in the technical program, successful proposers will need to contact Karen Aspelin by February 15, 2007 to confirm acceptance of this opportunity to present your data collection findings at the ITE District 6 Annual Meeting.
- A 300 or less word summary (in Word or .pdf format) of the findings (no tables or figures) submitted by July 25, 2007 to be placed on the ITE District 6 web page and highlighted in the *WesternITE* newsletter (September-October edition).

It should be noted that payment will be in two installments, with delivery of the first half of the grant upon the committee's receipt of the final abstract and data and delivery of the second half of the grant upon receipt of the 300-word summary for possible use in the District's web page and *WesternITE* newsletter. Award of future subsequent data collection grants shall take past performance in providing the required deliverables and meeting scheduled deadlines into account.

### **Required Hold Harmless and Copyright Transfer**

As ITE District 6 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. ITE District 6 will only request a copyright transfer to allow publication and/or republication of information, but District 6 will not own the data nor be responsible for the conduct or collection of data. Therefore it is required that proposer include the following statement – exactly as worded below in their proposals.

“The <name of group> holds harmless and indemnifies ITE District 6 from any and all liability associated with the conduct and completion of this proposal, data collection and associated activity.”

Second, successful proposers are required to sign the Copyright Transfer that allows ITE District 6 to publish the data collection abstracts 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 ITE District 6 the ability to publish this information. The form is attached and can be downloaded and printed out at <http://www.westernite.org/leadership/District%206%20Copyright%20Agreement.doc>. A copy of the executed form is required with each proposal.

These pages do not count in the page limits noted in the prior sections.

### **Special Parking, Trip, and Queuing Data Collection Projects**

A special request for data collection is being made this year for the following land uses:

- Small offices (less than 25,000 square feet gross floor area)
- Multiplex theaters (parking data only)
- Downtown housing complexes or transit-oriented developments
- Coffee shops with drive-through service
- Bass Pro Shops

A student chapter may submit a separate proposal (by itself or submit it and a separate grant proposal of three pages as noted above) to collect these data. Proposal submittals will have the same evaluation (scoring) as the grant program noted above. This option is provided to allow student chapters a simple way to participate in the Data Collection Fund. This proposal is shorter and does not require developing a data collection concept.

Proposers for the special data collection projects shall provide a **one page cover letter and a one-page** (8.5" x 11" paper one side, with minimum 10 point font) **proposal** including requirements outlined above for sections 1-6 (see pages 2 and 3 of this RFP). Similar to the grant projects, a mentor must be listed in the proposal for the special data collection projects. Proposers will be awarded \$1,000 based on availability of funds. The special data collection projects will require the student chapter to do the following.

**For Small Offices (less than 25,000 square feet gross floor area)**

- Identify one to three small office sites (25,000 square feet gross floor area or less) for data collection.
- Request from the office manager to survey parking and trip generation as part of your student chapter data collection fund activity for ITE. 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).
- Include the building area (gross square footage) and number of parking spaces for the building.
- Conduct parking demand and trip generation observations for at **least three days** at office site(s). This can be done on any Tuesday, Wednesday, or Thursday except during the week of Thanksgiving and the last two weeks of December. Proposers can obtain data from three different office sites on one day or the same site on three different days (or some other configuration that adds up to three days).
- Provide survey data on the following data forms (which are available at [http://www.ite.org/surveys/parkingoccupancy/parking\\_basicform.xls](http://www.ite.org/surveys/parkingoccupancy/parking_basicform.xls) and [http://www.ite.org/tripgen/Trip\\_Generation\\_Data\\_Form.pdf](http://www.ite.org/tripgen/Trip_Generation_Data_Form.pdf)). These forms have comments that explain each entry. Observation of office parking demand will be conducted once every hour between the hours of 7 and 9 am, 10 am to 12 pm, 1 to 3 pm, and 4 to 6 pm. The number of observed parked vehicles will be entered in the data form for each of the three days, along with the background data (including the total number of parking spaces on the site). Trip generation will be counted during the same hours.

**For Multiplex Theaters**

- Identify one to three multiplex theater sites (6 or more screens) for data collection. Sites with 15 or more screens are preferred. For this survey, sites with more than the theater land use (shopping center or other uses) are not desired. The objective is to estimate the theater parking demand not impacted by other land uses.
- Request from the theater operator/owner permission to survey parking as part of your student chapter data collection fund activity for ITE. 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 operator upon completion (if requested).

- Obtain data from the theater regarding the number of screens and number of seats. If data regarding the building area (gross square footage) or number of tickets sold on the survey day can be obtained, include this data.
- Conduct survey observation for at **least three days** of parking occupancy at theater site(s). This can be done only on the following dates: Friday November 24, 2006, Saturday December 23, 2006 and Friday December 29, 2006. ***At least one of the days of data collection must be Friday November 24.*** Proposers can obtain data from three different theater sites on Friday, November 24 or the same theater on the three dates noted above (or some other configuration that adds up to three days).
- If a trip count is used to determine parking, trip generation data must be collected using the form [http://www.ite.org/tripgen/Trip\\_Generation\\_Data\\_Form.pdf](http://www.ite.org/tripgen/Trip_Generation_Data_Form.pdf).
- Provide survey data on the following data form (which is available at [http://www.ite.org/surveys/parkingoccupancy/parking\\_basicform.xls](http://www.ite.org/surveys/parkingoccupancy/parking_basicform.xls)). This Excel data form has comments that explain each entry. Observation of multiplex parking demand will be conducted once every hour between the hours of 12 and 2:30 pm and 3:30 and 9 pm. The number of observed parked vehicles will be entered in the data form for each of the three days, along with the background data (including the total number of parking spaces on the site).
- Proposals received to collect data at new multiplex theater sites will receive preference over proposals to collect data at locations that were surveyed as part of the 2006 data collection program. These locations can be found at [http://www.westernite.org/datacollectionfund/data\\_collection.htm](http://www.westernite.org/datacollectionfund/data_collection.htm).

#### **For Downtown Housing Complexes and Transit-Oriented Developments**

- Identify one to three downtown housing complexes or transit-oriented developments. Your mentor should help identify a site for survey that can reasonably include the on-site parking and off-site (street) parking to accurately address both trip and parking generation.
- Request from the complex manager to survey parking and trip generation as part of your student chapter data collection fund activity for ITE. 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).
- Include the complex area (gross square footage) and number of parking spaces for the complex.
- Conduct parking demand and trip generation observations for at **least three days** at the complex(es). This can be done on any Tuesday, Wednesday, or Thursday except during the week of Thanksgiving and the last two weeks of December. Proposers can obtain data from three different complexes on one day or the same complex on three different days (or some other configuration that adds up to three days).
- Provide survey data on the following data forms (which are available at [http://www.ite.org/surveys/parkingoccupancy/parking\\_basicform.xls](http://www.ite.org/surveys/parkingoccupancy/parking_basicform.xls) and [http://www.ite.org/tripgen/Trip\\_Generation\\_Data\\_Form.pdf](http://www.ite.org/tripgen/Trip_Generation_Data_Form.pdf)). These forms have comments that explain each entry. Observation of parking demand will be conducted once every hour between the hours of 7 and 9 am, 10 am to 12 pm, 1 to 3 pm, and 4 to 6 pm. Additionally, one parking count observation must be made between the hours of 11 pm and 5 am. The number of observed parked vehicles will be entered in the data form for each of the three days, along with the background data (including the total number of parking spaces at the complex). Trip generation will be counted during the same hours.

#### **For Coffee Shops with Drive-Through Service**

- Identify one to three coffee shops with drive-through service for data collection.
- Request from the coffee shop manager to survey parking, trip generation, and queuing as part of your student chapter data collection fund activity for ITE. 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).

- Include the building area (gross square footage) and number of parking spaces for the building.
- Conduct parking demand, trip generation, and queuing observations for at **least three days** at the coffee shop. This can be done on any day of the week except Sunday, but not during the week of Thanksgiving or the last two weeks of December. Proposers can obtain data from three different coffee shops on one day or the same site on three different days (or some other configuration that adds up to three days).
- Provide survey data on the following data forms (which are available at [http://www.ite.org/surveys/parkingoccupancy/parking\\_basicform.xls](http://www.ite.org/surveys/parkingoccupancy/parking_basicform.xls) and [http://www.ite.org/tripgen/Trip\\_Generation\\_Data\\_Form.pdf](http://www.ite.org/tripgen/Trip_Generation_Data_Form.pdf)). Queuing data can also be presented on the parking demand form – highest observed vehicle queuing demand should be shown, noting on the data column that this information is queuing data and not the highest observed parking demand each hour. These forms have comments that explain each entry. Observation of coffee shop parking demand will be conducted once every hour between the hours of 7 and 9 am, 11 am to 2 pm, and 4 to 6 pm. The number of observed parked vehicles will be entered in the data form for each of the three days, along with the background data (including the total number of parking spaces on the site). Trip generation and queuing demand will be counted during the same hours.

**For Bass Pro Shops (located only in Denver and Las Vegas)**

- Identify a Bass Pro Shop for data collection.
- Request from the store manager to survey parking and trip generation as part of your student chapter data collection fund activity for ITE. 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).
- Include the building area (gross square footage) and number of parking spaces for the building.
- Conduct parking demand and trip generation observations for at **least three days** at the store. This can be done on any day of the week except Sunday or a holiday, but not during the week of Thanksgiving or the last two weeks of December.
- Provide survey data on the following data forms (which are available at [http://www.ite.org/surveys/parkingoccupancy/parking\\_basicform.xls](http://www.ite.org/surveys/parkingoccupancy/parking_basicform.xls) and [http://www.ite.org/tripgen/Trip\\_Generation\\_Data\\_Form.pdf](http://www.ite.org/tripgen/Trip_Generation_Data_Form.pdf)). These forms have comments that explain each entry. Observation of parking demand will be conducted once every hour between the hours of 7 and 9 am, 10 am to 12 pm, 1 to 3 pm, and 4 to 6 pm. The number of observed parked vehicles will be entered in the data form for each of the three days, along with the background data (including the total number of parking spaces on the site). Trip generation will be counted during the same hours.

**Special Data Collection Projects Schedule:** This program will have an accelerated schedule. **Like the grant proposals, the special project one-page proposals are due November 10, 2006.** Selection will be made by November 20 to allow data collection to commence November 24. All data must be submitted on the form(s) noted above on or before January 15, 2007 to be considered for payment (\$1,000). The data forms will be reviewed and if accepted as complete, payment will be made on or before January 31, 2007. If comments are made on the data form, acceptable responses must be submitted by February 15, 2007 before final payment will be issued.

If you have questions on the special data collection projects RFP, please contact Karen Aspelin (505-350-6972 or [aspelin@pbworld.com](mailto:aspelin@pbworld.com)) or Randy McCourt (503-243-3500 or [rsm@dksassociates.com](mailto:rsm@dksassociates.com)).