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**Request for Proposals for Environmental Review, Traffic Performance, and Supporting Consulting Services:**

Placer County Transportation Planning Agency Regional Transportation Plan Update

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Placer County Transportation Planning Agency is seeking proposals from qualified consultant(s) to prepare a programmatic Environmental Impact Report (EIR) in accordance with the California Environmental Quality Act (CEQA) and develop traffic performance indicators for the update of the Regional Transportation Plan (RTP), known as the 2050 RTP. The total consultant budget for this project is currently anticipated to not exceed \$120,000.

Prospective consultants should deliver one electronic copy of their proposal by **4:00 pm (Pacific) on Friday, June 28, 2024**, emailed to: [cpeterson@pctpa.net](mailto:cpeterson@pctpa.net). Maximum file size that can be emailed is 20MB. If your file is larger and you wish to deliver the proposal via Dropbox or a similar file share service, please contact PCTPA no later than 4:00 pm on Thursday, June 27<sup>th</sup>, 2024, to set up a link and ensure smooth delivery. Optionally, you may deliver your one electronic copy in-person on a thumb drive by 4:00 pm (Pacific) on Friday June 28, 2024 to PCTPA's office located at:

2260 Douglas Blvd, Suite 130  
Roseville, CA 95661

The RFP deadline is firm. Late proposals will not be accepted. PCTPA shall not be responsible for email or file share delivery failures. It is expected that a contract will be awarded in August 2024.

PCTPA reserves the right to award all or portions of this contract as described in the Request for Proposals. PCTPA is an equal opportunity employer, and women and minority owned businesses (DBEs) are encouraged to apply.

Questions about this RFP should be addressed to Cory Peterson at (530) 823-4032, or by email at [cpeterson@pctpa.net](mailto:cpeterson@pctpa.net).

## **Request for Proposals for Environmental Review, Traffic Performance, and Supporting Consulting Services:**

Placer County Transportation Planning Agency Regional Transportation Plan Update

### *1. Purpose of RFP*

The Placer County Transportation Planning Agency (PCTPA) is updating the Placer County Regional Transportation Plan (RTP), known as the 2050 RTP. As part of this effort, PCTPA is seeking a qualified consultant(s) to prepare an accompanying programmatic Environmental Impact Report (EIR) and develop traffic performance indicators for the 2050 RTP. Consultant will also advise staff on preparing any additional materials or conducting the appropriate level of outreach to support the programmatic EIR and should provide consulting staff support on an “as needed” basis during the environmental review process. The horizon year for this RTP update is 2050. The proposal should articulate a clear approach to coordinating and accomplishing these tasks. The successful proposer will also demonstrate a strong understanding of PCTPA’s role within the larger six-county Sacramento Area Council of Governments (SACOG) planning area and integration of projects into the Metropolitan Transportation Plan/Sustainable Community Strategy (MTP/SCS), known as the 2025 Blueprint.

The draft 2050 Placer County RTP and EIR is anticipated for public release in May 2025, and final adoption in October 2025.

### *2. Project Background*

PCTPA is the designated Regional Transportation Planning Agency (RTPA) for the western slope of Placer County. The Agency is also the designated Congestion Management Agency (CMA) for Placer County, the Airport Land Use Commission (ALUC), and the designated Transportation Sales Tax Authority (PCLTA). PCTPA also staffs the South Placer Regional Transportation Authority (SPRTA) and the Western Placer Consolidated Transportation Services Agency (WPCTSA).

The RTP is a long-range transportation funding plan that identifies future transportation improvements, associated cost, and timing of implementation. Each RTP is guided by a regional set of goals, objectives, and policies to maintain the transportation infrastructure and enhance mobility over the minimum 20-year life of the plan. PCTPA must prepare an RTP every five years to fulfill the state requirements of AB 402, the specific guidance of the California Transportation Commission (CTC), state and federal funding requirements, and relative to the California Environmental Quality Act. Although PCTPA must adopt an RTP every five years, the RTP is developed concurrent with SACOG’s MTP/SCS update process.

PCTPA is not required to prepare a Sustainable Community Strategy pursuant to SB 375 as those responsibilities were delegated to SACOG by the California Air Resources Board (CARB). However, PCTPA’s comprehensive planning is integrated into the broader regional planning context of SACOG’s MTP/SCS, per a Memorandum of Understanding. SACOG is the federally designated Metropolitan Planning Organization (MPO) for Placer County. As an RTPA and MPO, SACOG updates the MTP every four years to satisfy their federal and state planning responsibilities. SACOG’s draft MTP/SCS is anticipated to be released in mid-2025.

a. *Project History*

PCTPA's RTP is a locally adopted statement of Placer County's future transportation system and serves as the basis for the Placer County portion of SACOG's MTP/SCS. The 2040 Placer County RTP was prepared pursuant to the Caltrans 2017 RTP Guidelines. The RTP was adopted and the programmatic EIR was certified by the PCTPA Board of Directors in December 2019. Subsequently, an interim 2044 RTP was developed and adopted by the PCTPA Board in June 2024, concurrent with SACOG's adoption of a 2023 MTP, which addressed a development schedule delay related to the 2025 Blueprint. The 2044 RTP carried forward the findings and relies upon the implementation of mitigation measures adopted as part of the 2040 RTP's EIR, since there were no substantive changes to the investment strategies and projects' list from the 2040 RTP in the 2044 RTP. The 2050 RTP is being developed in accordance with the 2024 RTP Guidelines, which were adopted by the California Transportation Commission in January 2024.

The 2040 and 2044 RTPs were developed in sync with the SACOG MTP update process. This allowed consistency between project lists and included a limited set of performance indicators, based on the SACOG SACSIM travel demand model, to describe the benefits of the proposed transportation investment plan.

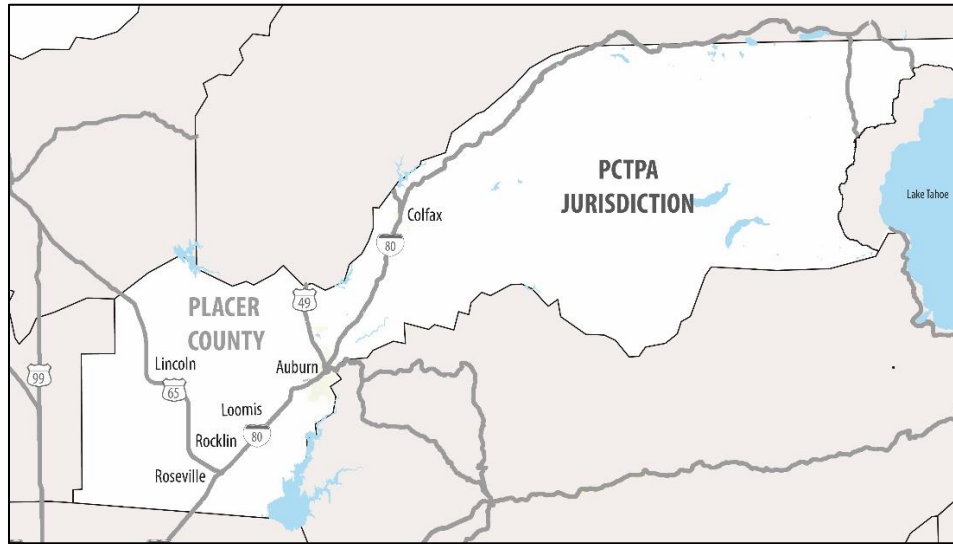
The 2040 and 2044 RTPs assumed voter approval of a future South Placer transportation sales tax district measure during the RTP planning horizon. As a result, a full Programmatic Environmental Impact Report (PEIR) was prepared. The 2050 RTP will also assume a South Placer transportation sales tax district rather than a countywide measure. The consultant should provide consideration as to whether a full programmatic environmental impact report will be needed or whether a supplemental impact report can be prepared.

b. *Geography & Transportation*

PCTPA's statutory planning boundary encompasses the western slope of Placer County and excludes the Lake Tahoe basin (see Figure 1). PCTPA represents Placer County, five incorporated cities, and one incorporated town located within the political boundary of Placer County. In total, Placer County contains 1,506 square miles ranging in elevation from 160 feet to nearly 9,500 feet with 2,231 miles of roadway and a planning boundary population estimate of just over 400,000.

In addition to the Placer County roadway network, the transportation system includes more than 400 miles of bikeways, three transit operators providing fixed route and demand-response services, dedicated senior transit services, intercity bus and rail service, and three municipal airports.

Figure 1: PCTPA Jurisdiction Boundaries



c. *Related Documents*

The following background material includes PCTPA's current RTP and EIR, SACOG's current MTP/SCS, and the California Transportation Commission's 2024 RTP guidelines:

- 2044 Interim Regional Transportation Plan
  - <https://www.pctpa.net/rtp-2044>
- Past PCTPA Regional Transportation Plans
  - <https://pctpa.net/regional-transportation-plan-documents>
- 2023 SACOG Interim MTP
  - <https://www.sacog.org/planning/blueprint/2020-mtp-scs/2023-federal-metropolitan-transportation-plan>
- 2020 SACOG MTP/SCS (2019)
  - <https://www.sacog.org/planning/blueprint/2020-mtp-scs>
- CTC RTP Guidelines for RTPAs (2024)
  - <https://catc.ca.gov/programs/transportation-planning>

3. *Scope of Work*

PCTPA seeks a qualified consultant to prepare and complete the appropriate environmental documentation, develop traffic performance indicators, and advise staff on the implementation of any other public stakeholder outreach necessary as part of the RTP environmental review planning process. PCTPA staff will conduct all outreach and/or engagement activities, but the scope of work should clearly identify any activities and data that PCTPA staff is expected to provide or complete.

The scope of work shall follow the format below. Additional tasks can be added and the proposer should articulate the significance of including the task.

Time will be an extremely important factor in the provision of these services. The draft plan and environmental document must be released for public review in May 2025.

*Task 1: Project Initiation and Management*

To ensure prompt completion of tasks and to maintain clear communication, the consultant will attend a kick-off meeting with PCTPA staff the first week following the notice to proceed. The kick-off meeting will serve to solidify the project schedule, communication protocols, and roles and responsibilities. The consultant shall also budget for bi-weekly conference calls with PCTPA staff to discuss progress, technical issues, and/or other items that need attention and direction.

*Task 2: Data Collection*

Data collection will be accomplished in coordination with PCTPA staff to obtain relevant existing reports, draft 2050 transportation project lists, GIS mapping data, and available material from the SACOG 2020 MTP/SCS, 2023 MTP, and draft 2025 Blueprint (MTP/SCS). The consultant will develop a list of data needs and identify responsibilities to obtain the data.

*Task 3: Advise on Appropriate Level of Public Outreach/Engagement*

The consultant will advise PCTPA staff regarding the appropriate level of public outreach/engagement required to support the environmental review planning and documentation work for the 2050 RTP. The consultant will not be expected to prepare any outreach materials. However, the consultant may be requested to review materials prepared by PCTPA and/or its on-call communications consultant, DKS Associates, and provide strategic direction regarding the content and narrative of the materials relevant to the statutory requirements pertaining to the development of the 2050 RTP's environmental review documents. The consultant will also not be expected to attend general community outreach events but may be requested to review any comments received pertaining to the environmental review planning process. The consultant may be requested to attend recurring meetings with PCTPA's on-call communications consultant, DKS Associates, to coordinate any outreach and/or engagement activities and advise on the preparation of supporting materials.

*Task 4: Prepare Notice of Preparation (NOP)*

The consultant will prepare the NOP, including a project description, location map, and list of probable environmental effects of the project. In addition, the consultant will review and assess NOP comments and prepare responses. PCTPA staff will review and assist in the NOP response preparation. Release of the NOP is anticipated in September 2024, though the consultant should propose a different timeline if this is not feasible and/or if the consultant understands that the release of the NOP must occur at a statutorily different timeframe relevant to the release of the draft 2050 RTP EIR anticipated in May 2025.

The consultant shall also budget for attendance at the public scoping meeting for the EIR. The consultant will be responsible for recording and assisting with responses to the public comments received during the meeting.

*Task 5: Develop Transportation System Performance Indicators*

The consultant will assist PCTPA in the development of regional and/or corridor specific performance indicators for use in the RTP document. The 2036 RTP took a first step toward demonstrating the benefits of the transportation investment plan through the use of data provided by the SACOG SACSIM travel demand forecasting (TDF) model. This was continued in PCTPA's 2040 RTP and carried forward in the 2044 RTP.

PCTPA would like the 2050 RTP to build upon the performance indicators used in the 2040 and 2044 RTPs and provide additional indicators that relay the benefits of the plan. It should also build on performance metrics from SACOG's 2020 MTP/SCS and 2023 MTP with specific data for Placer County. The performance indicators should address the various modal investments in the plan and convey the benefits in terms that the public can understand by utilizing infographics and other visuals. The scope of work should identify sample performance indicators and the necessary data.

*Task 6: Prepare Draft EIR*

The consultant will prepare an appropriate level of environmental impact review and documentation to accompany the Placer County RTP after considering past environmental documentation. An administrative draft of the document will be prepared for PCTPA's internal review and comment. PCTPA comments will then be incorporated into the draft EIR. The draft EIR will include all sections required by CEQA, and all components required by Sections 15120-15132 of the CEQA Guidelines. Consistent with these requirements, the EIR will contain a CEQA analysis of the 2050 RTP. The consultant will also advise PCTPA staff, as needed, during the preparation of environmental review documentation to address any relevant statutory federal and state requirements for the development of an RTP.

The consultant will provide an electronic file, one print-ready copy, and enough printed copies of the Draft EIR for distribution to the State Clearinghouse and seven public libraries in Placer County. The number of hard copies required could be as many as 15.

The consultant will advise PCTPA on the public stakeholders and/or agencies that are statutorily required to be notified of the draft EIR document's availability for review.

*Task 7: Prepare Response to Comments*

The consultant will prepare written responses to comments received during the EIR public review period. In addition, the EIR will include a list of persons, organizations, and agencies commenting on the EIR. The proposer will prepare a draft response to comments for PCTPA staff to review and incorporate those comments into the final version.

*Task 8: Prepare Final EIR*

The consultant will prepare the Final EIR, which will include a standalone EIR document with all changes incorporated and a summary of comments received, as an appendix. The Final EIR shall also include a Mitigation Monitoring and Reporting Program.

The consultant will provide an electronic file and a PDF file for the Final EIR document. The consultant will also provide up to 15 bound hard copies of the Final EIR.

Following certification of the EIR and adoption of the 2050 RTP, the Consultant will prepare and file the Notice of Determination (NOD) with the State Office of Planning and Research and the Placer County Clerk's Office, including paying the cost of the filing fees (which includes the County Clerk's processing fee, the CA Department of Fish and Wildlife's filing fee payment, and any other applicable filing fees). The Consultant will provide PCTPA with the supporting documentation that the NOD has been filed. The filing must be completed within three days after joint certification of the Final EIR.

*Task 9: Prepare Findings and Statement of Overriding Considerations*

The consultant will prepare findings and a statement of overriding consideration (if applicable) for approval by the PCTPA Board of Directors.

*Task 10: Public Meetings*

The consultant will be responsible for attending two PCTPA Board of Directors meetings and any PCTPA technical advisory committee (TAC) meetings, as necessary, for the execution of the tasks identified above. The consultant will work with PCTPA staff to develop any presentation materials for these meetings, as needed. The consultant will be responsible for recording all public and Board comments received on environmental documents and providing a summary of comments in the EIR. The consultant will be responsible for preparing written responses to comments received during the EIR public review period. Comments and responses to comments are to be included in the EIR.

*4. Proposal Format*

Consultants interested in providing the services described, above, must submit a proposal by the deadline date and time specified in this RFP. Proposals should be concise and to the point. The proposal is limited to 20 pages (10 double sided) with no smaller than 12-point font. Resumes (limited to 1 page each) may be included and are not part of the page count. The budget and cost estimate are not part of the page count.

At a minimum, the following information shall be included in the proposal, as actual selection will be based on careful consideration of all pertinent data provided. The format of the proposal should include the elements described starting on the next page.

a. *Transmittal Letter*

The transmittal letter should include the name, title, address, and phone number, e-mail address, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the proposer, and who may be contacted during the period of proposal evaluation. Only one transmittal letter need be prepared to accompany all copies of the Proposal.

b. *Executive Summary*

This section should include the consultant's overall understanding of the project and the relationship of PCTPA's RTP with SACOG MTP/SCS, the consultant's role and that of PCTPA. The consultant shall briefly outline its qualifications for performing work, its management and technical approaches for the project, and similar project experience. Within this section, the consultant shall also identify all participating firms cooperating in the effort as sub-consultants and the services to be provided.

c. *Technical Approach*

The consultant shall outline its technical approach for the implementation of the EIR, traffic performance indicators, and any subsequent supporting tasks for this project. The technical approach shall be submitted in a format that can be used as the Scope of Services that will be attached to and made part of the Master Agreement between PCTPA and the consultant. The content of the technical approach shall include, but is not limited to, the following:

- i. Description of the methodology to be used in providing deliverables.
- ii. A brief discussion of each of the tasks in the scope of services to complete the project. Sub-tasks should be added as necessary to clearly define the Scope of Services.
- iii. A list of deliverables associated with the tasks defined in Scope of Services.
- iv. An assessment of supplemental data collection or other items and/or resources that will be required from PCTPA, SACOG, the California Department of Transportation, or other agencies.
- v. A discussion of unusual aspects that may be encountered during the execution of those tasks.
- vi. A discussion of supplemental tasks that may be deemed necessary to mitigate impacts, enhance the services provided, reduce cost or speed delivery, or address statutory requirements pertaining to the RTP's EIR development.

d. *Management Approach*

The consultant shall include brief resume summaries of each of the key project personnel. Resume summaries should focus on experience and qualifications relevant to the project. The consultant shall also identify and describe a management approach for this project, which shall include but is not limited to:

- i. A narrative "Management Plan," which describes how the consultant's team will be organized and managed to ensure that the required work is of high quality and completed within the schedule and budget.



- ii. A "Project Delivery Schedule," which describes the schedule by which the work will be performed. The schedule shall contain sufficient activities and milestones to adequately describe the services required to complete the project. The schedule should be in a bar chart format. The schedule should address the elements of the timeline in Section 3.

e. *Experience of Firm and Personnel*

The consultant shall provide a brief description of relevant similar experience by members of the project team. Experience shall be within the last three (3) years. The following information should be included in a table format.

- i. Provide a brief description of consultant's involvement in similar project efforts. Include technical analysis experience on those projects as well as:
  - 1. Members of consultant team (by name)
  - 2. Project description and services provided
  - 3. Total project cost
  - 4. Total cost of services provided
  - 5. Project start date and completion dates
  - 6. Budget and schedule performance
  - 7. Sub-consultants involved
  - 8. Name, telephone number, and address of the consultant's contact person
- ii. Provide a matrix that shows proposed team members (specific individuals by name) and the projects they will work on.
- iii. List all contracts terminated (partially or completely) by clients for convenience or default within the past three years. Include contract value, description of work, sponsoring agency, contract number, name of contracting entity, and reason for termination.

4. *Cost Proposal*

The budget to develop the 2050 RTP EIR documentation, develop traffic performance indicators, and provide consultant support, as needed, is currently anticipated not to exceed an amount of \$120,000. The cost proposal shall be fully inclusive of all services required to complete the scope of services and an itemized list for direct costs. Costs must be shown in a matrix format, by task, and showing hours and labor rates per staff member. Also, estimate consultant printing and other production costs for technical memoranda, drafts and final reports.

5. *Proposal Submittal*

Proposers must submit one electronic copy of their proposal emailed to: [cpeterson@pctpa.net](mailto:cpeterson@pctpa.net). Maximum file size that can be emailed is 20MB. If your file is larger and you wish to deliver the proposal via Dropbox or a similar file share service, please contact PCTPA no later than 4:00 pm on Thursday, June 27, 2024, to set up a link and ensure smooth delivery. Optionally, you may deliver your one electronic copy in-person on a thumb drive to PCTPA's office located at:

2260 Douglas Blvd, Suite 130  
Roseville, CA 95661

All proposals are due by **4:00 pm on Friday June 28, 2024**. Late proposals shall not be accepted. All proposals, whether selected or rejected, shall become the property of Placer County Transportation Planning Agency.

**6. Selection Procedure**

An evaluation committee will review each proposal for completeness and the responding individuals or firms may be invited for personal or phone interviews prior to final selection to further elaborate on their proposals. The selection committee will use the following criteria and relative weights:

<b>Evaluation Criteria</b>	<b>Rating Points</b>
Project understanding, including regulatory changes and new considerations since the last RTP update.	30
Technical and Management approach.	20
Qualifications and experience of the consulting firm and project team	20
Value provided for proposed fee	20
References	10
Total	100

The schedule for proposal review, consultant selection, and project work initiation will adhere to the following timeline:

Distribute RFP	May 17, 2024
Close RFP Question/Comment Period	June 7, 2024
Distribute RFP Clarifications (as necessary)	June 11, 2024
RFP Deadline	June 28, 2024
Evaluate & Identify Top-ranked Firm	July 2024
Interviews (if necessary, determined by PCTPA)	Monday, July 29, 2024 (Time to be determined)
Contract Award at PCTPA Board of Directors	August 28, 2024
Notice to Proceed	August 30, 2024

The Agency reserves the right to award a contract to the firm or individual that presents the proposal which, in the sole judgment of the Agency, presents the best value. Negotiations will begin with the top-ranked firm. If agreement cannot be reached, then negotiations will proceed to the next most qualified team. PCTPA reserves the right to reject any or all proposals, or to waive minor irregularities.

**7. Master Agreement**

The selected firm must enter into a Master Agreement with PCTPA for provisions related to compensation, conflict of interest, indemnification, insurance, disclosure of information, etc. The scope, budget, and schedule to complete the study will be incorporated into Master Agreement. A sample Master Agreement is attached to this RFP. The specific work tasks shall be indicated via letter(s) of task agreements. The proposal's Transmittal Letter shall state the team's ability to

comply with contract provisions as outlined in PCTPA's sample master agreement or indicate which provisions will require amendments during contract negotiations.

8. *Inquiries*

Questions concerning this RFP should be directed as noted below. Questions will be responded to collectively and made available for all interested proposers via the PCTPA website. All questions must be submitted via email no later than 5:00 pm on Friday, June 7, 2024. Responses to questions or addenda to the original RFP will be posted on the PCTPA website by the close of business on Tuesday, June 11, 2024. All interested proposers are encouraged to register for the email list to receive notifications.

*Direct all inquiries to:*

Cory Peterson, PTP  
Placer County Transportation Planning Agency  
2260 Douglas Blvd, Suite 130  
Roseville, CA 95661  
(530) 823-4032  
[cpeterson@pctpa.net](mailto:cpeterson@pctpa.net)