

**ECO-RAPID TRANSIT GENERAL GUIDELINES
STATEMENT OF QUALIFICATION (SOQ)**

A. INTRODUCTION and PURPOSE

Eco-Rapid Transit (the Orangeline Development Authority) is requesting “Statements of Qualification” from interested professionals and firms to support currently existing and future work by Eco-Rapid Transit. Specific disciplines include (but are not limited to):

General transportation planning (bus, rail, highway, non-motorized and pedestrian)
Environmental planning and analysis
Engineering & design support and analysis
Proposal and grant writing services
GIS and mapping services
Public participation and outreach
Economic and financial analysis
Land-use and urban design planning
Traffic engineering
Internet and web services

It is anticipated that all work under this request will be in Los Angeles County on an “as needed turnkey” by task/and or project basis. Respondents must certify that they meet all Caltrans and/or US Department of Transportation (DOT) “ability and capability” requirements to receive state and federal funds and are not on the State of California or US DOT debarred or ineligible bidders list. Respondents with a DBE certification shall attach a copy of their certification as part of their submission.

B. SCOPE OF REQUIRED SKILLSETS

The contractor shall provide all personnel, facilities, equipment, transportation, and supplies necessary to successfully perform the required professional planning and engineering services identified in this Statement of Qualifications.

1. Transportation Planning services such as:
 - a. Socioeconomic and demographic analysis
 - b. Identification of mobility needs
 - c. Identification of alternative operational and capital mobility improvements
 - d. Land use planning and compatibility
 - e. Compilation of data and statistical analysis
 - f. Comparative evaluation/project performance
 - g. Master planning/system connectivity evaluation
 - h. Station access planning
 - i. Station area planning
 - j. Parking Management Planning
 - k. Goods movement planning/Freight logistics planning
 - l. Community outreach support
 - m. Multi-modal and long range planning (transit, highway, bikeways, coordination, pedestrian paths, transportation demand management etc.)

- n. Transportation public policy, financing and funding analysis
 - o. Geographic Information System (GIS) and map production support
2. Environmental assessment and preparation of small-scale Environmental Documents (Initial Studies, Categorical Exemption, Categorical Exclusion, Negative Declaration, Mitigated Negative Declaration, Finding of No Significant Impact, special studies, amendments, addendums and supplemental Environmental Impact Reports/Statements), environmental surveys, and all necessary efforts and coordination to obtain approvals from local, State and Federal agencies.
 3. Analysis prepared in support of Environmental Documents, PSRs, and PRs including Environmental Engineering services in the fields of hazardous material/waste investigations and soil/water resources remediation, noise attenuation, water quality control, air quality management and energy conservation, including preparation of all required documents and obtaining approvals from the appropriate agencies.
 4. Preparation of Environmental Documents, AAs and other engineering work, inter-agency coordination with appropriate local, State and Federal agencies having jurisdiction over the area of impact of the project(s) and obtaining all necessary permits, licenses, approvals and other agreements and documents necessary for implementation of the project(s).
 5. Engineering support services during construction staging projects for design amendments or design modifications.
 6. Preparation documents, AAs, PSR, FSR and other engineering work, inter-agency coordination with appropriate local, State and federal agencies having jurisdiction over the area of impact of the project(s) and obtaining all necessary permits, licenses, approvals and other agreements and documents necessary for implementation of the project(s).
 7. Grant writing services in support of pursuing funding opportunities for planning, capital and operating expenses in connection with implementation of the corridor project.
 8. GIS programming services and map production support, which includes geocoding, Geo-database implementation, web-GIS development and interactive map production.
 9. Assistance in community outreach, communication, marketing, event planning, organization and logistics for conferences, seminars, workshops, summits and other professional and community planning events
 10. Conduct economic and financial analysis in support of on-going programs
 11. Land use planning/urban design and landscape architecture at and around stations, rail/bus interface and linkages between rail stations and surrounding land uses. Architectural design and/or urban design of small scale facilities. Preparation of architectural plans, elevations, details, renderings, perspective drawings, and display models. Urban design evaluation of proposed transportation facilities and of joint development proposals at station sites.
 12. Traffic engineering and analysis in compliance with all applicable codes, ordinances, standards, specifications and guidelines related to project implementation and station areas. General engineering services for analyses in the areas of civil engineering. Preparation of engineering plans, specifications and estimates (PS&E) for improvements generally associated with or in support of fixed guide way transit.
 13. Support services to develop, manage and make modifications to existing Internet website.

C. REQUIRED DISCIPLINES AND LEVEL OF RESPONSIBILITIES

The following disciplines are required for conduct of the projects:

1. Transportation Planning

General Transportation Planning including socioeconomic and demographic analysis, identification of mobility needs, identification of alternative operational and capital mobility improvements, demand modeling, transit planning, station access planning, parking management planning, compilation of data, statistical analysis, comparative evaluation/project performance evaluation master planning/system connectivity evaluation, goods movement planning, policy formulation, transportation demand management planning and community outreach.

2. Environmental Planning

All necessary work, research and documentation in general environmental planning, biology, historical property preservation, architectural history, socio-economics, environmental justice, public outreach and local coordination; inter-agency coordination with all permitting, resource and regulating agencies; preparation of various level environmental documentation (Categorical Exemption, Categorical Exclusion, Initial Studies, Negative Declaration, Mitigated Negative Declaration, and Finding of No Significant Impact).

3. Environmental Engineering

- a. Noise studies: including noise measurements, modeling, mitigation recommendations, and preparation of Noise Study Reports, all in compliance with State and Federal guidelines.
- b. Hazardous material/waste studies: including initial site assessments (phase I) and preparation of Initial Site Assessment (ISA) Reports AND/OR detail site investigations (Phase II), sampling and laboratory work and preparation of Site Investigation (SI) Reports, all in compliance with Federal EPA, California Department of Environmental Quality, and DTSC guidelines.
- c. Air and water quality studies: including preparation of appropriate documents or discussions for inclusion in project documents all in accordance with State and Federal guidelines.
- d. Energy consumption/conservation analysis: including preparation of appropriate documentation for inclusion in the project documents.

4. Traffic Engineering

Traffic counts, traffic forecasting for specified dates, traffic modeling, traffic studies and analysis, preparation of comprehensive traffic study reports, preparation of traffic congestion mitigation plans, recommendation of mitigation measures to improve traffic operations.

5. Civil/Transportation Engineering:

General Civil/Transportation Engineering work including but not limited to performing calculations/engineering analysis and preparing layout and profile (elevation) plans, construction details, typical and cross sections, specifications, quantity and cost estimates for new construction as well as modifications to the existing facilities.

6. Land Surveying:

Photogrammetry, topographic mapping, aerial photography and mapping, roadway alignment and profile surveying, preparation of digitized maps and hard copies based on specifications given in the contract; preparation of base maps; preparation of legal descriptions and plot maps for right-of-way acquisitions, relinquishments, or other real property transactions, construction staking, etc.

7. Structural Engineering:

Prepare specific plans, analysis, specifications and detailed cost estimates for developing preliminary designs to support development of the project.

8. Geotechnical and Soil Engineering:

Small scale soil investigations including sampling, laboratory work, analysis, compaction tests, foundation investigations and other necessary work at various levels during planning, design, and construction stages of the projects, such as in conjunction with sound wall and HOV projects.

9. Electrical Engineering:

Provide small scale electrical design work for pedestrian facilities, landscape areas, and traffic signals.

10. Mechanical Engineering:

Provide small scale investigations in support of transportation planning and or design projects.

11. Intelligent Transportation System (ITS) Planning and Engineering:

Planning, transportation and traffic engineering services in support of ITS studies, system designs, deployments, operations, and maintenance and support functions. Prepare concept of operations, conduct technology assessments, develop PS&Es to provide system-to-system and field device linkage that will allow for the deployment of transportation and information exchange functions.

12. Architectural/Urban Design:

Preparation of architectural plans, elevations, details, renderings, presentations displays (electronic and hard copy), and display models for small scale transportation facilities, including pedestrian circulation and linkages. Urban design review of proposed transportation facilities and joint development proposals.

13. Landscape Architecture:

Preparation of landscape/ hardscape plans, pedestrian promenade, sidewalks, irrigation plans, maintenance schedules, and other pertinent information.

14. Database Technical Services:

Including database preparation, database comparison, database corrections, database update submittal, system updates and updating user's manual.

15. Economic Analysis:

Economic analysis of rail investments, new, innovative and/or opportunistic transportation revenue sources (north and south corridors). Providing economic impact analysis for gross regional product, disposable income, employment by industry other variables as needed and impacts by transportation mode.

16. Financial Analysis:

Develop a cost and revenue analysis. Identify appropriate assumptions, impacts and necessary policy changes required for implementation. Identify tolling assumptions for specific applications to transportation segments and modes and their relationship to public private or other funding partnerships.

17. Geographic Information System (GIS):

Use GIS tools including but not limited to; Arc Info and Arc View to perform spatial analysis including geocoding, Geo-database design, and mapping and web-based GIS applications.

18. Community Outreach/Public Education & Research Services:

Develop and implement strategic outreach programs including participation plans, meeting facilitation, collateral materials, and multi-media platforms to reach large and diverse populations. Perform public education and research services, including stakeholder and environmental mapping and analysis. Identify, track and manage community issues toward the development of consensus based solutions for transportation planning and policy programs and

initiatives development of consensus based solutions for transportation planning and policy programs and initiatives.

D. REQUIRED CLASSIFICATIONS

The following list of job classifications is required based on the Discipline selected:

- Project Manager
- Principal/supervising technical/professional staff consistent with the core element of the project as stated in scope of work of the contract
- Lead technical/professional staff
- Project administrative staff
- Word Processing Clerk
- Land Surveyor
- Soils Engineer/Geotechnical Engineer
- Structural Engineer
- Traffic Engineer
- Traffic Modeling Specialist
- Electrical Engineer
- Software Engineer
- Geographical Information System (GIS) Specialist
- Acoustic Engineer/technician (for noise studies)
- Transportation Planner/Transit Planner (various levels)
- ITS System Engineer
- Transportation Modeling Specialist
- Environmental Engineer/Chemist (Hazardous Waste, Water Quality, Air Quality)
- Environmental Engineer (Energy Conservation)
- Environmental Planner (Generalist)
- Environmental Planner (Historical Properties Specialist)
- Environmental Planner (Architectural Historian)
- Environmental Planning Specialist (Biology)
- Environmental Planning Specialist (Socio-economics)
- Architect
- Landscape Architect
- Urban Designer
- Graphic artist/technician
- Programmer Analyst (various levels)
- Financial Analyst
- Economist
- Administrative Staff
- Web Designer
- Community Outreach Specialist

- Transportation Financial Analyst

All SOQ respondents at the time of Eco-Rapid Transit Board approval must have staff at an associate level or higher that have extensive experience with governmental agencies such as Caltrans, SCAG, MTA and local agencies. Contractors must have key staff that is technically qualified to perform work required and have current certifications and /or licenses in the State of California.

E. ANTICIPATED WORK

The anticipated work includes small-scale projects or supplemental work to support and complement larger-scale projects performed. The SOQ “bench” is not intended for a corridor level Major Investment Study, Alternative Analysis or Environmental Impact Reports/Environmental Impact Statements, Preliminary Engineering or any similar large-scale corridor studies. Proposed work will be in the following categories:

1. Arterial and Signal Projects

- Feasibility Studies
- Project Initiation Documents and Environmental Documents for small scale projects or supplemental work to complement other larger contracts
- Project and Program Evaluation

2. Transportation Planning Studies

- Feasibility Studies and Community/Public Outreach
- Traffic Studies
- Station Access
- Parking Management
- System Connectivity Analysis
- Project and Program Evaluation
- Transportation Demand Management Planning
- Multi-modal transit planning
- Data Compilation
- Transportation Demand Modeling

3. Pedestrian Facilities

- Conceptual design of new pedestrian facilities or modification of existing facilities
- Environmental Documentation
- Project and Program Evaluation
- Master Strategic Planning

4. Programming Obligation Database

- Automating the tracking of transportation funds

5. Geographic Information system

- Mapping Service
- Geo-database Design and Implementation
- Geocode Survey Data

7. Parking Facilities/Management

- Planning
- Design
- Operation
- Engineering

8. Community Outreach/Public Education & Research

- Transportation Planning
- Environmental Planning
- Environmental Engineering
- Landscape Architecture

F. WORK ACTIVITIES

It is anticipated that the work under each contract will require the following categories and activities:

1. Communications/Meetings/Record Keeping:

Contractor shall develop project scope, schedule and work plan and direct contractor staff throughout all phases of assigned projects.

Contractor will be required to maintain a communication tracking system approved by Eco-Rapid Transit, which would identify all contractors' formal communications with Eco-Rapid Transit and all subcontractors.

Contractor will meet with Eco-Rapid Transit staff, as required or necessary, throughout the life of the contract in accordance with the schedule provided to the contractor as part of the contract package.

Contractor will conduct, participate in, document, and/or facilitate all meetings with affected parties as required.

Contractor will prepare and make presentations to the Eco-Rapid Transit Board, public agencies, elected officials and community groups as required.

2. Monthly Progress Reporting

Contractors with active task orders shall prepare and submit to Eco-Rapid Transit monthly progress reports as per schedule included in the contract package. The report shall address, but not be limited to, the following items:

- Matrix of dollars requested, amount for individual invoice, amount to date, and remaining balance forward
- Matrix of tasks requested, tasks performed (including work partially completed), and work remained to be done
- Numeric and graphical presentation of work completed versus dollars invoiced
- Detail report on status of deliverables
- Statement of problems and deficiencies, plans to correct those, as well the anticipated delay
- Critical Path Method presentation of the project schedule
- Other items as directed.

3. Quality Control/Quality Assurance

Contractor shall provide a QC/QA Program to ensure the accuracy and quality of the work performed for Eco-Rapid Transit. The level of this program is anticipated to vary relative to the services being provided.