



**Request for Proposals
For
Pavement Condition Survey Data Collection
For The
Regional Transportation Commission of Washoe County**

Introduction

The Regional Transportation Commission (RTC) of Washoe County, Nevada, is seeking a qualified consultant to collect pavement condition survey data on the regional road network. The data will comply with Pavement Condition Index (PCI) distress criteria and be entered into local agency MicroPAVER Pavement Management databases.

Project Background

The Regional Transportation Commission (RTC) of Washoe County, Nevada, is a Metropolitan Planning Organization (MPO) whose area of influence includes the local agencies of Reno, Sparks, and Washoe County. The Regional Transportation Plan (RTP) identifies approximately 500 centerline miles of “RTP” roads made up of arterials, collectors, rural highways, and industrial roads within the local jurisdictions. The RTC does not own or operate any of these RTP roadways but does provide for the design and construction of rehabilitation and reconstruction projects on these roadways as well as preventive maintenance through the RTC’s Street and Highways Division.

For decades the cities of Reno and Sparks and Washoe County (COR, COS, & WC) have operated and maintained their own very robust MicroPAVER based pavement management system (PMS) database. RTC construction project selection criteria are based on PCI thresholds, ADT, and patching quantities developed from MicroPAVER PMS data provided to the RTC by each agency.

Pavement data collection and database operations have traditionally been done in house by COR, COS, & WC. This RFP seeks a consultant to collect pavement condition survey data on the Regional Transportation Plan’s (RTP’s) regional network and update each agency database with the current data.

Project Scope

Professional Services to be provided by the consultant:

- Each year collect pavement condition survey data on 1/3 of each of the local agency streets on the RTP transportation network at a time. The contract duration is expected to provide for inspection of one-third of the RTP roads, or one year with the option of extending the contract to include the entire RTP road system. The annual workload associated with this is approximately:
 - City of Reno – 91 centerline miles, 1000 inspected sample units.
 - City of Sparks – 42 centerline miles, 500 inspected sample units.
 - Washoe County – 30 centerline miles, 370 inspected sample units.
- Re-inspect specific sample units provided by the agency.
- Inspect other sample units when established sample units are no longer representative due to distress anomalies within the sample unit.
- Clarify vague section limit descriptions. For example, replace a property line address or driveway address limit description with a distance to an intersection so the section can be located on a map where a driveway or property line is not shown.
- Provide QA/QC procedures verifying overall data quality.
- Update each agency's MicroPAVER data base with condition survey data collected on regional roads within the agency jurisdiction.

Special Considerations

As mentioned above, each agency maintains their own database and have years of historical performance and maintenance data available. The data quality expectation is very high and the agencies have developed methodologies that help provide consistent results. The agencies have traditionally used paper forms but electronic data collection using laptops or tablet computers will be acceptable. The following is required:

- Minimum two person data collection teams.
- Collect and coordinate data collection efforts one jurisdiction at a time.
- Manual distress forms showing inspection field notes will be submitted to the agency for the agency records.
- Electronic data collection methods will allow data collection records at the sample unit level (distress quantities and field notes) to be printed and or stored for data verification and historical record keeping.
- QA/QC processes will be important and the consultant should expect intensive QA involvement by the agency until a comfort level with the consultant's methodology and personnel is established.
- Manual input of data from written field forms will be conducted at agency offices using agency computers and network access.
- Methodology for electronic upload of data collected on notebooks or tablet PCs will be clearly defined and provide for data verification and the protection of the agency database and servers.

- After approval by COR, COS, &WC, each agency's staff will provide condition survey results to the RTC.

Selection Criteria and Submittal Requirements

The purpose of this RFP is to select an engineering firm to provide the proposed professional services. RFPs will be reviewed by a committee of representatives from each local agency and the RTC. Although the intent is to select a firm based solely on the proposals, the RTC reserves the right to conduct subsequent interviews as part of the selection process, if it is deemed appropriate. If interviews are conducted, no more than three firms will be shortlisted based upon the proposals.

Limit your proposal to twelve (12) single-sided (8.5 X 11) pages or less, in 12 point or greater font, excluding cover letters, table of contents, and letters of transmittal containing introductory language. If desired, additional materials such as detailed resumes, sub-consultant information, detailed project descriptions, and/or other information relevant to this project may be included at the end of the proposal in clearly marked appendices. For ease of evaluation, the contents of the proposal shall be submitted in the order established below and proposals will be evaluated according to the following criteria:

A. Experience of the firm (40 points)

For each comparable Pavement Management System/pavement evaluation project list:

1. Project's description.
2. Dates services performed.
3. Project Owner/Reference information with current telephone number.
4. A brief scope of work statement.

If you anticipate a joint venture or using other consultants or associates for this project, submit with your proposal, their specific areas of responsibility and related information, as stated above, for the evaluation of your statement.

B. Experience of Key personnel to be assigned to this project. (25 points)

Define project team and provide organization chart for the project. For each key person identified, provide:

1. At least two comparable projects in which they have played a primary role. A project selected for a key person can be the same as one selected for the firm.
2. Their role on the project.
3. Their length of time with the firm.
4. The percent of time they will be available to work on this project.
5. Their home office location.

If sub-consultants are proposed, include names of their key personnel and all experience and qualifications of these individuals as stated above. Include their home office location and the percent of time they will be available to work on this project.

C. Understanding of the project and approach to performing the required services.
(40 points)

1. Describe your firm's understanding of this project and the major technical issues related to this project.
2. Describe your firm's approach to deliver this project and any potential subsequent phases.
3. Provide a schedule.

No reimbursement will be made by the RTC for any costs incurred prior to a formal notice to proceed. The RTC also reserves the right to reject any and all proposals and re-solicit or cancel this procurement if deemed by the RTC to be in its best interest. No fees are to be discussed in the proposal.

Pre-Proposal Conference

A non-mandatory pre-proposal conference will be held **Wednesday, September 2, 2009, at 1:30 p.m.**, at the RTC Offices at 1105 Terminal Way, Suite 108, Reno, NV.

Submittals

Six (6) copies of the proposal shall be prepared and submitted in accordance with the requirements of this request **no later than 4:00:00 p.m. PDT, Thursday, September 24, 2009** to:

Robert J. Russell, P.E., Engineering Director
Regional Transportation Commission of Washoe County
1105 Terminal Way, Suite 108
P.O. Box 30002
Reno, Nevada 89520-3002

Contract and Award

The selected consultant will be invited to negotiate a professional services agreement (PSA) with the RTC.

Inquiries

Inquiries should be directed to Scott Gibson at (775) 335-1874, fax (775) 348-0170 or by e-mail to sgibson@rtcwashoe.com.