INSTITUTE OF TRANSPORTATION ENGINEERS

Request for Proposals

Issue Date: October 23, 2008
Proposal Name: 2009 Data Collection Projects
Proposals Due: November 13th, 2008, 5:00 p.m. EASTERN
Proposals submitted after this time will not be reviewed
Copy Requirements: ITE will accept only e-mail responses. Please submit one copy in Word and one pdf copy. Preparers should not lock any of the documents.
Inquiries: Edward R. Stollof
Tel: (202) 289-0222 ext.132
estollof@ite.org

SECTION I: PURPOSE AND BACKGROUND

The International Board of ITE, at the request of the Coordinating Council and Parking Council, has approved a fund of up to $5,000 to be used by student chapters to collect relevant trip and parking generation data. Grants of $1,000 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. This is the third year for this program. A similar program was established in 2004 by the ITE Western District (District 6). For results of past grants visit: http://www.westernite.org/datacollectionfund/data_collection.htm.

A committee of ITE Technical Council members will oversee the grant process. For the 2009 RFP it is requested that trip generation and parking demand data collection for the following land uses be considered:

- Mini-Warehouse
- High-Cube warehouse
- Senior adult housing—attached
- Senior adult housing—detached
- Congregate care facility
- Assisted living
- Downtown housing complexes; transit-oriented developments; or mixed-use centers
- Convention center
- Arena
- Sports parks (with soccer, baseball fields)
- Casino/Video lottery establishment
- Museum
- Schools (elementary, middle, high, private, with and without sports fields)
- Mosque
- Office building (small < 50,000 GSF)
- Free-standing discount store/superstore
- Garden center
- Sporting goods superstore
- Discount home furnishing superstore
- Print, copy and express ship store
- Coffee/Donut shop without drive-through window
- Coffee/Donut shop with drive-through window
- Coffee/Donut shop with drive-through window and no indoor seating
- Bread/Donut/Bagel shop without drive-through window
• Bread/Donut/Bagel shop with drive-through window
• Gas stations with fast food and convenience markets
• Drive-in bank

Data is being requested at these particular land uses because of the lack of current data and the need to provide a source of accurate data for the profession. However, student chapters may propose data collection activities for another land use.

Purpose of Data Collection Fund

• To generate relevant technical data for transportation engineers and planners.
• To facilitate ITE student chapter activity and student mentoring by transportation professionals.
• To focus on practical, day-to-day, minor research in transportation engineering and planning.
• 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.
• To provide funds to student chapters that may be used to offset travel costs for students to attend ITE meetings. This in turn helps students better understand the transportation profession by meeting a wide range of working members.

SECTION II: SCHEDULE

The following schedule shows the required deadlines for submission of materials. Proposers shall specify a schedule in their proposals that will accommodate individual end-of-semester schedules, avoiding complications in coordination associated with the departure of student participants at the end of the school year.

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline</th>
</tr>
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<tbody>
<tr>
<td>RFP Issued:</td>
<td>October 21, 2008</td>
</tr>
<tr>
<td>Proposals Due:</td>
<td>November 13, 2008</td>
</tr>
<tr>
<td>Selection of Awarded Grants:</td>
<td>December 4, 2008</td>
</tr>
<tr>
<td>Committee Provides Comments on Work Plan</td>
<td>Two weeks prior to beginning of data collection, as shown in student proposal</td>
</tr>
<tr>
<td>Awarded Student Chapters Collect Data</td>
<td>As shown in the student proposal</td>
</tr>
<tr>
<td>Awarded Student Chapters Submit Draft Abstract and Data</td>
<td>As shown in the student proposal</td>
</tr>
<tr>
<td>Committee Completes Review of Draft Abstract and Data</td>
<td>Within two weeks of submittal</td>
</tr>
<tr>
<td>Student Chapters Submit Final Abstract, Data, and 300-word Summary</td>
<td>As shown in the student proposal, but no later than May 15, 2009</td>
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SECTION III: REQUIRED TASKS: Proposed Scope of Services

1. Develop Data Collection Methodology

   This section will summarize the data initiative to be undertaken. It must be clearly stated in this first section of the proposal whether a single or double data collection effort is being proposed. The proposal must include a summary of the specific data that is being collected and how the data will be obtained. Discussion of seasonal issues or variations associated with the selected data collection effort should be addressed.
ITE requests that pragmatic, empirical transportation engineering data be collected and summarized. This effort should be undertaken by ITE student chapters. 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 would generally include, but are not limited to:

- Identification of one to three sites for data collection (three sites are preferable).

- Request from the site 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. To preserve confidentiality (if requested), the data collected will not be published with names or locations and the data will be provided to the manager upon completion (if requested).

- Building area (gross square footage), number of employees (the day of the data collection) and number of parking spaces for the building (all items are required). For some uses additional key information will be necessary including presence and size of garden centers, outdoor fenced-in space and service stations, as well as numbers of students (schools), ball fields (sports parks), dwelling and occupied units, number and size of bedrooms (residential uses), fueling positions (gas station uses), units and occupied storage units (mini-warehouse). Your mentor can help with this determination. Your proposal should state the information you intend to obtain.

2. Conduct Parking/Trip Generation Observations

Conduct parking demand and trip generation observations for at least three days at the site(s). This can be done on any Tuesday, Wednesday, or Thursday except during the week of holidays or unusual conditions. Proposers can obtain data from three different sites on one day or the same site on three different days (or some other configuration that adds up to three days). This should be stated in the proposal. Some uses have non-weekday peak times. One or two of the counts for these uses should be made on weekends or when the use peak activity occurs (retail, schools, parks are examples). Your mentor can help with this determination.

Provide survey data on the following data forms, which are available at:
http://www.ite.org/surveys/parkingoccupancy/parking_basicform.xls and
http://www.ite.org/tripgen/Trip_Generation_Data_Form.pdf. These forms have comments that explain each entry. Data collection should follow the methods outlined in Trip Generation Handbook and Parking Generation Informational Report.

Observations of Parking Demand
Observation of parking demand will be conducted at least once every hour between the hours of 7:00 a.m. to 7:00 p.m. (please note for residential uses that a night time observation will also be necessary—your mentor can help define this). Three days of data are required. 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). Bicycle parking should be observed at the same time.

Observations of Trip Generation
At a minimum, the trip generation data collection effort will provide counts during the weekday AM (7:00–9:00 a.m.) and weekday PM (4:00–6:00 p.m.) hours for at least three days. Many of the land-uses peak at times other than the traditional weekday peaks. The data collection effort must outline up to two other time periods (two hours each) for each land use and three days of counts for these periods (for example schools between 2:00–4:00 p.m. on weekday, retail between 12:00–2:00 p.m. on Saturday). A cumulative total
of 24-hours of trip generation observations will be required between the sites and time periods. Pedestrian and bicycle trip observations should be added to the data summary where possible to supplement the vehicle trip generation counts. Refer to Trip Generation Data Form (Part 4) to report pedestrian and bicycle counts.

3. **Prepare DRAFT Abstract of Findings**
   A DRAFT abstract of findings should be submitted for review to the evaluation committee by the date specified in your proposal. You should provide the data presented in Excel spreadsheet tables using the ITE provided formats. An abstract format to consider can be found on the ITE Web site at: [www.ite.org/education/UMassITETripGen.pdf](http://www.ite.org/education/UMassITETripGen.pdf). The abstract should be submitted in both Microsoft Word (Times New Roman, 11 point) and as a pdf. Please do not lock the .pdf document. The length of the abstract of findings is limited to five pages inclusive of summary tables and figures.

   The evaluation committee will provide comments on the DRAFT abstract and data. The response to comments may be an area in which the proposers wish to utilize their mentor to assist in completion, given school schedules.

4. **Prepare FINAL Abstract of Findings**
   Based on the comments received by the evaluation committee, A FINAL abstract of findings and data should be prepared no later than May 15, 2009.

**NOTES on Scope of Services:**

- **Upon selection the ITE Data Fund Committee will contact the student chapter project manager to discuss the data collection effort and together may refine the data collection effort (hours of survey, sites, dates, etc.).**

- **It is important that your approach to the specific items under the following “Requested Scope of Services” be addressed and/or described in your proposal. Points will be deducted for items requested that are not specifically addressed in this section. The reviewers cannot assume what is not written.**

**SECTION IV: GENERAL INSTRUCTIONS**

1. Both single ($1,000) and double grants ($2,000) will be considered. A data collection task that requires 80 hours of effort may qualify for a single grant, while a data collection task that requires 160 hours of effort may qualify for a double grant. A single grant requires a proposal of no more than two pages in length. If a double grant ($2,000) effort is proposed, the maximum page limit will be increased to three pages. No more than two grants will be given to any submitting group. ITE intends to spread the data collection fund to as many student chapters as possible.

2. If the directions are not followed, proposers will be rejected as specified under Proposal Evaluation—Grant Projects, Criterion 1, Pass/Fail.

3. Failure to organize the proposal in the order as specified will result in rejection of the proposal.

4. Ownership of all data, materials and documentation originated and prepared for ITE and this project shall belong exclusively to ITE.

5. Award of future data collection grants will take past performance into consideration in providing the required deliverables and meeting scheduled deadlines into account.

**SECTION V: SPECIFIC INSTRUCTIONS**
Each proposal shall be on 8.5 in. x 11 in. paper with an 11-point Times New Roman font, and shall include the following in order specified below. A single grant requires a proposal of no more than two pages in length. If a double grant effort is proposed, the maximum page limit will be increased to three pages. Item 1 (Cover Letter) and Item 7 (Hold Harmless) are not included in the maximum page limitations for the proposal.

1. **Cover Letter**: A cover letter may be submitted with the proposal. The cover letter shall not exceed two pages. The following items must be included in the cover letter:
   a. State the name, address, phone number and e-mail address of the following persons:
      i. Student coordinator/student project Manager. The student coordinator will need to remain in contact with ITE Headquarters for coordination until August 1, 2009 and will need to send updates to the review committee regarding his/her address, phone number and e-mail address if changes occur during this time;
      ii. Mentor; and
      iii. Faculty member supporting the effort.
   b. Please select one person that will be your point of contact with ITE. State the person's name. Indicate if that person is your student coordinator, mentor, or faculty member. Provide that person's telephone number and e-mail address.

2. **Work Program**: Describe the proposed data collection work program and survey methodology (see Proposal Section III, Required Tasks)

3. **Mentoring**: This section will identify the student chapter’s mentor for the project. The mentor will provide oversight, assistance and mentoring to students with the data collection effort. Additionally, all deliverables will come through the mentor to the Data Collection Fund committee. While the use of active or retired ITE members as a mentor is preferred, it is not mandatory. In this section, proposers must also identify the chapter faculty advisor.

4. **Schedule**: A schedule for the project must include specific dates for each of the underlined milestones listed in the “Schedule” Section II above. When it is specified “as shown in the student proposal,” students are to specify appropriate dates with lead times sufficient for review and comment of materials by the ITE review committee.

5. **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. In this section, you may wish to provide a list of tasks and estimate the number of hours allotted for each task.

6. **Payment Information**:
   a. To whom to make check payable (individual/chapter/entity);
   b. Address for payment; and
   c. The RFP MUST include student chapter FEIN (Business Social Security Number—for payment) or a Federal Tax ID Number.

7. **Agreement to Hold Harmless**
   As ITE 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.

   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 from any and all liability associated with the conduct and completion of this proposal, data collection and associated activity.”

8. Copyright Transfer
   Successful proposers will be required to sign a Copyright Transfer that will be provided upon inception of the project.

Proposal Evaluation – Grant Projects

Proposals will be evaluated in the following manner:

1. **Pass/Fail Criteria:**
   - Meets paper size, font size and type criteria;
   - Proposal is in the order specified;
   - Within page limitations;
   - Includes **ALL** project management information;
   - Includes signed copyright transfer and hold harmless statement (to be submitted with proposal);
   - Schedule does not extend beyond June 1, 2009; and
   - Proposer **MUST** be from an ITE student chapter.

   **All of the above criteria must be met in order for the proposal to be considered for the grant.**

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 grant money would be used. Proposals that involve multiple ITE student chapters (teamwork), use funds for travel to ITE Annual Meetings and/or use funds for student recruitment will be given the 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.

5. **Past Performance**
   0 to 10 points will be deducted for student chapters participating in the data collection fund program in previous years who failed to provide the required deliverables or meet scheduled deadlines.

**Evaluation Committee and Selection**

Proposals will be reviewed and scored by a committee of ITE members. None of these individuals may be used as mentors. Questions should be directed to Edward Stollof at estollof@ite.org or Tatyana Jenkins at tjenkins@ite.org. E-mail communication regarding this RFP and the data collection concepts are encouraged prior to the November 13th, 2008 deadline for this RFP.