

Tysons Corner Circulator Study (Draft, Oct. 15, 2010)

1. SCOPE OF CONTRACT

The purpose of this Request for Proposal is to contract with a highly qualified, licensed firm for the provision of specialized Transit Planning Consultant Services, in accordance with the terms and conditions outlined below.

2. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on XXXXXXXX in the Fairfax County Government Center, Conference Center Room #XXXX, 12000 Government Center Parkway, Fairfax, Virginia. Attendees requiring special accommodation are asked to provide their requirements to the Department of Purchasing and Supply Management ADA representative at (703) 324-3201 or TTY 1-800-828-1140. Please allow seven (7) working days in advance of the event to make the necessary arrangements.

The purpose of the pre-proposal conference is to give potential proposers an opportunity to ask questions and to obtain clarification about any aspect of this Request for Proposal.

3. SCOPE OF WORK

3.1 PURPOSE

The purpose of this Request for Proposal is to plan a system of Transit Circulators that will:

1. Maximize trip making by transit for external-internal trips by providing quick and convenient connections from Metrorail Stations in Tysons to destinations beyond a reasonable walking distance from these stations.
2. Provide quick and convenient connections between developments within Tysons.
3. Support a pedestrian friendly and aesthetically pleasing environment.

3.2 BACKGROUND:

Tysons Corner, with its large concentration of office and retail development, is well positioned to take advantage of the coming of Metrorail's Silver Line. This line will run from Metrorail's East Falls Church Station and ultimately extend beyond Washington Dulles International Airport into Loudoun County. Four Metro stations are planned to open in the Tysons Corner Urban Center by 2014: Tysons East, Tysons Central 123, Tysons Central 7, and Tysons West. The arrival of Metrorail service provides an opportunity to transform Tysons from an "edge city" into a true urban downtown for Fairfax County. In order to meet this goal, the share of transit trips to, from, within and through Tysons must increase. The Circulator System will play a vital roll in accomplishing this task. The remade Tysons should provide a better balance of housing and jobs, a transportation system that includes facilities for pedestrians, bicyclists and motorists, and a green network that links existing stream valley parks with open space and urban parks located throughout the area.

In June 2010, the Fairfax County Board of Supervisors approved a new Comprehensive Plan for Tysons with the goal of turning Tysons into a walkable, green urban center by 2050. The plan envisions Tysons as home to up to 100,000 residents and 200,000 jobs by 2050. Instead of a sprawling suburban office park, Tysons will become a 24-hour urban center where people live, work and play.

System of Circulators

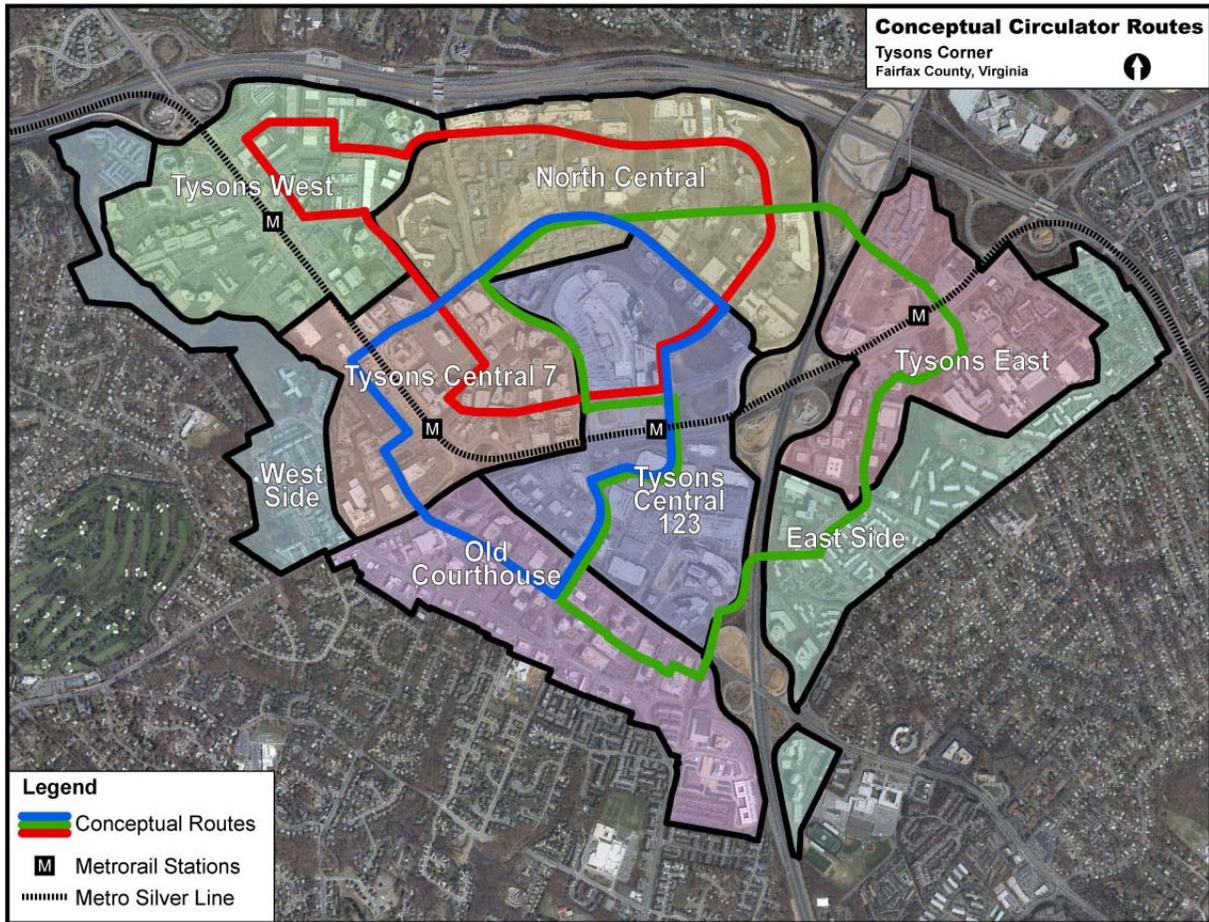
In order to increase the use of Metrorail for trips to, from and within Tysons, it is essential to provide a system of transit Circulators. The Circulators will have two main functions:

- To provide quick and convenient access for Metrorail passengers to and from locations within Tysons but beyond walking distance from the Metrorail stations.
- To provide a quick and convenient way to travel within Tysons.

As shown in the Tysons Corner Comprehensive Plan Amendment, Tysons consists of eight individual districts. A system of Circulator routes is proposed to connect most of the areas within these districts with the four Metrorail stations. To facilitate use of the Circulator System, it must be integrated with all other transit serving the greater Tysons area and be accessible, frequent, and convenient for users. In order to accomplish this goal, the Circulators should operate in their own, dedicated right-of-way.

The first phase of the Circulator System, serving the Metrorail stations immediately after opening, will be bus service operating in mixed traffic on existing rights-of-way. Over the long term, the Circulator System may evolve through several phases, transitioning from buses operating in mixed traffic to buses operating on exclusive transit rights-of-way to, when feasible, a fixed guideway operating on exclusive rights-of-way. A storage and maintenance facility within Tysons will be necessary to support a fixed guideway system. The map below shows a conceptual system of Circulator routes that could serve Tysons once the grid of streets and two new Beltway crossings are constructed. The ultimate alignment will likely change based upon the results of the Circulator Study and other factors, such as the availability of the necessary rights-of-way. The following objectives should guide the implementation of the Circulator System:

- The Circulators should extend the reach of the Metrorail System and connect the various districts within Tysons.
- The Circulator System should decrease auto-based trips. In addition to increasing transit mode share and decreasing vehicle use by making travel to, from and within Tysons more attractive, the Circulator should be convenient enough to serve as a substitute for long walking trips within Tysons.
- The connection with the Metrorail stations should be as close as possible to the station entrances. If a Circulator route cannot be adjacent to a station entrance, a clear visual connection should be maintained for the convenience and perceptions of users.
- The Circulator routes should include service to high trip generating locations.
- The Circulators should reflect industry best practices including ITS strategies such as the provision of real-time arrival information at station locations.
- Signal priority should be provided for Circulators and selected bus routes.
- Circulator stops should be comfortable for passengers, providing protection from the weather and amenities such as lighting, real-time schedule information and passenger information.
- The Circulators should interact well with express bus service coming from the HOT lanes as well as all other transit services.



An extensive amount of existing background material should be utilized to become knowledgeable with issues associated with Tysons Corner and to perform the analyses described in the following Tasks. The following is a list of reference materials with which the proposer should become familiar at appropriate points in this project.

- <http://www.fairfaxcounty.gov/dpz/comprehensiveplan/adoptedtext/2007-23.pdf>
- Review County staff's GIS data for Tysons which includes existing land uses, intensity, building heights, and pedestrian networks.
- Review the Transportation Phasing Analysis which includes the phasing functional classification recommendations for the grid of streets.
- Review Development Proposals in Tysons Corner, including approved and pending rezoning applications.
- Utilize Fairfax County and Tysons Corner growth forecasts and trends data and documents, including "Forecasts for Tysons Corner to 2050", completed by George Mason University's Center for Regional Analysis.
- Review Fairfax County Transit Development Plan focusing on Phase II Circulator routes.
- Review transit ridership and market demand data.
- Review Tysons travel demand modeling forecasts, including the Chapter 527 submission.

3.3 TASKS TO BE PERFORMED:

Task 1: Document and Assess Experience of Existing Downtown Circulators

Document the experience with and characteristics of at least five of the most successful existing downtown/activity center Circulators where serving commuting trips is a major component of the service provided. The downtown Circulators should not necessarily be limited to the United States. Circulators serving mostly tourists should be excluded.

The following should be documented:

1. Characteristics:
 - a. Mode (bus, streetcar, etc.)
 - b. Frequency
 - c. Ridership
 - d. Average speed, stops included
 - e. Right-of-way width and location: operating in mixed traffic or own right-of-way, operating alongside curb or in median, and an assessment of how the particular right-of-way improves or handicaps the Circulator and the provision of an attractive, pedestrian friendly environment.
 - f. Overall assessment including best and worst characteristics
2. Any other information that will contribute towards the planning of a highly successful Circulator in Tysons.
3. Recommend desirable characteristics of successful downtown Circulators.

Deliverables: An interim report documenting the experience and characteristics of the most successful downtown/activity center Circulators. The document should also contain an assessment of the Circulators and recommended desirable characteristics of downtown Circulators.

Task 2: Develop Planning Objectives

Develop a set of Planning Objectives that can be used for planning the Tysons Circulators. Planning objectives should consider factors such as:

- a. Directness of travel
- b. Area of coverage
- c. Operating speed
- d. Connectivity and ease of transfers
- e. Operating efficiency
- f. Dedicated rights-of-way
- g. Service to major trip generators

The implementation objectives listed in section 3.2 (Background) should also be taken into consideration.

Deliverables: An interim report describing the process of developing the planning objectives and a description of the planning objectives for Tysons Circulator(s). Public/stakeholder input should be collected during this task.

Task 3: Demand Analysis for the Circulator

Conduct a demand analysis for 2030 to determine the following for home-based work trips and other trip purposes:

1. The main transit travel corridors and amount of travel between Metrorail stations in Tysons and locations within Tysons beyond walking distance from the stations. This should include passengers arriving in Tysons by bus.
2. The main transit travel corridors and amount of travel between residential areas within Tysons and office locations and other attractions within Tysons.

The analysis should take into consideration prior transportation demand modeling conducted in support of the Tysons Plan. However, it is foreseen that a more refined and updated localized analysis should be conducted. It is assumed that a preliminary set of characteristics of the Circulator would be used as input into a modal split analysis associated with the demand analysis. The resulting information should be presented in a format that is supportive in the determination of Circulator route characteristics and locations.

A similar demand analysis should be conducted for 2050 by adjusting the 2030 results using the estimated 2050 land use information. It is envisaged that the Circulator will operate in its final form by 2050 and the 2050 level of demand will play a role in the recommended final configuration of the Circulator.

Deliverables: An interim report documenting the demand analysis and the results. The report should include graphics illustrating main travel corridors within Tysons and associated transit passenger volumes for 2030 and 2050.

Task 4: Determine Circulator Route Alignment(s)

Based on information obtained and produced in prior Tasks, a determination should be made, on the most effective and efficient route configurations. Possible route configurations are:

- A two-way circular route
- A one-way circular route
- A linear route traveling along one or two streets
- A combination of the above
- Another type of configuration

The Circulator routes should operate as much as possible on their own rights-of-way in order to maximize the reliability and speed of the Circulator. For planning purposes, a minimum of three routes should be assumed. The following should be taken into consideration when determining the route alignment:

1. The results of the demand analysis (Task 3)
2. The ideal route configurations
3. The ability to provide right-of-way for the Circulator
4. Required connections to at least two Metrorail stations and other transit routes
5. A preference for locating the Circulator on Avenues and Collector streets, as defined in the Tysons Comprehensive Plan Amendment, should be assessed
6. A preference for speed and high frequency as opposed to serving 100% of locations in Tysons
7. Simplicity, connectivity and easy transfers
8. Running the Circulator in the median or on the curbside of a street
9. A preference to place the Circulator on parts of the Grid of streets where redevelopment is more likely to take place
10. A minimum of three routes should be recommended
11. The map of conceptual Circulator routes

Public/stakeholder input should be collected during this task.

Deliverables: An interim report documenting the approach/methodology for formulating the alignment, as well as public input obtained. Graphics should be provided illustrating the route alignments.

Task 5: Mode Option Analysis

When the Metrorail stations become operational in Tysons, the Tysons Link bus routes, as described in the Fairfax County Transit Development Plan, are expected to be operational to provide internal Circulator service. Over time, the concept contained in the Vision for Tysons is that the Tysons Link bus routes will evolve to a transit system operating on its own right-of-way. A determination should be made, using the results of the demand analysis (Task 3) for the following:

1. When is it justified to change from buses operating in mixed traffic (the Tysons Link) to operating the Circulator on its own right-of-way? Possible triggers could be ridership or congestion levels.
2. The recommended mode when operating the Circulator on its own right-of-way.

When determining the most appropriate transit modes beyond the Tysons Link bus routes operating in mixed traffic, the following should be taken into consideration and addressed:

- Station/Stop locations and distance between stops
- Station/stop design requirements
- Right-of-way requirements
- Interaction with Metrorail stations to include an analysis of bus accommodations at each station
- Maintenance facility requirements, including recommended general locations
- The impact on street vehicular, bicycle and pedestrian movements
- Appropriate frequencies for peak and off-peak operation of the Circulator. The number of vehicles to adequately serve the demand and hours of operation should be estimated.
- Projected capital, operating, and maintenance costs.
- Feasibility to evolve from a system of buses on dedicated right-of-way to a higher capacity mode.
- Benefits
- Constructability
- Other factors considered significant in evaluating alternatives modes.

Mode options should include, but not be limited to, bus, street-car, and light-rail. The evaluation of the mode options should relate to the planning objectives (Task 2).

Deliverables: An interim report documenting the approach/methodology and results of the Mode Option Analysis, including a matrix for each mode option as it relates to the items addressed in the analysis, street cross sections illustrating in detail how each recommended mode will be accommodated, and reasons for recommending the mode(s). Projected capital, operating and maintenance costs for the recommended mode(s) should be included.

Task 6: Evolution of Modes

As previously noted, the Tysons Link routes will be buses operating in mixed traffic. Over time, these routes should evolve a higher capacity transit mode. Using the transit mode and timing recommendation for transitioning from buses operating in mixed traffic to the Circulators operating in their own rights-of-way from Task 5, an assessment should be provided of how this transition could occur and associated issues. Strategies for dealing with the issues of the transition should be identified.

Deliverables: An interim report detailing how and when each Circulator route, recommended in Task 4, should transition from buses operating in mixed traffic to the higher capacity transit mode recommended in Task 5.

Task 7: Adjust Demand for Circulator and Assess Feasibility of Existing Density Allocation and Potential for Additional Density

Once Tasks 4, 5 and 6 are completed, and if considered necessary, revise the demand analysis (Task 3) to develop a refined ridership forecast based on the recommended characteristics of the Circulator. Characteristics resulting from Tasks 4, 5 and 6 should be compared with the assumed characteristics in Task 3.

An analysis should be conducted to determine if the configuration and characteristics of the Circulator will result in a higher level of transit use compared to what was estimated in the 2030 demand modeling analysis and 2050 sketch planning analysis conducted in support of the adopted Plan. If there is a higher level of transit use, a recommendation should be made as to whether additional square footage of development adjacent to the Circulator routes could be accommodated in the Comprehensive Plan without resulting in an increase in vehicular trips. An estimate of the additional square feet of development should be included.

Deliverables: An interim report documenting the adjustment of demand and a description of the analysis and findings related to the additional square feet of development as a result of a higher level of transit use.

Task 8: Transportation Hub Analysis (Optional)

Multimodal Transportation Hubs are described on Page 45 of the adopted Tysons Plan. Provide draft recommendations including but not limited to the following: locations, size and service characteristics.

Deliverables: An interim report documenting transportation hub recommendations.

Task 9: Internal Meetings

Internal meetings shall be designed within the proposed timeframe of completing the study. The following internal meetings are anticipated to take place:

1. FCDOT staff: approximately 8 technical in-person meetings. In addition, the contractor's staff must be available for consultation (via phone, e-mail or in person) with County staff on an as-needed basis between 8:00 AM and 5:00 PM (ET), Monday through Friday.
2. Steering Committee: approximately 4 meetings where the consultant will present major findings.

Deliverable: The final product shall be an interim report that summarizes the input obtained and reviewed and how issues were addressed.

Task 10: Public Meetings

Community outreach approaches shall be designed within the proposed timeframe of completing the study. It is estimated that the following internal meetings will take place:

1. Public Meetings: approximately 3 meetings where the consultant will provide graphics and literature on draft recommendations resulting from the study, present draft recommendations and obtain and document input from the stakeholders and public.
2. Tysons Partnership Meetings: approximately 3 meetings where the consultant will provide graphics and literature on draft recommendations resulting from the study, present draft recommendations and obtain and document input from the Tysons Partnership.
3. Miscellaneous meetings: (citizen groups, stakeholders) approximately 6 meetings.

Deliverable: The final product shall be an interim report that summarizes the community input obtained and reviewed and how issues were addressed. Provisions should be made to ensure that input collected from the public/stakeholders is incorporated into documentation and final recommendations.

Task 11: Final Report

All interim reports shall be consolidated into a final report and presented to FCDOT Staff and the Steering Committee.

4. TECHNICAL PROPOSAL CONTENTS AND FORMAT

The proposer must submit the Technical Proposal in a separate binder. One copy of the proposal should be provided in CD format including a notarized statement that the CD version is a true copy of the printed version. The County encourages the use of recycled products, therefore, it is urged that proposals be submitted on paper made from or with recycled content and be printed on both sides. The Technical proposal should be as brief as possible but nevertheless contain sufficient information for evaluation purposes.

The Technical Proposal shall contain the following information, considered to be the minimum contents of the proposal, and shall be arranged in the same order and identified with headings as presented herein:

1. Cover Letter

The cover letter should be signed by a party authorized to bind the entity submitting the proposal.

2. Proposer Information

Name of firm submitting proposal; main office address; when organized; if a corporation, when and where incorporated; appropriate Federal, State, and County registration numbers; and annual report or financial statement.

3. Overall Organization and Approach

Be prefaced by a brief statement describing the proposer's organization and outlining its approach to completing the work required by this solicitation. This statement shall illustrate the proposer's overall understanding of the project.

4. Work Plan

Contain a work plan which concisely explains how the consultant will carry out the project. In the work plan, the proposer shall describe each project task (as defined in the Scope of Work) and proposed approach to the task as clearly and thoroughly as possible. This might contain preliminary layouts, sketches, diagrams, other graphic representations, calculations, and other data as may be necessary for presentation, substantiation, justification or understanding of the proposed approaches and program.

5. Schedule

Include a preliminary schedule for the project in bar-chart format. Indicate all work plan tasks and their durations. The chart should also include a preliminary meeting schedule. The schedule shall clearly identify project deliverable dates.

6. Staffing Plan

Include a staffing plan for the project. The plan shall include the following:

1. A project organization chart, identifying the project manager.
2. Names of key project team members and/or sub-consultants. Only those personnel who will be working directly on the project should be cited.
3. The role and responsibility of each team member.
4. A table that provides the number of hours allocated to each team member by task for the contract period.

7. Budget

Include a table detailing the costs associated with each task.

8. Qualifications

Resumes:

Include resumes for major staff members assigned to the project. These resumes should focus on their experience with similar projects.

Organizational Experience and References:

Include proposer's experience performing work similar to that anticipated with this study. The descriptions shall include the following as references: date of project, whether your firm was the prime contractor or a subcontractor, name and address of client organization, name and telephone number of individual in the client organization who is familiar with the project, short description of the project, consultant team members involved and their roles.

8. Conflict of Interest

Each firm shall document within its proposal any potential conflicts of interest. A conflict of interest shall be cause for disqualifying a consultant from consideration.

9. Proposal Page Limit

Each proposal shall be limited to a maximum of 30 pages. Proposals submitted in excess of this limit will not be considered.