

# **REQUEST FOR PROPOSALS**

**CONSULTANT SERVICES FOR  
ON CALL TRANSPORTATION MODEL SUPPORT**

**Kern Council of Governments  
1401 19<sup>th</sup> Street, Suite 300  
Bakersfield, CA 93301  
(661) 635-2900**

Additional background information on this Request for Proposals can be found on the Kern COG website:

**[www.kerncog.org](http://www.kerncog.org)**

Refer to tab:

“Working with Kern COG”

# **REQUEST FOR PROPOSALS**

## **CONSULTANT SERVICES FOR ON CALL TRANSPORTATION MODEL SUPPORT**

**MARCH 1, 2023  
PROPOSALS DUE: APRIL 20, 2023**

### **INTRODUCTION AND BACKGROUND**

Kern Council of Governments (Kern COG) requests proposals from qualified consultants for on call support services to the regional transportation model on an hourly basis. The project will be on call support from July 1, 2023, through June 30, 2024. Kern COG reserves the option to renew this contract annually for up to four more years to June 30, 2028. The amount of the contract is not to exceed \$55,000 through June 30, 2024. Subsequent years' hourly rates and not to exceed amounts may be adjusted to allow for increases not to exceed the Consumer Price Index for All Urban Consumers (CPI-U) available on the State of California Department of Finance website. Funding in any fiscal year is subject to Kern COG board approval in the annual budget and a written staff work order request. Whether or not the Kern COG board does not approve additional annual funding, the consultant's hourly rates can still increase up to the California CPI-U rates. No work shall be performed and billed under this contract without a work order signed by both the Kern COG staff and the consultant. Work orders could include requests for creation of scripts to customize model output, to full model calibration & validation to the latest observed traffic counts and household travel survey data, etc. Note that the 8-San Joaquin Valley COGs have retained a consultant to perform a household travel survey for the region.

Kern COG uses the latest version of CUBE Voyager which has evolved from Minutp/TP+. The latest Kern COG model has just been completed by the San Joaquin Valleywide Model Improvement Program 3 (MIP3). The 4 step model has mode split, truck model, 2 peak hours and 4 peak periods (am, pm, mid-day, off-peak), and approximately 2000 TAZs. The complete documentation for the model may be downloaded from <http://www.kerncog.org/category/data-center/transportation-modeling/> .

See Attachment C "Scope of Services Bid Form" for details on the anticipated tasks for this project.

### **PREVIOUS COMPLETED PLANNING EFFORTS**

Kern COG has maintained a regional travel demand model since 1987 and has used a variety of travel demand model consultants to regularly update the calibration/validation, and assist staff with training/support in running and applying the model for air quality conformity analysis, sustainable community strategy target compliance, performance measure monitoring, environmental justice compliance, transit ridership forecasting, traffic impact analysis, etc.

- In 2001, Dowling Associates revalidated the model to a 1998 base year 2009, Parsons revalidated the model to a 2006 base year.
- In 2012, Fehr and Peers and DKS revalidated the model to a 2008 base year.
- In 2017, The Kern COG model was completed by Fehr and Peers and DKS for the San Joaquin Valleywide Model Improvement Program phase 2 with a 2015 Base Year and phase 3 was completed in 2022 by DKS with a 2020 Base Year. It has mode split, truck model, peak periods (am, pm, mid-day, off-peak), and approximately 2000 TAZs.

## **PURPOSE AND OBJECTIVES OF THE PROPOSAL**

Kern COG seeks a qualified consultant to work closely with staff to provide on call transportation modeling support.

The final, detailed Scope of Work for the contract will be developed in cooperation with the selected consultant from the submitted proposal. Kern COG is open to variations from the Scope of Work that would increase the quality of the process. Attached is a sample scope of work to provide more detail on what Kern COG staff is looking for in this proposal.

## **SCOPE OF SERVICES**

The consultant will assist the Kern COG staff with creating script files, troubleshooting modeling problems, review of modeling assumptions, model refinements, re-calibration/validation, developing Air Quality forecast outputs for use in emissions analysis and provide training on significant aspects of the model. For this proposal the consultant is requested to provide an hourly rate for each task category based on the staff rates identified for these tasks. A combined hourly rate for all tasks is acceptable.

### Task Categories

#### A. Create script files:

1. Assist KERN COG staff with the development of new or refined model scripts.
2. Research and develop scripts that will help KERN COG use the model more effectively and efficiently.

#### B. Trouble shooting modeling problems:

1. Assist KERN COG staff with the development of new or refined methods of extracting data from the model.
2. Trouble shoot major and minor problems related to the model or model related data
3. Perform model runs upon request.

#### C. Review of Modeling data and assumptions:

1. Assist KERN COG staff with the development and updating of land use data.
2. Assist KERN COG staff in development of Access or Excel based automated land use data base.
3. Provide recommendations for improvement in data development and calculation methods
4. Assist with model calibration/validation updates as requested.

#### D. Model Refinements:

1. Assist KERN COG staff with network identification and accuracy.
2. Assist staff with the recognition of network links as associated with speed

characteristics, geometrics and special circumstances.

3. Assist KERN COG staff with development of network project access or Excel database to maintain master network.

4. Assist KERN COG staff with GIS operations in model refinement (such as TAZ updates) and other modeling related tasks.

E. Provide yearly training/or KERN COG staff:

1. Prepare a training outline and associated material annually to assist in the professional development of KERN COG staff.

2. Inform KERN COG staff of the updated software and/or new programs that relate to transportation modeling.

3. Recommend software and software updates.

Consultant will provide all textual work products in Microsoft Office compatible format. All data and reports may be shown on the KERN COG web site at the discretion of KERN COG staff.

### **Project Management**

The consultant will manage project tasks and submit written progress reports with invoices. The progress report will document specific accomplishments of each task, identify percent completion by task, and difficulties encountered.

### **COORDINATION**

Kern COG is solely responsible and will be the sole point of contact for all contractual matters related to this project. The consultant will take direction only from Kern COG and will regularly inform Kern COG of project progress, any outstanding issues, and all project-related matters.

Participating entities may offer suggestions and/or. While Kern COG enjoys a close relationship with and has considerable confidence in the capabilities of these other parties, the consultant will not act on any suggestions, solicited or unsolicited, without obtaining specific direction from Kern COG. Unless otherwise directed, all oral and written communication will be directed only to Kern COG. Any distribution of project-related communication and information will be at the discretion of Kern COG.

The selected consultant will best demonstrate the ability to deliver quality work on schedule and in a cost-effective manner, consistent with the tasks and deliverables in this RFP, and as requested by Kern COG's Project Manager.

The consultant will take primary direction from the Kern COG Project Manager. It is intended that all work will be ongoing support through June 30, 2024, and could be extended annually for up to four more years at the discretion of Kern COG

All data, maps and all other materials prepared or collected under this contract will become the property of Kern COG. The Consultant will provide monthly progress reports to the Kern COG project manager. These monthly status reports will include descriptions of work tasks completed that month and will identify any issues that may affect project schedule or project deliverables.

### **SCHEDULE**

<b>Activity</b>	<b>Date</b>
Request for Proposals Released	March 1, 2023

Last Day to Submit Written Questions April 10, 2023  
Deadline for Proposal Submittal April 20, 2023  
Selection Process/Interviews April 20, 2023 – May 4, 2023  
Kern COG Board Approval June 15, 2023  
Notice to Proceed June 16, 2023

These dates are subject to change; schedule updates and more information about Kern COG RFPs will be posted on the Kern COG website:

<http://www.kerncog.org/category/working-with-kern-cog/request-for-proposals/>

## **PROPOSAL REQUIREMENTS**

Proposal content and completeness are important. Clarity and conciseness are essential and will be considered in assessing the proposer's capabilities. A review committee will screen all consultant proposals submitted in response to this request.

One (1) reproducible, five (5) copies, and one (1) electronic copy of the proposal must be received at Kern Council of Governments no later than April 20, 2023, at 4:00 p.m. Proposals received later than that date and time will not be considered.

### **1. Provide contact and email address**

Proposers will provide a contact person and email address to be used in responding to questions and for notification of updated RFP information.

### **2. Proposal Organization**

In order to simplify the review process and maximize the degree of comparative analysis, the proposal should be organized in the following manner:

#### **A. Transmittal letter**

The transmittal letter should be signed by an official authorized to bind the consultant contractually and will contain a statement to the effect that the proposal is a firm offer for 90 days. The letter accompanying the proposal will also provide the following: name, title, address, and telephone number of individuals with the authority to negotiate and contractually bind the company. The transmittal shall contain a statement of understanding of the RFP.

#### **B. Table of Contents**

Include identification of the material by section and page number.

#### **C. Overview**

This section should clearly convey the Consultant's understanding of the nature of the work and the general approach to be taken to its performance. This section should include, but not be limited to, a discussion of the purpose of the project, the organization of the project effort, and a summary of the proposed approach.

#### **D. Detailed Work Plan**

The prospective contractor will provide a schedule for completing the project, within the schedule set forth in this RFP. The schedule shall identify the major tasks to be undertaken and the time frame for each task.

This section should include the following components:

**i. Task Description**

Include a full description of each step to be followed. The work description should be presented in sufficient detail (tasks, subtasks, etc.) to show a clear understanding of the work and the proposed approach.

**ii. Deliverables**

Please provide a description of the format, content, and level of detail that can be expected for each deliverable.

**E. Management Approach**

This section should describe the firm's management approach. If the proposal is a team effort, the distribution of work among the team members should be indicated. Describe the organization of the management, the structure of the work assignments, and any specific features of the management approach that require special explanation. No substitutions of the identified project manager will be allowed without prior approval of Kern COG's Project Manager.

Include the name and qualifications of all professional personnel to be employed, and a resume for each professional. Staffing assignments should be specific enough to demonstrate understanding of skills required and commitment of proper resources. The selected consultant will not substitute members of the project team without prior approval of the Kern COG's Project Manager.

**F. Budget and Billing Format**

Under various circumstances the budget could be subject to Pre-audit and/or the final cost subject to Post-audit by Kern COG or Caltrans' Division of Audits and Investigations. Whether individual items of cost can be allowed will be determined by 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31 et seq. The Contractor will also be required to comply with 49 CFR, Part 18, and Uniform Administrative Requirement for Grants and Cooperative Agreements to State and Local Governments. The contractor should have an accounting system capable of segregating direct cost from indirect costs per the above cited regulations. The Contractor and Subcontractors will comply with all applicable laws and maintain books, documents, papers, and accounting records for a period of three years from the date of final payment.

**i. Project Budget**

A maximum of \$55,000.00 has been budgeted for consultant services for this project for the fiscal year 2023/2024. The contract may be renewed annually for up to four more years through June 30, 2028 at Kern COG's option. Kern COG will consider proposed annual increases to the consultant's rates and proposed annual increases to the not to exceed amount, provided that those increases shall not exceed **the rate of inflation** as determined by the Consumer Price Index for All Urban Consumers (CPI-U), or other comparable index should CPI-U cease to be published. Funding in any fiscal year is subject to Kern COG board

approval in the annual budget and a written staff work order request. Because this is an on-call contract issuance of written work order requests will be subject to need as determined by Kern COG, it is possible that in some years no work would be requested.

**ii. Estimated Costs for Tasks**

Provide hourly rates for each task category including a breakout of overhead rates. Provide a detailed description of each task in the project description section of the proposal. The budget total should equal \$55,000.00 in fiscal year 2023/2024. Hourly rates and the total hours available may vary depending on staff working on the project.

**iii. Budget and Cost Breakdown**

- a. Direct Labor Costs** – A schedule of billing rates by employee or category of employee is required of the prime contractor and all subcontractors. Billing rates shall be based on actual pay rates and should cover all costs associated with the employee (salary, benefits, and anticipated cost of living and/or merit increases during the term of the contract). Depending on the individual cost structure, overhead may be applied as a component of the billing rate or applied separately. The proposer should be prepared to validate billing rates with payroll registers, wage agreements, or other payroll documentation.
- b. Overhead Rates** – The overhead rate should include all indirect cost not readily assignable to cost objectives specifically benefited. Typically, an overhead rate is calculated on a company or division wide basis by segregating expenses into direct cost and indirect cost categories and then dividing the indirect costs by a direct cost base such as direct labor to arrive at an overhead rate. The overhead rate is then applied on a contract-by-contract basis to recapture the indirect costs that are not chargeable directly to a final objective such as general and administrative, facilities, equipment, supplies, accounting, maintenance, materials, etc. Some cost structures may be broken into various overhead rates that are applied to different bases. The proposer should be prepared to provide supporting documentation such as prior agreements with government agencies or audits of prior year activities to validate overhead rates structures.
- c. Direct Cost** – Direct costs are those incremental costs that can be identified specifically with a particular final cost objective. Although in some instances direct cost and indirect cost may include similar categories, incremental direct cost attributable to final objectives must be separated and not included in the overhead calculation. All direct cost specifically attributed to the project and not included in the billing rates must be itemized by budget category to be eligible for reimbursement. Once contractually authorized, direct cost budgets may not be substituted without prior written consent of Kern COG.
- d. Sub-Consultant Fees** – Sub-Consultants must provide the same cost data detail as the prime contractor.

- e. **Fixed Fee** – A fixed fee is calculated as a basis of total direct and indirect costs. State law permits a 10% maximum fee.

## **G. Insurance Requirements**

Without limiting Kern COG's right to obtain indemnification from the consultant or any third parties, the consultant, at its sole expense, shall maintain in full force and affect the following insurance policies throughout the term of the contract:

- 1) Worker's Compensation in the amount required by law; 2) Commercial general liability insurance, including contractual liability coverage, covering all of its actions under this contract with limits of not less than \$2,000,000 combined single limit for bodily injury and property damage or \$1,000,000 per person and per occurrence for bodily injury and \$1,000,000 per each occurrence for property damage and \$2,000,000 aggregate; and 3) Commercial automobile liability coverage with the same limits as the commercial general liability insurance described above, covering all owned, hired, and non-owned automobiles and any other vehicle or equipment used by Consultant or its agents in performance of this contract.

This insurance shall not be canceled or changed without a minimum of thirty (30) days advance written notice given to Kern COG. The consultant shall provide certification of said insurance to Kern COG within twenty-one (21) days of the date of the execution of the contract. Such certification shall show, to Kern COG's satisfaction, that such insurance coverage has been obtained and are in full force; that Kern COG, its officers, agents, and employees will not be responsible for any premiums on the policies; that as and if required such insurance names Kern COG, its officers agents, and employees individually and collectively as additional insured (comprehensive and general liability only), but only insofar as the operations under the contract are concerned; that such coverage for additional insured shall apply as primary insurance and any other insurance, or self-insurance, maintained by Kern COG, its officers, agents, and employees, shall be excess only and not contributing with insurance provided under the consultant's policies herein; and that this insurance shall not be canceled or changed without a minimum of thirty (days) advance, written notice given to Kern COG.

In the event the consultant fails to always keep in effect insurance coverage as herein provided, Kern COG may, in addition to other remedies it may have, suspend or terminate the contract upon the occurrence of such event.

## **H. Disadvantaged Business Enterprise (DBE) Certification**

It is the policy of Kern COG, the California Department of Transportation and the U.S. Department of Transportation, that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with local, state or federal funds.

Consultant shall ensure that DBEs, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of this contract. In this regard, Consultant shall take all necessary and reasonable steps to ensure that DBEs have the maximum opportunity to compete for and to perform

subcontracts arising out of this contract. Failure to carry out the requirements of this paragraph shall constitute a breach of contract and may result in termination of this contract, or such other remedy Kern COG may deem appropriate.

During the period of this contract, the Consultant shall maintain records of all applicable subcontracts advertised and entered germane to this contract, documenting the opportunity given to DBEs to participate in this contract, actual DBE participation, and records of materials purchased from DBE suppliers. Such documentation shall show the name and business address of each DBE subcontractor or vendor, and the total dollar amount actually paid each DBE subcontractor or vendor. Upon completion of the contract, a summary of these records shall be prepared and certified correct by the Consultant and shall be furnished to Kern COG.

#### **I. Conflicts of Interest**

The prospective contractor shall disclose any financial, business, or other relationship with Kern COG, or other entities such as the other MPOs involved in this project, that may have an outcome on the selection.

#### **J. Summary of Qualifications**

Proposals shall include a summary of the firm's qualifications, including resumes of assigned staff.

#### **K. Signing of Proposal/Authorization to Negotiate**

The proposal shall be signed by an official authorized to bind the proposer and shall contain a statement to the effect that the proposal is a firm offer for a 90-day period. The proposal shall also provide the following: name, title, address, and telephone number of individuals with authority to negotiate and contractually bind the company.

#### **L. Attachments**

Attachments B and C to be included at the end of the proposal are as follows:

- Attachment A: Title VI Assurance
- Attachment B: Completed On Call Budget and Cost Schedule
- Attachment C: Completed Scope of Work
- Attachment D: Sample Work Order form

### **PROPOSAL SUBMITTAL**

#### **1. Preparation of Proposal**

The proposal shall be formatted in accordance with the requirements specified in the Section titled "Proposal Requirements" of this RFP. Proposal forms shall be executed by an authorized signatory as described herein. All proposals shall be prepared by and at the expense of the proposer.

#### **2. Examination of RFP Document**

The proposer shall be solely responsible for examining, with appropriate care, the RFP, including Attachment A and any addenda issued during the proposal period. The proposer shall also be responsible for informing itself with respect to any and all conditions, which may in any way affect the amount or nature of the proposal or the performance of the work in the event the proposer is selected. Failure of the proposer to examine and inform itself in this manner shall be at the proposer's own risk and no relief for error or omission shall be given.

### **3. Submission of Proposal/Period of Acceptance**

One reproducible master, five copies, and one electronic copy of all proposals must be delivered to Kern COG no later than 4:00 p.m., Thursday, April 20, 2023. Proposals will not be accepted after 4:00 p.m. PDT. Postmarks will not be accepted. Proposals should be delivered to:

Ahron Hakimi  
Executive Director  
Kern Council of Governments  
1401 19<sup>th</sup> Street, Suite 300  
Bakersfield, CA 93301

All proposals will remain firm for a period of ninety (90) days following the final date for submission. All proposals will become the sole property of Kern COG and a part of its official records without obligation on the part of Kern COG.

This RFP is not to be construed as a contract of commitment on the part of Kern COG. Kern COG reserves the right to reject all proposals, to seek additional information from each proposer, or to issue another RFP, if deemed appropriate.

### **4. Modification or Withdrawal of Proposals**

Any proposal received before the date and time specified above for receipt of proposals may be withdrawn or modified by written request of the proposer. To be considered, however, the modified proposal must be received by the proposal due date and time specified previously.

All verbal modifications to these conditions or provisions are ineffective for proposal evaluation purposes. Only written changes issued by proposers to Kern COG are authorized and binding.

### **5. Rejection of Proposals**

Failure to meet the requirements for the Request for Proposals will be cause for rejection of the proposal. Kern COG may reject any proposal if it is conditional, incomplete, or contains irregularities or inordinately high cost rates. Kern COG may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the Request for Proposals document or excuse the proposer from full compliance with the contract requirements if the proposer is awarded the contract.

## **CONSULTANT SELECTION**

The actual award of the contract will be by the Kern COG Transportation Planning and Policy Committee (tentatively set for the June 15, 2023, meeting). Proposal opening does not constitute the awarding of a contract. The contract is not in force

until it is awarded by Kern COG and executed by the Kern COG designees. A subcommittee of the PSC will evaluate, interview and recommend the selected consultant to the Kern COG Transportation Planning and Policy Committee for approval.

Note that since this contract is for a fixed amount, proposals should explain how their proposal would provide the best value and expertise to assist Kern COG in ongoing use and improvement of its modeling.

### **PROPOSER OBJECTIONS**

A proposer may object to any of the terms or provisions set forth in the RFP's Scope of Work or to the selection of a particular proposer on the grounds that Kern COG's procedures, the provisions of this RFP, or applicable provisions of federal, state, or local law have been violated or inaccurately or inappropriately applied by submitting Kern COG a written explanation of the basis for the objection. Deadlines for submittal of objections are:

- No later than two weeks prior to the date proposals are due, for objections to RFP provisions; or
- Within three working days before the date on which the contract award is authorized for objections to proposer selection.

If the proposer does not state any objections, Kern COG will assume that the RFP Scope of Work is acceptable to the proposer and has been fully factored into the firm's response. If the proposer intends to negotiate with Kern COG concerning any part of the Scope of Work the proposer finds objectionable, the proposer must provide specific language in the firm's response that would address or cure its objections.

### **KERN COG RIGHTS**

Kern COG may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by a proposer, and require additional evidence of qualifications to perform the work described in this RFP.

Kern COG reserves the right to:

- Reject any or all of the proposals if it deems such action is in the public interest;
- Issue subsequent Requests for Proposals;
- Cancel the entire Request for Proposal;
- Remedy technical errors in the Request for Proposals process;
- Appoint an evaluation committee to review the proposals and make the selection based upon the written proposal only;
- Seek the assistance of outside technical experts in proposal evaluation;
- Approve or disapprove the use of particular subcontractors;
- Establish a short list of proposers eligible for interviews after review of written proposals;
- Negotiate with some, all, or none of the respondents to the RFP;
- Solicit best and final offers from all or some of the proposers;
- Award a contract to one or more proposers;
- Accept an offer other than the lowest price offer;
- Waive informalities and irregularities in proposals and the bid process; and
- Waive any element of the procurement process it finds convenient.

This RFP does not commit Kern COG to enter into a contract, nor does it obligate Kern COG to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. All proposals will be subject to public disclosure as required by the California Public Records Act.

Kern COG reserves the right to investigate the qualifications of all firms under consideration to confirm any part of the information furnished by a proposer, or to require other evidence of managerial, financial, or other capabilities which are considered necessary for the successful performance of the contract.

### **RFP QUESTIONS**

All questions on the RFP should be submitted in writing via email to:

[eflickinger@kerncog.org](mailto:eflickinger@kerncog.org)

Ed Flickinger, Project Manager  
Kern Council of Governments  
1401 19<sup>th</sup> Street, Suite 300  
Bakersfield, CA 93301

All questions shall be submitted no later than **April 10, 2023**. Written questions submitted by this date will be answered and posted at <http://www.kerncog.org>. Refer to tab: "Working with Kern COG."

## **Attachment A**

### **TITLE VI ASSURANCE**

Kern Council of Governments, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-4 and Title 49, Code of Federal Regulations, department of Transportation, Subtitle A, Office of the Secretary, Part 21 Nondiscrimination in Federally Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority businesses enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or nation origin in consideration of an award.

## Attachment B

### ON CALL BUDGET AND COST SCHEDULE TEMPLATE

	<i>(Name)</i>		<i>(Name)</i>		<i>(Name)</i>			
	<i>(Role)</i>		<i>(Role)</i>		<i>(Role)</i>			
<b>TASKS</b>	<i>(Hourly Billing Rate)</i>		<i>(Hourly Billing Rate)</i>		<i>(Hourly Billing Rate)</i>		<b>Total Task Hours</b>	<b>Total Task Cost</b>
Task	Hours	Cost	Hours	Cost	Hours	Cost		
<b>Tasks Subtotal</b>								

(Please assume a roughly even distribution of hours between all tasks. Actual hours worked will be subject to need as determined and requested by Kern COG.)

**Direct Costs**

Direct Cost		Amount
<b>Direct Costs Subtotal</b>		

**Subconsultants**

Subconsultants		Total Cost
<b>Subconsultants Subtotal</b>		

<b>PROPOSAL GRAND TOTAL</b>		
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(Grand Total should be \$55,000.00 Actual total will be subject to need as determined/requested by Kern COG)

## ATTACHMENT C

**This is a SAMPLE Scope of Work, developed by staff to give a clearer picture of the product we expect from this contract. Consultants are encouraged to modify and make improvements based on their professional expertise and best judgment. Please avoid unenforceable, vague and superlative language in your proposal scope of work to facilitate incorporation into the final contract. Focus on clearly describing the deliverables to eliminate ambiguous language and facilitate contract enforceability. Thank you.**

### Transportation Model Support

#### **SCOPE OF WORK**

Kern COG requests proposals from qualified consultants for support services to the regional transportation model. The project will be ongoing support through June 30, 2024 with possible annual extensions for up to 4 more years at Kern COGs request.

The consultant will assist the Kern COG staff with creating script files, troubleshooting modeling problems, review of modeling assumptions, model refinements, developing air quality forecast outputs for use in emissions analysis and provide training on significant aspects of the model.

#### A. Create script files:

1. Assist KERN COG staff with the development of new or refined model scripts.
2. Research and develop scripts that will help KERN COG use the model more effectively and efficiently.

#### B. Trouble shooting modeling problems:

1. Assist KERN COG staff with the development of new or refined methods of extracting data from the model.
2. Trouble shoot major and minor problems related to the model or model related data
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#### C. Review of Modeling data and assumptions:

1. Assist KERN COG staff with the development and updating of land use data.
2. Assist KERN COG staff in development of Access or Excel based automated land use data base.
3. Provide recommendations for improvement in data development and calculation methods
4. Assist with model calibration/validation updates as requested.

D. Model Refinements:

1. Assist KERN COG staff with network identification and accuracy.
2. Assist staff with the recognition of network links as associated with speed characteristics, geometrics and special circumstances.
3. Assist KERN COG staff with development of network project access or Excel database to maintain master network.
4. Assist KERN COG staff with GIS operations in model refinement (such as TAZ updates) and other modeling related tasks.

E. Provide yearly training/or KERN COG staff:

1. Prepare a training outline and associated material annually to assist in the professional development of KERN COG staff.
2. Inform KERN COG staff of the updated software and/or new programs that relate to transportation modeling.
3. Recommend software and software updates.

F. Other modeling duties as requested and agreed on by the consultant in a signed work order.

# ATTACHMENT D – Sample Work Order Form



## WORK ORDER – On-Going Model Consulting

Contractor:  
Date:

Contract No. \_\_\_\_\_  
Work Order # \_\_\_\_\_

### Scope of Assignment:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)

### Source Data Provided by Kern COG:

### Deliverables:

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### Estimated Resources by Task:

### Estimated Timeframe:

### Estimated Work order Cost:

Kern COG Approval: \_\_\_\_\_  
Date: \_\_\_\_\_

Consultant Acceptance: \_\_\_\_\_  
Date: \_\_\_\_\_

*Work Order shall not exceed contract total.*