REQUEST FOR PROPOSALS

Appalachian Region Truck Parking Study

**Proposals are due on or before 5:00 p.m. EDT
September 30, 2022**

Questions regarding this
RFP should be sent to:
Jim Sinnette
JSinnette@arc.gov

The Appalachian Regional Commission Request for Proposals: Appalachian Region Truck Parking Study

Open Date:	September 1, 2022
Proposal Due Date:	September 30, 2022
Selection Date:	November 1, 2022
Contract Period:	November 15, 2022 – November 30, 2023

I. Overview of Request for Proposals (RFP)

The Appalachian Regional Commission (ARC, the Commission) invites proposals from qualified researchers and consultants to conduct an Appalachian Region Truck Parking Study. This request for proposal (RFP) is to complete a study to:

- Identify existing truck parking facilities and truck parking management systems;
- Estimate current and future truck parking demand;
- Assess impacts, benefits, and costs of truck parking; and
- Develop recommendations for truck parking policy, initiatives, and investment priorities.

The scope of the study will also include identifying and compiling findings from appropriate existing state, federal, research, and industry truck parking studies.

The geographic scope of the study will be focused on all Appalachian Development Highway System (ADHS) Corridors and the National Highway Freight Network routes within and close proximity to the Appalachian Region (the Region).

The truck parking shortage problem became a national issue with [Jason's Law](#) in 2012. Subsequent surveys of truck drivers by the Federal Highway Administration found that adequate truck parking remains a frequent and national issue. Truck drivers rely on adequate truck parking to rest and comply with Federal Hours of Service (HOS) regulations. Truck drivers also rely on truck parking for staging purposes—so they can wait in advance of pick-up and delivery appointments.

The recent COVID pandemic and the nation's shift to e-commerce has worsened the shortage of truck drivers. Recently, the American Trucking Association reported the industry is short 800,000 drivers. A contributing factor to the shortage may be low driver retention, partially created by poor working conditions such as limited safe and high-quality truck parking where truck drivers can rest safely and have access to food, showers, broadband, and other amenities.

Many state departments of transportation (DOTs) in Appalachia have completed truck parking studies in response to these issues. These studies include improved data collection and identification of facilities, and projections of truck parking needs along with policy recommendations. However, there have not been any comprehensive truck parking studies completed specifically for the Appalachian Region. The shortage of convenient and high-quality truck parking in the Appalachian Region is not only a safety concern but an economic

one, as it diminishes the Region's economic competitiveness and increases its economic isolation.

II. Background

About Appalachia

As defined in the Appalachian Regional Commission's authorizing legislation, the Appalachian Region is a 206,000 square-mile region that follows the spine of the Appalachian Mountains from southern New York to northern Mississippi. It includes all of West Virginia and parts of 12 other states: Alabama, Georgia, Kentucky, Maryland, Mississippi, New York, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, and Virginia.

About the Appalachian Regional Commission (ARC)

The Appalachian Regional Commission is a regional economic development federal-state partnership serving 423 counties across the Appalachian Region. Established by an act of Congress in 1965, the Commission is composed of the governors of the 13 Appalachian states, as well as a federal co-chair appointed by the President of the United States and confirmed by the Senate. Annually, the group of governors elects one governor to serve as the states' co-chair. To strengthen local participation, ARC works with the Appalachian states to support a network of multicounty planning and development organizations, or Local Development Districts (LDDs), throughout the Region.

The mission of the Appalachian Regional Commission is to innovate, partner, and invest to build community capacity and strengthen economic growth in Appalachia to help the Region achieve socioeconomic parity with the nation. The Commission funds projects that address the five goals identified in its strategic plan:

1. Building Appalachian Businesses: Strengthen and diversify the Region's economy through inclusive economic development strategies and investments in entrepreneurship and business development.

2. Building Appalachia's Workforce Ecosystem: Expand and strengthen community systems (education, healthcare, housing, childcare, and others) that help Appalachians obtain a job, stay on the job, and advance along a financially sustaining career pathway.

3. Building Appalachia's Infrastructure: Ensure that the residents and businesses of Appalachia have access to reliable, affordable, resilient, and energy efficient utilities and infrastructure in order to successfully live and work in the Region.

4. Building Regional Culture and Tourism: Strengthen Appalachia's community and economic development potential by preserving and investing in the Region's local, cultural heritage, and natural assets.

5. Building Community Leaders and Capacity: Invest in the capacity of local leaders, organizations, and communities to address local challenges by providing technical assistance and support to access resources, engage partners, identify strategies and tactics, and conduct effective planning and project execution.

Additional information about the Appalachian Regional Commission can be found at www.arc.gov.

III. Proposal Contents

Proposals must present a description of the work to be conducted, a work plan that includes engagement with ARC and other regional stakeholders, a schedule for deliverables, and a price for the work. The successful applicant will develop a clear and logical methodology to respond to the scope of work criteria and deliverables.

The total maximum proposal length is twenty-five (25) pages, not including the required samples of previous work discussed below.

1. Scope of Work

Proposals must include how the following scope of work will be addressed in the study for the 33 Appalachian Development Highway System (ADHS) Corridors and the National Highway Freight Network in the 13-state Appalachian Region as well as within a half mile of these routes. Proposals may include recommended additions and/or alternatives to better satisfy the stated criteria.

Task 1 – Review of Relevant/Existing Truck Parking Studies
Literature review should include (but not be limited to) the following, as appropriate. The final report should Include the title and date of each study used.
- Existing Appalachian Region state DOT truck parking studies and action plans from truck parking roundtables;
- Existing relevant federal and state DOT truck parking studies and policies;
- Existing truck parking research studies (e.g., NCHRP Project 20-68A, "Successful Approaches for Facilitating Truck Parking Accommodations Along Major Freight Corridors"); and
- Existing American Transportation Research Institute (ATRI) studies.

Task 2 – Stakeholder Engagement
The proposal must include how the applicant will consult with regional stakeholders through meetings, interviews, focus groups, surveys, or other methods as determined in coordination with ARC's Project Manager. Stakeholders may include state DOTs, ARC's Network Appalachia Freight Advisory Group, metropolitan planning organizations (MPOs), travel center operators, trucking advocacy groups, and other public or private entities. The purpose of these consultations is to hear directly from stakeholders regarding existing data, ongoing and future initiatives, and the preferred next steps for addressing needs for truck parking in the Appalachian Region. The proposal should describe methods to be used to accomplish stakeholder engagement and provide opportunity for ARC guidance and involvement.

Task 3 – Inventory of Truck Parking Facilities
The study must include an inventory of truck parking facilities (both public and private) within the Appalachian Region, including truck parking management systems. The study should leverage findings from existing trucking parking studies conducted by state DOTs and other relevant groups. Data gathering should be from both state DOTs and the private sector, including relevant national trade organizations representing truck drivers and private truck parking facilities. This inventory will be used to identify gaps in available truck parking information. Other methods of data gathering (e.g., user surveys and geographic information system (GIS) data should be considered to support the study. For example, ATRI data and global positioning system (GPS) information from electronic logging devices can provide information on truck parking supply and demand. Applicants should outline any limitations

on developing this inventory and identifying truck parking facilities (e.g., excluding private facilities below a certain size threshold).

Task 4 – Develop Estimates of Truck Parking Supply and Demand
The study must include a description of the current (latest historical data) supply and demand for truck parking in the Appalachian Region, including utilization rates and areas where facilities are lacking or insufficient. The study should include estimated demand projections for the year 2045 with proposals outlining recommended methods to project future truck parking demand for highway corridors and regions within Appalachia. The study should describe proven and innovative methods that can reliably estimate the truck parking demand and supply specifically in Appalachia.

Task 5 – Assess Impacts, Benefits and Costs
The study must include an assessment of the impacts, benefits, and costs of truck parking related to safety, facility amenities, and freight movement, among other considerations. This assessment will support the study's recommendations described in Task 6. Proposals should discuss how impacts, benefits, and costs will be assessed using qualitative/descriptive and quantitative methods. Proposals should include modeling techniques. While an important part of the project, these modeling techniques should be cost effective, i.e., not highly detailed or expensive.

Task 6 – Truck Parking Recommendations on Policy, Initiatives and Investment Priorities
The study must include truck parking recommendations on policy, initiatives, and investment priorities for infrastructure, including management systems, that are specific to the Appalachian Region. These recommendations and priorities should be based on a consideration of other state-level truck parking study findings and recommendations and include a discussion on common issues and policy options. Recommendations should also be based on findings from ongoing and anticipated future studies or initiatives. Also, issues and opportunities associated with private sector truck parking facilities should be considered. The ultimate goal is to help ensure the Appalachian Region has sufficient truck parking capacity and facilities to efficiently facilitate trade and goods movement and improve the safety of Appalachian Region highways.

2. Deliverables

<u>Draft Report:</u> A draft report must be submitted to ARC. The draft report must include an executive summary (not to exceed two pages) that integrates, summarizes, and interprets key findings of the study. The draft report, as well as the executive summary, must be written for a non-technical audience and may include descriptive statistics, analyses, graphs, maps, and tables, where appropriate.

Two electronic versions of the draft report must be submitted: a Microsoft Word file and an Adobe PDF file. The Microsoft Word file will be used by ARC staff to document the ARC review.

ARC will review the draft report and provide comments within three weeks of receipt.

<u>Final Report:</u> A final report must be submitted to ARC within two weeks after receipt of ARC comments. A brief written resolution of ARC comments must be provided.

Two electronic formats of the final study must be submitted: a Microsoft Word file and an Adobe PDF file. The Adobe PDF format must be suitable for printing and web-based distribution.

Presentation of Findings: The successful applicant will meet with ARC leadership and staff to present the final report findings and host one public webinar with ARC staff to share findings with states, communities, and ARC partners. All electronic files (e.g., PowerPoint) for the leadership meeting and webinar must be provided to ARC.

Progress Reports: Updates must be submitted to ARC on progress toward completing the scope of work with each request for a progress payment. The progress report should be concise (not to exceed two pages) and must contain sufficient detail to support the progress payment request. In addition, ARC must be immediately informed of any delays or challenges in meeting the agreed-upon scope of work or schedule.

In addition, there will be virtual monthly progress meetings with ARC to review work status and discuss data and information that will be incorporated into the study.

Rights in Data: ARC will have unlimited rights in (i) data first produced in the performance of the contract; (ii) form, fit, and function data delivered under the contract; (iii) data delivered under the contract (except for restricted computer software, if applicable); all other data delivered under the contract unless provided otherwise for limited rights data or restricted computer software. The term data refers to recorded information, regardless of form or the media on which it may be recorded. It includes technical data and computer software but does not include information incidental to contract administration. ARC unlimited rights means that it can use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, in any manner and for any purpose, and to have or permit others to do so. Limited rights on data means data, other than computer software, that embody trade secrets or are commercial or financial and confidential or privileged, to the extent that such data pertain to processes or methodologies developed at private expense. Restricted computer software means computer software developed at private expense and that is a trade secret, is commercial or financial and confidential or privileged, or is copyrighted computer software.

Copyright: The successful applicant may be able to assert, without prior approval of ARC, copyright in scientific and technical articles based on or containing data first produced in the performance of the contract and published in academic, technical, or professional journals, symposia proceedings, or similar works. The prior, express written permission of ARC will be required to assert copyright in all other data first produced in the performance of the contract.

IV. Scoring Criteria

All proposals will be evaluated based on the following criteria:

Quality of the Scope of Work (40%) – Proposals must demonstrate a clear understanding of the scope of work with innovative and proven data collection methods. The proposal must include the methodology on how the applicant will organize, manage, control, and report on the status of the study, including a logical project schedule with important milestones. The proposal must include opportunities for ARC input and review. The proposal should include a plan to provide ARC with regular status updates. The identification of stakeholders and how

their input will be incorporated into the study must be included. All work should be completed and billed within 12 months of the contract execution date.

Cost (10%) – Proposals must include a budget with sufficient detail to determine the reasonableness of the project cost. Proposals will be evaluated by ARC based on the cost effectiveness and the total project cost, which must not exceed $250,000. The contract for this work will be a firm fixed-price contract with progress payments on a quarterly schedule or other schedule negotiated between the selected applicant and the ARC Project Manager. The budget must remain firm during the project. Proposals must contain labor costs and hours by staff, including subcontractors and other direct costs such as data purchases or travel expenses.

Management Approach (25%) – The proposal must demonstrate experience in transportation planning, traffic data collection, and truck traffic forecasting. The applicant must have experience in freight transportation studies and research, including truck parking. The proposal must include a brief narrative description of the organization, including the division or team that will perform the proposed effort, and the authority responsible for controlling these resources and personnel.

The proposal must include a staffing plan that describes proposed key personnel and staff distribution to accomplish this work. The proposal should include a description of key personnel performing the research and their roles on the project. Brief resumes (two pages or less) of key personnel are required. The applicant will be required to furnish the services of those identified in the proposal as key personnel unless ARC authorizes a change in personnel. In addition, the proposal should include a brief description of activities for key project-related personnel and anticipated deliverables. Finally, the proposal should identify any subconsultants and subcontractors.

Experience with Similar Work (25%) – The proposal can demonstrate experience with similar work through references, a description of previous project experience, awards, or other information related to eligibility. Proposals must demonstrate successful experience in completing similar work. Provide at least one sample (and no more than three samples) of similar completed work products. Each sample should be delivered in a separate file (less than 10 MB, PDF preferred).

V. Proposal Submission

Proposals in Adobe PDF format (or similar format) are due on or before 5:00 p.m. Eastern time on September 30, 2022, and must be sent by email to ARC's Project Manager, Jim Sinnette, at JSinnette@arc.gov. Written questions about this proposal should be directed to Jim Sinnette at JSinnette@arc.gov.

ARC will select a contractor through a competitive process based on the scoring criteria identified above. During its review of proposals, ARC may ask applicants to participate in a brief interview to discuss their proposal in greater detail or submit supplemental information.

It is anticipated that the sole contractor will be selected by November 1, 2022, for an estimated start date of November 15, 2022, and a completion date before November 30, 2023.