



COG Contract 20-003

Request for a Detailed Approach

Task Order #20-003-022 – Update the National Capital Region Freight Plan

March 9, 2022

SUBMISSION REQUIREMENTS:

DUE DATE: 3/25/2022

Send to: Timothy Canan tcanan@mwkog.org – and cc: purchasing@mwkog.org

Provide a detailed approach no longer than seven (7) pages including a schedule for all tasks in the following scope of work. Funding for this effort is split between fiscal year 2022 (i.e., before June 30, 2022) and fiscal year 2023. The funding for fiscal year 2023 is subject to availability upon approval of the FY2023 UPWP.

OBJECTIVES

- Update the [National Capital Region Freight Plan](#)¹ (Plan) including an Executive Summary appropriate for policy level readers and all sections down to the three-digit level (e.g., 1.2.5 Freight Planning in Member Jurisdictions, 2.4.3 Air Cargo Operations, etc.) with appropriate adjustments, enhancements, and/or deletions. Additional enhancements to include new graphics, illustrations, photos, and other images to improve visual appeal and readability.
- Provide additional content to address the following topics:
 - Urban goods delivery and curbside management including last mile (and last 50') considerations
 - Equity implications of freight/goods movement, including effects on the region's Equity Emphasis Areas
 - Critical Urban and Critical Rural Freight Corridors
 - Discussion of the STRAHNET and the importance of the regional transportation network to the military
 - PBPP Truck Travel Time reliability
 - CAV (with a goods movement focus)
 - Truck parking
 - Resiliency of key supply chains (e.g., food, fuel, etc.)
 - Brief bibliography of key freight planning resources helpful to member jurisdictions and agencies
 - Additional recommended content based on consultant expertise

¹ The 2016 National Capital Region Freight Plan is accessible at:
<https://www.mwkog.org/documents/2010/07/28/national-capital-region-freight-plan-freight/>

BACKGROUND

- The National Capital Region Freight Plan (Plan) describes the role freight transportation plays in the Region's economy, provides an overview of the Region's multimodal freight transportation system, describes the drivers of freight demand and the freight flows resulting from it, identifies the most significant freight issues in the region, and provides recommendations to ensure the multimodal freight transportation system continues to support the economy of the region and the quality of life of its residents and visitors. The Plan is a technical reference and serves as a foundation for regional freight planning activities, including Visualize 2045.

TASK 1. TASK ORDER MANAGEMENT

This task will cover project management meetings, phone calls, and related activities. We request two project management meetings per month during the duration of the project.

The Department of Transportation Planning (DTP) anticipates the following meeting schedule:

- Project Kickoff meeting
- Biweekly meeting (2 per month) - may be cancelled by mutual agreement

Deliverables:

- Meetings, calls, meeting materials

TASK 2. REVIEW PREVIOUS FREIGHT PLAN AND DEVELOP APPROACH FOR UPDATING AND IMPROVING IT

The consultant will review the contents of the existing National Capital Region Freight Plan as well as the new information to be incorporated into the updated Plan. Based on this review, the consultant will develop a detailed approach for how to accomplish the update. This will include the following subtasks:

- Review existing National Capital Region Freight Plan
- Determine what needs to be updated and/or strengthened in the existing Plan
- TPB staff have identified the following additional topics to be incorporated into the updated Plan:
 - Urban goods delivery and curbside management including last mile (and last 50') considerations
 - Equity implications of freight/goods movement, including effects on the region's Equity Emphasis Areas
 - Critical Urban and Critical Rural Freight Corridors
 - Discussion of the STRAHNET and the importance of the regional transportation network to the military
 - PBPP Truck Travel Time reliability
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 - Resiliency of key supply chains (e.g., food, fuel, etc.)

- Brief bibliography of key freight planning resources helpful to member jurisdictions and agencies
- Additional recommended content based on consultant expertise
- Identify needed data and information to update the contents of the Plan
- Develop a chapter and subchapter outline of the updated Plan
- Develop schedule, including staffing needs and milestones

Deliverables:

- Annotated outline of the Plan
- Schedule for updating the Plan, including staffing needs and milestones

TASK 3. COLLECT / ANALYZE DATA FOR THE PLAN

Based on the data needs identified in Task 2, the consultant will collect and analyze relevant data, including FHWA Freight Analysis Framework (FAF) data, truck volume and percentage data, air cargo data, GIS shapefiles/geodatabases, etc. and compile into one or more technical memorandums.

Deliverables:

- Appropriate technical memorandum(s)
- Raw and processed data files, including GIS shapefiles/geodatabases

TASK 4. DEVELOP DRAFT FREIGHT PLAN

Develop a draft of the Plan using the data collected and analyzed in Task 3 as well as additional information developed by the consultant using their expertise for review and comment by TPB staff.

Deliverables:

- Draft Plan materials broken down into relevant sections for TPB review

TASK 4. DEVELOP FINAL NATIONAL CAPITAL REGION FREIGHT PLAN

The consultant will compile the information produced in the previous tasks, as approved by TPB staff, into a draft version of the final Plan. The consultant will circulate the draft final Plan for comment to TPB staff and relevant committees, including the Freight Subcommittee and TPB Technical Committee. Consultant staff should plan to be available to answer technical questions when staff presents the final Plan to the Transportation Planning Board.

Based upon comments and input received, the consultant will produce a finalized version of the report.

The consultant will develop and give the following presentations:

- Three presentations to the Freight Subcommittee; and
- One presentation to the TPB Technical Committee

The consultant will develop a master slide deck that includes all slides from the presentations made to the Freight Subcommittee and TPB Technical Committee as well as other relevant slides.

Deliverables:

- Final report in electronic format (one high-resolution file, and one web-friendly file no greater than 10Mb) using a TPB report template
- All native (editable) files of the final report, inclusive of all maps and graphics
- Final master deck of presentation slides

STAFFING

Consultant to provide staffing appropriate to the tasks.

SCHEDULE

TPB would like to provide a Notice to Proceed for this task by 4/8/2022. TPB would like all activities under this task to be complete by 5/31/2023.

BUDGET

Consultant to submit a budget that provides estimated hours /rate for each primary task. This task will be executed as an FFP task order.

The budget cap for this task is \$150,000 with up to \$50,000 to be invoiced by 6/30/2022 and up to \$100,000 to be invoiced in fiscal year 2023. The funding for fiscal year 2023 is subject to availability upon approval of the FY2023 UPWP.