

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

**REQUEST FOR PROPOSAL
SHORT-RANGE TRANSIT PLAN**

No: 2018-03

“SHORT RANGE TRANSIT PLAN”

ISSUE DATE: JULY 22, 2018

PROPOSAL DEADLINE: AUGUST 15, 2018 by 12:00PM



LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL
301 WEST RAILROAD
WESLACO, TEXAS 78596
WWW.LRGVDC.ORG



HIDALGO COUNTY METROPOLITAN PLANNING
ORGANIZATION
510 S. PLEASANTVIEW DRIVE
WESLACO, TEXAS 78596

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SECTION I: GENERAL INSTRUCTIONS

1.2 AUTHORIZED AGENCY CONTACT

- Offerors may submit questions and inquiries via email only to lrgvdc@lrgvdc.org.
- No phone or in-person inquiries regarding the proposal shall be conducted.
- Questions submitted in writing, via email will be answered within three business days.
- Inquiries, questions and responses shall be posted as addendums on LRGVDC website. Offerors should frequently check for any updates.

1.3 PROJECT SUBMISSION

All Proposals shall be submitted via sealed envelope, displaying name of offeror and project title addressed to the following:

LRGVDC
301 West Railroad-Building "D"
Weslaco, Texas 78596
SEALED PROPOSAL
SHORT RANGE TRANSIT PLAN

- Fax copies are not acceptable.
- **LRGVDC Office Hours:** Monday through Friday from 8:00 AM to 5:00 PM
- **It is the responder's responsibility to compensate for any delivery delays.** The LRGVDC is not responsible for shipping or mail delays on the behalf of any carrier. It is the responder's responsibility to ensure proposals are delivered by the deadline stated on page 1.
- Responses to the RFP will need to include 25 hard copies of the proposal and 1 electronic copy on a USB flash drive.
- The selected firm should be ready to submit one (1) sealed Cost Proposal if notified or requested.

SECTION II: SCHEDULE

Schedule of Events**

RFP Release	Sunday, July 22nd, 2018
Deadline for Submittal of Questions	Tuesday, July 31st, 2018 @ 4:00pm (CTZ)
Release of Response to Questions	Friday, August 3rd, 2018
Deadline for Submission of Proposals	Wednesday, August 15th, 2018 @ 12:00 pm (CTZ)
Technical Committee Evaluations	Thursday, August 23rd, 2018
Technical Committee Interviews (if needed)	Tuesday, August 28th, 2018
Technical Committee Final Recommendation To Policy Committee	Tuesday, September 4th, 2018
Policy Committee Approval of Selection - Permission to Enter into Negotiations	Thursday, September 20th, 2018
Technical Committee Cost Proposal Review and Approval	Tuesday, October 2nd, 2018
Policy Committee Permission to Enter into Contract with Consultant	Thursday, October 18th, 2018
Contract Begins Monday, October 22nd, 2018	

SECTION III: SUMMARY AND SCOPE OF WORK
HIDALGO COUNTY METROPOLITAN PLANNING ORGANIZATION (HCMPO)
LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL (LRGVDC)
301 W RAILROAD
WESLACO, TEXAS 78596
REQUEST FOR PROPOSALS (RFP)
RFP TITLE: SHORT RANGE TRANSIT PLAN

SUMMARY OF SHORT RANGE TRANSIT PLAN

A. Introduction and Background

The LRGVDC/HCMPO seeks a qualified firm to collect information, conduct analyses and complete a transit plan as described in the scope of work.

The LRGVDC/HCMPO, in partnership with the City of McAllen, seeks to develop a Short-Range Transit Plan for Metro McAllen in its current service area and also in the areas where Metro McAllen potentially intends to expand. This study intends to develop a three-phased five-year plan to improve the existing facility and its resources, address the issues in the facility and also to provide an action plan to systematically overcome those identified issues.

B. Study Area

The attached map depicts the area coverage of Metro McAllen – see page 23, under Attachments.

C. Scope of the work:

The proposers are required to frame a three-phased five year plan to improve the existing facility and its resources, address the issues in the facility and also to provide an action plan to systematically overcome those identified issues.

Phase I: Analyzing the performance of the existing transit operation, financial status of Metro McAllen and the anticipated growth of its resources in the next five years.

Phase II: Propose short and long term changes to the policies and operation of the facility and also to organize public hearings to get their feedback into the transit plan.

Phase III: Develop a systematic approach to implement the short and long term recommendations and present the deliverables to the city commission.

PHASE I: Performance Analysis

Purpose: To conduct a complete performance analysis of the existing facility in all the aspects of transit management.

Project Initiation and Management:

Under this project the consultant will deal directly with the Transit Director. Additionally, the transit director will designate a project oversight committee to evaluate the progress of the project and make comments and/ or recommendations.

Community input:

In an effort to comply with the FTA's Public Participation requirements, the consultant shall work with the City to afford the community an opportunity to participate and express their needs for transit service. Some recommended means to achieve this include stakeholder interviews, rider/ non-rider survey, meetings with drivers and/ or public meetings, rider drop-in session at Central Station, etc.

1. Comprehensive Operating Analysis of Fixed Route Services:

The consultant will undertake a comprehensive operations analysis of McAllen Metro fixed route services and related policies by which these services are provided. This evaluation of existing operating conditions shall be in relation to service performance, running times, recovery time locations, deadhead hours/ miles, schedules, transfer connections, service needs, service strategies, service policies, performance standards, on time performance and stakeholder/customer needs. All strategies deemed useful to this analysis shall be undertaken by the consultant.

2. Conduct Market Analysis:

Examine existing land uses, population and employment densities and demographic characteristics in the McAllen Metro service area. The purpose of this exercise will be to identify the strongest markets for transit service in the McAllen service area and evaluate how well the markets are matched with existing service and existing demand.

3. Service Policies Analysis:

Review McAllen's existing service policies and develop a strategic planning approach to guide development, review, or modification of service policies, goals, and objectives. Analysis should include consideration of performance standards that may be used to measure current and future performance.

4. Service Needs:

Using a combination of the market analysis, service analysis and public outreach, identify existing and expected future needs for transit services in McAllen. The consultant will be asked to propose a methodology to analyze needs and review their proposed approach with McAllen Metro.

5. Technical Memo: Existing Conditions: Opportunities and Challenges:

The results of the preceding tasks, in addition to any other activities that may be proposed and undertaken by the consultant, shall be compiled along with a summary of findings and discussion of the issues. The purpose of the summary will be to document existing conditions, identify where inefficiencies exist and develop potential opportunities for service improvements. The summary

memo shall also assess the current structure McAllen Metro services in terms of the degree of match and mismatch with identified mobility needs and issues.

A discussion of performance measures shall be included, assessing relative viability to measure of effectiveness and efficiency and of minimum fare box recovery ratios, as well as coverage of the overall service area.

PHASE II: Alternative Proposal

Purpose: Propose short and long term alternative approaches in order to meet the performance aspects specified in Phase I.

1. Identify Service Alternatives:

The consultant shall prepare alternatives based upon the review and discussion of issues from Phase I. These shall be developed in the context of existing, identifiable funding levels, but may also incorporate reasonable expectations of bringing in new funding sources, where such funds are identified. Most alternatives are expected to address the design and configuration of transit services. Issues to be addressed include:

- Restructuring of the routes as needed.
- Decreasing route headways
- Express service options as appropriate
- Restructured fixed-route services
- Relative cost effectiveness (projected cost per rider per service mode, under various scenarios)
- Proposed fare policy and discounted fare policy

The advantages and disadvantages of proposed alternatives shall be identified. At a minimum, any alternative identified shall address:

- ADA implications of restructured services.
- Ridership implications
- Organized roles and changes in those
- Budgetary implications (operations and capital requirements as they relate to existing funding levels)
- Staffing and labor implications including discussion of any necessary changes to the staffing patterns/ roles and responsibilities in order to being about selective recommendations
- Implementation timeframes

2. Public Comment Opportunity:

Upon preparation of the outline of the proposed alternatives, the consultants shall schedule and conduct a noticed public meetings. This meeting shall be held for purposes of providing the public with an opportunity to hear a summary of key study findings, the proposed service goals and objectives, and a presentation of the proposed service alternatives. The public will be invited to offer comment and staff in developing the preferred alternative(s).

The consultant shall be responsible for designing the public meeting format, presenting study findings and proposed service alternatives, and receiving public comment. Some formal written summary of public comments shall be prepared and included as part of the final study products. The City of McAllen will be responsible for disseminating notice of the public meeting.

PHASE III: Action Plan

Purpose: Develop a step by step action plan for Metro McAllen to execute the short and long term plans of the alternative approaches.

1. Preparation of Action Plan:

Modified by input developed by McAllen Metro staff and responsive to comments or concerns raised by members of the public, the consultant team shall identify the preferred alternatives and prepare an action plan.

At a minimum this shall include:

1. Short term recommendations: immediate changes and modifications for implementations within one year, with identified responsible parties.
2. Prioritized longer-term changes, possible with a phased-in program over three years.
3. Strategic changes over period through 2022.
4. Timeline for implementation, related to near, mid-term and longer-term actions.
5. Selected strategies or tools for implementations.

Any immediate changes proposed to the routing structure shall be accompanied by detailed graphic depictions of route modifications. Longer-term routing changes may be described conceptually in narrative form shall also be conveyed in some graphic format (e.g. connecting coverage to this area/ region of the larger service area, or running a semi-schedule route through this area).

2. Presentation of the Action Plan:

The Action plan, in draft and in finalized formats, shall be presented to the City of McAllen Board of Commissioners. Bound and electronic documents of the draft and final documents shall be provided to McAllen Metro.

D. Deliverables:

Phase I:

- Performance Evaluation Report
- Financial Analysis Report
- Coverage Report (identifying the potential areas to be served in future and their financial requirements)
- Specific problem identification and its solution
- Other necessary graphics
- Alternative transit database maintaining methods/ tools/ software

Phase II:

- Public meeting material
- Results of public meeting and surveys

Phase III:

- Rough Draft of Short Range Transit Plan
- Final Draft of Short Range Transit Plan
- Digital format of the same
- GIS database illustrating the analysis inferences

E. Resources for the Consultant:

- Mapping and demographic data maintained by the City of McAllen
- Copy of Metro McAllen transit plans and associated maps
- Most current transit route information
- GIS layers depicting the route information
- Ridership information available with Metro McAllen
- Current Standards and Policies
- Current Financial Data available with Metro McAllen

SECTION IV: TECHNICAL PROPOSAL FORMAT

Introduction

Proposals must be complete; failure to provide all required information may result in disqualification of the proposal. Conciseness and clarity of content are required; vague and general proposals will be considered non-responsive and will result in disqualification. Proposal pages must be numbered and contain an organized, paginated table of contents corresponding to the section and pages.

The objectives of the technical portion of the respondent's proposal are to demonstrate:

- The experience and expertise of respondent's personnel and respondent's subcontractor personnel to complete all required deliverables under the Contract.
- Respondent's ability to logically plan and complete their reviews; and
- Respondent's ability to successfully deliver their review results.

Respondent must demonstrate their understanding of the critical elements of a performance review by specifically addressing and describing respondent's approach to providing the required service and deliverable listed; the staffing and resources that will be devoted and required to fulfill each task; the proposed time schedule required to complete each task.

General Organization of Proposal Contents

A Transmittal Letter

Respondent must submit with its proposal a transmittal letter that identifies the entity submitting the proposal and includes a commitment by the entity to provide the services required by the LRGVDC and the HCMPO. The transmittal letter must state that the proposal is valid for ninety (90) days after the deadline for delivery of the proposals to the LRGVDC. Any proposal containing a term of less than ninety (90) days for acceptance from this deadline will be rejected as nonresponsive. The transmittal letter must be signed by a person legally authorized to bind the respondent to the representations as set forth in the response. In the case of a joint proposal, each part must sign the transmittal letter. Respondent also must indicate, in its transmittal letter, why it believes that it is the most qualified respondent to provide the requisite services.

Executive Summary

Respondent must provide an executive summary of its proposal and a representation that the proposal addresses all of the requirements of this RFP. The executive summary must not exceed four (4) pages, and must represent a full and concise summary of the contents of the proposal. The executive summary must not include any information concerning the cost of the proposal. Respondent must identify any services that are beyond those specifically requested. If respondent is providing services that do not meet the specific requirements of this RFP, but in the opinion of the respondent are equivalent or superior to those specifically requested, any such differences must be noted in the executive summary. However failure to provide the services specifically required may result in disqualification of the proposal. The executive summary must include the consultant's understanding of the project.

Qualifications of the Respondent to Deliver Required Deliverables

Respondent must provide information on the following:

- The experience and expertise of respondent's personnel and respondent's subcontractor personnel to perform the scope of work and complete all required deliverables as described in this RFP.
- Respondent's ability to logically plan and complete their reviews; and
- Respondent's ability to successfully deliver their review results.

Respondent must demonstrate their understanding of the critical elements of a performance review by specifically addressing and describing respondent's approach to providing the required service and deliverable listed; the staffing and resources that will be devoted and required to fulfill each task; the proposed time schedule required to complete each task.

Proposed Subcontractor(s) Identifying Information and Statements

Proposals must identify any subcontractors, and outline the contractual relationship between Selected Consultant, respondent and each joint respondent or proposed subcontractor. Respondent must also, if selected for award of the contract, provide the LRGVDC with a copy of any proposed subcontract at least thirty (30) days in advance. The LRGVDC reserves the right, in its sole judgment and discretion, to approve or disprove any such subcontract. Respondent must provide statements from each of its proposed subcontractors, signed by an individual authorized to legally obligate each subcontractor, attesting to the fact that it will provide the services as represented in respondent's proposal. Respondent must disclose, at the LRGVDC's request, any information regarding proposed subcontractors.

SECTION V: PROPOSING CONDITIONS

Proposal Submission

Sealed proposals are invited by the LRGVDC for all labor, services, materials, supplies, equipment, tools, transportation, and other facilities necessary or proper to meet the requirements of the specifications included in scope of service.

The LRGVDC may waive and/or disqualify any proposal not prepared and submitted in accordance with the provisions herein.

Proposals will be received by the designated LRGVDC staff member only at 301 West Railroad, "Building D", Weslaco, Texas 78596 until the time and date stated in the advertisement for proposals.

Any proposals received after the time and date deadline will not be considered.

Any proposals may be withdrawn prior to the scheduled time for the opening thereof.

Status of Information

The LRGVDC shall not be bound by oral or written information released prior to the issuance of the bid. All inquiries regarding this application must be submitted in writing via email to lrgvdc@lrgvdc.org.

Offerors are advised that from the date this bid is issued until the award of the contract, NO contact with personnel and/or Governing Body related to this solicitation is permitted, except as authorized such as email inquiries or scheduled pre-bid conference.

Qualifying Conditions

The proposal shall state whether the offeror is a corporation or co-partnership, and, if a corporation, under the laws of what state and have the corporate seal affixed. If a co- partnership, the full name or names of all interested parties.

The successful offeror shall submit a certificate of incorporation in the state of Texas or proof of authorization to do business in the State of Texas.

The Contractor shall procure and maintain insurance for the duration of the contract.

The Contractor shall indemnify and hold the LRGVDC harmless.

The Contractor shall pay any and all Federal, State, County, or City taxes with may be applicable herein.

The quantities listed on the proposal form are for comparing proposals only. The actual quantities are used during the contract period may vary higher or lower. Payment by the LRGVDC to the

successful offeror shall be made based on the actual quantities of authorized work performed under each item and only at that item's unit proposal price.

The LRGVDC/HCMPO shall not be liable for any costs incurred by offerors in the preparation of proposals or for any work performed in connection therewith.

The successful offeror's attention is called to the fact that materials not actually incorporated into the work will not be exempt for the payment of sales tax. This will apply to such things as:

- a. Machinery and equipment, including rentals or repair parts.
- b. Supplies, tools, miscellaneous equipment, and/or materials.
- c. Any other items purchased or rented by the contractor for his use in performing the contract and not incorporated into the realty.

The LRGVDC/HCMPO reserves the right to postpone or cancel the bid and to reject any or all proposals.

Non-Collusive Proposing Certificate

All offerors must complete the Non-Collusion certification included submitted as part of the proposal. Any offers submitted without the fully executed Non-Collusion Certifications will be rejected.

If in any case the offeror cannot make the foregoing certification, the offeror shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reason therefore.

The offeror whose proposal is accepted shall, after written notice by the designated agency staff member enter into a contract and furnish an insurance certificate complying with the provisions of insurance specification. The notice shall be served personally or by the mailing thereof in a postpaid wrapper addressed to the offeror at the address given in the proposal. This contract must be approved by the LRGVDC/HCMPO.

The contract shall be governed and construed under the laws of the State of Texas. Venue for any and all disputes under the contract shall be in Hidalgo County, Texas. Any and all settlement discussions, examinations before trial, depositions and or any other proceedings related to any disputes under the contract shall also be held in Hidalgo County, Texas.

Addenda

Any addenda issued during the time of proposing must be included in the proposal, and in enacting the contract, they shall become a part thereof.

The LRGVDC will issue responses to inquiries and any other corrections or amendments it deems necessary, in written addenda issued prior to the proposal deadline.

Offerors should not rely on any representations, statements or explanations other than those made in this bid or in a formal addendum.

The offeror should verify with the designated contact person, prior to submitting a proposal, that all addenda have been received. Offerors are required to acknowledge the number of addenda received as part of their proposals.

Confidential/Proprietary Information

Offerors should specifically identify those portions of the proposal to be confidential, proprietary information or trade secrets and provide justification why such material, upon request, should not be disclosed.

Oral Presentations and Interviews

The LRGVDC/HCMPO may require offerors to give oral or visual presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein.

Discussions/Negotiations/Best and Final Offers

Basis of award is to the lowest responsible bidder, as per LRGVDC Procurement Policy.

Offerors Acceptance of Contract Provisions

By submitting a proposal indicated to the LRGVDC/HCMPO the offeror accepts the standard contract provisions that will become part of the final contract.

Contract Award

Any proposed contract award shall be subject to all required approvals. Contract award shall be subject to the following conditions, where applicable:

- a. Americans with Disabilities Act
- b. Cameron, Hidalgo and Willacy Living Wage Ordinance.

Continuation Contracts

The following provisions apply to continuing contracts awarded as the result of this solicitation:

The contract is subject to modification or cancellation if adequate funds are not appropriated to the LRGVDC/HCMPO to support the continuation of performance in any fiscal year succeeding the first but not to exceed three (3) years;

The contract is subject to modification or cancellation if the contractor's performance is not satisfactory; and the Contract Coordinator will notify the contractor as soon as it is practicable that the funds are not available for the continuation of the contract term for each succeeding year.

SECTION VI: LRGVDC PROPOSAL PACKET

**LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL 301 WEST RAILROAD-BUILDING "D"
WESLACO, TEXAS 78596**

THE FOLLOWING FORMS MUST BE COMPLETED AND SUBMITTED WITH THE SEALED PROPOSAL:

- A. Proposal Acknowledgment**
- B. Addenda**
- C. Certificate of Incorporation**
- D. References**
- E. Non-Collusion Certificate**
- F. Declaration of Conflict of Interest**

A. PROPOSAL ACKNOWLEDGEMENT

“SHORT RANGE TRANSIT PLAN”

ISSUE DATE: JULY 22, 2018

PROPOSAL DEADLINE: AUGUST 15, 2018 @ 12:00PM

TO THE ADMINISTRATION DEPARTMENT OF THE LRGVDC:

The undersigned hereby proposes and agrees to furnish all services, plans, labor, services, materials, supplies, equipment, tools, transportation and other facilities and things necessary or proper for or incidental to the above-named project, as required by and in strict accordance with the Contract Documents.

By submission of this proposal, each offeror and each person signing on behalf of any offeror certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

EXECUTED this ___ day of, 20 ___.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

**SWORN TO AND SUBSCRIBED before me by ____,
on the day of, 20 ___.**

Notary Public, State of Texas

Commission Expiration

- 1. This Acknowledgement must be filed with the Lower Rio Grande Valley Development Council and be maintained as part of the permanent procurement record.**

B. ADDENDA

In the space provided below, acknowledge receipt of addenda: *(if applicable)*

Date Received:

#1	_____
#2	_____
#3	_____
#4	_____
#5	_____

D. REFERENCES

List below at least five (5) references where your firm is providing or has provided services comparable to those contained in your proposal:

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

Company:	
Contract Person:	
Address:	
Phone #:	
Years of Service Provided:	
Additional Info: (optional)	

E. NON-COLLUSION AFFIDAVIT

STATE OF TEXAS §
 §
COUNTY OF
HIDALGO §

By the signature below, the signatory for the respondent certifies that neither he nor the firm, corporation, partnership or institution represented by the signatory or anyone acting for the firm bidding this project has violated the antitrust laws of this State, codified at Title 2 - Section 15.01, Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in the same line of business, nor has the signatory or anyone acting for the firm, corporation or institution submitting a bid committed any other act of collusion related to the development and submission of this bid proposal.

EXECUTED this _____ **day of** _____, **20** .

Signature: _____

Printed Name: _____

Title: _____

Company: _____

SWORN TO AND SUBSCRIBED before me by _____,
on the _____ day of _____, 20____.

Notary Public, State of Texas

Commission Expiration

1. This Affidavit must be filed with the Lower Rio Grande Valley Development Council and be maintained as part of the permanent procurement record.

F. DECLARATION OF CONFLICT OF INTEREST (AFFIDAVIT OF INTEREST)

STATE OF TEXAS § COUNTY OF HIDALGO §

I, _____, as an **[employee, officer or agent, or any member of his/her immediate family, a partner or a person or an organization which employs or may employ in the near future any of these individuals]** of the LRGVDC, make this affidavit and state that I have a financial or other substantial interest in the LRGVDC which may be considered for the award of **[specify contract or procurement]**.

My interest is as follows:

Upon the filing of this affidavit with the Lower Rio Grande Valley Development Council, I affirm that I will abstain from any further participation in this **[contract or procurement]** whatsoever.

EXECUTED this _____ **day of** _____, 20__.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

SWORN TO AND SUBSCRIBED before me by _____,
on the _____ day of _____, 20__.

Notary Public, State of Texas

Commission Expiration

1. This Affidavit must be filed with the Lower Rio Grande Valley Development Council and be maintained as part of the permanent procurement record.
2. Upon filing the Affidavit, the officer, employee or agent must abstain from participating in the procurement process pursuant to the ethics policy set forth in Article VII.

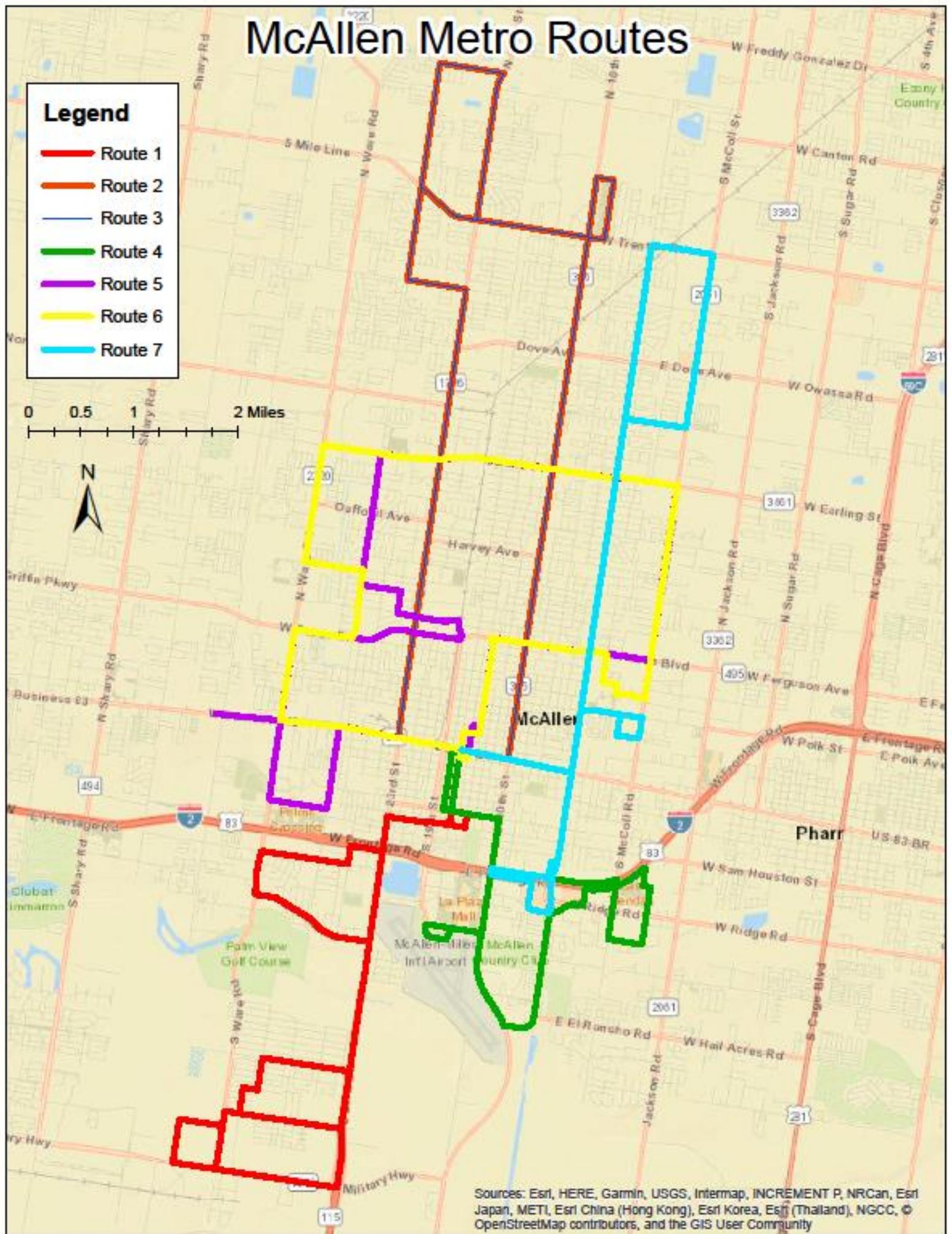
SECTION VII - ATTACHMENTS

McAllen Metro Routes

Legend

- Route 1
- Route 2
- Route 3
- Route 4
- Route 5
- Route 6
- Route 7

0 0.5 1 2 Miles



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community