

**Lower Rio Grande Valley Regional Transit Advisory Panel (RTAP)**

**LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL (LRGVDC)**

**311 NORTH 15<sup>TH</sup> STREET**

**MCALLEN, TEXAS 78501**

**REQUEST FOR PROPOSALS (RFP)**

**RFP TITLE: REGIONAL PUBLIC TRANSPORTATION COORDINATION PLAN**

**1. PURPOSE**

The Lower Rio Grande Valley Regional Transit Advisory Panel, hereinafter referred to as RTAP, seeks offers in response to this Request for Proposals (RFP) from planning firms qualified and experienced in the development of long range and strategic plans, in particular firms with experience in the development of Regional Public Transportation Coordination Plans that meet the requirements of the Texas Department of Transportation (TxDOT). The purpose of this work is to develop a major update to the region's current Public Transportation Coordination Plan. This updated document will provide strategic guidance to area transit providers and health and human services agencies, will direct future work plans implemented by RTAP agencies and will provide a framework for funding transit projects through various sources.

**2. Schedule of Events**

- TxDOT delivers mutually signed PGA **January 24, 2011**
- Subcommittee will finalize scoring matrix by **February 11, 2011**
- RFP issued by **February 20, 2011**
- Deadline for submittal of questions by potential consultants **March 1, 2011**
- Deadline for procurement to answer questions **March 4, 2011**
- Due date for proposals **March 11, 2011 @ 5:00 PM**
- Subcommittee will review and rank the proposals by **March 17, 2011**
- Presentations and/or approval of firm to enter negotiations **March 22, 2011**
- Deadline to receive cost proposal from selected firm on **March 31, 2011**
- Subcommittee meeting to discuss cost proposal on **April 1, 2011**
- RTAP meeting to approve entering into contract on **April 12, 2011**
- LRGVDC Board approval required on **April 28, 2011**
- Subcommittee will provide consultant oversight from **April 28 – August 31**

### 3. BACKGROUND

The Lower RTAP represents more than 20 organizations that are responsible for providing public transportation services or health and human services or are interested in the coordination of public transit and client transportation services in the bi-county Lower Rio Grande Valley region. The goal of the RTAP is to develop and implement a plan for a seamless public transportation system that achieves efficiencies, eliminates duplication, increases coordination and addresses service gaps. The RTAP receives administrative support for the Lower Rio Grande Valley Development Council (LRGVDC) Transit Department. The RTAP developed the Regional Public Transportation Coordination Plan in 2007. This plan serves as the region's plan required under SAFETEA-LU. The region must update this plan periodically to meet State and Federal requirements.

\*The LRGVDC and RTAP reserve the right, in its sole discretion, to change the above dates. Notices of changes to items directly impacting the Original RFP or proposal process will be submitted to each consultant of record as having received an RFP. Any changes to the timeline will require RTAP Committee Approval according to established policy.

#### **SUBMISSION OF PROPOSALS:**

Twenty-five (25) original **Technical Proposals** and One Electronic **must** be sealed and submitted as the offeror's response, subject to the terms and conditions of this Request for Proposals ("RFP"), to:

(If hand delivered)                      Mr. Victor Morales, Procurement Director  
LRGVDC  
311 North 15<sup>th</sup>  
McAllen, Texas 78501-4705

**RFP Title: REGIONAL PUBLIC TRANSPORTATION  
COORDINATION PLAN**

(If Mailed)                                      Mr. Victor Morales, Procurement Director  
LRGVDC  
311 North 15<sup>th</sup>  
McAllen, Texas 78501-4705

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COORDINATION PLAN**

**ALL PROPOSALS MUST BE RECEIVED IN THE OFFICES OF THE LRGVDC  
NO LATER THAN 5:00 P.M. CENTRAL TIME, FRIDAY, MARCH 11, 2011.**



## **Deadline for Submission of Proposals; Copies**

Twenty –five (25) original Technical Proposals and one Electronic must be submitted to and received by the LRGVDC Procurement Director no later than 5:00 p.m. (CTZ), on Friday, March 11, 2011. **Faxed responses are not acceptable.** Proposals received after the deadline will not be accepted. The LRGVDC will not consider proposals from respondents that do not submit timely proposals. Respondents are solely responsible for verifying the LRGVDC's receipt of their proposals by the deadline specified above. Late proposals will not be considered under any circumstances.

The selected firm should be ready to submit one (1) sealed Cost Proposal at a moments notice.

## **Right to Amend, Modify or Withdraw RFP**

The LRGVDC/RTAP reserves the right, in its sole discretion, to amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of the Regional Public Transportation Coordination Plan, if it is in the best interest of the LRGVDC and RTAP. The decision of the LRGVDC/RTAP, or its designee, shall be administratively final in this regard.

## **Time**

The times stated in this document refer to Central Time Zone (CTZ) where appropriate, unless otherwise stated in this document. The LRGVDC's regular office hours are 8:00 a.m. to 5:00 p.m. (CTZ), Monday through Friday, except State and LRGVDC holidays.

## **PART II PROJECT SCOPE, DELIVERABLES AND PERFORMANCE CRITERIA**

### **4. Title of Program**

2011 Updated Regional Public Transportation Coordination Plan  
(Coordination Plan)

#### **b) Objectives**

- i.** Assemble available data and complete an inventory of transportation resources
- ii.** Conduct a comprehensive assessment of the public's unmet transportation needs and identify improvements to the efficiency of service delivery that could be made
- iii.** Identify strategies to meet unmet needs and improve the efficiency of service

1. Assess the planning methods of transit providers, create an inventory, identify parallel process and identify improvements to streamline these processes
2. Assess the organizational structure of lead agency and RTAP and identify improvements for structure, bylaws, plan updates, and outreach
3. Assemble available information, complete an inventory of transportation funding programs available to the region and make recommendations on how the region can leverage other resources to sustain planning activities beyond 2012
- iv. Work with RTAP to involve the public and stakeholders in the planning process, identify additional partners and stakeholders and make outreach recommendations
- v. Provide measures, benchmarks and evaluation techniques for assessing progress toward achieving the locally-defined goals and objectives
- vi. Compile additional material and develop a Regional Public Transportation Coordination Plan with additional supporting documentation specified under implementation below

**c) Implementation**

Task 1 Scoping. Assemble and review existing materials including, but not limited to: Regional Public Transportation Coordination Plan, Vision, Mission, Goals and Objectives, Project Grant Agreement including 2010 and 2011 deliverables. Refine timelines and identify specific roles and responsibilities.

The consultant will perform the following for Task 1

- Review materials provided by RTAP
- Develop refined timeline with subtasks
- Assemble plan chapters

**Deliverables for Task 1**

- Refined Coordination Plan Development Timeline with Subtasks
- Draft Vision, Mission, Goals and Objectives Plan Chapter

Task 2. Analysis of Resources. Review available materials and conduct an inventory of transportation resources including the following elements:

- ✓ A list and narrative description of transportation providers derived from a current comprehensive inventory of providers including those offering public fixed-route and demand-response services, and those offering services through private, non-profit, community based organizations, health and human services agencies, workforce agencies and others.

- ✓ An inventory of all FTA funded transportation providers servicing the region.
- ✓ An inventory of all agencies responsible for transportation planning in the region.

The consultant will perform the following for Task 2

- Analyze available data and supplement and refine this data as necessary for use in the plan
- Develop an inventory and report on transportation resources

### **Deliverables for Task 2**

- Outline of report on transportation resources
- First draft report on transportation resources
- Executive Summary on resources
- Final Report on resources

**Task 3 Analysis of Needs.** Review available materials and conduct a comprehensive assessment of the public's unmet transportation needs as well as improvements that could be made to the efficiency of service delivery, including the following elements:

- ✓ Geographic data.
- ✓ Demographic data on overall population, age, race, income, persons with disabilities, persons with limited English proficiency and other data to indicate need for transportation services.
- ✓ A list and narrative description of all health and human services agencies and programs and workforce agencies and contact information derived from a current, comprehensive inventory of such agencies.
- ✓ Assessment of transportation inefficiencies and service gaps including transportation needs of older adults, children, persons with disabilities, low incomes, limited English proficiency, those served by local-, state- or federally funded health and human services agencies and workforce agencies and others.
- ✓ Description of research methodology, findings, recommendations and research instruments.

The consultant will perform the following for Task 3

- Analyze available data and supplement and refine this data as necessary for use in the plan
- Develop a report on transportation needs

### **Deliverables for Task 3**

- Outline of report on transportation needs
- First draft report on transportation needs
- Executive Summary on needs
- Final Report on needs

**Task 4 Strategies and Partnerships.** Identify transportation strategies and pilot programs and assess the organizational structure, infrastructure and process needed to implement strategies and pilot programs and to sustain regionally coordinated transportation planning activities.

The consultant will perform the following for Task 4

- Review results of needs assessment report, transportation resources report and geographic database and identify priority areas for additional services
- Conduct agency outreach to identify strategies and sponsors for potential pilot programs
- Develop a recommended list of transportation strategies with implementation guidance including potential sponsors and funding sources
- Develop recommendations for staff, funding and governance structure to implement strategies and continue coordination efforts
- Develop recommendations for streamlining planning processes among transit providers
- Work with the RTAP to develop supporting materials for pilot projects as needed

**Deliverables for Task 4**

- Draft report on transportation strategies and pilot programs
- Final report on transportation strategies and pilot programs
- Technical memorandum on staff, processes, funding and governance structure recommended to carry out strategies

**Task 5 Public Involvement.** Involve the public and stakeholders in development of the Coordination Plan through multiple rounds of public involvement.

The consultant will perform the following for Task 5

- Identify needed refinements to the current public involvement process
- Work with the RTAP to plan and provide staffing for public involvement processes
- Review results of public involvement

**Deliverables for Task 5**

- Memorandum outlining results of public involvement process
- Final summary report on public involvement (to be included in the Plan)

**Task 6 Performance Measures.** Provide measures, benchmarks and evaluation techniques for assessing progress toward achieving the Coordination Plan goals and objectives.

The consultant will perform the following for Task 6

- Review existing goals and objectives and timelines associated with each.
- Develop performance measures for objectives.

- Develop benchmarks for completion of objectives.
- Develop evaluation techniques for Coordination Plan

#### **Deliverables for Task 6**

- Draft report of performance measures, benchmarks and evaluation techniques
- Final report of performance measures, benchmarks and evaluation techniques
- Technical memorandum describing specific details of performance measures, benchmarks and evaluation techniques

**Task 7 Coordination Plan.** Prepare an updated coordination plan that meets State and Federal requirements and incorporates vision, mission, goals, objectives, performance measures, needs, resources, strategies and implementation structure.

The consultant will perform the following for Task 7

- Review plan outline suggested by TxDOT and work plans developed by the RTAP.
- Develop refined Coordination Plan Outline.
- Assemble relevant materials including reports and public involvement summaries.
- Develop additional plan content as needed
- Develop draft Coordination Plan
- Develop final Coordination Plan based on feedback from public, RTAP and agency sponsors

#### **Deliverables for Task 7**

- Coordination Plan Outline
- Draft Coordination Plan
- Final Coordination Plan

### **5. PROGRESS REPORTS**

The consultant shall submit bi-weekly progress reports via e-mail to LRGVDC Transit staff for distribution to the RTAP. The reports shall describe significant achievements and problems which have a potential effect on the schedule or costs. They should be sufficiently detailed to assure that directions being pursued are in line with the outcomes and deliverables required by the RTAP and TxDOT in the creation of the Coordination Plan.

## **GENERAL TERMS AND CONDITIONS**

### **Rejection of Proposal Response**

The LRGVDC may reject a proposal response if:

- The consultant misstates or conceals any material fact in the proposal.
- The consultant does not strictly conform to law or the requirements of the RFP.

The LRGVDC may reject any and all proposal responses, and may reject any part of a proposal response. The LRGVDC may also waive any irregularities in any response whenever it is deemed in the best interest of the LRGVDC to do so.

### **Withdrawal or Modification of Proposal Responses**

Proposal responses may be withdrawn or modified prior to the deadline for submission if the request to do so in writing and on the letterhead of the consultant. Persons bearing such requests must show positive identification of authorization to submit the request. Proposal responses and requests for withdrawal or modification received after the deadline for submission of responses will not be accepted.

### **Clarification/Exceptions to Proposal Specifications**

Any consultant in doubt as to the true meaning of the specifications, or other proposal documents or any part thereof, may submit a request for clarification to LRGVDC on or before Tuesday, March 1, 2011 at 12:00 Noon. CTZ all such requests shall be made in writing and the person submitting the request shall be responsible for its prompt delivery.

Any interpretation of proposal documents, if made, will be by Addendum duly issues. A copy of such Addendum will be faxed to each person receiving a set of proposal documents. The LRGVDC will not be responsible for any other explanation or interpretation of the specifications made or given prior to the award of the contract.

## **Protest Procedures**

A written complaint must be sent by certified mail to LRGVDC's Procurement Officer within seven (7) business days and shall identify the following:

- Name, mailing address and business phone number of the complainant
- Appropriate identification of the RFP being questioned
- A precise statement of reasons for the protest
- Supporting exhibits, evidence or documents to substantiate any claims

The protest must be based on an alleged violation of LRGVDC's procurement procedures, a violation of Federal or State law (if applicable), or a violation of applicable contract agreements to which LRGVDC is a party. Failure to receive a procurement contract award from LRGVDC, in and of itself, does not constitute a valid protest.

LRGVDC will provide a response to the protest within fourteen (14) business days that clearly states its position regarding the protest.

## **Commencement of Work**

Commencement of work will begin once the Notice to Proceed has been issued.

## **Inquiries and Administrative Guidance**

Questions on this RFP must be made in writing to:

Victor Morales  
Procurement Director  
Lower Rio Grande Valley Development Council  
311 N. 15<sup>th</sup> Street  
McAllen, Texas 78501-4705  
Or faxed (typed) to (956) 682-3295

Copies of all correspondence of a contractual nature should be sent clearly marked on both the document as well as the covering envelope with the RFP Name. Deadline for questions and inquiries will be Tuesday, March 1, 2011 at 12:00 Noon. CTZ.

LRGVDC will issue replies and any other changes by addendum (amendment) and fax them to all parties recorded by LRGVDC as having received the RFP. All such addenda (amendments) issued by LRGVDC

prior to the time that proposals are received shall be considered part of the RFP, and the respondents must be required to consider and acknowledge receipt of such in their proposals.

Only replies by formal written addenda (amendments) must be binding. Oral and other interpretations or clarifications will be without legal effect. The respondent must acknowledge receipt of all addenda (amendments) by completing and faxing the Addendum Response Form to LRGVDC at (956) 682-3295.

The information provided herein is intended to assist consultants in the preparations of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested consultants will sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or to exclude any relevant or essential data there from. Consultants are at liberty and are encouraged to expand upon the specifications to evidence service capability under any proposal.

**LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL  
CONTRACT CONTACT FORM**

**Contact for Contract Administration**

For use in the event that your firm receives a contract as a result of this RFP, please designate on the attached form, the person whom the LRGVDC may contact, during the period of the contract, for prompt action on matters pertaining to your administration of the contract.

**AUTHORIZED ADMINISTRATOR:**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ FAX: \_\_\_\_\_

INTERNET EMAIL ADDRESS: \_\_\_\_\_

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**Contact for Authorized Negotiator**

The person designated below will be authorized to negotiate terms, conditions, and pricing on behalf of your firm until a contract is awarded and can contractually commit your firm.

**AUTHORIZED NEGOTIATOR:**

This person is authorized to contractually commit your firm.

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ FAX: \_\_\_\_\_

INTERNET EMAIL ADDRESS: \_\_\_\_\_