



Solano Transportation Authority

... working for you!

SOLANO TRANSPORTATION AUTHORITY

Member Agencies:

Benicia • Dixon • Fairfield • Rio Vista • Suisun City • Vacaville • Vallejo • Solano County

One Harbor Center, Suite 130, Suisun City, CA 94585-2473 • Telephone (707) 424-6075 / Facsimile (707) 424-6074
Email: staplan@sta-snci.com • Website: sta.ca.gov

November 4, 2011

To: Consultant

RE: Request for Proposals (RFP 2011-05) for Community-Based Transportation Plan for East Fairfield

Dear Consultant:

The Solano Transportation Authority (STA) is requesting proposals for the services of Transportation Planning Consultant as described in the Community-Based Transportation Plan (CBTP) for East Fairfield Request for Proposal (RFP).

Qualified organizations are invited to submit seven (7) copies and an electronic copy on a CD or USB of a proposal as described under proposal requirements in the RFP. Proposals are to be received **no later than Monday, December 5, 2011 at 3:00 p.m. to:**

Solano Transportation Authority
Attn: Liz Niedziela
Transit Program Manager/Analyst
One Harbor Center, Suite 130
Suisun City, CA 94585

If your firm is interested in receiving a copy of the RFP, you can either call the STA at (707) 424-6075 to request a copy be mailed to you, or you can download the RFP as a PDF file from the STA website, <http://www.sta.ca.gov/>.

Your firm is invited to submit a proposal for our consideration. Please deliver seven (7) copies and an electronic copy on a CD or USB of your proposal to the STA office no later than 3:00 p.m. Monday, December 5, 2011. Note that this deadline is firm, and late submittals will not be accepted. If interviews are required, they will be held on Thursday, December 15, 2011.

The STA has adopted a Local Preference policy which encourages the hiring of local firms which can be found at <http://www.sta.ca.gov/Content/10027/JobsRFPs.html>. While there is no adopted goal for this project, firms are still encouraged to utilize the services of local firms in the preparation of a response to this RFP.

We look forward to receiving a proposal from your firm. If you have any questions regarding this project, please contact Liz Niedziela, Transit Program Manager/Analyst at eniedziela@sta-snci.com.

Sincerely,

Daryl K. Halls,
Executive Director



**REQUEST FOR PROPOSAL
(RFP 2011-05)**

**REQUEST FOR PROPOSAL
FOR
COMMUNITY-BASED TRANSPORTATION PLAN
FOR
EAST FAIRFIELD COMMUNITY**

Release Date: November 4, 2011

**PROPOSALS DUE: 3:00 PM
Monday, December 5, 2011**

Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585



Solano Transportation Authority

**REQUEST FOR PROPOSAL
FOR
COMMUNITY-BASED TRANSPORTATION PLANS
FOR
EAST FAIRFIELD COMMUNITY**

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SECTION 1 - INTRODUCTION

The Solano Transportation Authority (STA) is a joint powers authority with members including the County of Solano and the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville and Vallejo. The STA serves as the Congestion Management Agency (CMA) for Solano County and is responsible for programming State and Federal funding for transportation projects within the county. Over the past few years, STA has taken on significant additional responsibilities in the delivery of priority projects on the State Highway System and for preparing and implementing various transit plans and rideshare services.

The Metropolitan Transportation Commission (MTC) established the Community-Based Planning program to advance the findings of two reports in the 2001 Regional Transportation Plan (RTP) update. The Lifeline Transportation Network Report (Lifeline) identified transit needs in economically disadvantaged communities throughout the San Francisco Bay Area, and recommended community-based transportation planning as the first step to address them. Likewise, the Environmental Justice Report for the 2001 RTP also identified the need for MTC to support local planning efforts in low-income communities throughout the region. To initiate the program, MTC adopted Community-Based Transportation Planning (CBTP) program guidelines in 2002 to serve as a blueprint for implementation. Following adoption of the guidelines, MTC launched a pilot program in five counties (including Solano County) that was completed in 2004.

STA has prepared four Community-Based Transportation Plans (CBTP). Copies are available on the following link under Lifeline Transportation Programs at: <http://www.sta.ca.gov/Content/10022/Transit.html> or upon request from STA.

SECTION 2 – DESCRIPTION OF WORK

The STA intends to retain a qualified and committed professional transportation planning firm/team to provide services required to facilitate community meetings, and develop Community-Based Transportation Plans (CBTP) for the MTC designated areas in the East Fairfield community. Section 8 is the Scope of Work for this CBTP. The selected consultant will work closely with the STA staff, stakeholders and the SolanoExpress Transit Consortium. A State Transportation Assistance Fund (STAF) budget not-to-exceed \$54,000 has been established for the East Fairfield's Community-Based Transportation Plan (CBTP).

Services will include, but not be limited to, the following:

- 1.) Work with STA staff and/or designated Project Manager to develop detailed scopes of services for the East Fairfield Community-Based Transportation Plan (CBTP);
- 2.) Organize and facilitate 3-4 community meetings in East Fairfield;
- 3.) Work with STA staff and/or designated Project Manager to prepare handouts and other presentation material for use at meetings;
- 4.) Take meeting notes and prepare report summaries of meetings;

- 5.) Prepare Community-Based Transportation Plans (CBTP) based upon the tasks and processes identified in the attached agreement STA has with MTC (Attachment A);
- 6.) Make approximately 3-4 committee or stakeholders presentations for the East Fairfield Plan.
- 7.) Prepare Draft and Final Reports
- 8.) A draft report of findings and recommendations shall be presented to staff for review and comment. The draft report will be revised to reflect the staff comments.

SECTION 3 - REPORTING

The Consultants will report to the STA Transit Program Manager/Analyst for the Solano Transportation Authority and/or a designated Project Manager.

SECTION 4 –DISADVANTAGED BUSINESS ENTERPRISE (DBE) AND NON-DISCRIMINATION

Policy

It is the policy of the STA to ensure nondiscrimination on the basis of race, color, sex or national origin in the award and administration of DOT-assisted contracts. It is the intention of the STA to create a level playing field on which DBEs can compete fairly for contracts and subcontracts relating to the STA's construction, procurement and professional services activities.

Pursuant to 49 CFR Section 26.13, the STA is required to make the following assurance in every DOT-assisted contract and subcontract:

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract, or in the administration of its DBE Program, or the requirements of 49 CFR, Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR, Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE Program, as required by 49 CFR, Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

The STA recommends that bidders/proposers review the STA's DBE Program, which is available on the STA website at <http://www.sta.ca.gov/Content/10027/JobsRFPs.html>. This contract is not funded with federal funds and therefore the contract does not have required DBE goals.

Equal Employment Opportunity

The STA encourages prospective Consultants to actively recruit minorities and women for their respective workforces. The STA requests copies of any nondiscrimination or equal opportunity plans that the prospective Consultants have in place.

SECTION 5 - CONFIDENTIALITY SECTION

The master copy of each response to this RFP shall be retained for official files and will become a public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law (Government Code section 6250 et seq.). Each Responding Firm may clearly label part of a submittal as "CONFIDENTIAL" if the Responding Firm agrees to indemnify and defend the STA for honoring such a designation. The failure to so label any information that is released by the STA shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the STA, the STA will notify the Responding Firm of the request and delay access to the material until seven working days after notification to the Responding Firm. Within that time delay, it will be the duty of the Responding Firm to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

SECTION 6 – PROPOSAL REQUIREMENTS

Please prepare and submit seven (7) hard copies and an electronic copy on a CD or USB of your proposal in accordance with the following requirements:

1. Proposal: The proposal shall not exceed a total of 35 single-sided, 8.5" x 11" pages.
2. Cover letter: Proposal shall be transmitted with a cover letter describing the firm's/team's interest and commitment to the proposed project. The letter shall state that the proposal shall be valid for a 90-day period and should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized by the firm/team to negotiate a contract with STA shall sign the cover letter.

Address the cover letter as follows:

Liz Niedziela
Transit Program Manager/Analyst
Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585

3. Project Understanding: This section shall clearly convey the consultant's understanding of the nature of the work, and issues related to the project.
4. Approach and Management Plan: This section shall provide the firm's/team's proposed approach and management plan for providing the services.

5. Qualifications and Experience: The proposal shall provide the qualifications and experience of the consultant team that will be available for the Project. Please emphasize the specific qualifications and experience from projects similar to this project for the key team members. Key team members are expected to be committed for the duration of the project. Replacement of key team members will not be permitted without prior consultation with and approval of the STA.
6. Work Plan and Schedule: This section shall include a description of how each task of the project will be conducted, identification of deliverables for each task, and a schedule. The Work Plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and include durations for the performance of each task, milestones, submittal dates and review periods for each submittal. Discuss the firm's/team's approach for completing the requested services for the project on schedule. The project is expected to commence no later than January 2012 and all public meetings, draft and final documents fully completed by September 30, 2012.
7. Additional Relevant Information: Provide additional relevant information that may be helpful in the selection process.
8. References: For key team members, provide at least three references (names and current phone numbers) from recent work (previous three years) similar to the proposed Project. Include a brief description of each project associated with the reference, and the role of the respective team member.
9. Budget: Provide a budget and schedule to complete the tasks associated with this planning project by hours and rate.

Proposals must be submitted no later than 3:00 p.m., Monday, December 5, 2011 to:

Solano Transportation Authority
Liz Niedziela, Transit Program Manager/Analyst
One Harbor Center, Suite 130
Suisun City, CA 94585

SECTION 7 - SELECTION OF CONSULTANT AND SELECTION SCHEDULE

Proposals will be reviewed by the STA and will be evaluated using the following criteria:

1. Qualifications and specific experience of key team members.
2. Project understanding and approach, including an understanding of STA, public and private transit operations in cities of Solano County, Solano County and other agency review, approval and coordination processes.
3. Experience with similar types of projects.
4. Satisfaction of previous clients.
5. Schedule and capacity to provide qualified personnel.

Selection shall be based on the strength of the Proposal; however, interviews by phone or in-person of the most responsive firms may be scheduled shortly after the deadline submission date if a Consultant cannot be selected based upon the written proposals. All Consultants selected for interviews will be notified of the selection as soon as possible.

The selection process will be to completely evaluate the technical components of the proposal submitted.

The STA reserves the right to reject any and all proposals and to waive informalities and minor irregularities in any proposal reviewed. Further, the STA may reject any proposal that does not conform to the instructions herewith. Additionally, the STA reserves the right to negotiate all final terms and conditions of any agreement entered into.

RFP and Consultant Selection Schedule	
RFP Issued	Friday, November 4, 2011
Questions e-mailed to Liz Niedziela	Wednesday, November 16, 2011
Answers to questions posted on STA website	Monday, November 21, 2011
Proposals due to STA	Monday, December 5, 2011 3:00 pm
Notification of Consultants to be interviewed	Thursday, December 8, 2011
Consultant interviews	Thursday December 15, 2011
Consultants notified of selection	Monday, December 19, 2011
Notice to Proceed issued to selected consultant	Wednesday, January 4, 2012
Draft Report	July 2012
Final Report	September 2012

Should you have any questions, please email Liz Niedziela at eniedziela@sta-snci.com.

SECTION 8 – SCOPE OF WORK FOR THE COMMUNITY-BASED TRANSPORTATION PLAN- EAST FAIRFIELD

BACKGROUND

The goal of MTC's Community-Based Planning Program is to advance the findings of two reports completed for the 2001 Regional Transportation Plan (RTP) update. The Lifeline Transportation Network Report (Lifeline) identified transit needs in economically disadvantaged communities throughout the San Francisco Bay Area, and recommended community-based transportation planning as a first step to address them. Likewise, the Environmental Justice Report for the 2001 RTP also identified the need for MTC to support local planning efforts in low-income communities throughout the region. To initiate the program, MTC adopted Community-based Transportation Planning (CBTP) program guidelines in 2002 to serve as a blueprint for implementation. Following the adoption of the guidelines, MTC launched a pilot program in five counties that was completed in 2004. Based on the positive results of the pilot, MTC continues to implement community-based transportation planning in the remaining communities identified in the program guidelines. In 2008, MTC launched Phase Two of the CBTP program, an effort to initiate plans in 18 additional low-income communities throughout the region, including Fairfield.

The CBTP program is a collaborative process involving residents of low-income and minority communities, community based organizations that provide services within these communities, transit operators, county Congestion Management Agencies (CMAs) and MTC. The agencies that actively participate will vary depending upon their level of interest and the individual communities involved. Each planning process involves a significant community outreach component to engage the direct participation of residents. The outcome of the planning process is a community-based transportation plan that includes locally-identified transportation needs, as well as solutions to address them. Solutions may include expanding fixed-route transit, or other transportation services such as shuttles, bicycle options or auto-oriented alternatives. In some cases, new capital improvements such as bus stops, benches, shelters or other enhanced amenities may be identified. Funding opportunities are explored to support the solutions, and an outline for an action plan to implement them is developed.

Following the completion of the plans, results are forwarded to applicable transit agencies, CMAs, MTC or other relevant boards for consideration in future planning, funding and implementation discussions or proposals such as countywide expenditure plans, RTP updates, etc. Many projects emerging from the CBTP process are eligible to compete for funding through the Lifeline Transportation Program, an MTC-sponsored program administered locally at the county level.

Task 1: Project Budget and Schedule

RECIPIENT shall engage a Consultant or consultant team who shall prepare a budget and schedule to complete the tasks associated with this planning project. RECIPIENT shall submit project budget and schedule to MTC for its approval.

Deliverable #1a: Draft Project Budget and Schedule

Deliverable #1b: Final Project Budget and Schedule

RECIPIENT, through its Consultant, shall perform the following Project activities:

Task 2 – Initiate Collaborative Planning Process

Establish community-based project stakeholders: identify community based organizations or agencies that represent the interests of Fairfield residents to participate in the planning process. Community-Based Organizations (CBOs) participating in the project should support and reflect the ethnic and demographic makeup of the residents in the project area. In addition to local CBOs, the Stakeholder Committee will likely include residents of the area, local business representatives, representatives from local schools, Fairfield public officials and/or staff, or other County agency staff as appropriate (i.e. Department of Social Services).

Establish a Technical Advisory Committee (TAC): a TAC will also be facilitated for the project, and will consist of representation from RECIPIENT, City of Fairfield, Fairfield and Suisun Transit, County Social Services, and MTC to 1) review and finalize work products prior to presentation to the stakeholders, and 2) monitor the schedule and completion of tasks and work products.

Deliverable #2: Memorandum summarizing participants on the Stakeholder Committee, including identification of CBOs representing all relevant groups to be consulted during the outreach process, and the TAC.

Task 3: Summarize Transit Gaps in East Fairfield

Review and confirm boundaries of the community based on the Lifeline Transportation Network Report (Lifeline) and input from the community. Provide a description of the project area, including residential demographics (auto ownership, race/ethnicity, gender, age, income status, etc.), information related to the existing transportation network, and information regarding recent or proposed economic or housing development in the area. Summarize the transportation gaps identified in the Lifeline Report, as well as other relevant plans that identify transportation gaps in the project area.

Deliverable #3: Memorandum describing 1) the project area (demographics, existing transportation network and approved, proposed or planned development), and 2) transportation gaps from the Lifeline Report and other relevant plans covering the project area. A map of the project area will be included with the Memorandum.

Task 4: Establish Community Outreach Strategy

Based on the transportation gaps identified in Task 3, meet with stakeholders to confirm outreach objectives and determine appropriate outreach strategies to effectively obtain input from community members. Strategies may include, but are not limited to, hosting project-specific public meetings and workshops, attending regularly scheduled CBO meetings to present project information and solicit feedback, attending public events based in the neighborhoods, conducting focus groups and interviews, distributing surveys, and establishing project-related telephone hotlines/websites. More than one strategy may be implemented to effectively reach residents within the communities.

Review proposed strategies with stakeholders and facilitate consensus on proposed approach.
Develop schedule to execute outreach plan.

Deliverable #4: Memorandum detailing any additional CBOs to be consulted during the outreach process not previously identified in Task 2, outreach strategies and measures to determine participation (i.e. number of meetings held, number of attendees, number of returned surveys, etc.), and a timeline for outreach execution and completion.

Task 5: Conduct Community Outreach To Prioritize Community-Identified Transportation Gaps. Propose Solutions To Close Gaps.

Execute community outreach campaign utilizing strategies approved in Task 4. Inform and educate participants about the goals of the community-based transportation planning process. Facilitate discussions with the goal of reaching consensus to prioritize the gaps identified in Task 3 and any additional gaps identified by the community. Gather input from community members on solutions to mitigate gaps. Solutions may include fixed-route options, shuttle services, guaranteed ride home programs, auto-oriented options, bicycle alternatives, or in some cases, capital enhancements such as bus shelters, benches or other amenities. Solutions may also relate to improving transportation information resources or educating community residents about existing transportation options. As needed, provide information about solutions to address community-identified needs that the community may not be familiar with, such as car sharing, or strategies that may be successful in other communities. Establish priority, such as high, medium or low for gap-mitigation solutions.

Deliverable #5: Memorandum summarizing 1) outreach process (strategies, level of community participation); 2) list of community-prioritized gaps; and 3) description of proposed solutions for filling the gaps. Provide a list containing names and mailing addresses of both CBOs and residents that participated in the outreach process for use in future transportation-related outreach efforts.

Task 6: Evaluate Feasibility Of Implementing Proposed Solutions And Recommend Implementation Strategies

In conjunction with the TAC, establish criteria for evaluating the feasibility of proposed solutions (i.e. cost effectiveness, potential funding availability, reasonableness of implementation schedule, etc.). Facilitate consensus among stakeholders on the evaluation criteria. Review potential solutions based on how well they meet the agreed-upon criteria. Document solutions that do not meet the criteria, indicating why they will not advance for further analysis. Evaluate the implementation feasibility of the proposed viable solutions including cost estimates, lead agency, potential funding sources, timelines, etc., and include any operational, institutional or funding constraints (both public and private resources) that need to be addressed to ensure successful implementation. Educate stakeholders and the community about how new and innovative solutions could meet the transportation needs they have identified.

Deliverable #6: Memorandum summarizing the feasibility of each proposed solution based on agreed-upon criteria. Recommend implementation strategies based on these factors

Task 7: Prepare Final Community-based Transportation Plan

Prepare report comprising final Community-based Transportation Plan.

Deliverable #7: The Final Report will consolidate all technical memorandums and maps into one draft final report. Comments received on technical memorandums and draft reports will be incorporated. The final Community-based Transportation Plan will contain the following elements:

- Planning area description, demographics and map
- Summary of the community outreach process including all CBOs and outreach strategies involved as well as the outreach results (i.e. number/type of events, attendance, number of returned surveys, etc.)
- List of amendments to the Lifeline Transit Network as appropriate
- List of community-prioritized transportation gaps
- List of feasible, community-supported solutions to close gaps
- Assessment of operational, institutional and funding constraints needed to be addressed in order to ensure successful implementation
- Cost estimates for each proposed solution
- Outline for implementation action plan, including agency responsibilities
- List of potential public and private funding sources to support solution implementation.

The RECIPIENT shall provide one unbound original and electronic copy of the final report to both the STA Board and MTC.

Task 8: Present Final Community-based Transportation Plan Results

Present the results of the final community-based transportation plan to stakeholders, transit agencies, the STA Board, and others, up to a maximum of seven presentations.