REQUEST FOR PROPOSALS
(RFP #2012-08)

For the
Solano County Mobility Management Plan

In
Solano County

Release Date: June 1, 2012

RESPONSES DUE:
3:00 PM, Thursday, June 28, 2012

Five (5) complete hard copies and one digital copy (CD or flash drive) of each response
must be received before 3:00 p.m. PST on June 28, 2012

Solano Transportation Authority
One Harbor Center, Suite 130
Suisun City, CA 94585-2473
DISCLOSURE: The master copy of each response to this RFQ shall be retained for official files and will become a public record after the award of a contract unless the qualifications or specific parts of the qualifications 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.
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Request for Proposal  
Solano County Mobility Management Plan
INTRODUCTION
The Solano Transportation Authority’s (STA) Mission is to improve the quality of life in Solano County by delivering transportation projects to ensure mobility, travel safety and economic vitality.

The STA was created in 1990 through a Joint Powers Agreement between the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo and the County of Solano to serve as the Congestion Management Agency for Solano. As the Congestion Management Agency (CMA) for the Solano area, the STA partners with various transportation and planning agencies, such as the Metropolitan Transportation Commission (MTC) and Caltrans District 4.

The STA is responsible for countywide transportation planning, programming transportation funds, managing and providing transportation programs and services, delivering transportation projects, and setting transportation priorities.

The STA uses an open and inclusive public involvement process through various committees made up of local elected officials, public works directors, transit operators, and interested citizens.

BACKGROUND
The STA completed the first Solano Senior and Disabled Study in June 2004. The second study, Solano County Transportation Study for Seniors and People with Disabilities was recently completed and was approved by the STA Board in December 2011. Both studies recommended a further focus on the Mobility Management in Solano County. The Consultant Team will develop a coordinated plan for outreach programs, policies and build local partnerships specific to Solano County and work closely with the transit operators and stakeholders in development of implementation plans.

The STA Board has taken action to support the development of a Solano Mobility Management Plan which includes potential programs for Seniors and People with Disabilities as well as the County Health and Social Services and First Five Program clients. The Paratransit Coordinating Council and the Solano Seniors and People with Disabilities Transportation Advisory Committee are supportive and will be involved in the process.

FINAL PRODUCT
Consultant shall provide an electronic version of a full final Solano Mobility Management Plan and deliver to STA as approved by the necessary governing bodies formatted for printing and binding. This plan will be a complete guide to create a Mobility Management Program in Solano County.

SCOPE OF SERVICE TASKS
The STA, in coordination with the County of Solano and the transit operators in Solano County intend to retain a qualified and committed professional planning firm to work closely with STA and Transit Operators to prepare the Solano Mobility Management Plan via the following major tasks:

1. Confirm project goals and finalize scope of services and work plan
2. Review Relevant Studies and Related Programs
3. Identify all existing transportation services in Solano County
4. Develop a plan for a one-stop transportation traveler call center and gather information to be used later for a Mobility Management website
5. Research, identify, recommend successful mobility management programs
6. Develop travel training programs options
7. Develop a countywide ADA eligibility process
8. Identify older driver safety programs and mobility workshops in Solano County
9. Public and Committee Outreach and Draft Study
10. Final Study

The following details each task with task deliverable information:

**Task 1. Confirm Project Goals and Finalize Scope of Services and Work Plan**
Develop detailed project budget and schedule.

- **Task 1.1** Kick off meeting with STA and selected consultant to negotiate final task budget and determine final schedule with milestones and deliverables.

<table>
<thead>
<tr>
<th>Task 1 Deliverable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Finalized budget and detailed project schedule.</td>
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</table>

**Task 2. Review Relevant Studies and Related Programs**

- **Task 2.1** Review Relevant Studies.

- **Task 2.2** Identify key stakeholders in the County that contribute to the planning, provisions, delivery and/or funding of transportation services for Seniors, People with Disabilities and low-income individuals. This will include stakeholders from public, private, and non-profit organizations.

<table>
<thead>
<tr>
<th>Task 2 Deliverable</th>
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<tbody>
<tr>
<td>1) Identify key stakeholders in the County that contribute to the planning, provision, delivery and/or funding or transportation services for Seniors and People with Disabilities and Individuals of Low-Income. Present this information in narrative and table format that is categorized by function (i.e. Funding, Service Delivery, Service Planning, etc.).</td>
</tr>
</tbody>
</table>

**Task 3. Identify All Existing Transportation Services Provided in Solano County for Seniors, People with Disabilities and Low Income**

- **Task 3.1** Inventory services such as provider’s contact information, agency’s contact person, cost, hours of operations, who is eligible, wheel chair accessibility, how far the service is provided, etc.

- **Task 3.2** Create a strategy to partner and network with all transportation providers and other stakeholders in Solano County.
### Task 3 Deliverable

1) Inventory of transportation including service and providers contact information, cost, hours of operation, eligibility, accessibility, how far the service is provided, etc.

2) Comprehensive strategy to partner and network with transportation providers and Stakeholders.

### Task 4. Develop a plan for a one-stop transportation traveler call center and gather information to be used for a Mobility Management website (website to be completed under separate contract)

- **Task 4.1** Identify and recommend training for staff to refer customers to the appropriate available transportation service.
- **Task 4.2** Provide a detailed description of the different elements of the recommended program, as well as a plan for implementation.
- **Task 4.3** Develop an implementation plan that would identify the cost, resources, staffing, and other requirements necessary for successful implementation including potential issues with solutions.
- **Task 4.4** Develop policies and procedures for the program.
- **Task 4.5** Develop information to be included in the future website including all transit options, contact information, type of service, who qualifies, cost, time of operations, etc.

### Task 4 Deliverable

1) Implementation plan for a one-stop transportation traveler call center(s).

2) Develop detailed information to be included in the website on transportation options.

### Task 5. Research, identify, recommend successful countywide Mobility Management programs

- **Task 5.1** Identify at least two examples of successful mobility management programs in other counties/communities that share similarities with Solano County such as demographics, geography, resources, and existing programs/services.

- **Task 5.2** Recommend a mobility management program for Solano County based on the information gathered in Tasks 2-4 of this scope of work, as well as on the transportation needs of seniors and people with disabilities identified in the Solano Transportation Study for Seniors and People with Disabilities.
  - Provide a detailed description of the different elements of the recommended program, as well as a plan for implementation.
  - The implementation plan would identify the cost, resources, staffing, and other requirements necessary for successful implementation.
  - Identify the program elements’ benefits and prioritize.
Task 5 Deliverable

1) Mobility Management and Implementation Plan.

Task 6. Develop Travel Training Program Options

Task 6.1 Identify different Travel Training Options.

Task 6.2 Provide a detailed description of the different elements of the recommended program, as well as a plan for implementation.

Task 6.3 The implementation plan that would identify the cost, resources, staffing and other requirements necessary for successful implementation including potential issues with solutions.

Task 6.4 Identify any partnerships that could be formed that provide similar services.

Task 6.5 Develop policies and procedures for the program.

Task 6 Deliverable

1) Present Travel Training Options including programs with cost, resources, staffing, etc necessary for successful implementation including solutions to potential issues.

2) Identify potential partnerships that could be formed that provide similar services.

3) Develop policies and procedures for the program.

Task 7: Develop a Countywide American for Disabilities Act (ADA) Eligibility Process

Task 7.1 Identify different options for a countywide process.

Task 7.2 Provide a detailed description of the different elements of the recommended program, as well as a plan for implementation.

Task 7.3 Identify the cost, resources, staffing, and other requirements necessary for successful implementation including potential issues with solutions.

Task 7.4 Develop policies and procedures for the program.

Task 7 Deliverable

1) Implementation plan for a Countywide ADA Eligibility Process.
Task 8. Identify Older Driver Safety Programs and Mobility Workshops in Solano County

Task 8.1 Identify Older Driver Safety Programs and Mobility Workshops offered in Solano County.

Task 8.2 Describe when offered and contact information.

Task 8.3 Develop policies and procedures to keep information current.

Task 8 Deliverable

1) Information on the Older Driver Safety Programs and Mobility Workshops offered in Solano County and policies and procedures to keep information current.

Task 9. Public/Committee Outreach and Draft Study

Task 9.1 Present findings and seek input from Transit Consortium, Paratransit Coordinating Council, Solano County Seniors and People with Disabilities Transportation Advisory Committee, and Senior Coalition.

Task 9.2 Obtain input from various groups in Solano County prior to the STA Board.

Task 9.3 Present the existing services and programs

Task 9.4 Develop a 1 to 10 years Implementation Plan which will include detailed project tasks, cost and a funding plan.

Task 9.5 Present Mobility Management Program elements.

Task 9 Deliverable

1) Present draft documents and plan to seek comments and input.

Task 10. Final Study

Task 10.1 Finalize the report incorporating input from public and committee review of draft study.

Task 10.2 Prepare the plan for electronic and hard copy distribution.

Task 10 Deliverable

1) Final Solano County Mobility Management Plan
### Proposed Project Timeline

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Timeframe</th>
</tr>
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<tbody>
<tr>
<td>Task 1. Budget and schedule</td>
<td>Week of July 16 2012</td>
</tr>
<tr>
<td>Task 2. Identify key stakeholders</td>
<td>Week of July 23, 2012</td>
</tr>
<tr>
<td>Task 3. Identify existing transportation services</td>
<td>Week of August 24, 2012</td>
</tr>
<tr>
<td>Task 4. Develop call center and website information</td>
<td>August 24 – October 2012</td>
</tr>
<tr>
<td>Task 5. Develop travel training program options</td>
<td>July 9 – October 1, 2012</td>
</tr>
<tr>
<td>Task 6. Develop a countywide ADA eligibility process</td>
<td>Week of September 10, 2012</td>
</tr>
<tr>
<td>Task 7. Identify Older Driver Safety Programs and Workshops</td>
<td>Week of September 24, 2012</td>
</tr>
<tr>
<td>Task 8. Public Outreach and Draft Study</td>
<td>Completed by October 18, 2012</td>
</tr>
<tr>
<td>Task 9. Final Plan</td>
<td>Completed by December 1, 2012</td>
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### RFP SUBMITTAL REQUIREMENTS

Please prepare your proposal in accordance with the following requirements.

1. **Proposal:** The proposal (excluding resumes and the transmittal letter) shall not exceed a total of 15 single-sided, 8.5” x 11” pages. A copy of the RFP and resumes shall be included in an appendix.

2. **Transmittal Letter:** The 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 proposals 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, California 94585

3. **Project Understanding:** This section shall clearly convey that the consultant understands the nature of the work, and issues related to providing a Mobility Management Plan for Solano County.

4. **Approach and Management Plan:** This section shall provide the firm’s/team’s proposed approach and management plan for providing the services. Include an organization chart showing the proposed relationships among consultant staff, STA staff and any other parties that may have a significant role in the delivery of this project.

5. **Qualifications and Experience:** The proposal submittal shall provide the qualifications and experience of the consultant team that will be available for the Solano County Mobility Management Plan. It is expected that team members would include planning expertise in mobility management programs. 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. **Staffing Plan:** The proposal shall provide a staffing plan (by month) and an estimate of the total hours (detailed by position) required for preparation of the plans/studies. Discuss the workload, both current and anticipated, for all Key Team Members, and their capacity to perform the requested services for the Solano County Mobility Management Plan according to your proposed schedule. Discuss the firm/team’s approach for completing the requested services for this project within budget.

7. **Work Plan and Schedule:** This section shall include a description and schedule of how each task deliverable of the project will be completed. 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/team’s approach for completing the requested services for this project on schedule. **The project is expected to commence no later than July 16, 2012, draft documents completed by October 18, 2012 and final plan submitted by December 1, 2012.**

8. **Cost Control:** Provide information on how the firm/team will control project costs to ensure all work is completed within the negotiated budget for the project. Include the name and title of the individual responsible for cost control.

9. **Additional Relevant Information:** Provide additional relevant information that may be helpful in the selection process (not to exceed the equivalent of 2 single-sided pages).

10. **References:** For each Key Team Member, provide at least three references (names and current phone numbers) from recent work (previous three years). Include a brief description of each project associated with the reference, and the role of the respective team member.

11. **Submittal of Proposal:** Five (5) hard copies and one digital copy (CD or flash drive) of your proposal is due at the STA office no later than 3:00 p.m., Thursday, June 28, 2012. Envelopes or packages containing the proposals should be clearly marked, “Solano County Mobility Management Plan.”

12. **Budget:** The maximum consulting services budget has been set at $90,000 for this project. No change orders that require cost increases will be allowed. The project is funded by State Transit Assistance funds.

**SELECTION OF CONSULTANT & CRITERIA**

The proposal will be evaluated and scored on a 100-point total basis 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 transportation operations in cities of Solano County, and STA and other agency review, approval and coordination processes.
3. Experience with similar types of projects.
4. Schedule and capacity to provide qualified personnel.

If needed, two or more of the firms/teams may be invited to an interview on or about **July 10, 2012.** The Project Manager and Key Team Members should attend the interview. The evaluation interview panel may include representatives from STA, and other agencies, but the
specific composition of the panel will not be revealed prior to the interviews. Costs for travel expenses and qualifications preparation shall be borne by the consultants.

STA staff will provide the appropriate notice and schedule for the interviews. STA staff will select the most qualified consultant or consultant team based primarily on experience, ability to contain costs and conducting very similar projects. Recent experience in Solano County is desirable.

Once the top firm/team has been selected, STA staff will develop a services contract with the selected firm/team.
# SELECTION PROCESS AND PROJECT SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 1, 2012</td>
<td>RFP Issued</td>
</tr>
<tr>
<td>June 12, 2012</td>
<td>Questions concerning RFP and plan emailed to <a href="mailto:eniedziela@sta-snci.com">eniedziela@sta-snci.com</a> no later than June 12, 2012</td>
</tr>
<tr>
<td>June 15, 2012</td>
<td>Answers to questions posted on STA website</td>
</tr>
<tr>
<td>June 28, 2012</td>
<td><strong>Proposals are due no later than 3:00 PM</strong> at the offices of the Solano Transportation Authority, One Harbor Center, Suite 130, Suisun City, CA 94585. <em>Late submittals will not be accepted.</em></td>
</tr>
<tr>
<td>July 10, 2012</td>
<td>Consultant interviews</td>
</tr>
<tr>
<td>July 12, 2012</td>
<td>Notified of selected consultant</td>
</tr>
<tr>
<td>July 16, 2012</td>
<td>Project commences</td>
</tr>
<tr>
<td>October 18, 2012</td>
<td>Draft plan completed</td>
</tr>
<tr>
<td>December 1, 2012</td>
<td>Final plan</td>
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If you have any questions regarding this RFP, please contact:

Liz Niedziela  
Transit Program Manager/Analyst  
Phone (707) 399-3217  
Fax (707) 424-6074  
eniedziela@sta-snci.com