



## REQUEST FOR PROPOSALS (RFP #2012-09)

For the  
Solano County Coordinated Short Range Transit Plan (S RTP)  
and  
I-80/I-680/I-780/State Route 12 Corridor Study  
In  
Solano County

Release Date: June 22, 2012

### **RESPONSES DUE:**

3:00 PM, Monday, July 23, 2012

Ten (10) complete hard copies and one digital copy (CD or flash drive) of each response must be received before 3:00 p.m. PST on July 23, 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.

## *Table of Contents*

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INTRODUCTION .....	1
TWO PLANS – ONE CONSULTANT TEAM .....	1
RELEVANT STUDIES IN PROGRESS .....	2
RELEVANT STUDIES COMPLETED.....	2
<b>BACKGROUND for Coordinated Short Range Transit Plan.....</b>	<b>2</b>
FINAL PRODUCT for Coordinated SRTP .....	3
SCOPE OF SERVICE TASKS for Coordinated SRTP.....	4
<b>BACKGROUND for I-80/I-680/I-780/SR12 Transit Corridor Study Update .....</b>	<b>18</b>
FINAL PRODUCT for Transit Corridor Study Update .....	19
SCOPE OF SERVICE TASKS for Transit Corridor Study Update .....	19
RFP SUBMITTAL REQUIREMENTS .....	23
SELECTION OF CONSULTANT & CRITERIA .....	24
SELECTION SCHEDULE.....	25

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Request for Proposal  
Coordinated SRTP and Transit Corridor Study

## **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.

## **TWO PLANS – ONE CONSULTANT TEAM**

STA plans to contract with one consultant team for the development of the Solano Coordinated Short Range Transit Plan (SRTP) including the MTC requested areas of coordination and the I-80/I-680/I780/State Route 12 Transit Corridor Study update. The consultant will analyze and prepare Short Range Transit Plans for each transit operator in Solano County. This analysis will provide the consultant team a strong foundation for the Transit Corridor Study.

The transit operators to be included in this Plan are Solano County Transit (SolTrans), Fairfield and Suisun Transit (FAST), Vacaville City Coach, Dixon Read-Ride, Rio Vista Delta Breeze, and Solano County. The Plan will include a dedicated subsection for each transit operator covering their requirements of the SRTP. In addition, MTC requested the Coordinated SRTP address specific areas of coordination: planning, capital, fares and ADA eligibility (the ADA eligibility will be developed in a separate study). Furthermore, the transit operators requested additional areas to be analyzed. MTC and the transit operator's additional areas to be analyzed are included in Tasks 9-12 of the Scope of Services.

Since SolTrans completed their Short Range Transit Plan in January 2012, Solano Transportation Authority (STA) and SolTrans are only requesting an update to the SRTP in areas as needed. These areas will be identified and agreed upon in the first task of the Scope of Services and may include an update to reflect service changes being implemented by SolTrans in FY 2012-13 and further detail on the capital plan.

The Transit Corridor Study will include an update of the I-80/I-680/I-780/State Route (SR) 12 Transit Corridor Study and reviewing and prioritizing transit needs in the corridor. Updating the Transit Corridor Plan will provide guidance and coordination for future investments. Specifically, the coordinated plan will address SolanoExpress bus service and integrate the planned Express Lanes and Regional Freeway Performance Initiative on I-80 and I-680. The Transit Corridor Study will not only address transit services, but also update the facilities and connections needed to support these services into the future.

A specific additional area to analyze as a part of the Transit Corridor Study is transit connectivity to the colleges in Solano County. The colleges would include Touro University, Maritime Academy, and the three Solano Community College campuses in Solano County (Fairfield, Vacaville, and Vallejo).

## **RELEVANT STUDIES IN PROGRESS**

- Solano County Ridership Survey and Analysis (to be completed in June 2012)
- Solano County Transit Operator Financial Sustainability Study (to be completed by September 2012)
- Solano County Mobility Management Plan (to be completed by December 2012)

## **RELEVANT STUDIES COMPLETED**

- Dixon Redit-Ride SRTP for FY 2008/09 – 2017/18
- Fairfield and Suisun Transit for 2007 – 2016 SRTP
- Rio Vista Delta Breeze SRTP for FY 2010/11 to 2019/20 **(Draft)**
- SolTrans SRTP – January 2012
- Vacaville City Coach SRTP for FY 2007/08 to 2017/18
- I-80/I-680/I-780 Transit Corridor Study – July 2004
- State Route 12 Transit Corridor Study – 2006
- Transit Consolidation Study – 2007
- Solano County Transportation Plan for Seniors and People with Disabilities - 2011

## **BACKGROUND for Coordinated Short Range Transit Plan**

Federal statutes require that the Metropolitan Transportation Commission (MTC), in partnership with the state and with local agencies, develop and periodically update a long-range Regional Transportation Plan (RTP), and a Transportation Improvement Program (TIP) which implements the RTP by programming federal funds to transportation projects contained in the RTP. In order to effectively execute these planning and fund programming responsibilities, MTC, in cooperation with Region IX of the Federal Transit Administration (FTA), requires each transit operator receiving federal funding through the TIP (federal grantees within the MTC region) to prepare, adopt, and submit an SRTP to MTC.

### **SRTP Purpose**

- A. To serve as a management and policy document for the transit operator, as well as a means of annually providing FTA and MTC with information necessary to meet regional fund programming and planning requirements.

- B. To clearly and concisely describe and justify the transit operator’s capital and operating budgets.
- C. To submit requests for federal, state, and regional funds for capital and operating purposes through MTC’s Transit Capital Priorities, and in the MTC TIP.
- D. To assess an operator’s financial capacity to carry out proposed levels of operations and the associated capital improvement plan. This assists FTA in making its own assessment of an operator’s financial capacity.
- E. To regularly provide MTC with information on projects and programs of regional significance, which include: funding and scheduling of expansion projects included in MTC Resolution No. 3434, provision of paratransit service to persons with disabilities, older adults and others; compliance with federal Title VI reporting requirements; Environmental Justice outreach and public participation, and related service planning; results of the most recent FTA Triennial Review and related corrective actions.
- F. To provide the basis for inclusion of an operator’s capital and operating programs in the RTP.
- G. The goals, objectives, and standards specified in an operator’s SRTP serve as a basis for the assessment of the operator’s performance conducted as part of the MTC Triennial Performance Audit of the operator.

**The SRTP and the Operator’s Goals, Objectives and Standards**

Goals should reflect the major areas of concern for public transit operators, for example:

- Scheduling and route planning
- Service reliability
- System effectiveness
- System efficiency
- Safety and security
- Funding and reserve policies
- Customer service
- Statutory and regulatory compliance

Objectives should be comprehensive (there can be several objectives under each goal). Service standards should be specific, measurable and quantified where feasible. Goals, objectives and standards should reflect the basis under which new service would be deployed and existing service increased or reduced.

**Planning Horizon**

The planning horizon for the SRTP is a minimum of ten years. However, a longer planning horizon may be required if necessary to reflect significant capital replacement and/or rehabilitation that would not fall within the ten year period. A longer planning horizon may also be required if necessary to capture the capital or operating budget implications of significant changes in service.

**FINAL PRODUCT for Coordinated SRTP**

Consultant shall provide an electronic version of a full final Coordinated SRTP from years 2011-12 through 2021-22. The SRTP shall include SolTrans, the City of Fairfield, the City of Dixon, the City of Vacaville, County of Solano and the City of Rio Vista and it shall conform to the most recent MTC Short Range Transit Plan Guidelines, MTC Resolution No. 3532, Revised. Consultant shall deliver to STA as approved by the necessary governing bodies formatted for

printing and binding. Electronic copies may be provided in PDF format, but all spreadsheets must also be provided in MS Excel.

The SRTP shall include the following agencies that operate transit services in Solano County:

- Solano County Transit (SolTrans)
- Fairfield and Suisun Transit (FAST)
- Vacaville City Coach
- Dixon Read-Ride
- Rio Vista Delta Breeze
- Solano County

### **SCOPE OF SERVICE TASKS for Coordinated SRTP**

The STA, in coordination with 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 Coordinated SRTP. Task 1-8 and Task 10-12 and deliverables are required based on MTC's Short Range Transit Plan Guidelines. Task 9-12 were recommended by MTC and/or Transit Operators.

1. Confirm Project Goals and Finalize Scope of Services and Work Plan
2. Title Page
3. Overview of Transit System
4. Goals, Objectives and Standards
5. Service and System Evaluation
6. Operations Plan and Budget
7. Capital Improvement Program
8. Other Requirements
9. Analyze Coordination in Specific Areas
10. Fairfield and Suisun Transit Analysis
11. Analyze the Consolidation of Rio Vista Delta Breeze with SolTrans
12. Analyze the advantages and disadvantages of SolTrans eligibility only in the Vallejo UA with SolTrans eligibility in Vallejo and San Francisco Oakland UA.
13. Draft Study
14. Final Study

The following details each task with task deliverable information:

#### **Task 1. Confirm Project Goals and Finalize Scope of Services and Work Plan**

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

Task 1 Deliverable
1) Finalized budget and detailed project schedule.

## Task 2. Title Page

1. The title page must include the words “Short Range Transit Plan,” the fiscal years covered by the plan, the official names of each transit agency that operators transit service in Solano County, the date/s approved by the Solano Transportation Authority (STA) Board and the transit agency governing boards, and the following statements:

Metropolitan Transportation Commission (MTC), in partnership with state and local agencies, develop and periodically update a long-range Regional Transportation Plan (RTP), and a Transportation Improvement Program (TIP) which implements the RTP by programming federal funds to transportation projects contained in the RTP. In order to effectively execute these planning and programming responsibilities, MTC requires that each transit operator in its region which receives federal funding through the TIP, prepare, adopt, and submit to MTC a Short Range Transit Plan (SRTP).

Task 2 Deliverable
1) MTC formatted titled page

## Task 3. Overview of Transit Systems

1. Brief History (e.g., year of formation, facilities and fleet development, changes in service focus areas, key milestones and events).
2. Governance.
  - A. Type of unit of government (e.g., city, joint powers authority, transit district).
  - B. Composition and nature of representation of governing body:
3. Number of members;
4. Elected or appointed (if appointed, how, and what agencies and/or groups do members represent (e.g., cities, county, general public);
5. Current members and terms.
6. Organizational Structure (use graphic format).
  - A. Management and staff positions.
7. Reporting relationships.
8. Contracted transportation services (name of contractor(s), length of current contract(s)).
9. Labor unions representing agency employees and length of current contract(s).
10. Transit Services Provided and Areas Served —Describe fixed route, demand responsive, and connecting services and areas served, and the number of vehicles required for each type of service.
11. Fixed Route (includes bus and rail):
  - A. Local;
  - B. Express;
  - C. Other commuter service (e.g., subscription service);
  - D. Services provided in partnership with others (funding contributions or policy oversight);
  - E. Accommodation of bicycles.

12. Demand responsive (includes operator-provided services and services provided under partnership agreements):
  - A. General public;
  - B. Americans With Disabilities Act (ADA);
  - C. Persons with disabilities (non-ADA);
  - D. Older adults.
13. Connecting services provided by others.
14. Fare Structure — Describe fare structure for fixed route and demand responsive services, and for interoperator transfers.
  - A. Fixed Route Fares:
  - B. Single fare (adults, seniors, student/youth);
  - C. Discounted and/or multi-ride fares (adults, seniors, student/youth);
  - D. Recent changes in fares;
15. Demand Responsive Fares:
  - A. Single fare;
  - B. Discounted and/or multi-ride fares;
  - C. Recent changes in fares (include the year(s) in which the change(s) took place);
16. Interoperator Transfer Arrangements and Fares
  - A. Clipper<sup>SM</sup> (if currently deployed);
  - B. Other proof of transfer;
17. Revenue Fleet — Provide a general description of the revenue vehicle/vessel fleet. Identify MTC Regional Express Buses separately. The description can be in narrative or graphic format, or a combination of both. (This description differs from the detailed inventory required under Section 6 of these guidelines.) Include the following information:
  - A. Types of vehicles/vessels operated (e.g., standard bus (any length), trolley bus, articulated bus, over-the-road coach, cutaway van, standard van, minivan, cable car, passenger ferryboat, heavy rail, light rail);
  - B. Number of each type of vehicle/vessel;
  - C. Recognizing that each type of vehicle might be used in multiple types of service, type(s) of service in which each type of vehicle is used (e.g., local, express, commuter, demand responsive).
18. Existing Facilities — Describe individual or grouped facilities, according to the categories listed below.
  - A. Administrative (locations, age, functions located within);
  - B. Maintenance and Fueling (type, locations, age);
  - C. Vehicle/Vessel Storage/Staging (locations, age, capacity);
  - D. Park-and-Ride (locations, age, capacity);
19. Stations and Stops (type, locations, age, basic amenities);
20. Right-of-Way, Track or Guideway;
21. Bicycle Facilities.

Task 3 Deliverable
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| 1) Working Paper: Overview of Transit Systems |
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#### Task 4. Goals, Objectives and Standards

1. Describe the process for establishing, reviewing, and updating goals, objectives, and standards. Goals and objectives should be comprehensive and address all major areas of operator activities, including principles and guidelines under which new service would be implemented. Performance standards should address both the efficiency and effectiveness of the services provided by the operator.
2. Portray and discuss new or revised goals and related objectives and standards; and identify changes from prior SRTP.

Task 4 Deliverable
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| 1) Working Paper: Goals, Objectives and Standards |
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#### Task 5. Service and System Evaluation

1. Evaluate route-level and systemwide performance against current service standards (if illustrative, portray local, express or commuter service, or other intercity service separately). Describe the evaluation process. Evaluate the most recent year for which complete data is available. At a minimum, evaluate performance measures relating to effectiveness and efficiency. Key performance measures could include passengers per revenue vehicle hour, passengers per revenue vehicle mile, percent of capacity used, and revenue to total vehicle hours, operating cost per revenue vehicle hour, operating cost per passenger, and on-time performance. A retrospective portrayal of performance (e.g., prior five to ten years) may be warranted to exemplify trends. Identify and evaluate MTC Regional Express Bus service separately. Where the evaluation identifies deviations from service standards, describe proposed remedies, including service expansion and/or contraction. Use narrative, tables and other graphic formats as warranted.
2. Provide a three-year retrospective of revenue service hours, revenue service miles, and patronage. Evaluate and discuss significant changes.
3. Describe and discuss equipment and facility deficiencies, and describe proposed remedies.
4. Describe any involvement in MTC's "Community-based Transportation Planning Program" ("CBTP"). Describe any specific fixed-route solutions to transit gaps recommended through the CBTP process and the status of their implementation. Describe any services funded specifically to address welfare-to-work and/or low-income transportation needs and the source(s) of funding (e.g., Lifeline).

5. Identify paratransit services provided in compliance with the paratransit provisions of the Americans with Disabilities Act (ADA). Reference planned new activities, major service changes, or procurement of capital equipment to support ADA or other paratransit, dial-a-ride or demand responsive services. Identify other paratransit services with which services are coordinated, and any proposed revisions or improvements to fixed route services intended to enhance their usage by seniors and/or by persons with disabilities.
6. Provide the date of the agency’s most recent federal Title VI analysis and report, and discuss any service deficiencies identified in the report. Generally describe the process used for complying with FTA Circular C4702.1. Attach the most recent triennial Title VI report, plus any subsequent Title VI reports, to the SRTP in an appendix.
7. Provide the date of the agency’s most recent FTA Triennial Review, and describe related remedial actions undertaken or currently underway in response to the review.

Task 5 Deliverable
1) Working Paper: Service and System Evaluation

## Task 6. Operations Plan and Budget

### A. Operations Plan

The operations plan sets forth the intentions to provide fixed route and paratransit services over the SRTP period. Document the ongoing evaluation of services and systems with respect to adopted goals, objectives and standards, and legal and regulatory requirements, subject to financial constraints.

1. Describe the modes and types of transit services to be operated over the plan period. Separately identify service provided in partnership with others:
2. Separately describe planned new activities or service changes relative to paratransit services provided in accordance with the Americans with Disabilities Act (ADA service).
3. Separately describe any proposed revisions or improvements to fixed route services intended to enhance their usage by persons with disabilities and older adults.
4. Where reductions in service levels are required in order to achieve a balanced operating budget, describe the reductions and assess their impact on the affected service areas and communities.
5. Portray the levels of service planned — Use a table (or other graphic format) to portray planned levels of service hours and service miles. Separately identify the following:
  - a. Fixed route modes by type (e.g. local, express/commuter);
  - b. Demand responsive modes by type (e.g., ADA, non-ADA older adult);
  - c. Expansion service included in MTC Resolution No. 3434.

The table (or other graphic format) shall clearly identify service expansion and/or reduction by the year of planned deployment (expansion) and/or elimination (reduction). There shall be a rational relationship between the information portrayed and the “Service and System Evaluation” section of the SRTP.

6. Describe and discuss planned (not yet implemented or underway) service changes in response to the most recent federal Title VI report and/or FTA Triennial Review.

## B. Operations Budget

**STA is currently conducting a Sustainability Study for the Transit Operators in Solano County that is scheduled to be completed in September 2012. This study will be available to assist the consultant team in completing the “baseline” forecast for the Operations Budget for each of the transit operators that the SRTP guidelines call for. Any future scenario that develop in the Operations Plan or deviate from the baseline forecast, the SRTP consultant will need to address.**

Demonstrate that planned level of transit service over the planning period, including rehabilitation and replacement of capital assets, is sustainable. Take into consideration expense forecasts, regional and local revenue projections, fare policies, labor or service agreements, competitive demands on funding, regional priorities and policies. The budget should reflect a “baseline” level of service, taking into consideration the existing level of service at the time of publication of the SRTP. Committed service changes must also be defined, with their expenses and revenue separately identified in the operating and capital financial plan tables. Provide sufficient detail to allow a reviewer of the SRTP to evaluate costs of implementing the operating and capital plans, and compare the total with anticipated revenues available during the study period.

The narrative must specifically explain, and the spreadsheet clearly isolate in the appropriate year, by mode, any major change in service hours and miles due to deployment of new service or major service reductions.

The narrative must specifically explain, and the spreadsheet clearly isolate by year (e.g., through individual line items) the following:

- Change in fare revenue due to a fare increase or decrease.
- Change in fare revenue due to a change in the level of service.
- Change in expenses due to a change in the level of service.
- Change in expenses due to a labor or service contract change.

All operations expenses and revenues are to be stated in year of expenditure dollars, with the assumed escalation factors stated. All sources of revenue shown in the operations and in the capital financial plan should be identified individually. All assumptions that relate to expenditure and revenue estimates must also be documented, including specification of ridership or sales growth (if appropriate) separately from inflation forecasts.

1. The operations budget must be sustainable and generally balanced each year over the period of the SRTP, using currently available or reasonably projected revenues.
2. Where increases in local revenues (e.g., fares, sales taxes, general fund revenues) are required in order to sustain existing service levels, describe and discuss the steps and timelines needed to achieve the revenue increases, and the contingent policies and actions that will be taken if the proposed revenue increases do not materialize.

3. Fixed route and demand responsive services may be portrayed separately or in a single budget; however, the expenses and revenue for each must be separately identifiable if portrayed in a single budget.
4. Describe planned fare increases and/or decreases, and/or changes in fare policies, including the year(s) these changes are planned to take effect. Describe planned changes in interoperator transfer arrangements and/or fares (this pertains to interoperator fares themselves, not to the means of fare collection; i.e., Clipper<sup>SM</sup>) Note: as set forth in MTC Resolution No. 3176, fare and local discretionary revenue contributions are expected to keep pace with inflation, and fare structure shall comply with regional policy on fare coordination (Resolution No. 3866).
5. Separately identify funding sources and amounts to support operating budgets for ADA service, and any other paratransit or demand responsive services available to older adults and/or persons with disabilities.
6. If applicable, discuss the use of FTA Section 5307 and 5309 funding as prescribed in MTC Resolution No. 3908, Revised, Transit Capital Priorities Process and Criteria for FY 2009-10 through FY 2011-12, or as prescribed in any subsequent MTC resolution regarding Transit Capital Priorities Process and Criteria approved for FY 2012-13 through FY 2013-14.
7. Separately identify and describe funding contributions (expended or received) for services provided in partnership with others.
8. The multi-year operating budget shall utilize MTC projections of regional operating revenues. Local funding sources (e.g., transportation sales tax) that will expire during the period covered by the plan shall not be assumed to continue beyond their expiration dates, unless specific renewals have been approved. In order to portray the operating budget:
  - a. Forecast operating costs shall be portrayed in a manner that distinguishes significant expansion and/or contraction of existing service, and the introduction of new service;
  - b. The basis for the operating cost forecasts shall be clearly portrayed (e.g., cost per service hour and service hours);
  - c. The forecast escalation rates (revenue and expenses) must be clearly portrayed;
  - d. Indicate reserves available for operations and changes to reserves over the period of the SRTP, including anticipated unallocated TDA reserves;
  - e. Budget levels must correlate with the changes in service identified in the "Operations Plan."
  - f. Identify sources of operating revenue:
    - i. Fares;
    - ii. Property taxes (directly levied, levied by others);
    - iii. Bridge tolls (directly levied (e.g., GGT), MTC 2% toll revenues, MTC 5% unrestricted general fund, MTC Regional Measure 2);
    - iv. Sales tax (AB 1107, directly levied (e.g., transit district), levied by others (e.g., county sales tax measure (identify Measure)));
    - v. Contributions from JPA partner funding agencies;
    - vi. Federal (FTA section 5307 Operating Assistance, FTA section 5307 Preventive Maintenance, FTA section 5311, STP Preventive Maintenance, CMAQ Operating Assistance (new service), Jobs Access Reverse Commute, New Freedom);

- vii. Regional (MTC Lifeline, Air District);
  - viii. Advertising;
  - ix. Earned interest;
  - x. BART coordination funds (TDA, STA, BART district funds);
  - xi. TDA (directly apportioned, contributed by others);
  - xii. State Transit Assistance [(directly apportioned, contributed by others) – Revenue-Based, Population-Based (Small Operators, Northern Counties, Regional Paratransit, MTC Regional Express Bus)].
9. In addition to future year forecasts, the SRTP should include a three-year retrospective of audited (if available) operating expenses and revenue.

Task 6 Deliverable
1) Working Paper: Operating Plan and Budget

### Task 7: Capital Improvement Program

Describe and discuss the capital programs (vehicles, facilities and equipment) required to carry out the operations and services set forth in the operating plan and budget. The Capital Improvement Plan (CIP) should provide the basis for requests for federal, state and regional funding for capital replacements, rehabilitation, and expansion projects. While the CIP does not have to be financially constrained to the extent that the operations budget does, it should reflect the operator’s reasonable expectation of funding, particularly as outlined in MTC’s Regional Transportation Plan.

Note: the replacement schedules for vehicles and other capital items shall reflect agreements that resulted in the temporary diversion of FTA Section 5307 funds to “preventive maintenance”.

1. Basis for Revenue Vehicle/Vessel Projects and/or Proposals, for Replacement, Rehabilitation, and Expansion.
  - A. Describe and discuss policies (or basis), and justification for vehicle replacement:
    1. Life cycle considerations (current vehicles/vessels);
    2. Passenger amenity considerations (vehicles to be acquired);
    3. Mode of power and/or emissions considerations (vehicles/vessels to be acquired);
    4. Other considerations (e.g., safety, lack of availability of service parts for current vehicles/vessels)
  - B. Describe and discuss policies (or basis), and justification for rehabilitation/retrofit:
    1. Life cycle considerations;
    2. Passenger amenity considerations;
    3. Emissions considerations;
    4. Other considerations.
  - C. Describe and discuss policies (or basis), and justification for proposed fleet expansion (or contraction):
    1. Relationship to fixed route or demand responsive operations plan;

2. Basis for type(s) of vehicles/vessels desired (expansion).
  3. Number and type(s) of vehicles to be removed from service (contraction), including intended disposition (e.g., sale, placed for lease, salvaged).
- D. Current Revenue Vehicle/Vessel Fleet Inventory: Identify items “a” through “k” below individually or by subfleet. Identify MTC Regional Express Buses separately.
1. Manufacturer;
  2. Year of manufacture;
  3. Identification number (individual VIN or VIN sequence for subfleets);
  4. Length of vehicle(s)/vessel(s);
  5. Seating capacity of vehicle(s)/vessel(s);
  6. Wheelchair capacity of vehicle(s)/vessel(s);
  7. Vehicle/Vessel type (e.g., minivan, standard van, cutaway van, standard motorbus, articulated motorbus, trolley bus, articulated trolleybus, over-the-road coach, light rail, heavy rail, passenger ferryboat, diesel-electric locomotive, trailer car);
  8. In fixed route service or demand responsive service;
  9. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric, diesel-electric locomotive, trailer car not powered).
  10. Has major rehabilitation of the vehicle(s)/vessel(s) been performed; if yes, how many years of service life were added;
  11. Year the vehicle(s)/vessel(s) will be retired from service (even if this is beyond the time horizon of the SRTP);
- E. Vehicle/Vessel Replacement: Identify items “a” through “k” below individually or by subfleet, showing the number of replacement vehicles/vessels to be placed in service per year over the planning horizon.
1. Number of vehicles/vessels to be replaced;
  2. Anticipated year of manufacture of replacement vehicle(s)/vessel(s);
  3. Year vehicle(s)/vessel(s) will be placed in service;
  4. Length of vehicle(s)/vessel(s);
  5. Seating capacity of vehicle(s)/vessel(s);
  6. Wheelchair capacity of vehicle(s)/vessel(s);
  7. Vehicle/Vessel type (e.g., minivan, large van, small bus, suburban bus, trolley bus, over-the-road coach, articulated bus, light rail, heavy rail, passenger ferryboat, diesel-electric locomotive, trailer car);
  8. Placement of the vehicle(s) in fixed route service or demand responsive service;
  9. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric, diesel-electric locomotive, trailer car not powered).
  10. Estimated cost of replacement vehicle(s)/vessel(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
  11. Sources and amounts of funding for replacement vehicle(s)/vessel(s) (unit cost or total by subfleet – same as portrayed in “j” above), with annual escalation rates clearly portrayed.
- F. Vehicle/Vessel Rehabilitation (if applicable): Identify items “a” through “m” below individually or by subfleet, showing the number of vehicles/vessels to be rehabilitated per year over the planning horizon.

1. Manufacturer;
  2. Year of manufacture;
  3. Identification number, (individual VIN or VIN sequence for subfleets);
  4. Length of vehicle(s)/vessel(s);
  5. Seating capacity of vehicle(s)/vessel(s);
  6. Wheelchair capacity of vehicle(s)/vessel(s);
  7. Vehicle/Vessel type (e.g., minivan, large van, small bus, suburban bus, trolley bus, over-the-road coach, articulated bus, light rail, heavy rail, passenger ferryboat, diesel-electric locomotive, trailer car);
  8. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric, diesel-electric locomotive, trailer car not powered).
  9. Year of planned rehabilitation (even if this falls outside the time horizon of the SRTP);
  10. Years of service life to be added;
  11. Rehabilitation to be performed in-house or contracted, if known;
  12. Estimated cost of rehabilitation of vehicle(s)/vessel(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
  13. Sources and amounts of funding for rehabilitation of vehicle(s)/vessel(s) (unit cost or total by subfleet – same as portrayed in “j” above), with annual escalation rates clearly portrayed.
- G. Vehicle/Vessel Expansion (if applicable): Identify items “a” through “k” below individually or by subfleet.
- a. The number of expansion vehicle(s)/vessel(s) to be placed in service per year over the planning horizon of the SRTP.
  - b. Anticipated year of manufacture;
  - c. Year vehicle(s)/vessel(s) will be placed in service;
  - d. Length of vehicle(s)/vessel(s);
  - e. Seating capacity of vehicle(s)/vessel(s);
  - f. Wheelchair capacity of vehicle(s)/vessel(s);
  - g. Vehicle/Vessel type (e.g., minivan, large van, small bus, suburban bus, trolley bus, over-the-road coach, articulated bus, light rail, heavy rail, passenger ferryboat, diesel-electric locomotive, trailer car);
  - h. Placement of the vehicle(s) in fixed route service or demand responsive service;
  - i. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric, diesel-electric locomotive, trailer car not powered).
  - j. Estimated cost of expansion vehicle(s)/vessel(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
  - k. Sources and amounts of funding for expansion vehicle(s)/vessel(s) (unit cost or total by subfleet – same as portrayed in “j” above), with annual escalation rates clearly portrayed.
- H. Summary of Revenue Vehicle/Vessel Fleet Inventory:
- a. Total number of fixed route vehicles in active fleet (identified by type; e.g., see item 7.g. above);

- b. Total number of fixed route vehicles in reserve fleet;
  - c. Spare ratio of fixed route vehicles (at maximum pullout);
  - d. Total number of vessels in active fleet;
  - e. Total number of vessels in reserve fleet;
  - f. Spare ratio of vessels (at maximum pullout);
  - g. Total number of demand responsive vehicles in active fleet (identified by type; e.g., see item 7. g. above);
  - h. Total number of demand responsive vehicles in reserve fleet;
  - i. Spare ratio of demand responsive vehicles (at maximum pullout)
  - j. Useful life of revenue vehicles;
  - k. Next rehabilitation or replacement of vehicles and vessels, even if beyond the SRTP horizon.
- I. Non-Revenue Vehicle Projects and/or Proposals: Replacement, Rehabilitation, and Expansion or Contraction.
1. Discuss replacement, and/or expansion or contraction of non-revenue vehicle fleet:
    - a. Briefly, describe uses of non-revenue vehicles;
    - b. Briefly, discuss policies or basis, and justification for replacement (e.g., life cycle, obsolescence, safety considerations);
    - c. Briefly discuss policies or basis, and justification for expansion and/or contraction.
  2. Non-Revenue Vehicle Fleet Inventory: Identify items “a” through “n” below, showing the number of vehicles per year over the planning horizon.
    - a. Manufacturer (current vehicles);
    - b. The year of manufacture (or anticipated year of manufacture for replacement and expansion vehicles);
    - c. The years the vehicle(s) will remain in service;
    - d. Year vehicle(s) will be retired from service;
    - e. The year replacement vehicle(s) will be placed in service;
    - f. Estimated cost of replacement vehicle(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
    - g. Replacement vehicle(s): source(s) and amount of funding, identifying funds that have been secured (programmed, allocated or received) and funds that have not been secured, with annual escalation rates clearly portrayed;
    - h. The year expansion vehicle(s) will be placed in service;
    - i. Estimated cost of expansion vehicle(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
    - j. Expansion vehicle(s): source(s) and amount of funding, identifying funds that have been secured (programmed, allocated or received) and funds that have not been secured, with annual escalation rates clearly portrayed;
    - k. Vehicle type;
    - l. Mode of power;
    - m. Has rehabilitation of the vehicle(s) been performed or is it planned;
    - n. Total number of vehicles in non-revenue fleet.

Operators with non-revenue vehicles which are not proposed for replacement with regionally programmed funds may choose to provide less detailed information.

- J. Major Facilities Replacement, Rehabilitation, Upgrade, and Expansion projects of the types listed below. Identify the locations of new or expanded facilities. Provide project budget, including costs, sources of funds and amounts from each source, identifying funds that have been programmed, allocated or received, and funds that have not been secured. Separately describe security projects. Specify if replacement and rehabilitation of facilities and equipment results in an asset that differs from the existing asset, and how it differs.
1. Administrative;
  2. Maintenance and Fueling;
  3. Vehicle/Vessel Storage/Staging;
  4. Park-and-Ride;
  5. Stations and Stops;
  6. Right-of-Way, Track, or Guideway;
  7. Bicycle Facilities (e.g., lockers).
- K. Tools and Equipment: Replacement and/or Upgrade. Discuss current and/or proposed projects. Combine projects into a lump sum and indicate costs, sources of funds and amounts.

Task 7 Deliverable
1) Working Paper: Capital Improvement Program

## Task 8. Other Requirements

1. Provide the following information on expansion projects included in MTC Resolution No. 3434:
  - A. Portray the project's current capital cost, providing explanation where costs differ from the portrayal in MTC Resolution No. 3434.
  - B. Capital Funding:
    1. Discuss and describe secured funding, including fund programming and/or allocation actions, conditions imposed on the use of funds, fund sources and amounts;
    2. Explain any changes in secured or anticipated funding, providing explanation where funding differs from the portrayal in MTC Resolution No. 3434;
    3. Portray and discuss the project's cash flow needs, including any anticipated difficulties, and approved or anticipated decisions on bond financing.
  - C. Project Schedule. Provide the most current schedule for the project, showing key milestones completed, and anticipated milestone completion dates.
  - D. Operating Costs. Provide operating expense and revenue projections (including sources of funds).
  - E. Discuss any activities related to changes in land use planned or anticipated in association with the project, including:
    1. Participation in the development of local land use policies;

- 2. Policies and/or planning pertaining to, and/or development adjacent to transit stations;
  - 3. Descriptions of land that the transit agency currently owns or controls adjacent to transit stop/stations (use a map if desired to show locations).
- F. Discuss any current or anticipated policy, planning, funding or operating issues associated with the project, not reflected in responses to items 1 through 5, above.
2. Describe the agency’s public outreach and involvement process relative to environmental justice goals. Describe the most recent outcomes from this process.

Task 8 Deliverable
1) Working Paper :Other requirements in Task 8

### **Task 9. Analyze Coordination of Activities Among the Solano County Transit Operators**

- 1. Different Fare Structure and Discounts/Standard Fare Structure/Fare Reconciliation
  - A. Development of a standardized fare structure (may just include standard fare instruments, but could also include standard dollar amounts for each) for Solano County Transit Operators.
  - B. Revise current fare policies to conform with Clipper
  - C. Analyze the potential revenue impact and/or gains to Solano County operators with the implementation of a standardized fare structure.
- 2. Enhanced Transit Coordination of Capital Planning
  - A. Develop and combine data for capital needs for transit operators in Solano County
  - B. Data should have the same components as individual capital planning scope of work in the SRTP
  - C. Identify potential funding sources to meet capital needs
  - D. Show funding need in graphs by year, type of capital, and operator
  - E. Identify potential joint procurement opportunities
- 3. Enhanced Coordination of Transit Service Planning
  - A. Identify connection problems of local route to intercity routes and other regional transportation
  - B. Identify changes to enhance service for intercity travel and well as intercity to local, local to intercity, and intercity to intercity/regional
  - C. Identify potential coordination needs as ridership increases in the future
  - D. Identify changes needed to align the schedule change calendar among Solano County transit operators and what scheduling software changes should be made, if any to facilitate schedule coordination and customer travel planning
- 4. ADA Paratransit (this subject will be addressed in a separate Mobility Management Plan and will be referenced in this SRTP)

Task 9 Deliverable
1) Technical Memorandum: Analysis of coordination among the Solano County Transit Operators

### **Task 10. Fairfield and Suisun Transit (in FAST section of their SRTP)**

1. Develop Growth, No Growth, and Reduction scenarios with regards to service plans
  - A. Identify services that should be added or eliminated in priority order depending on resources available(capital and financial)
  - B. Detail the service, funding and capital plans necessary for supporting the actions associated with each scenario
2. Prepare Title VI analysis of current transit system at the time of the SRTP including a Limited English Plan (LEP)
3. Outline a Public Participation Plan

Task 10 Deliverable	
1)	Technical Memorandum: FAST Service Plans Under Different Scenarios
2)	Technical Memorandum: FAST Title VI Analysis and Limited English Plan
3)	Technical Memorandum: FAST Public Participation Plan

### **Task 11. Analyze the Potential for Consolidation of Rio Vista Delta Breeze with SolTrans**

1. Develop a plan and cost analysis of the proposed consolidation of Rio Vista Delta Breeze with SolTrans
2. Identify potential advantages and disadvantages
3. Develop a timeline for potential implementation

Task 11 Deliverable	
1)	Technical Memorandum: Analysis of the Potential for Consolidating Rio Vista Delta Breeze Transit Service with SolTrans

### **Task 12. Analyze the Advantages and Disadvantages of SolTrans being eligible only in the Vallejo urbanized area (UA) and the advantages and disadvantages of SolTrans being eligible in the Vallejo and the San Francisco-Oakland UAs.**

SolTrans has historically relied on funding from the SF-Oakland UA to help fund SolanoExpress bus replacements for service that feeds a significant amount of riders into BART.

1. Identify potential advantages and disadvantages of SolTrans being eligible only in the Vallejo UA
2. Identify potential advantages and disadvantages of SolTrans being eligible in both UAs (Vallejo and San Francisco-Oakland UAs).
3. Identify the potential effects on SolTrans if Water Emergency Transportation Authority (WETA) is eligible in only San Francisco-Oakland UA and also if WETA is eligible in both UAs (Vallejo and San Francisco-Oakland UAs).
4. Analyze the potential cross-eligibility among the three UAs that exist in Solano County: Vallejo, Fairfield and Vacaville with regards to the SolanoExpress intercity buses services.

### Task 12 Deliverable

- 1) Technical Memorandum: Analysis of the Advantages and Disadvantages of SolTrans being eligible or not being eligible in the San Francisco-Oakland UA
- 2) Technical Memorandum: Analysis of the potential cross-eligibility among the three UAs in Solano County.

### Task 13. Draft SRTP

1. Submit draft Coordinated Short Range Transit Plan based on working papers for tasks 2 – 8 for review to transit operators, STA and MTC. Electronic copies may be provided in PDF format, but all spreadsheets must also be provided in MS Excel.
2. Incorporate any edits and changes required in the review process.

### Task 13 Deliverable

- 1) Draft Coordinated SRTP for Solano County

### Task 14. Final SRTP

1. Submit final Short Range Transit Plan to STA. Electronic copies may be provided in PDF format, but all spreadsheets must also be provided in MS Excel.
2. Incorporate and edits and changes if any after STA Board approval and Council approvals in each of the Cities.

### Task 14 Deliverable

- 1) Final Coordinated SRTP for Solano County

### Proposed Project Timeline for Coordinated SRTP

Key Deliverables	Timeframe
Confirm Project Goals, Finalize Scope of Services and Work Plan	Week of August 6, 2012
Draft Plan	December 2012
Final Plan	March 2013

### BACKGROUND for I-80/I-680/I-780/SR12 Transit Corridor Study Update

The STA completed the first Solano Comprehensive Transportation Plan (CTP) in May 2002. The CTP provides the basis for a long range, multi-modal transportation plan for Highways and local roads, Transit, and Alternative Modes in Solano County. The CTP's Transit Element recommended a further study to focus on freeway transit corridor services. The first I-80/I-680/I-780 Transit Corridor Study was completed in July 2004. A similar study of transit service on SR 12 was completed in 2006. The CTP is currently being updated and an update of the Freeway Transit Corridor Study would complement this effort.

An I-80/I-680/I-780/Hwy 12 Transit Corridor Study Update is to be developed to provide implementation recommendations that will be incorporated into or provide data for: 1.) future updates of the CTP Transit Element, 2.) Solano County transit providers' short- and long-range transit plans, 3.) prioritizing existing and new funding revenues for intercity transit services, and 4) prioritizing existing and new capital projects and programs that support freeway corridor transit services. In addition, this study was included as part of the STA's Overall Work Program.

## **FINAL PRODUCT for Transit Corridor Study Update**

Consultant shall provide to STA an electronic version of a full final I-80/I-680/I-780/SR 12 Transit Corridor Study Update, as approved by the necessary governing bodies formatted for printing and binding.

## **SCOPE OF SERVICE TASKS for Transit Corridor Study Update**

The STA, in coordination with 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 I-80/I-680/I-780/SR 12 Transit Corridor Study Update. The following major tasks are required to complete the Study:

1. Confirm Project Goals and Finalize Scope of Services and Work Plan
2. Identify Existing I-80/I-680/I-780/SR 12 Transit Services and their Performance
3. Summarize progress of implementation of 2004 I-80/I-680/I-780/SR 12 Transit Corridor Study Recommendation
4. Review relevant studies and related programs
5. Travel Demand
6. Identify Planned Solano Intercity Services and Capital for providing freeway corridor transit mobility
7. Prioritize Transit Corridor Needs and Strategies
8. Transit Options and Connectivity to the Colleges in Solano County
9. Public Outreach
10. Draft Study
11. Final Study

The following details each task with task deliverable information:

### **Task 1. Confirm Project Goals and Finalize Scope of Services and Work Plan**

1. Kick off meeting with STA and selected consultant to negotiate final task budget and determine final schedule with milestones and deliverables.

<b>Task 1 Deliverable</b>
1) Finalized budget and detailed project schedule.

## **Task 2. Identify Existing I-80/I-680/I-780/SR 12 Corridor Transit Services and their Performance**

1. Review and compile all data concerning the existing fixed-route and paratransit freeway/highway transit corridor services: operators, route descriptions, service hours/miles, costs, farebox recovery, ridership, etc. for current service and for the past 5-10 years;
2. Identify current and historical funding structure for the routes (some of this information is to be provided in STA's Transit Sustainability Study due September 2012);
3. Describe non-public transit corridor services such as private sector buses, airporters, and employer shuttles.

### **Task 2 Deliverable**

- 1) Working Paper: Summary of Existing I-80/I-680/I-780/SR 12 Corridor Transit Services and Their Performance

## **Task 3. Summarize Progress Toward Implementation of 2004 I-80/I-680/I-780/SR 12 Transit Corridor Study and Recommendations**

1. Identify transit services maintained, added, modified, or deleted since the release of the 2004 study.
2. Identify capital projects that support freeway transit routes, (such as intermodal stations, high occupancy vehicle lanes, park and rides lots, maintenance facilities) and document any additions or modifications since the previous study.

### **Task 3 Deliverable**

- 2) Working Paper: Summary of Progress Toward Implementation of 2004 I-80/I-680/I-780/SR 12 Transit Corridor Study Recommendations

## **Task 4. Review Relevant Studies and Related Programs**

1. Review 2000 and 2010 U.S. Census data, regional transit corridor studies, Solano and neighboring jurisdictions' Short Range Transit Plans (SRTPs), Solano Transit Ridership Surveys, Commute Profile, Unmet Transit Needs hearing comments, Transit Comment Card summaries (STA and other), freeway/highway operations studies, Transit Consolidation study, Community Based Transportation Plans, Solano County Transportation Plan for Seniors and People with Disabilities, regional Clipper Program, Transit Connectivity, Transit Sustainability, and other information.

### **Task 4 Deliverable**

- 1) Listing of Relevant Studies, Data, and Reports Reviewed

### **Task 5. Travel Demand**

1. Identify key transit trip generators and attracters in freeway corridors.
2. Identify existing and projected intercity transit demand from 2012 to 2030 utilizing the Solano Napa Countywide Travel Demand Mode to assist in projecting transit demand

Task 5 Deliverable
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| 1) Technical Memorandum: Summary of Transit Demand Analysis for the I-80/I-680./I-780/SR 12 Corridor |
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### **Task 6. Identify Planned Solano Intercity Services and Capital for Providing Freeway Corridor Transit Mobility**

1. Inventory planned public transit services (fixed-route, paratransit, taxi, and related programs) identified in Short Range Transit Plans and other planning documents as well as outreach to transit operators and STA TAC and Consortium members.
2. Conduct survey of transit operators if needed.

Task 6 Deliverable
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| 1) Working Paper: Summary of Planned Intercity Transit Services and Capital for the I-80/I-680/I-780/SR 12 Corridor |
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### **Task 7. Prioritize Transit Corridor Needs and Strategies**

1. Present existing and projected demand for intercity transit services and existing and planned services.
2. Identify potential service, capital and related program solutions.
3. Establish prioritization criteria and method.
4. Prioritize needs and preliminary potential solutions.
5. Identify cost and implementation issues associated with solutions.

Task 7 Deliverable
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| 1) Working Paper: Prioritization of Transit Corridor Needs and Strategies |
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### **Task 8. Special Issue -- Transportation Options and Transit Connectivity to the Colleges in Solano County**

This task addresses the needs of transportation and transit services to colleges in Solano County. The Colleges include Touro University, Maritime Academy, and the three Solano Community Colleges in Solano County (Fairfield, Vacaville, and Vallejo). Options could include, shuttles, carpool, vanpool, rideshare, transit, and other innovative approaches

1. Identify current services, travel needs, and barriers to serving the colleges.
2. Develop transportation options and transit connectivity to colleges in Solano County.
3. Recommend how to target services to the college market and how the colleges could participate in marketing and funding transportation services.
4. Option could include, shuttles, carpool, vanpool, rideshare, transit, and other innovative approaches

<b>Task 8 Deliverable</b>
1) Technical Memorandum: Transportation Options and Transit Connectivity to the Colleges in Solano County

### **Task 9. Public Outreach**

1. Present findings and seek input from Transit Consortium, and STA Board Transit Committees and 2-3 public meetings.
2. With the assistance of STA staff, organize and facilitate public meetings and prepare meeting summaries.

<b>Task 9 Deliverable</b>
1) Presentation Schedule, Materials, and Summaries of Public Meetings

### **Task 10. Draft Transit Corridor Study**

1. Present the existing services, programs, and capital demand data and services inventory.
2. Present transit and travel demand needs and strategies
3. Develop a 25 year Implementation Plan, with five year increments which will include a funding plan.
4. Organize and facilitate at least four presentations on the Draft Plan and obtain input from various groups in Solano County as well as the STA Transit Committee prior to the STA Board.

<b>Task 10 Deliverable</b>
1) Draft Transit Corridor Study

### **Task 11. Final Transit Corridor Study**

1. Finalize the report incorporating input from public and committee review of draft study.
2. Prepare the report for electronic and hard copy distribution.

<b>Task 11 Deliverable</b>
1) Final Transit Corridor Study

### **Proposed Project Timeline for Transit Corridor Study Update**

<b>Key Deliverables</b>	<b>Timeframe</b>
Confirm Project Goals, Finalize Scope of Services and Work Plan	Week of August 6, 2012
Draft Study	Completed by October 2013
Final Plan	Completed by December 2013

## RFP SUBMITTAL REQUIREMENTS

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Please prepare your proposal in accordance with the following requirements:

1. *Proposal Length and Format:* The proposal shall not exceed a total of 25 single-sided, 8.5" x 11" pages excluding resumes and the transmittal letter. 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 the Coordinated SRTP for Solano County and I-80/I-680/I-780/SR 12 Transit Corridor Study Update.
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 shall provide the qualifications and experience of the consultant team that will be available for the Coordinated SRTP for Solano County and I-80/I-680/I-780/SR 12 Transit Corridor Study Update. It is expected that team members would include planning expertise in Short Range Transit Plan development, corridor planning and analysis, and transit operating and capital plans. 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 and an estimate of the **total hours** (detailed by position) required for each task included in the scope of services. Discuss the workload, both current and anticipated, for all Key Team Members, and their capacity to perform the requested services for the Solano Coordinated SRTP and Transit Corridor Study according to your proposed schedule.
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 SRTP project is expected**

**to commence no later than August 6, 2012, SRTP draft documents completed by December 2012, and final plans submitted by March 2013. The Transit Corridor Study is expected to commence no later than August 6, 2012 draft documents completed by October 2013 and final plan submitted by December 2013.**

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 Proposals:* Ten (10) hard copies and one digital copy (CD or flash drive) of your proposals are due at the STA office **no later than 3:00 p.m., Monday, July 23, 2012**. Envelopes or packages containing the proposals should be clearly marked, "**Coordinated SRTP/Transit Corridor Study**."
12. *Budget:* The maximum consulting services budget has been set at \$297,000 for this project. No change orders that require cost increases will be allowed. The project is funded by State Transit Assistance and Transportation Development Act (TDA) funds. Provide a detailed budget for the project including costs by task for consultant labor and other direct costs. Discuss the firm/team's approach for completing the requested services for this project within budget.

## **SELECTION OF CONSULTANT & CRITERIA**

The overall process will be to evaluate the following components of the proposal completely and independently from the proposed budgeted cost. The qualifications 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 30, 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 proposal 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 SCHEDULE

June 22, 2012	RFP Issued
June 29, 2012	Questions concerning RFP emailed to <a href="mailto:eniedziela@sta-snci.com">eniedziela@sta-snci.com</a> <b>no later than 5:00 PM</b>
July 9, 2012	Answers to questions posted on STA website
<b><u>July 23, 2012</u></b>	<b>Proposals are due no later than 3:00 PM</b> at the offices of the Solano Transportation Authority, One Harbor Center, Suite 130, Suisun City, CA 94585. <b><i>Late submittals will not be accepted.</i></b>
July 26, 2012	Consultants notified if selected for interview
July 30, 2012	Consultant interviews
August 2, 2012	Notified of selected consultant
August 6, 2012	Project commences
December 2012	Draft plan completed for Coordinated SRTP
April 2013	Final plan for Coordinated SRTP
October 2013	Draft plan completed for Transit Corridor Study update
December 2013	Final plan for Transit Corridor Study Update

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](mailto:eniedziela@sta-snci.com)