

January 25, 2013

To: Consultant

**RE: Request for Proposals (RFP # 2013-02) for a Countywide ADA Eligibility Process**

The Solano Transportation Authority (STA) invites your firm to submit a proposal to provide ADA eligibility and certification services for Solano County.

To obtain a copy of the Request for Proposal (RFP), please download the RFP as a PDF from the STA website: <http://www.sta.ca.gov/Content/10027/JobsRFPs.html#rfp> or call the STA at (707) 424-6075 to request a copy. The RFP describes the project, presents the requirements of the proposal and outlines the criteria that will be used to evaluate the proposals.

Please deliver (7) hard copies and one (1) digital copy (flash drive or CD) of your proposal to the STA office no later than **3:00 PM on Wednesday, February 20, 2013** addressed to:

Solano Transportation Authority  
ATTN: Sofia Recalde  
One Harbor Center, Suite 130  
Suisun City, CA 94585-2473

**Note that this deadline is firm** and late submittals **will not** be accepted. Proposals that most closely meet the STA's needs will be invited to an interview on Monday, February 25, 2013.

The STA has adopted a Local Preference Policy which encourages the hiring of local firms. 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. The STA has prepared a database of contact information for local firms for convenience purposes only and without guarantees as to the ability of such firms to provide the services. This database and the Local Preference Policy can be viewed at <http://www.sta.ca.gov/Content/10027/JobsRFPs.html#rfp>.

If you have questions regarding this project, please contact Sofia Recalde at (707) 399-3230. If you have any questions concerning this RFP, please email your question to [srecalde@sta-snci.com](mailto:srecalde@sta-snci.com) before February 1, 2013. Answers will be posted on the STA website by February 8, 2013. Thank you for your interest.

Sincerely,



Daryl K. Halls  
Executive Director



## **REQUEST FOR PROPOSALS (RFP # 2013-02)**

For the  
Countywide ADA Eligibility and Certification Program

In  
Solano County

Release Date: January 25, 2013

**RESPONSES DUE: February 20, 2013**

Seven (7) complete hard copies and one digital copy (CD or flash drive) of each response must be received before 3:00 p.m. PST on February 20, 2013

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  
Countywide ADA Eligibility and Certification Process

## 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 (CMA) for Solano County. As the 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 Americans with Disabilities Act (ADA) requires that all public transportation systems that deliver fixed route service to the general public must also make accommodations to ensure that people with disabilities can use and access the service. The ADA recognizes that even with these accommodations some individuals will not be able to access fixed route service. As a result the ADA mandates that public transportation systems with fixed route service must also provide complementary paratransit service for individuals whose disability prevents them from accessing fixed route service.

Although the ADA provides detailed guidelines as to who is ADA paratransit eligible and what trips are to be considered eligible for paratransit service, there is little guidance as to how to implement an eligibility process.

In Solano County, each of the transit operators has an ADA eligibility process in place for their passengers. According to ADA regulation, Fairfield and Suisun Transit (FAST), SolTrans, and Vacaville City Coach are the only operators required to provide complementary ADA paratransit service as they operate dedicated fixed route transit service. Rio Vista Delta Breeze uses ADA eligibility determinations to provide service through route deviations for its fixed routes instead of operating complementary ADA paratransit service, and Dixon Redit-Ride uses ADA eligibility determinations to provide eligible passengers with transportation to and from medical facilities in Vacaville and Davis. All the transit operators, including Solano County, use the ADA eligibility process to determine eligibility for the Intercity Taxi Scrip program.

Solano County currently processes approximately 1,100 applications for ADA paratransit services, including new applications and recertifications, each year.

Recently, transit operators in Solano County worked together to develop a uniform application format that is currently being used throughout the County. Each transit operator makes its own eligibility

determinations. In Fairfield, Vacaville, Rio Vista and Dixon, this function is provided by in-house staff; SolTrans uses its transit operations contractor to perform this function. Currently, Rio Vista is the only operator that conducts in-person interviews. Professional verification of the applicant's disability is required in all cases.

The ADA, however, requires that paratransit eligibility be based on one's ability to use and navigate fixed route service, not on the existence of a disability alone. For instance, an individual who uses a wheelchair or other mobility device may be able to access fixed route services and is not necessarily a paratransit-dependent passenger. In order to ensure an applicant's eligibility is based on the ability to use and navigate fixed route service, Solano County seeks to implement a more precise eligibility and certification process. An in-person eligibility process typically involves a series of evaluations, including physical and cognitive tests that more precisely assess one's functional ability to safely use and navigate fixed route services.

**The STA welcomes and encourages agencies to submit proposals for any type of ADA eligibility process, including in-person, telephone, online or any combination of proposed evaluations, as long as the process meets the ADA's eligibility determination requirements. The ADA eligibility and certification process will be developed as a countywide program that will be administered by a contractor.**

The STA will award the proposer whose proposal presents the best value and is most advantageous to STA and the transit operators. Accordingly, the STA may not necessarily award the proposer with the highest technical ranking or the proposer with the lowest price proposal if doing so would not be in the overall best interest of the STA.

## **FINAL PRODUCT**

The contractor will develop, implement and operate a Countywide ADA Eligibility and Certification program for Solano County as a two-year pilot program starting July 2013 through June 2015.

## **SCOPE OF SERVICE TASKS**

The goal of a Countywide ADA Eligibility process is to ensure region-wide consistency in determining ADA eligibility so that paratransit service is available for those who actually need it and to promote alternative transportation modes for people who may be able to use fixed route and other transportation options. Per Appendix D of 49 Code of Federal Regulations (CFR) 37.125, assessment of paratransit eligibility shall be based on a functional model as opposed to a medical model. Thus, an applicant's functional ability to use and navigate the fixed route service will determine ADA paratransit eligibility and will, in most cases, not be based solely on a medical condition or diagnosis.

The STA, in coordination with the County of Solano and the transit operators in Solano County, intend to retain a qualified and committed contractor to work closely with the STA and transit operators to develop, implement and perform the functions of a Countywide ADA Eligibility program. The STA welcomes and encourages all proposals for an ADA eligibility process, including in-person, telephone, online or any combination of evaluations, as long as the process meets the ADA's eligibility

determination requirements. The following are the major tasks to be completed by the selected contractor:

1. Confirm Program Goals and Finalize Scope of Services and Work Plan;
2. Maintain and disseminate written and oral information about ADA eligibility including ADA background material, ADA eligibility application and instructions, and the Regional Eligibility Database (RED);
3. Review submitted applications for completeness;
4. Schedule and arrange for in-person interviews and assessments in locations throughout Solano County using a “circuit rider” approach *(if an in-person approach is used)*;
5. Conduct in-person interviews and functional assessments for applicants to determine ADA paratransit eligibility *(if an in-person approach is used)*;
6. Determine applicant eligibility and inform applicant in a clear written format with supportive documentation;
7. Enter eligible applicants into the Regional Eligibility Database (RED) system and notify STA and appropriate transit operators of applicant’s ADA eligibility determination;
8. Recertify current clients on a three year cycle;
9. Accommodate applicants in languages other than English, including sign language, during in-person interviews and assessments upon request *(if an in-person approach is used)*;
10. Provide applicants with information presented in accessible formats based upon applicant need or request;
11. Maintain applicant files. Record and report all activity and findings to the STA and transit operators;
12. Propose a centralized appeals process;
13. Ensure compliance with all provisions of the Health Insurance Portability and Accountability Act (HIPPA)

The following details each task with task deliverable information:

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

Task 1.1 Kick off meeting with the STA and selected contractor to negotiate final task budget and determine final schedule with milestones and deliverables.

Task 1.2 Develop detailed project budget and schedule.

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

### **Task 2. Maintain and disseminate written and oral information about ADA eligibility including ADA background material, ADA eligibility application and instructions, and the Regional Eligibility Database (RED).**

- Task 2.1 Gather information about ADA eligibility including educational material, existing transportation services and options, and paratransit application and instructions. Present information to the public over the phone and via the internet, through brochures, and at seven (7) outreach events per year (one for each city in Solano County). Provide information to the STA and transit operators to post on website.
- Task 2.2 Identify key stakeholders in the County that deliver transportation services for seniors and people with disabilities and create a strategy for educating them about the new Countywide ADA Eligibility Process via in-person presentations and in narrative format.
- Task 2.3 Update ADA eligibility information as needed and notify applicants and stakeholders of any new rules, regulations or procedures.

Task 2 Deliverable
<ul style="list-style-type: none"> <li>1) Dissemination of information regarding ADA eligibility including educational material, existing services, the application and instructions, and RED to the public, STA, and transit operators.</li> <li>2) An outreach strategy to educate stakeholders about the new program.</li> <li>3) Update ADA eligibility information as needed and notify necessary parties.</li> </ul>

### Task 3. Review submitted applications for completeness.

- Task 3.1 Review submitted applications for completeness. If incomplete, indicate which sections need to be completed or if any supporting documents are needed. Return to applicant for completion.

Task 3 Deliverable
<ul style="list-style-type: none"> <li>1) All applications are complete prior to in-person interviews and assessments (<i>if an in-person approach is used</i>).</li> <li>2) If proposing an alternative eligibility process, please state the process for application review.</li> </ul>

### Task 4. Schedule and arrange for in-person interviews and assessments in locations throughout Solano County using a “circuit rider” approach (*if an in-person approach is used*).

- Task 4.1 The “circuit rider” approach will alternate the locations of the in-person ADA eligibility process throughout the County in order to promote greater access to

this service. Contractors will work with transit operators to determine available locations in each of their jurisdictions where ADA eligibility interviews and functional assessments can occur. Sites must be ADA accessible and be suitable to evaluate the applicant’s ability to use transit in that city.

Task 4.2 Create a monthly schedule for interview/assessment locations and make the schedule available to the public.

Task 4.3 Work with applicants to coordinate transportation to and from the in-person interview site.

Task 4.4 Coordinate with applicants to schedule in-person interviews and assessments. Follow up with a confirmation phone call.

Task 4 Deliverable	
1)	Identify various sites throughout the County in which to conduct in-person interviews and assessments.
2)	Create a monthly “circuit rider” schedule.
3)	Coordinate transportation to and from the in-person interviews and assessments.
4)	Schedule in-person interviews and assessments.

**Task 5. Conduct in-person interviews and functional assessments for applicants to determine ADA paratransit eligibility (if an in-person approach is used).**

Task 5.1 Propose what situations or conditions, if any, may warrant an alternative eligibility process. For example, individuals who are legally blind or whose application is based on seizures or psychiatric disabilities may undergo a different application process. Approval by transit operators will be necessary in order to implement a simplified process for certain applicants.

Task 5.2 Develop an in-person interview script/worksheet for ADA eligibility in order to gather information about the applicant’s disability.

Task 5.3 Research various functional assessments that can be used to determine one’s physical and/or cognitive abilities to access and ride transit in that city. Select a series of assessments that can be adapted for use in Solano County.

Task 5.4 Interview applicants and evaluate their physical and/or cognitive ability or inability to safely access and use transit in a consistent manner.

Task 5.5 Provide information about other transportation options and travel training to all applicants.

Task 5.6 Photograph applicants for the ADA eligibility identification card (pending eligibility determination).

Task 5 Deliverable

- 1) Propose which situations or conditions, if any, may warrant an alternative eligibility process and propose the alternate process for such applicants.
- 2) Develop an in-person interview script/worksheet for ADA eligibility.
- 3) Selection of functional assessments to determine the applicant's physical and/or cognitive abilities to access and use transit.
- 4) Conduct and evaluate in-person interviews and functional assessments in a consistent manner.
- 5) Provide information about other transportation options and travel training to all applicants.
- 6) Create photo identification cards for eligible applicants.
- 7) If proposing an alternative eligibility process, please state what the process is and how it is administered. Please note and explain any exceptions to this process, if applicable.

**Task 6. Determine applicant eligibility and inform applicant in a clear written format with supportive documentation.**

- Task 6.1 Make a determination of applicant's ADA eligibility based on the information garnered from in-person interviews and functional assessments.
- Task 6.2 Mail applicants a package with written documentation notifying them of the determination. If eligible, the package must contain a photo identification card. If conditionally or temporarily eligible, the package must include a photo ID card and information about the appeal process. If ineligible, the package must include information about the appeal process.
- Task 6.3 All applicants, regardless of eligibility status, will receive information about transportation options and travel training.
- Task 6.4 Determination letters must be mailed to applicant within 21 days after completion of the in-person interview and assessment or receipt of the simplified paperwork. A penalty of \$40 will be imposed on the contractor for failure to complete the eligibility process within this time frame and an additional \$40 for every paratransit trip taken by the applicant granted presumptive eligibility as a result of the contractor's failure to complete the eligibility within this time frame.

Task 6 Deliverable

- 1) Make determinations of applicant’s ADA eligibility.
- 2) Provide information about transportation options and travel training.
- 3) Mail determination letters and any supportive documentation within 21 days of the in-person interview and assessment or receipt of the simplified paperwork.
- 4) If proposing an alternative eligibility process, please state the process for making eligibility determinations, including who makes the determinations, what the time frame for response is and how determinations are communicated.

**Task 7: Enter eligible applicants into the Regional Eligibility Database (RED) and notify STA and appropriate transit operators of applicant’s ADA eligibility determination.**

- Task 7.1 Enter ADA eligible applicants into the RED as determinations are made.
- Task 7.2 Notify STA staff and appropriate transit operators of all applicant determinations via email as the determinations are made.

Task 7 Deliverable	
1)	Input ADA eligible applicants into the RED.
2)	Notify STA staff and appropriate transit operators of all applicant determinations.

**Task 8. Recertify current clients on a three (3) year cycle.**

- Task 8.1 All passengers who were certified ADA eligible prior to the implementation of the countywide eligibility program will need to undergo an in-person interview and assessment for recertification (*if an in-person approach is used*).
- Task 8.2 Passengers who were certified after the implementation of the countywide eligibility program will be able to recertify using a simplified recertification process. Contractor shall propose a simplified recertification process and work with the STA and transit operators for final determination to be used.
- Task 8.3 Establish a system for notifying existing ADA eligible passengers of their upcoming eligibility expiration 90 days in advance of the expiration date via phone call and mailed letter.
- Task 8.4 Recertify ADA eligible passengers and notify all applicants of the determination via mailed letter within 21 days of the in-person assessment or receipt of paper application. A penalty of \$40 will be imposed on the contractor for failure to complete the eligibility process within this time frame and an additional \$40 for every paratransit trip taken by the applicant granted presumptive eligibility as a

result of the contractor's failure to complete the eligibility within this time frame.

Task 8 Deliverable	
1)	In-person evaluation and recertification of ADA eligible passengers certified before July 2013.
2)	Recertification of ADA eligible passengers using a simplified recertification process starting July 2016.
3)	Timely notification of all ADA passengers of upcoming eligibility expiration.
4)	Mailed determination letters and any supportive documentation within 21 days of the in-person interview and assessment or receipt of the simplified paperwork.
5)	If proposing an alternative eligibility process, please state the process for recertifying current clients.

**Task 9. Accommodate applicants in languages other than English, including sign language, during in-person interviews and assessments upon request (*if an in-person approach is used*).**

Task 9.1      Make language interpreters, including sign language, available for applicants upon request. Requests must be made within 48 hours of the appointment. A telephone-based or other interpreter is acceptable.

Task 9 Deliverable	
1)	Provide language interpreters as needed.
2)	If proposing an alternative eligibility process, please state how non-English speakers will be accommodated.

**Task 10. Provide applicants with information presented in accessible formats based upon applicant need or request.**

Task 10.1      Make the following disability aids available for applicants based upon need or request:

1. Braille interpretation
2. Large print type
3. Telecommunications display device (TDD)
4. Others as needed

## Task 10 Deliverable

- 1) Provide disability aids as needed.

## Task 11. Maintain applicant files. Record and report all activity and findings to the STA and transit operators.

- Task 11.1 Provide the STA and transit operators with monthly reports about application activity, applicant profile, and documentation of interviews and assessments.

*Application activity reports will include the following information:*

1. Number of applications received;
2. Number of applicants interviewed;
3. Results of functional assessments;
4. Number of determinations, by type:
  - a. Eligible
  - b. Conditionally eligible by condition
  - c. Temporarily eligible
  - d. Ineligible (new applicant)
  - e. Ineligible (recertification);
5. Number of applicants taking more than 10 business days to schedule an appointment with an explanation of why in each case;
6. Number of applicants for whom a determination has not been made within 21 days of assessment or receipt of simplified paperwork with an explanation of why in each case;
7. Average processing time, from completion of in-person interviews and assessment or receipt of simplified paperwork to the mailing of determination letters;
8. Any informational updates and suggestions for modifying, simplifying or improving the test procedures and results.

*Applicant profile reports will include the following information:*

- 1) Applicant name;
- 2) New application or recertification;
- 3) Applicant ID number;
- 4) Applicant's home address, mailing address (if different than home address), phone number(s) and email address;
- 5) Applicant's emergency contact with phone number(s);
- 6) Date completed application received;
- 7) Date applicant interviewed and assessed;
- 8) Type of assessment;
- 9) Eligibility determination with conditional information if applicable;
- 10) Date of eligibility expiration;
- 11) Mobility device used, if any;
- 12) Size of wheelchair or scooter, if any, including dimensions and weight with applicant;
- 13) Personal care attendant, if applicable;
- 14) Special customer needs or comments for the driver, if any;

15) Disability code.

*Documentation of Assessments will include the following information:*

- 1) Application form;
- 2) Interview script;
- 3) Functional assessment forms;
- 4) Copy of determination letters.

Task 11 Deliverable
1) Monthly reports on application activity, applicant profile, and documentation of interviews and assessments. Reporting details can be modified if alternative process proposed.

## Task 12. Propose a centralized appeals process.

Task 12.1 Contractor will propose a centralized process to conduct appeals in the event an applicant contests the ADA eligibility determination.

Task 12 Deliverable
1) Conduct and administer a centralized appeals process.

## Task 13. Ensure compliance with all provisions of the Health Insurance Portability and Accountability Act (HIPAA).

Task 13.1 Since the contractor will have access to confidential personal and medical information about the applicant, the contractor must comply with all provisions of HIPAA.

Task 13 Deliverable
1) Compliance with all provisions of HIPAA.

## Proposed Project Timeline

Tasks	Timeframe
Task 1. Budget and schedule	Week of March 11, 2013
Task 2 – 13. Development and implementation of Countywide ADA Eligibility and Certification Process	To be completed before July 1, 2013

## RFP SUBMITTAL REQUIREMENTS

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Please prepare your proposal in accordance with the following requirements.

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1. *Proposal:* The proposal (excluding resumes and the transmittal letter) shall not exceed a total of 25 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 contractor 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:

Sofia Recalde, Transit Mobility Coordinator  
Solano Transportation Authority  
One Harbor Center, Suite 130  
Suisun City, California 94585

3. *Project Understanding:* This section shall clearly convey that the contractor understands the nature of the work, and issues related to designing and implementing a Countywide ADA Eligibility Process in 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 organizational chart showing the proposed relationships among contractor 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 contractor team that will be available for the Countywide ADA Eligibility and Certification program. It is expected that the contractor or contracting team interviewing and assessing applicants have at least one year working with people with physical and cognitive disabilities and evaluating their functional abilities. It is preferred, but not required, that the person conducting the interviews and assessments have experience in rehabilitation, nursing or are emergency medical technicians. 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 project. Discuss the workload, both current and anticipated, for all Key Team Members, and their capacity to perform the requested services for the Countywide ADA Eligibility and Certification Process according to your proposed schedule. Discuss the firm's/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's/team's approach for completing the

requested services for this project on schedule. **The project is expected to commence no later than March 15, 2013 and implemented no later than July 1, 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). In addition, please provide a list of all current contracts. Include a brief description of each project associated with the reference, and the role of the respective team member.
11. *Submittal of Proposal:* Seven (7) hard copies and one (1) digital copy (CD or flash drive) of your proposal are due at the STA office **no later than 3:00 PM on Wednesday, February 20, 2013.** Envelopes or packages containing the proposals should be clearly marked, **“Countywide ADA Eligibility and Certification Process.”**
12. *Budget:* The budget should indicate the number of anticipated hours and rate by the Project Manager and Key Team Members per year. The estimated level of hours for other staff can be summarized in general categories. The project is funded by Regional Paratransit State Transit Assistance funds.

Provide a cost-savings analysis that includes potential cost-savings as a result of the proposed ADA eligibility process.

13. Compare your proposed method to other recognized methods for conducting ADA eligibility and certification programs (e.g. in-person, telephone, online, etc.) and explain why the proposed method is best for Solano County.

## **SELECTION OF CONTRACTOR & CRITERIA**

The proposal will be evaluated and scored on a 100-point total basis using the following criteria:

1. Qualifications, including specific experience, and schedule availability of Key Team Members.
2. Project understanding and approach, including an understanding of ADA regulations and the ADA eligibility process.
3. Satisfaction of previous and current clients.
4. Cost control and budget
5. Analysis of potential cost-savings and effectiveness as a result of the proposed ADA eligibility and certification process.

If needed, two or more of the firms/teams may be invited to an interview on or about **February 25, 2013**. The Project Manager and Key Team Members should attend the interview. The evaluation interview panel may include representatives from the 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 contractor.

STA staff will provide the appropriate notice and schedule for the interviews. STA staff will select the most qualified contractor or contractor 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.

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## SELECTION PROCESS AND PROJECT SCHEDULE

January 25, 2013	RFP Issued
February 1, 2013	Questions concerning RFP and project emailed to <a href="mailto:srecalde@sta-snci.com">srecalde@sta-snci.com</a> <b>no later than February 1, 2013</b>
February 8, 2013	Answers to questions posted on STA website
<b><u>February 20, 2013</u></b>	<b>Proposals are due no later than 3:00 PM</b> on Wednesday, February 20 at the office of the Solano Transportation Authority, One Harbor Center, Suite 130, Suisun City, CA 94585. <b><i>Late submittals will not be accepted.</i></b>
February 25, 2013	Contractor interviews
February 28, 2013	Notified of selected contractor
March 15, 2013	Project commences
May 1, 2013	Draft protocol for the implementation of a Countywide ADA eligibility process
May 24, 2013	Final protocol for the implementation of a Countywide ADA eligibility process
July 1, 2013	Implementation of Countywide ADA Eligibility and Certification Process

If you have any questions regarding this RFP, please contact:

Sofia Recalde  
Transit Mobility Coordinator  
Phone (707) 399-3230  
Fax (707) 424-6074  
[srecalde@sta-snci.com](mailto:srecalde@sta-snci.com)