

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS
METROPOLITAN PLANNING ORGANIZATION**

REQUEST FOR PROPOSALS

**FOR ONSITE TRANSIT MANAGEMENT SERVICES FOR COLLIN COUNTY AREA
REGIONAL TRANSIT, A DIVISION OF THE COLLIN COUNTY COMMITTEE ON AGING,
IN MCKINNEY, TEXAS**

OCTOBER 21, 2011

REQUEST FOR PROPOSALS

FOR ONSITE TRANSIT MANAGEMENT SERVICES FOR COLLIN COUNTY AREA REGIONAL TRANSIT (CCART), A DIVISION OF THE COLLIN COUNTY COMMITTEE ON AGING (CCCoA), IN MCKINNEY, TEXAS

INTRODUCTION

The North Central Texas Council of Governments (NCTCOG) is seeking a qualified individual or firm to provide transit management services to assist CCART in operating a transit agency. The selected individual and/or firm will provide fulltime assistance to CCART onsite at their offices in McKinney, Texas.

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

NCTCOG is a voluntary association of, by, and for local governments, and was established to assist local governments in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development. NCTCOG's purpose is to strengthen both the individual and collective power of local governments and to help them recognize regional opportunities, eliminate unnecessary duplication, and make joint decisions.

BACKGROUND

Since 1974, NCTCOG has served as the Metropolitan Planning Organization (MPO) for transportation in the Dallas-Fort Worth (DFW) Metropolitan Area. NCTCOG's Transportation Department is responsible for regional transportation planning for all modes of transportation. The Department provides technical support and staff assistance to the Regional Transportation Council (RTC) and its technical committees, which compose the MPO policy-making structure. In addition, the Department provides technical assistance to the local governments of North Central Texas in planning, programming, coordinating, and implementing transportation decisions.

PURPOSE AND NEED

CCCoA is a private non-profit organization serving the needs of Collin County residents through home delivered and congregate meals; senior caregiver support, benefits counseling, and case management; and transportation services. CCCoA provides fixed route, Americans with Disabilities Act (ADA) complementary, and demand responsive general public transit services through CCART.

Services provided by CCART are funded from federal, State, and local governments, fares and donations, and service contracts. CCART is a direct grantee with the Federal Transit Administration (FTA) for the receipt of Urbanized Area Formula Program (49 USC 5307) funds for public transit services provided in the McKinney Urbanized Area. Additional Urbanized Area Formula Program funds are received by CCART, as one of five subgrantees under NCTCOG, for public transit services provided in the Dallas-Fort Worth-Arlington Urbanized Area. Nonurbanized Area Program (49 USC 5311), Elderly and Persons with Disabilities Program (49 USC 5310), and State public transportation funds are received through TxDOT.

PROJECT SUPPORT

The project will be conducted under the guidance and supervision of a Project Review Committee (PRC), which may include members of NCTCOG, Texas Department of Transportation (TxDOT), the City of McKinney, and CCART. The responsibilities of the PRC will be to serve as the principal technical review committee for this project. NCTCOG shall serve as project manager to implement a mutually agreed upon scope of work, to champion the project, and monitor weekly progress. NCTCOG shall also serve as the contract manager and procurement administrator for the project.

WORK PROGRAM

The work program for the Transit Management Services for CCART is summarized by the Scope of Work outlined below. Individuals or firms are invited to propose modifications to these tasks and to exercise creativity in responding to the project's needs. Modifications to the tasks and task sequencing which will improve the effectiveness of the study effort, while containing costs, are encouraged.

SCOPE OF WORK

NCTCOG is seeking a qualified individual or firm to provide transit management services to assist CCART in operating a transit agency. The work to be performed includes, but is not limited to:

1. Oversight and Compliance

- a. Developing and implementing policies and procedures necessary for CCART to be in compliance with all applicable federal and State requirements, laws and regulations. This includes: FTA grant requirements, State regulations and applicable grant agreement requirements
- b. Compiling all documents needed to address the 24 areas of review for a 2012 FTA Triennial Review
- c. Developing policies and procedures to enhance the agency's ability to match and manage grant funds, cover cost increases and cover operating deficits
- d. Ensuring reimbursement requests and payments are accurate and consistent with requirements

2. Operations

Daily management of transit system operations including:

- a. Analyzing staffing levels
- b. Creating performance measures for transit service
- c. Updating cost-allocation plans
- d. Assisting CCART staff in using Trapeze to schedule drivers and trips
- e. Providing accurate data for federal and State reports, including the National Transit Database Annual Report

The selected individual and/or firm will provide fulltime assistance to CCART onsite at their offices in McKinney, Texas. The term of this engagement is anticipated to be approximately 9-12 months. NCTCOG anticipates the engagement will begin no later than January 2, 2012.

The selected individual and/or firm may be requested to participate and/or present their activities at NCTCOG's request. The scope of work may include additional elements as determined by CCART's funding partners (City of McKinney, NCTCOG, CCART and TxDOT) as needed.

SCHEDULE AND BUDGET

This project has an anticipated Notice to Proceed (NTP) date of January 2, 2012. Proposers are required to submit a cost proposal detailing monthly costs and total costs for this engagement.

SELECTION CRITERIA

The Selection Committee will review all proposals and select a firm it considers qualified to undertake the project. The following criteria will be used to evaluate the proposals:

1.	Project Understanding	25 percent
2.	Scope of Services	25 percent
3.	Project Manager/Staff Qualifications	20 percent
4.	Project Cost	15 percent
5.	Firm Qualifications/References	10 percent
6.	Project Schedule	5 percent

If the Selection Committee determines that interviews will be required before a final decision can be made, the interviews will take place at the NCTCOG offices in Arlington, Texas on **Wednesday, November 30, 2011**. Proposers should be willing and able to attend these interviews, if necessary. Individuals or firms who are invited to an interview will be notified by the close of business on **Tuesday, November 29, 2011** that an interview has been scheduled.

Other requirements are that the Disadvantaged Business Enterprise participation must meet the 26.79 percent goal identified for this type of procurement and that an Affirmative Action Plan is included in the Proposal. Failure to comply with these requirements may result in finding the Proposal to be non-responsive.

Following final negotiations of the work plan and costs satisfactory to NCTCOG, the individual or firm will be asked to execute a contract with NCTCOG. A Notice to Proceed will be issued upon execution of the contract. NCTCOG reserves the right to reject any and all proposals, to contract for any or all portions of the project with the selected consultant, or to hire multiple firms.

The successful responder(s) to this Request for Proposals is expected to provide qualified personnel to accomplish each portion of the work in this study. NCTCOG will maintain the right to request the removal of any personnel found, in its opinion, during the course of work on this project, to be unqualified to perform the work.

The Sample Contract, provided in this transmittal, contains federal requirements which must be included with all proposals submitted. Appendices C through K of the sample contract contain compliance requirements and certification forms which must accompany the proposal. **Failure to comply with these requirements may result in finding the Proposal non-responsive.**

All questions regarding the services required shall be directed in writing by email to TransRFPs@nctcog.org by the close of business on **Wednesday, November 2, 2011**. All questions and responses will be posted on NCTCOG's website at <http://www.nctcog.org/trans/admin/rfp/> by the close of business on **Friday, November 4, 2011**. NCTCOG reserves the right to respond to inquiries as it deems necessary.