

ITEM 6**Transportation Policy Board****Agenda Item 6**

Consider authorizing the CAMPO Director to negotiate and execute a planning services contract for a consultant to aid CAMPO and the Capital Area RTCC in the development of an update to the region's Coordinated Public Transit-Health and Human Services Transportation Plan

CAMPO serves as the administrative lead agency for a 10-county effort to better coordinate public transit and health and human services transportation resources. This effort receives grant funding from TxDOT's Public Transportation Division, and is supported by the Capital Area Regional Transit Coordination Committee (RTCC). The RTCC is an ad hoc committee that includes over 30 members representing area transit providers, health and human service agencies, and members of the public. In order to qualify for certain categories of Federal Transit Administration funding, and in order to meet state requirements, the region must develop and routinely update a Coordinated Public-Transit and Health and Human Services Transportation Plan. The existing plan, which was developed by the RTCC in 2006, can be reviewed at http://www.capitalareartcc.org/rtcc_plan.pdf.

On September 7 CAMPO issued a Request for Proposals (RFP) to solicit proposals for planning services to support development of an update to the region's Coordinated Public Transit-Health and Human Services Transportation Plan. Proposals were due on September 27. A Pre-Proposal conference was held on September 15 with five firms in attendance. Proposals were received from the following 3 firms

- Gateway Planning Group, Inc.
- Parsons Brinckerhoff
- KFH Group, Inc.

Attachment A includes the scope of services that was included in the Request for Proposals.

Proposals were reviewed and evaluated, and interviews conducted, by representatives from the Capital Area Regional Transit Coordination Committee, TxDOT-Austin District, Capital Metro, CARTS, TxDOT-Public Transportation Division, and the Community Action Network. CAMPO staff reviewed the proposals for completeness, but did not participate in the scoring of the proposals or the ranking of firms. Based on proposal review two finalists were selected. Interviews were held with the finalists on October 18, 2010. Based on the interviews, the review committee assigned additional points and identified KFH Group, Inc. as the highest scoring consultant overall.

Summary of Scoring

	Proposal (max 100)	Interview (max 25)	Total
Gateway	64.8	N/A	N/A
Parsons Brinckerhoff	83.5	21.2	104.7
KFH Group, Inc	83.2	23	106.2

STAFF AND TAC RECOMMENDATION

That the Transportation Policy Board authorizes the Director to negotiate and execute a planning services contract with KFH Group, Inc. with knowledge that if a satisfactory contract cannot be negotiated, CAMPO staff may then negotiate with the next highest scoring consultant until a contract is signed.

ATTACHMENT A

Scope of Work SOLICITATION NO. SMG0001

Description: PROFESSIONAL PLANNING SERVICES IN SUPPORT OF UPDATE OF COORDINATED PUBLIC TRANSIT-HEALTH AND HUMAN SERVICES TRANSPORTATION PLAN

1. PURPOSE

The Capital Area Metropolitan Planning Organization, hereinafter referred to as CAMPO, seeks offers in response to this Solicitation from planning firms qualified and experienced in the development of long range and strategic plans, in particular firms with experience in the development of Coordinated Public Transit-Health and Human Services Transportation Plans that meet the requirements of SAFETEA-LU. The purpose of this work is to develop a major update to the region's current Coordinated Public Transit-Health and Human Services Transportation Plan. This updated document will provide strategic guidance to area transit providers and health and human services agencies, will direct future work plans implemented by CAMPO in coordination with the Regional Transit Coordination Committee, and will provide a framework for funding transit projects under several categories of funding available through the Federal Transit Administration.

2. BACKGROUND

The Regional Transit Coordination Committee (RTCC) represents more than 25 organizations that are responsible for providing public transportation services or health and human services, or are interested the coordination of public transit and client transportation services in the 10-county Capital Area region. The goal of the RTCC is to develop and implement a plan for a seamless public transportation system that achieves efficiencies, eliminates duplication, increases coordination, and addresses service gaps. The RTCC receives administrative support from the Capital Area Metropolitan Planning Organization. The Capital Area RTCC developed the Capital Area Regional Transportation Coordination Plan in 2006. This Plan serves as the region's "Coordinated Public Transit-Health and Human Services Transportation Plan" as required under SAFETEA-LU. The region must update this plan periodically to meet State and Federal requirements.

3. SCOPE OF WORK

A. Title of Program

FY 2011 Update of Coordinated Public Transit-Health and Human Services
Transportation Plan

B. Objectives

- 1) Conduct a comprehensive assessment of the public's unmet transportation needs and identify improvements to the efficiency of service delivery that could be made
- 2) Assemble available data and complete an inventory of transportation resources
- 3) Identify strategies to meet unmet needs and improve the efficiency of service

- 4) Assess the organizational structure, infrastructure, and process needed to implement strategies and sustain regionally coordinated transportation planning activities
- 5) Work with project team to involve the public and stakeholders in the planning process
- 6) Compile additional material, and develop a Coordinated Public Transit-Health and Human Services Transportation plan with additional supporting documentation, specified under implementation.

C. Implementation

Task 1. Scoping. Assemble and review existing materials, including Coordinated Plan Development Timeline (below), Coordinated Plan Outline, Literature Review, Stakeholder Involvement Plan, summary of accomplishments, and draft geographic database of transportation providers. Refine timelines, and identify specific roles and responsibilities.

The consultant will perform the following for Task 1

- Review Materials assembled by CAMPO Staff.
- Develop refined timeline with subtasks.

Deliverable for Task 1

A. Refined Coordinated Plan Development Timeline with Subtasks

Task 2. Vision and Performance. Assemble and review materials as they are developed by RTCC project team and develop plan chapters that describe vision, mission, goals, objectives and performance measures.

The consultant will perform the following for Task 2

- Review materials developed by RTCC project team and assemble plan chapters.

Deliverables for Task 2

A. Draft Vision, Mission, Goals and Objectives Plan Chapter

B. Draft Performance Measures Plan Chapter

Task 3A. Analysis of Needs. Review available materials, and conduct a comprehensive assessment of the public's unmet transportation needs as well as improvements that could be made to the efficiency of service delivery, including the following elements:

- Geographic data
- Demographic data on overall population, age, race, income, persons with disabilities, persons with limited English proficiency, and other data to indicate need for transportation services.
- A list and narrative description of all health and human services agencies and programs, and work force agencies and contact information derived from a current, comprehensive inventory of such agencies.
- Assessment of transportation inefficiencies and service gaps including transportation needs of older adults, children, persons with disabilities, low incomes, limited English proficiency, those served by local-, state-, or federally funded health and human services agencies, and workforce agencies and others.
- Description of research methodology, findings, recommendations, and research instruments.

The consultant will perform the following for Task 3A

- Analyze available data and supplement and refine this data as necessary for use in plan.
- Develop a report on transportation needs.

Deliverables for Task 3A:

- A. Outline of report on transportation needs
- B. First Draft report on Transportation Needs
- C. Executive Summary on Needs
- D. Final Report on Needs

Task 3B. Analysis of Resources. Review available materials, and conduct an inventory of transportation resources including the following elements:

- A list and narrative description of transportation providers derived from a current, comprehensive inventory of providers including those offering public fixed-route and demand-response services, and those offering services through private, non-profit, community based organizations, health and human services agencies, workforce agencies, and others.
- An inventory of all FTA-funded transportation providers serving the region;
- An inventory of all agencies responsible for transportation planning in the region.

The consultant will perform the following for Task 3B

- Analyze available data and supplement and refine this data as necessary for use in plan.
- Develop an inventory and report on transportation resources.

Deliverables for Task 3B:

- A. Outline of report on transportation resources
- B. First Draft report on Transportation Resources
- C. Executive Summary on Resources
- D. Final Report on Resources

Task 4. Strategies and Partnerships. Identify transportation strategies and pilot programs and assess the organizational structure, infrastructure and process needed to implement strategies and pilot programs and to sustain regionally coordinated transportation planning activities.

The consultant will perform the following for Task 4

- Review results of needs assessment report, transportation resources report, and geographic database and identify priority areas for additional services.
- Conduct agency outreach to identify potential pilot programs and to identify other strategies and sponsors
- Develop a recommended list of transportation strategies with implementation guidance including potential sponsors and funding sources
- Develop recommendations for staff, funding, and governance structure to implement strategies and continue coordination effort
- Work with RTCC project team to develop supporting materials for pilot projects as needed

Deliverables for Task 4

- A. Draft report on transportation strategies and pilot programs
- B. Final report on transportation strategies and pilot programs
- C. Technical Memorandum on staff, funding and governance structure recommended to carry out strategies

Task 5. Coordinated Plan. Prepare an updated regionally coordinated transportation plan that meets State and Federal requirements and incorporates vision, goals, objectives, performance measures, needs, resources, strategies and implementation structure.

The consultant will perform the following for Task 5

- Review Plan Outline suggested by Texas Department of Transportation and Plan Outline developed by RTCC
- Develop refined Plan Outline
- Assemble relevant materials, including reports and public involvement summaries
- Develop additional plan content as needed
- Develop draft Coordinated Plan
- Develop Final Coordinated Plan based on feedback from public, Regional Transit Coordination Committee, and agency sponsors

Deliverables for Task 5

- A. Refined Plan Outline
- B. 1st Draft Coordinated Plan
- C. Final Coordinated Plan

Task 6. Public Involvement. Involve the public and stakeholders in development of the Coordinated Plan through three iterative rounds of public involvement.

The consultant will perform the following for Task 6

- Review Stakeholder Involvement Plan and identify needed refinements to adequately reflect roles and details of public involvement techniques to be employed during three major rounds of public involvement
- Work with project team to guide development of plan update website and kick off public survey during Round 1
- Review results of Round 1 survey
- Work with project team to plan and provide staffing for Round 2 public involvement process
- Work with project team to plan and provide staffing for Round 3 public involvement process

Deliverables for Task 6

- A. Addendum to Stakeholder Involvement Plan that provides a detailed schedule for three rounds of public involvement
- B. Memo outlining results of Round 1
- C. Memo outlining results of Round 2
- D. Memo outlining results of Round 3
- E. Other deliverables as identified in Stakeholder Involvement Plan Addendum

4. PROGRESS REPORTS

The Contractor shall submit bi-weekly progress reports via e-mail to the Contract Manager appointed by CAMPO. The reports shall describe significant achievements and problems which have potential effect on schedule or costs. They should be sufficiently detailed to assure that directions being pursued are in compliance with established and/or projected systems.

5. **PROPOSED WORK SCHEDULE AND MILESTONES**

September 7, 2010:	RFP is released.
September 15, 2010:	Pre-submittal meeting to answer all questions and concerns regarding the requirements of this proposal. This meeting will take place at CAMPO's offices, 505 Barton Springs Road, Austin, Texas 78704 in Suite 700.
September 27, 2010:	Due date to receive proposals from consultants. CAMPO staff may conduct interviews of short list of qualified consultants, if needed.
November 8, 2010:	CAMPO Transportation Policy Board considers awarding contract.
November 30, 2010:	Task 1, Deliverable A; Task 5, Deliverable A; Task 6, Deliverable A
December 10, 2010:	Task 3A, Deliverable A; Task 3B, Deliverable A
Late December 2010:	Attend RTCC Quarterly Meeting
January 2011:	Round 1 Public Involvement and Stakeholder Interviews
February 2011:	Task 2, Deliverables A and B; Task 3A, Deliverable B; Task 3B, Deliverable B; Task 6 Deliverable B; Attend RTCC Quarterly Meeting
March-April 2011:	Round 2 Public Involvement and Stakeholder Interviews
May 2011:	Task 3A, Deliverables C and D; Task 3B, Deliverables C and D; Task 4, Deliverable A, B, and C; Task 5, Deliverable B; Task 6, Deliverable C Attend RTCC Quarterly Meeting
June-July 2011:	Round 3 Public Involvement
August 2011:	Task 5, Deliverable C; Task 6, Deliverable D; Attend RTCC Quarterly Meeting

