

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

DRAFT Scope of Work SOLICITATION NO. XXX****

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, 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

- 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

- Draft Vision, Mission, Goals and Objectives Plan Chapter
- 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 3

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

Deliverable for Task 3A:

- Outline of report on transportation needs
- First Draft report on Transportation Needs
- Executive Summary on Needs
- 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.

Deliverable for Task 3B:

- Outline of report on transportation resources
- First Draft report on Transportation Resources
- Executive Summary on Resources
- 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 an continue coordination effort
- Work with RTCC project team to develop supporting materials for pilot projects as needed

Deliverable for Task 4

- Draft report on transportation strategies and pilot programs
- Final report on transportation strategies and pilot programs

- 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

Deliverable for Task 5

- Refined Plan Outline
- 1st Draft Coordinated Plan
- 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

Deliverable for Task 6

- Addendum to Stakeholder Involvement Plan that provides a detailed schedule for three rounds of public involvement
- Memo outlining results of Round 1
- Memo outlining results of Round 2
- Memo outlining results of Round 3
- Final summary report on public involvement (to be included in draft Plan)
- Other deliverables as identified in Stakeholder Involvement Plan Addendum

Timeline

	FY 2011											
	S	O	N	D	J	F	M	A	M	J	J	A
Task/Subtask												
1. Scoping	■	■	■									
2. Vision and Performance	■	■	■	■	■	■						
3A. Analysis of Needs			■	■	■	■	■	■	■			
3B. Analysis of Resources			■	■	■	■	■	■	■			
4. Strategies and Partnerships							■	■	■			
5. Coordinated Plan										■	■	■
6. Public Involvement	■	■	■	■	■	■	■	■	■	■	■	■

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.