

**VENTURA COUNTY TRANSPORTATION COMMISSION
REQUEST FOR PROPOSAL (RFP)
FOR
CONSULTANT SERVICES FOR A COORDINATED PUBLIC TRANSIT-HUMAN
SERVICES TRANSPORTATION PLAN**

INTRODUCTION

The Ventura County Transportation Commission (VCTC) is seeking proposals from qualified consultants to complete a revision/update to the April 2017 Human Service Transportation and Transit Service Coordination Plan (2017 Plan can be viewed at https://www.goventura.org/wp-content/uploads/2018/03/VCTC-Coord-Plan-Final_032917_0.pdf). The update will be prepared under the direction of VCTC staff with the active involvement of, and consultation with, public, private and non-profit transportation providers, transportation users and stakeholders throughout the county.

BACKGROUND

The Ventura County Transportation Commission (VCTC) holds statutory responsibility for planning and coordinating transportation and public transit services throughout Ventura County.

Although Congress passed the Fixing Surface Transportation Act (FAST Act) in November 2015, the Federal Transit Administration (FTA) has not issued any directive to transit operators of any regulatory changes to its grant programs. Therefore, until such a directive is issued to transit operators, the Moving Ahead for Progress in the 21st Century Act (MAP-21) still governs recipients of FTA assistance under Sections 5310 (Elderly and Disabled capital funds), 5307 (JARC activities for low-income passengers and to provide reverse-direction commute services) of the law.

To receive funds, potential grantees must comply with all federal coordinated planning requirements. MAP-21 stipulates that projects selected for funding under these programs must be derived from a locally coordinated, public transit-human services transportation plan.

The Ventura County Transportation Commission (VCTC) is the Regional Transportation Planning Agency (RTPA) for Ventura County. As such, VCTC is the designated recipient for the funding programs mentioned above. VCTC also performs a role in the State approval process for Section 5310 grants.

VCTC has been designated by FTA and by the California Department of Transportation (Caltrans) as the agency responsible for developing the local Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) for Ventura County. The Coordinated Plan is utilized to determine the transportation needs for individuals with disabilities, older adults, and people with low incomes in the community and as a tool to evaluate applications for Section 5310, and 5307 JARC activities.

FTA requirements call for the Coordinated Plan to include the following elements:

- An assessment of available services that identifies current transportation providers (public, private, and non-profit);
- An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes;
- Strategies, activities and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery; and
- Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

The current procedure for considering Section 5310 grant requests is for the applicants to submit applications to VCTC. VCTC staff reviews the applications based on the needs identified in the Coordinated Plan, and draft scores are developed based either on VCTC scoring criteria or Caltrans scoring criteria (for small urban/rural applications). The draft scores are presented to a joint meeting of TRANSCOM (Transit Operators Committee). This committee makes recommendations about the project scoring before the applications are brought to the VCTC for action.

The current Ventura County Plan was adopted on April 7, 2017. VCTC is seeking a qualified professional to revise and update the Coordinated Plan as necessary so that its purpose, intent, goals and policies are consistent with current federal regulations as well as existing regional transit service as it is outlined in the 2015 VCTC Short Range Transit Plan. The purpose of this Request for Proposals is to contract with a consultant to prepare the Coordinated Plan update.

SCOPE OF WORK

To achieve the aforementioned goals, the Consultant shall develop a Coordinated plan and include review of existing conditions and services, identification of gaps, public and stakeholder outreach, recommendations of strategies to remove gaps and barriers for target populations. The Consultant shall, at a minimum, include in the Coordinated Plan the following work elements:

1. Project Kick Off

The Project Kickoff should include a meeting(s) to review goals of the plan and assumptions, scope of services, schedule and work plan. The biweekly meeting schedule with VCTC will also be set. This task will also include discussing and determining data collection needs, the stakeholder list and outreach activities.

This work element shall at a minimum include the following tasks and specific deliverables:

| Project Kickoff | Deliverables |
|------------------------------------|------------------------------------|
| A Kickoff meeting | Kickoff meeting agenda and minutes |
| C Changes in scope | Scope modifications, if any |
| D Public participation preparation | Stakeholder list |

2. Existing Conditions and Assessment of Available Services

2.1. Review of Legislation and Relevant Reports

Review legislation and summarize applicable laws, especially any changes since the 2017 Coordinated Plan.

Review relevant reports, including the 2017 Coordinated Plan and the last two Unmet Needs cycles and the most requested services. Summarize the conclusions and goals of the 2017 Plan and review progress made toward achieving those goals and include projects funded through the last three 5310 Call for Project cycles. Information about efforts to eliminate barriers and improve coordination between agencies should be included.

2.2. Demographic Analysis of Target Populations

Demographic analysis of target populations (older adults, persons with disabilities, and persons of low income) and include job and housing density maps (using census and other publicly-available information). Update information from the 2017 Plan and identify patterns and trends for the target populations, including expected trends. Working with service providers, include information about

transportation programs that serve the needs of the populations and the demand for these services (number of vehicles and passenger trips for each service provider, increase/change in ADA ridership/senior ridership since the 2017 Plan, costs to provide service). Also identify services and projects that are funded and planned to be implemented.

2.3. Inventory of Existing Transportation Services

Inventory of existing transportation services, both fixed-route and dial-a-ride for both public, private and non-profit operators to be updated from 2017 Coordinated Plan. Any changes in agencies, service areas and/or service hours will need to be updated. This inventory will provide a framework from which to assess available transportation services.

2.4. Document/Identify Gaps in Service

Document and identify gaps in service and transportation network, particularly for target populations. In particular, review commute and reverse commute needs, trips needed for medical and essential trips, including origins and destinations within Ventura County where significant portions of the target populations are un-served (based on census, 2009 VCTC Transit Investment Study and other publicly available information and information from the VCTC Unmet Needs process). Update information about obstacles to travel for these populations.

The report of findings is to be updated as public and stakeholder input is received from the survey, workshops and focus groups.

This work element shall at a minimum include the following tasks and specific deliverables:

| Research | Deliverables |
|--|---|
| A Legislation, reports, demographics and inventory | Report on existing conditions and assessment of resources |
| B Gaps in service | Report of Findings: Assessment of Mobility Needs and Gaps |

3. Public and Stakeholder Engagement

3.1. Stakeholder Survey

Existing stakeholder list to be provided by VCTC and updated by consultant. Contact information should be verified and updated. Consultant will review list to see if other agencies should be added.

Develop stakeholder survey to solicit feedback about existing services and gaps, to be reviewed and approved by VCTC. Consultant will administer survey including the distribution of it via mail and email. Survey is to be promoted on VCTC website, social media, flyers and potentially other sources. Consultant will collect responses and provide an analysis of them.

3.2. Public/Stakeholder Workshops and Focus Group Meetings

Conduct stakeholder/public workshops and focus group meetings. This will include venue identification for both virtual and in person workshops, if possible. Physical venues are to be identified and secured by consultant and virtual events to be managed by consultant.

Schedule, coordinate, publicize and facilitate public forums, at two locations in Ventura County (east and west county) and one virtual meeting to which the public and identified Stakeholders are invited

(including Transcom members and SSTAC members). If it is not advised to hold in person meetings, an additional virtual meeting is to be conducted. At these meetings consultant shall present background information about the Plan and solicit oral and written input about the needs and service gaps of the target populations. Notes from meeting are to be provided.

Hold up to four focus group meetings (8-12 people) as directed by VCTC staff, who will help identify participants for focus group participation. The AD Hoc Human Service and Transportation Service Coordination Committee should be included as participants. Meetings to be conducted in person if possible, and virtually if necessary. Notes from meetings are to be provided.

Feedback collected from these forums on gaps and service needs are to be added to the report of findings and gaps.

This work element shall at a minimum include the following tasks and specific deliverables:

| Public and Stakeholder Engagement | Deliverables |
|--|---|
| A Stakeholder Participation | Stakeholder list, expanded or updated |
| B Survey | Survey, survey distribution and analysis |
| C Public and stakeholder workshops | Stakeholder workshops, collateral and notes |
| D Focus groups | Focus group meetings and notes |

4. Strategies, Activities and/or Projects to Address Identified Gaps

4.1. Development of Strategies

Development of strategies by subarea, market group, service type and trip type. Categorize possible improvements as near term or long term, based on funding constraints and other issues barriers. Strategies that were recommended in the last version of the Coordinated Plan and are still relevant and seen as gaps should be noted. Areas where progress has been should include current status. Information about possible opportunities to increase federal, state or private funding to support these transportation services should be included.

4.2. Recommended Priorities

Define the recommended priorities to eliminate gaps in service and the transportation system for the target populations. Discuss these priorities with VCTC and revise as necessary. Update the list of projects in the Coordinated Paratransit Plan so that they are positioned for inclusion in future VCTC's FTA Program of Projects (POP).

Hold up to two workshops focusing on the recommended priorities. Provide meeting notes. Discuss feedback with VCTC staff and update the recommended priorities with the stakeholder feedback.

This work element shall at a minimum include the following tasks and specific deliverables:

| Recommended Strategies and Priorities | Deliverables |
|---|-------------------------------------|
| A Recommended strategies | Strategies Matrix |
| B Feedback on strategies and prioritization | Stakeholder prioritization workshop |
| C Revised recommended strategies and prioritization | Revised matrix |

5. Draft and Final Report and Presentations

5.1. Draft Reports

Work with VCTC staff to prepare the draft Coordinated Plan. VCTC will review and provide comments and edits. Work with VCTC staff, make revisions as necessary and circulate a second draft Plan for review and comment by stakeholders, including Transcom members as well as members of the AD Hoc Human Service and Transportation Service Coordination Committee and potentially members of the focus groups or social service agencies.

This task provides for presentations to the CTAC/SSTAC, Transcom, Stakeholder Committee that includes a Power Point presentation summarizing the draft plan.

5.2. Final Report and Presentations

This task provides for developing the Final Coordinated Plan, which will include edits and comments from stakeholders. as well as the presentation to the CTAC/SSTAC, Transcom, Stakeholder Committee, and Commission.

Present the draft final Plan at CTAC/SSTAC and Transcom and distribute to other stakeholders. Present final draft Plan to the Commission that includes a Power Point presentation summarizing the draft plan.

The final work product will be a Coordinated Plan, which will meet the federal requirements listed in FTA Circulars for the Section 5307/5310 programs activities and the specifications contained in this scope of work.

This work element shall at a minimum include the following tasks and specific deliverables:

| Adopt Plans and Prepare for Future | Deliverables |
|---|---|
| A Coordinated Plan Drafts | First and Second Coordinated Plan Draft |
| B Coordinated Plan Drafts | Final Coordinated Plan |
| C Commission/Board Meetings | Presentations |

Project Schedule

The Consultant shall complete the TEPP within eighteen (18) months of Notice to Proceed. The Consultant shall include a draft study schedule in their proposal and a final schedule within thirty (30) days of Notice to Proceed.

PROPOSAL REQUIREMENTS

Proposal Deadline

Five (5) hardcopies and one (1) electronic copy in PDF format on USB flash drive of the Consultant's proposal shall be submitted by **Wednesday, February 22, 2021** no later than **4:00 P.M.** (electronic submissions will not be accepted). **Proposals delivered after the stated date and time will not be considered and returned to the proposing firm unopened.** Proposals shall be delivered to the VCTC offices at:

Ventura County Transportation Commission
Coordinated Plan
751 E. Daily Dr., Suite 420
Camarillo, CA 93010

There is no expressed or implied obligation for the VCTC to reimburse responding firms for any expenses incurred in the preparation or delivery of proposals in response to this RFP. All proposals and material submitted will become the property of VCTC and will not be deemed confidential or proprietary. The VCTC reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected. All submissions are considered a matter of public record.

This RFP does not commit VCTC to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for any services. VCTC reserves the right to waive any irregularities or informalities contained with the RFP, and/or reject any or all proposals received for this request; negotiate with any qualified source or to cancel the RFP in part or whole.

VCTC Contact Information

All questions, comments and proposals should be directed to:

Claire Grasty, Program Manager
Ventura County Transportation Commission
751 E. Daily Dr., Suite 420
Camarillo, CA 93010
Phone: (805) 642-1591 (ext. 115)
Email: cgrasty@goventura.org

Required Proposal Content

Proposals shall include the following required elements. Any proposal not containing the required elements will be deemed to be nonresponsive and incomplete, and removed from any further consideration.

1. **Title Page** - Indicate RFP subject and number, name of proposer's firm, address, telephone number, name of contact person, and date of proposal.
2. **Table of Contents** - Identify the material in the proposal by section and page number.
3. **Letter of Transmittal** - Briefly state the proposer's understanding of the work to be done and commit to perform the work within the specified time period and budget. The letter should be signed by someone authorized to bind the consultant team. Include the names and contact information of all subcontractors. Provide the names and titles of individuals authorized to represent the proposer. Letter should include acknowledgement of all addenda and proposed exceptions to the draft contract. Letter should be no longer than three pages.
4. **Profile of the Proposer** – Describe the firm's resources and provide evidence that it has the ability to complete the work solicited by this RFP in the time frame proposed.
5. **Summary of Proposer's Qualifications** - Describe similar projects performed. Provide a list of references for which similar work has been performed, as well as references for any proposed subcontractors. Sample reports can be summarized here and submitted in an Appendix digitally, if desired.

6. **Proposed Staffing** – Provide a list of proposed staff, their qualifications and backgrounds identifying the proposed project manager and staff positions for the study. Indicate what proportion of their time key personnel will devote to this project and include statements that each of those key people have time to meet those obligations.
7. **Technical Approach** – Describe how the study is proposed to be conducted, including public outreach, data collection and compilation, analysis, consensus building and stakeholder approvals. Describe project management techniques and strategies to insure quality and deliver project on time and within budget.
8. **Preliminary Schedule** - Provide a draft schedule for study completion.
9. **Cost Structure** - Provide a detailed cost breakdown, including estimated time by task, hourly rates, estimated travel time and travel expenses and materials cost.

Proposal Evaluation

Proposals will be reviewed by a Consultant Selection Panel comprised of study stakeholders selected by the VCTC. Interviews, if required by VCTC at its sole discretion, will be held virtually at a link provided by VCTC during the week March 15, 2021. If interviews are conducted, Proposers may be asked to submit additional documentation at or after the interview stage. Each proposal will be scored according to the criteria below and the proposal receiving the highest score will be invited to negotiate an agreement for consultant services. If an agreement for consultant services cannot be reached, VCTC reserves the right to enter into negotiations with the next highest scoring proposer. In addition, VCTC reserves the right to select a proposal without conducting interviews or abandon this RFP. Final selection of a consultant and authority awarding the contract to proceed with these services shall be at the sole discretion of the VCTC Board.

VCTC reserves the right to award in whole or in part, by item or group of items, when such action serves the best interest of VCTC.

Proposals will be evaluated according to the following criteria:

| <u>SCORE</u> | <u>CRITERIA</u> |
|--------------|--|
| 10% | Familiarity with Ventura County, the various public transportation services in the area and understanding of State and Federal requirements. |
| 20% | Experience with similar projects/portfolio. |
| 25% | Technical approach and scope of services, how the firm proposes to conduct the Plan, including public outreach, data collection and compilation, analysis and deliverables. |
| 25% | Evidence of full understanding of the work to be performed and project objectives as well as assigned personnel qualifications and availability. |
| 20% | Cost value for services performed |

The Consultant will be selected based on qualifications and demonstrated competence and the contract may not be awarded to the lowest responsible proposer. When selecting the Consultant, the skill and ability of the project team performing the services is a key component of the selection criteria.

Request for Proposal Schedule

Proposal schedule is subject to change. Firms considering responding to the RFP should monitor VCTC's website for changes. Firms that submit a proposal will be notified by email of any change in dates or times.

- Request for Proposal released: January 8, 2021
- Pre-proposal meeting: January 21, 2021 at 10 a.m. – meeting will be held virtually
- Question submission period ends: January 29, 2021
- Questions answered: February 5, 2021
- Deadline for Proposal Submission – February 22, 2021
- Proposal review and evaluation: February 23 – March 16, 2021
- Oral interviews: March 17, 2021
- Contract negotiations with first ranked consultant: March 18 – April 2, 2021
- Approximate Contract Award and Notice to Proceed: May 15, 2021

Additional Information

The complete Request for Proposal, questions and responses and the proposal results will be posted on VCTC's website at: <https://www.goventura.org/work-with-vctc/contracts/>

Form Consulting Services Agreement

A form Consulting Services Agreement is attached hereto and incorporated herein. Firms interested in responding to this RFP should be prepared to enter into the agreement under the standard terms and should be able to provide the required insurance. If VCTC is unable to negotiate a satisfactory agreement with the top-ranked proposer, with terms and conditions VCTC determines, in its sole judgment, to be fair and reasonable, then VCTC may commence negotiations with the next most qualified proposer in sequence, until an agreement is reached or determination is made to reject all submittals. VCTC and Consultant may agree to add additional work to the Project work scope by a later agreement. VCTC may elect to stop work at any time in the contract and will pay for work completed to that point on a time and material basis.

Relationship to Final Agreement

This Request for Proposal shall be included in its entirety in any agreement between VCTC and the firm selected by the Consultant Selection Panel.

Attachments:

A. Form Consulting Services Agreement

