



MEMORANDUM

February 27, 2017

To: Consultants

From: Jeanne Geiger, Deputy Director

Subject: Request for Proposals

The Alamo Area Metropolitan Planning Organization (AAMPO) is seeking the professional services of a consultant to perform the activities outlined in the attached Request for Proposals for the **Bike Share Master Plan Study**.

Electronic proposals are due to the AAMPO by 12:00 noon (CT), Friday, March 24, 2017.

Please submit any questions you may have in writing to the attention of Jeanne Geiger by e-mail to geiger@alamoareampo.org, not later than 5:00 p.m., Wednesday, March 8, 2017. Responses will be posted on the AAMPO's website at www.alamoareampo.org as soon as possible but no later than 5:00 p.m. Monday, March 13, 2017.

It is the proposers' responsibility to check the AAMPO's website for any updated information on this project.

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 www.alamoareampo.org

Request for Proposals

Subject: Bike Share Master Plan Study

**Request for
Proposal Issued:**

Monday, February 27, 2017

The Consultant is responsible for periodically visiting the MPO's website at www.alamoareampo.org for any updated information on this project.

**Deadline for
Questions:**

5:00 p.m. (CT), Wednesday, March 8, 2017

Questions will only be accepted in writing to the attention of Jeanne Geiger at geiger@alamoareampo.org.

Responses will be posted on the MPO's website at www.alamoareampo.org by 5:00 p.m. (CT) Monday, March 13, 2017.

Proposal Due:

Friday, March 24, 2017, 12:00 p.m. (CT)

Number of Copies:

One electronic document (pdf) less than 8 MB e-mailed to aampo@alamoareampo.org

Background and Purpose:

The Alamo Area region has had many successes in its bicycle planning activities over the past several years. Within Bexar County, bicycle infrastructure has increased from 34 miles in 2000 to over 200 miles of bicycle lanes and 125 miles of trails in 2016. Many of these trails are in the Salado and Leon Creeks and the San Antonio and Medina River watersheds. These trails provide added transportation options and recreational value. In addition to building infrastructure, VIA Metropolitan Transit has equipped all of its mainline buses with bicycle racks and is installing bicycle parking at many high ridership bus stops. The Alamo Area Metropolitan Planning Organization's (MPO) Bicycle Mobility Advisory Committee, now in its 21st year, hosts three evening meetings each year to encourage citizen input and participation. The MPO's Walkable Community Program, offering citizen workshops, bicycle rodeos for school age children and bicycle safety classes and helmet distribution for adults and children, has been very successful.

The MPO also annually hosts Walk & Roll events to expand the educational component of walking and bicycling in the region. The City of San Antonio and the MPO have formed a unique partnership to educate motorists about "Sharing the Road" with bicyclists. MPO staff presents a curriculum on bicycle safety to City of San Antonio employees taking the City's defensive driving classes. In March 2009, the MPO

Transportation Policy Board adopted a “Complete Streets” resolution, encouraging the development of non-motorized transportation facilities.

Over the past several years, a stronger focus on both bicycling and walking infrastructure has emerged in Comal, Guadalupe, and Kendall counties, particularly in the cities of New Braunfels, Schertz, Seguin and Boerne. These cities have constructed active transportation facilities, primarily shared use paths, within their jurisdictions. As these areas transition from rural to more urban and experience increases in population and traffic congestion, residents are more welcoming of these active transportation facilities.

The Bike Share program (B-Cycle) has been in existence within San Antonio since 2011. While the program is considered successful, there has not been a comprehensive review of the system in place, the usage and travel pattern data associated with the existing system, opportunities for expansion, funding alternatives, and sustainability of the bike share system. The current system has 58 stations and 500 bikes. Expansion of the bike share system has been noted as a priority in the bicycle chapter of the City of San Antonio’s SA Tomorrow Plan. SA Tomorrow has set a target of 100 stations and 1,000 bikes.

The purpose of this study is to plan for the expansion of the bike share program within Bexar County and to consider the implementation of bike share within Comal, Guadalupe and Kendall counties.

Proposal Content

Proposals should be limited to 12 pages, excluding resumes and firm experience, and should contain, at a minimum, the following documentation:

1. Cover Letter - This should include a brief summary of the key points of the proposal and the approach to accomplishing the project. The name, address, and telephone number of the firm, as well as the primary contact person’s name and that person’s e-mail address, should also be included.
2. Study Methodology - This should include the Consultant’s approach to tasks to accomplish the work outlined in the Scope of Work. This section should demonstrate an understanding of the project, the regional transportation system, and Federal and State transportation planning requirements. This section is limited to 12 pages and no less than 11 point font.
3. Key Personnel – One-paragraph summaries of qualifications and experience should be submitted for all personnel assigned to the project. The assignment of personnel must specifically contain the percent of time by personnel for each task included in the Scope of Work. The successful responder to this RFP must understand that they are expected to provide qualified personnel to accomplish each portion of the work in this study.

The MPO and/or its representative(s) will maintain the right to request the removal of any personnel found, in their opinion, during the course of work on this project, to be unqualified to perform the work.

4. Management Plan - The management plan must contain a schedule of work that reflects the timing of deliverables and other significant milestones in the completion of the project; a percent of time by task for the Prime and each subconsultant; and the means by which the project would be coordinated with other related work. The purpose of the management plan is to specify the distribution of emphasis between tasks and the distribution of participation between the Prime and each subconsultant for each task described in the Scope of Work. (Refer to the form in Attachment A. This form is available on the MPO's website as an Excel document and it must be completed and submitted with the proposal for the proposal to be considered.)
5. Related Work - Work closely related to that described in the Scope of Work which has been performed by the specific personnel assigned to this project should be briefly outlined in the proposal. Emphasis should be placed on work undertaken in the past four years only.

Criteria for Evaluation

The proposals will be evaluated based on the following criteria with relative weights in parenthesis:

1. Qualifications and previous related experience of key personnel to be assigned to this project. (25%)
2. Understanding of United States Department of Transportation (USDOT) and Texas Department of Transportation (TxDOT) transportation planning requirements. Understanding of work requirements as outlined in the scope of work. (15%)
3. Demonstrated knowledge of the study area. (20%)
4. Firm's previous related work experience within the past four years which includes citing previous experience in similar studies or projects. (25%)
5. A detailed Management Plan demonstrating the ability to meet time schedules in the contract for this project and the ability to complete the project on the required schedule. (15%)

Budget

The source of funding for this project is Federal and State funding from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and TxDOT. The budget for this project in the MPO's FY 2016-2017 Unified Planning Work Program is \$225,000.

Project Oversight

The Transportation Policy Board has established a consultant selection committee. The responsibility of this committee is to make a recommendation on the consultant selection. Once the project is underway, the consultant selection committee will provide oversight for the conduct of the project. Other stakeholders may be invited to participate in the project as necessary.

Selection Procedure

The consultant selection committee, established by the Transportation Policy Board, will review proposals based on the evaluation criteria. Their recommendations will be forwarded to the MPO's Transportation Policy Board. Firms, at the discretion of the consultant selection committee, may be selected for oral presentations and interviews. The contract award will be made by the MPO Transportation Policy Board, however, the MPO reserves the right to reject any and all proposals. The consultant selection committee will be comprised of one representative from each of the following entities:

- Alamo Area MPO
- Bexar County
- City of San Antonio
- Comal County Geographic Area
- Guadalupe County Geographic Area
- Kendall County Geographic Area
- San Antonio B-Cycle
- Texas Department of Transportation
- VIA Metropolitan Transit

Once the project is underway, other stakeholders may be invited to participate in the project.

Duration of Contract

This contract will cover an eight (8) month period from the date of the Notice to Proceed.

Disadvantaged Business Enterprise Participation

The MPO has a firm commitment to an affirmative action program for disadvantaged business enterprise (DBE) participation in its third party contracting opportunities. The Transportation Policy Board has set a goal of 25% DBE participation. Responders are encouraged to make every effort possible to meet this goal and to identify DBE firms in the proposals. However, nothing in this provision shall be construed to require the utilization of any DBE firm which is either unqualified or unavailable. The proposer shall submit certificate(s) that verify certification.

Compliance with Federal Regulations

The Responder's attention is called to the fact that this contract is subject to a financial assistance contract between the MPO and FHWA and FTA of the USDOT and TxDOT. The contract to be let, therefore, is subject to the terms of the contract between the MPO, USDOT and TxDOT. The successful Responder will be required to comply with, in addition to other provisions of the Request for Proposal, the conditions required by all applicable Federal and State regulations, including the following:

1. Equal Employment Opportunity - Successful Responder will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations.
2. Title VI Assurances - Successful Responder will be required to comply with all requirements imposed by Title VI of the Civil Rights Act of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued thereunder (49 C.F.R. part 21), and assurances by the MPO thereto.

Debarment Certification

The Prime Consultant and any subconsultants must complete and submit with the proposal the "Certification of Lower-Tier Participant". (Attachment B)

Scope of Work

The following Scope of Work identifies the major components of the project effort that the consultant will undertake. Because the Bike Share Program exists in Bexar County but not in Comal, Guadalupe and Kendall counties, the scope of work will be different for these areas.

Task 1: Project Management and Coordination

- 1.1 Prepare project management plan.

- 1.2 Prepare monthly progress reports, invoices, and billings.
- 1.3 Establish and maintain project schedule with key milestones.
- 1.4 Organize and coordinate technical review and Oversight Committee meetings, including supporting collateral materials.

Task 2: Project Initiation

- 2.1 The consultant will review previously compiled data and completed and on-going applicable studies in the study area to include:
 - Comprehensive Plan (New Braunfels, 2006)
 - Parks and Recreation Master Plan (New Braunfels, 2010)
 - Downtown Implementation Plan (New Braunfels, 2010)
 - Regional Transportation Plan (New Braunfels, Seguin, and Comal and Guadalupe Counties, 2012)
 - San Antonio Bike Plan + Implementation Strategy (2011)
 - Bike Share Business Plan
 - Bike Share Strategic Plan
 - Pedestrian Safety Action Plan (2012)
 - National Park Service Plans and Programs
 - Regional Bicycle and Pedestrian Planning Study (2015)
 - Any relevant plans adopted by the City of Boerne, New Braunfels and/or Seguin and their respective counties
 - City of San Antonio's Strategic Multimodal Transportation Plan (SA Tomorrow initiatives)
 - VIA Metropolitan Transit's Long Range Transportation Plan and most current boarding and alighting information for VIA and any other transit provider
 - Any other relevant transportation, comprehensive and master plans and data throughout the region

Decisions concerning any additional data collection will be made by the consultant in cooperation with the oversight committee.

- 2.2 Early in the study, the consultant will initiate a work session with the oversight committee to define the project's key issues and goals and objectives.
- 2.3 The consultant will prepare a technical memorandum presenting and recommending viable methodology(ies) to achieve the project's goals.

Task 3: Bexar County Analysis

- 3.1 In developing the potential B-Cycle Program expansion plan for Bexar County, the consultant will:
- analyze data (usage, trip times, trip lengths, travel pattern data, and Strava data, if available)
 - review other bike share program best practices
 - assess existing station locations
 - evaluate connectivity with other modes of transportation
 - develop station location criteria to maximize origins and destinations
 - consider various expansion scenarios based on strategies outlined in the Bike Share Business Plan
 - conduct public input (surveys and focus groups)
 - consider additional infrastructure needs that could contribute to a successful program (protected bike lanes, wayfinding, as examples)
 - review capital and operating funding sources and expenses to date
 - identify potential capital and operating costs and funding sources
 - develop an implementation plan
 - identify potential program goals and performance measures

Task 4: Analysis for Comal, Guadalupe and Kendall Counties

- 4.1 In developing the feasibility study for implementation of the B-Cycle Program (or similar initiative), the selected consultant will:
- assess the interest in developing a bike share program
 - identify potential origins and destinations for bike share usage
 - assess potential station locations
 - conduct public input (surveys and focus groups)
 - identify potential management structure(s)
 - identify potential capital and operating costs and funding sources
 - develop an implementation plan, if appropriate

Task 5: Final Report

- 5.1 Prepare draft final report documenting all phases of the project. The report must contain an executive summary.
- 5.2 Provide an electronic version of the draft final report to the MPO for distribution to the Oversight Committee.
- 5.3 Revise the draft report as appropriate based on input from the Oversight Committee.

- 5.4 Present the final report to the MPO Bicycle Mobility Advisory Committee and the Transportation Policy Board.
- 5.5 After acceptance of the final report by the Transportation Policy Board, provide the MPO with:
- an electronic version of the accepted final report
 - other deliverables as agreed on by the consultant and oversight committee

Attachment A
Contract Task Summary

	Task 1		Task 2		Task 3		Task 4		Total	
Firm	Number of Work Hours	Percent Effort								
Personnel										
Prime (Firm Name)										
Name, Title										
Name, Title										
Name, Title										
Prime Total:										
Sub 1. (Firm Name)										
Name, Title										
Name, Title										
Subconsultant Total:										
Sub 2. (Firm Name)										
Name, Title										
Name, Title										
Subconsultant Total:										
Sub 3. (Firm Name)										
Name, Title										
Name, Title										
Subconsultant Total:										
Total:										

**Please provide the above information in a similar format for all key personnel that will be working on this study.

The intent of this form is to determine the level and relative distribution of effort between firms and key personnel.

**Lower Tier Participant Debarment Certification
(Negotiated Contracts)**

_____, being duly
(insert name of certifying official)
sworn or penalty of perjury under the laws of the United States, certifies that
neither _____, nor
(insert name of lower tier participant)

its principals are presently:

- debarred, suspended, proposed for debarment,
- declared ineligible,
- or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the above identified lower tier participant is unable to certify to any of the above statements in this certification, such prospective participant shall indicate below to whom the exception applies, the initiating agency, and dates of action.

Exceptions will not necessarily result in denial of award, but will be considered in determining contractor responsibility. Providing false information may result in criminal prosecution or administrative sanctions.

EXCEPTIONS:

Signature of Certifying Official

Title

Date of Certification

See Reverse for Information

Certification Information

This certification is to be used by contractors pursuant to 49 CFR 29 when any of the following occur:

- **any transaction between the contractor and a person (other than a procurement contract for goods and services), regardless of type, under a primary covered transaction**
- **any procurement contract for goods or services when the estimated cost is \$25,000 or more**
- **any procurement contract for goods or services between the contractor and a person, regardless of the amount, under which the person will have a critical influence on or substantive control over that covered transaction. Such persons include principal investigators and providers of federally-required audit services.**

***A procurement* transaction is the process of acquiring goods and services.**

***A nonprocurement* transaction is the granting of financial assistance to entities to assist the grantor in meeting objectives that are mutually beneficial to the grantee and grantor.**

A COPY OF THIS CERTIFICATION IS TO BE FURNISHED TO AUTHORIZED REPRESENTATIVES OF THE STATE OR THE U.S. DEPARTMENT OF TRANSPORTATION UPON REQUEST.