

Alamo Area Metropolitan Planning Organization

REQUEST FOR PROPOSAL

Subject: Transit Asset Management Study – VIA Metropolitan Transit Passenger Amenities

Request for Proposal Issued: Friday, May 3, 2024

Proposers are responsible for periodically visiting the Alamo Area Metropolitan Planning Organization's website at www.alamoareampo.org for any updated information on this project.

Deadline for Questions: 5:00 p.m. (CDT), Tuesday, May 14, 2024

Questions will only be accepted in writing by e-mail to Sonia Jimenez at jimenez@alamoareampo.org. Responses will be posted on AAMPO's website at www.alamoareampo.org by 5:00 p.m. (CDT) Thursday, May 16, 2024. Email is the only method of contact. Communication with other AAMPO officials and/or employees are prohibited during the time of the RFP process and may subject the proposal to immediate disqualification.

Proposal Due: 12:00 noon (CDT), Friday, June 7, 2024. Late proposals will be rejected and returned unopened. Any electronic mail delays or other matters causing late receipt are irrelevant and will not excuse late submission.

Number of Copies: One electronic document (pdf), less than 10 MB, e-mailed to aampo@alamoareampo.org

Interviews: If necessary, all interviews will be scheduled on one day only tentatively during the week of July 29, 2024.

Scheduled Contract Award (Tentative): Monday, August 26, 2024 at the AAMPO Transportation Policy Board Meeting.

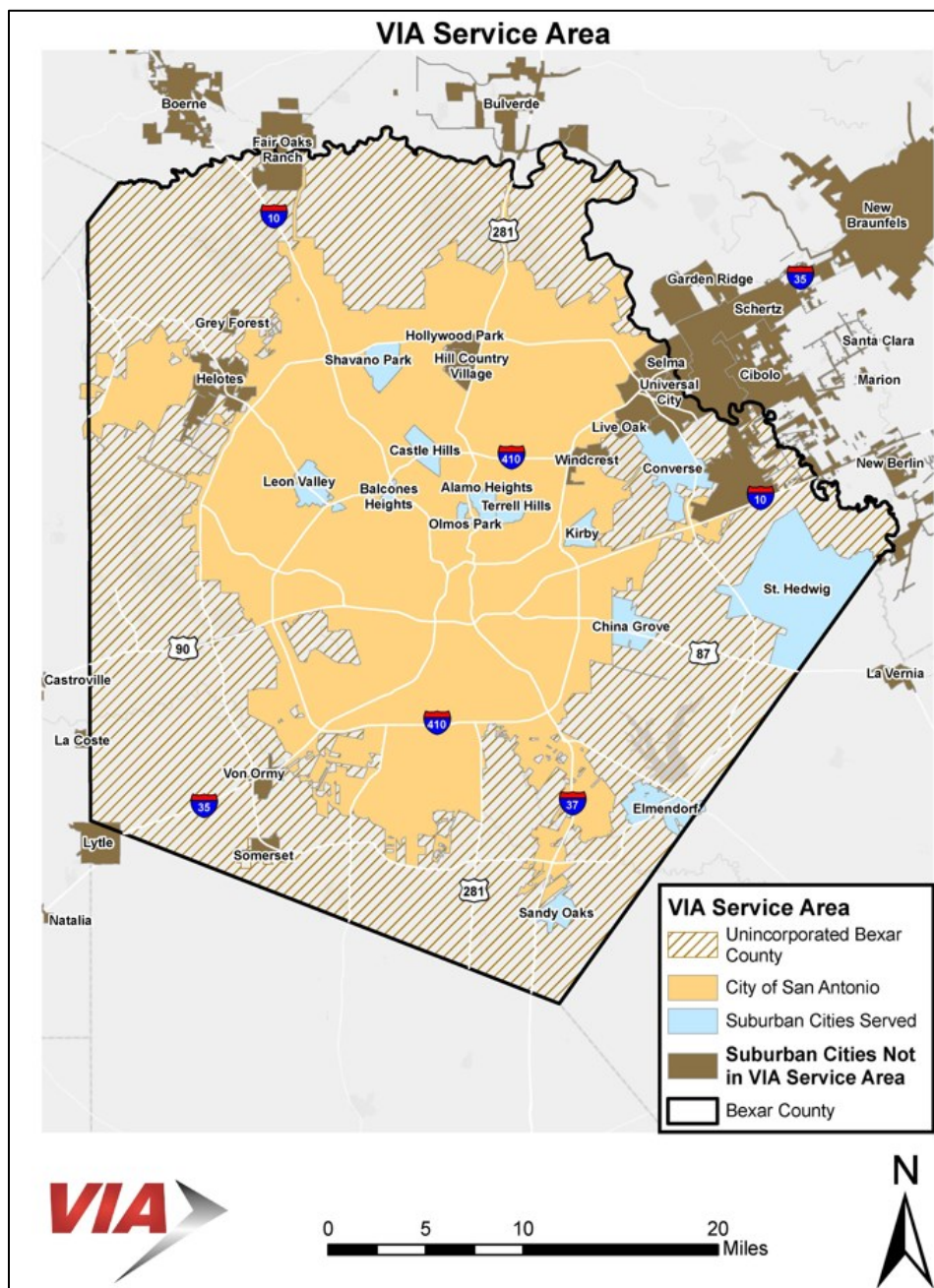
Purpose

The Alamo Area Metropolitan Planning Organization (AAMPO) is seeking responses from qualified firms to develop a Design Book to document the various shelter types, assess the oldest sheltered bus stops, and recommend a plan for shelter replacement, maintenance, and/or improved bus stop access.

The intended outcome of this study is to provide VIA Metropolitan Transit with the information and recommendations to improve the rider experience as it relates to access and comfort at sheltered bus stops. The study will include (at minimum): the development of a Design Book that comprehensively captures each of the various currently deployed shelter designs, access, amenities, and general observations; a structural and condition assessment for the oldest shelters; and a recommended plan of action to replace and/or improve the oldest sheltered bus stops.

The scope of work will include the four primary tasks listed below. Each task will include one or more sub-task as described by this document. Each task will also involve deliverables as a part of the study. See Scope of Work for more information.

Figure 1. VIA Metropolitan Transit Service Area



Proposal Content

The proposal will contain at least 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 study. The name, address, and telephone number of the firm, as well as the primary contact person's name and e-mail address. The cover letter is not considered part of the maximum 10-page requirement outlined in #2 of this section.
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 study and meet the planning requirements outlined in the Scope of Work. This section is limited to 10 pages (8.5" x 11") set to no less than 0.5" margins 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 effort. The assignment of personnel must specifically contain the percent of time by personnel for each task included in the Scope of Work. (Refer to Attachment A). The successful responder to this RFP must understand they are expected to provide qualified personnel to accomplish each portion of the work in this study. AAMPO 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. The key personnel section is not considered part of the maximum 10-page requirement outlined in #2 of this section.
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 AAMPO's website as an Excel document and it must be completed and submitted with the proposal for the proposal to be considered.) The management plan section is not considered part of the maximum 10-page requirement outlined in #2 of this section.
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 five years only. The related work section is not considered part of the maximum 10-page requirement outlined in #2 of this section.

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 study. Highlight staff members' successful experience on previous similar studies. (30%)
2. Understanding of ADA requirements and guidelines, and pedestrian safety and transit operations. Understanding of work requirements as outlined in the proposed study methodology. (20%)
3. Demonstrated knowledge of the study area. (10%)
4. Firm's previous related work experience within the past five years which includes citing previous experience in similar studies. (20%)
5. A detailed Management Plan demonstrating the ability to meet time schedules in the contract for this study and the ability to complete the project on the required schedule. (20%)

Budget

The source of funding for this study is Federal and State funding from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and TxDOT. The budget for this project in AAMPO's FY 2024-2025 Unified Planning Work Program (UPWP) is \$250,000.

Consultant Selection Committee/Study Oversight Committee

The responsibility of the consultant selection committee is to make a recommendation to the AAMPO Transportation Policy Board on the consultant selection. Once the study is underway, the consultant selection committee will provide oversight for the conduct of the study. The consultant selection committee/study oversight committee composition is subject to change.

Selection Procedure

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

- Alamo Area MPO
- City of San Antonio
- Bexar County

- Texas Department of Transportation (San Antonio District)
- VIA Metropolitan Transit (2 members)

Any cost or expense incurred by the Contractor in the preparation of the proposal response shall be paid by Contractor. Non-voting AAMPO partner entity representatives may be permitted to observe the selection process and the in-person interviews.

AAMPO has the right to:

1. If only one or no submittal is received by "submission date", AAMPO has the right to reject, repost, accept and/or extend the RFP by up to an additional two (2) weeks from original submission date.
2. **The right to reject any/or all submittals and to make award as they may appear to be advantageous to the AAMPO.**
3. The right to hold any submittals for 90 days from submission date without action, and to waive all formalities in RFP, and any submittal irregularities.
4. The right to extend the time for award beyond the original 90-day period, if agreed upon in writing by both parties and if Proposal is held firm.
5. Reject all bids and not award the contract.

Duration of Contract

This contract will cover an approximate eighteen (18) month period from the date of the Notice to Proceed.

Disadvantaged Business Enterprise Participation

Based on the project's Federal funding, type of work, location, overall and item cost estimate values, subcontracting opportunities, certified DBE firms in vicinity of the project location, and size of the project, the Texas Department of Transportation has assigned a race-conscious DBE goal of zero percent (0%) for this project proposal.

TxDOT has encouraged race-neutral DBE participation in this study.

Compliance with Federal Regulations

The Proposer's attention is called to the fact that this contract is subject to a financial assistance contract between AAMPO, FHWA and FTA of the USDOT, and TxDOT. The contract to be let, therefore, is subject to the terms of the contract between AAMPO, USDOT and TxDOT. The successful proposer 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 proposer will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations.

2. Title VI Assurances - Successful proposer 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.
3. AAMPO, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidden that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Debarment Certification

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

Former AAMPO Official and Employee Restriction

The prime consultant, on behalf of the entire consulting team, must complete and submit, as part of the proposal package, the "Former MPO Official and Employee Restriction Form" (Attachment C).

Background

VIA Metropolitan Transit provides multimodal transportation services throughout the San Antonio area. VIA offers fixed route service with 97 active bus routes. The VIA service area has 6,064 active bus stops, with 38% (2,306 bus stops) of those sheltered. Over 60% of the shelters include lighting (1,406 sheltered stops). There are 10 different shelter styles installed in various configurations and combinations over the past 30 years through various initiatives.

This study was adopted as part of AAMPO's FY 2024-2025 UPWP and falls under the Federal Transit Administration's (FTA) Transit Asset Management Performance Measures for Facilities and Infrastructure.

Scope of Work

The following Scope of Work identifies the major tasks of the study effort. All tasks and associated deliverables listed in the Scope of Work must be included in the Management Plan.

Task 1: Project Management

Objective: Ensure AAMPO's Project Manager remains apprised of task order progress to include budget, schedule, milestones, and work products provided to subconsultants, if any.

The Consultant will be responsible for submitting a project work plan. The Consultant will hold bi-weekly meetings with AAMPO and VIA staff and submit/maintain a detailed project schedule. The Consultant will develop a quality control plan for all deliverables. The Consultant will submit monthly invoices and subcontractor payment information in compliance with AAMPO standards. The Consultant will identify other needs from AAMPO/VIA, including but not limited to visitor/contractor badges, meeting room(s), temporary closure of stop(s), access to personnel, and data. More details will be provided at the study kickoff meeting.

Deliverables

- Project work plan.
- Facilitate bi-weekly meetings and take notes with a running tally of action items.
- Develop, submit for approval and maintain project schedule.
- Submit monthly progress reports and invoices by task and by SBE/DBE commitment.
- Monthly subcontractor payment information submitted to the Diversity and Compliance Reporting System.
- Develop a QA/QC plan for all deliverables.
- Identify administrative staff and other needs from VIA.

Task 2: Passenger Amenities Shelter Design Book

Objective: VIA will provide one typical bus stop which represents each shelter style (no more than 14) and bench type (total of 3, Pavestone, Garden, and Semi Seat). Consultant will visit each bus stop location and provide photos, dimensions, observations, and other details to be included in the final Design Book.

Deliverable

Design Book with photos and other details of each shelter type and each bench type with quantity (Word and pdf version). The consultant will provide a rough draft portfolio to be reviewed by VIA staff before final submission. The following information will be researched and included in the final portfolio:

- Shelter style with dimensions
- Bench style with dimensions
- Shelter lighting type

- Placement of amenities and purpose
- 5' x 8' landing area for wheelchair
- Right of way footprint for shelter style
- Other observations

The Design Book will be provided to VIA staff, and others outside the organization as needed, and will act as a visual and informational guide for bus shelters within the VIA system.

Task 3: Shelter Assessment

Objective: Conduct a structural assessment of approximately 1,000 oldest sheltered bus stops and the access to each.

The assessment will collect information based on the shelter type, age of shelter, life expectancy of the shelter and its associated materials, survey of real estate footprint utilized, column and roof condition, presence of rust or other corrosion, foundation requirements/assumptions, and the cost to refurbish or maintain the structural integrity/appearance of the shelter.

In addition, the assessment will include a survey of the physical location to establish accessibility needs and the available right of way (ROW), and recommendations for improvements tailored to the specific location and available ROW, as needed. The consultant will work most closely with staff from the Passenger Amenities Planning and Maintenance Departments, but may also interact with staff from Facility Engineering, Environmental and Sustainability, Service Planning, and Service Scheduling.

The consultant will provide a draft of all assessments for VIA staff to review before final submission. Consultant will provide final assessment document within 30 days of VIA's review of draft.

VIA will provide a listing, map, and matrix of the 1,000 oldest sheltered bus stop locations and associated data (stop ID, location, routes served, ridership, shelter/bench type). Data will also be available in Excel and ArcGIS formats.

Deliverables

- Survey of approximately 1,000 oldest sheltered stop locations.
- Final report of all assessments in original document format.
- Final presentation of assessment findings with refined, high-quality content to be able to communicate all assessment information and study findings with the public, VIA staff, VIA's Board of Trustees, AAMPO's Technical Advisory Committee and Transportation Policy Board.
- All working documents used to process/organize assessment data.

Task 4: Recommended plan of action (if needed)

Objective: Develop a plan for removal, refurbishment and/or improvements to bus stop shelters. Provide recommendations for preventive maintenance, ADA improvements, and/or other recommended plan of action, such as removal and/or replacement.

The recommended plan will include a study of preventive maintenance practices, a draft maintenance plan, or other recommended improvements to the maintenance routines for specific shelter designs/styles which may extend the life of shelter and associated amenities (seating, lighting, signage, screen walls, etc.).

The consultant will research best practices for shelter designs from other agencies (no more than four) for maintenance and replacement planning. The consultant will document all preventive maintenance findings and provide their recommended preventive maintenance plans.

Deliverables

- Recommended plan of preventive maintenance practices, preventative maintenance plan and/or recommendation for removal/replacement.
- Recommendations for each shelter style/design.
- Recommended improvements, as needed, for oldest sheltered stops.

**Attachment A
Contract Task Summary**

	Task 1		Task 2		Task 3		Task 4		Total	
	Number of Work Hours	Percent Effort	Number of Work Hours	Percent Effort	Number of Work Hours	Percent Effort	Number of Work Hours	Percent Effort	Number of Work Hours	Percent Effort
Firm 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.										

The Excel version of this form may be found online at www.alamoareampo.org

Attachment B

**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 Next Page 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 non-procurement* 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.

Attachment C

**Former AAMPO Official and Employee Restriction
(Negotiated Contracts)**

I, _____, certify that for a period of one year from the date of termination of official duties, no former member of the

- Alamo Area Metropolitan Planning Organization staff,
- Transportation Policy Board,
- Technical Advisory Committee, or
- his or her parent, child or spouse

with a financial interest will serve on the staff of the consultant team as an employee of the prime contractor, or subcontractor, for this contract.

Financial interest is defined as having a business entity in which the former Transportation Policy Board member, Technical Advisory Committee member and AAMPO employee, or his or her parent, child or spouse, directly or indirectly owns:

- (A) ten (10) percent or more of the voting stock or shares of the business entity, or
- (B) ten (10) percent or more of the fair market value of the business entity.

Any violation of this policy, with the knowledge, expressed or implied, of the individual or business entity contracting with AAMPO shall render the proposal or contract involved voidable by the Executive Director or the Transportation Policy Board.

Signature of Certifying Official

Title

Date of Certification