

**City of Steamboat Springs
Request For Proposal
Transit Services – Development of a Rural Transportation Authority
Proposal Deadline – October 4, 2022**

I. PURPOSE

The City of Steamboat Springs is soliciting proposals for an entity to research and explore the development of a Rural Transportation Authority in Northwest Colorado.

II. PROPOSAL REQUIREMENTS

A. Proposal submittals shall include four (4) signed originals which contain:

1. Cover sheet: The cover sheet shall list the name of the Firm with names, email addresses and phone numbers of persons who may be contacted to answer questions. Also, the cover sheet shall state who prepared the submittal and how that person(s) can be reached.
2. Qualifications: The Firm qualification information shall include:
 - a. Professional resume stating qualifications to provide the services described herein. Include number of years in business, number of employees, location of office or offices, names of principals or employees who will complete the services. Provide resumes of all personnel assigned to the project. Proposed subconsultants to be used for this contract must be listed and must provide the information addressed above.
 - b. Experience as a professional on similar projects in Colorado. Include project name, date, owner, location of project, budgeted cost and cost at completion, and design merits that responded to program and budget requirements. If team includes subcontractors or staff from different corporate offices, list the projects that the proposed team has worked on together.
 - c. References (three minimum) identifying each client, a contact person, the client's mailing and email addresses and telephone number for similar projects completed by the personnel proposed for this project.
3. Project Approach: Describe project approach. Include deliverables, meetings, and other project related information. Describe any potential project issues/conflicts and suggest how they may be avoided/minimized.
4. Schedule: Provide a milestone schedule, summary of workload, and demonstration of staff availability to complete this project within the desired schedule.

5. Cost Proposal: The cost proposal shall be broken down by each task. Include proposed hours and fee for each staff member assigned to the tasks including reimbursable expenses.
- B. Questions regarding the scope of work shall be submitted, in writing in Bidnet no later than 5:00 PM September 1, 2022. Responses shall be issued in the form of an Addendum to all plan holders of record, no later than 5:00 PM September 15, 2022.

III. SCOPE OF WORK

The City of Steamboat Springs is soliciting bids for an entity to research and explore the development of a Regional Transportation Authority in Northwest Colorado.

The chosen planning consultant or consulting team will be responsible for working with the City of Steamboat Springs and community representatives to develop a Regional Transportation Authority development plan that encompasses the following components and deliverables:

- Assessment of regional and rural transportation needs – evaluating level of current and latent demand.
- Definition of need – including consideration of specific groups or geographic areas
- Revenue/Expenditure Analysis – including current capital, operational, and maintenance needs for existing and expanded services, such as more frequent stops, accessing unserved populations, equipment, and maintenance projections.
- Stakeholder Analysis such as community organizations, businesses, and elected bodies.
- Focus Group Meetings to assist with the formulation of unmet needs.
- Prospective Rider Surveys – including questions on perception and knowledge of services, as well as determination of barriers to public transportation use.
- Completion of a public transportation gap analysis – considering existing services, community needs, and individual mobility concerns.
- Determining, if identified, service gaps, absence of service, funding challenges, human resources needs and other challenges or needs.
- Evaluation of effectiveness and identification of preferred strategies, such as – roadway expansion, bicycle and pedestrian, micro-transit, vanpool, shared rides, bus, bus rapid transit, elevated guideway, gondola, air service, commuter air and rail.
- Partnership agreements and contracts among existing regional transportation service provider, including bus and air.
- Concepts for providing better communication for existing transportation and future options.
- Provision of flexible service options, i.e. contracted cabs and/or “guaranteed ride home”
- Marketing and outreach plan for Regional Transportation Authority development.
- Provision of community outreach events to showcase successful models implemented elsewhere and to build grass-roots support for selected strategies
- Define the Regional Transportation Authority district, based on need and stakeholder analysis.
- Consider opportunities to coordinate current and future transit services with other transportation modes such as passenger rail, passenger aviation, trails, and paratransit/rideshare.
- Preparation of an executive summary and a detailed multi-year implementation plan with strategic recommendations designed to meet public transportation needs.

- Outlining and developing a strategy to identify and coordinate the legal aspects of forming an RTA.
- Define operational agreements
- Develop ballot language based on polling, partnership agreements, and desired outcomes.
- Codify financial agreements and funding arrangements.

It is important to note that for the purpose of this project, the selected consultant or consulting team shall be to focus on developing a comprehensive summary and product that will enable partnering groups to make well informed decisions, weigh options and be able to produce an agreement that could be voted on by the representative communities.

The successful applicant will use their technical expertise to prepare a document outlining cost factors, operating parameters, infrastructure, and other factors in developing and Regional Transportation Authority.

The final product will be an analysis into the scope, scale, and costs necessary to implement an RTA. Would the scope be viable? What do the intergovernmental agreements contain? What would the cost implementing this project be? What is the overall cost benefit analysis?

Required Meetings.

1. Project Kick off Meeting
2. Site Visit and Data Collection
3. Focus Group Meetings
4. Stakeholder Meetings
5. Proposed Conditions Preliminary Findings Review Meeting
6. Final review meeting
7. Public Meeting – Present Study to Community, City Councils and County Commissioners

C. Schedule and Deliverables

1. Notice to Proceed
2. Preliminary Findings summary
3. Proposed Conditions Findings summary
4. Draft of the Study
5. Presentation of Final Study to Community, City Councils and County Commissioners
6. Final Study delivered

IV. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

During the performance of a contract awarded pursuant to this advertised "Request For Proposal", the contractor agrees as follows:

- A. The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B. The vendor, in all solicitations or advertisements for employee's places by or on behalf of the vendor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purposes of meeting the requirements of this section.
- D. Contractor shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof.

V. INSURANCE REQUIREMENTS

- A. Vendor shall provide at their own expense the following insurance for themselves and their employees in connection with their work under this project:
 - 1. Worker's Compensation: Statutory
 - 2. General Liability: \$1,000,000 each occurrence and aggregate
 - 3. Auto Liability Insurance: \$1,000,000 each occurrence and \$2,000,000 aggregate
 - 4. Professional Liability Insurance: \$1,000,000 each occurrence and aggregate.
- B. The vendor/contractor shall indemnify and hold harmless the City of Steamboat Springs against and from all liability, claims, damages, demands and cost, including attorney fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract.

VI. AWARD OF CONTRACT

- A. After receipt of proposals, the City will use the following factors in selecting the firm for the project.
1. Substantiated representations regarding the Firm's experience and competence to accomplish the required work as set forth in this Request For Proposal.
 2. Firm's overall approach to the project.
 3. Resume and qualifications of the Firm and personnel.
 4. Cost to complete the project
 5. References and past performance on similar projects.
 6. Familiarity with scenarios in mountainous areas similar to the Yampa Valley.
 7. Ability to meet all Federally required reporting criteria and deadlines.
- B. The City will evaluate responsive proposals and may select two or more Firms to be fully qualified and best suited among those submitting proposals, on the basis of the factors listed above. Further information, negotiations, and requests for Best and Final Offer may be requested from all the Firms so selected. Costs and compensation will generally be considered but is not the sole determining factor. In many cases, other factors, including but not limited to experience, financial and professional capacity, references, complete scope of services and proposed approach will be considered.
- After the evaluation, information gathering, and further negotiation is completed, the City shall select the Firm who, in its opinion, best meets the need of the City, and shall award the contract to that consultant. Should the City determine, in its sole discretion, that only one Firm is fully qualified, or is clearly more qualified than the others under consideration, a contract may be negotiated and awarded to that Firm.
- C. The City reserves the right to reject any or all bids and proposals, to waive informalities or irregularities, in the proposals received, and to reject non-conforming, non-responsive, conditional, or qualified proposals, and to accept the bid/proposal, in whole or in part, which, in the City's judgment, best serves the interest of the City and its citizens.

VII. GENERAL CONDITIONS

- A. Proposals must be received In Bidnet by **5:00 PM, October 4, 2022**
Late proposals will not be accepted.
- B. Proposals shall be placed in a separate envelope clearly marked Proposal - "Transit Services – Regional Transportation Authority"
- C. Proposals shall be firm for a period of 60 days commencing December 4, 2022.
- D. Any person or agency on the US Attorney General's list of ineligible contractors will not be considered.
- E. The offeror certifies by signing this proposal that this proposal is made without prior understanding, agreement or accord with any other person submitting a proposal for the same product or service and that this proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment as well as civil damages.
- F. The company and equipment awarded this contract or purchase order shall be required to comply with all State and Federal requirements related to the contract.
- G. Proposals shall be considered public information unless advised otherwise by the proposer. Proposer shall include a separate letter stating which parts of the Proposal are deemed confidential and/or proprietary information not to be released.
- H. The submitted proposal will become a part of any contract or Purchase Order issued for this project.