



Missouri Public
Transit Association

**REQUEST FOR PROPOSAL
STATEWIDE TRANSIT NEEDS ASSESSMENT STUDY**

Proposals Due by 2:00 P.M. (Central), June 30, 2021

ISSUED BY:
Kimberly Cella
Executive Director
Missouri Public Transit
Association
911 Washington, Ste. 200
St. Louis, MO 63101
Phone: (314) 231-7272

Any individual with a disability who would like to receive the information in this publication in another form may contact MPTA at 314.231.7272.

MFD Outreach Program

It is the intent of the Missouri Public Transit Association to increase opportunities for minority, female, and disabled (MFD) owned businesses to compete effectively at supplying goods, equipment, and services to the Association, within the constraints of statutory purchasing requirements, organization needs, availability, and sound economic considerations. Suggested changes and MFD enhancements to this solicitation's requirements for possible consideration and/or inclusion in future solicitations are encouraged.

**Missouri Public Transit Association
St. Louis, MO
REQUEST FOR PROPOSAL
MO Statewide Transit Needs Assessment Study**

Sealed proposals addressed to the Missouri Public Transit Association (MPTA) to provide a Statewide Transit Needs Assessment Study for Missouri will be received at Missouri Public Transit Association, Attention: Kimberly Cella, 911 Washington Avenue, Ste. 200 St. Louis, MO 63101 until **2:00 PM (Central), on Wednesday, June 30, 2021**. No proposals will be accepted after that time.

MPTA will not accept fax proposals or proposals sent via e-mail. All faxed or e-mailed proposals will be rejected and returned.

RECEIPT AND HANDLING OF PROPOSALS

The offeror assumes full responsibility for the timely delivery of the proposal to the designated location. Proposals delivered to any other office or location will not be considered.

Competitive sealed proposals are not publicly opened or otherwise handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the evaluation process. The proposals, except for information identified by the offeror as proprietary, shall be open for public inspection after the contract award.

PROPOSAL DOCUMENTS

The proposal documents are available several ways:

Download the document from the MPTA website at www.mopublictransit.org

Visit the MPTA office for a proposal packet between the hours of 8:30 A.M. and 4:00 P.M., Monday through Friday, excluding government holidays.

PRE-PROPOSAL MEETING

No pre-proposal meeting is scheduled for this project.

SUBMITTAL OF QUESTIONS

Prospective offerors are requested to submit any questions no later than **5:00 PM (Central), on June 18, 2021**, to Kimberly Cella, Executive Director, via e-mail at kcella@mopublictransit.org. Oral answers to questions relative to interpretation of requirements or the proposal process will not be binding on the MPTA. The MPTA reserves the right to include questions and responses in the form of written addenda, as it deems necessary.

SITE LOCATION

Primarily MPTA offices, 911 Washington, Ste. 200, St. Louis, MO 63101.

NOTICE TO OFFERORS

Bidders must supply with their bids their US Treasury Department Employer's Identification Number as such number is shown on their Employer's Quarterly Federal Tax Return (US Treasury Department Form No. 941).

DISABILITY INFORMATION

Any individuals with disabilities who would like to receive the information in this document in another form may contact Kimberly Cella at 314.231.7272.

W-9 FORM REQUIRED

Successful respondents are required to complete and submit a W-9 Form. The W-9 form can be accessed at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>. It is the successful respondent's responsibility to act upon this instruction for submitting a W-9 form. MPTA not be able to process payments if this form is not completed and submitted.

TABLE OF CONTENTS

SECTION I.	Introduction/Overview	PAGE
	A. Purpose/Objective	6
	B. Introduction and Study Area	6
	C. Items to be Provided by MPTA	7
	D. Scope of Work	7
	E. Projected Project Schedule.....	10
	F. Procurement Contact.....	11
	G. Contract Administrator.....	11
SECTION II.	Request for Proposal: Proposal Submission	
	A. Procedures.....	13
SECTION III.	Request for Proposal: Method of Award/Evaluation Criteria	
	A. Evaluation Process	18
	B. Evaluation Criteria	18
SECTION IV.	Request for Proposal: ATTACHMENTS	PAGE
	A. Attachment A-Proposal Acknowledgment	22

SECTION I

Introduction/Overview

A. Purpose/Objective

The Missouri Public Transit Association is requesting proposals for a Statewide Transit Needs Assessment for Missouri.

The objectives of this study are to:

1. Construct a demographic profile of the state of Missouri
2. Develop a mobility needs index
3. Describe existing levels of transit service across the state
4. Identify base levels of required transit service and gaps in existing service
5. Develop recommendations for meeting mobility needs

B. Introduction and Study Area

1. Background

The Missouri Public Transit Association (MPTA) representing all 34 transit providers is interested in learning more about the need for a transportation system that allows for optimum personal mobility within the state. This study will provide the MPTA and Missouri policy makers with a guide to future development of personal mobility options and to identify gaps that either exist now in mobility services or are likely to exist in the near future as the result of service modifications or changing demographics. The scope of the study includes public transportation services across the state of Missouri.

Once the study is completed, it may be used by the Missouri Department of Transportation, the Missouri Public Transit Association, and state policy makers to identify programmatic and funding needs related to personal mobility. It can also be used to help determine funding priorities for the use of state funds and federal funds under state control and to provide guidance to city and county governments for addressing personal mobility needs. Further, the data collected as a part of the study can be used by local and regional agencies to plan for new or revised local services.

2. Study Area Overview

The State of Missouri comprises two large urban metro areas and a few smaller urban areas, with the remainder of the state being mostly rural. Each of these areas have their own challenges and needs. Population density and demographics are important for understanding transit needs and the ability to provide effective services.

3. Connections to Statewide Policies

The study will need to compile information on current public transportation services in Missouri. This data will need to be used to assess the adequacy of existing services and identify future needs. Sources for data will include Missouri Department of Transportation reports filed by publicly funded urban and rural transit providers, the National Transit Database, and a survey of existing providers.

4. Collaboration with Other Agencies and Jurisdictions

Once the study is completed, it may be used by the Missouri Department of Transportation, the

Missouri Public Transit Association, and state policy makers to identify programmatic and funding needs related to personal mobility.

5. **Integration of Public Input and Community Support**

One of the requested tasks in the scope of work is create an Advisory group and hold web meetings for those members.

C. **Items to be Provided by the MPTA**

MPTA will assist the successful proposer by providing the following:

1. Access to MPTA provider member contact information
2. Assistance with any community or stakeholder meetings, as well as meetings with other governmental agencies

D. **Scope of Work**

The following are major tasks to be performed by the proposer. The Proposer can supplement this listing with additional steps, sub-tasks, or elements deemed necessary to permit the development of alternative approaches, or the application of proprietary analytical techniques.

Task 1: Identify a project advisory panel and hold web meetings

A group of stakeholders will be identified and invited to participate on the project's advisory panel. The role of the advisory panel will be to review the project documents and provide guidance throughout the project. An initial meeting, a project kickoff meeting, will be held within the first month of the project to review the scope of work, solicit input on the planned tasks, and seek buy-in. A second meeting will be held after preliminary results and recommendations are made to seek feedback.

All transit agencies in the state will be invited to participate on the advisory panel. Other stakeholders will also be invited, including organizations that serve transit users. Meetings will be held virtually using web conferencing.

Task 2: Develop a state demographic profile and mobility needs index

The State of Missouri comprises two large urban metro areas and a few smaller urban areas, with the remainder of the state being mostly rural. Each of these areas have their own challenges and needs. Population density and demographics are important for understanding transit needs and the ability to provide effective services.

This study will document current demographic patterns as well as past and future demographic trends. American Community Survey (ACS) data on population, age distribution, income, disabilities, private vehicle ownership, and other factors to be identified to provide the basic information needed to assess the need for and adequacy of public transit services in Missouri.

In addition, work will include the development of a mobility needs index. This index will be based on

total population, population aged 65 or older, population with a disability, population below the poverty line, and population of workers without access to a vehicle. Index values will be calculated at county and zip code levels. Projections from the U.S. Census Bureau and other state and federal agencies will also be included to present a future picture of settlement patterns and transportation needs.

Task 3: Describe and evaluate existing levels of public transportation services across the state

The study will compile information on current public transportation services in Missouri. This data will be used to assess the adequacy of existing services and identify future needs. Sources for data will include Missouri Department of Transportation reports filed by publicly funded urban and rural transit providers, the National Transit Database, and a survey of existing providers.

The following four categories of information will be included and compiled for all transportation providers identified above:

Service Description

- Service area
- Service area population
- Types of service provided (fixed route, route deviation, public demand response, complementary paratransit, special client transportation, etc.)
- Routes or demand-response services and service area maps
- Schedules (days, hours, frequency)
- Fares

Operating Data

- Ridership (past 5 years)
- Annual vehicle miles and vehicle hours of service

Financial Data

- Annual revenue
- Annual operating expenses
- Source of funds

Facilities/Equipment

- Vehicle rosters indicating type of vehicle, age, capacity, accessibility features
- Administrative/maintenance facilities
- Terminals, passenger stations, intermodal facilities

The financial and operating data will also be used to calculate basic performance indicators for the services including cost per trip, cost per mile, farebox recovery, passenger trips per vehicle hour, cost

per vehicle hour, etc.

Task 4. Establish mobility goals and identify service gaps, transit needs, and funding needs

The study will develop a desired service matrix describing desired levels of service based on population densities and populations of transportation-disadvantaged groups. Input from the advisory panel will help determine desired levels of service. Benchmarks will be developed for trips, vehicle revenue miles, and vehicle revenue hours based on the service area population and demographic characteristics, and separate benchmarks will be created for rural, small urban, and large urban systems, with separate benchmarks also created for fixed route and demand response services.

Transit needs and gaps in service will be determined by comparing desired service levels or benchmarks to current service levels. Funding needs will need to be estimated based on the difference between current levels of service and the benchmarks levels or desired levels of service and the cost of increasing service to meet those target levels. Funding needs will include increased operating expenses needed to meet the target levels of service as well as well as capital funding needed for additional vehicles to provide the service.

Task 5. State of good repair analysis

Study will include a measurement of Missouri's transit agencies' vehicle replacement backlog and predict the projected replacement year of transit vehicles for a 12-year long-range period. The study will also calculate backlog and yearly projected vehicle replacement costs in each year to maintain the state of good repair for all revenue transit vehicles in Missouri. This detailed information will be helpful for decision-makers to prioritize investment needs for rehabilitation and replacement of all transit agencies in Missouri.

Task 6. Identify policy and program options and recommendations

Recommendation will include findings as to the adequacy of existing services, a set of level of service guidelines, identification of unmet needs based on these service guidelines, and an estimate of the cost of increasing transportation services to meet the guideline level of service. The report will also include recommendations for state policies and programs to improve personal mobility via public transportation.

Task 7. Prepare draft and final reports

A draft of the final report will be provided to the Missouri Public Transit Association (MPTA) and the advisory panel to review. After submitting the draft report, the research team will hold a web conference with the advisory panel covering the study findings. After review by the MPTA and the advisory panel, the research team will make any necessary edits and submit a final report.

The draft and final reports will include two work products: a technical report that documents the study

activities and presents the data and analysis performed to reach the study’s conclusions and a summary document for wide distribution that will present key data and findings of the study along with specific recommendations.

Task 8 (optional). Describe other passenger transportation services available in Missouri

In addition to describing the extent of public transit in the state, this task would describe the availability of other passenger transportation services in the state. This could include Transportation Network Companies (TNCs), such as Uber and Lyft, or ride-hailing companies, or taxi services. It could also include services from human service agencies specifically for seniors or low-income users or medical transportation services. The existence of intercity bus and rail services will also be identified and the level of service provided described. The task will document the existence of these services and the areas and people they serve.

Task 9 (optional). Conduct rider surveys and evaluate benefits of transit

In this task, a series of rider surveys would be conducted with select Missouri transit agencies to help to further describe how well existing services are meeting the needs of users and where there are gaps and needs for service improvements. Second, the data could be used to estimate the benefits of providing transit services.

E. Projected Project Schedule

<u>DESCRIPTION</u>	<u>TARGET DATE</u>
RFP Issued	June 10, 2021
Offeror’s technical questions due via email	June 18, 2021
Addendum to RFP issued, if required	
Proposals due to the MPTA	June 30, 2021
Contractor discussions/negotiations	
Contract Award	
Notice to Proceed	

The target dates provided are estimates and may be subject to change during the process.

F. Procurement Contact

The sole point of contact at MPTA for purposes of this RFP, prior to the award of any contract is, Kimberly Cella, Executive Director:

Kimberly Cella
 Executive Director
 Missouri Public Transit Association

911 Washington, Ste. 200
St. Louis, MO 63101
Email: kcella@mopublictransit.org

G. Contract Administrator

The designated contract administrator following contract award will be:

Kimberly Cella
Executive Director
Missouri Public Transit Association
911 Washington, Ste. 200
St. Louis, MO 63101
Email: kcella@mopublictransit.org

SECTION II

Request for Proposal

Proposal Submission

A. Procedures

One (1) electronic and four (4) printed copies of the sealed proposal marked “MO Statewide Transit Needs Assessment Study” must be submitted to:

Kimberly Cella
Executive Director
Missouri Public Transit
Association
911 Washington, Ste. 200
St. Louis, MO 63101
Email:
kcella@mopublictransit.org

To provide each Offeror an equal opportunity for consideration, adherence to a standardized proposal format is required. Individual, separate and complete proposals must be submitted and must contain the following elements organized into separate tabs or sections, as deemed appropriate. Failure to adhere to this format may result in the disqualification of your proposal(s).

Each proposal shall adhere to the order presented below. Each section within the proposal submittal, following the transmittal letter and table of contents, shall be separated by tabs or sections and include, at a minimum:

1. **Transmittal Letter**: The letter should include the address of the office which would provide the services requested, telephone number, fax, e-mail address and website, if applicable. The letter should be signed by an individual who is authorized to commit the Offeror to the services, pricing and requirements as stated in this RFP.
2. **Table of Contents**: A table of contents shall outline all contents contained within the proposal submittal.
3. **Tab 1 – Proposal Acknowledgment/Amendments**: This section shall include the completed proposal acknowledgement form and any amendments (addenda) to the solicitation provided as ATTACHMENT A.
4. **Tab 2 - Identifications of Confidential, Proprietary Commercial Information or Trade Secrets**: If applicable, information the Offeror claims to be confidential, proprietary commercial information or trade secrets shall be identified in this section. This information, along with any claim of confidential financial information, should also be disclosed. The Offeror must include an explanation for each individual claim of confidentiality.
5. **Tab 3 - Work Plan and Project Approach**: This section shall include a well-defined work plan consistent with the project objectives and scope of work, demonstrating the ability and the strategy that will be used to complete the elements of each task as outlined within the scope of work. The proposer shall also include details on how the deliverables will be provided to MPTA and estimated milestone dates for completion of each task.

6. **Tab 4 - Technical Qualifications:** Submit technical qualifications of the firm and staff involved in this project.
 - a. Provide a brief company background, company name and title of owners/partners, including size, number of employees, primary business, other business or services offered and review any past or contemplated changes in the ownership structure of the firm. Specify whether incorporated, partnership, sole proprietor. Provide the names, titles, addresses and telephone numbers of the individuals who will manage this project.
 - b. Brief resumes should be furnished for the key professional staff who will be assigned to this project. Summary information should be provided covering the professional qualifications and experience of any supervising staff and other personnel who would perform the requested work.
 - c. Provide a statement acknowledging that the contractor shall use the staff identified in this proposal for the work as described in the proposal, and that MPTA shall approve staff substitutions prior to any changes.
7. **Tab 5 – References:** The proposer should provide a list of the most significant projects performed in the last five years that are similar to the project described in this request for proposal. The list of projects may be both in the private or public sector but must be clearly labeled as such. A minimum of 3 current references with physical addresses, phone numbers, and email addresses (if available) should be provided.
8. **Tab 6 - Fee Proposal:** Submit a fee proposal which details hourly rates, an estimate of the number of hours needed to complete each task, non-personnel costs, and the total project cost. No additional payment will be made for travel expenses.
9. **Tab 7 – Subcontracting:** This section should identify any of the required services that the proposer intends to subcontract, if any, providing the following information:
 - a. Reason for subcontracting.
 - b. Proposed subcontractor responsibilities.
 - c. Identity and descriptive information of proposed subcontractors, including location, relevant personnel and experience, previous use as a subcontractor, and any other relevant supporting information.
10. **Tab 8 – Required Forms/Additional information:**
 - a. Provide a statement that Offeror, if awarded the contract, will provide a certificate of insurance to the MPTA.
 - b. Each Offeror shall submit a completed W-9 form with their proposal. In the event of contract award, this information is required to issue purchase orders and payments to

your firm. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

- c. Additional Information - Provide any additional information you wish to bring to the MPTA's attention with respect to the proposer's qualifications.

Section III

Request for Proposal

**Method of
Award/Evaluation Criteria**

A. Evaluation Process

All proposals submitted in response to a MPTA request for proposal (RFP) will initially be evaluated using the following criteria (each weighted equally):

1. Experience
2. Qualifications of person/firm conducting the work
3. Project approach
4. References provided on other projects relevant to work being asked to be completed

Once the proposals are narrowed down to the top candidates using these criteria, the final selection will be determined with consideration to price and the above criteria. The proposal providing the best value to the project will be selected. MPTA will award the work to the responsible firm whose proposal is most advantageous to the project, with price and other factors considered. MPTA reserves the right to reject any proposals deemed non-responsive to the RFP. MPTA reserves the right to reject all proposals if the competitive process is not met and may reissue the RFP with or without changes.

B. Evaluation Criteria

The Evaluation Committee will evaluate the proposals based on the following criteria.

Criteria	Points
Experience: Proposers will be evaluated per their current and past experience and performance with comparable projects.	20
Qualifications of Proposed Personnel: The professional qualifications and accessibility of the firm's professional personnel to be assigned to manage and conduct the analysis.	20
Project approach: The proposal will be evaluated based on compliance with RFP requirements, technical approach in conducting analysis and public engagement, project schedule and strategy in completing tasks and providing deliverables.	20
References: Quality of references provided on other projects relevant to work being asked to be completed on this project	20
Cost: This criterion considers the price of services solicited by this RFP. Proposers will be evaluated on their pricing scheme as well as on their price in comparison to other Proposers.	20
Total Points	100

Clarification of Offers

An evaluation committee will evaluate the proposals from information on hand and may also ask questions to clarify information from proposers as required. A composite rating will be developed which indicates the proposer's collective ranking of the highest rated proposals in a descending order.

In order to determine if a proposal is reasonably susceptible for award, communications by the Procurement contact are permitted with a proposer to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the proposal evaluation committee may be adjusted as a result of a clarification under this section.

Interviews/Discussions

The Evaluation Committee may afford one (1) or more proposers an opportunity to make oral presentations to clarify their proposals. If requested, oral presentations shall be made at no cost to MPTA. Key personnel listed in the proposal are required to attend the interview.

Best and Final Offer

When deemed in the best interest of the MPTA, and upon conclusion of any oral presentations and/or negotiations, the proposer(s) may be asked to submit in writing, a Best and Final Offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the proposer(s).

MPTA reserves the right to reject any and all proposals and to accept the proposal the MPTA considers most advantageous. All proposals will become the property of the MPTA.

SECTION IV

Request for Proposal

Attachments

Attachment A: Proposal Acknowledgment

The undersigned agrees that all the terms and conditions of this solicitation and offer may, at the MPTA option be made applicable in any contract issued as a result of this solicitation.

Business Firm's Typed Name: _____

Name and Title of Person
Authorized to Sign Proposal: _____

Signature: _____ Date: _____

Corporate Attestation or SEAL *here*

Signature: _____ Date: _____
(Corporate officer other than above)

Name and Title of Person
Attesting to Authorized Signature: _____

NAME AND SIGNATURE REQUIREMENTS FOR PROPOSALS AND CONTRACTS

The correct legal business name of the proposer must be used in all contracts. A trade name (i.e., a shortened or different name under which the firm does business) should not be used when the legal name is different.

Corporations must have names that comply with State Law. The proposer's signature must conform to the following:

- Where the proposer is a corporation, a corporate seal is required.
- Where the proposer is a partnership, at least one general partner must sign.
- Where the proposer is a sole proprietor, the owner of the company must sign.

ACKNOWLEDGMENT OF SOLICITATION AMENDMENTS

Please note, that it is the proposer's responsibility to check the MPTA's website frequently for Addendums, which may impact pricing, this documents requirements, terms and/or conditions. Failure to sign and return an Addendum with your response may result in disqualification of proposal.

The proposer acknowledges receipt of the following amendment(s) to the solicitation:

Amendment Number/Date: _____
Amendment Number/Date: _____
Amendment Number/Date: _____

