

TANGIPAHOA PARISH GOVERNMENT
Request for Proposals-Transit Planning Assistance Proposal

Tangipahoa Parish Government is interested in procuring the services of an experienced public transit planning consultant or consulting firm with appropriate expertise and a proven track record in public transit planning, marketing, route scheduling, and financing in order to assist the Parish with planning for, and marketing of, its urbanized area (Hammond and Ponchatoula) transit system. Any contract funded through this request will be partially funded through FTA 5307 program.

PART 1—Planning Assistance

The overall project scope of work, costs allowed, fees, and timeline will be determined by the Parish in relation to its approved FTA project application, FTA regulations, and an acceptable proposal from the submitting consultant. A **fixed sum contract** for project deliverables, on a cost reimbursement basis per monthly invoice, will be negotiated with the selected planning firm for the project, with the actual fees for services subject to approval by, and funding from FTA and the Parish, in accordance with federal cost principles. The Parish will review any proposed fee and reimbursement tables provided by the selected consultant for cost reasonableness. A fee table for services and staff positions should also be included as an appendix to the submittal.

PART 2– Request for Proposal Statements

RFPs will be accepted by the Parish until **3:00 p.m. on December 16th, 2019** (no emailed proposals, hard copies only). In order to be considered, submittals must be received prior to the time and date specified herein at the location specified herein. The Parish reserves the right to reject any or all responses for late or incomplete submission. All responses shall be sealed and the outside of the envelope marked: “FTA TRANSIT PLANNING ASSISTANCE.” **Note** that Tangipahoa Parish is a small service provider only operating up to four cutaway small bus units at any one time in its urbanized area.

All submittals will be ranked by a selection committee, with the highest rated firm being awarded a contract, after appropriate negotiations. The submittal must include a brief history of the firm and a resume of each person in the firm who will be assigned to the project, experience with similar type projects, familiarity with Federal Transit Administration (FTA) standards, and examples of past projects completed. A Time Schedule for preparing various documents and recommendations must also be included in the submittal, along with a fixed sum fee, scheduled fees typically charged, including a description of additional costs not included in the proposed fee. Also, please provide information as to any subconsultants and their role in the project, and if any of the subs are considered certified DBE firms, which the Parish encourages outreach to. Please also include a list of appropriate references for past jobs that are similar. *Note that*

registration in the federal SAM system is required of all selected consultants and contractors prior to contract approval.

Three (3) printed copies of the RFP package must be provided by mail or hand-carried to the attention of Donna Domiano, Purchasing Agent for Tangipahoa Parish, P.O. Box 215, 206 E. Mulberry Street, Amite, La. 70422. An emailed response is not acceptable. Emailed questions can be sent to Mrs Domiano at ddomiano@tangipahoa.org until 3 pm on December 16th, 2019.

The services to be provided to the Parish through this RFP will include, but not necessarily be limited to:

1. A written summary general observations/analysis of the existing transit program strengths and weaknesses.
2. Recommendations for changes to the Parish's transit program's 1) user fee structure 2) marketing and planning concepts for the program to a wider potential audience of users in order to increase ridership 3) recommendations of changes to fixed routing and bus stop locations based upon a sound and written analysis 4) ideas for additional local matching funds (for use with FTA funds), and 5) suggested additional needs, or changes to, transit staff and driver training, and accounting and operating policies. The above scope items shall be provided to the Parish covering a five (5) year future planning period.
3. The consultant shall provide these items in a written report format, and also present orally to the Parish's project team during no more than two meetings held in Amite during the 2020 calendar year.

The Parish government can provide existing transit policies, operational and driver training, routing maps, and funding information to the selected consultant firm. Certain information is also posted on the Parish's website.

PART 3--SELECTION CRITERIA

All responses to this solicitation will be evaluated according to the following criteria and will be evaluated on the bases of any written materials submitted, along with a Parish verification of previous job references. Incomplete or misleading/incorrect information may result in disqualification of a submittal. After initial qualification, the highest scoring firm may be interviewed for reasonable cost negotiation and pricing considerations in relationship to approved project fees.

EVALUATION CONSIDERATIONS

1. Experience of the firm, in projects and in years, in successfully providing transit planning and analysis consultant services to other similar projects or communities, particularly those funded through the Federal Transit Administration (please identify those).

(up to 30 points).

2. Knowledge, education, and background of assigned staff members and/or sub-consultants that are involved with the project. **(up to 30 points)**. Include a listing and background of which staff members will be involved with this particular submittal and knowledge of similar projects.
3. Timeliness and methods in being able to quickly complete the scope/tasks listed above based upon a written task and time schedule to be included by the respondent. **(up to 10 points)**
4. An additional 5 points will be provided if the primary respondent firm, or a substantial sub-consultant involvement with this project, is certified as a DBE firm.

Consultant fees will be negotiated with the highest rated firm(s) based upon cost reasonableness and typical fee scales and rates, which must be included in the project submission (i.e.: typical fees and costs). The Parish of Tangipahoa is an Equal Opportunity Employer and encourages the submission by DBE certified firms and the use of DBE sub-contractors.

Questions concerning this proposal should be addressed to Purchasing Agent, Donna Domiano at (985) 748-3211.