



**Request for Proposals
Transit Efficiency and Effectiveness
Study
City of South Padre Island Transit
Department**

Bid # 2016-01

**Proposal Due Date: February 8, 2016
Proposal Due Time: 1:00 p.m.**

Request for Proposals



Transit Efficiency and Effectiveness Study
City of South Padre Island Transit Department

City of South Padre Island Transit Department

Request for Proposal

<u>Description</u>	<u>NUMBER</u>	<u>DUE DATE</u>
Request for Proposals for a Transit Efficiency and Effectiveness Study for the City of South Padre Island Transit Department	Proposal 2016-01	<u>February 8, 2016</u> 1:00 p.m.

Sealed proposals will be received by the City of South Padre Island, at the Office of **Susan Hill, City Secretary**, located at **City Hall, 4601 Padre Blvd., South Padre Island, Texas 78597, (956) 761-8109**, e-mail: shill@myspi.org .

Copies of the proposal documents consisting of detailed specifications, general requirements or other information may be obtained at the Transit Department from Jesse Arriaga, Transit Director, located at 3401 Padre Blvd. Suite C, South Padre Island, Texas 78597, 956-761-8176, e-mail: jarriaga@myspi.org .

Interested proposers are invited to attend the proposal opening at the Office of the City Secretary on the dates specified. Presence is not mandatory.

Jesse Arriaga
Transit Director

Request for Proposals



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City of South Padre Island Transit Department

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Qualified firms interested in responding to this Request for Proposals should include information requested in the following paragraphs. All information shall have been updated within the past three (3) months. Failure to provide the information requested or falsification of any information provided shall result in disqualification.

**Transit Efficiency and Effectiveness Study
For the City of South Padre Island Transit Department**

ACKNOWLEDGMENT OF RECEIPT

Please fill in the requested information below as acknowledgment that you have received the Request for Proposals noted above. If your firm is interested in participating, this sheet must be completed and returned or faxed to:

Mr. Jesse Arriaga
Transit Director
City of South Padre Island
3401 Padre Blvd.
Suite C
South Padre Island, Texas 78597
Phone: (956) 761-8176
Fax: (956) 761-2449
E-mail : jarriaga@myspi.org

Name of Firm: _____

Address: _____

City, State Zip: _____

Telephone Number: _____ Fax Number: _____

E-mail: _____

_____ YES, Our company does have an interest in responding.

_____ NO, Our company does not have an interest in responding.

Name: (Print) _____ Title: _____

Signature: _____ Date: _____

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Transit Efficiency and Effectiveness Study City of South Padre Island Transit Department

RFP No.: 2016-01

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

1.1 GENERAL INFORMATION: The City of South Padre Island (SPI) (“Owner”) is soliciting proposals (“Proposals”) for selection of a firm to review the efficiency and effectiveness of the City of South Padre Island Transit Department’s (“Project”) current practices and potential development impacted by FTA’s program funding changes under Moving Ahead for Progress in the 21st Century and, in accordance with the terms, conditions, and requirements set forth in this Request for Proposals.

1.1.1 This Request for Proposals (“RFP”) is part of the process for selecting an Efficiency and Effectiveness Study firm for the City of South Padre Island Transit Department for the Project as provided by Texas Government Code 2155.001. The RFP provides the information necessary to prepare and submit Proposals including fee proposals and general conditions prices. The Owner will rank the Proposals in the order that they provide the “best value” for the Owner based on the published selection criteria and on the ranking evaluations.

1.1.2 The “most” qualified respondents will be requested to attend an interview with the Owner to confirm their Proposal and answer additional questions. The Owner reserves the right to interview all firms or a selected few. The Owner will then rank the remaining “most” qualified respondents in order to identify a “best value”.

1.2 PUBLIC INFORMATION: All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after the solicitation is completed.

1.2.1 The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFP information.

1.3 TYPE OF CONTRACT: Any contract resulting from this solicitation will be in the form of a firm fixed price contract.

1.4 CLARIFICATIONS AND INTERPRETATIONS: Any clarifications or interpretations of this RFP that materially affect or change its requirements will be issued by the Owner as an addendum. All such addenda issued by the Owner before the Proposals are due are part of the RFP, and respondents shall acknowledge receipt of and incorporate each addendum in its Proposal.

1.4.1 Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Proposals.

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1.5 SUBMISSION OF PROPOSALS:

1.5.1 **DEADLINE AND LOCATION:** The Owner will receive Proposals until February 8, 2016 at 1:00 PM, local time at the location shown below. Proposals shall be addressed to the Point-of-Contact persons identified in Section 1.6.

February 8, 2016, 1:00 PM local time.

Susan Hill
City Secretary
City of South Padre Island
4601 Padre Blvd.
South Padre Island, TX 78597

Note: the office of Susan Hill will be the official timekeeper site.

1.5.2 Submit one (1) original (Marked "Original") RFP Booklet, (3) copies of the RFP Booklet and one (1) Electronic file on CD in Adobe PDF format (one file only).

1.5.3 Late received Proposals will be returned to the respondent unopened.

1.5.4 The Owner will not acknowledge or receive Proposals that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).

1.5.5 Properly submitted Proposals will not be returned to respondents.

1.5.6 Proposal materials must be enclosed in a sealed envelope (box or container) addressed to the Point-of-Contact person; the package must clearly identify the submittal deadline, the RFP number, and the name and return address of the respondent.

1.5.7 Properly submitted Proposals will be opened publicly and the names of the respondents will be read aloud.

1.6 POINT-OF-CONTACT: Jesse Arriaga
Transit Director
City of South Padre Island
Transit Department
3401 Padre Blvd., Suite C
South Padre Island, TX 78597

1.7 EVALUATION OF PROPOSAL: The evaluation of the Proposals shall be based on the Respondent's actual Transit Efficiency and Effectiveness Study Scope of Work, Project Fee, and other requirements as described in section 3 of this RFP. A team of 3 will evaluate the qualifying proposals using a scoring method. All properly submitted Proposals will be reviewed, evaluated, and ranked by the Owner.

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- 1.8 OWNER'S RESERVATION OF RIGHTS:** The Owner may evaluate the Proposals based on the anticipated completion of all or any portion of the Project. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Proposals and re-solicit for new Proposals, or to reject any and all Proposals and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.
- 1.9 ACCEPTANCE OF EVALUATION METHODOLOGY:** By submitting its Proposal in response to this RFP, respondent accepts the evaluation process and acknowledges and accepts that determination of the "best value" firm will require subjective judgments by the Owner.
- 1.10 NO REIMBURSEMENT FOR COSTS:** Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RFP shall be at the sole risk and responsibility of the respondent.

SECTION 2 - PROJECT SCOPE

- 2.1 PROJECT DESCRIPTION:** The City of South Padre Island Transit Department is interested in hiring a firm to provide technical assistance to the transit agency by applying research tools to measure performance, identify best practices for areas that the transit agency may consider for enhancing transit service quality and sustainability, to cost services equitably across service types and project funding needs.
- 2.1.1 Gather a one-month sample of data from dispatch, drivers, scheduling, and customer service. Included but not limited to, trip type/purpose, map origins, destinations by trip type, analyze peak vehicle requirements, spare ration needs, slack time and productivity by time of day and day of week. Calculate performance measures and analyze data to include efficiency, effectiveness, and quality of service measures.
- 2.1.2 Compare agency's current system for reporting transit costs as compared to transit industry best practices and calculate the allocation formula to cost services.
- 2.1.3 Analyze agency's past and projected future funding sources. Document agency's variety of funding sources. Determine drivers of change in past and future Section 5311 federal and state funding. Also develop a spreadsheet tool to project funding needs based on current expenses and to calculate different scenarios for future expense changes.
- 2.1.4 Identify key operations, cost and funding opportunities and provide transit industry best practices for possible enhancements to the agency's operations.
- 2.1.5 Conduct a workshop to present tools developed and outcomes found and to train staff in possible service enhancements and best practices.
- 2.1.6 Conduct a strengths, challenges, opportunities and threats analysis to inform the transit staff of potential opportunities for enhancements to existing transit operations and service.

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- 2.1.7 Conduct goals, objectives and performance measures workshop with the transit staff that will be used to develop a list of options for implementation.
- 2.1.8 Create a list of options for meeting the goals and objectives and estimate the cost of each option that then can be used by the agency to work with the community in developing a short-term and long-term plan for meeting goals and objectives.
- 2.1.9 Identify current and future (upon Multimodal Facility completion) potential local revenue builders such as: advertising, taxes, joint partnerships, etc.
- 2.1.10 Conduct a close-out meeting to present outcomes.

2.2 PRELIMINARY PROJECT COST: The Preliminary Project Cost (PPC) for this project is \$70,000.00 for an Efficiency and Effectiveness Study.

SECTION 3 – REQUIREMENTS FOR PROPOSAL

Respondents shall carefully read the information contained in the following criteria and submit a complete response to all questions in Section 3 formatted as directed in Section 4. Incomplete responses will be considered non-responsive.

3.1 CRITERIA ONE: RESPONDENT'S SERVICES AND EXECUTION PLAN FOR THIS PROJECT

- 3.1.1 Describe your study plan for providing Efficiency and Effectiveness Study services required for this project
- 3.1.2 Confirm in graphic form the proposed project assignments, lines of authority and communication for each member and the estimated percent of time these individuals will be involved in this project.
- 3.1.3 Provide a list of all Efficiency and Effectiveness Study services you will provide on this project
- 3.1.4 Describe what you perceive are the critical Efficiency and Effectiveness Study issues for this project.
- 3.1.5 Describe your procedures, objectives and personnel responsible for reviewing documents and for providing feedback regarding cost, schedule and constructability on this project.

3.2 CRITERIA TWO: RESPONDENT'S PROJECT PLANNING AND SCHEDULING FOR THIS PROJECT

- 3.2.1 Identify the specific resources (i.e. personnel, hardware, software, etc.) to be used on this Project.

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3.2.2 Provide resumes, indicating the scheduling experience of all personnel responsible for establishing and updating the project schedule, and their city(s) of residence for this Project.

3.3 CRITERIA THREE: REPENDENT'S PRICING AND DELIVERY PROPOSAL

3.3.1 Complete the following "Pricing and Delivery Proposal" form.

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City of South Padre Island Transit Department

Proposals of: *(Respondent's Company Name)*

To: Jesse Arriaga
Transit Director
City of South Padre Island - Transit Department
3401 Padre Blvd., Suite C
South Padre Island, TX 78597
Phone: 956-761-8176
Fax: 956-761-2449
E-mail: jarriaga@myspi.org

Project Name: City of South Padre Island Transit Efficiency and Effectiveness Study

RFP No.: **2016-01**

Having carefully examined all the requirements of this RFP, the proposed form of Agreement, and any attachments to them, the undersigned proposes to furnish a Transit Efficiency and Effectiveness Study as required for this Project on the following terms:

3.4.2 ESTABLISHMENT OF THE BUDGET LIMITATION: The Owner has established a budget limitation amount of \$70,000.00.

3.4.3 RESPONDENT'S PROJECT FEE: The Respondent shall identify an Efficiency and Effectiveness Study fee

3.4.4 AWARD OF CONTRACT AND COMMENCEMENT OF SERVICES: The undersigned agrees to execute the Contract after notification that the Respondent has been identified by the Owner as the Respondent with the "best value" Proposal, and to commence services on or before the commencement date stated by the Owner in a Notice to Proceed. The Owner reserves the right to accept or reject and all Proposals and to waive proposal irregularities. Proposals shall be valid and not withdrawn for a period of ninety (90) days from the date of opening thereof.

3.4.5 RESPECTFULLY SUBMITTED AND CERTIFIED BY:

(Respondent's Printed Name)

(Title)

(Authorized Signature)

(Date)

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SECTION 4 – FORMAT OF PROPOSALS

4.1 GENERAL INSTRUCTIONS

- 4.1.1 Proposals shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFP. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- 4.1.2 Proposals shall be a MAXIMUM OF FIFTY (50) PRINTED PAGES. The cover, table of contents, divider sheets, pricing and delivery proposal, and execution of offer do not count as printed pages.
- 4.1.3 Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete Proposals will be considered non-responsive and subject to rejection.
- 4.1.4 Proposals and any other information submitted by respondents in response to this RFP shall become the property of the Owner.
- 4.1.5 Proposals that are qualified with conditional clauses, alterations, items not called for in the RFP documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 4.1.6 The Owner makes no representations of any kind that an award will be made as a result of this RFP. The Owner reserves the right to accept or reject any or all Proposals, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP when deemed to be in Owner's best interest.
- 4.1.7 Proposals shall consist of answers to questions identified in Section 3 of the RFP. It is not necessary to repeat the question in the Proposals; however, it is essential to reference the question number with the corresponding answer.
- 4.1.8 Failure to comply with all requirements contained in this Request for Proposals may result in the rejection of the Proposals.

4.2 PAGE SIZE, BINDING, DIVIDERS, AND TABS:

- 4.2.1 Proposals shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings or staples. DO NOT USE METAL-RING HARD COVER BINDERS.
- 4.2.2 Additional attachments shall NOT be included with the Proposals. Only the responses provided by the Respondent to the questions identified in Section 3 of this RFP will be used by the Owner for evaluation.
- 4.2.3 Separate and identify each criteria response to Section 3 of this RFP by use of a divider sheet with an integral tab for ready reference.

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4.3 TABLE OF CONTENTS:

4.3.1 Submittals shall include a "Table of Contents" and give page numbers for each part of the Proposals.

4.4 PAGINATION:

4.4.1 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.).