

REQUEST FOR PROPOSAL

NUMBER
RFP # 2008-002



The Regional Transportation Authority (RTA)

Coordinated Transit Services

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I. PURPOSE

The Regional Transportation Authority (RTA) and the Nashville Metropolitan Transit Authority (MTA) are seeking proposals for projects from qualified and interested parties to plan and implement transportation projects designed to serve disadvantaged populations. These populations are Low-Income, Persons with Disabilities and Older Adults.

Individuals or companies who review this Request for Proposal (RFP) and determine they have the experience, expertise and ability to successfully perform under the terms outlined in the RFP, may submit a proposal. The Review Committee which is comprised of representatives from RTA, MTA, Greater Nashville Regional Council Area Agency on Aging, Council on Aging of Greater Nashville, Neighborhoods Resource Center, Rochelle Center, Center For Independent Living, Nashville Area Metropolitan Planning Organization, and the Tennessee Department of Transportation. The committee will review all submittals and submit them to the Nashville Area MPO staff for ranking. In the event additional information or clarification is needed, finalists may be invited to interview.

II. BACKGROUND

In August of 2005, legislation was signed for the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) which requires a locally developed, coordinated public transit-human services transportation plan (CHSTP). The purpose of a plan is to improve transportation services for persons with disabilities, older adults, and individuals with lower incomes by ensuring that communities coordinate transportation resources provided through multiple federal programs. Coordination will enhance transportation access, minimize duplication of services, and facilitate the most appropriate and cost-effective transportation possible with available resources.

The plan has been developed through the coordinating partnership of the Regional Transportation Authority (RTA) and the Metropolitan Transit Authority (MTA). The plan applies to the urbanized areas within Davidson and Rutherford counties and will also provide for coordination with Cheatham, Dickson, Maury, Robertson, Sumner, Williamson and Wilson counties (the RTA 9-County Region).

III. PROCUREMENT PROCESS

Proposers are invited to propose on projects that address the transportation needs of the Low-Income, Persons with Disabilities and Older Adults. Proposers must qualify for funding under the guidelines set by the Federal Transit Administration (FTA) under one or both of the grant programs known as Job Access and Reverse Commute (JARC-5316) and New Freedom (NF-5317). Proposals that fail to meet the procedures and requirements of the RFP will be deemed to be non-responsive and will be rejected by the Review Committee. Those who are submitting proposals are discouraged from presenting lengthy or elaborate proposals. Proposals should be concise and contain only essential information.

Projected Timetable

The following projected timetable should be used as a working guide for planning purposes. RTA reserves the right to adjust this timetable as required during the course of the selections process.

Announcement of RFP	February 26, 2008
Pre-Proposal Meeting at RTA Offices 10:00am local time	March 10, 2008
Proposals due before 5:00 pm local time	March 27, 2008
Committee reviews proposals and submits to Nashville Area MPO for ranking	Week of March 31, 2008
Committee/MPO interviews finalists as needed	Week of March 31, 2008
Agreement Executed	April 7, 2008
Effective date	TBA

IV. THE PLAN

For urbanized areas with a population of 200,000 or more, the Governor of that state must appoint a public transportation agency as Designated Recipient (DR) to receive the above referenced funds and to develop a coordinated transportation and program management plan. MTA is the designated recipient for the Nashville Urbanized Area and this plan also describes MTA's policies and procedures for administering JARC and New Freedom funds. The Tennessee Department of Transportation (TDOT) is the DR for the Elderly Individuals and Individuals with Disabilities Program (5310). While this plan applies specifically to the coordination of JARC and New Freedoms funds, general information is provided about the Elderly and Individuals with Disabilities program since several RTA counties fall outside the urbanized area. For more information about the 5310 funding program, please contact TDOT directly.

As the designated recipient for JARC and 5317 funds, MTA is required to have a coordinated transportation and program management plan on file with the Federal Transit Administration. This is the first issuance of this plan and MTA has partnered with RTA to develop, coordinate, and implement the plan in order to provide greater regional coordination. This coordinated plan and program is a new process for the Nashville region and may require future updates with stakeholder review and input.

RTA and MTA will continue to work closely with other transportation providers, consumers and advocates, human service agencies/providers and others to assess available transportation services, identify transportation gaps, and look for innovative strategies and solutions.

In summary, the CHSTP process indicates a need for the following :

- Lower cost on demand, accessible service for lower income mobility impaired
- More on-demand service for seniors and disabled
- More door to door and door through door services for seniors
- More fixed route deviated services
- More service on the weekends
- Better information and communications about existing transportation services
- Better information on transportation services available and the relationship of services available for those transportation needs (i.e. transportation to jobs, health care, child care and other services available in that area).

Coordinated Plan Goals

From a review of the existing services, demographic information, and transportation survey results, the CHSTP steering committee developed the goals listed below:

- Increase quantity and quality of transportation options for elderly, disabled and low income citizens in the nine-county area
- Provide more on-demand services for seniors and disabled
- Provide escort services and door-through-door or door-to-door services for seniors and disabled
- Provide innovative, cost effective solutions to lower the cost of transportation for lower income, mobility impaired
- Provide innovative solutions for more frequent fixed route services during evenings and weekends
- Provide innovative solutions for more creative transportation options such as frequent fixed route deviated (depart from normal route) services during evenings and weekends
- Provide innovative solutions for trip sharing, trip reductions and coordination between service agencies to reduce costs and provide more service
- Provide solutions to communicate and inform citizens about transportation options available to them and the relationship of these options to other services needed (i.e. transportation to jobs, where is health care, child care and other services available in that area)
- Provide training, communications. and marketing regarding existing transportation options

V. APPLICATION PROCESS

Evaluation Criteria

The evaluation criteria were derived directly from the Coordinated Plan Goals established by the CHSTP Steering Committee, listed above. These criteria are designed to encourage innovative strategies for serving transportation disadvantaged populations. A set of broad categories was created for which applicants will receive scores based on their ability to achieve said objective. Within each category, suggestions are made for strategies that might be used to complete the goal; however these guidelines are only suggestions and are not meant to be interpreted as a checklist of required components. These criteria and their guidelines are as follows:

1. Statement of Need & Proposed Activity (35%)

Describe efforts to meet these criteria in as much detail as possible to help us determine the quality of service provided by your agency and its financial capability.

Guidelines may include:

• ***Need and Use of Proposed Funds***

Applicant must include: the degree and urgency of need for funds; applicant's ability to conduct the proposed project; proposed use of funds; and, if appropriate ridership projections.

• ***Target Population***

Describe the target population which this project is designed to serve and what gap in public services will be filled through the use of these funds.

• ***Measures of Effectiveness***

Describe the measures which will be used to evaluate the effectiveness of the project. Explain how the project will demonstrate to have had a positive impact and how those impacts will be assessed.

• ***Sustainability***

Describe what proactive efforts will be undertaken to insure the continuation of the project at the end of the grant period.

Also include how this proposed activity does the following for the target populations

- Increase transportation options
- Improve mobility for the target populations
- Simplify the use of services
- Fill gaps in existing transportation infrastructure
- Utilize technology such as ITS

2. Organization Capacity to Meet Need (20%)

Fiscal and Managerial Capability

Applicant must describe its ability to provide efficient/effective transportation services that may include scheduling, dispatching, compliance with reporting and monitoring requirements; its fiscal accountability; process for hiring and training of drivers and other personnel, if applicable.

3. Improve coordination among other agencies and providers (15%)

Guidelines may include:

- Serve cross-jurisdictional trips
- Develop trip sharing agreements with partner agencies and other agencies
- Interface with existing transportation systems
- Utilize and or expand on existing fixed-route transit systems
- Reduce barriers to coordinated service delivery (geographic, political, funding, etc.)
- Establish or expand programmatic relationships with other providers
- Partner with other local and federal agencies and the private sector to provide more flexible and friendly transportation services.

4. Maximize project cost effectiveness (15% of score)

Guidelines may include:

- Maximize use and operating efficiency of existing vehicles
- Eliminate duplicative services (either intra- or inter-agency)
- Maximize financial resources available through good coordination and trip sharing agreements with other providers
- Share vehicles during off-peak times
- Increase number of riders per trip

5. Project budget (15% of score)

- Outline specific project expenses by task
- Provide documentation of matching funds
- Reasonableness of budget
- Provide a budget narrative

Project Details:

2. Organization Capacity to Meet Need (20%)

Project Details:

3. Improve coordination among other agencies and providers (15%)

CERTIFICATION FOR CIVIL RIGHTS COMPLAINT STATUS

_____ I hereby certify that our organization does NOT have any pending Title VI (Civil Rights) complaints of discrimination filed against its transit program.

_____ I hereby certify that our organization DOES have _____ (number) pending Title VI (Civil Rights) complaints of discrimination filed against its transit program. This complaint(s), and its status, is briefly described below. The agency agrees it will keep the Tennessee Department of Transportation's Title VI Office informed of any changes in the status of that complaint(s).

To comply with the Civil Rights Act of 1964, Title VI, the American with Disabilities Act of 1990, Title II, and the Vocational Rehabilitation Act of 1973, Section 504, we do not discriminate on the basis of disability, race, color, national origin, or gender.

Official Signature

Printed Name

Agency Name

Date

**DRUG-FREE WORKPLACE ACT CERTIFICATION FOR A PUBLIC OR
PRIVATE ENTITY**

_____ certifies that it is a drug-free workplace that notifies employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

Official Signature

Printed Name

Agency Name

Date