

Barren River Area Development District

Requests for Proposals (RFP)
RFP for the Development of 2023
BRADD Regional Transit Feasibility Study

BRADD

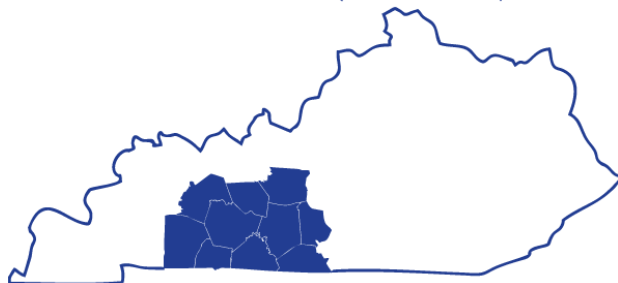
177 Graham Ave

Bowling Green, KY 42101

PROPOSALS DUE BY

November 30, 2022

BARREN RIVER



AREA DEVELOPMENT DISTRICT

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Request of Proposals: Development of a Interconnected Regional Transit System

The Barren River Area Development District (BRADD) is seeking proposals from qualified public transportation planning consultants or consulting teams to complete a feasibility study to develop a multi-county interconnected transit system. The study will determine current transit funding, equipment, and operational resources, and how those resources can be better utilized to address current and future public transportation needs and gaps; and identify applicable mobility strategies, which may be implemented over time.

Barren River Area Development District Information

The Barren River Area Development District (BRADD) is comprised of Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson and Warren Counties in South Central Kentucky and includes the incorporated cities of Scottsville, Glasgow, Cave City, Park City, Morgantown, Rochester, Woodbury, Brownsville, Munfordville, Bonnieville, Horse Cave, Russellville, Adairville, Auburn, Lewisburg, Edmonton, Tompkinsville, Gamaliel, Fountain Run, Franklin, Bowling Green, Oakland, Plum Springs, Smiths Grove and Woodburn and all areas within the boundaries of the ten counties.

The Barren River Area Development District (BRADD) was formed in 1968 as a quasi-government agency with federal, state and local authority to be a regional clearinghouse and federally designated Economic Development District (EDD). The mission of the BRADD is to preserve and advance the quality of life and economic well-being for the citizens of the BRADD through regional collaboration.

A regional transit system is needed by the ten counties in the region to maintain and establish access to vital establishments. With the lack of a regional and a local transit system many underserved communities lack any form of reliable transportation, this inhibits their access to work, food and lowers quality of life. To close the transportation gaps for underserved communities BRADD is seeking a detailed analysis of the fundamental public transit needs of Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson and Warren County, Kentucky.

Scope of Work - Services Requested

The chosen planning consultant or consulting team will be responsible for working with BRADD staff to develop a Regional Transit Feasibility Study report that encompasses the following key components and deliverables:

- **Preparation of a Transportation Services Inventory** – including formal and informal providers.
- **Assessment of Rural and Under/Unserved Urban Transportation Needs** – evaluating the 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 Service Gaps**- absence of service, funding, human resources, and/or information.
- **Evaluation of Effectiveness and Identification of Preferred Strategies**
- **Improved Travel Information**
- **Provision of Flexible Service Options**- i.e. contracted cabs and/or “guaranteed ride home”
- **Provision of Community Outreach Events**- showcase successful models implemented elsewhere and to build grass-roots support for selected mobility strategies.
- **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 rural and underserved urban resident’s public transportation needs.

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 inventory of all transit related resources (both material and financial), identifying service gaps and opportunities to bridge those gaps, and potential strategies and best practices to improve transit accessibility to underserved and unserved Barren River Area Development Districts residents.

Minimum Qualifications

A qualified consultant or consulting team will have completed several similar studies within the recent past. In general, the competence of a prospective consultant will be evaluated relative to having a project manager and supporting staff, including any and all sub-contractors, with the qualifications needed to successfully complete the project.

The qualifications of the assigned professional staff will be measured by both education and experience, with particular reference to experience on similar projects. It is therefore important to note that the professional staff identified in the submitted proposal, must also be the team to work on the project.

Proposal Timetable

Submittals Due: 4pm, November 30, 2022

Internal Review Completed: December 10, 2022

Proposals reviewed and firm select by Board of Directors: December 14, 2022

Notify Selected Firm: December 15, 2022

Begin Study: January 1, 2023

Complete Study: August 30, 2023

Estimated Budget

This project is funded through a grant from the Office of Transportation Delivery out of the Kentucky Transportation Cabinet. These funds are made available through the Federal Transit Administration. The estimated budget for this project is \$90,000.00.

Proposal Requirements

Limit the proposal to no more than 12 pages, not counting professional resumes, and include the following information:

1. Proposed Project Manager or Team

- A. Name and address of submitting public transportation planning consultant or consulting firm.
- B. Identify the project manager and as needed, the name of the supporting, professional staff who will be directly responsible for task completion.
- C. Provide a brief resume or similar description for the project manager and each team member, which details their experience and qualifications.
- D. If different from the main address, provide the location of the office from which the assigned project manager or team members will be working.

2. Experience

- A. Provide a narrative description of the consultant's related experience.
- B. If specialized resources are available (in addition to the named team) to meet unusual needs, identify such individuals and their area of expertise.
- C. Provide three references from comparable entities where the consultant or consulting team has previously provided similar planning services.

3. Scope, Project Management and Quality Control

- A. Provide detailed work plan and list of key deliverables.
- B. Include task-based schedules and identify significant milestones.
- C. Outline communications strategy to facilitate ongoing coordination among the consultant project manager, potential subcontractor(s), and the BRADD.
- D. Describe quality, budget, and schedule controls to be implemented.

4. Proposed Cost

- A. Submit a detailed cost estimate, including overall cost, cost by subtask, subtask and hours assigned to proposed team members, number of trips to the project area, and number of days on site. (Please note that the BRADD recognizes that travel cost for the needs assessment and community outreach may be substantial and therefore encourages respondents to consider sub-contracting with a qualified regional firm for those activities.)

BRADD will consider the proposed compensation as "best and final offer," although BRADD reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the region, including cost. The proposal and associated cost shall be valid for a minimum of 180 days.

Submittal Instructions

Submittals are due to Eric Sexton, Executive Director, Barren River Area Development District (BRADD) at 177 Graham Ave, Bowling Green, KY. 42101 for the time and recording on or before 4pm CST on November 30, 2022.

Deliver Two(2) bound copies of your submittal and an electronic version, clearly marked as **2022 BRADD TRANSIT FEASIBILITY STUDY**, to eric.sexton@bradd.org and emily.hathcock@bradd.org. **All questions should be directed by email only to emily.hathcock@bradd.org**. All RFPs must be received, and time and date recorded, by authorized BRADD staff by the above due date and time. Sole responsibility rests with the Respondents to see that their RFP response is received on time at the stated location. Any responses received after the due date and time will be returned to the Respondents.

The BRADD reserves the right to reject any and all responses, to waive any information or irregularities therein, and to accept the proposal that, in the opinion of the BRADD, is in the best interest of the Barren River Area Development District and, upon acceptance, complete and forward for review and approval an Application for Funding Assistance to other potential funders. Due to the complexity of work required, selection of a firm will not be based solely upon the lowest responsible bid but will also take into account experience gained from work on similar projects and an understanding of the project goals and approach to the project.

Terms and Conditions

1. Each Respondent shall furnish the information required in the proposal.
2. The Preferred or Acceptable Response will be awarded to the Respondent whose submittal, conforming to the Request for Proposals, will be most advantageous to the BRADD with price and other factors considered.
3. The BRADD reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposals if deemed in the best interest of the BRADD to do so.
4. No submittal shall be withdrawn for a period of thirty (30) days subsequent to the opening of RFPs without the consent of the BRADD's delegated representative.
5. A signed purchase order or contract furnished to the selected firm results in a binding contract without further action by either party. The Respondent understands that no contract or purchase order can be executed, if partial funding is needed, until and unless the BRADD is able to secure additional funding. At that time, the Respondent will be notified as to the proper submittal process for invoices for the services rendered to BRADD.
6. Late or unsigned RFPs will not be accepted or considered. It is the responsibility of Respondents to ensure that the RFP arrives at the BRADD no later than the time indicated in the "Request for Proposal".
7. The proposed price shall be exclusive of any Federal or State taxes from which the BRADD is exempt by law.
8. Any interpretation, correction or change of the RFP documents will be made by Addendum. Interpretations, corrections and changes of the RFP documents made in any other manner will not be binding, and Respondents shall not rely upon such interpretations, corrections and changes. BRADD will not be responsible for oral clarification.
9. Confidential/Proprietary Information: RFPs submitted in response to the "Request for Proposal" and any resulting contract is subject to the provisions of the **Kentucky Open Records Act of 1922**, KRS 61.870 to 61.884, as amended. Any restriction on the use or inspection of material contained within the proposal and any resulting contract shall be clearly stated in the RFP itself.
Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. **Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposed price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.**
10. BRADD reserves the right to modify the Scope of Services and request revisions to proposals prior to entering into a written contract.

General Conditions

Conflict of Interest

The consultant or consulting team shall agree to ensure that they have no interest, direct or indirect, that would conflict in any way with the performance of the requested services; furthermore, the consultant or consulting team shall not employ any person, or subcontract with any entity, having such known interest.

Non-Discriminatory Practices

Consultants, by submission of a proposal, agree to not discriminate against any current or prospective employee, subcontractor, or a member of the public because of race, color, creed, national origin, sex, disability, sexual orientation, gender identity, status as a parent, or age.

DBE Participation

The selected consultant will not be required to meet a specific Disadvantaged Business Enterprise (DBE) utilization goal. However, consultants are encouraged to use services provided by DBE firms to accomplish tasks required to complete this project.

Proprietary Material

The BRADD assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals are considered public documents.

Financial Requirements

The selected consultant or consulting team will be required to submit certified hourly rates and last year's financial information and overhead schedule in accordance with Federal Acquisition Regulations.

Pre-contractual Expenses

The BRADD will not be liable for any costs incurred by applicants in the preparation or submission of a proposal in response to this RFP, in the conduct of an interview presentation, or any other activities related to responding to this RFP.

Contract Requirements

The BRADD complies with federal contracting requirements. In turn, the BRADD expects all contractors to adhere to Federal contract provisions through the specific inclusion and certification of applicable clauses in the final planning services agreement as prescribed by the Kentucky State Department of Transportation, the Federal Highway Administration, and/or the Federal Transit Administration.

Submittal

Please submit the following information in the order listed below:

1. Name of your company/organization
2. Type of organization (corporation, partnerships, etc.)
3. Address
4. Name(s) and address of project team or firm
5. Contact persons(s)
6. Telephone number, fax, and email address
7. Statement of interest
8. Project approach
9. Project team listing
10. References
11. Cost proposal

Signature Page

Failure to complete, sign and return this signature page with your proposal may be cause for rejection.

| Contact Information | Response |
|--|----------|
| Company Name | |
| Name and Title of Primary Contact Person | |
| Company Address | |
| Phone Number | |
| Email Address | |
| Company Website (if applicable) | |

By signing below, I certify that:

I am authorized to bid on my company's behalf.

Signature of Authorized Person

Date