
Request for Proposals

Due: February 5, 2010

Technical Evaluation
of Transit and
Paratransit
Improvements for the
NH 12 Corridor

Southwest Region Planning
Commission
20 Central Square, 2nd Floor
Keene, NH 03431

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PROJECT BACKGROUND

The Southwest Region Planning Commission (SWRPC) is working in cooperation with four non-profit transportation service providers (American Red Cross-NH West Chapter, Community Transportation Services, Connecticut River Transit, and Home Healthcare, Hospice and Community Services) to conduct a planning study examining the possibility of expanding transit and paratransit services on the Route 12 Corridor north of Keene. The study focus area includes Route 12 and its connections to Keene, Westmoreland, Walpole and Charlestown in New Hampshire as well as Westminster, Rockingham and Springfield in Vermont. Although some transportation services are currently provided in the area, anecdotal evidence suggests that expanded services are needed.

Expansion of transit services along the Route 12 Corridor could help both residents and visitors access basic goods and services such as jobs and medical appointments. Existing travel data shows that roughly 3,500 workers commute to other towns in the defined Route 12 Region (this number does not include people that work and live in the same municipality). On the southern end of the corridor, Keene, NH employs approximately 1,250 of the workers residing in the Route 12 Region. On the northern end of the corridor, Rockingham, VT, Walpole, NH and Springfield, VT employ a number of workers in the Region as well (648, 447 and 456 jobs respectively). Medical institutions servicing the region include two community hospitals (Cheshire Medical Center and Springfield Hospital) and Dartmouth Hitchcock Hospital in Lebanon, which is currently available using the American Red Cross' volunteer driver program and Connecticut River Transit's commuter shuttle.

By improving regional connectivity, expanded services can be beneficial to both New Hampshire and Vermont. There is considerable evidence that Vermont residents travel to tax-free New Hampshire to purchase goods and also to take advantage of Walpole and Keene's shopping opportunities. Benefits to New Hampshire residents include access to public transportation services such as Connecticut River Transit, Deerfield Valley Transit Authority, Vermont Transit Lines, and Amtrak.

To better understand potential ridership, level of need as well as the political and financial support that can be expected from Route 12 community stakeholders for expanded services, SWRPC, working in consultation with the partner agencies and stakeholders, is conducting a market and needs assessment. This assessment will provide information to guide the agencies in understanding the relative feasibility of the following types of transportation service enhancements:

- Expansion of volunteer driver networks;
- Expansion of shopping shuttle services;
- Introduction of a commuter shuttle to the corridor;
- Introduction of park and ride infrastructure;
- Connection opportunities between existing services;

The consultant's role in this process will be to assist the committee in evaluating and prioritizing potential transportation service scenarios. This analysis will include examining short and long term estimates for ridership, funding sources, fare revenue and gross/net cost of each service. The results of these assessments will be presented to the public at a public forum.

ABOUT SWRPC

SWRPC is one of New Hampshire's nine regional planning agencies established by RSA 36. SWRPC covers a planning district made up of 35 towns (~1,000 square miles) comprising the Southwest Region of the State. A primary charge of the Planning Commission is to represent member towns on issues which have a larger-than-local focus. For example, many of our transportation facilities and services are designed to link the Region's towns to each other and to points beyond. SWRPC's efforts include working with the Region's municipalities and other stakeholders to establish priorities for transportation improvements by functioning as a facilitator and technical advisor to stakeholder planning processes.

SCOPE OF WORK

The Scope of Work as approved by the NH Department of Transportation consists of the following tasks:

Tasks 1 and 2 are the responsibility of SWRPC. Task 3 is the responsibility of SWRPC working in consultation with the four transit providers and other project stakeholders. ***Task 4 activities are the responsibility of a private consultant providing assistance on this project.***

Task 1: General Planning

1. Serve as project manager and point of contact.
2. Lead and facilitate outreach efforts and communications with the general public and other stakeholders.
3. Prepare for and facilitate meetings and communications with the transit providers and other advisors.
4. Facilitate coordination with local and regional planning efforts and documents. Oversee the development, production and distribution of a Final Report documenting the project methodology, findings and recommendations.

Deliverables: Agendas, meeting minutes, log of planning coordination activities related with this project and Final Report.

Task 2: General Administration

1. Oversee all reporting requirements to NH DOT.
2. Administer all disbursement and billing of all finances associated with the project.

Deliverables: Monthly narrative and billing reports.

Task 3: Identification of Market, Needs and Support

1. Development and implementation of household survey with populations representing potential transportation need (for the purposes of this study this includes surveys targeting low income, labor force, senior citizens, disabled and youth).
2. Development and implementation of interview process with significant destinations of populations representing transportation need including major employers, shopping destinations, educational institutions, medical institutions, etc.
3. Analysis of potential park and ride lots and landowner interest.
4. Hosting of two public workshops (one in Vermont and one in New Hampshire) to enhance understanding of household and destination transit and/or paratransit needs, support and perception.
5. Development of a *Report Identifying Market, Needs and Support* as a guideline for a *Technical Evaluation of Transit and Paratransit Improvements*. In addition to an identification of market, needs and support for transit and paratransit, the report will identify potential service scenarios.

Deliverables: Household survey and results, interview guidelines and results, meeting minutes from two public workshops, and development of a *Report Identifying Market, Needs and Support*.

Task 4: Technical Evaluation of Transit and Paratransit Improvements

It will be the responsibility of a professional consultant to:

1. Provide consultation as needed in development of a *Report Identifying Market, Needs and Support* (described in Task 3) which will be used to support the consultant's *Preliminary Analysis of Potential Service Scenarios Report* and *Technical Evaluation of Transit and Paratransit Improvements Report*. SWRPC expects that consultation services for this task will not exceed 15 hours.
2. Develop a *Preliminary Analysis of Potential Service Scenarios Report* based on the *Report Identifying Market, Needs and Support* (described in Task 3). The Report shall include short and long term estimates for ridership, funding sources, fare revenue and gross/net cost of each service.
3. Present the findings of the preliminary analysis at two public workshops (one in New Hampshire and one in Vermont).
4. Develop a priority alternative consisting of one or more transit or paratransit improvements based on consensus with SWRPC and the four partner transit agencies and within the consultant budget allocated for this project. The priority alternative(s) shall include short and long-term Operations, Service and Financial Plan(s) that provide substantial detail estimating future capital and operations needs, service design, and planned sources of revenue.

Consultant Deliverables:

1. *Preliminary Analysis of Potential Service Scenarios Report*.

A digital copy of the final report with all illustrations and maps shall be delivered on compact disc in Adobe Acrobat PDF format. The text portion of the final report shall also be provided as a Microsoft Word (.doc) file.

2. Presentation(s) of Preliminary Analysis Findings for two public workshops.

A digital copy of the final presentations with all illustrations and maps shall be delivered on compact disc in Microsoft Powerpoint (.ppt) format as well as any consultant presentational aids such as maps.

3. *Technical Evaluation of Transit and Paratransit Improvements Final Report*.

A digital copy of the final report with all illustrations and maps shall be delivered on compact disc in Adobe Acrobat PDF format. The text portion of the final report shall also be provided as a Microsoft Word (.doc) file. All copies of draft and final reports shall be double-sided.

The consultant will provide ten bound copies of the draft report and ten bound copies of the final report. Reports must be submitted a minimum of one full week prior to meetings at which they will be discussed. In addition, one unbound, single-sided camera-ready copy of

both the draft and final reports will be provided to SWRPC. Original copies of the draft and final reports must be submitted to SWRPC.

All data, databases, reports, preliminary engineering plans, programs and materials in digital and hard copy format created under this project shall be transferred to SWRPC upon completion of the project and will be treated by SWRPC as public information. Digital map data products shall be compiled and delivered to SWRPC in New Hampshire State Plane Coordinates (NAD 1983 Meters). Preferably, deliverables will be provided in ESRI shapefile format.

CONSULTANT PROJECT SCHEDULE

Project Phases		Month 2010				
Description		Feb	Mar	Apr	May	Jun
1	Consultant Selection and Project Orientation					
2	Report on Market, Needs and Support Consultation					
3	Preliminary Analysis Completed					
4	Preliminary Analysis Workshops Completed					
5	Draft Technical Analysis Completed					
6	Final Technical Analysis Completed					

PROPOSAL CONTENT

Proposals in response to this request should be directed to **J.B. Mack, Senior Planner, Southwest Region Planning Commission, 20 Central Square 2nd Floor, Keene, NH 03431**, and submitted no later than **3:00 p.m. Eastern Standard Time on February 5, 2010**. Proposals received after this time will be returned unopened. Five copies of the proposal should be enclosed, along with a letter from a firm principal committing the proposal for a minimum of 90 days.

The following items must be addressed in all proposals:

1. A transmittal letter signed by an official authorized to solicit business and enter into contracts for the firm. The transmittal letter should refer to this RFP by title and date, and should include the name and telephone number of a contact person, if different from the signatory, and a statement that the proposal is a firm offer to enter into a contract with SWRPC according to the terms of this RFP for 90 days following its submission;
2. A detailed work plan covering the proposed services described in Task 4 of the scope of work. This general scope of work has been developed by SWRPC. Respondents should prepare a detailed work plan, identifying proposed approaches and methodologies for each task and illustrating the organization of the project. The proposal should include a generalized schedule, key personnel who will supervise and conduct the work, a statement committing those personnel to the project, and an estimate of the number of staff that will be involved. Proposals should indicate how quality control will be maintained and identify the nature of coordination with SWRPC staff.

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3. Cost Proposal. The contract price is a firm fixed price award of \$12,000.00. Proposals should include a detailed cost proposal for the total cost of services to be provided and shall include a cost breakdown by task and key personnel, including job classifications. For each task, the cost proposal should indicate the number of hours spent by key personnel and their individual billing rates. Cost will be a factor in the selection of a consultant. The proposed contract price should not exceed \$12,000.00.
 4. Qualifications. Proposals should indicate general qualifications of the respondent(s) relative to transportation or transit planning or engineering as well as specific prior experience and qualifications applicable to this project. Proposals should also include the following:
 - a. A detailed statement describing the firm and that team members are qualified to provide services for the proposal herein.
 - b. Resumes of key personnel to be assigned to the project.
 - c. Three (3) client references (Include company name, point of contact, telephone and fax number for three projects similar to work described in the RFP).
 - d. Sample(s) of previous work.
 5. A current Certificate of Insurance.

PROPOSAL EVALUATION

A contractor will be selected by SWRPC in consultation with the four partner agencies after analysis of all information provided in the proposals. Respondents should be available for interviews prior to the selection of a contractor, although SWRPC has not decided whether interviews will be necessary. SWRPC reserves the right to negotiate the scope of work with any respondent or other qualified party.

The Consultant Review Selection Committee will review and evaluate all proposals based on the following criteria (Total is 100 points):

- Qualifications of the firm and the personnel to be assigned to this project. (15 Pts.)
- Experience of the consultant personnel working together as a team to complete similar projects. (10 Pts.)
- Demonstration of overall project understanding and insights into local conditions and potential issues. (15 Pts.)
- Demonstrated knowledge of project area. (15 Pts.)
- Clarity of the proposal and creativity/thoroughness in addressing the scope of work. (20 Pts.)
- Submission of a complete proposal with all elements required by the RFP. (10 Pts.)
- Quality of representative work sample. If possible, one that is similar to this particular project (10 Pts.)
- Additional creative suggestions from the consultant firm (5 Pts.)

This request does not commit SWRPC to award a contract, to pay any costs incurred in preparation of a response to this request, or to procure or contract for services or supplies. SWRPC reserves the right to accept or reject any or all responses received as a result of this request, or to cancel this request in part or in its entirety if it is in the best interest of SWRPC to do so. Respondents shall not offer any gratuities, favors or anything of monetary value to any officer, employee, agent, or director of SWRPC or partner agencies for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of the Request for Proposal.

All proposals submitted hereunder become the exclusive property of SWRPC.

CONSULTANT SELECTION TIMETABLE

SWRPC and the four partner agencies will complete their review of all qualified proposals by February 26, 2010. Consultants may be invited for interviews in preceding weeks of February.