



**REQUEST FOR PROPOSALS
FOR
LONG RANGE SYSTEM PLAN**

RFP NO: 2021-S-14

Date Issued: August 31, 2021

Proposals will be received at the offices of the Corpus Christi Regional Transportation Authority, hereinafter called the “CCRTA”, at 600 N. Staples Street, Corpus Christi, Texas 78401 or by email at procurement@ccrta.org until 3:00 p.m. (CST) Tuesday, October 12, 2021 for Long Range System Plan. This shall be a one-year service contract. Proposals will be valid for one hundred twenty (180) calendar days from the Board approval date. Proposals received after the deadline will not be accepted and will be returned to the Proposer unopened.

PROPOSERS are encouraged to attend a pre-proposal conference scheduled for 3:00 p.m. (CST), Tuesday, September 14, 2021 in the CCRTA’s Boardroom on the second floor of the Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401. The purpose of this meeting is to provide an overview of the requirements of the project and to answer any questions proposers may have concerning this procurement. Although attendance is not mandatory, proposers are strongly encouraged to attend.

If you are unable to attend the pre-proposal conference, but would like to remotely participate via GoToMeeting, please send a request for login information to procurement@ccrta.org by 12:00 p.m. (CST), Tuesday, September 14, 2021.

Requests for Information/Exceptions/Approved Equals will be due by 3:00 p.m., Tuesday, September 21, 2021, with a response by Tuesday, September 28, 2021.

Copies of this Request for Proposals (RFP) and information may be obtained from the CCRTA website at (<https://www.ccrta.org/news-opportunities/business-with-us/>). Further information may be obtained from Sherrié Clay, Procurement Administrator, or Christina A. Perez, Director of Procurement/Grants, at (361) 289-2712.

For the purposes of this procurement, the following proposal documents are applicable:

- Request for Proposals,
- Instructions to Proposers,
- Special Instructions,
- Scope of Work,

- Standard Service Terms and Conditions,
- Price Proposal (Appendix A),
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interests Certification (Appendix D),
- Sample Form 1295 (Appendix E)
- Accessibility Policy (Appendix F),
- References (Appendix G),
- Request for Information Form (Appendix H), and
- Proposal Submission Checklist (Appendix I).

The following documents must be signed and returned with your proposal in order for it to be considered responsive:

For mailed proposal submissions, please submit as follows:

- Proposal – **One (1) original, five (5) hard copies, and one (1) electronic version in PDF format supplied on a USB Flash Drive,**
- Price Proposal (Appendix A), **(one (1) original in a separately sealed envelope),**
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interests Certification (Appendix D),
- Accessibility Policy (Appendix F), and
- References (Appendix G).

For electronic proposal submissions, please submit by email to procurement@ccrta.org as follows:

- Proposal, and
- Certification Forms (Appendix B, C, D, F and G), **(in one electronic file).**
- Price Proposal (Appendix A), **(in a separate file).**

Both electronic files should be clearly titled and submitted together in the same email.

Failure to provide this information may deem your firm to be non-responsive.

The following document must be submitted prior to award if not submitted with the Proposer's proposal:

- Copy of Insurance

The following document is required to be submitted ONLY upon notification of recommendation for award:

- Form 1295 “Certificate of Interested Parties”

FIRMS must submit a proposal, and all documentation supporting the Proposal. **The Price Proposal must be submitted in a separately, sealed envelope.** Failure to provide this information may deem your proposal to be non-responsive.

INSTRUCTIONS TO PROPOSERS

1. GENERAL.

The following instructions by the CCRTA are intended to afford proposers an equal opportunity to participate in the CCRTA's contracts.

2. EXPLANATIONS.

Any explanation desired by a proposer regarding the meaning or interpretation of these Instructions or any other proposal documents must be requested in writing to the CCRTA with sufficient time allowed for a reply to reach proposers before the submission of their proposals. Oral explanations or instructions will not be binding. Any information given to a prospective proposer concerning a Request for Proposals will be furnished to all prospective proposers as an amendment to the request if such information is necessary to proposers in submitting proposals on the request or if the lack of such information would be prejudicial to uninformed proposers.

3. SPECIFICATIONS.

3.1 Proposers are expected to examine the specifications, standard provisions, and all instructions. Failure to do so will be at the proposer's risk. Proposals that are submitted on other than authorized forms or with different terms or provisions may not be considered as responsive proposals.

3.2 The apparent silence of the specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the specifications shall be made on the basis of this statement.

4. INFORMATION REQUIRED.

4.1. Each proposer shall furnish the information required by the Request for Proposals. The proposer shall sign the Price Proposal and the proposal, which collectively shall constitute the proposer's offer. Erasures or other changes must be initialed by the person signing the documents. Proposals signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to the CCRTA.

4.2. All prices shall be entered on the Price Proposal in ink or be typewritten. Totals shall be entered in the "Total Price" column of the Price Proposal, and in case of discrepancy between the unit price and the extended total price, the unit price will be presumed to be correct.

- 4.3. Only signed, written proposals specifically accepting responsibility for meeting the objectives and requirements specified in the Request for Proposals will be considered. The cover letter must bear the signature of a person duly authorized to legally commit for the proposer. All costs of proposal preparation will be borne by the proposer.
- 4.4. The CCRTA does not have to pay federal excise taxes or state and local sales and use taxes, except for contracts for improvements to real property.
- 4.5. Information submitted in response to this RFP will not be released by the CCRTA during the proposal evaluation process or prior to contract award. Proposers are advised that the CCRTA may be required to release proposal information, other than trade secrets, after contract award.

5. **SUBMISSION OF PROPOSALS.**

**Corpus Christi Regional Transportation Authority
Staples Street Center
ATTN: Procurement Department
602 N. Staples Street
Corpus Christi, Texas 78401
Proposal for: RFP No. 2021-S-14 Long Range System Plan**

Proposal Due Date: Tuesday, October 12, 2021 by 3:00 p.m. (CST)

For electronic submission of your proposal, please email your proposal to procurement@ccrta.org before the proposal submission deadline.

- 5.1. **The Price Proposal should be submitted in a separately, sealed envelope** along with the proposal. Proposals must be submitted in sufficient time to be received and time-stamped at the above location on or before the published proposal date and time shown on the Request for Proposals. Proposals received after the published time and date cannot be considered. Any proposals which are mislabeled or do not indicate the proposer's name or address as required above may be opened by the CCRTA solely for the purpose of identifying the proposer for return of the proposal.
- 5.2. **Schedule**
Proposals shall be governed by the following schedule:

- **August 31, 2021 - RFP Issued**
Proposal documents are available at the CCRTA Website:
<http://ccrta.org/business-with-ccrta.html>

- **September 14, 2021 - Pre-Proposal Conference** at 3:00 p.m. (CST) on the second floor in the Boardroom located at the Staples Street Center at 602 N. Staples, Corpus Christi, Texas 78401. To virtually attend, please send a request for login information to procurement@ccrta.org by 12:00 p.m. (CST) on this day.
- **September 21, 2021 – Request for Information Due**
Written Requests for Information (Appendix H) are due by 3:00 p.m. (CST). Please submit **one** form for **each** Request for Information. Request for Information must be emailed to procurement@ccrta.org, or received via mail at the CCRTA's Staples Street Center, Attn: Procurement Department, at 602 N. Staples Street, Corpus Christi, Texas 78401.
- **September 28, 2021 – CCRTA Response to Request for Information Due**
Responses will be posted as an addendum to the CCRTA's website at www.ccrta.org/news-opportunities/business-with-us/.
- **October 12, 2021 - Proposals Due**
Written proposals are due no later than 3:00 PM (CST). All proposals must be received at the CCRTA's Staples Street Center located at 602 N. Staples St., Corpus Christi, Texas 78401 prior to the deadline.
- **Best and Final Offer – TBD**
The CCRTA will evaluate each proposal for completeness and responsiveness to its needs and may request Best and Final Offers from any or all proposing firms.
- **December 1, 2021 – Contract Awarded (Tentative)**
The CCRTA's Board of Directors will meet to award a Contract to the successful Proposing firm(s).

6. MODIFICATION OR WITHDRAWAL OF PROPOSALS.

Proposals may be modified or withdrawn by written or email notice received by the CCRTA prior to the exact hour and date specified for receipt of proposals. A proposal may also be withdrawn in person by a proposer or an authorized representative prior to the proposal deadline; provided the proposer's identity is made known and he or she signs a receipt for the proposal.

7. OPENING PROPOSALS.

All proposals shall be opened by the CCRTA as soon after the proposal deadline as is reasonably practicable. Information submitted in response to the Request for Proposals shall not be released by the CCRTA during the proposal evaluation process or prior to Contract award. Proposers are advised that the CCRTA may be required to release proposal information, other than trade secrets, after Contract award.

Proposers are welcome to attend the Proposal Closing on the second floor of the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, TX 78401. To attend the Proposal Closing via GoToMeeting, please submit a login request to procurement@ccrta.org by 12:00 p.m. Tuesday, October 12, 2021. Only the names of the Proposing Firms that submitted proposals will be announced. Price Proposals will not be opened.

8. EVALUATION FACTORS.

- 8.1. The CCRTA will award a contract based upon the criteria set forth in the Request for Proposals. A contract may be awarded on a lump sum basis or on a unit price basis, provided that in the event a contract specifies a unit price basis, the compensation paid by the CCRTA shall be based upon the actual quantities supplied.
- 8.2. Pre-award inspection of the proposer's facility may be made prior to the award of the Contract. Proposals will be considered only from firms that are regularly engaged and licensed in the business of providing the goods and/or services described in the Request for Proposals for a reasonable period of time; and have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the services if awarded a Contract under the terms and conditions herein stated. The terms "equipment" and "organization" as used herein shall be construed to mean a fully-equipped and well-established company in line with the best business practices in the industry as determined by the CCRTA. In making the award, the CCRTA may consider any evidence available to it of the financial, technical, and other qualifications and abilities of a proposer, including past performance (experience) with the CCRTA and other similar customers. A record of nonperformance or poor performance may disqualify a proposer from award.

9. ELIGIBILITY FOR AWARD.

- 9.1. In order for a proposer to be eligible for award of the Contract, the proposal must be responsive to the Request for Proposals; and the CCRTA must be able to determine that the proposer is responsible to perform the Contract satisfactorily.
- 9.2. Responsive proposals are those complying with all material aspects of the Request for Proposals. Proposals which do not comply with all the terms and conditions of the Request for Proposals will be rejected as non-responsive.
- 9.3. Responsible proposers at a minimum must:
 - 9.3.1 Have adequate financial resources or the ability to obtain such resources as required during the performance of the Contract;

- 9.3.2 Have a satisfactory record of past performance;
 - 9.3.3. Have necessary management and technical capability to perform;
 - 9.3.4. Be qualified as an established firm regularly engaged in the type of business to perform the Contract required by this Request for Proposals;
 - 9.3.5 Be otherwise qualified and eligible to receive an award under applicable federal, state, county, or municipal laws and regulations; and
- 9.4. A proposer may be requested to submit written evidence verifying that it meets the minimum criteria necessary to be determined a responsible proposer. Refusal to provide requested information shall result in the proposer being declared not responsible, and the proposal shall be rejected.

10. RESERVATION OF RIGHTS.

The CCRTA expressly reserves the right to:

- 10.1. Reject or cancel any or all proposals;
- 10.2. Waive any defect, irregularity or informality in any proposal or proposal procedure;
- 10.3. Waive as an informality, minor deviations from specifications at a lower price than other proposals meeting all aspects of the specifications if it is determined that total cost is lower and the overall function is improved or not impaired;
- 10.4. Extend the proposal due date;
- 10.5. Reissue a Request for Proposals;
- 10.6. Procure any item or services by other means;
- 10.7. The CCRTA reserves the right to retain all proposals submitted. The selection or rejection of a proposal does not affect this right; and
- 10.8. The CCRTA reserves the right to negotiate a Contract with the proposer having the best evaluation as determined by the CCRTA. No award will be made automatically based upon the lowest price or based solely on the proposal submitted. The CCRTA additionally reserved the right to suspend negotiations with the first proposer should it not progress in a manner satisfactory to the CCRTA and commence negotiations with the next best rated proposer.

11. ACCEPTANCE.

Acceptance of a proposer's offer in some instances will be in the form of purchase orders issued by the CCRTA. Otherwise, acceptance of a proposer's offer will be by acceptance letters issued by the CCRTA. Subsequent purchase orders and release orders may be issued as appropriate. Unless the proposer specifies otherwise in the proposal, the CCRTA may award the contract for any item or group of items shown on the Request for Proposals.

12. PROTESTS.

In the event that a proposer desires to protest any procedure, the proposer should present such protest, in writing, to the CCRTA Chief Executive Officer within five (5) business days following the Board approval date. The protest shall state the name and address of the protestor, refer to the project number and description of the Request for Proposals, and contain a statement of the grounds for protest and any supporting documentation. For federally-assisted contracts, certain additional protest procedures apply and may be found in the Supplemental Conditions contained within the Request for Proposals.

13. EQUAL OPPORTUNITY.

Proposers are expected to comply with the Affirmative Action Programs of the CCRTA with respect to its provisions concerning contractors.

14. SINGLE PROPOSAL.

14.1. In the event a single proposal is received, the CCRTA will, at its option, either conduct a price and/or cost analysis of the proposal and make the award by negotiation or reject the proposal and revise the Request for Proposals. A price analysis is the process of examining the proposal and evaluating a prospective price without evaluating the separate cost elements. Price analysis shall be performed by comparison of the price quotations, with published price lists, or other established or competitive prices. The comparison shall be made to a purchase of similar quantity and involving similar specifications. Where a difference exists, a detailed analysis must be made of this difference and costs attached thereto.

14.2. Where it is impossible to obtain a valid price analysis, it may be necessary for the CCRTA to conduct a cost analysis of the proposal price. Cost analysis is the review and evaluation of a proposer's cost or pricing data and of the factors applied in projecting from such data the estimated costs of performing the contract, assuming reasonable economy and efficiency.

14.3. The price and/or cost analysis shall be made by personnel of the CCRTA's selection. The CCRTA's discretion exercised as to its options in this regard shall be final.

15. FORM 1295 “CERTIFICATE OF INTERESTED PARTIES”

(Only to be submitted upon notification of recommendation for award.)

Proposers must comply with Government Code Section 2252.908 and submit Form 1295 “Certificate of Interested Parties” upon notification that Proposer has been recommended for award. Form 1295 requires disclosure of “interested parties” with respect to entities that enter contracts with cities. These interested parties include:

(1) persons with a “controlling interest” in the entity, which includes: a. an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock or otherwise that exceeds 10 percent; b. membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or c. service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers; or

(2) a person who acts as an intermediary and who actively participates in facilitating a contract or negotiating the contract with a governmental entity or state agency, including a broker, adviser, attorney or representative of or agent for the business entity who has a controlling interest or intermediary for the business entity.

Form 1295 must be electronically filed with the Texas Ethics Commission at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. The form must then be printed, signed, and filed with the CCRTA. For more information, please review the Texas Ethics Commission Rules at <https://www.ethics.state.tx.us/legal/ch46.html>.

A Sample Copy of Form 1295 has been provided for reference only.

SPECIAL INSTRUCTIONS

1.0 GENERAL

1.1 Introduction and Scope

The Corpus Christi Regional Transportation Authority (CCRTA) is seeking proposals from firms qualified and experienced in the development of Long Range System Plans for public transportation organizations. The CCRTA is seeking a Proposer with an exemplary record of developing innovative service plans including capital improvements and associated financial projections. As such, each Proposer must recognize these specifications to be the minimum necessary for successfully meeting the CCRTA's system-wide service needs.

Proposers which have relevant experience are invited to complete and submit a proposal. To enhance comparability, proposal elements must be addressed in the informational sequence noted below:

- Cover Letter,
- Firm Capability and Experience,
- Project Understanding and Approach,
- Project Team,
- Project Schedule, and
- Price.

Proposers shall submit (1) original and five (5) hard copies of their proposal, which must be concise and straightforward, and one (1) electronic version in PDF format supplied on a USB Flash Drive.

All proposals must be submitted before the deadline in the solicitation and addressed with the information as noted in "Instructions to Proposers," Section 5.

1.2 Proposal Elements

The proposal contents shall include:

Cover Letter

Include appropriate introductory and contact information including the name of the firm's principle liaison.

Section 1 – Firm Capability and Experience **(25 points)**

- a) Describe firm capabilities and experience including listed sub-firms.
- b) List relevant past project experience on similar projects with focus on similar sized

- public transportation organizations.
- c) Describe ability to successfully manage projects and meet project schedules.

Section 2 – Project Understanding and Approach
(30 points)

- a) Describe work plan to demonstrate project understanding and approach within stated time periods.
- b) Provide detailed description of successful and proven methods to meet project requirements.
- c) Include current and past examples to support requirements described in the Scope of Work.

Section 3 – Project Team
(15 points)

- a) Describe project team qualifications and responsibilities including an organizational chart, key personnel, staff responsibilities, resumes, references, and pertinent experience.
- b) List and describe personnel with noteworthy accomplishments, proven service or capital improvement solutions, or awards.
- c) Provide personnel availability expressed in percentage of full time (100%) for this project.

Section 4 – Project Schedule
(10 points)

- a) Describe the ability to meet project schedule requirements with similar projects.
- b) List estimated timeline to complete all tasks within the Scope of Work.
- c) Provide proven scheduling tactics to minimize schedule delays.

Section 5 - Price
(20 Points)

- a) Points will be awarded based on overall lowest price.

2.0 EVALUATION CRITERIA

- 2.1 The CCRTA will review all proposals for completeness. Those proposals found incomplete or failing to address the needs of the CCRTA as stated herein will not be evaluated. Those proposals furnished complete with all required documentation will be evaluated. **Proposers are urged to initially submit their best offer.** An award (if any) will be made to that proposer whose proposal is deemed most advantageous to and in the best interest of the CCRTA and the general public. The evaluation factors in order of importance are as follows:

Section	Evaluation Criteria	Weight (Points)
1	Firm Capability and Experience	25
2	Project Understanding and Approach	30
3	Project Team	15
4	Project Schedule	10
5	Price	20
Total		100

- 2.2** The CCRTA will first evaluate the proposals on all factors other than cost. After a preliminary evaluation, the price proposal will be opened and included in the evaluation process. Evaluation points for cost will be assigned based on a lowest cost (most points) to highest cost (least points) ranking of proposed cost packages. The maximum points available for price is **20 points**. The CCRTA may select a proposer for the project after this review if the CCRTA feels it is in the CCRTA's best interest. The CCRTA may also evaluate each proposal for completeness and responsiveness to its needs and may request Best and Final Offers from any or all proposing firms. Otherwise, a short-list of interviewees will be established based upon the overall results. After completion of the interviews the evaluation of the proposals will be reviewed and modified as necessary.

3.0 PROPOSAL SUBMISSION REQUIREMENTS

3.1 Submission Requirements

3.1.1 Proposal Availability

RFP copies may be obtained online at <https://www.ccrt.org/news-opportunities/business-with-us/>.

3.1.2 Proposal Submission

3.1.2.1 Proposals may be emailed to procurement@ccrt.org or mailed to:

Corpus Christi Regional Transportation Authority
 Staples Street Center
 Attn: Procurement Department
 602 N. Staples Street
 Corpus Christi, Texas 78401

Proposal for: RFP No. 2021-S-14 Long Range System Plan

If submitting by mail, Proposers shall submit (1) original and five (5)

hard copies of their proposal which must be concise and straightforward along with all Certification Forms, and one (1) electronic version in PDF format supplied on a USB Flash Drive. The Price Proposal (Appendix A) must be submitted in a separately sealed envelope.

If submitting electronically, Proposers must submit the proposal in one electronic file along with all Certification Forms and submit the Price Proposal (Appendix A) in a separate file. Both files should be clearly titled and submitted together in the same email to procurement@ccrta.org.

3.1.3 Late Submittal

Proposals received after the proposal due date will be deemed non-responsive and will be returned unopened.

3.2 Proposal Qualification

3.2.1 Only signed, written proposals specifically accepting responsibility for meeting the objectives and requirements specified in this RFP will be considered.

3.2.2 The cover letter must bear the signature of a person duly authorized to legally commit for the PROPOSER.

3.2.3 Proposal Preparation

All costs of proposal preparation will be borne by the PROPOSER.

3.2.4 Proposal Withdrawal

Proposals may be withdrawn either personally or by written request prior to the closing time for receipt of proposals. Thereafter, all proposals shall remain valid for a period of one hundred eighty (180) calendar days from the Board approval date.

3.3 Release of Information

The CCRTA shall not release information submitted in response to this RFP during the proposal evaluation process or prior to contract award. PROPOSERS are advised that the CCRTA may be required to release proposal information, other than trade secrets, after contract award.

3.4 No Direct Contact with CCRTA Board Members

Proposers are advised not to contact any Board members of the CCRTA directly in any manner during this proposal process. All communications directly with the Board should be reserved for public meetings in which this item is properly posted on the

agenda. All communication regarding this RFP must be made through the Procurement Department.

SCOPE OF WORK

1.0 INTRODUCTION

1.1 Overview and Purpose

The Corpus Christi Regional Transportation Authority (CCRTA) located in the Coastal Bend area of South Texas is seeking proposals from qualified firms to develop a Long Range System Plan (LRSP) to guide the design and implementation of transit services throughout its 846 square mile service area including capital improvements. The goal of the LRSP is to provide the CCRTA with a road map aimed to boost ridership through the identification of innovative service improvements, defined service implementation timelines, and prioritized capital investments including bus stop amenities outlined within annual operating, capital improvement, and financial plans through year 2027 and beyond. In respect to the COVID-19 pandemic, the LRSP will provide the CCRTA with a comprehensive action plan geared to increase ridership through state-of-the-art services and meet diverse customer needs through capital improvements over the next 10 years. This shall be a one-year service contract.

1.2 The LRSP shall include, but is not limited to, the following:

1.2.1 Evaluate system-wide service performance.

1.2.1.1 Conduct an in-depth evaluation of system-wide services to further improve efficiencies, productivity, and cost-effectiveness.

1.2.1.2 Perform passenger trip 100% count including required National Transit Database Passenger Miles Traveled sampling.

1.2.2 Provide innovative planning strategies to increase system-wide ridership levels, identify short-range revenue strategies to improve the current operations and effectiveness of the system, and provide a long-range roadmap for the agency to create effective improvements to the system when additional operating or capital funding becomes available.

1.2.3 Identify transit options to efficiently and effectively serve major employers, employment centers, retail and medical centers, universities, colleges, hospitality industry, and other activity centers including airports and fairgrounds. Evaluate unmet transit demands to determine service expansion opportunities, including surrounding communities. Analyze student needs involving representatives from Texas A&M Corpus Christi University and Del Mar College and other academic organizations.

1.2.3.1 Develop service and capital improvement recommendations through data collection, analysis of market conditions, transit needs and trends, funding opportunities and public outreach activities within the following periods:

- Short (0-3 years)
- Medium (3-5 years)
- Long Term (5-10 years)

1.2.4 Conduct Americans with Disabilities Act (ADA) bus stop assessment.

1.2.5 Complete Park and Ride site evaluation.

1.2.6 Perform high speed water ferry evaluation.

1.2.7 Lead public and stakeholder participation efforts to ensure inclusion of a diverse cross section of our communities to include, but not limited to, current public transit users, non-users, area stakeholders, Title VI Limited English Proficient (LEP) populations, fixed route, and demand response transit drivers and operations staff. Non-traditional means of engagement, including focus groups, technology, social media and other forms of effective public engagement tools are encouraged to ensure broad community participation and buy in.

1.2.8 Develop phased service and capital improvements with financial projections.

1.2.8.1 Develop sustainable phased implementation plans in accordance with current and forecasted funding and revenue resources. Provide service alternatives under different financial scenarios.

1.2.8.2 Prioritize transit capital needs for fleet replacement, expansion, vehicle size, and the construction or enhancement of facilities and amenities at bus stops, transfer stations, and Park and Ride sites.

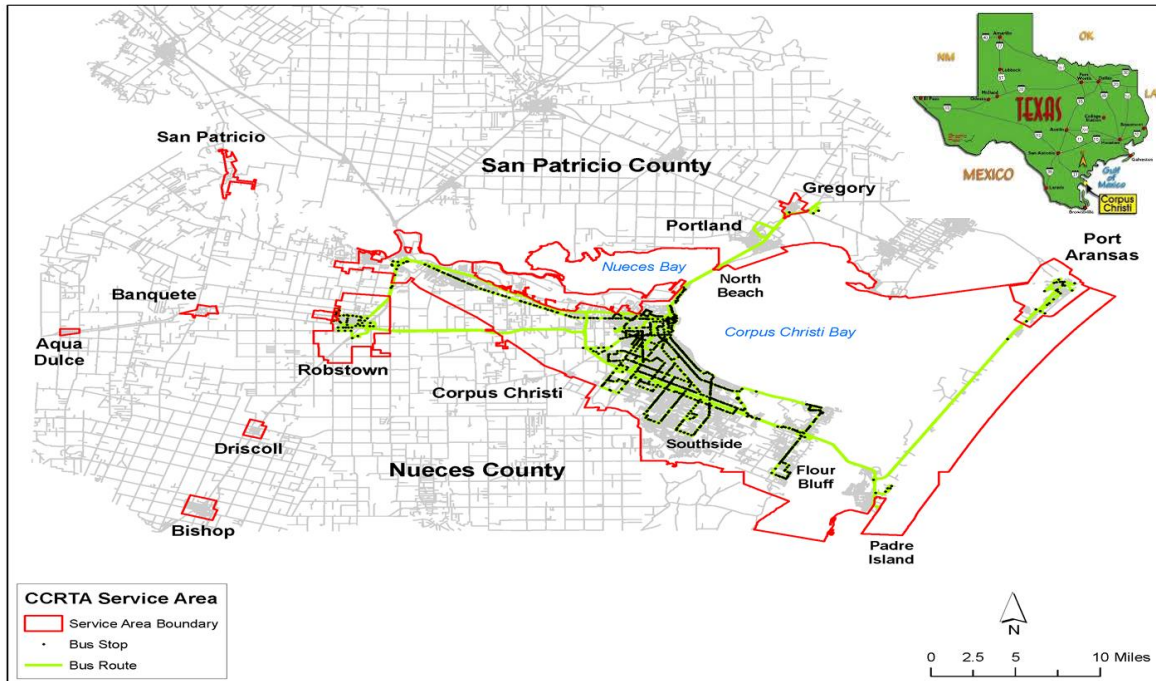
2.0 BACKGROUND

The CCRTA, or “The B”, began operations in January 1986 and has since provided public transportation services to citizens and visitors of the Coastal Bend, including the cities of Agua Dulce, Banquete, Bishop, Corpus Christi, Driscoll, Gregory, Port Aransas, Robstown and the City of San Patricio. The CCRTA is a self-governed public transportation agency supported by a one-half cent sales tax.

Prior to the COVID-19 pandemic, the CCRTA operated a total of 38 Fixed Route and Demand Response services, serving approximately 1,375 bus stops within a service area of 846 square miles and an estimated population of approximately 400,000 within Nueces and San Patricio Counties. Currently, the CCRTA is operating 33 services including 24 Fixed-route, one Flex, one On-demand, and six Commuter Express services. In addition, the CCRTA provides transportation services to rural communities with flexible demand response service. The CCRTA also offers a subsidized vanpool program comprised of 26 vans serving the Corpus Christi Metropolitan Area, and provides B-Line paratransit service for qualified

individuals. Currently, the CCRTA is undergoing a fare restructuring effort aimed to improve system-wide revenues.

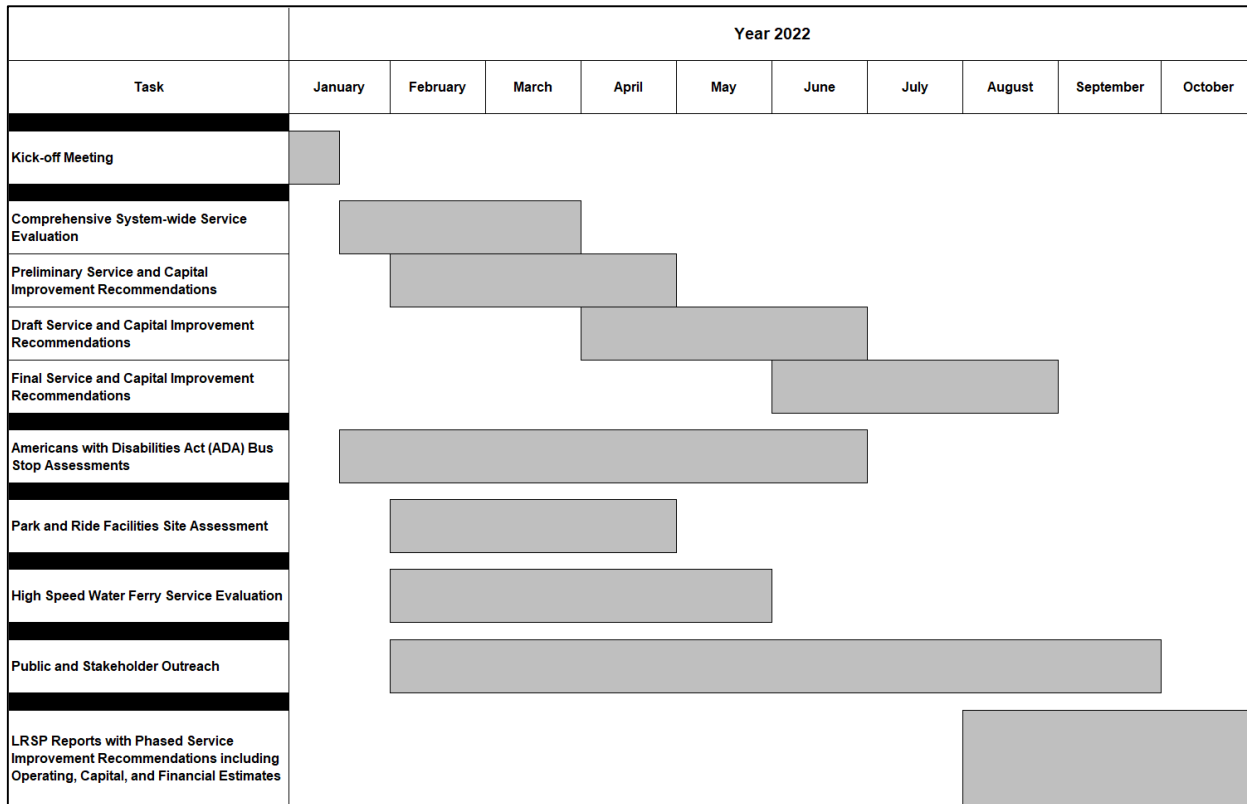
CCRTA Service Area



3.0 TASKS AND DELIVERABLES

3.1 Tasks and deliverables outlined within the scope of work serve as a general guide to the Proposer in preparing a detailed proposal. The Proposer shall feel free to propose alternative methods and techniques to best meet project requirements. The CCRTA expects that proposals will contain a work plan, schedule, and budget to complete tasks and deliverables while closely adhering to project requirements. The anticipated timeline to complete this project is approximately nine to ten months.

Estimated Project Timeline



3.2 Task 1: Perform Comprehensive System-wide Service Evaluation

The purpose of this task is to conduct an in-depth evaluation of all fixed route, flex, commuter, and express services for all days of the week.

3.2.1 The Consultant shall participate in kick-off meetings with the CCRTA to review tasks and requirements, estimated timeline, and other project items.

3.2.2 Evaluate fixed route system at the route, route segment, trip, and stop levels.

3.2.2.1 This effort will require the Consultant to conduct a 100% ride check of weekday, Saturday, and Sunday trips to collect performance data for schedule adherence, boardings and alightings including locations of bicycle and wheelchair activity, and running totals of number on-board between timing points and stops. The data collected needs to be inputted, correlated, and analyzed to determine ridership at the trip and stop level. The Consultant shall organize data in formats for future use by the CCRTA throughout the study and other planning purposes.

- Transfer Matrix

The Consultant shall conduct a transfer analysis between all fixed routes where opportunities exist at transfer stations, bus stops, and park and rides for a typical weekday. A transfer matrix or similar product shall be developed to evaluate time of day activity (i.e. peak, off-peak, etc.). This transfer analysis will provide the CCRTA with important planning information needed to verify common travel patterns, level of amenities at stops, and time point placement at route-to-route connection points.

3.2.3 Collect, record, and report fixed route service performance by route, route segment by direction, and trip utilization using key performance indicator metrics including, but not limited to:

3.2.3.1 Unlinked Passenger Trip Counts

3.2.3.2 Revenue Service Hours and Revenue Service Mile

3.2.3.3 Service Hours and Service Miles

3.2.3.4 Productivity

3.2.3.5 Boardings Per Revenue Service Hour

3.2.3.6 Boardings Per Revenue Service Mile

3.2.3.7 Passengers per Mile

3.2.3.8 Cost per Passenger Mile

3.2.3.9 Cost per Boarding

3.2.3.10 Revenue Per Boarding

3.2.3.11 Subsidy per Boarding

3.2.3.12 Farebox Recovery Ratio

3.3 Task 1: Deliverables

3.3.1 The Consultant shall provide completed on-board performance surveys by route, route segment, trip, direction, day of week, and stop to be accessed regularly by the CCRTA's staff. The Consultant shall provide collected raw and summarized data in hard copy and/or electronic file formats within a relational database and GIS file(s).

3.3.2 The Consultant shall develop transfer matrix with key data findings, summaries, maps, charts, and other supporting information.

3.3.3 For fixed route services operating Monday through Sunday, the Consultant shall evaluate fixed route service performance statistics and phased recommendations using route level templates, maps, charts, or tables.

3.4 Task 2: Develop System-wide Service and Capital Improvement Recommendation

3.4.1 The Consultant shall develop preliminary, draft, and final service and capital improvements recommendations within the following periods:

- Short (0-3 years)
- Medium (3-5 years)
- Long Term (5-10 years)

3.4.2 The Consultant shall recommend service improvements for individual services at the route, trip, and stop levels to improve connectivity, on-time performance, travel time, and cost effectiveness within the overall system.

3.4.3 The Consultant shall develop service and capital recommendations in accordance with Federal Transit Administration (FTA) Title VI Civil Rights Act of 1964 (Title VI) regulations and current and forecasted funding and revenue resources. The Consultant shall provide service alternatives under different financial scenarios.

3.4.4 The Consultant shall prioritize capital needs for fleet replacement, expansion, vehicle size, and the construction or enhancement of facilities and amenities at bus stops, transfer stations, and Park and Ride sites. In addition, the Consultant shall recommend capital improvements to support identified service improvements.

3.4.5 In developing recommendations, the Consultant shall review the approved 2020 Annual Operating and Capital Budgets including the Capital Improvement Program, and review other regional and local plans developed by the Corpus Christi Metropolitan Planning Organization (MPO), City of Corpus Christi, Texas Department of Transportation, and other organizations within the service area. Major local and regional plans include, but are not limited to, the following:

- CCRTA ¡Vámonos! Long Range System Plan
- CCRTA Transit Plan 2020
- CCRTA 2020 Comprehensive Annual Financial Plan
- CCRTA 2020 National Transit Database Annual Report
- City of Corpus Christi Plan CC Comprehensive Plan 2035
- City of Corpus Christi Area Development Plans
- City of Corpus Christi Mobility CC
- City of Corpus Christi Integrated Community Sustainability Plan

- City of Corpus Christi 2012, 2014, 2016, 2018 Bond Programs
- Corpus Christi MPO 2020-2045 Metropolitan Transportation Plan
- Corpus Christi MPO 2021-2024 Transportation Improvement Program (TIP)
- Corpus Christi MPO Strategic Plan for Active Transportation
- Regional/Urban Design Assistance Team (R/UDAT) Program and the Harbor Bridge Project
- New developments including housing, medical and retail centers, several new CCISD schools, Del Mar College South Campus and Texas A&M University expansion and off campus student housing projects, as well as other trip generating attractions or destinations.

3.5 Task 2: Deliverables

The Consultant shall provide prioritized service and capital improvements including fleet requirements, customer information technology, vehicle size, and the construction or enhancement of facilities and amenities at stops and transfer stations.

3.6 Task 3: National Transit Database (NTD) Passenger Miles Traveled Sampling

The Consultant shall complete a 100% ridership count survey all fixed route, flex, commuter, and express services on all days of the week. Transit agencies must sample or collect 100% counts of passenger miles in a mandatory year. The CCRTA is required to calculate passenger miles traveled every three years in which 2023 is a required sampling year. Year 2020 was a mandatory sampling year, but due to the COVID-19 pandemic, the sampling was postponed per the FTA. A complete count of boardings and alightings was last done in 2017. The timeframe will consist of collecting ridership data for the 100% counts on-board buses. In addition, counts will be collected at major transfer stations on all days of the week to evaluate average daily ridership levels. The boarding and alighting data will be used by the CCRTA to evaluate overall route system performance and for service improvement recommendations within the LRSP.

3.7 Task 3: Deliverables

3.7.1 Perform passenger trip 100% count including required National Transit Database Passenger Miles Traveled sampling.

3.7.2 Daily passenger counts at each transfer station.

- Staples Street Station
- Southside Station
- Port Ayers Station
- Robstown Station

3.8 Task 4: Americans with Disabilities Act (ADA) Bus Stop Assessments

3.8.1 The Consultant shall conduct a detailed ADA assessment of an estimated 1,375 bus stops and transfer stations within the CCRTA service area including Staples Street Station, Southside Station, Port Ayers Station, and Robstown Station. The

ADA assessment shall include a comprehensive inventory of all bus stops and transfer stations to effectively evaluate ADA accessibility and ADA compliance, identify existing amenities, and record pedestrian approach to and from bus stop locations and transfer stations including pedestrian safety.

3.8.2 The Consultant shall utilize FTA approved ADA accessibility and compliance criteria which prescribes standards that will be used in determining ADA compliant status of bus stops and transfer stations by referencing specific elements per ADA regulations. Based on the findings, the CCRTA will establish phased improvements within a long range prioritization plan for correcting ADA compliant deficiencies at bus stops and transfer stations. Title VI regulations will be evaluated in the development of the prioritization plan.

3.9 Task 4: Deliverables

3.9.1 Conduct detailed inventory containing an ADA assessment of all bus stops and transfer stations in tabular digital data format.

- Unique bus stop identification numbers including geographic on-street and at-street information shall be included in inventory.
- Inventory shall be completed in a tabular spreadsheet or data base format using Microsoft software products.

3.9.2 Technical memorandum, which shall be included within draft and final reports, that identifies, addresses, and corrects any ADA compliant deficiencies at bus stops.

- Maps and other graphics shall be included as supporting information to evaluate ADA compliant status.

3.10 Task 5: Park and Ride Facilities Site Assessment

3.10.1 The Consultant shall conduct a detailed Park and Ride site assessment within the service area. The purpose is to identify and evaluate potential locations for park and ride investments that align with regional needs. The evaluation should assess existing conditions and existing needs, identify potential future needs, develop project recommendations, and identify implementation strategies to advance and promote park and ride projects in the Corpus Christi region.

3.10.2 In addition, the Consultant shall evaluate opportunities for Transit Oriented Development (TOD). It is in the interest of the CCRTA to allow for potential development of Park and Ride facilities and explore opportunities for Transit Oriented Development (TOD) where feasible. In addition, the Consultant shall explore potential public private partnership ventures to support future TOD efforts.

3.11 Task 5: Deliverables

3.11.1 The Consultant shall identify existing conditions and needs, future needs and recommendations for potential Park and Ride facilities.

- Identify potential park and ride locations, provide implementation strategy including TOD opportunities, and funding sources.
- Maps and other graphics shall be included as supporting information to evaluate recommendations.

3.11.2 The Consultant shall identify possible Transit Oriented Development (TOD) opportunities within the service area.

3.12 Task 6: High Speed Water Ferry Service Evaluation

3.12.1 The Consultant shall utilize service planning, market analysis, public and stakeholder outreach methods to develop a conceptual waterborne passenger service as a viable travel alternative within the service area to meet employment, education, recreation, and tourism needs. Potential ferry service terminals include, but is not limited to, the following:

- City of Corpus Christi Marina
- City of Corpus Christi North Beach area
- City of Port Aransas
- Padre Island
- Texas A&M University Corpus Christi

3.12.2 Each scenario shall include, but is not limited to, the following:

- Conceptual ferry route maps with terminal points including recommended service span and schedule
- Capital program requirements
- Estimated operating and capital costs
- Fare policy considerations and recommendations
- Funding options
- Identification of opportunities for public private partnerships
- Evaluation of ferry routes and terminal points shall include, but is not limited to, the following:
 - Water depth
 - Waterway restrictions
 - Existence of dock
 - Landside acreage
 - Parking capacity
 - Existing land use/zoning
 - Safety and security
 - Amenities
 - ADA accessibility
 - Other infrastructure needs
 - Cost estimates

3.13 Task 6: Deliverables

3.13.1 The Consultant shall identify existing conditions and needs, future needs and recommendations for implementing a high speed water ferry service.

3.13.1.1 Identify implementation strategy and funding sources.

3.13.1.2 Maps and other graphics shall be included as supporting information to evaluate recommendations.

3.14 Task 7: Public and Stakeholder Outreach

3.14.1 The Consultant shall develop a brief public outreach plan designed to support LRSP findings including public and stakeholder comments, recommendations, and reporting efforts. The Consultant shall involve stakeholder representatives including, but not limited to Texas A&M Corpus Christi University and Del Mar College and other academic organizations to assess student needs. The focus of the public outreach effort is to obtain feedback, ideas, input, recommendations and suggestions from the surveys of bus operators, existing riders, non-riders, and stakeholders within the CCRTA service area.

3.14.1.1 The Consultant shall coordinate and facilitate up to six public outreach in person or virtually attended meetings within the service area. The Consultant shall be responsible for scheduling the meetings including the confirmation of dates, times, and locations, and notifying the public and various stakeholder groups at least two weeks in advance.

3.14.1.2 The Consultant shall coordinate and facilitate up to three meetings to present proposed service and capital improvements in a clear and concise manner to the CCRTA's Board of Directors, city councils, elected officials, stakeholders, and the general public.

3.14.1.3 The Consultant shall provide meeting invitation lists, agenda's, sign-in sheets, displays, handouts, and minutes. In addition, the Consultant shall have the ability to assist with organizing communication avenues using social media outlets including online meetings.

3.15 Task 7: Deliverables

3.15.1 Public Outreach Plan

3.15.2 Outreach survey and interview schedule including, but not limited to, the following:

- Bus operator interviews
- Stakeholder surveys
- Customer surveys at public meetings and outreach venues.
- Manual or digital on-line surveys for riders and non-riders.

3.15.3 Development of project materials, documents, handouts including posts to the CCRTA's website and social media channels.

3.15.4 Development of contact lists, meeting agendas, notices, minutes.

3.15.5 Summary containing a categorical summary of comments received at each public meeting.

3.16 Task 8: LRSP Reports

The Consultant shall prepare a draft and final Long Range System Plan with phased service improvement recommendations including operating, capital, and financial estimates. The Consultant shall develop an executive summary suitable for electronic and hard copy distribution. The Consultant shall provide a high resolution print-quality electronic copy of the final plan in raw file Microsoft Office formats and in Adobe Acrobat formats. In addition, the Consultant shall provide the CCRTA with information created in the development of the final LRSP such as hard copy documents, maps, schedules, matrices, databases, spreadsheets, and other documents.

3.17 Task 8: Deliverables

3.17.1 Development of the draft and final Long Range System Plan containing final service and capital improvements recommendations within the following periods:

- Short (0-3 years)
- Medium (3-5 years)
- Long Term (5-10 years)

3.17.2 Development of the LRSP Executive Summary.

3.17.3 Electronic copies of Technical Memorandums, Draft and Final Reports, Executive Summary, conceptual or sketch plans, field work findings, and all relevant images, graphics, maps, spreadsheets, and other project documents or files.

4.0 LIQUIDATED DAMAGES

Major project milestone dates including the project completion date will be set at the beginning of the project. Unless an extension of a major project milestone date or project completion date is requested and mutually agreed upon by the CCRTA and the Contractor, the CCRTA shall assess a penalty of \$100.00 per day as liquidated damages in the event the major project milestone date is not met or the project is not completed on time. Liquidated damages shall be deducted from the Contractor's last payment request, or invoiced in the event that no funds are owed.

In addition, failure by the Contractor to carry out the scope of work requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- Withholding monthly progress payments;
- Assessing sanctions;
- Liquidated damages; and/or
- Disqualifying the contractor from future proposing/bidding as non-responsible

STANDARD SERVICE TERMS AND CONDITIONS

1. SERVICE STANDARDS

The Contractor shall perform all work set forth in the specifications in a “first class” manner, consistent with all applicable regulations and industry standards. All work shall be performed to the reasonable satisfaction of the CCRTA, and any defective or substandard performance shall be promptly remedied.

2. INVOICES AND PAYMENTS

The Contractor shall submit separate invoices, in duplicate, specified in the contract documents to Corpus Christi RTA – Staples Street Center, Attn: Accounts Payable, 602 N. Staples Street, Corpus Christi, Texas 78401. Invoices shall indicate the contract number and shall be itemized in accordance with the different components of work set forth in the Price Proposal. Payment shall not be due until thirty (30) days after the date the above instruments are submitted or the work is actually performed, whichever is later. In the event payment has not been made by the due date, the Contractor shall submit a reminder invoice marked “overdue.” The CCRTA reserves the right to review all of the Contractor’s invoices after payment and recover any overcharges resulting from such review.

3. TOOLS, EQUIPMENT AND SUPPLIES

The Contractor shall provide such tools, equipment, supplies, materials, employees, management, and any other items or services as may be necessary in order to enable the Contractor to provide the services required under the terms of this Contract.

4. ESTIMATED QUANTITIES

The estimated quantities for services, supplies or work to be performed noted in the Price Proposal are approximate. These quantities are to be used only for the comparison of proposal and the award of this Contract and are based on past and projected usage. The Contractor agrees and understands that the actual quantities to be utilized are within the sole and absolute discretion of the CCRTA. Should the actual quantities be greater or lesser than the estimates contained in the Price Proposal, the Contractor agrees that, regardless of the amount of such variance, it shall not be the basis for deviating from the quoted unit prices. Further, the Contractor agrees to honor quoted unit prices for the duration of this Contract.

5. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the CCRTA, its officers, employees, agents, attorneys, representatives, successors and assigns from any and all claims, demands, costs, expenses (including attorney’s fees and expert witness fees), liabilities and losses of whatsoever kind or character arising out of or in connection with any act or omission of the Contractor or its officers, employees or agents, during the term of this Contract. The

Contractor shall assume on behalf of the CCRTA and the indemnified parties described above, and conduct with due diligence and in good faith, the defense of any and all such claims, whether or not the CCRTA is joined therein, even if such claims be groundless, false or fraudulent.

6. INDEPENDENT CONTRACTOR

At all times during the term of this Contract, the Contractor shall be an independent contractor to the CCRTA, and the Contractor shall not in any event be deemed an employee or other representative of the CCRTA. Any persons employed by the Contractor shall at all times hereunder be deemed to be the employees of the Contractor, and the Contractor shall be solely liable for the payment of all wages and other benefits made available to such employees in connection with their employ. The Contractor shall remain solely responsible for the supervision and performance of any such employees in completing its obligations under this Contract. The Contractor warrants that any such employees shall be fully covered by workers' compensation insurance and that each of such employees has been carefully screened as to character and fitness for the performance of his or her job.

7. ASSIGNMENT

The Contractor shall not assign or subcontract any of its rights, duties or obligations under this Contract without prior written consent of the CCRTA. The Contractor shall be entitled to assign, pledge or encumber its right to receive payments under this Contract pursuant to security interests created in conformity with the Uniform Commercial Code so long as the CCRTA shall never be obligated to negotiate with any such third party in respect to compliance with the terms and conditions of this Contract. Any such assignment, pledge or encumbrance shall be limited by any rights of offset by the CCRTA for damages or claims arising under this Contract or any other obligation owed by the Contractor to the CCRTA.

8. AMENDMENTS

No amendments, modifications or other changes to this Contract shall be valid or effective absent the written agreement of both parties hereto.

9. TERMINATION

The CCRTA shall have the right to terminate for default all or any part of its Contract if the Contractor breaches any of the terms hereof or if the Contractor becomes insolvent or files any petition in bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which the CCRTA may have in law or equity, specifically including, but not limited to, the right to sue for damages or demand specific performance. The CCRTA additionally has the right to terminate this Contract without cause by delivery to the Contractor of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

10. ADVERTISING

The Contractor shall not advertise or publish, without the CCRTA's prior consent, the fact that it has entered into this Contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local authorities.

13. GRATUITIES

No gratuities in the form of entertainment, gifts, or otherwise, shall be offered or given by Contractor, or any agent or representative of the Contractor, to any officer or employee of the CCRTA with a view toward securing a contract or securing favorable treatment with respect to a contract.

14. EQUAL OPPORTUNITY

The Contractor agrees that during the performance of this Contract it will:

14.1. Treat all applicants and employees without discrimination as to race, color, religion, sex, national origin, marital status, age or handicap.

14.2. Identify itself as an "Equal Opportunity Employer" in all help wanted advertising or requests.

The Contractor shall be advised of any complaints filed with the CCRTA alleging that the Contractor is not an equal opportunity employer. The CCRTA reserves the right to consider such complaints in determining whether or not to terminate any portion of this Contract for which the services have not yet been performed; however, the Contractor is specifically advised that no equal opportunity employment complaint will be the basis for denial of payment for any services already completed.

15. ENFORCEABILITY

This Contract shall be interpreted, construed, and governed by the laws of the United States and the State of Texas and shall be enforceable in any state court of competent jurisdiction in Nueces County, Texas. The Contractor shall comply with all applicable laws and regulations in performing under this contract.

16. NOTICES

Notices shall be given to the parties by delivering or mailing such notice to the addresses set forth in the Contract documents, or at such other addresses as the parties may designate to each other in writing.

17. INTERPRETATION

This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms thereof. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used herein, and acceptance of a course of performance rendered under this Contract shall not be relevant to determine the meaning of this Contract even though the accepting party has knowledge of the performance and opportunity for objection.

18. LIQUIDATED DAMAGES

For this RFP, liquidated damages have been included under the Scope of Work of this solicitation. Said damages are not imposed as a penalty but as an estimate of the damages that the CCRTA will sustain from delays or poorly performed work. These damages by their nature are not capable of precise proof. The CCRTA may withhold the amount of liquidated damages from monies otherwise due the CONTRACTOR.

CERTIFICATION FORMS

Please fill out and sign the following forms and return with your signed proposal.

Do NOT Alter Any Forms.

Doing so will deem your proposal as non-responsive.

Please fill out and sign the following forms and return with your signed proposal.

Reminders:

- Acknowledge any addendums issued on the bottom of (Appendix C) Certification and Statement of Qualifications form.

APPENDIX A
PRICE PROPOSAL

RFP NO.: **2021-S-14**
Long Range System Plan

PROPOSER: _____

INSTRUCTIONS:

- 1) Refer to the "Scope of Work" before completing the Price Proposal and quote your best price.
- 2) This is a one-year service contract.
- 3) **Submit one original Price Proposal.** On the outside of your sealed proposal address your envelope with the information as noted in the "Instructions to Proposers" Section 5 or submit your complete proposal package electronically to procurement@ccrta.org prior to the deadline of 3:00 p.m. (CST) Tuesday, October 12, 2021.

**Long Range System Plan
Price Proposal**

TASK NO.	DESCRIPTION	COST
1	Kick-off Meeting and Perform Comprehensive System-wide Service Evaluation	\$
2	Develop System-wide Service and Capital Improvement Recommendations	\$
3	National Transit Database (NTD) Passenger Miles Traveled Sampling	\$
4	Americans with Disabilities Act (ADA) Bus Stop Assessments	\$
5	Park and Ride Facilities Site Assessment	\$
6	High Speed Water Ferry Service Evaluation	\$
7	Public and Stakeholder Outreach	\$
8	LRSP Reports	\$
Total Estimated Costs for Tasks 1 - 8		\$

APPENDIX A

PRICE PROPOSAL

**Long Range System Plan
Price Proposal**

Signature

Printed Name

Title

Date

APPENDIX B

CERTIFICATION FORM

In submitting this proposal, the undersigned certifies on behalf of its firm and any proposed subcontractors as follows:

- (1) **Proposal Validity Certification:** If this offer is accepted within one hundred eighty (180) calendar days from the Board approval date of an award, to furnish any or all services upon which prices are offered at the designated point within the time specified;
- (2) **Non-Collusion Certification:** Has made this proposal independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to this Request for Proposals with any other FIRM or with any other competitor,
- (3) **Affirmative Action/DBE Certification:** Is in compliance with the Common Grant Rules affirmative action and Department of Transportation's Disadvantaged Business Enterprise requirements.
- (4) **Non-Conflict Certification:** Represents and warrants that no employee, official, or member of the Corpus Christi Regional Transportation Authority's Board of Directors is or will be pecuniary benefited directly or indirectly in this Contract,
- (5) **Non-Inducement Certification:** The undersigned hereby certifies that neither it nor any of its employees, representatives, or agents have offered or given gratuities (in the form of entertainment, gifts, or otherwise) to any director, officer, or employee of the Corpus Christi Regional Transportation Authority with the view toward securing favorable treatment in the awarding, amending, or the making of any determination with respect to the performance of this Contract.
- (6) **Non-Debarment Certification:** Certifies that it is not included on the U. S. Comptroller General's Consolidated List of Persons or Firms currently debarred for violations of various contracts incorporating labor standards provisions, and from Federal programs under DOT regulations 2CFR Parts 180 and 1200, or under the FAR at 48 CFR Chapter 1, Part 9.4
- (7) **Integrity and Ethics:** Has a satisfactory record of integrity and business ethics, in compliance with 49 U.S.C. Section 5325(j)(2)(A)
- (8) **Public Policy:** Is in compliance with the public policies of the Federal Government, as required by 49 U.S.C. Section 5325(j)(2)(B)
- (9) **Administrative and Technical Capacity:** Has the necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them, in compliance with 49 U.S.C. Section 5325(j)(2)(D)
- (10) **Licensing and Taxes:** Is in compliance with applicable licensing and tax laws and regulations
- (11) **Financial Resources:** Has, or can obtain, sufficient financial resources to perform the contract, as required by 49 U. S. C. Section 5325 (j)(2)(D)
- (12) **Production Capability:** Has, or can obtain, the necessary production, construction, and technical equipment and facilities.
- (13) **Timeliness:** Is able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- (14) **Performance Record:** Is able to provide a satisfactory current and past performance record.

Signature

Printed Name

Title

Date

APPENDIX C

CERTIFICATION AND STATEMENT OF QUALIFICATIONS

The undersigned PROPOSER hereby further certifies that she/he has read all of the documents and agrees to abide by the terms, certifications, and conditions thereof.

Signature: _____

Printed Name: _____

Title: _____ Date: _____

Firm Name: _____

Business
Address: _____
Street, City, State and Zip

Telephone: Office: _____ Fax: _____

Email Address: _____

Firm Owner: _____ Firm CEO: _____

Taxpayer Identification Number: _____

Number of years in contracting business under present name: _____

Type of work performed by your company: _____

Have you ever failed to complete any work awarded to you? _____

Have you ever defaulted on a Contract? _____

Taxpayer ID#: _____ Date Organized: _____

Date Incorporated: _____

Is your firm considered a disadvantaged business enterprise (DBE)? _____

If you answered yes to the DBE question, explain type. _____

ADDENDA ACKNOWLEDGMENT

Receipt of the following addenda is acknowledged (list addenda number):

APPENDIX D

DISCLOSURE OF INTERESTS CERTIFICATION

FIRM NAME: _____

STREET: _____ CITY: _____ ZIP: _____

FIRM is: 1. Corporation 2. Partnership 3. Sole Owner
 4. Association 5. Other _____

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheets.

1. State the names of each “employee” of the Regional Transportation Authority having an “ownership interest” constituting 3% or more of the ownership in the above named “firm”.

NAME JOB TITLE AND DEPARTMENT (IF KNOWN)

2. State the names of each “official” of the Regional Transportation Authority having an “ownership interest” constituting 3% or more of the ownership in the above named “firm”

NAME TITLE

3. State the names of each “board member” of the Regional Transportation Authority having an “ownership interest” constituting 3% or more of the ownership in the above named “firm”.

NAME BOARD, COMMISSION OR COMMITTEE

4. State the names of each employee or officer of a “consultant” for the Regional Transportation Authority who worked on any matter related to the subject of this contract and has an “ownership interest” constituting 3% or more of the ownership in the above named “firm”

NAME CONSULTANT

CERTIFICATE

I certify that all information provided is true and correct as of the date of this statement, that I have not knowingly withheld disclosure of any information requested; and that supplemental statements will be promptly submitted to the Regional Transportation Authority, Texas as changes occur.

Certifying Person: _____

Title: _____
(Type or Print)

Signature of Certifying Person: _____

Date: _____

CERTIFICATE OF INTERESTED PARTIES		FORM 1295																																									
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY																																									
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.		Must file online at www.ethics.state.tx.us/File																																									
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.																																											
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.																																											
4 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%; text-align: left; padding: 5px;">Name of Interested Party</th> <th style="width: 30%; text-align: left; padding: 5px;">City, State, Country (place of business)</th> <th colspan="2" style="text-align: left; padding: 5px;">Nature of Interest (check applicable)</th> </tr> <tr> <th></th> <th></th> <th style="width: 30%; text-align: center; padding: 5px;">Controlling</th> <th style="width: 30%; text-align: center; padding: 5px;">Intermediary</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr> </tbody> </table>		Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)				Controlling	Intermediary																																		
Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)																																									
		Controlling	Intermediary																																								
5 Check only if there is NO Interested Party. <input type="checkbox"/>																																											
6 UNSWORN DECLARATION My name is _____, and my date of birth is _____. My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country). I declare under penalty of perjury that the foregoing is true and correct. Executed in _____ County, State of _____, on the _____ day of _____, 20____. <div style="text-align: right; margin-right: 100px;"> _____ Signature of authorized agent of contracting business entity (Declarant) </div>																																											
ADD ADDITIONAL PAGES AS NECESSARY																																											

APPENDIX F



**CORPUS CHRISTI REGIONAL
TRANSPORTATION AUTHORITY**

CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY BOARD APPROVED

ACCESSIBILITY POLICY

POLICY STATEMENT

To provide full participation and equality of opportunity for people with disabilities, people who are aging and other people with access and functional needs, the Corpus Christi Regional Transportation Authority (CCRTA) Board of Directors calls for all CCRTA departments, within their regular duties and responsibilities, to establish a commitment to access.

APPLICABILITY

This policy statement is broad, cross-cutting and designed for application to all actions of the CCRTA, including but not limited to the following:

- Policy Development
- Customer Service
- Service Provision and Operation (Directly Provided or Contracted)
- Employment
- Physical Environment
- Communications/Media/Website
- Public Involvement
- External Meetings and Agency Sponsored Events
- Fleet Characteristics
- Maintenance
- Safety/Security/Emergency Operations
- Procurements

- Staff Development and Training
- Construction and Engineering
- Route and Service Planning

IMPLEMENTATION

Effective implementation of the Accessibility Policy statement begins with the establishment of a Universal Access Team. Each CCRTA department will designate sufficient and appropriate team members to serve and meet monthly to ensure compliance with the policy. This team will help develop guiding principles in conjunction with the CCRTA Regional Committee on Accessible Transportation (RCAT). Meeting of the Universal Access Team will be coordinated through the designated CCRTA ADA Coordinator and report current activities and initiatives to the Chief Executive Officer (CEO).

Support of all CCRTA staff will include initial and ongoing training and professional development regarding integration and elimination of barriers for people with disabilities, people who are aging and other people with access and functional needs.

Additional tools available to all CCRTA staff will include the use of an Impact Statement (approved by the CEO) to ensure an effective outcome. The Impact Statement will provide for the review of programs, projects, and developing or ongoing CCRTA services that answer, at a minimum, the following questions:

- Are any barriers being created for people with disabilities, people who are aging and other people with access and functional needs?
- Is CCRTA enhancing access and integration for people with disabilities, people who are aging and other people with access and functional needs?
- Does the program, project, or service result in the most integrated setting appropriate for people with disabilities, people who are aging and other people with access and functional needs?
- Has CCRTA taken steps to reduce or eliminate any negative impacts?

POLICY REVIEW

Review of this policy will be done no less than annually or more frequently as needed. To complement the review, CCRTA staff through the Universal Access Team will establish procedures and conduct the following:

- Establish Review Baseline

- Conduct Internal Review of Regulatory Compliance to include an ongoing ADA Performance Monitoring Program for all modes of transportation
- Self-Evaluation Review and Update
- ADA Transition Plan Review and Update
- Establish Best Practices and Lessons Learned Components

Adopted July 6, 2011

Signed by: _____

Company: _____

Position: _____

Date: _____

APPENDIX G

REFERENCES: The Proposer must supply a list of four (4) similar projects which your company has completed within the last five (5) years.

1. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Email Address: _____
Project: _____
Date Completed: _____ Cost: _____
2. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Email Address: _____
Project: _____
Date Completed: _____ Cost: _____
3. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Email Address: _____
Project: _____
Date Completed: _____ Cost: _____
4. Company: _____
Owner: _____ Contact: _____
Address: _____
Telephone No.: _____
Email Address: _____
Project: _____
Date Completed: _____ Cost: _____

CONTRACTS ON HAND: The Proposer must provide a list of contracts that the firm is currently in process:

APPENDIX H

REQUEST FOR INFORMATION/EXCEPTIONS/APPROVED EQUALS REQUEST

(Please submit **one** form for **each** Request for Information/exception/approved equal)

Page: ____

VENDOR: _____

PROJECT: RFP No. 2021-S-14

PAGE: ____ PARAGRAPH: ____ SUBJECT: _____

Request:

Signature

FOR CCRTA USE

Approved: _____ Disapproved: _____ Clarification: _____

Response:

Chief Executive Officer/Designee

APPENDIX I

PROPOSAL SUBMISSION CHECKLIST

In order for your proposal to be deemed as responsive to the requirements of the RFP, please use the checklist below to be sure that your proposal package includes all required documents.

Proposal Documents Required	Check
Proposals MUST BE submitted in the following format:	
1. Cover Letter	
2. Firm Capability and Experience	
3. Project Understanding and Approach	
4. Project Team	
5. Project Schedule	
6. Certification Forms:	
6.1 Certification Form (Appendix B)	
6.2 Certification and Statement of Qualifications (Appendix C)	
6.3 Disclosure of Interests Certification (Appendix D)	
6.4 Accessibility Policy (Appendix F)	
6.5 References (Appendix G)	
Proposals MUST include the following:	
- One original Proposal	
- Five hard copies of Proposal	
- One Electronic copy of Proposal on a USB Flash Drive	
Price Proposal (Appendix A) – 1 original sealed in a separate envelope NO OTHER COPIES ARE TO BE SUBMITTED. DO NOT INCLUDE A COPY ENCLOSED WITH YOUR PROPOSAL.	
- Price Proposal (Appendix A) Proposer must:	
1. List the Proposer's Name	
2. Complete the Price Proposal	
3. Sign, Print, and Date the Price Proposal (Appendix A)	
6.1 Certification Form (Appendix B) – Sign, Print Name, Print Title and Date	
6.2 Certification and statement of Qualifications (Appendix C)	
- Certification and statement of Qualifications (Appendix C) Proposer must:	
1. Sign	
2. Print Name	
3. Title and Date	
4. Firm Name	

5. Business address: Street, City, State and Zip	
6. Office and fax telephone numbers	
7. Email address	
8. Firm owner and Firm CEO	
9. Taxpayer Identification Number	
10. Number of years in contracting business under present name	
11. Type of work performed by your company	
12. Have you ever failed to complete any work awarded to you?	
13. Have you ever defaulted on a Contract?	
14. Taxpayer ID# and Date Organized	
15. Date Incorporated	
16. Is your firm considered a disadvantaged business enterprise (DBE)?	
17. If you answered yes to the DBE question, explain type	
18. Addenda Acknowledgement – write in each addendum issued (i.e. Addendum No. 1, 2, and 3)	
19. DUNS# - Insert your firm's active DUNS#. You may check the status of your firm's DUNS# at SAM.gov	
6.3 Disclosure of Interest Certification (Appendix D)	
Disclosure of Interest Certification (Appendix D) the Proposer must:	
1. Firm Name	
2. Street, City, Zip	
3. Identify your Firm by circling one of 1-4 or provide other in 5	
4. If there is a conflict of interest in the Disclosure Questions, then provide the name of the individual, job title and department or board, commission or committee.	
5. If there is not conflict then move to the Certificate section and Print, list Title, Sign and Date	
6.4 Accessibility Policy (Appendix F) – Sign, List Company, Position, and Date	
6.5 References (Appendix G)	
- References (Appendix G) the Proposer must:	

1. List 4 similar projects which the firm has completed within the last five years.	
2. Provide a list of contracts that the firm currently has in process.	