Request for Proposals
Solicitation #12-02

Project Overview

RiverCities Transit, operated by the City of Longview under contract from the Cowlitz Transit Authority, is requesting proposals from firms to provide transit planning services. RiverCities Transit seeks an experienced firm to assist the Agency with the following areas:

- Fixed route service planning for five (5) routes and one (1) limited-stop route.
- Schedule development and resource optimization.
- Bus stop placement along proposed routes.
- Runcutting and driver schedule rostering.
- Public Outreach associated with enacting service changes.

In 2008, RiverCities Transit had a successful ballot measure that increased the sales tax funding support from one tenth to three tenths of a cent. A consultant was hired to create a Transit Enhancement Plan and that plan was adopted at the end of 2010. The primary objective of this effort is to now implement the new fixed routes recommended in the Transit Enhancement Plan.

RiverCities Transit currently operates 5 fixed routes on a timed transfer system with a 60 minute frequency. The Transit Enhancement Plan calls for modifying the routing of the existing five routes and adding a sixth limited stop route. The frequency of some routes will improve to 30 minutes.

Six new 35' coaches have been purchased/ordered in support of the Transit Enhancement Plan and grant money has been awarded for a seventh. RiverCities Transit is also engaging in a re-branding effort that includes painting all of its vehicles, website update, new fare media, etc... RiverCities Transit was formerly known as Community Urban Bus Service (CUBS) Transit.
Submittal Information

Proposals will be accepted until 5:00 PM on August 28, 2012. Responses must be delivered by hand or via mail or delivery service (email responses will be rejected) to:

RiverCities Transit
Route Design; Solicitation #12-02
Executive Offices, Longview City Hall
1525 Broadway
Longview, WA 98632

Responses must include one (1) original signed by an authorized representative of the firm, and five (5) copies of the response. Proposals shall not total more than 30 pages in length.

Scope of Services

Using the Transit Enhancement Plan recommendations, selected firm shall develop detailed route system design and schedules, create resource utilization plans, maximize route connections, and increase movement of ridership across the service to reach destinations in a timely manner.

Tasks and Deliverables

The following list of tasks and deliverables is not all-inclusive: other tasks, tactics or products may be added depending on proposer’s recommendations, industry best practices, or as a result of the strategies and concepts developed throughout this project.

Routing
  • Develop a set of suggested routes with possible alternatives, along with materials and maps for public outreach
  • Left/Right Paddles for each route selected by RiverCities Transit
  • Route Maps for each selected route
  • System Map showing all routes together

System Schedules
  • Schedules for each route at both 60 minute and 30 minute frequencies with a minimum of 6 time points on each route
• Run Cuts for all routes
• Driver Scheduling for all routes, in accordance with the Collective Bargaining Agreement between ATU Local 758 and the City of Longview

Bus Stop Placement
• Create a Bus Stop Worksheet for each stop showing
  o Exact location using street location
  o Exact location using latitude and longitude (preferred, but not required)
  o Develop a site plan for each stop (not an engineering quality drawing)
  o Recommendation of amenities for each location
  o Bus Stop inventory including recommended amenities and a 3 digit unique identification numbering system
  o Utilize a Microsoft Word compatible format
• Review all stops for ADA compliance using the ADA-ABA Accessibility guidelines

Tentative Project Schedule

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Responses Submitted</td>
<td>28 Aug 2012</td>
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<tr>
<td>Award of Contract</td>
<td>Sept 2012</td>
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<tr>
<td>Start of Work</td>
<td>Oct 2012</td>
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<tr>
<td>Public Hearings</td>
<td>December 2012</td>
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<tr>
<td>Board Adoption of new routing</td>
<td>Jan 2013</td>
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<tr>
<td>Completion of Work and submission of all documents</td>
<td>No later than Feb 28th 2013</td>
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RiverCities Transit would like to enact the new routing in the summer of 2013 with construction of new bus stop pads and shelters occurring in early summer/late spring 2013.

Proposal Content Requirements

Letter of Interest: The cover letter should briefly summarize the firm’s qualifications and experience relevant to the scope. A principal or officer of the firm authorized to execute contracts on the firm’s behalf must sign the letter.

Project Understanding and Approach: Describe your understanding of the project and the project timeline. Explain how your firm will approach this project and handle the
tasks involved in order to provide the deliverables mentioned. Please include how your firm's approach will enable the project timelines to be met.

**Project Organization/Staffing:** Provide an organizational chart showing the proposed staff involved and their responsibilities. It should also designate a project manager who will be the primary contact point for RiverCities Transit staff. It should include a brief resume for each key staff member assigned to explain their qualifications. Sub-consultants should be included. It should also include staff availability for this project. Given the timeline of this project, staff availability is considered important.

**Related Experience:** Describe the firm's experience with transit service planning, transit amenities, and resource utilization and please include any sub-consultants. Any transit projects similar in nature to this should be included and provide examples of how your firm's approach helped complete the project.

**Cost:** Describe the costs associated with each of the deliverable line items listed above as well as the overall cost of completing the project. It is estimated that this project will cost between $5,000 and $15,000.

**References:** Please include three references on similar projects on which you have been involved.

**Evaluation Criteria**

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<thead>
<tr>
<th>Criteria</th>
<th>Point Value</th>
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<tbody>
<tr>
<td>Project Understanding &amp; Approach</td>
<td>15</td>
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<tr>
<td>Staff Availability</td>
<td>20</td>
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<tr>
<td>Qualifications of Staff</td>
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<tr>
<td>Prior experience with similar projects</td>
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<tr>
<td>Project Cost</td>
<td>20</td>
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<tr>
<td>Total</td>
<td>100</td>
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**Selection Process**

**General Approach:** The responses to this solicitation will be evaluated based on their ability to meet RiverCities Transit's needs. The responses will be rated according to the criteria above by a selection committee. This may result in the selection of a single firm or in a short list of firms who will be asked to provide additional information at an oral interview. References may also be checked.
Final approval of an agreement may require approval by the Cowlitz Transit Authority and Longview City Council. RiverCities Transit reserves the right to reject any or all responses to this solicitation, or waive any informalities or irregularities of any proposal.

**Project Point of Contact**

All correspondence related to this solicitation should be directed to the project manager listed below.

Brad Windler, Mobility Supervisor
RiverCities Transit
254 Oregon Way
Longview, WA
Phone: 360-442-5607
Fax: 360-442-5979

Dated at Longview, Washington, this 8th day of AUGUST 2012.

By:  

Brad Windler  
Transit Supervisor