

Addendum 2: Request for Proposals for Transit General Technical Assistance Consulting On-Call Services

CARTA is providing the following updates to potential proposers:

1. CARTA has updated the proposal due date from June 28, 2024 at 2 pm until July 12, 2024 at 5 pm.
2. CARTA will hold a non-mandatory pre-proposal meeting on June 21, 2024 at 9:00 am. Contact Annie Powell at anniepowell@gocarta.org or 423-424-1305 for a meeting link.
3. CARTA has updated the Request for Proposals. Included is a copy of the RFP with associated changes in red, including Attachment A.



Annie Powell, Director of Grants, Technology, and Research

Request for Proposals
for
Transit General Technical Assistance Consulting On-Call Services
for the
Chattanooga Area Regional Transportation Authority (CARTA)

May 21, 2024

RFP # 20240521Planning

I. General CARTA Information

CARTA is a public authority that provides fixed route service within the city of Chattanooga, complementary demand response paratransit service for citizens with disabilities within the city of Chattanooga, a downtown shuttle and parking system, and the Lookout Mountain Incline Railway. CARTA is also authorized to provide service in portions of Dade, Walker, and Catoosa counties in Georgia.

CARTA operates 12 Main Line Routes, CARTA GO on demand bus service, 3 downtown shuttle routes, and the Care-A-Van demand responsive service. Main Line Routes provide frequent fixed route service between Downtown Chattanooga and other areas in the city of Chattanooga. In addition, CARTA operates a free shuttle service in Downtown Chattanooga, which connects the Shuttle Park North, Shuttle Park South, and Shuttle Park North Shore facilities. CARTA also operates the Lookout Mountain Incline Railway and provides oversight and enforcement for approximately 4,000 surface and on-street parking spaces.

II. Introduction

CARTA is soliciting proposals for a firm or firms to provide on-call planning services for various transit planning and policy development/update projects. This RFP will result in the establishment of a short-list of firms that will be eligible to participate in future task order projects that are related to this solicitation. Under Attachment A, CARTA has organized a non-inclusive list of projects organized into categories. Proposers and teams of proposers should indicate which categories they will be proposing. CARTA will limit the number of categories to 3 that a single proposer and their subconsultants can propose and be awarded. CARTA will award based on category with one proposer and their associated subconsultants able to be awarded up to 3 categories.

Once contracts have been awarded for the established categories, task orders will be issued. Awarded proposers will receive scopes of work and will be asked to submit a project approach and cost of services based on established hourly rates. The selected firm(s) shall be readily available to provide cost proposals at the request of CARTA for a variety of future (potentially time sensitive, yet to be determined) projects. Tasks expected to be authorized upon award of contracts include creation of a Strategic Long Range Plan, Comprehensive Operational Analysis, creation of a Master Plan for the Incline Railway, and ITS Management and Planning Services task orders.

The length of the contract will be for a period of five years.

III. Scope of Services

Examples of Tasks that maybe requested:

1. Intelligent Transportation Systems (ITS) Management and Planning Services
2. Strategic Planning
3. Zero Emission Bus Transition Plan Update
4. ADA Transition Plan
5. Transit Operations & Service Planning
 - a. Fare policy
 - b. Transit Development Plan
 - c. Comprehensive Operational Analysis
 - d. Strategic Long Range Plan Creation
 - e. Bus Stop Planning and Bus Stop Design Manual
 - f. Transit schedule development and scheduling report
 - g. Operations planning and modeling
 - h. Performance Monitoring
 - i. Transit service development and planning
 - j. ADA and paratransit program planning
 - k. Origin-Destination Surveys
 - l. Customer Service Surveys
 - m. Title Vi Program updates
 - n. Title VI analyses for service change or fare changes
6. Transit Workforce Development
7. Standard Operating Procedure (SOP) creation
8. Training programs
9. Drills and Exercises
10. Assistance with Subrecipient Monitoring
11. Transit Asset Management Planning
12. Environmental Review and Analysis
13. Benefit Cost Analyses
14. Business Analysis
15. Parking planning
16. Marketing and video production

17. Creation of project renderings
18. Transit Vehicles and Maintenance Support (Bus and Rail)
 - a. Vehicle Specification Development and Preparation
 - b. Vehicle/Product Inspections
 - c. Transit Vehicle Market Research
 - d. Vehicle Life Cycle Cost Analysis
 - e. Zero Emission Vehicle Support
 - f. Future Vehicle Technologies
 - g. Fleet planning
 - h. Fleet asset management
 - i. Maintenance program development (predictive and preventative)
19. Transit Facility Assessment and Design
 - a. Facility Design Standards
 - b. Facility Condition Assessment
 - c. Facility master planning
 - d. Engineering and Design Support for Facilities
 - e. Bus Shelter and Pedestrian Infrastructure design and engineering
 - f. Environmental Planning for facilities
 - g. Bus stop signage and wayfinding design
 - h. Mobility hub and transit center design and engineering
20. Transit Management Support
 - a. Performance Monitoring
 - b. Organizational design
 - c. Process and Procedures
 - d. Succession Planning
 - e. Financial Modeling/Planning
21. Transit Technology Support
 - a. Transit Technology Planning
 - b. Technology system design and support
 - c. Data management and reporting systems
 - d. Technology systems specification development and/or implementation support
 - e. Technology systems post-implementation support
 - f. Technology risk assessments
22. Transit Safety, Training, and Security Planning in compliance with any federal, state, or local training requirements
 - a. System safety program planning
 - b. System security program planning
 - c. Emergency preparedness planning and training
 - d. Safety and security compliance
 - e. Safety and security infrastructure analysis and management
 - f. Employee development
 - g. Training programs
 - h. Public Education
 - i. OSHA Health and Worker Protection Program Development
23. Project Management Services

IV. Proposal Contents.

- A. A description of the firm's proposal including staff proposed for assignment to, and assistance with, CARTA's services. Include likely subconsultants based on immediate projects. Additional subconsultants may be added later with CARTA's approval.
- B. A representative, partial listing of current or former clients with particular reference to those requiring services similar to those requested by CARTA.
- C. A description of how the firm and/or individual meets the needs of CARTA as expressed in the Scope of Service with particular emphasis on planning areas that the firm specializes in. This section of the proposal should not exceed five (5) typed pages.
- D. Price Proposal (to be in a separate, sealed envelope): Fully burdened Hourly Rate Sheet for five years for the various positions and subconsultants that may be utilized for the scope of services described above. Cost plus percentage of cost is not allowed. Any overhead for administration of subconsultant contracts should be included in stated hourly rates. Any travel expenses associated with work completed for CARTA must be billed at actual cost using GSA travel rates.
- E. DBE information, if applicable. Please see <https://www.tdot.tn.gov/Applications/DBEDirect/Search> for a list of eligible disadvantaged business enterprises. CARTA has set a 5% DBE goal for this procurement.

V. Guidelines for Submitting Proposals

One electronic copy and a separate envelope with hourly rates of each firm's proposal must be received at CARTA by 5:00 p.m. on July 12, 2024. A non-mandatory pre-proposal meeting will be held electronically on June 21, 2024, at 9 am. Proposals should be addressed to:

Annie Powell, Director of Grants, Technology, and Research
CARTA
1617 Wilcox Boulevard
Chattanooga, TN 37406

Tel. 423-629-1411

Fax 423-698-2749

E-mail: anniepowell@gocarta.org

The outside of the package should be clearly marked with the words "Transit General Technical Assistance On Call Services."

VI. Evaluation Criteria

The following criteria will be used in evaluating proposals:

- Qualifications/Experience of prime consultant with projects of similar type and size 50 percent
- Indication of sufficient staff for all facets of proposed work 20 percent
- Consultant's past record of performance on similar projects 30 percent

VII. Selection

The selection of the firm or firms shall be based upon the most responsible and responsive proposal in accordance with the evaluation criteria for this request for proposals. Upon publication of this request for proposals, contacts between proposers and CARTA seeking clarifications of this proposal request shall be required to be in writing and sent to Ms. Annie Powell, Director of Grants, Technology, and Research. No telephone contact during this request for proposals shall be permitted. The use of a facsimile device or e-mail in place of mailed correspondence is acceptable. CARTA will provide written response of clarification requests to all persons and/or firms who have received the specifications for this request for proposals.

CARTA reserves the right to reject any or all proposals, or to accept any proposals, or to waive any informalities in any proposals, or to withhold the award if deemed in the best interest of CARTA.

Category	Tasks	
<ul style="list-style-type: none"> 1. Transit Operations & Service Planning 1. Transit Operations & Service Planning 1. Transit Operations & Service Planning 1. Transit Operations & Service Planning 1. Transit Operations & Service Planning 1. Transit Operations & Service Planning 1. Transit Operations & Service Planning 1. Transit Operations & Service Planning 1. Transit Operations & Service Planning 1. Transit Operations & Service Planning 1. Transit Operations & Service Planning 1. Transit Operations & Service Planning 1. Transit Operations & Service Planning 1. Transit Operations & Service Planning 	<ul style="list-style-type: none"> a. Fare policy b. Transit Development Plan c. Comprehensive Operational Analysis d. Strategic Long Range Plan Creation e. Bus Stop Planning and Bus Stop Design Manual f. Transit schedule development and scheduling report g. Operations planning and modeling h. Transit service development and planning i. ADA and paratransit program planning j. Origin-Destination Surveys k. Customer Service Surveys l. Title VI Program updates m. Title VI analyses for service change or fare changes n. Intelligent Transportation Systems (ITS) Management and Planning Services 	<p>Planning - Service</p>
<ul style="list-style-type: none"> 2. People Training 2. People Training 2. People Training 	<ul style="list-style-type: none"> a. Transit Workforce Development b. Training programs c. Drills and Exercises 	<p>People - Training</p>
<ul style="list-style-type: none"> 3. Business Services 3. Business Services 3. Business Services 3. Business Services 3. Business Services 3. Business Services 3. Business Services 3. Business Services 	<ul style="list-style-type: none"> a. Standard Operating Procedure (SOP) creation b. Assistance with Subrecipient Monitoring c. Benefit Cost Analyses d. Business Analysis e. Transit Asset Management Planning f. Marketing and video production g. Data Science: Performance Monitoring - Transit Operations & Service h. Data Science: Performance Monitoring - Transit Management Support 	<p>Business Services</p>
<ul style="list-style-type: none"> 4. Transit Management Support 4. Transit Management Support 4. Transit Management Support 4. Transit Management Support 	<ul style="list-style-type: none"> a. Organizational design b. Process and Procedures c. Succession Planning d. Financial Modeling/Planning 	<p>Transit Management</p>
<ul style="list-style-type: none"> 5. Design & Construction Services 5. Design & Construction Services 	<ul style="list-style-type: none"> a. Environmental Review and Analysis b. Creation of project renderings 	<p>Construction</p>
<ul style="list-style-type: none"> 6. Transit Vehicles and Maintenance Support (Bus and Rail) 6. Transit Vehicles and Maintenance Support (Bus and Rail) 6. Transit Vehicles and Maintenance Support (Bus and Rail) 6. Transit Vehicles and Maintenance Support (Bus and Rail) 6. Transit Vehicles and Maintenance Support (Bus and Rail) 6. Transit Vehicles and Maintenance Support (Bus and Rail) 6. Transit Vehicles and Maintenance Support (Bus and Rail) 6. Transit Vehicles and Maintenance Support (Bus and Rail) 6. Transit Vehicles and Maintenance Support (Bus and Rail) 6. Transit Vehicles and Maintenance Support (Bus and Rail) 6. Transit Vehicles and Maintenance Support (Bus and Rail) 	<ul style="list-style-type: none"> a. Vehicle Specification Development and Preparation b. Vehicle/Product Inspections c. Transit Vehicle Market Research d. Vehicle Life Cycle Cost Analysis e. Zero Emission Vehicle Support f. Future Vehicle Technologies g. Fleet planning h. Fleet asset management i. Maintenance program development (predictive and preventative) j. Zero Emission Bus Transition Plan Update 	<p>Rolling Stock</p>
<ul style="list-style-type: none"> 7. Transit Facility Assessment and Design 7. Transit Facility Assessment and Design 7. Transit Facility Assessment and Design 7. Transit Facility Assessment and Design 7. Transit Facility Assessment and Design 7. Transit Facility Assessment and Design 7. Transit Facility Assessment and Design 7. Transit Facility Assessment and Design 7. Transit Facility Assessment and Design 7. Transit Facility Assessment and Design 	<ul style="list-style-type: none"> a. Facility Design Standards b. Facility Condition Assessment c. Facility master planning d. Engineering and Design Support for Facilities e. Bus Shelter and Pedestrian Infrastructure design and engineering f. Environmental Planning for facilities g. Bus stop signage and wayfinding design h. Mobility hub and transit center design and engineering i. Parking planning 	<p>Facilities</p>
<ul style="list-style-type: none"> 8. Transit Technology Support 8. Transit Technology Support 8. Transit Technology Support 8. Transit Technology Support 8. Transit Technology Support 8. Transit Technology Support 	<ul style="list-style-type: none"> a. Transit Technology Planning b. Technology system design and support c. Data management and reporting systems d. Technology systems specification development and/or implementation support e. Technology systems post-implementation support f. Technology risk assessments 	<p>IT</p>
<ul style="list-style-type: none"> 9. Transit Safety, Training, and Security Planning in compliance with any federal, state, or local training requirements 9. Transit Safety, Training, and Security Planning in compliance with any federal, state, or local training requirements 9. Transit Safety, Training, and Security Planning in compliance with any federal, state, or local training requirements 9. Transit Safety, Training, and Security Planning in compliance with any federal, state, or local training requirements 9. Transit Safety, Training, and Security Planning in compliance with any federal, state, or local training requirements 9. Transit Safety, Training, and Security Planning in compliance with any federal, state, or local training requirements 9. Transit Safety, Training, and Security Planning in compliance with any federal, state, or local training requirements 9. Transit Safety, Training, and Security Planning in compliance with any federal, state, or local training requirements 9. Transit Safety, Training, and Security Planning in compliance with any federal, state, or local training requirements 9. Transit Safety, Training, and Security Planning in compliance with any federal, state, or local training requirements 	<ul style="list-style-type: none"> a. System safety program planning b. System security program planning c. Emergency preparedness planning and training d. Safety and security compliance e. Safety and security infrastructure analysis and management f. Employee development g. Training programs h. Public Education i. OSHA Health and Worker Protection Program Development 	<p>Safety</p>