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RESEARCH

Scope of Services Indian River County Public Transportation Services Procurement

**Prepared for
Indian River County MPO
(August 2016)**



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**Scope of Services
Indian River County
Public Transportation Procurement
Technical Assistance**

Prepared for:

Indian River County MPO



Prepared by:



**University of South Florida
Center for Urban Transportation Research**

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Indian River County Public Transportation Service Procurement Technical Assistance Scope of Work

BACKGROUND AND PURPOSE OF STUDY

Indian River County (IRC) is the legal authority and the federal and state funding recipient for Public Transportation Services throughout the County. The Senior Resource Association (SRA) is the designated Community Transportation Coordinator for the County. Through a contractual arrangement with the Indian River County Board of County Commissioners, the SRA is also charged with the provision of public transportation services for all members of the general public. The SRA operates the GoLine which is the fixed-route public transportation system and also operates a complimentary paratransit service for residents who live within three quarters of a mile of a fixed route, but are unable to access the fixed route system because of a disability.

The Federal Transit Administration (FTA) requires third party contracts for operating and maintaining federally funded public transportation to be regularly offered in a competitive procurement process. This requirement was recently cited as a finding in a Triennial Review for Indian River County by FTA.

The purpose of this scope of work is to address the federal requirements for a properly conducted procurement solicitation and to provide technical assistance to IRC in developing and implementing such a procurement process.

Overall Study Objectives

The key objectives of this technical support will be to:

- Assess current IRC public transportation services, customers, organization, policies, funding and other functional aspects
- Develop a comprehensive Request for Proposal (RFP) to solicit a responsive, competent, and competitive transportation provider
- Establish a review and evaluation process in conformance with local, state and federal procurement procedures.
- Support IRC decision-makers and staff to negotiate and consummate a contract for operating public transportation services and appropriate administrative functions.

The scope of this research will address these objectives in a methodical approach described in the following scope of work tasks:

Scope of Services

Task 1: Assessment of Current System Services, Policies and Performance

Task Purpose:

To review and describe all existing public transportation services provided by Indian River County currently contracted with the Senior Resource Association in preparation for establishing a baseline scope of services request for a competitive procurement process.

Approach:

- CUTR will review and analyze IRC public transportation services detailing system statistics and performance information
- Data will be collected from IRC and the SRA
- CUTR and IRC will review data and collaborate in formatting data for its utilization as input to a RFP service descriptions and performance element

Task 1 Deliverable:

- 1) Technical Memo I – Documentation of Public Transportation information and formatted for use in a transit services solicitation.

Task 2: Development of a Request for Proposal (RFP) Document

Task 2 Purpose:

This task will develop a Request for Proposal (RFP) document coordinated with the IRC MPO and Purchasing Division for format and process.

Approach:

- CUTR will utilize task 1 input to provide the breadth of transportation of services being solicited
- CUTR will research similar and pertinent transportation services procurement solicitation documentation that will serve to identify best practices in form and approach utilized to comply with the FTA Third Party Contracting Requirements identified in FTA Circular 4220.1 F
- In collaboration with the IRC Purchasing Division a boiler plate format will be provided to CUTR and further developed
- Consideration will be given to include Community Transportation Coordinator (CTC) capabilities in this solicitation

Task 2 Deliverable:

1. A Draft Request for Proposal (RFP) Document to be ready for a final format by the IRC Purchasing Division

Task 3: Support the Establishment of a Solicitation, Review and Evaluation Process

Task 3 Purpose:

The purpose of task 3 is to establish a solicitation, submittal review and evaluation process in compliance with local, state and federal procedures for third party public transportation services.

Approach:

Task 3 will be accomplished by:

- In concert with the development of the RFP document in task 2, a review and evaluation process will be developed
- CUTR will support IRC with technical assistance in the review of proposals and facilitation of formally designated evaluators of a Review Committee
- CUTR will provide documentation and summary notes of the evaluation process

Task 3 Deliverable:

1. Recommendations for a review and evaluation process
2. Documentation of the review and evaluation of proposals

Task 4: Contractual Technical Assistance

Task 4 Purpose:

To support IRC decision-makers and MPO and Purchasing Division staffs to negotiate and consummate a contract for operating public transportation services and appropriate administrative functions.

Approach:

Task 4 will be accomplished by:

- Upon evaluation of all responsive proposals and a selection by the IRC BoCC to negotiate with a Proposer, CUTR will support MPO and Purchasing Division staffs with the review of contractual documentation to include required federal attachments and assurances.

Task 3 Deliverable:

1. Review and consultation of contractual documentation

PROJECT BUDGET

Project Budget

Indian River County Transit Service RFP Process			
Labor			
			\$23,302
Expenses:			
	Travel	\$2,356.80	
	Other Expenses	\$600	
	All Expenses		\$2,957
Subtotal:	Labor + Expenses		\$26,259
Indirect:	(Local Government Rate)	25.00%	\$6,565
Total Budget:			\$32,824

This is a fixed price lump sum cost

PROJECT INVOICING

Project invoicing will occur upon completion of all tasks of this scope of work for a fixed price lump sum contract.

PROJECT SCHEDULE

The project schedule will be completed by October 1, 2017 and dependent on IRC confirmation of mutually established deadlines for deliverables by CUTR and decisions by IRC.

Schedule to be inserted here

PROJECT TEAM

Rob Gregg, Program Director of Transit Management and Innovation Programs will serve as Principal Investigator (PI) of this project and oversee the completion of all assignments associated.

Jay Goodwill, Senior Research Associate will serve as the Co-PI on the project and will be responsible for project management as well as completion of many of the tasks.

Mitch Spicer, Research Assistant will serve as technical support for performance measures and analysis of FTIS information system.

Other CUTR Faculty will be utilized as required.

CONTACT INFORMATION

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