

TRANSIT MANAGEMENT STUDY

SCOPE OF WORK

Bis-Man Transit and the function it provides is very important to the City of Bismarck. This Request for Proposal is meant to ensure the continued viability and excellent service that Bis-Man Transit provides to Bismarck, Lincoln and Mandan area residents.

This is a request for a qualified consulting firm to assist the Bismarck/Mandan Metropolitan Planning Organization (MPO) and the City of Bismarck in analyzing the current structure of Bis-Man Transit and determining an optimal future organization for the function, as well as a succession plan for the anticipated retirement of Ms. Robin Werre, the current Transit Director. Currently the City of Bismarck contracts with the Bis-Man Transit Board (Board) to provide the administrative personnel to effectively operate Bis-Man Transit. The Board has contracted with Central NODAK (a non-profit organization that aids disabled persons) to provide the previously mentioned administrative personnel, including the Transit Director position.

Following are some of the questions and issues that would be addressed by the study:

- Should Bis-Man Transit and its future Transit Director remain as a contracted entity and contracted staff, respectively, as is presently the case?
- Should Bis-Man Transit become part of the City of Bismarck, with its administrative staff, including the Transit Director, becoming City of Bismarck employees?
- Is a hybrid arrangement using a combination of City and contracted assistance a viable option or is there a better option not addressed in this RFP?
- If Bis-Man Transit becomes part of the City of Bismarck, under what City department should it reside or should Bis-Man Transit have its own department status?
- If Bis-Man Transit remains a contracted partner to the City, what changes in the present organizational structure should be considered?

There are positives and negatives to all of these scenarios that we would like considered, with a set of recommendations and implementation steps included in the study.

PUBLIC INVOLVEMENT PROCESS

The consultant should consult with the following agencies that presently use Bis-Man Transit's bus services: Bis-Man Transit Board, City of Mandan, Mandan Golden age, PACE, RSVP, United Way, and the Burleigh County Senior Center. The chosen consultant should also interview the present Transit Director and selected City staff.

It is anticipated that there will be one general public meeting to describe the study and why it is being undertaken, as well as receiving the public's comments and questions on the key questions underlying the study.

There will be two consultant meetings with the Bismarck Board of City Commissioners.

The first meeting will be for the purpose of identifying the study, disclosure of the consultant's strategy, and receiving any questions or comments from the City Commission.

The second meeting shall be a public hearing with the City Commission and the public, in which the consultant will report back with a draft study to delineate the study recommendations and answer questions and comments from the City Commission.

The consultant shall provide a quality web site to inform, update, and receive feedback from the public on the study.

The consultant will provide the MPO's Technical Advisory Committee (TAC) and Policy Board monthly progress updates. The consultant will also meet with the TAC and Policy Board in person at least three times during the duration of the Study. Those times should be at the beginning of the Study, at the appropriate time to present the draft Study to the boards, and at the end of the Study to get the Boards approval of the Final Study.

PROJECT DELIVERABLES

The final product of this effort will be a Transit Management Study for the City of Bismarck. Consultant activities will include the development of study recommendations, implementation recommendations, summary of the public meetings, and approval verifications of the City of Bismarck and the MPO boards. The following are specific requirements associated with the development of the Transit Management Study:

1. The draft Transit Management Study by, October 30, 2010 (30 full draft hardcopies),
2. An approved final Transit Management Study by December 31, 2010 (25 full final hardcopies, 10 full electronic CD format copies and an additional full camera ready and full electronic .PDF formatted original copy for duplication of additional reports),

In addition, copies of any pertinent work papers either during the project or at its conclusion.

Bismarck/Mandan MPO reserves the right to enter into a supplementary agreement to have the firm selected perform any additional work not currently assigned.

STUDY REQUIREMENTS

The consultant will meet with a management team from the NDDOT at approximately the time the draft Study is released.

All design and project data will become the property of Bismarck/Mandan MPO upon completion of the final report. The study will be submitted using the following formats and standards:

- Word/Excel
- Adobe .PDF
- NDDOT Data Collection Codes and Procedures
- NDDOT Drafting Standards
- NDDOT Design Manual
- Chapter 19 NDDOT Survey and Photogrammetry Manual

PROJECT IMPLEMENTATION SCHEDULE

Distribution of RFP	December 21, 2009
Proposal Submittal Date	January 22, 2010
Firm Preliminary Selection	February 17, 2010
Firm Final Selection	March 10, 2010
Firm Contract Negotiation	March 31, 2010
Firm Contract Award	April 20, 2010
Firm starts Work	April 26, 2010

INFORMATION AVAILABLE FOR CONSULTANT

1. April 2007 Transit Development Plan (TDP)
2. Bis-Man Transit records and documents (available through Transit Director)
3. Bis-Man Transit contracts & documents (available through MPO office)

EVALUATION AND SELECTION PROCESS

Firms interested in performing the work shall submit **six (6)** copies of their proposal to:

Steve Saunders
Transportation Planner
Bismarck/Mandan MPO
221 North 5th Street
P.O. Box 5503
Bismarck, ND 58506-5503

The Bismarck/Mandan MPO will only consider proposals received prior to 4:00 P.M. CST on January 22, 2010. Late proposals will be considered unresponsive and will not be considered. Each proposal will be evaluated by a selection committee of Bismarck-Mandan MPO staff and City of Bismarck staff as well as any additionally invited participants.

Bismarck/Mandan MPO reserves the right to limit the web/phone interviews to a maximum of four firms whose proposals most clearly meet the RFP requirements. Firms not selected to be interviewed will be notified in writing.

Selection will be on the basis of the following criteria:

- A. Ability of professional personnel
- B. Willingness to meet time and budget requirements
- C. Location
- D. Recent, current, and projected workloads of the persons or firms
- E. Related experience on similar projects
- F. Project understanding, issues, and approach

The proposal should list the personnel who will be assigned to work on the project, including titles, education, and work experience. The proposal pages shall be numbered and must be limited to 20 pages in length, including staff resumes, at a comfortably legible font. An appendix may be added to the proposal to furnish the QC/QA program and project schedule. Proposals that exceed the 20 page length requirement or add additional items in the appendix will not be considered. The consultant's proposal shall include a schedule for the project. This schedule will be reviewed by the Bismarck-Mandan MPO and, if accepted, become the project schedule after the contract has been executed.

The Consultant's proposal shall also include a Quality Control/Quality Assurance (QC/QA) program that will be used on this project. This QC/QA program shall identify the team members, their responsibilities, and stages of development at which each is to be responsible. The project schedule and QC/QA program may be included in the appendix and will not be considered as a part of the 20 page proposal.

RIGHT OF REJECTION

The Bismarck/Mandan MPO reserves the right to reject any or all proposals.

DISCLOSURE OF PROPOSAL

At the conclusion of the selection process, the contents of all proposals will be subject to the City of Bismarck's Open Records Law and may be open to inspection by interested parties. Any information included in the proposal that the proposing party believes to be a trade secret or

proprietary information must be clearly identified in the proposal. Any identified information recognized as such and protected by law may be exempt from disclosure.

REQUIRED CONTRACT PROVISIONS

DISADVANTAGED BUSINESS ENTERPRISE EFFORTS

In the performance of this agreement, the contractor shall cooperate with the MPO in meeting its goals with regard to the maximum utilization of disadvantaged business enterprises, and will use its best efforts to ensure that such business enterprises shall have the maximum practical opportunities to compete for subcontract work under this agreement.

1. Policy

It is the policy of the Department of Transportation that disadvantaged business enterprises as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Consequently, the DBE requirements of 49 CFR Part 23 applies to this Agreement.

2. DBE Obligation

The MPO and contractor agree to ensure that disadvantaged business enterprises as defined in 49 CFR Part 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under or pursuant to this Agreement. In this regard, the contractor shall take all necessary and reasonable steps in accordance with 49 CFR Part 23 to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. The contractor shall not discriminate on the basis of race, creed, color, national origin, age, or sex in the award and performance of DOT-assisted contracts.

The consultant's efforts to involve DBE businesses in this project needs to be shown. If the consultant is a DBE, a statement indicating that the business is certified by the NDDOT as a DBE/MBE shall be included in the proposal. If the consultant intends to utilize a DBE to complete a portion of this work, a statement of the subcontractor's certification by the NDDOT shall be included. The percent of the total proposed cost to be completed by the DBE shall be shown. A copy of NDDOT's current certified DBE Directory can be secured at the Bismarck-Mandan MPO.