



Request for Proposal Number #512-11

Traffic and Transportation Feasibility Study

Due:

January 24, 2012 at 4:00pm

Buyer:

Steve Boyd
Purchasing and Contracts Manager
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COLORADO MOUNTAIN COLLEGE
REQUEST FOR PROPOSAL #512-11
Traffic and Transportation Feasibility Study

I. INTRODUCTION

Background:

This transit planning project by Colorado Mountain College (CMC) is a study to determine the feasibility of initiating a new transit route between the college's Spring Valley Campus and a Roaring Fork Transportation Authority (RFTA) bus stop on SH 82. This project is being funded in part by a grant from the Colorado Department of Transportation (CDOT), using Section 5304 funding, with local match funds coming from Colorado Mountain College. The study will identify feasibility and cost of implementing this route.

Colorado Mountain College provides quality education and outreach to over 25,000 individuals annually. Comprised of seven physical campuses throughout rural Colorado, its mission is to create better futures. One of the larger campuses, the Spring Valley Campus, is located on County Road 114, an area of Garfield County not currently served by public transportation. In addition to the hundreds of students, faculty and staff members that work and/or live at the campus, there are residential areas and other organizations located in the immediate vicinity of the campus. The goal of this project is to examine the feasibility of public transportation allowing for connectivity between the Spring Valley Campus and an existing RFTA bus stop on SH 82 at the base of County Road 114.

Between students, faculty, and residents of apartments and other developments, CMC estimates approximately 1,650 people could benefit from transit service between the existing bus top at SH 82 and the vicinity of the Spring Valley Campus. The service could connect the SH 82 bus stop and the CMC campus.

This project aims at studying the feasibility, cost, and means of providing bus service to the Spring Valley Campus, and the residents that live near the campus. The Spring Valley Campus is located three miles up the side of a mountain, off of SH 82, on County Road 114. The turn-off for County Road 114 is approximately 3 miles outside of the city limits of Glenwood Springs, heading south towards Aspen.

Project Objectives:

The project that is being proposed is a transit feasibility study. The goal is that the study would deliver a plan that will include the cost of the service and an implementation plan. The study would serve as a foundation for a discussion on the usefulness of investing in a public transportation route at the site discussed within this proposal and foster discussions with RFTA about making a physical connection between RFTA service on SH 82 and a shuttle from the campus.

The purpose of this study is to inform Garfield County, RFTA, and CMC of the particular requirements, costs and considerations involved in the creation of a public transit service connecting the CMC Spring Valley Campus and the surrounding residential areas to an existing bus route located on Highway 82.

Further, the purpose and nature of the project is to explore the void of public transportation that exists at the campus area and to recommend options for a bus shuttle service. It is believed that many commuting students would use a bus service to go to and from classes at Spring Valley. Additionally, bus transportation would provide a means for students who live on the campus in the residence halls to be able to commute to and from work and recreation activities. Faculty and staff members employed at the campus would benefit by the addition of public transportation for commuting purposes. As the Spring Valley Campus sponsors many community events and activities, for example the Callaway Fine Arts Series, public transportation would also benefit the quality of life in the Roaring Fork Valley by making special events more accessible to the community at-large. In addition, the local animal shelter is housed at the campus and visitors and employees of the shelter would find the service useful. There are several apartment complexes, totaling roughly 650 residents, and housing developments that surround the Spring Valley Campus and it is likely that residents in the vicinity would welcome and utilize bus service if it were available. Finally, if one travels across SH 82 to the opposite side, there are residential areas that might also be incorporated into a circular shuttle route connecting to the existing bus stop on SH 82.

Project Tasks:

This transit feasibility study will be carried out by a transit consultant with oversight by CMC. CMC will work to solicit a consultant for this project and will work closely with RFTA in this process. This study will result in an operations and implementation plan that clearly assesses the level of transit demand and tailors a transit service to that demand, identifying total capital and operating costs and a process to implement a service.

At present, a RFTA bus route exists along SH 82 and there is a bus stop on SH 82 at the base of the mountain upon which the Spring Valley Campus is located. However, there currently is no transit service between the campus and the RFTA bus stop. The goal of this study is to determine a safe, effective means of public transportation that would enable individuals to travel to and from this locale

to the existing RFTA bus stop and, therefore, to the existing bus route which provides transportation to points along SH 82, downtown Glenwood Springs, the Amtrak and Greyhound stations in Glenwood Springs, and downtown Aspen. This study will identify the issues involved in planning and implementing public transportation and will assist in developing the most economical and convenient means of supplying such transportation. Specifically, the study will cover the following tasks:

Task 1: Working Group Formation: CMC will form a Working Group to provide input to this study effort. This Working Group should include CMC, student body representatives, planning staff from Garfield County and Glenwood Springs, RFTA planning staff, applicable human services agencies, CDOT's Transit and Rail Division, and other interested parties. A kickoff meeting of the Working Group and the chosen consultant will be held to identify project goals, determine a project schedule and to discuss the input process for the study.

Task 2: Surveys and Public Outreach: The consultant will identify and implement a process for gathering input from the Working Group, the CMC community, the general public, interested citizens, and stakeholder agencies such as CMC, RFTA, CDOT, and the City of Glenwood Springs. This input will be used to identify transit service needs, capital needs, partnership opportunities, funding options, and implementation strategies. Specifically, this study will gather input from students, faculty and staff of CMC's Spring Valley Campus and surrounding residents. In particular, the study will gather input on whether or not it would be worthwhile to incorporate the residential areas that lie on the opposite side of SH 82 into the shuttle service and/or if there are other residential areas that could be incorporated into the route. Further, the study will gather information from students at the four other CMC sites in the Roaring Fork Valley (the Glenwood Center in downtown Glenwood Springs, the Carbondale Center in downtown Carbondale, the Rifle Campus, and the Aspen Campus). This aspect of the study will determine the need for CMC students to access the other CMC locations in the Valley.

Task 3: Data Collection and Analysis: The consultant will work with the applicable agencies and communities to collect and then analyze the pertinent foundational data for this study effort. The data should include but will not be limited to: census data on population and journey to work patterns, student surveys, class schedules, RFTA ridership data, and existing and projected traffic counts. This task should result in a complete understanding of population locations, travel patterns for school, work, and other needs, and existing transit ridership on SH 82.

Task 4: Assessment of Transit Needs: Utilizing public input and data on travel patterns, the consultant will determine the level of demand for general public transit services between the campus and SH 82. The determination of transit need will consider a transit system that best serves the community with affordable means of transportation to work, school, appointments and shopping.

Task 5: Park and Ride Needs: Based on the transit demand estimation, the consultant will work with RFTA and CDOT Region 3 staff to identify any needs for bus stops/pullouts, or a park and ride on SH 82. Additionally, the need for park and rides, bus stops, and bus pullouts at the Spring Valley Campus will be determined. This effort will include a general determination of capacity needs at an identified park and ride location.

Task 6: Route Identification: Based on public input, data collection, and input from the Working Group, the consultant will identify the route, or routes, that would best serve the CMC community. This determination will look specifically at connecting the Spring Valley Campus to SH 82 but will also assess the need for transit service to the opposite side of SH 82 and to the other CMC locations in the Roaring Fork Valley.

Task 7: Transit Operating Plan: Upon identifying transit needs for the proposed route, the consultant will develop a phased operating plan of local transit service. At a minimum, the operating plan will identify a service to address transit needs, the costs of providing that, and how the service would be operated. This task will identify annual operating bus-miles, operating hours, routes, schedules, and the resulting annual capital and operating expenses to implement the service. The operating plan will further address seasonal fluctuations in demand (school year) and identify an annual schedule. The operating plan will identify both the physical connection with RFTA service as well as revenue sharing and fare collection issues in linking with RFTA. The Operating Plan will also identify regulatory requirements and authority to provide the identified transit service.

Task 8: Governance and Finance Structure: The consultant and the Working Group will coordinate in gathering government and provider input as to preferred and possible governance and finance structures including how CMC, Garfield County, and RFTA can coordinate to fund and implement a service. The consultant will develop an annual budget and financing plan that considers potential fare revenue, available State, Federal Transit Administration (FTA) and local funds, private contributions, and how CMC can collaborate with the County, RFTA, and other partners to develop an equitable and dependable funding source to provide sustained transit services and connections. The consultant will identify a final governance and finance structure for transit service that clearly delineates the roles and responsibilities of CMC, the County, and RFTA.

Task 9: Implementation Plan: The consultant will identify the steps necessary to implement the recommended transit service. Whether the implementation plan is a CMC-run service, whether it utilizes an outside contractor, or whether the service would be operated by RFTA, the consultant will identify costs and staffing associated with implementing a transit service, a governance and finance structure that is supported by the funding partners, and funding sources (local, state, and federal). The consultant will clearly delineate the necessary steps for implementing transit service in an Implementation Plan.

Task 10: Final Report and Recommendations: The consultant will deliver a final report that identifies the need for transit service to the campus, an operating plan, governance and finance structure, and an overall implementation plan for initiating service. Both electronic and hard copies of this Final Report will be delivered to CMC, the Working Group, RFTA, and the CDOT Division of Transit and Rail. The Grantee may also be asked to present findings from this study at the next annual CASTA/CDOT Fall Conference.

Deliverables:

The expected outcomes of the study will be to provide a transit operating plan that addresses identified transit demand. The deliverables for this project include the proposed service levels, the proposed route (maps), annual capital and operating costs over a five-year period, transit parking needs, a governance and finance plan, and an implementation process and schedule. This information would be outlined within a Final Report. The consultant will also deliver an implementation plan that identifies implementation steps to initiate general public transit service. The consultant will deliver the following products:

1. A compilation of findings, analyses, and recommendations from the public outreach and transit demand/data collection tasks into a Tech Memo.
2. A Technical Memorandum that details the assessment of local transit needs and a recommendation of how to meet those needs.
3. An Operating Plan that addresses the identified level of transit need.
4. A Governance and Finance Plan.
5. An Implementation Plan that serves as a guidebook for implementing transit service between the Spring Valley Campus and the RFTA stop on SH 82.
6. A Final Report that combines the above tasks and Technical Memo's into one report.

Project Schedule:

This project is expected to take roughly six months to complete. Consulting team qualifications will be solicited in early 2012 and the study is estimated to begin in February or March, 2012, finishing in summer 2012.

Project Budget:

The estimated total cost of this project is \$30,000. CDOT's financial contribution to this study is limited to \$24,000 in 2011 Section 5304 funds. Any additional costs incurred for this study will be the responsibility of the Colorado Mountain College.

Federal (5304):	\$24,000
LOCAL MATCH:	<u>\$6,000</u>
Total Project Cost:	\$30,000

II. TIMELINE

CMC reserves the right to modify this timeline at any time. Any changes will be posted to the CMC Purchasing Department’s website as soon as the information is available. All times are Mountain.

	512-12 TRAFFIC STUDY AND TRANSPORTATION FEASIBILITY TIMELINE	DATE	TIME
1	ISSUE DATE	12-21-2011	4:00 PM
2	QUESTIONS DUE FROM PROSPECTIVE VENDORS VIA EMAIL (OPTIONAL)	01-03-2011	4:00 PM
3	ADDENDUM RELEASED WITH ANSWERS TO OUTSTANDING QUESTIONS (IF NECESSARY)	01-10-2011	4:00 PM
4	REQUEST FOR PROPOSALS (RFP) DUE	01-24-2011	4:00 PM
5	SHORTLIST FOR INTERVIEWS AND AGENDA RELEASED	02-03-2011	4:00 PM
6	SHORTLIST CANDIDATE INTERVIEWS WITH CMC SELECTION COMMITTEE	02-16 AND/OR 02-17 2012	TBD
7	TARGET AWARD DATE	02-24-2012	4:00 PM

NOTES:

- ALL QUESTIONS IN STEP 2 WILL BE COMPILED AND ANSWERED IN AN INFORMATIONAL ADDENDUM POSTED TO THE CMC WEBSITE. PLEASE SUBMIT YOUR QUESTIONS, IF ANY, TO SBOYD@COLORADOMTN.EDU PRIOR TO THE DEADLINE ABOVE.
- FIRMS ARE WELCOME TO TRAVEL TO GLENWOOD SPRINGS, COLORADO FOR STEP 6 INTERVIEWS BUT WILL NOT BE REQUIRED TO DO SO.
- ROCKY MOUNTAIN E-PROCUREMENT WILL BE USED TO COLLECT RESPONSES IN STEP 4 ONLY.

III. INSTRUCTIONS TO PROPOSERS

- CMC endeavors to provide a uniform distribution of information to vendors and conduct a fair selection process. We ask that you please follow all of these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any Addendums cannot be considered by the Selection Committee.

- Proposing firms must submit the following for its Proposal to be considered:
 - Electronic copies of relevant marketing and product explanation materials. Active links to websites are fine. Please submit as much as necessary for the CMC selection committee to establish your offering as a credible alternative, but as little information as possible.
 - Rough project timeline
 - List of similar projects completed or in-progress. Reports and recommendations from similar projects are especially helpful. You may redact any portion of these reports that identifies people, places or organizations that you would prefer not to disclose. We're interested in evaluating your product and not in your trade secrets. Comprehensive lists (without divulging proprietary information) of projects are also encouraged, particularly where your client resembles CMC in size and other characteristics. Please provide contact information for any client that you are authorizing CMC to contact as a reference at the time of this submittal. CMC respects the competitive position of our prospective partners and will not formally contact your clients without your prior permission, and will not contact clients in any way if you indicate that preference.
 - Number of years in business and general description of your ownership structure (public, private equity participation, employee-owned, etc.) Do not feel compelled to respond with confidential information, CMC is seeking only to understand your firm's general market position at this point.
 - Valid email address for inclusion in this RFP's email distribution list (optional).
 - Signature Block

- All information related to this Proposal will be posted in the Bids, RFP's... section of the Purchasing Office's website at www.coloradomtn.edu/Purchasing. Please click on "Bids, RFP's..." and find this solicitation. This location will hold the most current and accurate documentation available for this project. Please look to this link for answers to your questions. Rocky Mountain Bidnet may not contain the most recent addendums and/or other information related to this project.

- Questions regarding this RFP should be directed to the Purchasing Manager, Steve Boyd, via email at sboyd@coloradomtn.edu. The College will attempt to answer all legitimate questions related to this RFP that are submitted to this email address. However, inquiries seeking information that is already posted on the College website will not be answered. Answers will be posted to the college website and may not appear on Rocky Mountain e-Procurement, or any other platform by the date indicated in the timeline. Please do not contact other College personnel or Selection Committee members directly regarding this solicitation. Any attempt to do so may result in disqualification.
- To promote sustainability and a fair Proposal process, CMC utilizes Rocky Mountain BidNet to generate awareness and collect responses. Therefore, <http://www.govbids.com/scripts/CO1/public/home1.asp> will serve as the ONLY way to submit a qualified initial response for this project. Proposers must have an existing Rocky Mountain BidNet account or may establish one (currently) free of charge. Please be sure to allow time for technical difficulties in submitting responses. CMC will only consider submittals that have been placed successfully with BidNet PRIOR TO CLOSING, there are no exceptions to this. Proposers may contact Rocky Mountain BidNet staff directly or the Buyer via email if you are experiencing difficulty. The Buyer also encourages feedback on your BidNet experience. Please note that the CMC Purchasing website will contain all information related to this project. Updates and other information may or may not be posted to BidNet, the CMC Purchasing website listed above is the official venue for information.

IV. SELECTION CRITERIA

Our selection committee for this project will evaluate submittals to identify the best value for the College. Specifically, the selection committee will select the winning proposer based on the following criteria in **no order of importance or weighting**:

- A. Quality of submittal
- B. Company experience and other indications of qualification
- C. Pricing
- D. References and list of current clients similar to Colorado Mountain College
- E. Ability to help establish and maintain a project timeline
- F. Perceived ability of consultant to help think through our project from an experienced, rational perspective and help us with scope, design and management as we expect several entities to be involved with competing agendas.

Criteria may be modified in subsequent Addendums.

V. TERMS & CONDITIONS

- A. *Submittal Instructions:* All submittals must adhere to the instructions provided above to be considered by the Selection Committee. Responses that do not address ANY of the required items requested in this RFP's introduction section (III) above CANNOT BE CONSIDERED. You may submit your proposal early.
- B. *Copies:* No electronic or paper copies of submittals are required other than your post to BidNet.
- C. *Proprietary Information:* If you are submitting any information you consider proprietary, please clearly mark it "Proprietary Information." If the Purchasing Manager concurs, this information will not be considered public information. At the discretion of the Purchasing Manager, submittal information may be posted to the College Purchasing website upon award. Please do not submit anything that you do not want posted publicly without clear indication to our Purchasing Department. Notwithstanding the prior statement, the Purchasing Manager may make your entire submittal public information at his or her discretion. CMC will take all reasonable steps to avoid distributing any information that may impair a submitter's competitive position.
- D. *Signature Block:* All proposals must be signed by an authorized agent of your firm. Any firm or individual submitting a signed proposal shall be deemed to have read and understood all the terms, conditions, and requirements of this Request for Proposal.
- E. *Refusal:* CMC reserves the right to refuse any and/or all proposals, or any part thereof.
- F. *Withdraw Proposal:* You may withdraw your proposal at any time prior to the date and time set for closing.
- G. *Discussions/Negotiations:* CMC reserves the right to conduct discussions with Proposers, to accept or not accept revisions of Proposals, and to negotiate price changes and other terms at the sole discretion of the Purchasing Manager. During this discussion period, CMC will not disclose any information regarding Proposal submittals other than (in some cases) the number of qualified proposals the College received and the name of the Proposer.

- H. *Award:* Awards shall be made to all responsible proposers whose submittals are determined to be advantageous to CMC based on the evaluation factors described above. Price, although a consideration, will not be the sole determining factor. CMC reserves the right to ask for the “Best and Final Offer” from any or all Proposers.
- I. *Pre-award Presentations:* The College may ask highly ranking firms to attend one or more interviews.
- J. *Contract:* The successful proposer is expected to enter into a standard contract with Colorado Mountain College that will include the College’s standard terms and conditions attached to all purchase orders.
- K. *Indemnification:* Successful Proposers shall indemnify and save CMC harmless, to the extent permitted by law, from any and all claims, demands, suits, and actions which may arise from errors or omissions caused by the Proposer in conjunction with its contractual obligations including, but not limited to, obligations for the preparation of any and all documents required by CMC in conjunction therewith, and shall defend all suits, in the name of CMC when applicable, and shall pay all costs and judgments which may issue thereon.
- L. *Insurance:* Successful Proposers shall have their insurance company send the CMC Purchasing Department a currently in-force Certificate of Insurance which indicates that insurance coverage has been obtained, including professional liability, which meets the minimum requirements as are required by Colorado law for work performed by the Proposer. “Colorado Mountain College” shall be named as an additional insured. The Proposer shall be responsible for notifying the CMC Purchasing Department of any modification to, or cancellation of, these policies during the contractual period; including, but not limited to, any pending or paid claims against the aggregate amount of the policy.
- M. *Illegal Aliens:* By submitting a proposal, a Proposer certifies pursuant to C.R.S. § 8-17.5-102(1) that, at the time of proposal submission, it does not knowingly employ or contract with an illegal alien and that the contractor has participated or attempted to participate in the Basic Pilot Program that is administered by the United States Department of Homeland Security in order to verify that it does not employ any illegal aliens.
- N. *Limitation of Multiple-Fiscal Year Obligations:* All financial obligations of Colorado Mountain College (CMC) under this contract subsequent to the fiscal year in which signed are contingent upon funds for this purpose being appropriated, budgeted, and otherwise made available by the CMC Board of Trustees. This contract shall not be deemed to create any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever for purposes of Section 20(4) (b) of the State Constitution (Amendment 1).

VI. SIGNATURE BLOCK

Note: Please return this page with your proposal.

The undersigned, an authorized agent of his/her company, hereby certifies:

- () the receipt of _____ addendums,
- () familiarization with all terms, conditions, and specifications herein stated,
- () vendor is qualified to perform work and services as proposal,
- () that the proposal is valid until _____ (date).

Company Name

Authorized Signature

Mailing Address

Printed Name

City, State, Zip Code

Title

Federal Employer ID Number

Phone Number

Type of Entity (S-Corp, LLC, etc?)

Official EMAIL Address

Web Site, if available

Solicitation Number (from cover page)