

**REQUEST FOR PROPOSALS**  
**Regionally Coordinated Transportation Plan (RCTP) 5-Year Update**

The Central Texas Council of Governments invites consultants, planning professionals or the like to respond to the following Request for Proposals:

**RCTP 5-Year Plan**

Hill Country Transit District (HCTD), or The HOP, receives federal dollars to run their transit system and is therefore required to develop a Regionally Coordinated Transportation Plan (RCTP) and update it every 5 years. The RCTP is a 5-year public transit human-services plan intended to promote the most efficient use of regional transportation resources. Central Texas Council of Governments (CTCOG) is assisting HCTD with the latest update of the RCTP as the lead agency. The RCTP covers the counties of Bell, Coryell, Hamilton, Lampasas, Milam, Mills, San Saba, along with Llano and Mason.

To update this plan, CTCOG will enter into an interlocal agreement with a selected consultant to provide the required elements and update the plan. Several deliverables are required and are listed below and charted on the attached fiscal year workplans. The deliverables include a report on the inventory of transportation resources; a report on a comprehensive needs assessment survey identifying unmet needs and gaps in transportation services; and the updated RCTP.

**The total budget amount for this task is \$66,029 with an estimated completion date of December 31, 2021.**

**The tasks include the following:**

- **Deliverable 1a, b, and c: A report on the inventory of transportation resources.** This report shall include (a) a description of the methodology used to conduct this inventory, (b) observations/findings/conclusions, (c) recommendations concerning the public transit – human services transportation plan, (d) appendices including data collection forms, assessment documents as applicable, minutes, sign-in sheets and documentation that stakeholders including priority populations of individuals with disabilities, individuals 65 and older, persons with low incomes, individuals seeking employment, veterans and individuals representing children participated in the development and approval of this inventory and report.
  - **\$6,100**
  
- **Deliverable 2a: A report on the comprehensive needs assessment, Phase I.** This report shall include (a) a description of the methodology used to conduct this needs assessment

concerning the public's transportation needs, (b) appendices including data collection forms, assessment documents, minutes, sign-in sheets and documentation that stakeholders including priority populations of individuals with disabilities, individuals 65 and older, persons with low incomes, individuals seeking employment, veterans and individuals representing children participated in the development and approval of this comprehensive needs assessment.

- **\$19,734**

- **Deliverable 2b: A report on the comprehensive needs assessment (Phase I and II) and gap analysis.** This report shall include (a) a description of the methodology used to conduct this needs assessment and gap analysis concerning the public's transportation needs, (b) observations/findings/conclusions concerning unmet needs and inefficiencies such as overlaps and gaps in services, (c) a discussion of recommendations and implications concerning the public transit – human services transportation plan, (d) appendices including data collection forms, assessment documents, minutes, sign-in sheets and documentation that stakeholders including priority populations of individuals with disabilities, individuals 65 and older, persons with low incomes, individuals seeking employment, veterans and individuals representing children participated in the development and approval of this comprehensive needs assessment, gap analysis and report

- **\$25,359**

- **Deliverable 3a & b: A final updated, five-year public transit human-services transportation plan that includes all required elements in the attached table of contents.** This deliverable also will include support documentation including minutes, sign-in sheets and other documentation that essential stakeholders, including priority populations, participated in the development and approval of this five-year plan by including:

- Names of stakeholders who were involved in developing the plan; and
- Names and signatures of stakeholders who participated in adopting the plan.
- **\$14,836**

**Consultants responding to this request are asked to submit the following:**

- 1) Proposal: Describe proposed approach to completing requested deliverables, to include scope of services, tentative schedule, and estimated budget.
- 2) Project Experience: Provide separate sheet listing previous projects completed that are similar to the specified task(s); include references with contact information.



Central Texas Council of Governments Building  
2180 N. Main Street/P.O. Box 729  
Belton, TX 76513

Information above should be **submitted electronically by 12:00 noon on December 15, 2020** to [kendra.coufal@ctcog.org](mailto:kendra.coufal@ctcog.org). Please limit submittal to 5 pages total.

Please feel free to contact Kendra Coufal with any questions you may have.

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**FORM L: Workplan for FY 2021 (September 2020 – August 2021)**

**No page limit  
Expand and repeat rows and pages as needed**

7.1 Complete a thorough and appropriate workplan using the template below to spell out: a) a goal, b) objectives for achieving this goal, c) activities to accomplish each objective, d) a lead and team responsible for each set of activities, e) a completion date for each activity, f) deliverables to complete, and g) a projected cost for developing each deliverable. This workplan shall correspond with the proposed activities described in Forms G -K.

NOTE: Essential Stakeholders include:

- Representatives of public, private and non-profit transportation providers, including recipients of Section 5307 funds (small urban transportation providers), Section 5311 funds (rural transportation providers) and Sections 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities);
- Representatives of human services providers;
- Representatives of metropolitan planning organizations (unless in a planning region with no MPO);
- Individuals with disabilities;
- Individuals 65 and older;
- People with low incomes or representatives of/advocates for individuals with low incomes;
- Veterans;
- Workforce agencies
- Advocates for children;
- Other members of the public

**Goal: Prepare an updated 5-year public transit human-services transportation plan for the period January 2022-December 2026 to ensure a network of transportation services to effectively and efficiently get people where they need to go. Once the 5 year plan is developed and adopted by stakeholders, agencies will disseminate the 5 year plan throughout the region.**

<b>Objective</b>	<b>Activity</b>	<b>Lead &amp; Team</b>	<b>Completion Date</b>	<b>Deliverable</b>	<b>Projected Cost to develop deliverable(s) under each objective</b>
<b>Objective 1:</b> Identify transportation resources in the region.	<b>Activity 1.1:</b> Quarter 1 progress report to TxDOT indicating the following: progress of work	LEAD: Helen Owens TEAM: Kendra Coufal	12-15-20	<b>Deliverable 1a, b, and c:</b> A report on the inventory of transportation resources. This report shall include (a) a description of the methodology used to conduct this inventory, (b) observations/findings/conclusions, (c) recommendations concerning the public transit – human services transportation plan, (d) appendices	<b>Deliverable 1a, b, &amp; c</b> <b>Projected Cost: \$18,240</b>  Calculations attached in Appendix III

	<p>with regard to workplan or PGA; if work is not progressing according to workplan, explanation why and plans for moving forward; issues or need for assistance.</p> <p><b>Activity 1.2:</b> Select contractor for RCTP project update.</p> <p><b>Activity 1.3:</b> Develop an updated inventory of transportation providers and their assets.</p> <p>--Review existing inventory in 2017 RCTP; contact providers to update information as needed.</p> <p>--Conduct research to identify additional</p>	<p>LEAD: Helen Owens TEAM: Kendra Coufal</p> <p>LEAD: Helen Owens TEAM: Kendra Coufal &amp; Contractor</p>	<p>12-15-20</p> <p>02-28-21</p>	<p>including data collection forms, assessment documents as applicable, minutes, sign-in sheets and documentation that stakeholders including individuals with disabilities, individuals 65 and older and persons with low incomes participated in the development and approval of this inventory and report. See the list of essential stakeholders at the top of the workplan.</p> <p>Deliverable 1 will be broken down as shown below:</p> <p><b>Deliverable 1a:</b> Signed contract with selected contractor for RCTP project update.</p> <p><b>Deliverable 1b:</b> Updated inventory of transportation providers and their assets; updated list of agencies responsible for transportation planning in the region.</p>	<p><b>Deliverable 1a Projected Cost: \$9,399</b></p> <p><b>Deliverable 1b Projected Cost: \$4,449</b></p>
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	<p>providers and contact them to obtain information on their assets.</p> <p>--Consult CTRTAG and other stakeholders as needed for input regarding providers and their assets.</p> <p><b>Activity 1.4:</b> Develop an updated list of all agencies responsible for transportation planning in the region.</p> <p>--Review existing list in 2017 RCTP; conduct research to identify additional agencies.</p> <p>--Consult CTRTAG and other stakeholders as needed for input regarding transportation planning</p>	<p>LEAD: Helen Owens TEAM: Kendra Coufal &amp; Contractor</p>	<p>02-28-21</p>	<p><b>Deliverable 1c:</b> Report on transportation resources in the region.</p>	<p><b>Deliverable 1c Projected Cost: \$4,392</b></p>
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	<p>agencies.</p> <p><b>Activity 1.5:</b> Quarter 2 progress report to TxDOT staff indicating the following: progress of work with regard to workplan or PGA; if work is not progressing according to workplan, explanation why and plans for moving forward; issues or need for assistance.</p>	<p>LEAD: Helen Owens TEAM: Kendra Coufal &amp; Contractor</p>	<p>03-15-21</p>		
	<p><b>Activity 1.6:</b> Develop report on transportation resources in the region.</p> <p>--Consider inventory of providers and planning agencies and develop observations, findings, conclusions and recommendations for inclusion in RCTP update.</p>	<p>LEAD: Helen Owens TEAM: Kendra Coufal &amp; Contractor</p>	<p>04-30-21</p>		

<p><b>Objective 2:</b> Identify unmet transportation needs in the region.</p>	<p>--Present draft report to CTRTAG for approval; include opportunity for public comment.</p> <p><b>Activity 2.1:</b> Quarter 3 progress report to TxDOT staff indicating the following: progress of work with regard to workplan or PGA; if work is not progressing according to workplan, explanation why and plans for moving forward; issues or need for assistance.</p> <p><b>Activity 2.2:</b> Conduct a comprehensive regional needs assessment-- Phase I</p> <p>--Review elements of survey and survey</p>	<p>LEAD: Helen Owens TEAM: Kendra Coufal &amp; Contractor</p> <p>LEAD: Helen Owens TEAM: Kendra Coufal &amp; Contractor</p>	<p>06/15/21</p> <p>08-31-21</p>	<p><b>Deliverable 2a:</b> A report on the comprehensive needs assessment, Phase I. This report shall include (a) a description of the methodology used to conduct this needs assessment concerning the public's transportation needs, (b) appendices including data collection forms, assessment documents, minutes, sign-in sheets and documentation that stakeholders including individuals with disabilities, individuals 65 and older and persons with low incomes participated in the</p>	<p><b>Deliverable 2a</b> <b>Projected Cost: \$27,229</b> Calculations attached in Appendix III</p>
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	<p>report conducted in 2016.</p> <p>--Consult CTRTAG and other stakeholders as needed for input regarding follow up of previous surveys.</p> <p>--Work with CTRTAG to develop appropriate instruments for needs assessment and gap analysis.</p> <p>Conduct needs assessment—via mail, telephone, and social media.</p> <p><b>Activity 2.3:</b> Develop a report on the needs assessment, Phase I.</p>	<p>LEAD: Helen Owens TEAM: Kendra Coufal &amp; Contractor</p>	<p>8-31-21</p>	<p>development and approval of this comprehensive needs assessment. See the list of essential stakeholders at the top of the workplan.</p>	
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## ATTACHMENT A APPROVED PROJECT DESCRIPTION

**Workplan for FY 2022 (September 2021 – February 2022)**

This 5-year plan shall include the elements in the attached table of contents and shall identify strategies for meeting transportation needs of individuals with disabilities, individuals with low incomes, individuals 65 and older, and individuals lacking adequate transportation to and from employment.

In addition, essential stakeholders shall be involved in the process to develop and approve this five-year plan. Essential stakeholders include:

- Representatives of public, private and non-profit transportation providers, including recipients of Section 5307 funds (small urban transportation providers), Section 5311 funds (rural transportation providers) and Sections 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities);
- Representatives of human services providers;
- Representatives of metropolitan planning organizations (unless in a planning region with no MPO);
- Individuals with disabilities;
- Individuals 65 and older;
- People with low incomes or representatives of/advocates for individuals with low incomes;
- Veterans;
- Workforce agencies
- Advocates for children;
- Other members of the public

<b>Goal: Prepare an updated 5-year public transit human-services transportation plan for the period January 2022-December 2026 to ensure a network of transportation services to effectively and efficiently get people where they need to go. Once the 5 year plan is developed and adopted by stakeholders, agencies will disseminate the 5 year plan throughout the region.</b>					
Objective	Activity	Lead & Team	Completion Date	Deliverable	Projected Cost to develop deliverable(s) under each objective
<b>Objective 2:</b> Identify unmet transportation needs in the region.	<b>Activity 2.4:</b> Quarter 4 progress report to TxDOT staff indicating the following: progress of work with regard to workplan or PGA;	LEAD: Helen Owens TEAM: Kendra Coufal & Contractor	09-15-21		

	<p>if work is not progressing according to workplan, explanation why and plans for moving forward; issues or need for assistance.</p> <p><b>Activity 2.5:</b> Conduct a comprehensive regional needs assessment and gap analysis— Phase II.</p> <p>--Conduct needs assessment—via personal contact, interviews, etc.</p> <p><b>Activity 2.6:</b> Develop a report on the needs assessment and gap analysis.</p> <p>--Consider results of needs assessment and gap analysis and develop observations, findings, and conclusions; discuss with CTRTAG.</p>	<p>LEAD: Helen Owens TEAM: Kendra Coufal &amp; Contractor</p> <p>LEAD: Helen Owens TEAM: Kendra Coufal &amp; Contractor</p>	<p>09-30-21</p> <p>10-31-21</p>	<p><b>Deliverable 2b:</b> A report on the comprehensive needs assessment (Phase I and II) and gap analysis. This report shall include (a) a description of the methodology used to conduct this needs assessment and gap analysis concerning the public’s transportation needs, (b) observations/findings/conclusions concerning unmet needs and inefficiencies such as overlaps and gaps in services, (c) a discussion of recommendations and implications concerning the public transit – human services transportation plan, (d) appendices including data collection forms, assessment documents, minutes, sign-in sheets and documentation that stakeholders including individuals with disabilities, individuals 65 and older and persons with low incomes participated in the development and approval of this comprehensive needs assessment, gap analysis and report. See the list of essential stakeholders at the top of the workplan.</p>	<p><b>Deliverable 2b</b> <b>Projected Cost: \$30,226</b></p> <p>Calculations attached in Appendix III.</p>
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<p><b>Objective 3:</b> Adopt an updated 5-year public transit human-services transportation plan.</p>	<p>--Discuss recommendations and implications concerning RCTP with CTRTAG; include opportunity for public comment.</p> <p>--Present draft report to CTRTAG; include opportunity for public comment.</p> <p><b>Activity 3.1:</b> Quarter 1 progress report to TxDOT staff indicating the following: progress of work with regard to workplan or PGA; if work is not progressing according to workplan, explanation why and plans for moving forward; issues or need for assistance.</p> <p><b>Activity 3.2:</b> Prepare a plan that includes all elements required by TxDOT as</p>	<p>LEAD: Kendra Coufal TEAM: Helen Owens, Kendra Coufal &amp; Contractor</p> <p>LEAD: Helen Owens TEAM: Helen Owens, Kendra Coufal &amp; Contractor</p>	<p>12-15-21</p> <p>12-31-21</p>	<p><b>Deliverable 3a &amp; b:</b> A final updated, five-year public transit human-services transportation plan that includes all required elements in the attached table of contents. This deliverable also will include support documentation including minutes, sign-in sheets and other documentation that essential stakeholders</p>	<p><b>Deliverable 3a &amp; b</b> <b>Projected Cost: \$20,172</b></p> <p>Calculations attached in Appendix III.</p>
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	<p>identified in the attached Table of Contents.</p> <p>--Identify transportation resources in the region and any gaps and overlaps in service through transportation resource inventory conducted under Objective 1.</p> <p>--Identify unmet transportation needs through needs assessment and gap analysis report conducted under Objective 2.</p> <p>--Describe ways to integrate services of various programs to maximize efficiency and address gaps in service.</p> <p>--Review other regional plans to ensure consistency and integrate with other plans where</p>			<p>(see the list of essential stakeholders at the top of the workplan) participated in the development and approval of this five-year plan by including:</p> <ul style="list-style-type: none"> <li>• <i>Names</i> of stakeholders who were involved in <i>developing</i> the plan; and</li> <li>• <i>Names and signatures</i> of stakeholders who participated in <i>adopting</i> the plan.</li> </ul> <p>Deliverable 3 will be broken down as shown below:</p> <p><b>Deliverable 3a:</b> Draft updated RCTP.</p> <p><b>Deliverable 3b:</b> Final updated RCTP.</p>	<p><b>Deliverable 3a Projected Cost: \$16,720</b></p> <p><b>Deliverable 3b Projected Cost: \$3,452</b></p>
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	<p>possible.</p> <p>--Identify methods to implement and sustain regional transportation planning activities.</p> <p>--Work with CTRTAG and stakeholders to develop and approve updated vision, mission, goals and objectives.</p> <p>--Work with CTRTAG and stakeholders to develop and approve local performance measures to evaluate effectiveness of plan.</p> <p>--Collect, maintain, and provide data on statewide performance measures.</p>				
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	<p><b>Activity 3.3:</b> Approve updated plan, actively engaging stakeholders, especially the target population.</p> <p>--Present updated RCTP to CTRTAG for approval; include opportunity for public comment.</p>	<p>LEAD: Helen Owens</p> <p>TEAM: Kendra Coufal &amp; Contractor</p>	<p>01-31-22</p>		
	<p><b>Activity 3.4:</b> Quarter 2 progress report to TxDOT staff indicating the following: progress of work with regard to workplan or PGA; if work is not progressing according to workplan, explanation why and plans for moving forward; issues or need for assistance. Provide quarterly progress reports.</p>	<p>LEAD: Helen Owens</p> <p>TEAM: Kendra Coufal &amp; Contractor</p>	<p>03-15-22</p>		