



MEMORANDUM

November 13, 2020

To: Consultants
From: Theresa Hernandez, Finance & Administration Manager
Subject: Request for Proposals

The Capital Area Metropolitan Planning Organization (CAMPO) is seeking the professional services of a consultant to perform the activities outlined in the attached Request for Proposals (RFP) for **Regionally Coordinated Transportation Planning 5 Year Plan Update**

Electronic proposals are due to CAMPO by 2:00 p.m. (CT), Friday, December 11, 2020.

Please submit any questions you may have in writing to the attention of **Todd Gibson** by e-mail to campo.procurement@campotexas.org, no later than 2:00 p.m. (CT), Friday, November 20, 2020. Responses will be posted on CAMPO’s website at www.campotexas.org no later than 5:00 p.m. (CT), Tuesday, November 24, 2020.

It is the proposers’ responsibility to visit CAMPO’s website for any updated information on this RFP.

Due to the ongoing COVID-19 pandemic, effective immediately, the Capital Area Metropolitan Planning Organization is no longer receiving physical hardcopies of proposals. The Capital Area Metropolitan Planning Organization will only solicit submissions of proposals via electronic means.



**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
REQUEST FOR PROPOSALS (RFP)
SOLICITATION NO: TG-001**

Service Description: Regionally Coordinated Transportation Planning 5 Year Plan Update

Date Issued: November 13, 2020

Pre-Proposal Conference: November 17, 2020 at 2:00 p.m. (CST)

WebEx Online. Attendance options are provided below. Sign-in online is preferred via the Direct Meeting Link or through the WebEx website. Individuals using the Join by Phone option will be asked to identify themselves by the moderator.

Direct Meeting Link:

<https://campo.webex.com/campo/j.php?MTID=m886c634053d59b46f00ada6506652199>

Website: www.webex.com

Meeting Number: 146 759 0251

Password: dUvKjt8MF55

Join by phone: +1-408-418-9388 (United States Toll)

Access code: 146 759 0251

Questions Submittal: Questions may be submitted to Todd Gibson via email at campo.procurement@campotexas.org

Questions are due by 2:00 p.m. (CST) November 20,2020

Questions and responses will be posted by 5:00 p.m. (CST) on November 24, 2020

Proposals Due: December 11, 2020 by 2:00 p.m. (CST)

Proposal Submission: One electronic document (PDF) less than 10 MB emailed to campo.procurement@campotexas.org

Interview Date: TBD

Due to the ongoing COVID-19 pandemic, effective immediately, the Capital Area Metropolitan Planning Organization is no longer receiving physical hardcopies of proposals. The Capital Area Metropolitan Planning Organization will only solicit submissions of proposals via electronic means.

OFFER SUBMITTED BY

By the signature below, I certify that I have submitted a binding offer:

Name: _____

Company Name: _____

Address: _____

City, State, Zip Code: _____

Phone No.: (_____) _____

Signature of Person Authorized to Sign Offer

Date

Email address: _____

*****SIGNATURE FOR SUBMITTAL REQUIRED*****

RFP SUBMITTAL

Each respondent of this RFP is requested to present a proposal discussing the scope of work as described in Section III. CAMPO reserves the right to reject any or all proposals or portions of proposals, if it is deemed to be in the best interest of CAMPO. This RFP document is organized as follows:

I. Proposal Contents and Specifications

This section contains the specific and general description of the information to be provided within the proposal. Federal requirements and specifications are noted. Due to the nature of this contract, all the contents and specifications may not apply to this contract.

II. Evaluation of Proposals

This section describes the methodology by which the proposals will be evaluated, and firms/individuals selected for proposal interviews.

III. Scope of Services

This section describes the work to be performed in the study and tasks to be executed.

RFP PROCESS INFORMATION

This RFP will be sent to all consultants in CAMPO's consultant database, which satisfies the search criteria of firms with experience in regional and transportation planning.

All requests for this RFP will be welcomed. This RFP will be available on CAMPO's website at <https://www.campotexas.org/requests-proposals-qualifications/>.

After the proposals are received, CAMPO's evaluation committee will score the submissions then select the top ranked firm(s). Following approval by the Transportation Policy Board, CAMPO staff will begin negotiations with the top ranked provider.

CAMPO retains the right to select from the firms responding to this RFP. Any or all submissions may be rejected, if they do not meet the Evaluation Committee's criteria or fail to comply with RFP specifications. CAMPO also retains the right to withdraw this RFP at any time.

At any point in the procurement process, any dispute, protest, or claim may be filed. The dispute, protest, or claim should be directed to the MPO Executive Director within seven (7) days after the aggrieved party knows or should have known of the facts or events giving rise to the complaint.

CAMPO is responsible for this contracted project. Further inquiries should be directed to Theresa Hernandez, Finance & Administration Manager, at theresa.hernandez@camptexas.org

SECTION I
SUBMISSION CONTENTS AND SPECIFICATIONS

Submissions should include the following:

A. Introductory Letter and Executive Summary

An executive summary of three (3) pages or less should include a summary of important points/sections of the proposal, project objectives, brief description of each section of attached proposal, and any special considerations. The letter must also include the primary contact name, telephone number, and email address for the responding agency.

B. Project Work Program

The consultant should detail their understanding of the project and their approach to undertaking the tasks listed in this RFP. A recommended methodology for performance of each task identified in the RFP should be included, along with demonstration of ability to meet specified deadlines from CAMPO management as assigned. This contract should be completed within twelve (12) months of contract execution, although CAMPO may extend the contract due to extenuating circumstances.

C. Responsibility and Qualifications

The project manager and other key staff members must be specified, and a clear indication given as to their involvement in the project, the amount of time they will be on-site, and the percent of their time dedicated to this project. Brief resumes of key staff members should be included. The successful respondent to this RFP must understand they are expected to provide qualified personnel to accomplish each portion of the work in the scope outlined. Substitutions for essential personnel involved in the tasks will not be allowed without CAMPO's prior approval and resulting delays will be the responsibility of the consultant. CAMPO retains the right to request the removal of any personnel found, in CAMPO's opinion, to be unqualified to perform the work.

D. Prior Experience

Describe only relevant corporate experience and individual experience for personnel who will be actively engaged in the project. Do not include experience prior to 2010. Supply the project title, year, and reference name, title, present address, and phone number of principal person for whom prior projects were accomplished.

E. References

The consultant should provide three references from Governmental agencies that have solicited similar assistance in providing both general and technical planning and design services. References should include the contact name, title, agency, email, phone number, and project name.

F. Budget

CAMPO has established a cost ceiling for the requested services not to exceed **\$94,456.00** for the initial 12-month term of the contract. An estimated budget shall be included.

G. Disadvantaged Business Enterprise (DBE) Goal

In connection with receiving grants from the U. S. Department of Transportation (DOT), CAMPO has established a goal of 25% Disadvantaged Business Enterprise (DBE) participation in its total annual third-party consulting opportunities. Each respondent is encouraged to take affirmative action and make every effort possible to use DBE firms in the performance of work under this contract. Nothing in this provision shall be construed to require the utilization of any DBE firm, which is either unqualified or unavailable.

H. Title VI Requirements

The Capital Area Metropolitan Planning Organization (CAMPO), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. Successful consultants will be required to comply with all requirements imposed by Title VI of the Civil Rights Acts of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4), the Regulations of DOT issued there-under (49 C.F.R. part 21), and the assurances by CAMPO thereto.

I. Conflict of Interests/Debarment

Proposals shall state whether there is a potential conflict of interest and be cognizant of the requirement for executing a Debarment Certification stating that the firm has not been barred from doing work involving federal funds. A signed Debarment Certification will be required of successful respondent for each of the consultant team members.

Also, the Texas House Bill 914, codified as Chapter 176 of the Local Government Code, requires vendors and consultants contracting or seeking to do business with CAMPO to file a conflict of interest questionnaire (CIQ). The required questionnaire is located at the Texas Ethics Commission website <http://www.ethics.state.tx.us/>.

The CIQ must be completed and filed with the bid/proposal response. Vendors and consultants that do not include the form with the response, and fail to timely provide it, may be disqualified from consideration by CAMPO.

J. Special Provisions relating to Local Government Officers*

At the time a proposal is submitted, a prospective consultant must disclose whether an owner (in whole or part), officer or employee of the prospective consultant is a local government officer of a political subdivision that (a) conducts business with CAMPO and (b) is located within CAMPO's geographic boundaries.

K. Specific Disclosure, related Certification & Policy Board Review *

If a solicitation indicates that the resulting product of the solicitation shall be presented by CAMPO for the concurrence or approval of a governing body of a political subdivision on which the prospective consultant (or an owner, in whole or in part, officer or employee) serves, any finding of a perceived conflict of interest by the Executive Director of CAMPO may be remedied by the local government officer's certified disclosure of the relationship with the prospective consultant and abstention from the local governing body's participation, consideration or concurrence with the product. Any such certification shall be made in writing and submitted to the Executive Director at the time any response to the solicitation is submitted. The Executive Director shall then transmit the same to the Chair of the Transportation Policy Board. The Chair of the Transportation Policy Board shall present the related solicitation and certification to the Executive Committee of the Transportation Policy Board. The Executive Committee shall review the solicitation and certification, and may (1) take no action or (2) submit the same to the Transportation Policy Board for any action it deems appropriate, in its reasonable discretion, under CAMPO's procurement policies and applicable law. Such action by the Transportation Policy Board may include a finding of a perceived conflict of interest, notwithstanding the consultant's disclosure and certification described above. In the event that the Transportation Policy Board

determines that a perceived conflict of interest exists, the Board will notify the prospective consultant in writing of the basis for the conclusion that a perceived conflict of interest exists, without any implied or actual limitation on any legal rights or defenses that might thereafter be asserted.

*For purposes of this provision, "local government officer" has the definition established by Section 176.001{4} of the Local Government Code.

SECTION II EVALUATION OF SUBMISSIONS

Procedures have been established for the evaluation and selection of Consultant(s) that provide for a consistent approach to carry out CAMPO projects. To accomplish this objective, the CAMPO Consultant Evaluation committee will review each submission based on the following criteria:

- Previous Experience - Submissions will be assessed on prior experience of the firm in the subject areas covered in Section III of this RFP. (20 points);
- Understanding and Approach – The responding consultant team must present their overall understanding and familiarity of the project and their proposed approach, clarifying and detailing all tasks involved in the project. Any work on similar type projects may be listed to validate this understanding. The proposal should also include a project timeline/schedule demonstrating completion of tasks within the allotted project timeframe. (25 points)
- Availability of Consultant – This project involves many simultaneous tasks; the consultant team must demonstrate its ability to meet the project schedule. The consultant team should indicate other significant projects being worked on by the principals, percentage of involvement, and probable completion dates. (15 points)
- Project Management – The responding consultant team should include individuals that have relevant and effective project management experience. This includes a strong project manager, if applicable, deputy project manager, and strong subconsultants. Strong proposals will demonstrate how each team member, including any subconsultants, will be utilized in relevant tasks. (20 points)
- Past Performance – The Consultant must have a demonstrated track record of timely performance, quality, and integrity, as evidenced by a list of client references. (10 points)
- Additional Services, Ideas, Innovation or Products - Any additional services, innovative ideas, cost-saving measures, safety-measures, products, DBE/WBE/MBE/HUB usage, etc. will be considered for their usefulness to CAMPO or their contribution to the project. (10 points)

The Evaluation Committee will evaluate all submissions according to the criteria described. Based on scores of written submittals, CAMPO reserves the right to invite top ranked teams to participate in oral presentations. The oral presentation can carry a score of up to 25 points that will factor into the final overall scores (written proposal plus oral presentation). Following approval by the Transportation Policy Board, CAMPO staff will begin negotiations with the top ranked consulting firm. If a contract cannot be negotiated with the top ranked firm, CAMPO may choose to proceed to negotiate with the next ranked firm, and so on, until a contract has been successfully negotiated.

CAMPO retains the right to select from the firms responding to this RFP. Any or all submissions may be rejected, if they do not meet the Evaluation Committee's criteria or fail to comply with RFP specifications. CAMPO also retains the right to withdraw this RFP at any time.

SECTION III SCOPE OF WORK

PURPOSE

The Capital Area Metropolitan Planning Organization (CAMPO), seeks offers in response to this solicitation from firms qualified and experienced in planning to develop an update to the five-year public transit-human services transportation plan, also known as the Regionally Coordinated Transportation Plan, for the region. The Regionally Coordinated Transportation Plan provides the Regional Transit Coordination Committee (RTCC) guidance and ensures coordination of services between transportation organizations, health and human service agencies, and public and private transit providers. This update will plan for the period between January 2022 through December 2026.

BACKGROUND

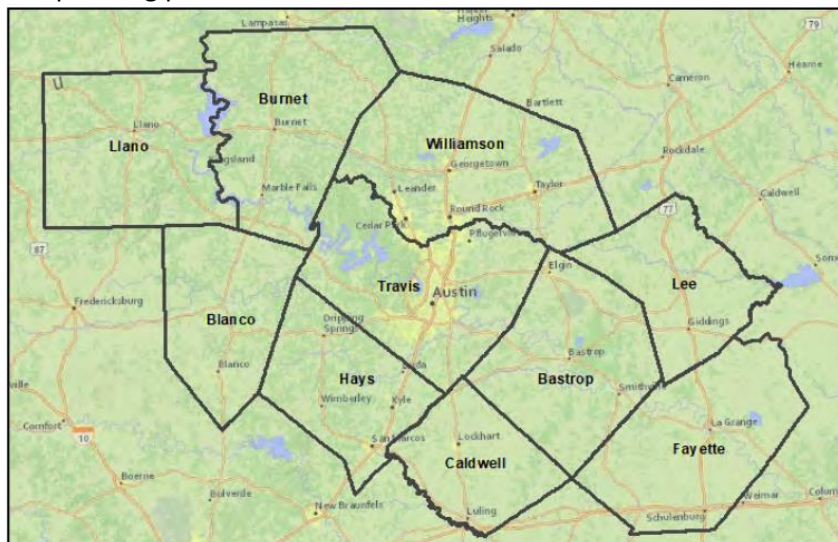
The Regional Transit Coordination Committee (RTCC) provides coordination support for transportation organizations, health and human service agencies, and other transit providers. This is accomplished in part through the development of a five-year comprehensive public transit-human services transportation plan, the Regionally Coordinated Transportation Plan, to ensure a network of transportation services to effectively and efficiently get people where they need to go. Once the five-year plan is developed and adopted by stakeholders, CAMPO will disseminate and implement it throughout the region.

SCOPE OF WORK SUMMARY

The primary objective of this scope is to produce an updated Regionally Coordinated Transportation Plan to serve the region for the next five years, however the scope of work is segregated into five separate tasks each with their distinct deliverables including those for project management, public outreach activities, and the three interrelated planning products to be produced. Applicants are strongly encouraged to review the current [Regionally Coordinated Transportation Plan](#), as well as the [additional resources](#) provide by the Texas Department of Transportation

STUDY AREA

The Plan area includes Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis and Williamson counties. Consideration should be given to any relevant transportation services outside of the region as identified through the planning process.



TIMELINE

The project timeline is expected to be 12 months from the notice to proceed.

TASK 1: PROGRAM ADMINISTRATION AND MANAGEMENT

This task shall include management of all project activities and work. This task will involve continuous project coordination and administration; preparation of monthly progress reports, invoices and billings; meetings and coordination activities; preparation of meeting minutes; quality assurance/quality control (QA/QC); and other project management activities specified by CAMPO.

Project Management Plan

Outlines project team organization, roles, and responsibilities; program schedule; coordination and communication procedures; document and graphics formatting protocols; QA/QC plan; filing protocols; contract close-out procedures, and other important operational information.

Quality Assurance/Quality Control Plan

Documents the quality control program to be implemented by the consultant team. It will outline review processes for all work to assure that the work is conducted and completed in accordance with CAMPO requirements and applicable standards.

Management of Work Activities

Management of all project activities and work to assure they are conducted and completed in accordance with applicable CAMPO requirements and applicable Federal and State statutes, regulations, rules and guidelines.

Program Schedule

Schedules will be developed, maintained and actively monitored for each major work program or effort. Progress will be reviewed during coordination meetings.

Invoice Preparation and Submittal

Monthly invoices prepared in accordance with current CAMPO invoicing procedures.

Progress Report Preparation and Submittal

Unless otherwise directed in the work authorization, progress reports shall be submitted no later than the tenth day of the month following the month to which they apply. Each invoice shall include a copy of the progress report or reports for the period covered by the invoice. Each progress report shall specify, for each type of work that has been assigned under a work authorization, any deliverables that were completed during that month or other backup documentation as requested, physical and financial percent complete for that work, the precise nature of work that was done that did not result in a deliverable, whether the work is on schedule or not, any issues that may delay the work in the future, any actions by CAMPO or other remedial actions that are required, and for the following month, the anticipated work to be performed and the deliverables that will be submitted.

Kick-off and Coordination Meetings

A kick-off meeting to be held immediately after each work authorization. Coordination meetings to be held at regular intervals – established in work authorizations.

Action Tracking Log

The Consultant shall develop and maintain a log of action items. The log shall identify the action item, its status, responsible party, date assigned, and date completed. The log shall be a tool for managing assignments and shall be reviewed with CAMPO staff during coordination meetings.

Document Control

The Consultant shall develop, implement and maintain an electronic document control and filing system that shall govern the distribution and file copies of all program-related correspondence, reports, plans and technical data.

Project Files

Project files (electronic and hard copy) shall be assembled, maintained and delivered to CAMPO with a complete index at project closeout or as directed by CAMPO.

Information Technology

Establishment and/or maintenance of a web-based electronic management tool (EMT) for internal and external transfer of program and planning data, document management, scheduling and coordination.

Task 1 Deliverables

The consultant shall produce all materials related to the project management. Materials to be produced include:

- Project management plan (draft and final)
- Quality assurance and quality control plan (draft and final)
- Program schedule
- Monthly invoices
- Monthly progress reports
- Meeting summaries
- Action tracking log
- Indexed project file (electronic)

TASK 2: OUTREACH AND ENGAGEMENT

A thorough and robust stakeholder and public outreach program is required to ensure the efficacy of this plan update. Outreach and engagement will be led by CAMPO with support from the consultant. Outreach and engagement tasks will include:

Stakeholder Outreach

The Regional Transit Coordinating Committee (RTCC) will serve as the steering committee for this plan and additional stakeholders will be identified and included in the outreach program for this plan. The consultant will create and maintain a stakeholder outreach database, including contact information of persons and organizations. The consultant will support CAMPO and CAPCOG in stakeholder meetings, interviews, surveys, and other outreach activities.

Provider Outreach

Providers such as human services agencies, transit agencies, and private transportation providers will be engaged throughout the planning process to offer input on existing conditions, future needs, and opportunities. Individual and small group meetings, interviews, and surveys will be done remotely and used as a way to gather feedback from these entities. The consultant will support these meetings with scheduling and taking and compiling interview notes, survey results, and meeting and survey summaries.

Transit Dependent and Underserved Populations Outreach

Community outreach will focus specifically on transportation providers current and potential clients, and include underserved populations such as seniors, persons with disabilities, veterans, and those with limited English proficiency.

Public Input and Comment Periods

Two rounds of public input and commenting will be held to solicit public feedback. Due to the COVID-19 pandemic, public input opportunities will be available online and through non-virtual methods such as mail and phone. The consultant team will collaborate with the project manager to provide public input support including, but not limited to, external communication about the plan and input opportunities, exhibits for public input, and public comment tracking, logging, and responses. Throughout the project if CAMPO determines there is a need for public outreach materials to be advertised or produced in languages other than English and Spanish, the consultant will produce print and electronic materials in the languages prevalent in the target areas.

Public Input Material and Support

The consultant will be responsible for supporting CAMPO with public input material and logistics to include designing and printing advertising, direct mailers, surveys and other collateral material, postage, placing social media ads, fielding requests for mailed material and phone meetings, and Spanish language and other necessary translations and interpretations via phone.

Task 2 Deliverables

The consultant shall provide services and produce outreach materials as follows:

- Stakeholder Database to include contact name, email, phone number, organization, and other relevant information as identified by the project manager
- Designing and printing public input material to include direct mailers, newspaper ads, yard signs, flyers, and other public comment period advertisements.

- Survey/Questionnaire creation, printing, distributing, and retrieving paper surveys, and compiling survey results and summaries.
- Public comment logging, tracking, and responses.
- Social media, newspaper, and newsletter ad placement.
- Stakeholder and public meeting support to include note taking, sign in sheets and gathering contact information for database, and other logistics support.
- Written translations of outreach materials (English, Spanish) and Spanish speaking staff to assist with phone calls, as needed.

TASK 3: INVENTORY OF TRANSPORTATION RESOURCES

The consultant shall collect, review, and investigate all relevant information to build a comprehensive inventory of relevant transportation resources in the region including transportation providers that offer public fixed-route and demand-response services, and those offering services through private, non-profit, community-based organizations, health and human services agencies, work force agencies, and others. This report shall include the following:

- A description of the methodology used to conduct this inventory.
- Observations, findings, and conclusions.
- Recommendations concerning the Regional Coordinated Transportation Plan
- Appendices including data collection forms, assessment documents as applicable, minutes, sign-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.

Task 3 Deliverables

The consultant shall produce a report (drafts and final) for the inventory of transportation resources with all of the required elements and supporting materials.

TASK 4: COMPREHENSIVE NEEDS ASSESSMENT

The consultant shall develop a current, comprehensive regional needs assessment and gap analysis and include a narrative description with supporting data explaining the region's unmet needs and inefficiencies based on findings from this needs assessment. This report shall include:

- A detailed description of the methodology used to conduct this needs assessment concerning the public's transportation needs.
- Observations/findings/conclusions, concerning unmet needs and inefficiencies such as overlaps and gaps in services.
- A discussion of recommendations and implications concerning the public transit-human services transportation plan.
- Appendices including data collection forms, assessment documents, minutes, sign-in sheets and documentation that stakeholders including individuals with disabilities, individuals 65 or older, persons with low incomes and representative of these priority population groups who participated in the development and approval of this comprehensive needs assessment and report.

Task 4 Deliverables

The consultant shall produce a report (drafts and final) for the comprehensive needs assessment with all of the required elements and supporting materials.

TASK 5: DEVELOPMENT OF THE 5-YEAR REGIONALLY COORDINATED TRANSPORTATION PLAN

The consultant shall develop the updated 5-year Regional Coordinated Transportation Plan. The updated plan will include the deliverables from Task 3 and 4 as well as additional information produced specifically for the plan update deliverable. The required outline of the plan is provided below (the entire outline with additional information and data requirements is attached):

- 1. Executive Summary**
- 2. Introduction:** This section shall include a general description of the background and purpose of this five-year plan and the methodology used to develop it including a description of how the development and approval process engaged priority populations including individuals with disabilities and individuals 65 and older.
- 3. Transportation Resources in the Region:** This section shall include a list and narrative description of transportation providers and planning agencies in the region (This section will incorporate information from Task 3).
- 4. Comprehensive Assessment of the Public's Unmet Transportation Needs, Assessment of Overlaps, and Gaps in Delivery of Transportation Services and Gap Analysis:** This section shall be based on a current, comprehensive regional needs assessment and gap analysis and include a narrative description with supporting data explaining the region's unmet needs and inefficiencies based on findings from this needs assessment (This section will incorporate information from Task 4).
- 5. Planning for Comprehensive Services:** This section shall describe how this five-year plan integrates services of various programs
- 6. Integrated Planning Processes:** This section shall describe how this five-year public transit-human services transportation plan will align or integrate with other metropolitan, rural, and statewide transportation plans, as appropriate.
- 7. Vision, Mission, Goals and Objectives:** This section shall include vision and mission statements as well as clearly articulated goals and objectives for achieving the goals.
- 8. Sustain Planning and Implement Plan:** This section shall describe the planning region's capacity to sustain regional transportation planning activities and to implement or "work the plan" once it is developed and approved.
- 9. Performance Measures to Evaluate Effectiveness:** This section shall list and describe specific, locally-determined and statewide performance metrics that objectively measure the extent to which each priority was met or gap filled and how the lead agency will collect, maintain and assess this data.
- 10. Appendices:** Support documentation including minutes, sign-in sheets and other documentation that stakeholders including individuals with disabilities, individuals 65 and older and persons with low incomes participated in the development and approval of this five-year plan.

Task 5 Deliverables

The consultant shall produce the updated 5-year Regional Coordinated Transportation Plan that includes all of the required elements (draft and final).

ATTACHMENT

REGIONALLY COORDINATED TRANSPORTATION PLAN - TABLE OF CONTENTS

EXECUTIVE SUMMARY

I. INTRODUCTION

This section shall include a general description of the background and purpose of this five-year plan and the methodology used to develop it including a description of how the development and approval process engaged priority populations including individuals with disabilities and individuals 65 and older.

II. TRANSPORTATION RESOURCES IN THE REGION

This section shall include a list and narrative description of:

- Transportation providers derived from a current, comprehensive inventory of providers including those offering public fixed route and demand-response services, and those offering services through private, non-profit, community-based organizations, health and human services agencies, work force agencies, and others. By August 31, 2015, the Public Transportation Division, under contract with the Texas A & M Transportation Institute (TTI), will update the 2013 provider inventory. TTI will obtain information directly from recipients of funding from the Federal Transit Administration (FTA). **Lead agencies shall survey non-FTA recipients for inclusion in the inventory.**
- All agencies responsible for transportation planning in the region.

III. COMPREHENSIVE ASSESSMENT OF THE PUBLIC'S UNMET TRANSPORTATION NEEDS, ASSESSMENT OF OVERLAPS & GAPS IN THE DELIVERY OF TRANSPORTATION SERVICES & GAP ANALYSIS

This section shall be based on a current, comprehensive regional needs assessment and gap analysis and include a narrative description with supporting data explaining the region's unmet needs and inefficiencies based on findings from this needs assessment. This section shall include:

- Geographic data
- Demographic data on overall population, age, race, income, persons with disabilities, persons with limited English proficiency, and other data to indicate need for transportation services.
- A list and narrative description of all health and human services agencies and programs, and work force agencies, and contact information derived from a current, comprehensive inventory of such agencies.
- Assessment of transportation overlaps and gaps in services including unmet transportation needs of individuals with disabilities, individuals 65 and older, people with low incomes, individuals with limited English proficiency, children, veterans, people lacking transportation to and from employment and other members of the public.
- A description of the research methodology, observations/findings and recommendations.
- Research instruments.

IV. PLANNING FOR COMPREHENSIVE SERVICES

This section shall describe how this five-year plan integrates services of various programs including:

- Section 5310 (Enhanced Mobility of Seniors and Individuals and Individuals with Disabilities) program and other FTA-funded programs
- Health and human services programs
- Work force programs

Attachment C

- Other

V. INTEGRATED PLANNING PROCESSES

This section shall describe how this five-year public transit-human services transportation plan will align or integrate with other metropolitan, rural, and statewide transportation plans, as appropriate. This section shall include a:

- Comprehensive list and narrative description of various planning processes concerning transportation needs and/or services conducted in the planning region such as those led by metropolitan planning organizations (MPOs), rural planning organizations (RPOs), other transportation agencies, work force agencies, health and human services agencies, and others.
- Explanation of how these plans are or will be integrated.

VI. VISION, MISSION, GOALS AND OBJECTIVES

This section shall include vision and mission statements as well as clearly articulated goal(s) and objectives for achieving the goal(s). Lead agencies shall determine the vision and mission statements, goals and objectives using a deliberative process actively involving the steering committee and other stakeholders including riders and potential riders. Lead agencies and other stakeholders shall collaboratively prioritize objectives (identifying those that are short- or long-term) and address implementation based on time, resources and feasibility.

VII. SUSTAIN PLANNING & IMPLEMENT PLAN

This section shall describe the planning region's capacity to sustain regional transportation planning activities and to implement or "work the plan" once it is developed and approved. This shall include a description of:

- Organizational infrastructure, staff capacity, and plans for leveraging resources to conduct and pay for activities and projects to achieve identified priorities;
- How the lead agency will regularly and meaningfully engage regional stakeholders including individuals with disabilities, individuals 65 and older, people with low incomes, veterans, advocates for children, and other members of the public;

VIII. PERFORMANCE MEASURES TO EVALUATE EFFECTIVENESS

This section shall list and describe specific, locally-determined metrics for each identified gap in transportation service (or for each priority identified in the plan). Each metric shall objectively measure the extent to which each priority was met or gap filled. This section shall describe how the lead agency will collect, maintain and assess this data

In addition, this section shall describe how the lead agency will collect, maintain and provide data on statewide performance measures to the Texas Department of Transportation which will collect common data elements statewide. The statewide performance metrics are listed on page 21 of the Regionally Coordinated Transportation Planning Guidebook.