# ANNUAL REQUEST FOR PROPOSAL(S) FOR SMALL URBAN AND NON URBANIZED PUBLIC TRANSPORTATION PROJECTS FOR VARIOUS PROGRAMS

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## Introduction

The Texas Department of Transportation (TxDOT), in accordance with 43 Tex. Admin. Code Chapter 31, requests proposals for various public transportation projects for services relating to the following Federal Transit Administration (FTA) programs.

49 U.S.C. §5304 Planning (PLN), formerly called State Planning Assistance (SPA)

49 U.S.C. §5311(b)(3) Rural Transportation Assistance (RTAP)

49 U.S.C. §5311(f) Intercity Bus (ICB)

49 U.S.C. §5311 Rural Discretionary (RD)

49 U.S.C. §5316 Job Access and Reverse Commute (JARC)

49 U.S.C. §5317 New Freedom (NF)

A proposer should submit one comprehensive proposal packet for all requests. ***A proposer can apply for one or more programs or let the division determine funding for any successful project*.**

**ALL PROPOSALS SHOULD INCLUDE THE FOLLOWING INFORMATION:**

- **Project Description**
- **Planning and/or coordination efforts**
- **Demonstrated Need**
- **Project Benefits and Evaluation Process**
- **Project Management Personnel**
- **Project Budget & Timeline**
- **How the project relates to department goals**

To assist you this document includes a separate "Statement of Work" and "Evaluation Criteria" for each program that should be reviewed for project eligibility and applicability. The information you include will be used to help score your project proposal. The following descriptions give a general overview of each available funding stream by program:

**PLN** program funds are available for planning needs such as planning for capital projects, route design, etc

**RTAP** program funds are available for transportation research, technical assistance, training, and related support services in rural areas and can act as a funding compliment to other rural programs.

**ICB** program funds are available for capital, planning, marketing, facilities, or operating assistance projects that will develop, support, or promote ICB mobility.

**RD** program funds are available for innovative or new projects in rural areas that address public transportation needs that are not being addressed or met through other specific programs or to act as a funding compliment to other programs.

**JARC** program funds are available for local administration, vehicle capital, planning, marketing, and operating assistance that support employment related public transportation projects for access to jobs and reverse commute purposes.

**NF** program funds are available for local administration, capital and operating expenses that support new public transportation services beyond those required by the American's with Disabilities Act (ADA) and new public transportation alternatives beyond those required by the ADA designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services.

**Notes:**
**JARC and NF:** Both JARC and NF programs have separate funding available for small urban and non-urban. Please identify which funding is appropriate for your proposal request.
**TDCs:** Transportation development credits (formerly known as toll credits) are available for assistance for local match requirements for capital expenses of public transportation projects and must be included on the Project Budget Worksheet, if TDCs will be requested. TDCs are awarded through a separate selection process and are

not included in or subject to this competitive procurement process. For further information on the award of Transportation Development Credits, see 43 TAC Chapter 5 or http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=43&pt=1&ch=5&sch=F&rl=Y

## Project Proposals and Due Dates

**PROJECT PROPOSALS:** Project proposals in response to this RFP are due on or before **3:00 p.m.** central standard time (CST) on **December 1, 2011**. For each specific project the proposer shall submit one (1) CD containing one (1) complete proposal file in Adobe (pdf) format and one Excel Budget (xls) file. The proposal should be split up between each specific grant program that it applies to, such as JARC and ICB if possible. A table of contents should be included, and each page should be numbered. Each page in the file should print on 8.5 x 11 inch (standard) paper and use a minimum of 10 pt Arial or Times New Roman font, the Budget may print on 8.5 x 14 inch (legal) paper. Only the material submitted for the project on the CD will be scored. The proposer should also submit one (1) exact paper copy of the entire Adobe and Excel project file submission, with a signed cover letter. **Any proposal that does not meet any or all of the above or below criteria may be rejected.**

1. **CONTACT FOR SUBMITTAL:** Proposals should be sent to one of the following addresses:

**Mail response to:**
125 E. 11th St.
Austin, TX 78701-2483

**Courier Service/Deliver to:**
3712 Jackson Ave (Camp Hubbard Bldg 6 –PTN 5th Floor)
Austin, TX 78731

**Proposals should be clearly marked:**
**Texas Department of Transportation**
**Attn: PTN Program Services Section (Confidential)**
**Coordinated Call RFP**
**Due Date: December 1, 2011**

**Note: Proposers submitting their proposal must allow sufficient time for delivery of their proposal by the time and date specified to the above location. Facsimile or electronically transmitted proposals will not be accepted.**

2. **CONTACT FOR CLARIFICATION:** For clarification of the specification(s) of this RFP, proposers may contact:

Name: Cheryl Mazur or Kris Dudley
Phone: (512) 374-5234 or (512) 374-5248
Fax: (512) 374-5244
E-mail: PTN_ProgramMgmt@txdot.gov

TxDOT's responses to written questions will be posted beginning September 1, 2011 on the Public Transportation Division (PTN) website at:
http://www.txdot.gov/business/governments/grants/public_transportation.htm

The person listed above may be contacted in writing before December 1, 2011 for clarification of the RFP only.

3. **SUMMARY OF DATES AND DEADLINES:**

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| **August 5, 2011** | RFP posted on the TxDOT PTN website. |
| **September 8, 2011** | Statewide Pre-Proposal Video Teleconference. Beginning at 2:00 p.m. (daylight) at most TxDOT district offices. Please notify the appropriate TxDOT district three (3) days prior to the event if you plan to attend. |
| **October 31, 2011** | Deadline for submitting written questions about the request for proposal questions will no longer be accepted after this date. |
| **December 1, 2011** | Deadline for receipt of proposals is 3:00 p.m. CST at TxDOT's PTN office in Austin, Texas. |
| **March 1, 2012** | Target date for TxDOT to complete the evaluation, prioritization, and negotiation of proposals. |
| **April 30, 2012** | Target date for presentation of project selection recommendations to the Texas Transportation Commission (commission) for action. |
| **September 1, 2012** | Target date for all project grant agreements to be executed, with approved scopes of work |

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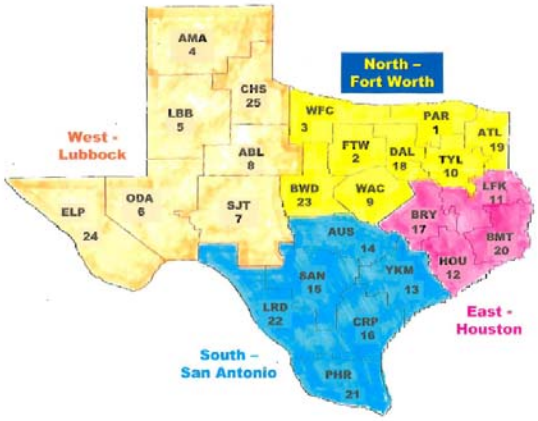
| | and calendars of work. |

**TxDOT Contacts by Region and District**
**Public Transportation Coordinators (PTC's)**




| East Region – Houston | | | | |
|---|---|---|---|---|
| **Beaumont**<br>Anthony Cochran<br>409-896-0270 | **Bryan**<br>Darla Walton<br>979-778-9668 | **Houston**<br>Travis Madison<br>713-802-5315 | **Lufkin**<br>Darla Walton<br>979-778-9668 | |
| **North Region – Ft Worth** | | | | |
| **Atlanta**<br>Sonya Hudson<br>903-799-1310 | **Brownwood (East)**<br>Delma Childress<br>325-947-9335 | **Brownwood (West)**<br>Greg Davis<br>254-867-2877 | **Dallas**<br>Anne Polk<br>214-320-6153 | **Fort Worth**<br>Tommie Fugate<br>214-320-4471 |
| **Paris**<br>David Merritt<br>903-737-9372 | **Tyler**<br>Marty Allen<br>903-510-9114 | **Waco**<br>Greg Davis<br>254-867-2877 | **Wichita Falls**<br>David Merritt<br>903-737-9372 | |
| **South Region – San Antonio** | | | | |
| | **Austin**<br>Vanessa Owens<br>512-374-5223 | **Corpus Christi**<br>Stephen Ndima<br>361-808-2351 | **Laredo**<br>Bolivar Bolanos<br>210-731-5216 | |
| | **Pharr**<br>Gracie Cantu<br>956-702-6147 | **San Antonio**<br>Bolivar Bolanos or<br>Laura Moralez<br>210-731-5216 or 5217 | **Yoakum**<br>Wanda Carter-Dyer<br>361-293-4395 | |
| **West Region – Lubbock** | | | | |
| **Abilene**<br>Alfredo Gonzales<br>432-498-4766 | **Amarillo**<br>Susan Stockett<br>806-356-3252 | **Childress**<br>Susan Stockett<br>806-356-3252 | **El Paso**<br>Armida Sagaribay<br>915-790-4234 | **Lubbock**<br>Lynn Castle<br>806-748-4480 |
| | **Odessa**<br>Alfredo Gonzales<br>432-498-4766 | **San Angelo**<br>Delma Childress<br>325-947-9335 | | |

## Terms and Conditions of the Request for Proposal

**PUBLICATION:** This request for proposals (RFP) is a product of TxDOT. It is the practice of TxDOT to support other entities by making this RFP available through the *Texas Register*. This RFP may not be sold for profit or monetary gain. If this RFP is altered in any way, the header and all references to TxDOT must be removed. TxDOT does not assume any liability when this RFP is used in the procurement process by any other entity.

1. **INTRODUCTION:** In this Request for Proposal (RFP), TxDOT solicits proposals for State Fiscal Year 2013 for public transportation projects for services relating to the following Federal Transit Administration (FTA) programs

   - **49 U.S.C. §5304 Planning (PLN), formerly Statewide Planning Assistance (PLN)**
   - **49 U.S.C. §5311(b)(3) Rural Transportation Assistance Program (RTAP)**
   - **49 U.S.C. §5311(f) Intercity Bus (ICB)**
   - **49 U.S.C. §5311 Rural Discretionary (RD)**
   - **49 U.S.C. §5316 Job Access and Reverse Commute (JARC) Program**
   - **49 U.S.C. §5317 New Freedom Initiative (NF) Program**

   1.1 Selected projects will be awarded in the form of grants made for allowable **reimbursable expenses** and defined deliverables. A successful proposer will become a subrecipient of TxDOT.

   1.2 Eligible subrecipients are identified in the Matrix on Funding Choices of this RFP.

   1.3 The actual award of grant funds will be subject to available federal funds or transportation development credit balances. TxDOT is placing no preconditions on the number or on the types of projects to be selected for funding. An approximate balance in funding awarded to the types of projects, or an approximate geographic balance to selected projects, may be seen as appropriate, depending on the proposals which are received. TxDOT may consider these additional criteria when recommending prioritized projects to the commission.

   1.4 Proposals will be evaluated by a TxDOT program review panel(s). Recommendations for funding are based on project priority ranking as specified in Terms and Conditions of the RFP, Section 2 - Selection of Projects. In accordance with Section 1.3 above, the criteria of balancing funding among project types and geographic diversity may also be applied. Project sustainability and innovative approaches are other factors that may be considered as well. Final award of grant funds will be made by the commission.

   1.5 Projects which are selected for funding will be monitored and managed by a TxDOT local Public Transportation Coordinator.

2. **SELECTION OF PROJECTS:** Projects will be selected for funding based on multiple criteria and conditions for each funding program.

   2.1 Proposals will be reviewed for basic acceptability (meets program scope requirements) and designated for specific funding program(s) consideration. Each program review team will evaluate, score, and rank acceptable proposals. Proposals that request multiple program funding and pass the program review team level, will advance to the coordinated call team for further review. Successful projects will be recommended to the commission for award.

   Any proposal that is found to be incomplete, non-responsive, or fails to meet any RFP requirement(s), may be rejected by TxDOT at any point in the selection process.

   2.2 In selecting projects from the prioritized lists, the balance of funding among program, geographic diversity of projects, project sustainability, industry initiatives, and innovative approaches in public transportation may be considered as additional criteria.

   2.3 Costs may be considered when selecting projects for funding from the prioritized list. Projects will be selected based as much as possible on the prioritized list, with the criterion of the efficient use of available funding.

2.4 Projects which are prioritized, but not selected for funding solely due to the constraint on the amount of funds available, may be retained for future consideration. In the event that funding becomes available during this project cycle, funding may be offered to these proposals without issuing an additional RFP.

2.5 Proposal projects that involve partnering pledges and/or personal commitments to the project from any other entity such as providing local match or other assistance, actual use/ participation or involvement, must attach a Letter of Commitment. If not, the proposal may be considered as an incomplete proposal and may not be considered for final selection. Please note that on ICB projects letters of recommendation should be from the corporate office and not local ICB staff.

2.6 TxDOT will be the sole judge of proposals having the greatest technical merit when setting priorities for project selection. TxDOT has the right to accept or reject any or any part of a proposal, or negotiate any proposal so as to select the proposals that best serve the citizens of Texas. TxDOT has the right to limit the total amount awarded in any category. TxDOT has the right to use any or all information contained in the proposal, without limitation.

3. **MULTI-YEAR PROJECTS:** Multi-year projects will be for a maximum of 3 years. A multi-year proposal that lists only a single year of a multi-year project may be considered an incomplete proposal and may not be considered for selection.

4. **NEGOTIATIONS:** During the evaluation review period, TxDOT reserves the right to ask for further clarification and conduct negotiations pertaining to a proposer's initial responses including but not limited to activities and prices.

5. **RESPONSE CONTENT:**

5.1 The documentation provided with the response should be complete, comprehensive and organized. All sections and attachments should be labeled. TxDOT will not be responsible for locating or securing information not included in the response. Failure to furnish required documentation with the response may result in the response being deemed incomplete and non-responsive, resulting in rejection.

5.2 TxDOT will not be responsible for any proposer expenses relating to solicited offers or response development of documentation that may result from this RFP.

5.3 Proposals become the property of TxDOT. TxDOT reserves the unrestricted right to use any information contained in the proposals.

5.4 Costs quoted may not increase during the term of the agreement.

5.5 The written response shall be considered the sole means of presenting project costs.

5.6 Requests for negotiations, additional meetings, information, etc., will be at the option of and by the initiative of TxDOT.

6. **RESPONSE FORMAT:** For each specific project the proposer shall submit one (1) CD containing one (1) complete proposal file in Adobe (pdf) format and one Excel (xls) Budget file. The proposal should be split up between each specific grant program that it applies to, such as JARC and ICB if possible. **Additionally, all ICB operating assistance requests must be separated out in the proposal.** A table of contents should be included, and each page should be numbered. Each page in the file should print on 8.5 x 11 inch (standard) paper and use a minimum of **12 pt Arial or Times New Roman font**, the Budget may print on 8.5 x 14 inch (legal) paper. Only the material submitted for the project on the CD will be scored. The proposer should also submit one (1) exact paper copy of the entire Adobe and Excel project file submission, with a signed cover letter. **Any proposal that does not meet any or all of the above or below criteria may be rejected.**

The response content should be submitted in the following order:

6.1 **Proposer Information:** Complete the information in Proposer Information Form. The Primary Contact Person will be the contact used by TxDOT, in the future and for the RFP. This information must be kept current for the life of the grant agreement.

6.2 **Project Information:** Complete the information in Project Information Summary Sheet.

6.3 **Evaluation Criteria Information by Funding Program:** All proposals should document how they address **ALL** required elements for the specific funding program (JARC, NF, RTAP, PLN, ICB, RD).

6.4 **Obligations Certification:** Attach the signed certification form (Attachment A) that the proposer understands and will comply with the items listed in this section.

6.5 **Service Area Map:** If applicable, provide a map of the service area (Attachment B). If the proposal is an expansion of the service area, provide maps of the existing and the proposed areas.

6.6 **Letters of Endorsement:** Letter(s) of endorsement (Attachment C) are the mechanism for documenting coordination or support of the project with the appropriate local public transportation providers, agencies that provide employment or human service transportation, and other appropriate agencies/individuals (non-financial or in-kind support).

6.7 **Letters of Commitment:** A letter(s) of commitment (Attachment D) is the mechanism for documenting when an entity/project partner actively pledges support (financial or in-kind) and/or actual participation or use in the project. This form of letter must state exactly what the writer is committing to provide or use, describe the nature of the commitment and be signed by a person fully authorized to bind the entity.

6.8 **Project Budget:** The proposer is expected to provide detailed, itemized, specific project cost information, for each year of the project, with the understanding that supporting detail may be requested during the selection process. Proposers must provide a detailed line item budget labeled as Attachment E. The total cost for the project must be broken down for each year. For a multi-year project, there shall be a budget for each year as well as a summary budget for the entire project.

The required match amount must be included in the project budget for each year. Vehicle capital budgets must include the estimated unit price of the vehicle(s). TxDOT may request supporting detail during the selection process.

**Failure to furnish required documentation with the proposal may result in the proposal being deemed incomplete and non-responsive, resulting in rejection.**

7. **APPLICATION REVIEW PROCESS:** The review team will review each proposal for completeness and or appropriateness and then rank the submitted projects based on the specific program criteria. The team may request additional information and may elect to negotiate with a proposer to finalize project needs.

If multiple program funding is requested then the proposal will be scored again based on that additional program criterion. TxDOT will then have a coordinated call review team that reviews multiple funding stream requests and ranks proposals for multiple funding options.

Both rankings/scores will be considered prior to any award to ensure that all proposals are given equal consideration. Proposers must review the evaluation criteria and all other related application information prior to preparation of the proposal. Proposers may contact the local TxDOT Public Transportation Coordinator (PTC) for additional assistance. Contact information for the local TxDOT PTC is on the TxDOT Contacts by Region and District included in this document.

8. **PERIOD OF SERVICE:** Project service shall begin upon full execution of a grant agreement(s) and could continue for a period not to exceed 3 years, which will be determined by the specific funding program manager.

9. **REIMBURSEMENTS AND PAYMENT SCHEDULE:** Payments will be periodic based on the receipt of correct invoices for reimbursable expenses judged to be acceptable by the TxDOT PTC.

9.1 Except with the approval of the TxDOT PTC, billings may be made no more frequently than monthly. Payment will be made within 30 days after receipt and acceptance of a correct invoice.

9.2 The TxDOT PTC may, at his/her discretion, approve, approve with questions, disapprove with questions, or reject an invoice.

9.3 Funding is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by the Federal Transit Administration (FTA) or otherwise not available.

9.4 The State shall have no liability for any claims submitted by the Subrecipient or its subcontractors,

vendors, manufacturers or suppliers if sufficient federal funds are not available to pay the Subrecipient's claims.

10. **CANCELLATION:**

10.1 The grant agreement may be canceled by either party by providing 30 days' written notice to the other party. TxDOT will pay the subrecipient the price for reimbursable expenses accepted by the TxDOT PTC up to the date specified in the notice of cancellation. Termination under this paragraph shall not relieve the subrecipient of any obligation or liability that it has incurred prior to cancellation.

10.2 If a significant start to the work is not demonstrated within 90 days of the execution of the grant agreement, the agreement may be cancelled at the sole discretion of TxDOT. The issuance of purchase orders to subcontractors constitutes a significant start to the work under this Section. The 30 days' notice stipulation of Section 10.1 above will be followed. TxDOT may, at its discretion, impose a Stop Work Order during the 30 days' notice period.

10.3 Failure to comply with the terms of the approved grant agreement with reference to tasks, deliverables, schedule, monitoring, or communication is grounds for cancellation of the agreement at the sole discretion of TxDOT. The 30 days' notice stipulation of Section 10.1 above will be followed. TxDOT at its discretion may impose a Stop Work Order during the 30 days' notice period.

10.4 The grant agreement is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by the FTA or otherwise not available.

11. **SUBRECIPIENT OBLIGATIONS:** Once a project is selected for funding, the proposer has certain obligations to TxDOT to provide for proper and adequate project monitoring and supervision. Specific tasks to fulfill these obligations are detailed below.

11.1 **Task** - Participate in continuous, comprehensive dialogue throughout the life of the project.

11.1.1 Projects will be administered by a TxDOT PTC, with the option of the involvement and advice of additional persons.

11.1.2 The required dialogue shall include reasonable access to data for project monitoring and, as appropriate, to the physical sites of projects.

11.1.3 In addition to the formal quarterly status reports specified in the grant agreement, the proposer's PTC shall communicate informally with the TxDOT PTC a minimum of once each month during the life of the project. An informal status report reflecting progress and milestones accomplished shall be e-mailed to the TxDOT PTC each month for the duration of the grant agreement. Formal progress meetings with the proposer's PTC may be required at the sole discretion of the TxDOT PTC.

11.1.4 Each project will be reviewed routinely by the local TxDOT PTC. Each project must be seen as delivering a product according to TxDOT expectations, not as independent work. All work shall conform to the directions of the TxDOT PTC. No changes to processes or products shall be made without the prior knowledge and written approval of TxDOT.

11.1.5 The TxDOT PTC shall be the proposer's primary point of contact with TxDOT. All communication with TxDOT staff or any panel shall be coordinated through the TxDOT PTC.

11.1.6 Failure to comply with the terms of this task is grounds for cancellation of the grant agreement at the sole discretion of TxDOT, in accordance with Section 10.3 of the Terms and Conditions of this RFP.

11.2. **Task** - Establish a detailed scope of work and calendar of work for project development.

11.2.1 The scope of work shall contain a detailed listing of all the tasks involved in project development, defining the parameters of the project and its deliverables. All deliverables will be judged according to the specifications of the scope of work. If the project is divided into several deliverables in accordance with the terms of the payment schedule, billable amounts for each deliverable shall be specified.

11.2.2 The calendar of work shall define the due dates for milestones and deliverables.

11.2.3 Deliverables defined in the scope of work shall be delivered to the TxDOT PTC according to schedule detailed in the calendar of work. The calendar of work shall provide a minimum two week evaluation period for each deliverable.

11.2.4 Complete all deliverables which are specified in the scope of work, according to the schedule established in the calendar of work.

11.2.5 Documentation for deliverables shall be compatible with TxDOT's standard electronic media, operating systems, and software. Any electronic files which are delivered shall be developed so that they can be modified using TxDOT standard operating systems and software.

11.3 **Task** - Compliance with all applicable federal, state, and local laws and regulations. The proposer must meet all requirements pertaining to grant agreements, project monitoring, safety, environment, accessibility, inclusion in the appropriate planning documents, and the specific requirements for each project type including but not limited to:

11.3.1 All proposals must demonstrate that the proposer has the resources for the required matching funds.

11.3.2 Invoices for reimbursable expenses must conform to the accounting standards, formats, and due dates agreed to in the grant negotiation phase of each project. Supporting documentation required for submitting invoices may also be specified.

11.3.3 As the entity making grants of federal funds through this RFP, TxDOT requires compliance with all applicable laws and regulations.

11.3.4 If, at the conclusion of a project, the subrecipient elects to continue to utilize an asset purchased with grant funds, in accordance with Texas Administrative Code §31.57, the following responsibilities continue:

11.3.4.1 All Federal and state requirements related to vehicles remain.

11.3.4.2 The subrecipient must provide data on vehicle use and operating costs.

11.3.4.3 The subrecipient is subject to annual monitoring by the TxDOT district.

11.3.4.4 If a project includes the purchase of land, all environmental analyses, such as the finding of a Categorical Exclusion, must be completed prior to the purchase.

11.3.4.5 To secure the public investment in real property or personal property, such as equipment purchased in whole or in part with public transportation funds, or real property whose appraised value is used as a local match, subrecipients are required to record a lien naming the TxDOT as the lien holder.

| Glossary | |
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| **Accessible Taxi** | An accessible taxi is a vehicle that is used by a private provider of on-demand transportation service to the public that is regulated and licensed for such use by the municipality, county or other government entity. An accessible taxi is one which has the capacity to accommodate a passenger who uses a "common wheelchair" as defined under 49 CFR 37.3, at a minimum, while remaining in his/her personal mobility device inside the vehicle, and meets the same requirements for lifts, ramps and securement systems specified in 49 CFR part 38, subpart B. |
| **Americans with Disabilities Act (ADA)** | Public Law 336 of the 101st Congress, enacted July 26, 1990. The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, State and local government services, public accommodations, commercial facilities, and transportation. |
| **Proposer's Program Manager** | This person manages the project on the proposer's end, and serves as the primary point of contact with the TxDOT PTC. |
| **Calendar of Work** | The calendar of work establishes the timelines and due dates for all aspects of the project, including any deliverables that are defined. |
| **Commission** | Texas Transportation Commission |
| **Coordination** | Coordination is a required needs-based component for all project types. Coordination must be documented in the form of letters of endorsement from the appropriate local public transportation providers, agencies that provide employment or human service transportation, and other appropriate agencies or individuals. |
| **Deliverable** | A deliverable is a specific product, such as a report or a database, as opposed to a reimbursable expense. Any deliverables for a project are defined in the scope of work. Billable amounts and due dates for each deliverable must be specified in the grant agreement. All deliverables are subject to review by the TxDOT PTC, with the option of assistance by a review panel at their sole discretion. |
| **Grant Agreement** | Grant agreement is the contract executed between the TxDOT and a successful proposer after its proposal has been selected and approved for funding by the commission. The grant agreement includes the scope and calendar of work, and the budget. While not part of the grant agreement, reporting and reimbursement request forms are established before the grant agreement is signed. |
| **Demand Responsive** | Demand response service is a transportation system characterized by flexible routing and scheduling of relatively small vehicles to provide door-to-door, curb-to-curb, or point-to-point transportation at the user's demand. Synonymous with "dial-a-ride" and "paratransit" service. |
| **Employment Related Transportation** | Transportation to support services that assist individuals in job search, or job preparation. Trips to daycare centers, workforce centers, job interviews and vocational training are examples of employment related transportation. |
| **Feeder Service** | Is "the coordination of rural connections between small transit operations and ICB carriers," which may include the provision of service, which acts as a feeder to intercity bus service. |
| **Fixed Route** | A fixed route is a transportation service provided on a repetitive, fixed schedule along a specific route with vehicles stopping to pick up and discharge passengers at designated locations. |
| **Human Service Transportation** | Transportation services provided by or on behalf of a human service agency to provide access to organization services and/or to meet the basic day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, older adults and people with low incomes. |
| **In-kind Match** | An in-kind match is the intrinsic value of goods and services, such as donated equipment, office space, or labor that is used to provide the required local match for grants and must support the project. |
| **Incomplete Proposal** | A proposal which fails to adequately describe the project or otherwise fails to furnish required documentation and may be rejected at the sole discretion of the State. |

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|---|---|
| **Individual with a Disability** | The term 'individual with a disability' means an individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility. 49 U.S.C. 5302(a)(5). |
| **Intercity bus service** | Is defined as regularly scheduled bus service for the general public which operates with limited stops over fixed routes connecting two or more urban areas not in close proximity, which has the capacity for transporting baggage carried by passengers. It must also make meaningful connections with scheduled intercity bus service to more distant points, if such service is available. |
| **Job Access Project** | A public transportation project relating to the development and maintenance of transportation services designed to transport welfare recipients and eligible low-income individuals to and from jobs and activities related to their employment, or as otherwise defined by 49 USC §5316, the Job Access and Reverse Commute program. |
| **Letter of Commitment** | A letter from an entity that actively pledges support (financial or in-kind) and/or continuing participation in the project, describing the specific support and signed by a person authorized to bind the entity. |
| **Letter of Endorsement** | Letters of endorsement are the mechanism for documenting coordination with the appropriate local public transportation providers, agencies that provide employment or human service transportation, and other appropriate agencies or individuals. |
| **Locally Developed, Coordinated Public Transit-Human Services Transportation Plan** | This plan also fulfills the requirements of Texas Transportation Code Chapter 461, and may be developed by a locally-designated "lead agency", or by TxDOT. A locally developed, coordinated, public transit-human services transportation plan identifies the transportation needs of the general public, individuals with disabilities, older adults, children, people with low incomes, people with limited English (language) proficiency, and clients of health and human services and workforce programs; provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation. This plan is required under federal statute for project eligibility in the Section 5310 (Elderly Individuals and Individuals with Disabilities), 5316 (Job Access / Reverse Commute), and 5317 (New Freedom) programs. |
| **Local Public Bodies** | Includes cities, counties, and other political subdivisions of states; public agencies; and instrumentalities of one or more states, municipalities, or political subdivisions of states. |
| **Local Governmental Entity** | Any local unit of government including a city, town, village, municipality, county, city transit department, metropolitan transit authority, coordinated county transportation authority, or regional transit authority. |
| **Low income individual** | An individual whose family income is at or below 150 percent of the poverty line, as that term is defined in the Community Services Block Grant Act (42 USC §9902(2)), including any revision required by that section, for a family of the size involved, or as otherwise defined by 49 USC §5316, the Job Access and Reverse Commute program. |
| **Mobility Management** | Eligible capital expense consisting of short-range planning and management activities and projects for improving coordination among public transportation and other transportation-service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a government entity. Mobility management does not include operation of public transportation services. Additional Information is available in the FTA JARC Circular, http://www.fta.dot.gov/laws/circulars/leg_reg_6623.html, or the FTA New Freedom Circular: http://www.fta.dot.gov/laws/circulars/leg_reg_6624.html |
| **Milestone Report** | A PTN quarterly project status report. |
| **Monthly Report** | An informal report e-mailed from the proposer's PTC to the TxDOT PTC at least once per month for the duration of the project. |
| **Needs-based component** | ICB proposals must include components documenting how they address issues of ICB mobility needs, as described in the program goals and in the specific issues for each project type. |
| **Net operating deficit** | Refers to operating expenses (driver labor and associated fringe benefits, fuel, vehicle maintenance, administrative costs, etc.) minus the revenues from defined intercity passenger service (fares, advertising, etc.) only, excluding package service, freight, and charter revenue. |

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| **Net Operating Expenses** | Those expenses that remain after operating revenues are subtracted from operating expenses. Operating revenues must include fare box revenues. |
| **Nonurbanized Area** | An area outside an urbanized area determined by the current United States census. |
| **Phase** | A specific aspect, part, or portion of the project. |
| **Private Consultant** | A private, non-public individual, agency or company that provides professional advice or services. |
| **Private For-profit** | Businesses engaged in the transportation of the general public and their hand-carried packages / baggage for a fee. Includes taxi cab companies and intercity bus carriers. |
| **Private Non-Private** | A non-public agency or company that provides a service or services not conducted or maintained for the purpose of making a profit |
| **Program Manager** | TxDOT staff person located in Austin with the primary responsibility for monitoring overall program initiatives and relaying information to the PTC. |
| **Public Transportation Coordinator (PTC)** | TxDOT staff in a local field office that is responsible for oversight and monitoring of public transportation programs and activities. PTCs may also serve on the RFP review panel, individual project panels, or as TxDOT PTCs. |
| **Quarterly Report** | Formal status reports that are required of each project, as specified in the standard grant agreement. |
| **Reimbursable Expenses** | Acceptable reimbursable expenses will vary depending on the scope of the particular project, the established budget, and applicable rules and regulations. |
| **Reverse Commute Project** | A public transportation project designed to transport residents of urbanized areas and other than urbanized areas to suburban employment opportunities, or as otherwise defined by 49 USC §5316, the Job Access and Reverse Commute program. |
| **Review Panel** | TxDOT personnel who work with the RFP process manager to evaluate and prioritize projects for funding. |
| **RFP** | Request for Proposal |
| **RFP Process Manager** | TxDOT staff person that manages the process of this RFP through the prioritization of proposals for presentation to the commission. |
| **Rural Transit District** | A political subdivision of the state that provides and coordinates rural public transportation within its boundaries in accordance with the provisions of Transportation Code, Chapter 458. |
| **Scope of Work** | The scope of work establishes the tasks to be performed for all aspects of the project, including any deliverables that are defined. |
| **Service area** | As appropriate to the type of proposal, a map of the service area (within Texas) that is covered by the proposal is required. If the proposal comprises an expansion of the service area, maps of the existing and the proposed areas must be provided. |
| **Significant start of work** | A significant start to the work, which varies according to the type of project, must be demonstrated within 90 days after the grant agreement is finalized. The issuance of purchase orders to subcontractors is specifically accepted as a significant start to work. |
| **Social Service Transportation** | Agencies that provide employment or human service transportation are those that are offered solely to clients who have established their eligibility for service under some federal or state funding program. |
| **State Agency** | A board, commission, council, committee, department, office, agency or other governmental entity in the executive, legislative or judicial branch of state government. The term includes an institution of higher education, but not a public junior college or community college. |
| **State Transit Association** | A statewide association whose members are comprised of transit stakeholders. |
| **Status Report** | An informal report e-mailed from the subrecipient's PTC to the TxDOT PTC at least once per month for the duration of the project. |
| **Stop Work Order** | An order issued by TxDOT to direct the subrecipient's PTC to immediately cease all work and refrain from incurring any reimbursable expenses related to the project. |
| **Subrecipient** | Refers to the legal status of proposers who enter into a grant agreement with TxDOT under this RFP. |

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| **Sustainable route** | As part of the ICB needs-based analysis, proposals for operating assistance must include an analysis showing either the potential for the route to become self-supporting within 5 years, or showing that it provides the only reasonable access to the ICB system for a specified area. The potential to become self-supporting indicates a reasonable opportunity for the route to have no net operating deficit. |
| **TxDOT** | Texas Department of Transportation |
| **Transit Pass** | Pre-paid fare media that allows the holder unlimited use of transit service either for a specified period of time (day, month, year) or until the value is consumed. |
| **Transit Voucher** | Authorization for a specific person to use transit service to and from specific origins and destinations at specific times. |
| **Transportation Development Credit** | Credits earned by state department's of transportation that can be given to sub-receipients to assist with local match needs. |
| **University** | An institution of higher education and research, which grants academic degrees in a variety of subjects. |
| **Urbanized Area** | A core area and surrounding densely populated area with a population of 50,000 or more, with boundaries fixed by the U.S. Census Bureau. |
| **Urban Transit District** | In accordance with Transportation Code, Chapter 458, a local governmental body or a political subdivision of the state that operates a public transportation system in an urbanized area with a population between 50,000 and 200,000, according to the most recent federal census. This definition includes small urban transportation providers under Transportation Code, Chapter 456 that received state money through the department on September 1, 1994. |

## How to Get Started

**STEP 1** – Determine your system needs for the next 1-3 years.

**STEP 2** – Determine what kind of project(s) best address these needs. The **CATEGORY TABLE** gives some broad examples of possible projects.

**STEP 3** – Project eligibility is first determined by your type of organization. Identify all categories that apply to your organization. The **ORGANIZATION TABLE** lists various types of organizations that can apply for a grant.

**STEP 4** – After determining your **CATEGORY** and **ORGANIZATION**; refer to the **MATRIX ON FUNDING CHOICES** to determine your possible program options.

**STEP 5** – After identifying your program(s) options, locate and read the appropriate Statement of Work and Evaluation Criteria for each specific program to further determine if your organization meets the program requirements. The Statement of Work further describes the program and what it can be used for. The Evaluation Criteria will lead you in the development and layout for your proposal for the program(s) that you are interested in applying for.

**STEP 6** – Remember to submit one comprehensive proposal packet clearly organized by each program and project you are interested in being considered for.

**STEP 7** – If you need additional assistance please attend the optional workshops or submit questions to PTN_ProgramMgmt@txdot.gov or fax to (512) 374-5244 Attn: Program Services.

**For Example:** ABC Transit Agency wants to improve their mechanics knowledge on preventive maintenance. In the **CATEGORY TABLE**, training is identified in the first column (F - Training). In the **ORGANIZATION TABLE**, ABC Transit Agency is identified as an Operator of Public Transportation (#1). Next refer to the **MATRIX ON FUNDING CHOICES**. The Matrix shows that this organization could be eligible for either RTAP or RD funding. This organization should then refer to the RTAP and RD "Statements of Work" and the "Evaluation Criteria" documents to determine if a proposal should be submitted.

| **CATEGORY TABLE** | | |
|---|---|---|
| **Categories** | | **Some Possible Examples of Projects** |
| **ID** | **Type** | |
| **A** | **Facility** | Construction or repair of a facility or building structure. |
| **B** | **Capital** | Purchase or leasing of vehicles and vehicle needs including testing, inspection, and acceptance costs, fare boxes, wheelchair lifts and restraints, equipment for transporting bicycles.<br>Equipment and installation costs<br>Preventive maintenance and other maintenance costs including vehicle rebuilding or overhaul<br>Technology including computer hardware or software, transit-related intelligent transportation systems, radios, communication, other related technology<br>Passenger shelters, bus stop signs, and similar passenger amenities<br>Mobility Management services |
| **C** | **Operating Assistance** | Operating expenses such as:<br>Fuel and oil<br>Driver, dispatcher, and mechanic salaries |

| | | |
|---|---|---|
| | | Purchase of service<br>Purchase of transit vouchers |
| **D** | **Planning** | Studies relating to management, operations, and capital requirements<br>Evaluation of existing systems<br>Other similar or related activities prior to and in preparation for the undertaking or improvement of eligible services |
| **E** | **Marketing** | Market research<br>Production of route maps and schedules<br>Website development<br>Advertising<br>Marketing including the use of transit vouchers by welfare recipients and eligible low income individuals or employer-provided transportation, including employer transit pass tax benefits. |
| **F** | **Training** | Specialized training courses designed specifically for an organization or regional coordination group;<br>Development of inter-agency peer-to-peer training, that incorporate local transportation providers and FTA funded transportation providers;<br>Engaging a specific trainer or training organization to provide a class or event. |
| **G** | **Technical Assistance** | Examples include but are not limited to:<br>Development of cost allocation plans to assist agencies manage a variety of funding streams;<br>Operational and route studies to assist agencies in maximize resources by determining efficient route patterns;<br>Management / organizational reviews that will assist agencies to develop organizational structures appropriate to the size of their agencies; and/or provide management guidance. |
| **H** | **Research** | Development of surveys to determine the effectiveness of a certain route or organization services;<br>Feasibility studies prior to initiating new services, facilities or technology projects;<br>Consultation with a local institution; for example, to determine non-traditional sources for local match or other Organization needs. |

| **ORGANIZATION TABLE** | | |
|---|---|---|
| **ID** | **Check below** | **Type of Organization** |
| **1** | | Rural Transit District |
| **2** | | Urban Transit District |
| **3** | | Local governmental entity |
| **4** | | Private For Profit |
| **5** | | Private Non-Profit |
| **6** | | State Agency |
| **7** | | Private Consultant<br>University<br>State Transit Association |

## Matrix on Funding Choices

| | | | Category Types | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | Possible Funding Categories | | | | | | | |
| | | | A | B | C | D | E | F | G | H |
| Organization Types | ID | Organization Type | Facility | Capital | Operating Assistance | Planning | Marketing | Training | Technical Assistance | Research |
| | 1 | Rural Transit District | ICB<br>RD | ICB<br>JARC<br>NF<br>RD | ICB<br>JARC<br>NF<br>RD | ICB<br>JARC<br>RD<br>PLN | ICB<br>JARC<br>RD | RTAP<br>PLN | RTAP<br>PLN | RTAP<br>PLN |
| | 2 | Urban Transit District | ICB | ICB<br>JARC<br>NF | ICB<br>JARC<br>NF | ICB<br>JARC<br>PLN | ICB<br>JARC | RTAP *<br>PLN | RTAP *<br>PLN | RTAP *<br>PLN |
| | 3 | Local governmental entity other than Rural and Urban Transit District | ICB | ICB<br>JARC<br>NF | ICB<br>JARC<br>NF | ICB<br>JARC<br>PLN | ICB<br>JARC | | | |
| | 4 | Private For Profit | ICB | ICB<br>JARC<br>NF | ICB<br>JARC<br>NF | ICB<br>JARC | ICB<br>JARC | | | |
| | 5 | Private<br>Non -Profit | ICB | ICB<br>JARC<br>NF | ICB<br>JARC<br>NF | ICB<br>JARC<br>PLN | ICB<br>JARC | RTAP<br>PLN | RTAP<br>PLN | RTAP<br>PLN |
| | 6 | State<br>Agencies | ICB | ICB<br>JARC<br>NF | ICB<br>JARC<br>NF | ICB<br>JARC<br>PLN | ICB<br>JARC | RTAP<br>PLN | RTAP<br>PLN | RTAP<br>PLN |
| | 7 | Private Consultant<br>University<br>State Transit Association | | | | PLN | | RTAP<br>PLN | RTAP<br>PLN | RTAP<br>PLN |

**RTAP * - Funding choices may be limited for small urban operators since this program is primarily intended for rural projects.**

## PLN - State Planning Assistance
## Statement of Work

1. **STATE PLANNING SCOPE AND OBJECTIVES:** This section of the RFP describes activities that will assist small urban and rural transit agencies develop projects and strategies to support the coordination of public, private, specialized, and human service transportation services in order to further meet the transportation needs of local residents.

   PLN funds may also be used to help transit operators in the areas of planning for enhanced service effectiveness or efficiency, human resource programs, training, and educational programs.

2. **STATE PLANNING DESCRIPTION OF OVERALL PROJECT REQUIREMENTS:**

   2.1 **STATE PLANNING CONTEXT:** In accordance with 43 Tex. Admin. Code § 31.22, TxDOT currently provides funding for public transportation projects for planning purposes. This RFP is being offered to solicit a variety of proposals to address the objectives listed in Section 1 above.

   2.2 **ELIGIBLE RECIPIENTS:** Refer to the Matrix on Funding Choices of this RFP.

   2.3 **STATE PLANNING ELIGIBLE PROJECT TYPES:** Eligible types of projects have been defined by TxDOT in accordance with FTA guidelines, other laws and regulations, and in accordance with 43 Tex. Admin. Code §31.22.

   **Eligible work or activities include, but are not limited to:**

   2.3.1 Studies relating to management, operations, capital requirements, innovative financing opportunities, security and economic feasibility of transit projects;

   2.3.2 Evaluation of previously funded projects;

   2.3.3 Similar work or activities preliminary to the construction of or improved operation of facilities and equipment and other improvements that enhance the usability and community-friendliness of the transit system environment;

   2.3.4 Systems analysis;

   2.3.5 Analyses of social, economic, and environmental factors related to travel and transportation;

   2.3.6 Public involvement in the transit/transportation planning process;

   2.3.7 Multimodal facilities planning;

   2.3.8 Computer hardware and software needed to support planning work.

   2.4 **STATEWIDE PLANNING FUNDING PERCENTAGES AND REIMBURSEMENT:** Projects will be funded with FTA grant funds in accordance with Title 49 U.S. Code Section 5304, with a percentage of local match.

   2.4.1 TxDOT will provide up to 80% of the eligible project costs using federal funds

   2.4.2 TxDOT will provide up to 20% of the eligible project costs using **state** funds

   2.4.3 Proposers providing local cash to reduce or replace the state matching funds may receive preferential consideration.

   2.4.4 TxDOT reserves the right to limit the federal share of a planning grant.

# PLN
# Evaluation Criteria

1. **PLN EVALUATION CRITERIA**
The use of quantitative data and estimates, whenever possible, improves the proposal's clarity in comparison to all the evaluation criteria.

1.1 **Project Description:** (4 page maximum) Describe the project. Begin with a 1-2 sentence paragraph describing the project – who is doing what and where, length of time, etc. Continue with a specific scope of work. Indicate whether the work will be done by staff or through consultant services. Note: Any agreements of participation of another entity should be included your proposal.

1.2 **Project Planning and Coordination:** (3 page maximum) In this section, the proposer should describe how the proposed project was developed and demonstrate that there is a sound basis for the project and that it is ready to begin work if funded. Specific references to the proposer's Regional Transportation Coordination Plan must include the appropriate page and section number. Projects will be rated on the following:

1.2.1 Describe how the project contributes to the area's locally developed, coordinated public, employment / human service transportation plan prepared in response to Texas Transportation Code Chapter 461.

1.2.2 Describe what groups/entities were consulted or who will participate in developing the project, and identify their role, e.g., local businesses, workforce, human service agencies, city officials, riders or the general public as related to your specific proposal.

1.2.3 Describe any other planning or coordination efforts that were not mentioned above, such as local/agency-specific plans.

1.3 **Demonstration of Need for the Proposed Project:** (3 page maximum) In this section, the proposer should justify the need for the project and then describe how the project activities address the need and produces an outcome. Examples could include improvements of service, operations or coordination. Based on the information provided, the proposals will be rated on the following:

1.3.1 How does the project address the demonstrated need?

1.3.2 How does the project fill the gap between the need and the final expected results of the project?

1.4 **Benefits of the Project:** (5 page maximum) In this section proposals should identify expected project benefits or outcomes, including basic goals and objectives for the project. Possible examples include methods to improve service, improve operations or improve coordination. There may be many other, less quantifiable, benefits to the community from this project.

1.4.1 Identify the specific goals, objectives and outcomes?

1.4.2 How do the goals and objectives support the outcomes?

1.4.3 Can the project be duplicated in other locations?

1.4.4 Does the project describe an innovative approach to the described need? If so please describe.

1.5 **Project/Service Evaluation:** (3 page maximum) How does the proposer, including any partners, intend to evaluate the success of the PLN project? Provide specific measures, milestones or benchmarks that will be used to measure project success. Describe the implementation plan and other funding sources.

1.6 **Project Management and Personnel:** (no page maximum) – if applicable to PLN.

1.6.1 Describe the schedule/timeline for the proposed project, including a detailed timeline for staffing, procurements and outreach, etc. This time line should define specific project milestones. **Assume the project begins on September 1st**. Note that the calendar of work is subject to negotiation during the grant agreement phase.

1.6.2 Identify project staff that will carry out the project, their qualifications and role in the project. If a consultant will be used to carry out the project, describe the type of consultant services that will be procured. Include in the description of the consultant services the value that will be added to the project by the consultant. If a consultant is a project team member, include information regarding previous similar projects the consultant has worked on.

1.7 **Project Budget:** The proposer is expected to provide detailed, itemized, specific project cost information, for each year of the project.

1.7.1 Proposers must use the detailed line item budget form. TxDOT may request supporting detail during the selection review process. Be sure to include any other funding sources to be used to support the project.

1.7.2 The total cost for the project must be broken down for each year. For a multi-year project, there shall be a budget for each year as well as a summary budget for the entire project.

1.7.3 Proposers offering local match to reduce or replace the state match for federal funds must include a letter indicating the amount of the match and its source. Note that other FTA program funds (e.g., Sec 5307 or 5311) cannot be used for this purpose.

2. **STATE TRANSPORTATION GOALS:** (1 page maximum) The commission has established the following five goals for the state transportation program. Proposers must demonstrate to what extent the project responds to one or more of the following goals.

- Develop an organizational structure and strategies designed to address the future multimodal transportation needs of all Texans,
- Enhance safety for all Texas transportation system users,
- Maintain the existing Texas transportation system,
- Promote congestion relief strategies,
- Enhance system connectivity, and
- Facilitate the development and exchange of comprehensive multimodal transportation funding strategies with transportation program and project partners.

## RTAP - Rural Transportation Assistance Program
## Statement of Work

1. **RTAP SCOPE AND OBJECTIVES:** This section of the RFP describes projects that will design and implement training and technical assistance projects and other support services tailored to meet the specific needs of transit operators in non urbanized areas. RTAP projects can develop training and training materials to improve the quality of information and technical assistance available to local transit operators, develop networks of transit professionals, and support the coordination of public, private, specialized, and human service transportation services. The objectives for RTAP projects are to:

   - to promote the safe and effective delivery of public transportation in non urbanized areas and to make more efficient use of public and private resources;
   - to foster the development of State and local capacity for addressing the training and technical assistance needs of the rural transportation community;
   - to improve the quality of information and technical assistance available through the development of training and technical assistance resource materials;
   - to facilitate peer-to-peer self help through the development of local networks of transit professionals;
   - to support the coordination of public, private, specialized, and human service transportation services; and
   - to build a national database on the non urbanized segment of the public transportation industry.

   In the process of meeting these objectives, projects are also to support and promote the coordination of public transportation services across geographies, jurisdictions, and program areas. Coordination between non urbanized and urbanized areas and between agencies that provide public transportation are particular objectives.

2. **RTAP DESCRIPTION OF OVERALL PROJECT REQUIREMENTS:**

   2.1 **RTAP CONTEXT:** In accordance with 43 Tex. Admin. Code § 31.37, TxDOT currently provides funding for public transportation projects for RTAP purposes. This RFP is being offered to solicit a variety of proposals to address the objectives listed in Section 1 above.

   2.2 **ELIGIBLE RECIPIENTS:** Refer to the Matrix on Funding Choices of this RFP.

   2.3 **RTAP ELIGIBLE PROJECT TYPES:** Eligible types of projects have been defined by TxDOT in accordance with FTA guidelines, other laws and regulations, in consultation with members of the public transportation and the disability service and advocacy communities, and in accordance with 43 Tex. Admin. Code § 31.37 and must benefit rural areas of the state.

   **Training**

   2.3.1 Specialized training courses designed specifically for an organization or regional coordination group;

   2.3.2 Development of inter-agency peer-to-peer training, that incorporate local transportation providers and FTA funded transportation providers;

   2.3.3 Engaging a specific trainer or training organization to provide a class or event.

   **Technical assistance**

   2.3.4 Development of cost allocation plans to assist agencies manage a variety of funding streams;

   2.3.5 Operational and route studies to assist agencies in maximize resources by determining efficient route patterns;

   2.3.6 Management / organizational reviews that will assist agencies to develop organizational structures appropriate to the size of their agencies; and/or provide management guidance.

**Research**

2.3.7 Development of surveys to determine the effectiveness of a certain route or organization services;

2.3.8 Feasibility studies prior to initiating new services, facilities or technology projects;

2.3.9 Consultation with a local institution; for example, to determine non-traditional sources for local match or other Organization needs.

2.3 **RTAP ELIGIBLE ASSISTANCE CATEGORIES:** Eligible types of projects have been defined by TxDOT in accordance with FTA guidelines and other laws and regulations, including 43 Tex. Admin. Code § 31.37.

2.3.1 Training;

2.3.2 Technical Assistance;

2.3.3 Research.

The purchase of equipment to support one of the three eligible activities is an eligible expense.

2.4 **RTAP FUNDING PERCENTAGES:** Projects will be funded with FTA grant funds in accordance with Title 49 U.S. Code Section 5311(b)(3).

2.4.1 **Eligible Projects:** Funding can provide 100% of the cost of eligible projects.

2.4.2 **Local Share Sources:** The local proposer may provide the funding for the balance of the project costs if less than 100% is awarded.

# RTAP
# Evaluation Criteria

1. **RTAP EVALUATION CRITERIA**
The use of quantitative data and estimates, whenever possible, improves the proposal's clarity in comparison to all the evaluation criteria.

1.1 **Project Description:** (1 page maximum) Provide a concise project description, specifically detailing the proposed idea.

1.2 **Project Planning and Coordination:** (5 page maximum) In this section, the proposer should describe how the proposed project was developed and demonstrate that there is a sound basis for the project and that it is ready to implement if funded. Specific references to the proposer's Regional Transportation Coordination Plan must include the appropriate page and section number. Projects will be rated on the following:

1.2.1 Describe how the project implements or compliments the area's locally developed, coordinated public, employment / human service transportation plan prepared in response to Texas Transportation Code Chapter 461.

1.2.2 Describe the relationship of the project to current or proposed activities or services of the rural transit agency(ies).

1.2.3 Describe how the effected rural populations and representatives of rural public, private, and nonprofit transportation providers have been included in planning the project.

1.2.4 If the project is research or training related, describe how the determination was made to apply for RTAP funds and the value the project would add to current or proposed services.

1.3 **Demonstration of Need for the Proposed Project:** (3 page maximum) Projects as they relate to the enhancement of Transportation Services in rural areas of Texas.

1.3.1 What is the demonstrated need for the project?

1.3.2 How does the project address the need?

1.4 **Benefits of the Project:** (3 page maximum) In this section, applications should identify expected project benefits, including basic goals and objectives for the project.

1.4.1 Describe performance measures that can reflect the benefits of the project.

1.4.2 Describe how this project will add value to current or proposed services that benefit the rural area.

1.5 **Project Management and Staffing:** Describe the implementation schedule for the proposed project, including a detailed timeline for staffing, procurements, outreach and service delivery, etc. This time line should define specific project milestones. **Assume the work begins on July 1st**. Note that the calendar of work is subject to negotiation during the grant agreement phase.

1.5.1 Identify project staff that will carry out the project. If a consultant will be used to carry out the project, describe the type of consultant services that will be procured. Include in the description of the consultant services the value that will be added to the project by the consultant. If a consultant is a project team member, include information regarding previous similar projects the consultant has worked on.

1.6 **Project Budget:** The proposer is expected to provide detailed, itemized, specific project cost information, for each year of the project, with the understanding that supporting detail may be requested during the selection process.

1.6.1 Proposers must use the detailed line item budget form in Attachment E.

1.6.2 The total cost for the project must be broken down for each year. For a multi-year project, there shall be a budget for each year as well as a summary budget for the entire project.

1.6.3 An active EXCEL version of the budget is available on the Public Transportation Division website at: http://www.txdot.gov/business/governments/grants/public_transportation.htm.

2. **STATE TRANSPORTATION GOALS:** (1 page maximum) The commission has established the following five goals for the state transportation program. Proposers must demonstrate to what extent the project responds to one or more of the following goals.

- Develop an organizational structure and strategies designed to address the future multimodal transportation needs of all Texans,
- Enhance safety for all Texas transportation system users,
- Maintain the existing Texas transportation system,
- Promote congestion relief strategies,
- Enhance system connectivity, and
- Facilitate the development and exchange of comprehensive multimodal transportation funding strategies with transportation program and project partners.

## ICB - Intercity Bus
## Statement of Work

1. **ICB SCOPE AND OBJECTIVES:** This specification describes proposals for services to develop, promote, or support ICB mobility, hereinafter referred to as "proposals". The objectives for these proposals for ICB mobility are to support the connection between nonurbanized areas and the larger regional or national system of ICB service, to support services to meet the intercity travel needs of residents in nonurbanized areas, or to support the infrastructure of the ICB network through planning and marketing assistance. In the process of meeting these objectives, projects are also to support and promote the coordination of public transportation services across geographies, jurisdictions, and program areas. Coordination between nonurbanized and urbanized areas and between agencies that provide social service transportation and other types of public transportation are particular objectives. Facility capital projects may be for a maximum of three (3) years. All other projects may be for a maximum of one (1) year, beginning upon issuance of a grant agreement.

2. **ICB DESCRIPTION OF OVERALL PROJECT REQUIREMENTS:**

**2.1 ICB CONTEXT:** In accordance with the Transportation Code, Chapter 455, TxDOT currently provides funding for projects to develop, promote, or support ICB mobility. This RFP is being offered to solicit a variety of proposals to address the objectives listed in Section 1 above.

**2.2 ELIGIBLE SUBRECIPIENTS:** Refer to the Matrix on Funding Choices of this RFP.

**2.3 ICB ELIGIBLE PROJECT TYPES:** Eligible types of projects have been defined by TxDOT in accordance with FTA guidelines, other laws and regulations, and in consultation with members of the public transportation and the intercity bus industries. The following general types of projects have been defined:

**2.3.1 Capital Projects:** Proposals for capital projects to address documented vehicle inventory needs may include, some examples are modification of over-the-road coaches to transport persons with disabilities, the purchase of wheelchair lifts, the installation of wheelchair securement devices, the retrofitting of onboard restroom accommodations, the purchase of lift-equipped vehicles with provisions for passenger luggage, and purchases of eligible vehicle types. Typical vehicles eligible through this program include conversion vans, cutaway vehicles, and medium-duty buses. Due to funding constraints, proposals to purchase over-the-road coaches may not considered a priority.

**2.3.2 Planning Projects:** Eligible proposals for planning projects must demonstrate that they are addressing a defined need in intercity mobility and must document how they address issues of system-wide connectivity, geographic coverage, effectiveness, efficiency, and coordination of services. Eligible projects examples are studies for new routes or alignments, studies of facility needs, studies of local feeder service coordination with intercity bus providers, plans for improved service efficiency, studies of public-private partnerships to provide increased mobility or quality of service, and inventories of services and facilities.

**2.3.3 Marketing Projects:** Marketing proposal examples included market research, production of route maps and schedules, information delivery, website development, and advertising.

**2.3.4 Facilities Projects:** Proposals for public transit operational, maintenance, or administrative facilities that meet a demonstrated intercity bus access or mobility need are eligible. Proposals for operational facilities must include open and equal access for all intercity bus carriers serving the community and at least one of the following: nonurbanized area public transit, urbanized area public transit, social service transportation, passenger rail, or common carrier air passenger service. Proposals for the rehabilitation of a facility to address compliance with the requirements of the Americans with Disabilities Act (ADA) are eligible and are strongly encouraged in those instances where compliance is not otherwise required by law. Facilities in urbanized areas are eligible to the extent that the project

directly benefits and supports mobility for nonurbanized areas. Renovation projects in rented or leased facilities do not qualify and will not be considered.

**2.3.5** **Operating Assistance:** Operating assistance may be provided for new or existing routes, improvements to existing routes, or service to an area that otherwise would have a demonstrated lack of reasonable access to the intercity bus system. While routes with segments that lie outside Texas may be considered, only the portion of the route mileage that is within Texas will be eligible for funding.

**2.4 ICB FUNDING PERCENTAGES:** Projects will be funded with FTA grant funds in accordance with Title 49 U.S. Code Section 5311(f), with the percentage of local match varying with the type of project. No state appropriated funds will be available as match for the federal funds. Innovative Financing methods, such as In-Kind Match may raise the TxDOT participation percentages listed below. Innovative financing methods may be requested in a proposal, however multiple budgets should be submitted, both using and not using the innovative financing methods.

**2.4.1** **Capital Projects:** Normally up to 80% of the costs of the mobility aid modifications on currently-owned or leased over-the-road coaches are eligible for funding. The cost of the acceptable types of new, lift-equipped vehicles is also eligible at the 80% level. TxDOT can pay up to 100% of the costs of the mobility aid modifications of new over-the-road coach purchases, not to exceed 20% of the original cost of the vehicle.

**2.4.2** **Planning Projects:** Normally up to 80% of the cost of planning projects is eligible for funding.

**2.4.3** **Marketing Projects:** Normally up to 80% of the cost of marketing projects is eligible for funding.

**2.4.4** **Facilities Projects:** Normally up to 80% of the cost of construction, rehabilitation, maintenance, or purchase of public transit facilities are eligible for funding. The appraised value of the land may be applied toward the local match if the land is owned by the entity submitting the proposal and all environmental clearances on the land have been completed prior to the submission of the proposal. All facilities projects using the appraised value of land for a local match must demonstrate a secure title to their land, and TxDOT must be recorded as a lien holder.

**2.4.5** **Operating Assistance:** The maximum reimbursable amount of funding for each route will be specified at the time of an award by the commission. Awards will be made on a per-mile basis, with a normal maximum award of 50% of the net operating deficit.

**2.5 MOBILITY NEEDS-BASED COMPONENTS:** All proposals must include components documenting how they address issues of ICB mobility needs. Coordination with other public transportation providers must be documented in the form of letters of endorsement or commitment, and/or commitment from appropriate U.S. and Mexican-flagged ICB providers, local public transportation providers, agencies that provide social service transportation, and other appropriate agencies or individuals. Proposers are encouraged to propose creative approaches and solutions that will meet demonstrated needs.

2.6 **MULTI-YEAR PROJECTS:** Multi-year projects must be divided into phases that are logical, consistent, and follow industry standard processes for that type of project

**Note: Please separate out operating assistance projects from other project narrative in the proposal submission.**

**ICB**
**Evaluation Criteria**

1. **ICB EVALUATION CRITERIA**
The use of quantitative data and estimates, whenever possible, improves the proposal's clarity in comparison to all the evaluation criteria.

1.1 **Project Description:** (1 page ***maximum***) Provide a concise project description, specifically detailing the proposed idea. Including the percentage of the project related to ICB mobility and that serves the State of Texas.

Note: For multi-year Facility Construction projects, approximately how many years will it take to complete the project? Break down by year what should be completed, and input in the Budget the cost breakdown per year.

1.2 **Project Planning and Coordination:** (3 page ***maximum***), Proposals should describe how the proposed project idea was developed and that it is ready to implement if funded.
Specific references to the proposer's Regional Transportation Coordination Plan can include the appropriate page and section number. Describe any planning/coordination efforts or partnerships associated with the project.

1.3 **Demonstration of Need for the Proposed Project:** (3 page ***maximum***) Proposals should demonstrate the need for the service.

1.3.1 Describe how it was determined that the project is needed.

1.3.2 Describe specifically, how the planned project meets the demonstrated need.

1.3.3 Discuss rider origination and destination location

1.4 **Benefits of the Project:** (3 page ***maximum***) Proposals should identify expected project benefits, including basic goals and objectives for the project. Please document, explain or show the benefits in whatever format is reasonable to present them.

1.4.1 Describe how the project benefits riders and mobility needs;

1.4.2 Describe how the project improves access or connectivity;

1.4.3 Describe how the project supports local economic activities.

1.5 **Project/Service Evaluation and Sustainability:** (2 page ***maximum***) In this section applications should describe the methodology that will be used to evaluate the project and determine the project's value to the community.

1.5.1 Describe how the proposer intends to evaluate success of the project. Provide specific measures that will be used to measure project success. Include in the description what data will be collected and relevant to the specific measures.

1.5.2 Describe how community information will be used to evaluate.

1.5.3 Expecting services under this grant to be successful, describe how the agency plans to sustain the service/project after the end of the grant period?

1.6 **Project Management and Personnel:** (2 page ***maximum***)

1.6.1 Describe the implementation schedule for the proposed project, including a detailed timeline for staffing, procurements, outreach and service delivery, etc. This time line should define specific project milestones. **Assume the work begins on September 1st of the**

**next calendar year**. Note that the calendar of work is subject to negotiation during the grant agreement phase.

1.6.2 Identify each project staff member for the proposal. Summarize their individual experience in similar projects. Describe the value the staff member will add to the project implementation.

1.6.3 In the event new staff will be hired for the project, provide a job description for the new staff person. Describe the value the new position will add to the project implementation.

1.7 **Project Budget:** The proposer is expected to provide detailed, itemized, specific project cost information, for each year of the project, with the understanding that supporting detail may be requested during the selection process.

1.7.1 Proposers must use the detailed line item budget form in Attachment E.

1.7.2 The total cost for the project must be broken down for each year. For a multi-year project, there shall be a budget for each year as well as a summary budget for the entire project.

1.8 An active EXCEL version of the budget is available on the Public Transportation Division website at: http://www.txdot.gov/business/governments/grants/public_transportation.htm.

2. **STATE TRANSPORTATION GOALS:** (1 page ***maximum***) The commission has established the following five goals for the state transportation program. Proposers must demonstrate to what extent the project responds to one or more of the following goals.

- Develop an organizational structure and strategies designed to address the future multimodal transportation needs of all Texans,
- Enhance safety for all Texas transportation system users,
- Maintain the existing Texas transportation system,
- Promote congestion relief strategies,
- Enhance system connectivity, and
- Facilitate the development and exchange of comprehensive multimodal transportation funding strategies with transportation program and project partners.

3. **REQUIRED DOCUMENTATION**, if applicable**:**

3.1 **For-Profit ICB Carriers** should provide the following items:

1) Legal name, physical address and web address of Company or DBA,
2) Legal name, physical address, and web address of parent company, if applicable,
3) Current federal operating authority certification, or some other proof of their certification by the federal government as an authorized/approved ICB Carrier.
4) A copy of the company snapshot at www.safersys.org/CompanySnapshot.aspx or a statement on why it is not available,
5) Proof of vehicle liability insurance, and
6) Proof of valid Texas DOT registration, which can be a copy of the TxDOT Motor Carrier, *Carrier Information* with an acceptable Certificate Status indication for the company, located at http://www.dot.state.tx.us/apps/mccs/mccs_search.asp.

3.2 **Transit Entities**

1) Feeder Service Routes and Facility Projects must include at least one Letter of Commitment from an ICB Carrier, which states the ICB Carrier's actual future commitment to the project, or the proposal may be considered as an incomplete proposal and may not be considered for selection.
2) If requesting operating assistance for Interlining Feeder Service, the following must be attached or provided before a contract will be executed:
   - Current federal operating authority certification, and

- Proof of membership to the National Bus Traffic Association.

3.3 **Operating Assistance Request Only – Please attached the following Operating Assistance Form.**

**Intercity Bus - §5311(f)**
**Operating Assistance Route Report, if applicable**

Organization Name: _____ Date: _____

Route: _____

**Information for segments of route in Texas only:**

Is this a new or existing route? _____
Is this a Feeder Service Route? If so, who does it feed into? _____
Ranking Order, if multiple routes submitted: _____
Does route travel outside of Texas? _____
Total route mileage within Texas (one way): _____
Total Interstate Highway route mileage within Texas (one way): _____
State FY 2009 Granted Amount (50% of the net operating deficit) _____
State FY 2010 Granted Amount (50% of the net operating deficit) _____
State FY 2011 Granted Amount (50% of the net operating deficit) _____
State FY 2012 Requested Amount (50% of the net operating deficit) _____
How many times has this route received operating assistance from TxDOT? _____

If this route has received Operating Assistance (more than twice before), describe **in detail** in what ways this route has shown improvement?

If you answered the above question, when do you forecast this route not needing assistance?

**Intercity Bus - §5311(f)**
**Operating Assistance Route Report, if applicable (Con't.)**

**Actual Ridership Data for Last 3 Years for existing routes**

Year 1 (most recent Year) - Beginning date: _____ Ending date: _____

1. Average daily passenger count: _____
2. Total passengers (yearly): _____
3. Total miles (yearly): _____
4. Number of scheduled stops (one way): _____
5. All Admin. / Operating / Other (expenses) for year: _____
6. All Fares / Donations / Other (revenues) for year: _____

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Year 2 (previous year) - Beginning date: _____ Ending date: _____

1. Average daily passenger count: _____
2. Total passengers (yearly): _____
3. Total miles (yearly): _____
4. Number of scheduled stops (one way): _____
5. All Admin. / Operating / Other (expenses) for year: _____
6. All Fares / Donations / Other (revenues) for year: _____

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Year 3 (next previous year) - Beginning date: _____ Ending date: _____

1. Average daily passenger count: _____
2. Total passengers (yearly): _____
3. Total miles (yearly): _____
4. Number of scheduled stops (one way): _____
5. All Admin. / Operating / Other (expenses) for year: _____
6. All Fares / Donations / Other (revenues) for year: _____

## RD - §5311(d) Rural Discretionary
## Statement of Work

**Introduction:**
In accordance with 43 Texas Administrative Code § 31.36 (g)(3), the Department reserves the right, as part of this Coordinated Call for Projects, to award §5311 program discretionary funds to support certain project proposals addressing issues and opportunities of importance to the development of rural public transportation on a statewide basis.

1. **RD SCOPE AND OBJECTIVES:** This section of the RFP describes potential projects to assist public transportation in non urbanized (rural) areas that will assist in providing the availability of professional, cost-effective, efficient, and coordinated passenger transportation services to the general public using the most efficient combination of knowledge, materials, resources and technology.

   Objectives:

   - Encourage the use or development of capital infrastructure projects that support regional multi-use, shared facilities, or multi-modal opportunities including but not limited to maintenance, training, communication, and other infrastructure improving the movement of people and goods.
   - Support collaborative efforts of governments, communities, and service providers to implement a locally based, regionally linked network of public transportation services and facilities addressing regional, intercity, and local service needs including but not limited to partnerships among different public and/or private providers expanding mobility options in rural areas of the state.

2. **STATE RD DESCRIPTION OF OVERALL PROJECT REQUIREMENTS:**

   **2.1** **STATE RD CONTEXT:** In accordance with 43 Tex. Admin. Code § 31.36 (g)(3), TxDOT currently provides discretionary funding for public transportation projects. This RFP is being offered to solicit a variety of proposals to address the objectives listed in Section 1 above.

   **2.2** **ELIGIBLE SUBRECIPIENTS:** Refer to the Matrix on Funding Choices of this RFP. Please note that entities must be designated a rural transit district to receive an award of RD.

3. **DESIRED PROJECT TYPES:** Demonstration or pilot projects involving partnering initiatives, service integration, regional initiatives, or other creative processes are desired.

   **Eligible work or activities must be derived from areas or issues involving:**

   - Coordination and technical support activities such as regional initiatives for maintenance, training, communication, such as multi-use facilities, regional maintenance facilities, or multi-modal initiatives.
   - Coordination between modes of service, such as interlining and feeder services for: intercity bus companies, intercity rail service, regional and/or national air travel,
   - Coordination with urban providers, intercity bus carriers, transit providers in other states, health and human service organizations, community organizations, senior centers, faith-based organizations, etc.
   - Maximize coverage in the provision of public transportation services such as increased service areas or the ability to serve more or different citizens
   - Coordination with community officials and leaders to develop broad-based regional transportation, connectivity, one-stop transportation hubs; call centers, links to 211, transit between urban centers and rural areas, etc.

4. **RD ELIGIBLE ASSISTANCE CATEGORIES:** Eligible types of projects have been defined by TxDOT in accordance with FTA guidelines and other laws and regulations, including 43 Tex. Admin. Code §31.36.

4.1 **Local administrative expenses:** An proposer may request up to 10% of the local project for administration.

4.2 **Capital expenses:** Eligible Items are:

4.2.1 Buses, vans, or other paratransit vehicles, fare boxes, wheelchair lifts and restraints;

4.2.2 Equipment for transporting bicycles on public transit vehicles;

4.2.3 Radios and communication equipment;

4.2.4 Equipment installation costs;

4.2.5 Vehicle procurement, testing, inspection, and acceptance costs;

4.2.6 Preventive maintenance, including all maintenance costs;

4.2.7 Vehicle rebuilding or overhaul;

4.2.8 Capital and operating support including computer hardware or software;

4.2.9 Transit-related intelligent transportation systems;

4.2.10 New technology, both innovative and improved products;

4.2.11 Passenger shelters, bus stop signs, and similar passenger amenities;

4.2.12 Mobility management;

4.2.13 The lease of vehicles or equipment, provided that the sub recipient, with the concurrence of the department, determines that a lease is more cost effective than purchase after considering management efficiency, availability of equipment, staffing capabilities, and guidelines on capital leases as contained in 49 CFR Part 639;

4.2.14 The capital portions of costs for service under contract as described in FTA Circular 9040.1F or its latest published version; and

4.3 **Planning activities** may include:

4.3.1 Studies relating to management, operations, and capital requirements;

4.3.2 Evaluation of previously funded projects; and

4.3.3 Other similar or related activities prior to and in preparation for the undertaking or improvement of eligible services.

4.4 **Marketing activities** may include:

4.4.1 Market research;

4.4.2 Production of route maps and schedules;

4.4.3 Information delivery;

4.4.4 Website development;

4.4.5 Advertising;

4.5 **Operating expenses** are those costs directly tied to system operations. FTA Circular 9030.1C or its latest published version shall be the guide for determining eligible operating expenses. Operating expenses may include:

4.5.1 Fuel;

4.5.2 Oil;

4.5.3 Driver, dispatcher, and mechanic salaries;

4.5.4 Purchase of service

5. **RD FUNDING PERCENTAGES:** Projects will be funded with FTA grant funds in accordance with Title 49 U.S. Code Section 5311, with the percentage of local match varying with the type of project.

5.1 **Local Administration:** Federal funding can provide up to 80% of the cost of local administration;

5.2 **Vehicle Capital Projects:** Federal funding can provide up to 83% of the cost of vehicle capital projects;

5.3 **Planning Projects:** Federal funding can provide up to 80% of the cost of planning projects;

5.4 **Marketing Projects:** Federal funding can provide up to 80% of the cost of marketing projects;

5.5 **Operating Assistance:** Federal funding can provide up to 50% of net operating expenses;

5.6 **Local Share Sources:** The local proposer must provide the funding for the balance of the project costs. Eligible match sources include local, state, or federal program funds. Unrestricted federal funds and private funding are also eligible as match. With prior department approval, in-kind contributions, volunteer services, and donations directly attributable to the project are eligible as local share if the value is documented.

6. **MULTI-YEAR PROJECTS:** Each phase of the project shall be defined with hourly budgets and costs for each phase, by year, for the entire proposal.

6.1. **Each year of the project shall be defined, and the budgets and costs for each year shall be specified.** The State's reimbursement to the Subrecipient is contingent upon the availability of appropriated funds. The State shall have no liability for any claims submitted by the Subrecipient or its subcontractors, vendors, manufacturers or suppliers if sufficient federal or state funds are not available to pay the Subrecipient's claims.

6.2. A project must be divided into phases that are logical, consistent, and follow industry standard processes for that type of project. Phasing must not assume the outcomes of required processes.

6.3 A proposal that lists only a single phase of a multi-year project will be considered as an incomplete proposal and may not be considered for selection.

6.4 Funding obligated for a multi-year project is limited to the funding for the phase programmed for each year.

6.5 Funding is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by the Federal Transit Administration (FTA) or otherwise not available.

## RD - 5311 Rural Discretionary
## Evaluation Criteria

1. **RD - Evaluation Criteria** - The use of quantitative data and estimates, whenever possible, improves the proposal's clarity in comparison to all the evaluation criteria.

   1.1 **Project Description:** (1 page maximum) Provide a brief project description.

   1.2 **Project Planning and Coordination** (5 page maximum) In this section, the proposer should describe how the proposed project was developed and demonstrate that there is a sound basis for the project and that it is ready to implement if funded. Specific references to the proposer's Regional Transportation Coordination Plan must include the appropriate page and section number. Projects will be rated on the following:

      1.2.1 Describe how the project reflects and implements the area's locally developed, coordinated public, employment / human service transportation plan prepared in response to Texas Transportation Code Chapter 461.

      1.2.2 Describe the relationship of the project partners to the proposed project, including but not limited to local business and the local workforce development board(s) or its service provider.

      1.2.3 Describe how the project supports regional multi-use or multi-modal opportunities.

      1.2.4 Describe how the project will support partnerships between different public and/or private providers and expands options in rural areas of the state.

      1.2.5 Describe what opportunities for public participation were provided in the planning process (including but not limited to current and potential riders, local businesses, chambers of commerce, local economic development entities and elected officials.)

      1.2.6 Describe how the proposed transit service will be coordinated with transportation provided for the clients of human service and workforce agencies, with intercity bus transportation in the area, or with any other rural or urban public transit providers.

   1.3 **Demonstration of Need for the Proposed Project:** (3 page maximum) In this section, the application should demonstrate the need. Applications should include information about opportunities not currently met by existing funding. Based on the information provided the proposals will be rated on the following:

      1.3.1 What is the demonstrated need for the project?

      1.3.2 How does the project address the need?

      1.3.3 Discuss how the project fills the gap between the need and the final expected result of the project.

   1.4 **Benefits of the Project:** (5 page maximum) In this section applications should identify expected project benefits, including basic goals and objectives for the project. Proposals will be rated on the basis of:

      1.4.1 Improved efficiency or increased ridership;

      1.4.2 Improved mobility;

      1.4.3 Improved access;

      1.4.4 Expected savings or financial efficiencies;

1.4.5 How the project will promote the development of shared transit information or opportunities;

1.4.6 How the project will support local economic development and expand economic opportunity;

1.4.7 How the project will improve the efficiency and effectiveness of the transit operations;

1.4.8 How the project will support TxDOT's goals to reduce congestion, enhance safety, improve air quality, expand economic opportunity, and Increase the value of transportation assets; and

1.4.9 Other benefits or desired results

1.5. **Project Budget:** The proposer is expected to provide detailed, itemized, specific project cost information, for each year of the project, with the understanding that supporting detail may be requested during the selection process.

1.5.1 Proposers must use the detailed line item budget form. The required match amount must be included in the project budget for each year. Vehicle capital budgets must include the estimated unit price of the vehicle(s). TxDOT may request supporting detail during the selection process.

1.5.2 The total cost for the project must be broken down for each year. For a multi-year project, there shall be a budget for each year as well as a summary budget for the entire project.

2. **STATE TRANSPORTATION GOALS:** (1 page ***maximum***) The commission has established the following five goals for the state transportation program. Proposers must demonstrate to what extent the project responds to one or more of the following goals.

- Develop an organizational structure and strategies designed to address the future multimodal transportation needs of all Texans,
- Enhance safety for all Texas transportation system users,
- Maintain the existing Texas transportation system,
- Promote congestion relief strategies,
- Enhance system connectivity, and
- Facilitate the development and exchange of comprehensive multimodal transportation funding strategies with transportation program and project partners.

## JARC - Job Access and Reverse Commute
## Statement of Work

### Access to Jobs and Reverse Commute (JARC) Purposes for Small Urban and Non Urbanized Public Transportation Projects

3. **JARC SCOPE AND OBJECTIVES:** This section of the RFP describes proposals for public transportation projects that promote the availability of public transportation services targeted to employment and employment-related transportation needs; hereinafter referred to as "proposals". The objectives for these proposals for JARC projects are to:

   - promote the development of employment transportation services throughout the state, in partnership with local officials, public and private non-profit agencies, and operators of public transportation services;
   - fully integrate the JARC program with other federal and state programs supporting public, employment, and human service transportation;
   - foster the development of local, coordinated public and human service transportation service plans from which JARC projects are derived;
   - support the local economic development; and
   - improve the efficiency and effectiveness of the JARC program.

   In the process of meeting these objectives, projects are also to support and promote the coordination of public transportation services across geographies, jurisdictions, and program areas. Coordination between nonurbanized (rural) and small urbanized areas and between agencies that provide employment or human service transportation and other types of public transportation are particular objectives.

4. **JARC DESCRIPTION OF OVERALL PROJECT REQUIREMENTS:**

   2.1 **JARC CONTEXT:** In accordance with 43 Tex. Admin. Code § 31.17, TxDOT currently provides funding for public transportation projects for JARC purposes. This RFP is being offered to solicit a variety of proposals to address the objectives listed in Section 1 above.

   2.2 **ELIGIBLE RECIPIENTS:** Refer to the Matrix on Funding Choices of this RFP.

   2.3 **JARC ELIGIBLE PROJECT TYPES:** Eligible types of projects have been defined by TxDOT in accordance with FTA guidelines, other laws and regulations, in consultation with members of the public transportation and the workforce communities, and in accordance with 43 Tex. Admin. Code § 31.17.

   **Job access projects include:**

   2.3.1 Financing the eligible costs of projects that provide public transportation services targeted to welfare recipients and eligible low-income individuals;

   2.3.2 Promoting public transportation use by low-income workers, including the use of public transportation by workers with nontraditional work schedules;

   2.3.3 Promoting the use of employer-provided transportation, including the transit pass benefit program under Section 132 of the Internal Revenue Code of 1986;

   2.3.4 Supporting mobility management and coordination programs among public transportation providers and other human service agencies providing job access or employment-related transportation services; and

   2.3.5 Otherwise facilitating or providing transportation for employment or employment-related purposes by welfare recipients and low income persons.

**Reverse commute projects include:**

2.3.6 Subsidizing the costs associated with adding reverse commute bus, train, carpool, van routes, or service from urbanized areas and other than urbanized areas to suburban workplaces;

2.3.7 Subsidizing the purchase or lease by a nonprofit organization or public proposer of a van or bus dedicated to shuttling employees from their residences to a suburban workplace;

2.3.8 Supporting mobility management and coordination programs among public transportation providers and other human service agencies providing reverse commute employment or employment-related transportation services; and

2.3.9 Otherwise facilitating or providing public transportation services to suburban employment opportunities.

2.4 **JARC ELIGIBLE ASSISTANCE CATEGORIES:** Eligible types of projects have been defined by TxDOT in accordance with FTA guidelines and other laws and regulations, including 43 Tex. Admin. Code § 31.17.

2.4.1 **Local administrative expenses** an proposer may request up to 10% of the local project for administration.

2.4.2 **Capital expenses:** Eligible Items are:

2.4.2.1 Buses, vans, or other paratransit vehicles, fare boxes, wheelchair lifts and restraints;

2.4.2.2 Equipment for transporting bicycles on public transit vehicles;

2.4.2.3 Radios and communication equipment;

2.4.2.4 Equipment installation costs;

2.4.2.5 Vehicle procurement, testing, inspection, and acceptance costs;

2.4.2.6 Preventive maintenance, including all maintenance costs;

2.4.2.7 Vehicle rebuilding or overhaul;

2.4.2.8 Capital and operating support including computer hardware or software, with prior TxDOT approval;

2.4.2.9 Transit-related intelligent transportation systems;

2.4.2.10 The introduction of new technology, through innovative and improved products, into public transportation;

2.4.2.11 Passenger shelters, bus stop signs, and similar passenger amenities, with prior TxDOT approval;

2.4.2.12 Mobility management;

2.4.2.13 The lease of vehicles or equipment, provided that the subrecipient, with the concurrence of the TxDOT, determines that a lease is more cost effective than purchase after considering management efficiency, availability of equipment, staffing capabilities, and guidelines on capital leases as contained in 49 CFR Part 639;

2.4.2.14 The capital portions of costs for service under contract as described in FTA Circular 9030.1C or its latest published version; and

2.4.2.15 The provision of Americans with Disabilities Act of 1990 (ADA) paratransit service directly related to fixed route JARC services, which shall be used only by

subrecipients that are in compliance with ADA requirements for both fixed route and demand responsive service.

2.4.3 **Planning activities** may include:

2.4.3.1 Studies relating to management, operations, and capital requirements;

2.4.3.2 Evaluation of previously funded projects; and

2.4.3.3 Other similar or related activities prior to and in preparation for the undertaking or improvement of JARC-eligible services.

2.4.4 **Marketing activities** may include:

2.4.4.1 Market research;

2.4.4.2 Production of route maps and schedules;

2.4.4.3 Information delivery;

2.4.4.4 Website development;

2.4.4.5 Advertising;

2.4.4.6 Promotion of the use of transit vouchers by welfare recipients and eligible low income individuals; and

2.4.4.7 Promotion of employer-provided transportation, including the Internal Revenue Service's transit pass benefit.

2.4.5 **Operating expenses** are those costs directly tied to system operations. FTA Circular 9030.1C or its latest published version shall be the guide for determining eligible operating expenses. Operating expenses may include:

2.4.5.1 Fuel;

2.4.5.2 Oil;

2.4.5.3 Driver, dispatcher, and mechanic salaries;

2.4.5.4 Purchase of service; and

2.4.5.5 Purchase of vouchers.

2.5 **JARC INELIGIBLE EXPENSES:**

2.5.1 Construction, except for passenger shelters, signage, and similar passenger amenities specifically approved by the TxDOT;

2.5.2 Extended vehicle warranties;

2.5.3 Purchase and/or maintenance of vehicles intended for private use;

2.5.4 Purchase of transit passes for use on fixed route or ADA complementary paratransit services; and

2.5.5 Other FTA-prohibited expenses.

2.6 **JARC FUNDING PERCENTAGES:** Projects will be funded with FTA grant funds in accordance with Title 49 U.S. Code § 5316, with the percentage of local match varying with the type of expense.

2.6.1 **Local Administration:** Funding can provide up to 50% of the cost of local administration;

2.6.2 **Capital Projects:** Funding can provide up to 80% of the cost of vehicle capital projects;

2.6.3 **Planning Projects:** Funding can provide up to 80% of the cost of planning projects;

2.6.4 **Marketing Projects:** Funding can provide up to 80% of the cost of marketing projects;

2.6.5 **Operating Assistance:** Funding can provide up to 50% of net operating expenses;

2.6.6 **Local Share Sources:** The local proposer must provide the funding for the balance of the project costs. Eligible match sources include local, state, or federal program funds disbursed through human service and workforce agencies and the Medicaid Medical Transportation Program. Unrestricted federal funds are also eligible as match, such as Temporary Assistance for Needy Families (42 USC 603(a)(5)(C)(vii)). Funds from private funding entities are eligible **(extra consideration for private fund matches will be given).**

**NOTE: Other U.S. Department of Transportation program funds cannot be used as the local share required for JARC grants. Fares cannot be used as match for any expense but must, instead, be used to determine the net operating expense to reduce the amount of requested reimbursement.**

# JARC
# Evaluation Criteria

1. **JARC EVALUATION CRITERIA**
The use of quantitative data and estimates, whenever possible, improves the proposal's clarity in comparison to all the evaluation criteria.

1.1 **Project Description:** (1 page ***maximum***) Provide a concise project description, specifically detailing the proposed idea.

1.2 **Project Planning and Coordination:** (3 page ***maximum***) In this section, the proposer should describe how the proposed project was developed and that it is ready to implement if funded. Specific references to the proposer's Regional Transportation Coordination Plan must include the appropriate page and section number.

1.2.1 Describe how the project implements the area's locally developed, coordinated public, employment / human service transportation plan prepared in response to Texas Transportation Code Chapter 461.

1.2.2 Describe the engagement of the project partners, local stakeholders and the general public in the planning process of the proposed project.

1.2.3 Describe how client access needs to employment related services have been considered in the planning.

1.2.4 Describe if the project includes NEW service or a new element i.e., extended hours of operation or how the service increases the geographic coverage of the current transportation system.

1.2.5 Describe any other planning or coordination efforts that were not mentioned above.

1.2.6 Projects from small urbanized areas must include a letter of support from the MPO director.

**NOTE: There are no MPOs in nonurbanized areas; this requirement does not apply to these projects.**

1.3 **Demonstration of Need for the Proposed Project:** (3 page ***maximum***) In this section, the application should demonstrate the need for transportation to jobs and employment-related activities. Applications should include information such as destinations and services not currently accessible by transit.

1.3.1 Describe how it was determined that the project is needed.

1.3.2 Describe specifically, how the planned project meets the demonstrated need.

1.3.3 Discuss rider origination location and employment-related destinations. (The origination location of the riders, not their destination, shall be the basis for determining which apportionment the TxDOT uses to fund an approved project.)

1.4 **Benefits of the Project:** (3 page ***maximum***) In this section applications should identify expected project benefits, including basic goals and objectives for the project. Please document, explain or show the benefits in whatever format is reasonable to present them.

1.4.1 Describe how the project improves mobility for low income populations;

1.4.2 Describe how the project Improves access to local employment centers and work related activity centers (education, job training and child care resources;

1.4.3 Describe how the project supports local economic development activities.

1.5 **Project/Service Evaluation and Sustainability:** (2 page ***maximum***) In this section applications should describe the methodology that will be used to evaluate the project and determine the project's value to the community.

1.5.1 Describe how the proposer intends to evaluate the success of the JARC project Provide specific measures that will be used to measure project success. Include in the description what data will be collected and relevant to the specific measures.

1.5.2 Describe how community input will be used to evaluate the success of the JARC project.

1.5.3 Expecting services under this grant to be successful, describe how the agency plans to maintain the service after the end of the grant period?

1.6 **Project Management and Personnel:** (2 page ***maximum***)

1.6.1 Describe the implementation schedule for the proposed project, including a detailed timeline for staffing, procurements, outreach and service delivery, etc. This time line should define specific project milestones. **Assume the work begins on September 1st**. Note that the calendar of work is subject to negotiation during the grant agreement phase.

1.6.2 Identify each project staff member for the proposal. Summarize their individual experience in similar projects. Describe the value the staff member will add to the project implementation.

1.6.3 In the event new staff will be hired for the project, provide a job description for the new staff person. Describe the value the new position will add to the project implementation.

1.7 **Project Budget:** The proposer is expected to provide detailed, itemized, specific project cost information, for each year of the project, with the understanding that supporting detail may be requested during the selection process.

1.7.1 Proposers must use the detailed line item budget form in Attachment E.

1.7.2 The total cost for the project must be broken down for each year. For a multi-year project, there shall be a budget for each year as well as a summary budget for the entire project.

1.8 An active EXCEL version of the budget is available on the Public Transportation Division website at: http://www.txdot.gov/business/governments/grants/public_transportation.htm.

2. **JARC SERVICE AREA:** If a Transportation Code Section 458 transit district does not want to provide JARC service in its designated service area, another Chapter 458 transit agency may provide the service. The two transit operators must agree regarding the service delivery proposed in the project to comply with Texas Transportation Code Chapter 458. A letter of endorsement should be included in the response.

5. **STATE TRANSPORTATION GOALS:** (1 page ***maximum***) The commission has established the following five goals for the state transportation program. Proposers must demonstrate to what extent the project responds to one or more of the following goals.

- Develop an organizational structure and strategies designed to address the future multimodal transportation needs of all Texans,
- Enhance safety for all Texas transportation system users,
- Maintain the existing Texas transportation system,
- Promote congestion relief strategies,
- Enhance system connectivity, and
- Facilitate the development and exchange of comprehensive multimodal transportation funding strategies with transportation program and project partners.

4. **JARC PROJECT PREFERENCES:** During the application review process preference will be given to the following types of projects:

   **New employment focused transportation services**; applications for existing service will be considered as funding permits.

   - Projects including **innovative partnerships** with the local business community.
   - Projects that include **match from private sources**.

# NF - New Freedom
# Statement of Work

**New Freedom Initiative Purposes for Small Urban and Nonurbanized Public Transportation Projects**

1. **NF SCOPE AND OBJECTIVES:** This section of the RFP describes proposals for public transportation projects that provide new or improved public transportation services and alternatives, beyond the requirements of the ADA, to assist individuals with disabilities. New Freedom program funds are available for capital and operating expenses that support new public transportation services beyond those required by the ADA and new public transportation alternatives beyond those required by the ADA designed to assist individuals with disabilities with accessing transportation services, including transportation to and from jobs and employment support services, hereinafter referred to as "proposals". The objectives for these proposals for NF projects are to:

   - promote the development and maintenance of a network of transportation services and alternatives, beyond the requirements of the ADA, for persons with disabilities throughout the state, in partnership with local officials, public and private non-profit agencies, and operators of public transportation services;
   - fully integrate the NF program with other federal, state, and local resources and programs that are designed to serve similar populations;
   - foster the development of local, coordinated public and human service transportation plans from which NF projects are derived;
   - improve the efficiency, effectiveness, and safety of NF project providers; and
   - include private sector operators in the overall plan to provide NF program transportation services for persons with disabilities.

   In the process of meeting these objectives, projects are also to support and promote the coordination of public transportation services across geographies, jurisdictions, and program areas. Coordination between nonurbanized and urbanized areas and between agencies that provide employment or human service transportation to persons with disabilities and other types of public transportation are particular objectives.

2. **NF DESCRIPTION OF OVERALL PROJECT REQUIREMENTS:**

   2.1 **NF CONTEXT:** In accordance with 43 Tex. Admin. Code § 31.18, TxDOT currently provides funding for public transportation projects for NF purposes. This RFP is being offered to solicit a variety of proposals to address the objectives listed in Section 1 above.

   2.2 **ELIGIBLE RECIPIENTS:** Refer to the Matrix on Funding Choices of this RFP.

   2.3 **NF ELIGIBLE PROJECT TYPES:** Eligible types of projects have been defined by TxDOT in accordance with FTA guidelines, other laws and regulations, in consultation with members of the public transportation and the disability service and advocacy communities, and in accordance with 43 Tex. Admin. Code §31.18.

   **New public transportation service projects, "beyond minimum requirements of ADA", include:**

   2.3.1 Providing paratransit services beyond minimum requirements (3/4 mile to either side of a fixed route) for a transit provider operating fixed route service;

   2.3.2 Making accessibility improvements to existing transit and intermodal stations not designated as key stations; for example, adding an elevator or ramps, detectable warnings, improving signage;

   2.3.3 Building an accessible path to a bus stop that is currently inaccessible, including curb cuts, sidewalks, and pedestrian signals or other accessible features;

   2.3.4 Implementing technology improvements that enhance accessibility for persons with disabilities, including way finding devices;

2.3.5 Implementing "same day" paratransit services;

2.3.6 Expansion of current hours of operation for paratransit services that are beyond those provided on the fixed route services;

2.3.7 Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;

2.3.8 Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for common wheelchairs under the ADA and labor costs of aides to help drivers assist passengers with over-sized wheelchairs. This would permit the acquisition of lifts with a larger capacity, instead of just modifications to lifts with a 600 lb design load, as well as the acquisition of heavier-duty vehicles for paratransit and/or demand-response service;

2.3.9 Installation of additional securement locations in public buses beyond what is required by the ADA;

2.3.10 New feeder service (transit service that provides access) to commuter rail, commuter bus, intercity rail and intercity bus stations, for which complementary paratransit service is not required under the ADA;

2.3.11 New training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services; and

2.3.12 Otherwise facilitating or providing transportation services beyond ADA requirements, including transportation to and from employment and employment-related destinations.

**New public transportation alternatives, "beyond ADA", include:**

2.3.13 Purchasing vehicles and supporting accessible taxi, ride-sharing, and vanpooling programs;

2.3.14 Supporting voucher programs for transportation services offered by human service providers;

2.3.15 Supporting volunteer driver and aide programs;

2.3.16 Acquiring transportation services by a contract, lease, or other arrangement;

2.3.17 Supporting mobility management and coordination programs among public transportation providers and other human service agencies providing transportation;

2.3.18 Otherwise facilitating or providing new transportation services for persons with disabilities, including transportation to and from employment and employment-related destinations.

2.4 **NF ELIGIBLE ASSISTANCE CATEGORIES:** Eligible types of projects have been defined by TxDOT in accordance with FTA guidelines and other laws and regulations, including 43 Tex. Admin. Code §31.18.

2.4.1 Local administrative expenses: An proposer may request up to 10% of the local project for administration.

2.4.2 Capital expenses: Eligible Items are:

2.4.2.1 Buses, vans, or other paratransit vehicles, fare boxes, wheelchair lifts and restraints;

2.4.2.2 Radios and communication equipment;

2.4.2.3 Accessibility aids;

2.4.2.4 Equipment installation costs;

2.4.2.5 Vehicle procurement, testing, inspection, and acceptance costs;

2.4.2.6 Preventive maintenance, including all maintenance costs;

2.4.2.7 Vehicle rebuilding or overhaul;

2.4.2.8 Capital and operating support including computer hardware or software, with prior TxDOT approval;

2.4.2.9 Transit-related intelligent transportation systems;

2.4.2.10 The introduction of new technology, through innovative and improved products, into public transportation;

2.4.2.11 Curb cuts, sidewalks, pedestrian signals or other accessible features;

2.4.2.12 Mobility management;

2.4.2.13 The lease of vehicles or equipment, provided that the subrecipient, with the concurrence of the TxDOT, determines that a lease is more cost effective than purchase after considering management efficiency, availability of equipment, staffing capabilities, and guidelines on capital leases as contained in 49 CFR Part 639; and

2.4.2.14 The capital portions of costs for service under contract as described in FTA Circular 9030.1C or its latest published version.

2.5. **Operating expenses** are those costs directly tied to system operations. FTA Circular 9030.1C, Appendix D or its latest published version shall be the guide for determining eligible operating expenses. Operating expenses may include:

2.5.1 Fuel and oil;

2.5.2 Maintenance with prior TxDOT approval;

2.5.3 Driver, dispatcher, and mechanic salaries;

2.5.4 Purchase of service;

2.5.5 Reimbursement of costs associated with a volunteer driver program; and

2.5.6 Purchase of vouchers

2.6 **NF INELIGIBLE EXPENSES:**

2.6.1 Extended vehicle warranties;

2.6.2 Purchase and/or maintenance of vehicles intended for private use;

2.6.3 Marketing;

2.6.4 Planning;

2.6.5 Purchase of transit passes for use on fixed route or ADA complementary paratransit services; and

2.6.6 Other FTA-prohibited expenses.

2.7 **NF FUNDING PERCENTAGES:** Projects will be funded with FTA grant funds in accordance with Title 49 U.S. Code Section 5317, with the percentage of local match varying with the type of project.

2.7.1 **Local Administration:** TxDOT can provide up to 50% of the cost of local administration;

2.7.2 **Eligible Capital Projects:** TxDOT can provide up to 80% of the cost of eligible capital projects;

2.7.3 **Operating Assistance:** TxDOT can provide up to 50% of net operating expenses;

2.7.4 **Local Share Sources:** The local proposer must provide the funding for the balance of the project costs. Eligible match sources include local, state, or federal program funds disbursed through human service and workforce agencies and the Medicaid Medical Transportation Program. Unrestricted federal funds are also eligible as match, such as Temporary Assistance for Needy Families (42 USC 603(a)(5)(C)(vii)). Funds from private funding entities are eligible **(extra consideration for private fund matches will be given).**

**NOTE: Other U.S. Department of Transportation program funds cannot be used as the local share required for NF grants. Fares cannot be used as match for any expense but must, instead, be used to determine the net operating expense to reduce the amount of requested reimbursement.**

**NF**
**Evaluation Criteria**

1. **NF EVALUATION CRITERIA**
The use of quantitative data and estimates, whenever possible, improves the proposal's clarity in comparison to all the evaluation criteria.

1.1 **Project Description:** (1 page ***maximum***) Provide a brief, detailed and specific project description.

1.2 **Project Planning and Coordination:** (3 page ***maximum***) In this section, the proposer should describe how the proposed project was developed and demonstrate that there is a sound basis for the project and that it is ready to implement if funded. Specific references to the proposer's Regional Transportation Coordination Plan must include the appropriate page and section number.

1.2.1 Describe how the project implements the area's locally developed, coordinated public, employment / human service transportation plan prepared in response to Texas Transportation Code Chapter 461.

1.2.2 Describe the engagement of the project partners, local stakeholders and the general public in the planning process of the proposed project.

1.2.3 Describe how access needs of individuals with disabilities, and agencies serving individuals with disabilities have been ***considered*** in the planning. i.e, client quality of life services (including but not limited to employment, medical visits, shopping and social activities).

1.2.4 Describe if the project includes NEW service or a new element of service i.e., extended hours or how the service increases the geographic coverage of the current transportation system. If the project includes infrastructure or equipment upgrades/improvements describe how the upgrades/improvements will increase mobility access to persons with disabilities.

1.2.5 Describe any other planning or coordination efforts that were not mentioned above.

1.2.6 Projects from small urbanized areas must include a letter of support signed by the MPO director.

**NOTE: There are no MPOs in nonurbanized areas; this requirement does not apply to these projects.**

1.3 **Demonstration of Need for the Proposed Project:** (3 page ***maximum***) In this section, the application should demonstrate the need for transportation to quality of life activities/services and/or employment-related activities for individuals with disabilities. Applications should include information such as destinations and services not currently accessible by transit.

1.3.1 Describe how it was determined that the project was needed.

1.3.2 Describe specifically, how the planned project meets the demonstrated need.

1.3.3 Discuss rider origination location and employment-related destinations and how the project fills the transportation gap. (The origination location of the riders, not their destination shall be the basis for determining which apportionment the TxDOT uses to fund an approved project.)

1.4 **Benefits of the Project:** (3 page ***maximum***) In this section applications should identify expected project benefits, including basic goals and objectives for the project. Please document, explain or show the benefits in whatever format is reasonable to present them.

1.4.1 Describe how the project will expand the availability of transportation services for persons with disabilities (including but not limited to access to quality of life activities and local employment centers

1.4.2 Describe how the project improves access to various community destinations for persons with disabilities, including but not limited to retail establishments, entertainment centers, and faith based activities.

1.4.3 Describe how representatives of the disability assisted with determining which community destinations were selected and had value to them.

1.5 **Project/Service Evaluation and Sustainability:** (2 page ***maximum***) In this section applications should describe the methodology that will be used to evaluate the project and determine the project's value to the community.

1.5.1 Describe how the proposer including any partners, intend to evaluate the success of the New Freedom project. Provide specific measures that will be used to measure project success. Include in the description what data will be collected and relevant to the specific measures.

1.5.2 Describe how community input will be used to evaluate the success of the New Freedom project.

1.5.3 Expecting services under this grant to be successful, describe how the agency plans to maintain the service after the end of the grant period.

1.5.4 How will the proposer maintain and support the project beyond the life of the grant funds?

1.6 **Project Management and Personnel: (**2 page ***maximum***)

1.6.1 Describe the implementation schedule for the proposed project, including a detailed timeline for staffing, procurements, outreach and service delivery, etc. This time line should define specific project milestones. **Assume the work begins on September 1st**. Note that the calendar of work is subject to negotiation during the grant agreement phase.

1.6.2 Identify each project staff member for the proposal. Summarize their individual experience in similar projects. Describe the value the staff member will add to the project implementation.

1.6.3 In the event new staff will be hired for the project, provide a job description for the new staff person. Describe the value the new position will add to the project implementation.

1.7 **NF Project Budget:** The proposer is expected to provide detailed, itemized, specific project cost information, for each year of the project, with the understanding that supporting detail may be requested during the selection process.

1.7.1 Proposers must use the detailed line item budget form in Attachment E.

1.7.2 The total cost for the project must be broken down for each year. For a multi-year project, there shall be a budget for each year as well as a summary budget for the entire project.

1.7.3 An active EXCEL version of the budget is available on the Public Transportation Division website at:
http://www.txdot.gov/business/governments/grants/public_transportation.htm

1.8 **NF SERVICE AREA:** If a Transportation Code Section 458 transit district does not want to provide New Freedom service in its designated service area, another Section 458 transit agency may provide the service. The two transit operators must agree regarding the service delivery proposed in the project to comply with Texas Transportation Code Chapter 458. A letter of endorsement should be included in the response.

1.9 **STATE TRANSPORTATION GOALS:** (1 page maximum) The commission has established the following five goals for the state transportation program. Proposers must demonstrate to what extent the project responds to one or more of the following goals.

- Develop an organizational structure and strategies designed to address the future multimodal transportation needs of all Texans,
- Enhance safety for all Texas transportation system users,
- Maintain the existing Texas transportation system,
- Promote congestion relief strategies,
- Enhance system connectivity, and
- Facilitate the development and exchange of comprehensive multimodal transportation funding strategies with transportation program and project partners.

1.10 **NF PROJECT PREFERENCES:** During the application review process, preference will be given to the following types of projects:

- Projects including **innovative partnerships** with the members of the disability community, organizations that serve the disability community or advocacy groups. Include information regarding the contribution of the partner(s) to the project design and plan.
- Projects that include **match from private sources**.
- Projects that include strong partnership commitments as referenced in commitment or endorsement letters.

## Proposer Information

| | |
|---|---|
| **1. Legal Name of Proposer:** | |
| **2. Name of Parent Company**, if applicable**:** | |
| **3. Proposer Physical Address Information** (must include all the following information): | |
| Physical Address:<br>Street:<br>City:<br>County:<br>State:<br>Zip Code: | |
| **4. Proposer Mailing Address Information** if different: | |
| Mailing Address:<br>Street:<br>City:<br>County:<br>State:<br>Zip Code: | |
| **5. Website URL**, if available: | |
| **6. Payee Identification (PIN) Number** (14 digits): | |
| **7. Type of Organization** (Mark all that are applicable): | |
| ☐ Rural Transit District<br>☐ Urban Transit District<br>☐ Metropolitan Planning Organization<br>☐ Metropolitan Transit Authority<br>☐ Governmental Entity<br>☐ Native American Tribe / Indian Tribal Organization | ☐ Private Non-Profit Organization<br>☐ Private For-Profit Organization<br>☐ Private Consultant<br>☐ State Transit Association<br>☐ University<br>☐ Other: _____ |
| **8. Primary Contact**<br>Name:<br>Title:<br>Phone:<br>Fax:<br>Email: | **9. Financial Officer**<br>Name:<br>Title:<br>Phone:<br>Fax:<br>Email: |
| **10. Signature Authority**<br>Name:<br>Title:<br>Phone:<br>Fax:<br>Email: | |
| **11. Services to be procured competitively.** List all services which you plan to procure competitively. | |
| **12. Partnering Entities** Please list any and all entities that are considered partners in this application. | |

## Project Summary Sheet

| | | | | | | |
|---|---|---|---|---|---|---|
| **1. Indicate below all requested sources of funding:** | | | | | | |
| ☐ **JARC** | ☐ **NF** | ☐ **PLN** | ☐ **RTAP** | ☐ **ICB** | ☐ **RD** | ☐ **TBD** |
| | | | | | | |
| **2. Project Name with Brief Project Description:** | | | | | | |
| | | | | | | |
| **3. Type of Project: (Capital, Marketing, Facility, Operating Assistance, Planning, Training, Technical Assistance, Research, State Administrative, Project Administration or Other)**: | | | | | | |
| **4. List all Counties Served by this Project:** | | | | | | |
| | | | | | | |
| **5. This project serves approximately what percentage of urbanized and nonurbanized areas?** | | | | | | |
| Urbanized: _____% | Nonurbanized: _____% | Total: _____% **must equal 100%** | | | | |
| | | | | | | |
| | | | | | | |

## Attachment A - Obligation Certification

As an authorized official of the ***(insert organization name)***

**I certify to the following**:

1. The organization will participate in a continuous, comprehensive dialogue throughout the life of the project including but not limited to:
   - On-site monitoring by TxDOT personnel
   - Timely submission of required reports
   - Timely written notification of events that will affect the outcome of the project.
2. The organization will comply with all applicable federal, state and local laws and regulations. This includes but is not limited to:
   - Grant agreements
   - Applicable federal program circulars and similar federal guidance
   - Safety
   - Environment
   - Accessibility.
3. The organization has the resources to provide the required match.
4. The organization uses generally accepted accounting standards for its financial recordkeeping functions.
5. **Proposer Affirmation:** This is Certification that compensation has not been received for participation in the preparation of the specifications for this RFP.

**Signed:** _____

**Printed/Typed Name:** _____

**Title:** _____

**Date:** _____

## Attachment B - Service Area Map(s), if applicable

## Attachment C - Letters of Endorsement

Letter(s) of Endorsement are the mechanism for **documenting coordination or support of the project** with the appropriate local public transportation providers, agencies that provide employment or human service transportation, and other appropriate agencies/individuals (non-financial or in-kind support).

## Attachment D - Letters of Commitment

Letter(s) of Commitment is the mechanism for documenting when an entity/project partner **actively pledges support** (financial or in-kind) **and/or actual participation or use in the project**. This form of letter must state exactly what the writer is committing to provide or use, describe the nature of the commitment and be signed by a person fully authorized to bind the entity.

## Attachment E - Project Budget

Provide a **detailed** yearly Project Budget on how the Organization intends to spend requested grant funds, for multi-year projects, also provide a summary budget. An Excel - Project Budget Worksheet is available at http://www.txdot.gov/business/governments/grants/public_transportation.htm.

If using the PTN Excel Attachment E - Project Budget(s)

1. Input information in yellow cells only, do not change the spreadsheet format or internal codes in any way.
2. Input the applicable federal, state, local, and other match amounts for each Program Description.
3. If TDCs are requested as local match for capital items
    - Enter the **Total Cost** of the item (the cash you will need to pay the vendor) in the Federal column of the Budget page;
    - Place a "0" in the **Local Match** column;
    - Put a Y in the "**TDC Yes**" column to indicate TDCs are being requested for capital match; TxDOT will calculate the appropriate TDC amount. More information on TDCs can be found at 43 TAC Chapter 5 or http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=43&pt=1&ch=5&sch=F&rl=Y

For more information on ALI codes refer to FTA at www.fta.dot.gov/documents/ali.pdf