

**THE RHODE ISLAND PUBLIC TRANSIT AUTHORITY (“RIPTA”) IS REQUESTING
PROPOSALS FOR:**

TRANSIT CONSULTING SERVICES

RFP NO. 17-05

A. Overview

RIPTA wishes to procure the services of a third party transit consultant to evaluate and make recommendations regarding RIPTA’s operations. The requirements for submissions, deliverables, and evaluation criteria are provided below.

An electronic copy of this Request for Proposals (“RFP”) is available on the State of Rhode Island, Department of Administration, Division of Purchases Website. The website address is: www.purchasing.ri.gov/RVIP/ExternalBidSearch.asp. RIPTA Requests for Proposals can be found under Public Bid Opportunities, Quasi Public Sector, listed under the Rhode Island Public Transit Authority. ***Proposers must download the proposal documents and complete the required forms.***

Please contact RIPTA's Contract Manager, Michael J. McGrane, at (401) 784-9500 extension 214 or mmcgrane@ripta.com, with any questions you may have regarding this Procurement.

B. Form of Submissions

Responses to this RFP must be received by 1:00 pm, Eastern Standard Time, on October 17, 2016. Proposals must be submitted to:

RIPTA Purchasing Department, Room 217
705 Elmwood Avenue Providence, Rhode Island 02907.

Please be advised that United Parcel Service does not deliver to this address

Responses must contain a cover letter indicating that the proposal is being submitted in response to RIPTA RFP No. 17-05. The letter must be signed by an authorized member of the firm submitting the proposal, and must include the address, telephone number, and email address of the firm's primary contact for purposes of communications regarding this RFP. Along with the cover letter, proposers must submit 10 copies of the proposal in bound form (three-hole punch or spiral bound).

C. Content of Submissions.

The Response must provide a description of your firm; its experience in providing consulting services to public transit agencies; contact information for at least two (2) public transit agencies to which you have provided services similar to those requested in this RFP; and a professional biography for each person who is expected to provide services called for by this RFP.

The Response must identify the hourly rates and expenses to be charged for services provided by each person and the terms and conditions that will apply to services to be provided. For deliverables 1 through 4 below, inclusive, provide a "not to exceed" amount for all services requested. For deliverable 5, list the hourly rates that would apply for any work provided regarding this deliverable. For deliverable 1, identify the specific areas, not fewer than 4 and not more than 7, that will be examined and reported upon, and describe why you consider those areas to be the most important areas to be considered when evaluating the operations of a transit agency similar to RIPTA. In regard to deliverable 1, also identify which source(s) of "available and relevant information" you would use to complete deliverable 1.

D. Deliverables

The following must be delivered in a Final Report to be delivered to RIPTA's Board of Directors on or before December 15, 2016. The selected respondent may be required to present its findings to the RIPTA Board of Directors at its January 2017 meeting.

1. Evaluation of RIPTA's current operations

Working from American Bus Benchmarking Group ("ABBG") data (redacted as required by ABBG contractual terms to protect the identity of the transit agencies whose

comparative data is being examined), National Transit Database information, as well as any other external available and relevant information (*i.e.*, information obtained from third party sources), and after interviewing RIPTA management and operations employees, provide a written assessment of how RIPTA's operations and customer satisfaction compare with other similarly-sized bus only transit agencies. The interviews will be expected to be conducted over a two-day period by one interviewer.

2. Identification of areas where near term operational improvements are possible

Identify three areas that can reasonably be expected to be addressed by RIPTA that will result in immediate, cost effective improvements to operations, customer satisfaction and/or financial performance, and describe specific steps to be taken to implement the changes recommended.

3. Identification of emerging industry trends

Provide a written narrative that identifies three examples of programmatic or technological innovations or improvements that have been undertaken by other similar transit agencies that have resulted in improved performance efficiencies, increased fare box recoveries, and/or improved customer satisfaction, that are recommended to RIPTA for consideration for future implementation.

4. Funding Streams and Ridership

Identify RIPTA's current funding streams and compare, on a system-wide and per rider basis, the amounts received by RIPTA from state and local sources to the state and local funding streams and amounts received by similar public transit agencies, and make recommendations of possible additional or alternate funding streams that may be used to support and enhance RIPTA's operations and increase ridership. Compare the utilization of RIPTA services by percentage of population served with that of at least 3 similar public transit agencies. In all instances identify the agencies identified for the comparisons made to the extent allowable

5. Future Services

Assist with projects related to scheduling, planning and/or federal funding and grant applications as requested from time to time.

E. Evaluation Criteria

A contract will be awarded to the proposer whose submission will provide the best value to RIPTA and will best serve RIPTA's needs as stated in this RFP. Factors to be considered will include, but not be limited to, cost, experience and qualifications of the proposer, and the content of the proposer's response to this RFP. RIPTA may ask any or all proposers for a "best and final offer," and may also request an interview with any or all proposers before award of a contract.

F. Conditions Regarding this RFP

1. Contract Execution. The successful proposer will be required to execute a contract for the provision of services under this RFP on the terms provided by RIPTA. Should a respondent wish to propose any specific contractual provisions, such provisions must be stated in its response to this RFP, and such provisions, if not acceptable to RIPTA, may disqualify the respondent from selection.
2. Cancellation/Waiver. RIPTA reserves the right to cancel this solicitation, to reject any or all proposals, and/or to waive any technical deficiency in any proposal when it is determined that such waiver is in the best interest of RIPTA.
3. Postponement. RIPTA reserves the right to postpone, for its own convenience, the date the proposal is to be received, but any Proposer whose proposal has already been submitted to RIPTA when the decision to postpone is made shall be afforded the opportunity to revise or withdraw its proposal
4. Amendment. RIPTA reserves the right to revise or amend the specifications of this RFP up to the time set for the receiving of proposals. Such revisions and addenda, if any, shall be announced by addenda to this solicitation. It shall be the responsibility of prospective proposers to check the State of Rhode Island, Department of Administration Division of Purchases Website for any addenda. If the revisions and addenda require changes in quantities or price proposal, or both, the date set for receiving proposals may be postponed by such number of days as in the opinion of RIPTA shall enable Proposers to revise their proposals. In any case, proposal openings shall be at least 7 working days after the last addendum, and the addenda shall include an announcement of the new date, if applicable.
5. Addenda. RIPTA may issue addenda containing amendments to its proposal solicitation documents. Any addendum issued less than 7 days prior to the receipt of proposal shall, if necessary, contain a provision postponing the date of the receipt of proposal to a date that will provide Proposers adequate time to respond to the addenda. Addenda shall be numbered sequentially.
6. Protests. Protests regarding this RFP may be filed and will be heard and resolved in accordance with Rhode Island Law and Rhode Island State Procurement Code.