



REQUEST FOR PROPOSALS NO. 18-065

Georgia House Commission on Transit Governance and Funding Consulting Services

Instructions to Proposers:

All spaces below and all offer documents as outlined in are to be filled in with signatures where indicated. Failure to sign may render your proposal invalid.

PROPOSAL OF:

Name of Bidder: _____

Address: _____

City, State and Zip Code: _____

SUBMIT PROPOSAL TO:

STATE ROAD AND TOLLWAY AUTHORITY
Leanna Jordan Pierre, Procurement Manager/Legal Associate
245 Peachtree Center Avenue, Suite 2200
Atlanta, Georgia 30303

Proposals Due and Open: **August 22, 2017; 2:00 PM, Local Time (Atlanta, GA)**

Schedule of Events

Release RFP	August 3, 2017
Deadline for Vendor Written Questions (Submit questions by email to lpierre@sрта.ga.gov)	August 10, 2017
Responses to Written Questions	August 15, 2017
Proposal Submission Deadline	August 22, 2017, 2PM EST
Interviews (by invitation only)	August 28-29, 2017
Notice of Intent to Award	September 15, 2017*
Notice of Contract Award	September 22, 2017*

*Subject to change without a formal addendum to the RFP.

All questions should be submitted by email to lpierre@sрта.ga.gov. Questions must be submitted no later than the deadline specified in the above Schedule of Events. Answers to written questions received will be available at the State Road and Tollway Authority (SRTA) website at <http://www.sрта.ga.gov>. Answers are provided for informational purposes only and will not be considered binding unless incorporated by addendum to this RFP. All questions and answers will be posted to the SRTA's website where the RFP document is located. Proposers are reminded and encouraged to check this website daily for any changes to the RFP as well as to check this website for Notice of Contract Award. Posting of Notice of Award shall constitute official public notification.

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PART 1 – SOLICITATION, OFFER, AND AWARD

1. Information for Proposers

1.1 Purpose of Procurement

The purpose of this solicitation is to request proposals to engage a qualified contractor to provide transit and financial planning consulting services for the House Commission on Transportation and Governance. The Scope of Services begins on page 18 of this PDF.

The services to be performed shall generally fall into the following National Institute of Government Purchasing (NIGP) commodity codes:

- 91896 – Transportation Consulting
- 91858– Government Consulting

All respondents to this RFP are subject to the instructions communicated in this document and are cautioned to review the entire RFP and carefully follow the instructions herein.

Proposals will be accepted until 2:00PM (EST), August 22, 2017. Instructions for requesting a copy of the RFP document can be found on the SRTA website at <http://www.srta.ga.gov/doing-business-with-us/>.

1.2 Type and Term of Contract

SRTA shall negotiate and enter into a fixed price type contract with the selected Contractor. The contract to be awarded by SRTA shall be for one year with two, one-year renewal options. All extensions or renewals shall be made in writing and executed by both parties prior to the contract expiration date.

1.3 Solicitation Schedule

This solicitation will be governed by the following schedule:

Release RFP	August 3, 2017
Deadline for Vendor Written Questions (Submit questions by email to lpierre@srta.ga.gov)	August 10, 2017
SRTA Responses to Written Questions	August 15, 2017
Proposal Submission Deadline	August 22, 2017, 2PM EST
Interviews (by invitation only)	August 28-29, 2017
Recommendation for Award	September 15, 2017*
Notice of Contract Award	September 22, 2017*

* Tentative and subject to change with no formal modification to the RFP document. Changes to all other dates require the issuance of a formal addendum to the RFP document.

1.4 *Restrictions on Communications with SRTA and the Commission during Solicitation, Offer, and Award Period*

From the date of issuance of this solicitation through the date of contract award by SRTA, all official communications to and from SRTA regarding this solicitation will be transmitted in writing (defined as being sent or received via letter or email on official firm/agency letterhead or by electronic mail).

All vendor communications concerning this solicitation should be directed to the SRTA Procurement Manager. **Unauthorized contact regarding this solicitation with other SRTA staff, SRTA Board members, or Commission members may result in disqualification.**

Any oral communications will be considered unofficial and non-binding on SRTA or the Commission. Proposers should only rely on written statements issued by the SRTA Procurement Manager.

1.5 *SRTA Contact Information*

The mailing and delivery address for all correspondence and/or deliveries related to and during this solicitation for SRTA shall be directed as follows:

State Road and Tollway Authority
245 Peachtree Center Avenue NE, Suite 2200
Atlanta, GA 30303

All inquiries, offers, submissions, and/or other correspondence regarding this solicitation (excluding protests submitted in accordance with Part 1, Section 2.10 below) must be directed in writing to:

Leanna Jordan Pierre, Procurement & Contracts Manager
State Road and Tollway Authority
245 Peachtree Center Avenue NE, Suite 2200
Atlanta, GA 30303
E-mail: lpierre@srta.ga.gov

2. Solicitation Terms and Conditions / Instructions to Proposers

2.1 *Deadline for Submission of Proposals / Late Proposals*

Proposals submitted in response to SRTA Solicitation No. 18-065 must be received by SRTA no later than 2:00 p.m. (ET) on August 22, 2017 to ensure that they are evaluated for contract award by the Evaluation Committee for this procurement. Proposals received after the submission deadline will not be evaluated. Proposals will not be opened and read in public.

2.2 *Format of Proposals*

Five (5) total paper copies of each proposal, inclusive of one (1) original, as well as one (1) electronic copy on USB drive must be submitted to the SRTA Procurement Manager for the RFP to be eligible for evaluation and consideration for contract award.

The electronic copy, whether submitted on Compact Disc or USB drive, must be submitted in Portable Document Format (PDF), Microsoft Word, and/or Microsoft Excel formats. The CD shall contain electronic file copies of all complete, signed Offer Documents that are submitted in paper copy format.

All proposals must be prepared and submitted in accordance with the proposal format and content requirements specified in Part 1, Section 3 below. Proposals must be typed. The included required forms may be completed by using the free Adobe Reader software available at <http://get.adobe.com/reader/>.

The "original" paper copy of the RFP must be unbound. All paper copies must be clearly marked as being either "Original" or "Copy" as applicable.

All RFPs must be prepared and submitted in accordance with the RFP document format and content requirements specified in Section 3 below. RFPs must be typed in English and all pricing must be provided in US dollars. As a condition of submission responsiveness, all Offer Documents that require the signature of Proposer must be signed.

Any contract award made as a result of this solicitation shall bind the Proposer to all of the terms, conditions and specifications set forth in this RFP.

2.3 Location for Submission of Proposals / Methods of Delivery

Proposals submitted by electronic mail must be submitted exclusively to Leanna Jordan Pierre, Procurement Manager, at the address noted in Section 1.5. It is the sole responsibility of the Proposer to ensure that its proposal is successfully delivered to SRTA by the specified date and time. SRTA is not responsible for late or lost deliveries of proposals submitted via electronic mail.

Proposals that are submitted by hand delivery or delivery by U.S. Postal Service or private courier/delivery service must be delivered to the SRTA administrative office located at 245 Peachtree Center, Suite 2200, Atlanta, GA 30303. SRTA's physical address and mailing address are the same.

All envelopes, packages, and/or boxes (including all envelopes, packages, and/or boxes submitted within a larger envelope, package, or box) containing a proposal on USB drive must be clearly marked with the following identifier on the outside of the envelope, package or box:

"Proposal in response to SRTA Solicitation No. 18-065:
RFP for Consulting Services – August 22, 2017, 2:00 p.m. (ET)
ATTN: Leanna Jordan Pierre, Procurement Manager
To be opened by addressee only."

Failure to clearly mark all envelopes, packages, and/or boxes as specified may result in the proposal being discovered and/or opened late. SRTA is not responsible for proposals discovered and/or opened late due to Proposer's failure to mark the proposal as specified. It is the sole responsibility of the Proposer to ensure that its proposal is successfully delivered to SRTA by the specified date and time. SRTA is not responsible for late or lost deliveries by the U.S. Postal Service or private courier/delivery services.

2.4 Questions

Questions regarding the RFP must be submitted to SRTA in writing (defined as being sent or received via letter on official firm/agency letterhead or by electronic mail) by 2:00 p.m. (ET) on August 10, 2017. Written questions must be submitted to the attention of Leanna Jordan Pierre, Procurement Manager in accordance with Section 1.5 above. **Inquiries must be in the form of questions.** There is no prescribed form for the submission of written questions. SRTA may not respond to written questions received after the submission deadline.

SRTA staff will review and evaluate all written questions that are received by the submission deadline and will post responses to all questions to both the Georgia Procurement Registry web site at http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp and SRTA web site at <http://www.srta.ga.gov/doing-business-with-us/> not later than 5:00 p.m. (ET) August 15, 2017. It is the sole responsibility of the Proposer to make itself aware of SRTA's responses to written questions. Responses to questions are provided as information only and do not in any way alter the contents of the Solicitation inclusive of the Scope of Services and the remainder of the RFP documents. Revisions to the Solicitation shall be made only via formally issued Amendments (i.e. Addenda). Only such written addenda shall constitute revisions to the Solicitation that are binding upon SRTA.

2.5 Amendments to Solicitation (Addenda) / Postponement of Proposal Submission Deadline

SRTA reserves the right to revise or amend the RFP up to the time set for the submission of proposals. Such revisions and amendments, if any, shall be announced by written addenda to the RFP. If an addendum significantly changes the RFP, the date set for the submission of proposals may be postponed by such number of days as in the opinion of SRTA shall enable potential Proposers to revise their proposals. In any case, the proposal submission deadline shall be at least five business days after the last addendum, and the addendum shall include an announcement of the new date, if applicable, for the submission of proposals.

Upon issuance, addenda will be considered part of the RFP and will prevail over inconsistent or conflicting provisions contained in the original RFP. Copies of all addenda will be made available on both the Georgia Procurement Registry web site at http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp and the SRTA web site at <http://www.srta.ga.gov/doing-business-with-us/>. All potential Proposers that have previously requested and received a copy of the RFP document will be notified via e-mail that an addendum is available. This process will be repeated each time an addendum is made available by SRTA.

A valid e-mail address must be provided when requesting the original RFP in order for SRTA to notify potential Proposers of the availability of addenda. SRTA will not be responsible for a potential Proposer failing to receive notification of the availability of addenda if an invalid e-mail address is provided to SRTA. SRTA will only be responsible for providing notification of the availability of addenda to potential Proposers who directly request and receive copies of the original RFP document from SRTA.

Proposers shall acknowledge receipt of all addenda by completing and submitting Offer Document #3 (Acknowledgement of Addenda), included in this RFP, as part of its proposal. As with other required documentation, proposals that fail to reference receipt of addenda

by inclusion of Offer Document #3 (Acknowledgement of Addenda) may be excluded from consideration for a contract award.

2.6 Modification of Proposals

Except at the written request of SRTA, no proposal may be modified after the deadline for proposal submission identified in Section 2.1.

2.7 Single Response to Solicitation

If only one proposal is received in response to this RFP, a detailed cost analysis of the single proposal may be requested of the single Proposer. A cost analysis, evaluation, and/or audit of the proposal may also be performed by SRTA in order to determine if the proposal price is fair and reasonable. If SRTA determines that a cost analysis is required, the single Proposer must be prepared to provide, upon request, detailed summaries of estimated costs (i.e., labor, equipment, supplies, overhead costs, profit, etc.) and documentation supporting all cost elements.

2.8 Confidential / Proprietary Information

All proposals that are received by SRTA in response to this RFP will be considered public records subject to the Georgia Open Records Act and shall be presumed to be fully open to public inspection following award of a contract. If a Proposer believes a portion of the information submitted in its proposal constitutes a trade secret or is otherwise exempt from disclosure under Georgia state law, the Proposer may request that SRTA consider keeping confidential such information which the Proposer believes should be legally protected from disclosure. For such information to be so considered, the Proposer shall mark in **boldface** as "**CONFIDENTIAL INFORMATION**" the top and bottom of each page of its proposal that contains such information AND the Proposer **shall provide the citation to the statutory provision that the Proposer believes legally exempts such information from being disclosed**. Notwithstanding the Proposer's claim of or designation of information as a trade secret, the determination whether it is or not will be determined by SRTA under Georgia state law.

2.9 Reserved Rights

SRTA reserves the right to reject any and all proposals or any portion of a specific proposal for any reason. Issuance of this RFP and receipt of proposals does not commit SRTA to award a contract.

SRTA has the sole right to select the successful proposal(s) for contract award(s); to reject any proposal as unsatisfactory or non-responsive due to non-conformance with the requirements of this RFP; to cancel the solicitation and to advertise for new proposals; to award a contract(s) to other than the Proposer submitting the lowest cost proposal; or not to award a contract as a result of this RFP.

SRTA reserves the right to accept any proposal deemed to be in the best interest of the Commission and to waive any irregularities in any proposal that does not prejudice other Proposers. SRTA further reserves the right to negotiate with the Proposer(s) whose proposal(s) is considered by the Commission, to be most advantageous to the Commission and does not unduly place SRTA at risk from a legal perspective.

SRTA further reserves the right to retain all proposals submitted and to use any ideas or concepts in any proposal for any purpose regardless of whether that proposal is selected for contract award.

Proposals shall be submitted to SRTA on the most favorable of terms possible from the standpoint of cost, quality, and technical capability. No Proposer shall have any cause of action against SRTA or the Commission arising out of the methods by which proposals are evaluated.

2.10 Protest Procedures

2.10.1 An Interested Party is the only part that may file a Protest under this Procedure. An Interested Party shall be defined as any party with a direct economic interest in providing the goods or services sought in the procurement that is the subject of the protest or only those proposers/bidders who actually filed a timely and responsive proposal/bid that complies with the requirement of the procurement that is the subject of the protest.

All protests, and any subsequent pleadings, correspondence or other communications with respect to such protest must be filed, in writing, with a signed original and three (3) copies delivered to the SRTA Procurement and Contracts Manager on a business day, which shall not include observed State holidays, between the hours of 9:00 a.m. and 5:00 p.m. local time, at the same address shown for submitting the proposal/bid that is the subject of the protest. The filing or copying of any pleadings, correspondence or other communications with respect to a protest with any other SRTA official other than the SRTA Procurement and Contracts Manager shall subject the protest to summary dismissal in accordance with this section.

All protests must be received by the SRTA Procurement and Contracts Manager no later than 5:00 p.m. local time on the last day that such protest may be filed with respect to a particular proposal/bid in accordance with the protest policy as outlined below. Protests may be filed only by hand delivery, U.S. mail or commercial carrier. Protests received by email or fax will not be considered.

Failure to timely file the protest or any supporting documents that are required to be filed as a part of the protest will result in the protest being deemed untimely and subject to summary dismissal. Protests will be date and time stamped by SRTA, and timeliness will be determined solely by SRTA with reference to such date/time stamp.

Upon receipt of a protest, the SRTA Procurement and Contracts Manager shall review the protest for compliance with the procedures and requirements as set forth in this section and the applicable proposal/bid documents. Protests that fail to comply with any mandatory item in this section shall be subject to summary dismissal in accordance with this section.

2.10.2 Form of the Protest

- a. All protests must be filed in an envelope labeled "PROTEST," which identifies the protestor's name and address, the name of the SRTA Procurement and Contracts Manager, and the SRTA solicitation number and title assigned to the solicitation or contract.

- b. Protests must be on the protestor's letterhead and shall not exceed ten (10) pages in length (including all attachments and exhibits thereto that contain any written pleadings or argument, but excluding supporting documentation as outlined in the following paragraph. Each page shall have print on only one side of the page with margins no smaller than one inch (1"). The font size shall be no smaller than Courier 10 characters per inch, 12 point (or equivalent).
- c. Any supporting documentation that is cited or specifically referenced in the protest, whether or not it is already in the possession of SRTA (except for copies of SRTA solicitation documents publicly posted and issued by SRTA) or protestor, must be filed simultaneously with the Protest, if such documentation is publicly available at the time of filing. Only supporting documentation that was not publicly available as of the deadline for filing said protest will be accepted as a subsequent filing or pleading from the protestor and will be handled in accordance with (insert reference). All other subsequent pleadings, correspondence or other communications with respect to a protest that are submitted by the protestor, but not first requested by the SRTA Procurement and Contracts Manager pursuant to (insert reference) will be handled in accordance with (insert reference).
- d. Each protest shall contain the following mandatory information:
 - (i) Protestor's name, address, telephone number, and email address.
 - (ii) A signed and notarized affidavit of the protestor's chief executive officer or the protestor's legal counsel, given under oath and expressly stating that it is given under penalty or perjury, that the contents of the protest are true and correct and that the filing of the protest is authorized by the protestor's chief executive officer.
 - (iii) The signature of the protestor's chief executive officer or the protestor's legal counsel, whichever is signing the Protest for or on behalf of the protestor, notarized separately from, and in addition to, the notarized affidavit under (insert reference).
 - (iv) The specific title assigned by the SRTA to the procurement and to the specific solicitation document that is the subject of the Protest, and all associated SRTA solicitation or contract numbers, must be clearly shown on each page of the protest.
 - (v) A specific detailed statement of all legal and factual grounds relied upon by the protestor in filing its protest. Any grounds not included in the protest that the protestor could have raised when the protest was filed will be deemed irrevocably waived and may not be part of, or grounds for, that or any subsequent protest or other legal action filed by protestor.
 - (vi) Information in the form of signed affidavits or supporting documentation sufficient to show that the protestor qualifies as an interested party for the procurement with respect to which such protest is filed.

- (vii) Evidence that the filing of the protest is timely along with all supporting documentation.
- (viii) A specific statement of the form and nature of the relief requested by protestor.

The SRTA Compliance Manager will conduct a procedural compliance review to determine whether the protest fails to comply with the mandatory items in Section 2.10.2- Form of Protest, subsection (d). The protestor's failure to include in its protest all of the mandatory items specified in Section 2.10.2-Form of Protest, subsection (d) shall subject the protest to summary dismissal in accordance with Section 2.10.5-Summary Dismissal.

2.10.3 Time for Filing

2.10.3.1 Pre-Proposal/Pre-bid Protests

All protests concerning solicitation specifications, criteria and/or procedures shall be submitted to SRTA within ten (10) calendar of when the basis for protest is known or should have been known to the protestor (whichever is earlier), but in no event later than the proposal/bid submission deadline. . Any protest by the protestor with respect to any matter or event first occurring on or before the proposal/bid response date, including any aspect of the procurement process or the solicitation documents issued or occurring prior thereto, must be made within the time frame set forth in herein or will be deemed irrevocably waived and may not be part of, or grounds for, any subsequent Protest or other legal action filed by Protestor. For purposes of this protest filings, interested parties shall be deemed to have knowledge of the form and contents of any solicitation document at the time that such solicitation document is first posted to the Georgia Procurement Registry website or otherwise put on public notice in accordance with the written policies of the SRTA.

The SRTA Executive Director shall provide a written response to all protests not later than five (5) business days prior to the deadline for submission of bids/proposals. If the deadline for submission of bids/proposals is postponed by SRTA Executive Director as the result of a protest the postponement will be announced through an addendum to the solicitation.

The decision by SRTA Executive Director shall be the final agency decision on the matter but shall be subject to judicial review as set forth in O.C.G.A. §50-13-19, or review by FTA below.

2.10.3.2 Pre-Award Protests

With respect to protests made after the deadline for submission of bids/proposals but before contract award by SRTA, protests shall be limited to those protests alleging a violation of Federal or State law, a challenge to the bids/proposals evaluation and award process, SRTA's failure to have or follow its protest procedures or its failure to review a complaint or protest. Such protests shall be submitted in writing (defined as being sent or received via letter or facsimile on official firm/agency letterhead or by electronic mail) to SRTA Executive Director as specified below not later than five (5) business days after the Recommendation for Contract Award announcement by SRTA.

The SRTA Executive Director may, within his or her discretion, postpone the award of the contract, but in any case, shall provide a written response to all protests not later than three (3) business days prior to the date that SRTA shall announce the contract award.

The decision by SRTA Executive Director shall be the final agency decision on the matter but shall be subject to judicial review as set forth in O.C.G.A. §50-13-19 or review by FTA as specified below.

All protests must be directed in writing to:

SRTA Procurement and Contracts Manager
State Road and Tollway Authority
245 Peachtree Center Avenue, Suite 2200
Atlanta, GA 30303

2.10.4 Protest Response

The SRTA Executive Director shall issue written responses to all protests received by the required protest response dates. All protest responses shall be transmitted by first-class U.S. Postal Service to the address indicated in the protest letter.

For convenience, SRTA will also send a copy of the response to a protest to the Protester by facsimile and/or electronic mail if a facsimile number and/or electronic mail address are indicated in the protest letter. The protest response transmitted by U.S. Postal Service shall be the official SRTA response to the protest and SRTA will not be responsible for the failure of the Protester to receive the protest response by either facsimile or electronic mail.

Protests not filed in accordance with the deadlines set forth in Section 2.10.3-Time for Filing shall be deemed untimely and subject to summary dismissal pursuant to Section 2.10.5-Summary Dismissal as noted below.

2.10.5 Summary Dismissal

The SRTA Executive Director, may, in his/her sole discretion, summarily dismiss any protest failing to comply with any aspect of this procedure or any aspect of the applicable solicitation documents issued by the SRTA. Protester will be notified in writing by facsimile transmission or electronic means, with the original to follow by United States Mail, of the summary dismissal of its protest.

2.10.6 Stay of Procurement During Protest

The SRTA Executive Director may order a stay in the opening of a proposals/bids received or of the contract performance if the Executive Director determines, in the Executive Director's sole discretion, that a stay is in the best interest of the SRTA, any affected Agency or the State of Georgia. Should the Executive Director not stay contract performance pending the resolution of any protest to an actual Contract Award, the contract may be awarded on a contingent basis, subject to revocation, revision or other adjustment or modification based on the final decision of the Executive Director in such Protest.

2.10.7 Costs

Neither the protestor, any interested party nor any other third party shall be entitled to recover any costs incurred in connection with the procurement process, the solicitation, the protest, and/or compliance or attempted compliance with this policy, including preparation costs or attorneys' fees.

2.11 *Minority Business Participation*

As an incentive to increase utilization of minority-owned businesses as subcontractors on State purchases, the State of Georgia provides for an income tax adjustment on the state tax return of any company that subcontracts with a State certified minority-owned firm to furnish goods, property, or services to the State of Georgia, including SRTA. The Tax Incentive Program is codified at [O.C.G.A. §48-7-38](#) and is managed by the Georgia Department of Revenue.

2.12 *Conflicts of Interest*

SRTA has adopted Standards of Ethical Conduct for Purchasing for SRTA employees involved in procurement. It is a breach of ethical standards for any SRTA employee to participate directly or indirectly in a procurement when the employee knows:

- The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
- Any other person, business or organization with whom the employee or any member of employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

SRTA employees are also bound by the Georgia Governor's Executive Order dated January 10, 2011 for "Establishing a Code of Ethics for Executive Branch Officers and Employees". The Executive Order prohibits SRTA and SRTA employees, or any person acting on their behalf, from accepting, directly or indirectly, any gift from any person with whom the employee interacts on official SRTA business. Therefore, it is unlawful for a potential Proposer, or its subcontractors or suppliers, to make gifts or favors to any SRTA employee. It is also unlawful for any SRTA employee to accept any such gift or favor. In addition, any persons acting as members of the Proposal Review Committee for this procurement shall, for the purposes of this procurement, be bound by SRTA's Standards of Ethical Conduct for Purchasing and the referenced Executive Order.

Throughout the proposal evaluation and award process and subsequent contract negotiations, Proposers shall not discuss or seek specific information about this procurement, including but not limited to, the contents of submissions, the evaluation process or the contract negotiations, with members of the Proposal Review Committee, the SRTA Board of Directors, or SRTA employees other than Leanna Jordan Pierre, Procurement & Contracts Manager.

2.13 Contractual Relationships

SRTA intends to execute the Contract, attached as Part 3 of this RFP, for the provision of the required services with the selected Contractor(s). The selected Contractor's contractual responsibility must solely rest with one firm or legal entity, which shall not be a subsidiary or affiliate with limited resources. Proposer's Proposal Letter, included as Offer Document #2 of this RFP, must clearly indicate the firm or entity responsible for contract execution.

SRTA shall not be a party to agreements between the selected Contractor and/or any subcontractors it may choose to employ during fulfillment of the Contract; however, the selected Contractor shall execute fair and reasonable agreements with its subcontractors (if any) and shall provide SRTA with copies of said agreements not later than five business days prior to their execution. Additional contract requirements related to Subcontractors are specified in the Contract.

2.14 Reserved

2.15 Contractual Provisions

The contract to be executed between SRTA and the selected Contractor as a result of this solicitation is included as an attachment to this RFP. SRTA has no obligation to consider and/or approve exceptions or changes to the Contract. SRTA reserves the right to modify the Contract and/or include additional contractual provisions in the contract at its sole discretion.

2.16 Responsibility for Compliance with Legal Requirements

Proposer's products, services, and facilities shall be in full compliance with any and all applicable federal, state, and local laws, regulations, ordinances, and standards and any standards adopted by nationally recognized testing facilities regardless of whether or not they are referred to in this RFP.

2.17 Conditional Proposals

Terms and conditions attached to a proposal by a Proposer and made a condition of contract execution may render the proposal non-responsive and may be rejected by SRTA.

2.18 Sales and Use Taxes

SRTA is exempt from paying sales and use taxes. All proposal prices must exclude sales and use taxes (if applicable).

2.19 Proposal Preparation Costs

All costs of proposal preparation, attendance at pre-proposal and/or pre-award meetings, and any other pre-award costs shall be at Proposer's sole cost and expense.

2.20 Contents of Contract

The contract resulting from this RFP shall consist of the following documents, which shall be incorporated therein:

- Contract;
- RFP (including any addenda thereto);
- Contractor's Response
- Contractor's Price Proposal
- Definitions;

3. Contents of Complete Proposal

All Proposals should include a table of contents with page numbers and sufficient detail to facilitate easy reference to all requested information.

To be eligible for evaluation by SRTA as a complete, responsive proposal in response to SRTA Solicitation No. 18-065, any and all proposals submitted to SRTA must contain all ten (10) of the following documents, properly signed (as required), fully completed by the Proposer, and numbered and arranged in the following order:

3.1 Complete Proposal Checklist

- This document serves as a checklist for Proposers to ensure that their proposal is complete and ready for submission to SRTA. The document is used by SRTA during the evaluation of responsiveness of proposals.
- This document must be fully completed, signed, and submitted with the proposal.
- Blank checklist form is attached as Offer Document #1 of this RFP.

3.2 Proposal Letter

- This document summarizes the acknowledgements and representations made by and agreed to by the Proposer with regard to its proposal.
- This document must be fully completed, signed, and submitted with the proposal.
- Blank form is attached as Offer Document #2 of this RFP.

3.3 Acknowledgement of Addenda to RFP

- This document is required by Part 1, Section 2.5 of this RFP.
- This document must be fully completed, signed, and submitted with the proposal.
- If no addenda to the RFP were issued by SRTA, Proposer must still complete the form and include it in its proposal.
- Blank form is attached as Offer Document #3 of this RFP.

3.4 Proposer Information Form

- This document summarizes key information about the Proposer for SRTA's assistance and reference during evaluation of the proposals including:
 - Contact Information for Proposer
 - Corporate information
 - List of references for whom Proposer has performed similar services in the past ten years
- SRTA will contact the references listed on this document as part of its evaluation of proposals.
- If Proposer is a certified DBE, proof of DBE certification must accompany this document.

- This document must be fully completed, signed, and submitted with the proposal.
- Blank form is attached as Offer Document #4 of this RFP.

3.5 *Statement of Firm's Qualifications and Experience*

- This document shall be provided by the Proposer and shall be a narrative description of the Proposer's qualifications and experience. This narrative description shall include the appropriate use of headings and subheading that address, at minimum, the following elements:
 - Brief description of the Proposer (brief history, number of employees, lines of business, areas of specialization, office locations, organization, etc.)
 - Description of the firm's experience in performing work of a similar nature to that solicited in this RFP, and the participation in such work by the key personnel proposed for assignment to this project.
 - Highlight the firm's and key personnel's experience with the work or services identified in Scope of Services.
 - Comprehensive listing and brief descriptions of relevant engagements started and/or completed during the last five years that are similar in scope and nature to the Scope of Services, attached to this RFP.
 - Proposed project approach and plan in response to the Scope of Services.
- There is no prescribed format for this document. The format of the document shall be at the discretion of Proposer; however, the document shall be limited to no more than five (5) single-side typed pages, font size no smaller than 10 pt. Proposer should label this document as Offer Document #5 in its proposal.

3.6 *Project Approach & Team*

- This document shall be a narrative description of the Proposer's project approach and proposed project team members and shall include, at minimum, the following elements:
 - Firm's technical approach to the project and interpretation of the Scope of Services, including the Tasks identified in the Scope of Services section
 - Identify the adequacy of the firm's resources, including personnel, labor, equipment and supplies, etc.
 - Provide a project schedule for the scope of services, including any management and planning strategies
 - Provide information regarding any proposed innovative concepts that may enhance the value and quality of the services to be performed
 - Describe any significant or unique awards received or accomplishments in previous similar projects
 - Resumes and availability of all key personnel to be assigned to the project
- There is no prescribed format for this document. The format of the document shall be at the discretion of Proposer; however, the document shall be limited to no more than fifteen (15) single-side typed pages, font size no smaller than 10 pt. Resumes will not be counted towards the page limit; however, Proposer shall only submit resumes for Key Personnel as defined in the attached Contract. Proposer should label this document as Offer Document #6 in its proposal.

3.7 Price Proposal

- This document must be fully completed, signed, and submitted with the proposal *in a separately sealed envelope or package*.
- Blank form is attached as Offer Document #7 of this RFP.

3.8 Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

- This document must be fully completed, signed, and submitted with the proposal.
- Blank form is attached as Offer Document #8 of this RFP.

3.9 Subcontractors and DBEs

- This document must be fully completed, signed, and submitted with the proposal.
- If any identified subcontractor is a certified DBE, proof of DBE certification must accompany this document.
- Blank form is attached as Offer Document #9 of this RFP.

3.10 Certification Regarding Suspension and Debarment

- This document must be fully completed, signed, and submitted with the proposal.
- Blank form is attached as Offer Document #10 of this RFP.

4. Proposal Evaluation and Contract Award

4.1 Standards for Award

SRTA Solicitation No. 18-065 is a Request for Proposals (RFP). SRTA intends to award a contract to the Proposer whose proposal conforms to the solicitation and is determined to be the most advantageous to the Commission, taking into consideration price and other evaluation factors set forth below. Accordingly, SRTA may not necessarily make an award to the Proposer with the highest technical ranking nor award to the Proposer with the lowest price proposal if doing so would not be in the overall best interest of the Commission.

In order to be eligible for contract award a proposal must meet all of the following criteria:

4.1.1 The proposal submitted is responsive to the solicitation.

- A proposal shall be considered responsive if it conforms in all material aspects to the requirements of the solicitation at the scheduled time of submission and does not require further discussions with the Proposer.
- It shall be at the sole discretion of SRTA to determine if a proposal conforms in all material aspects to the requirements of the solicitation.

4.1.2 The Proposer must meet the following minimum qualifications:

- The Proposer or Proposer's team must have experience working with multiple mass transportation providers
- The Proposer or Proposer's team must have experience delivering mass transportation strategies for multi-jurisdictional or statewide entities

- The Proposer or Proposer's team must have a financial consulting practice with experience working with multiple mass transportation funding or financial approaches to providing mass transportation
- The Proposer or Proposer's team must have demonstrated knowledge and proven experience in strategic development

Proposer shall address these criteria in Offer Document #5 as outlined in Section 3.5 above. Failure to meet one or more minimum qualifications may result in the Proposer being deemed ineligible for contract award.

- 4.1.3 The Proposer who submitted the proposal is a responsible Proposer. A Proposer shall be considered responsible if the Proposer possesses, at the time of contract award, the ability to perform successfully and a willingness to comply with the terms and conditions of the contract (attached to this RFP).
- 4.1.4 The Proposer is judged, at the sole discretion of SRTA, to be the qualified firm(s) that offers the best value to SRTA for the Services to be provided.

4.2 Evaluation and Award Process

All proposals shall be evaluated by an Evaluation Committee to be determined by the Commission Chair. Proposals and evaluations will be kept strictly confidential throughout the evaluation and award process. Only the members of the Selection Committee and other SRTA staff having a legitimate work-related interest will be provided access to the proposals and evaluation results during the evaluation and award process. Proposals will be evaluated and a contract will be awarded in accordance with the following process:

- 4.2.1 Proposals will first be evaluated by the SRTA Procurement and Contracts Manager for responsiveness in accordance with the standard set forth in Part 1, Section 4.1.1 above. Only those proposals that are determined to be responsive shall be evaluated for Proposer responsibility.
- 4.2.2 Proposers who submitted responsive proposals will be evaluated by the Evaluation Committee for responsibility in accordance with the standard set forth in Part 1, Section 4.1.1 above.
- 4.2.3 Proposals that are determined to be responsive and that were submitted by responsible Proposers shall be further evaluated by the Evaluation Committee to determine the Proposal(s) that is/are most advantageous to the Commission.

To determine the most advantageous proposal to the Commission, the Evaluation Committee will rank the proposals taking into consideration the following criteria:

- **Project Approach/Project Plan (40 point maximum)**- Evaluation Committee shall specifically consider information submitted in accordance with Section 3.6 above.
- **Firm's Qualifications and Experience (30 point maximum)**- Evaluation Committee shall specifically consider information submitted in accordance with Section 3.5 above.
- **Total Project Cost (20 point maximum)**- Evaluation Committee shall specifically consider information submitted in accordance with Section 3.7.

Only pricing for Tasks 1-6 will be considered for purposes of determining each Proposer's score for total project costs.

- **References (10 point maximum)**- Evaluation Committee shall specifically consider information submitted in accordance with Sections 3.4 and 3.5.

The Evaluation Committee may choose to invite selected proposers to make presentations and participate in interviews with the committee prior to completing its ranking of proposals. It shall be at the discretion of the Proposal Evaluation Committee, in consultation with the Commission Chair, as to whether it will conduct interviews and as to how many and which Proposers will be invited to make presentations and participate in interviews with the committee.

- 4.2.4 Upon completion of the evaluation process by the Evaluation Committee, the firms will be ranked in descending order of recommendation. A recommendation to award a Contract to the Proposer who submitted the most advantageous proposal to SRTA, as solely determined by the Selection Committee, and that meets the standards for contract award specified in Section 4.1 above will be forwarded to the SRTA Executive Director.
- 4.2.5 The SRTA Executive Director may, at his or her sole discretion, delay consideration of the Recommendation for Contract Award or reject the recommendation and award the contract to another Proposer(s) or cancel the procurement altogether.
- 4.2.6 SRTA will execute a contract with the successful Proposer and will issue a Notice to Proceed.
- 4.2.7 SRTA reserves the right issue multiple contract awards under this solicitation.

PART 2 – SCOPE OF SERVICES

1. Background

During the 2017 legislative session, the Georgia House of Representatives passed House Resolution 848, which established the House Commission on Transit Governance and Funding (the “Commission”). The Commission has been tasked to undertake a study of the conditions, needs, issues, and problems related to providing a system of regional, integrated and comprehensive mass transportation and related facilities within the entire State of Georgia. To read the full text of House Resolution 848, please visit: <http://www.legis.ga.gov/Legislation/20172018/170277.pdf>

2. Purpose

The Commission is seeking professional consulting services from qualified firms or teams of firms experienced in all phases of transit service planning/provisioning, financial planning public administration and/or management consulting. The purpose of this solicitation is to identify a qualified consultant to: 1) conduct a needs assessment for mass transportation within the State; 2) develop both short-term and long-term investment strategies for transit services; 3) assess the existing landscape of transit planning and coordination and provide recommendations for viable state and regional transit governance structures, and 4) develop a system-wide transportation plan for the State of Georgia. The Commission understands that the proposed solutions and recommendations may vary among Georgia’s various metropolitan and rural areas.

The State of Georgia currently has 15 Metropolitan Planning Organizations (MPOs) and 12 Regional Commissions. Each county within the State is part of a Regional Commission, but not all counties are part of a MPO. A map of the MPOs and Regional Commissions as well as their corresponding boundaries can be found here:

http://www.gampo.org/docs/georgia_regional_commissions_and_metropolitan_planning_organization_boundaries.pdf. Proposers are asked to review the below tasks within the context of Georgia’s existing MPO and Regional Commission structure.

3. Tasks

3.1 Task 1: Project Management

Within 15 calendar days of the Notice to Proceed, the Consultant shall develop a Project Management Plan (PMP) which they shall submit to the Chair of the Commission or his designee and shall be available to participate in a kick-off meeting to review the PMP, discuss the approach, tasks and project objectives, and confirm expectations, requirements, and key milestone dates. As part of the PMP, the Consultant shall develop a project schedule that includes all major activities, critical path items, estimated activity durations, deliverable submittal dates, and relationships among work tasks.

3.2 Task 2: Analysis of Existing Transit Systems and Conditions

Consultant shall develop a comprehensive analysis and report of Georgia’s existing mass transportation systems (“2018 Transportation Systems and Conditions Report”). This report shall outline the existing governance and existing funding currently being utilized by the State of Georgia to administer the statewide system as well as the governance and

funding mechanisms used by Georgia's urban and rural mass transportation providers. At a minimum, this report should include:

- an analysis of the legal, policy, and administrative framework at the state, regional and local levels within which the state's transit system(s) are planned, funded, administered, and operated;
- an assessment of the roles and responsibilities of the various state agencies engaged in mass transportation;
- an analysis of the levels of service provision and consumption by transit systems across the state;
- an accounting of transit assets (facilities, rolling stock, etc.) for all systems in the state as well as the state of good repair for those assets
- An accounting of the amount and sources of funding that support the statewide transit system.

The report shall include an executive summary which provides a high-level overview of the analysis and its findings. Consultant shall provide 17 hard copies of the final report and electronic copies in both Word and PDF file formats.

Deliverables:

- 2018 Transit Systems and Conditions Report
- PowerPoint presentation summarizing the Report and its findings

3.3 Task 3: Early Observations and Opportunities Assessment

The Consultant shall conduct interviews of Commission members and certain key stakeholder entities to review the findings set forth in the Transit Systems and Conditions Report and discuss potential near-term opportunities based on the Consultant's initial observations and feedback gathered from the interviews. The objective of this Task is to identify potential short term actions and opportunities to address and advance transit needs throughout the State, while further in-depth work of the Commission (and the Consultant) is conducted. Recommendations set forth in the final report should be specific, measurable, actionable, financially realistic and time constrained in terms of their ability to be implemented or otherwise put in place within 12 months or less. The final report should address these attributes when discussing such recommendations.

Deliverables:

- Final Early Observations and Opportunities Report
- PowerPoint presentation summarizing the Report and its findings

3.4 Task 4a: Transit Funding Needs Assessment

The State of Georgia has 21 Federal Transit Administration (FTA) grant recipients, 14 urban transit systems and 114 rural transit programs each with varying capital and operational funding needs. Every qualifying transit service receives some amount of federal and state funding. Funding sources fall into four general categories: Farebox, Local taxes (typically property or sales tax), Federal Grants and State appropriations (state tax revenues and capital bond proceeds).

Consultant shall conduct a needs assessment of the capital and operational funding needs of the mass transportation services within the State. This needs assessment shall include all of the State's existing Regional Commissions and address current needs as well as the State's projected mass transportation needs through 2040.

Specifically, this needs assessment should consider, at a minimum, the following:

- State of Good Repair needs of the current systems and costs associated with meeting them;
- An assessment of existing unmet demand and costs (capital and operating) to meet that demand;
- Capital and operating costs associated with the system plan developed as a part of Task 6 below.

Consultant shall provide 17 hard copies of the Transit Funding Needs Assessment as well as electronic copies in both Word and PDF file formats.

3.5 Task 4b: Development of Transit Investment Scenarios

The Consultant will perform a financial analysis that includes the various costs and funding strategies and options to meet the funding needs identified in Task 3a. The analysis will include the following components:

- Funding requirements, including annual capital and operating costs for Georgia transit funding needs;
- System life cycle costs, maintenance, replacement and potential expansion schedules; and
- Funding strategies and opportunities, including potential federal state, local and/or public-private funding options

The Consultant will prepare a comprehensive list of potential funding sources to meet the funding needs, and engage the Commission in a discussion of their viability. Using this financial information, the Consultant will develop revenue projections from existing and potential funding sources and provide spreadsheet-based financial model(s) that integrates macroeconomic assumptions such as population growth projections, projected ridership demands, transit system service levels, operating and maintenance (O&M) costs, capital cost estimates for bus and high capacity transit improvements, etc. At the very least, the model should include forecasts of federal funding, potential funding from other sources and revenue available from known funding mechanisms such as existing dedicated revenue streams and TSPLOSTs.

The Consultant will facilitate financial workshops with the Commission and/or stakeholders identified by the Commission to build consensus on the reasonableness of assumptions used in the financial model. The Consultant may propose various regional transit investment financial scenarios in order to present various options for the Commission to consider. It may be necessary to adjust scenarios and conduct sensitivity tests with variations on assumptions. The assumptions and results for each scenario will be documented to support comparison and discussion. The Consultant will work with the Commission to evaluate and screen investment scenarios to select a preferred investment approach or scenario(s).

The Consultant will document the process and results of this effort in a technical memorandum and report for review and approval by the Commission. The report shall include an executive summary which provides a high-level overview of the technical memorandum, recommendations and analysis.

Consultant shall provide 17 hard copies of the Final Transit Investment Scenarios Technical Memorandum and Report as well as electronic copies in both Word and PDF file formats.

Deliverables:

- Draft and Final Transit Investment Scenarios Technical Memorandum and Report
- PowerPoint presentation summarizing the Report and its findings

3.6 Task 5: Governance

Consultant shall identify the specific issues or barriers to achieving more coordinated and integrated regional transit systems within Georgia as well as coordination between and among state agencies responsible for state level administration of the system(s). Consultant shall provide specific recommendations for governance structures designed to address the barriers identified and enhance coordination and integration of both existing and future regional transit systems within Georgia. The analysis shall include an overview of the existing governance structures throughout the State as well as a case study of transportation governance structures utilized in other U.S. states and metropolitan regions, and the pros and cons associated with each of the governance structures identified.

The proposed recommendations shall include methods for planning and coordinating between federal, state, and local governments and authorities, as well governance structure proposals that are designed to appropriately administer the funding approaches set forth under Tasks 4a & 4b. Each of the governance structure recommendations provided shall specifically focus on creating efficiency, improving mobility and improving the customer experience through a unified regional governance structure for mass transportation in metropolitan areas throughout the State. The proposed governance structure shall promote an integrated system of transit options irrespective of the presence of multiple transit operators.

Consultant shall provide 17 hard copies of the Governance Plan as well as electronic copies in both Word and PDF file formats.

Deliverables:

- Governance Plan
- PowerPoint presentation summarizing the Governance Plan and its findings

3.7 Task 6: Statewide System Plan

Consultant shall examine the existing public transit services (local bus, commuter bus, heavy rail, and light rail) within the State and connections to other transit systems, identify opportunities to increase connectivity between cities and counties through existing or new service, determine whether new markets exist, evaluate other service models, and recommend a comprehensive statewide system plan. The recommended statewide system plan shall include a feasible implementation schedule that ties into the proposed funding plan delivered as part of Tasks 4.

Consultant shall provide 17 hard copies of the Statewide System Plan as well as electronic copies in both Word and PDF file formats.

Deliverables:

- Statewide System Plan Map
- Statewide System Plan Financial Investment Report and Proposed Implementation Schedule
- PowerPoint presentation summarizing the Report and its findings

3.8 Task 7: Public Outreach and Stakeholder Engagement

The Consultant, very early in the process, will develop a Public Outreach and Stakeholder Engagement Plan that will outline specific tools and techniques for a robust and comprehensive engagement strategy. Stakeholder outreach and engagement will be conducted at various stages through the life of the Commission and should be designed to result in meaningful input that drives decision making on economic development, community needs and transit system needs basis from a range of stakeholders. Special attention will be required to adequately consider environmental justice communities and concerns. It will also be critical that the Consultant present analytical methods and technical findings in ways that can be clearly understood by the general public.

Deliverables:

- Draft and Final Public Outreach and Stakeholder Engagement Plan
- Outreach and presentation materials
- Participation in public meetings
- Meeting summaries
- Summaries of all written and verbal comments

PART 3 – DRAFT CONTRACT

(See attached or linked document entitled, "Draft Contract (18-065)")