



MEMORANDUM

January 3, 2011

TO: Consultants

FROM: Stephanie Velasquez, Regional Transportation Planner

SUBJECT: Request for Proposals

The San Antonio-Bexar County Metropolitan Planning Organization (MPO) is seeking the professional services of a consultant to perform the activities outlined in the attached Request for Proposals for the Transportation Analysis of the South Texas Medical Center.

Anyone wishing to submit a proposal must do so by 12:00 p.m., Tuesday, February 1, 2011 at the MPO office. Our physical address is:

825 S. St. Mary's
San Antonio, Texas 78205

Please submit any questions you may have in writing to the attention of Stephanie Velasquez by e-mail to sabcmpo@sametroplan.org, by fax to (210)-227-9321 or by regular mail to the above address not later than 5:00 p.m., Monday, January 17, 2011. Responses will be posted on the MPO's website at www.sametroplan.org not later than 5:00 p.m., Monday, January 24, 2011.

It will be the proposers' responsibility to check the MPO's website for any updated information on this project.

REVISED

Request for Proposals

Subject: South Texas Medical Center Transportation Analysis

Scope of Work: See Specifics under Scope of Work

Request for Proposal Issued: Monday, January 3, 2011

Deadline for Questions: Monday, January 17, 2011, 5:00 p.m.
Questions will only be accepted in writing. Responses will be posted on the San Antonio-Bexar County Metropolitan Planning Organization's website at www.sametroplan.org by 5:00 p.m., Monday, January 24, 2011

Proposal Due: Tuesday, February 1, 2010, 12:00 noon

Number of Copies: **Total of eleven (11), ten (10) bound and one (1) unbound**

Submit To: Isidro "Sid" Martinez
Director
San Antonio-Bexar County MPO
825 S. St. Mary's
San Antonio, TX 78205

Background and Purpose:

The San Antonio based South Texas Medical Center (STMC) employs about 50,000 people in the various hospitals and non-profit organizations. The majority of these employees drive to work and park within the medical center. Currently, an expansion of the medical center is occurring at University Hospital and the Veteran's Affairs hospital. The number of people destined for the medical center continues to grow as well as traffic through the area. With such growth, traffic congestion continues to increase as more access is needed. VIA Metropolitan Transit currently has nine bus routes, is constructing the Medical Center Transit Center and is expected to open Bus Rapid Transit Service along Fredericksburg Road between the Medical Center and downtown in late 2012.

This data collection project is an effort to provide information about vehicles destined for the STMC and identify motivating factors for people to use other forms of transportation inside the STMC. Data collected will include information from employees of the STMC

and other area businesses recruited to participate in the study. Data collected will include current travel patterns, mode of travel, time of travel, parking information, attitude and motivations toward use of the various transportation modes including carpooling, vanpooling, transit (and in particular the BRT), bicycling and walking. Through collection of travel data, major travel corridors, popular destinations, and motivational factors for use of other types of transportation will be determined. In addition, demographic data for each respondent/participant will be obtained. The project study area is within the boundaries of the MPO's study area but is specifically located at the STMC in San Antonio, Texas. The MPO strongly encourages responders to recommend innovative methods of data collection, compilation and presentation of information.

Proposal Content

Proposals should be limited to 10 pages, excluding resumes and firm experience, and should contain, at a minimum, the following documentation:

1. Cover Letter - This should include a brief summary of the key points of the proposal and the approach to accomplishing the project. The name, address, and telephone number/fax number of the firm, as well as a contact person and that **person's e-mail address**, should also be included.
2. Project Methodology - This should include the Consultant's approach to tasks to accomplish the work outlined in the Scope of Work. This section should demonstrate an understanding of the local transportation system and Federal and State transportation planning requirements.
3. Key Personnel - One paragraph summaries of qualifications and experience should be submitted for all personnel assigned to the project.
4. Management Plan - The management plan must contain a schedule of work; a percent of time by task for the Prime and each subconsultant; and the means by which the project would be coordinated with other related work. The purpose of the management plan is to specify the distribution of emphasis between tasks and the distribution of participation between the Prime and each subconsultant for each task described in the Scope of Work. (Refer to the form in Attachment 1. This form must be completed and submitted with the proposal to be considered.)
5. Related Work - Work closely to that described in the Scope of Work which has been performed by the Responder or specific personnel assigned to this project should be briefly outlined in the proposal. Specific emphasis should be placed on work undertaken in the San Antonio metropolitan area in the past four years.

Criteria for Evaluation

The proposals will be evaluated based on the following criteria with relative weights in parenthesis:

1. Qualifications and previous related experience of key personnel to be assigned to this project. (25%)
2. Understanding of United States Department of Transportation (USDOT) and Texas Department of Transportation (TxDOT) transportation planning requirements. Understanding of work requirements as outlined in the scope of work. (25%)
3. Demonstrated knowledge of the study area. (20%)
4. Firm's previous related work experience within the past four years which includes citing previous experience in similar studies or projects. (20%)
5. A detailed Management Plan demonstrating the ability to meet time schedules in the contract for this project and the ability to complete the project on the required schedule. (10%)

Budget

The source of funding for this project is Federal and State funding from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and TxDOT. The budget for this project in the MPO's FY 2010-2011 Unified Planning Work Program is \$65,000.

Duration of Contract

This contract will cover a seven (7) month period from the date of the Notice to Proceed.

Selection Procedure

The Consultant Selection/Oversight Committee will review proposals based on the evaluation criteria. Their recommendations will be forwarded to the MPO's Transportation Policy Board. Firms, at the discretion of the Consultant Selection/Oversight Committee, may be selected for oral presentations and interviews. The contract award will be made by the MPO Transportation Policy Board, however, the MPO reserves the right to reject any and all proposals. The Consultant Selection/Oversight Committee will provide oversight for the conduct and direction of

the project. The Consultant Selection/Oversight Committee will be comprised of a representative from the following agencies:

- Bexar County, Infrastructure Services
- City of San Antonio, Public Works Department
- Texas Department of Transportation
- VIA Metropolitan Transit
- University of Texas Health Science Center
- University Hospital
- Audie L. Murphy Memorial Veterans Hospital
- Christus Santa Rosa – Medical Center
- St. Luke’s Baptist Hospital
- Methodist Hospital

Disadvantaged Business Enterprise Participation

The MPO has a firm commitment to an affirmative action program for disadvantaged business enterprise (DBE) participation in its third party contracting opportunities. The Transportation Policy Board has set a goal of 25% DBE participation. Responders are encouraged to make every effort possible to meet this goal and to identify DBE firms in the proposals. However, nothing in this provision shall be construed to require the utilization of any DBE firm which is either unqualified or unavailable.

Compliance with Federal Regulations

The Responder's attention is called to the fact that this contract is subject to a financial assistance contract between the MPO and FHWA and FTA of the USDOT and TxDOT. The contract to be let, therefore, is subject to the terms of the contract between the MPO, USDOT and TxDOT. The successful Responder will be required to comply with, in addition to other provisions of the Request for Proposal, the conditions required by all applicable Federal and State regulations, including the following:

1. Equal Employment Opportunity - Successful Responder will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations.
2. Title VI Assurances - Successful Responder will be required to comply with all requirements imposed by Title VI of the Civil Rights Act of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued thereunder (49 C.F.R. part 21), and assurances by the MPO thereto.

Debarment Certification

The Prime Consultant and any subconsultants must complete and submit with the proposal the "Certification of Lower-Tier Participant". (Attachment 2)

Scope of Work

The following Scope of Work identifies the major components of the project effort that the consultant will undertake.

Introduction

This work element is envisioned to be a data collection effort that will provide a baseline of information for employees destined to the medical center and identify current attitudes and motivating factors for use of multiple modes of transportation. It is expected that employees working in the STMC will be recruited to participate in the methodology(ies) for gathering information and a representative sample will be drawn. Data collected will include, but is not limited to, time of day travel, mode of travel, frequency of trips, trip purpose, parking information, bus/bike usage, general travel patterns, trip length and factors for use of various modes. Major travel corridors, popular destinations, infrastructure gaps and needed connections, and potential bike and pedestrian amenity locations may be identified. In addition, demographic data for each participant will be obtained. The project study area is the South Texas Medical Center bounded by Fredericksburg Road, Louis Pasteur Road, Babcock Road and Huebner Road in San Antonio, Texas.

The scope of work is intentionally less prescriptive than most; the MPO encourages Responders to recommend innovative methods of data collection, compilation and presentation of information.

Task 1: Project Management and Coordination

- 1.1 Prepare project management plan.
- 1.2 Prepare monthly progress reports, invoices, and billings.
- 1.3 Establish and maintain project schedule with key milestones.
- 1.4 Organize and coordinate technical review and Oversight Committee meetings, including supporting collateral materials.

Task 2: Project Initiation

- 2.1 Early in the study, the consultant will participate in a work session with the oversight committee to define the project's key issues, goals and objectives. Initial key issues to be considered are current and future construction with the medical center (VA Hospital and University Hospital) and the future VIA BRT and Transit Center. In addition, time of year must be taken into consideration when conducting field work as traffic is considerably lighter during the summer months.
- 2.2 In coordination with the oversight committee, the consultant will prepare a technical memorandum presenting and recommending viable data collection methodology(ies) to achieve the project's goals. The technical memorandum will document the proposed sample size and type of sampling methodology(ies) for the STMC. Consideration should be given in the development of methodology(ies) for the collected data to be used in the future to reduce the total number of vehicles used by employees in the STMC. Again, the MPO strongly encourages Responders to recommend innovative methods of data collection, compilation and presentation of information.

Task 3: Data Collection and Analysis

- 3.1 Using the accepted data collection methodology(ies), request employees driving to the STMC to participate in the study.
- 3.2 Using the accepted data collection methodology(ies), collect and compile data on frequency of trips, mode of travel, time of day trips occur, bus route usage, trip patterns and length, trip purpose (such as a commute trip, recreational, or other) major corridors utilized, parking information, popular destinations and needed infrastructure or amenities in certain locations.
- 3.3 Using the accepted data collection methodology(ies), collect and compile data on motivational factors for use of alternative transportation modes to the medical center including carpooling, vanpooling, transit, biking and walking.
- 3.4 Fully document any secondary data sources.

Task 4: Final Report

- 4.1 Prepare draft final report documenting all phases of the project.
- 4.2 Provide six copies of the draft final report to the MPO for distribution to the Oversight Committee.
- 4.3 Revise the draft report as appropriate based on input from the Oversight Committee.

- 4.4 Present the final report to the MPO Technical Advisory Committee and the Transportation Policy Board.
- 4.5 After acceptance of the final report by the Transportation Policy Board, provide the MPO with:
 - an electronic version of the accepted final report
 - other deliverables as agreed on by the consultant and oversight committee