



New Orleans Regional Transit Authority

Request for Technical Proposals (RTP)

RTP #: 2024-03

Project Name: Transit Stops Inventory Improvement Program

Project #: 2024-PS-01

Project Type: Transit Stops & Shelters

To: All firms pre-qualified through RTA RFQ #2020-035

RTP SUBMISSION TIMELINE

RTP Release Date: June 26, 2024

RTP Proposals Due: July 12, 2024 at 5:00pm CST

Advance Questions Deadline: July 3, 2024 at 5:00pm CST

Responses to All Questions Posted Online: July 5, 2024

Contract Intent Award Notification: July 26, 2024

OVERVIEW

The New Orleans Regional Transit Authority (RTA) is soliciting proposals from firms pre-qualified through RTA's Request for Qualifications #2020-035 for On Call Architecture and Engineering Services. RTA is issuing this Request for Technical Proposals (RTP) to develop an improvement program for its complete inventory of transit stops assets throughout the system.

BACKGROUND/PURPOSE

The RTA is issuing this RTP to identify pre-qualified architecture and engineering firms to provide services needed to complete an updated, comprehensive inventory of transit stops assets, their conformance with applicable Americans with Disabilities Act (ADA) guidelines, overall condition, and a capital improvement program to achieve ADA compliance by 2030.

The RTA currently hosts 2,078 bus, streetcar, and ferry stops in its transit network. The stops have varying amenities - some may just have a sign, some have a trashcan and bench, and others have shelters of varying types. The current RTA inventory of the transit stops and amenities, created in 2015, is outdated, with only piecemeal updates to it as new shelters are installed and stops removed. Following the major bus route network redesign in September 2022 (referred to as New Links), and in coordination with efforts to improve the uniformity of transit stop assets in the system, the RTA is seeking a firm to complete a comprehensive update to the inventory for these assets. The firm will also be asked to support the RTA in identifying the best database tool, based on tools both currently available and that may be available in the future to the RTA. The firm will not be asked to develop an inventory database platform from scratch nor include any development or hosting costs in this RTP.

The inventory will also support the RTA's work to comply with accessibility requirements, as per the 2017 Falls vs. RTA and City of New Orleans settlement agreement. The consent decree requires that all

RTA bus stops be ADA accessible by 2030. Following the completion of the inventory and informed by the inventorying activities, the firm will be tasked with developing a capital program for achieving ADA compliance based on the requirements of the consent decree. The firm will then transition to a compliance and monitoring role, reporting independently to the RTA on progress on implementing ADA compliance upgrades.

SCOPE OF SERVICES

Total budget: \$600,000

Desired Start Date: July 15, 2024

Estimated Contract Length: 12 months

Actual contract period may vary, depending upon service and project needs.

The goal of the project activities is to establish an up-to-date comprehensive stops inventory that is easy to use and keep updated and utilizes an off-the-shelf product that best meets RTA needs. The project will also result in a capital program to support RTA's ADA compliance activities for transit stops.

Phase 0: Initialization

Review of the existing transit stops inventory, ADA compliance improvement program and Transit Facilities Design Guidelines, completed by Manning Architects in 2015 (Attachments 1 and 2).

Develop project implementation plan the detailed breakdown of schedule, resource needs, roles & responsibilities, etc. for all phases of the project. Project approach should reflect a prioritization of a complete bus stop inventory and ADA compliance before other stop types.

Deliverable 1 – Project implementation plan with schedule demonstrating the project approach.

Phase 1: Inventory Development

Review of existing tools and possible tools available at the RTA to host an updated inventory, such as MS Access, GIS or Clever (RTA's CAD/AVL system). This scope of work does not include developing a custom inventory platform or tool. Selected database should be designed such that information can be easily shared and integrated with the City of New Orleans asset management system and Accessibility Dashboard.

With staff, identify the current gaps in the RTA inventory and inventory management including, but not limited to, relevant fields, data sources and data entry/update. Identify the required functionality for the updated comprehensive inventory database.

Structure the inventory database, with a focus on functionality, ease of maintenance and other priorities described through staff engagement. Includes the establishment of the database fields to be included and recommendations for where and how the inventory should be hosted and maintained.

Deliverable 2 – Technical Memo with recommendations for:

- Inventory tool/platform seen to be best suited for the RTA's needs and requirements for interoperability with the City of New Orleans' asset management systems
- Inventory fields (components) with data sources, and for the requirements, structure, design and implementation approach for the transit stops inventory database.

Deliverable 3 – Support set-up of staff-approved inventory database solution

Phase 2: Inventory Collection

Set up approved stops inventory database in the selected platform and transfer all existing data.

Complete a comprehensive in-field inventory of all transit stops assets, including a review of transit stops that may no longer be active. This would likely include but is not limited to information about:

- Sign pole types
- Shelter types
- Right-of-way surrounding the stop – this includes accessibility requirements such as boarding area paving, quality of connecting sidewalk, and availability of a curb ramp at the nearest corner
- Lat/long of stop
- Other amenities present at stop (trashcans, benches, etc.) and responsible owner
- ADA compliance
- Date of installation
- Whether the stop is subject to the 2017 settlement agreement
- Side-by-side comparison of each stop’s current versus 2015 compliance status

Complete a maintenance plan for the inventory to ensure RTA staff can keep information up-to-date, functional and integrated with other departments and agencies.

- Deliverable 4 - Completed comprehensive update to transit stops inventory in the database platform determined in Deliverable 2.
- Deliverable 5 – Maintenance plan for the transit stops inventory database.

Phase 3: Program Development

Evaluate available pole and bracket products and recommend a standard pole and bracket type for the RTA system, considering industry and procurement best practices and the New Orleans context.

Based on results of Phase 2, develop a capital improvement program for achieving ADA compliance at all non-compliant bus stops currently in active service that can be incorporated into RTA’s 5-year Capital Investment Program (CIP) and the City of New Orleans’ Transition Plan for Public Rights-of-Way. The program should establish scopes, estimate of probably costs, timelines, and responsible parties. Programming for streetcar stop ADA compliance is not a part of this scope.

- Deliverable 6 – Recommended updates to RTA’s Transit Facility Design Guidelines (see Attachment 2) including but not limited to standard pole and bracket type.
- Deliverable 7 – Develop capital program, with cost estimates, funding sources, and phasing for achieving ADA compliance at all active bus stops by 2030.

PROPOSAL REQUIREMENTS

Interested applicants must provide RTA with the following information and responses to questions stated below. RTA reserves the right to accept other than the lowest price offer and to reject all quotes. If a satisfactory contract cannot be negotiated in a reasonable time with the selected Respondent, then RTA, in its sole discretion, may terminate negotiations and reissue a Request for Quote, a Request for Qualifications, Request for Technical Proposals, or a Request for Proposals or it may determine that no project will be pursued.

Contractor Information (1 page)

- Contractor Name
- Contractor Address
- Name of Contact Person
- Contact Phone Number
- Contact Email Address
- Date Submitted to RTA

Project Understanding (maximum of 2 page)

Outline objectives of the project, significant opportunities and constraints and key issues.

Experience (maximum of 2 pages)

- Reference projects from previously submitted qualifications that demonstrate experience relevant to developing programming for transfer hubs
- List any additional projects considered relevant to this scope of work

Project Team (maximum of 2 pages)

- Describe the staffing structure proposed for services under this RTP
- Provide narrative information on the proposed project roles and responsibilities and qualifications of project principals and key staff members, including subcontractor staff.
 - You may propose team members not listed in the prequalification application. Changes to the staffing should be reflected in the current proposal document. For staff not included in the prequalification application, please also include:
 - A written assurance that all individuals not listed in the pre-qualification application and identified on the current RTP will be performing the work and will not be substituted with other personnel or reassigned to another project without RTA's prior approval.
 - A resume for each new staff person not included in original RFQ submission (page limit of 2 pages per staff person. These pages do not count towards 2 page section limit).

Proposed Project Plan (maximum of 5 pages)

Using the Background, Scope of Services and Project Deliverable sections above as a guide, propose a project plan, which details your proposed project approach. The proposed project plan will be subject to review and adjustment by RTA during the initial phase of evaluation. Include what provisions are identified for dealing with potential impacts, impediments, or conflicts. Include estimated timeframes for the identified project activities.

Cost Proposal

- Number of hours and cost per activity or deliverable listed in the Proposed Project Plan
- For permanent staff, hourly billing rate by project role (e.g. Project Manager, Analyst) and estimated hours each staff person would allocate to each activity or deliverable listed in the Proposed Project Plan
- For subcontractors, name of subcontractor and/or subcontractor firm, hourly billing rates by project role (e.g. Project Manager, Analyst), and estimated hours subcontractor would allocate to each activity or deliverable listed in the Proposed Project Plan
- Estimated total amount for other costs, such as travel, report development, printing
- Total number of hours

- Total cost for all services under this RTP

SELECTION CRITERIA

Narrative responses to the Experience, Proposed Staff Qualifications and Proposed Project Plan prompts above will be reviewed and scored. Point allocations per prompt are as follows:

33% - Firm's demonstrated experience within the Transit Stops and Shelters category of work

33% - Firm's approach to meet the needs and deliverables described

33% - Estimated costs proposed for the completion of the scope of services

INSTRUCTIONS FOR RTP QUESTIONS AND COMMUNICATIONS

In lieu of a pre-proposal conference and to ensure fair and equal access to information about this RTP, questions may be emailed to jfarley@rfaforward.org. Questions must be received by the time and date listed in RTP Timeline Submission section above. No questions will be accepted after the deadline. A summary of all questions and responses pertaining to this RTP will be emailed to all pre-qualified firms by date listed in the RTP Timeline Submission section above.

INSTRUCTIONS FOR RTP SUBMISSION

Firms should email their proposals to jfarley@rtaforward.org. All proposals must be received by the time and date RTP Timeline Submission section. Upon receipt of proposals, applicants will receive an email indicating that the submission has been received.

Attachments

Attachment 1A – 2015 RTA Stops Inventory Data

Attachment 1B – 2015 RTA Stops Inventory Data Dictionary

Attachment 2 – Transit Facilities Design Guidelines (2015)