

New Orleans Regional Transit Authority
Request for Technical Proposals (RTP)

RTP # 2023-01

Project Name: RTA Transfer Hub Programming

Project #: 2023-PS-01

Project Type: Transit Stops and Shelters

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

RTP Release Date: 6/22/2023

RTP Proposals Due: 07/23/2023

[Overview](#)

The New Orleans Regional Transit Authority (RTA) is soliciting proposals from firms pre-qualified through RTA's Request for Qualifications #2020-03/5 for On Call Architecture and Engineering Services. RTA is issuing this Request for Technical Proposals (RTP) for the development of programming for multiple transfer hubs to a pre-qualified consultant pool to better assess expertise and qualifications for the following scope of service, which may include staffing, scheduling, deliverables, and cost considerations. Consultant teams who are comfortable and qualified leading a project in the 'Transit Stops and Shelters' category are encouraged to apply. The terms and conditions of RFQ #2020-035 shall apply to all proposals submitted under this RTP. In addition, the representations in the responses made by the firms prequalified under RFQ #2020-035 are assumed to apply to this process unless firms notify RTA, in writing, and through proposals, of any possible relevant changes affecting prequalification eligibility such as ownership or staffing. RTA may request additional information it considers necessary to determine firm eligibility for continuing prequalification status.

[Background](#)

In September 2022, the RTA implemented a bus network redesign based on recommendations from the New Links Plan: A 2020 Comprehensive Operations Analysis (COA) and bus network redesign. The recommended network focused on improving access to jobs and major destinations, providing more high-frequency (15 minutes or less) service on key routes, creating more direct routes, and offering a service span that meets the needs of riders. The new network was also designed to offer more transportation options by creating transfer hubs throughout the system to facilitate transfers between multiple routes. The plan identified 8 major transfer hubs and 8 minor transfer points (as shown in Attachment A). It is estimated that boardings at these key transfer hubs may be as high as 700,000 per year following the network redesign.

However, these transfer points currently have minimal or no transit infrastructure in place to support safe and efficient operations and transfers. The current array of stops used for transfers is disconnected, lack amenities for waiting passengers, difficult to supervise, and requires bus riders to walk several blocks from one stop to another. The existing infrastructure at these stops does not currently offer passengers reprieve from inclement weather. Without bus shelters or comfort stations, passengers are exposed to the elements (both rain and heat) while waiting or transferring at these stops. Without a bus shelter, passengers are either forced to brave inclement weather to take transit or, in the case of weather that could impact a rider's safety, are unable to take transit. Many of these transfer areas also have poor pedestrian infrastructure, making it difficult, uncomfortable, or unsafe for transit riders to transfer between buses if they need to cross the street to complete a transfer. Improving these hubs is meant to support a more efficient operating environment, facilitate safe and comfortable transfers for riders while also providing a more dignified riding experience.

In November 2021, RTA was awarded a U.S. Department of Transportation RAISE Grant to design all transit hubs and facilities, except the Downtown Transit Center. As the budget allows, this RAISE grant will also support the construction of these hubs. The total award for the facilities portion was \$8.5 million with \$1.5 million in contingency.

Purpose of this Request for Technical Proposals

The RTA is issuing this RTP to identify prequalified architecture and engineering firms to provide specific services in support of developing programming for transfer facilities that achieves the following goals:

- Identify operations and passenger requirements and preferences at each identified location
- Develop 2-4 transfer facility typologies that can accommodate the range of needs at transfer facility locations (i.e. major hub or major transfer intersections)
- Identify exact locations for facilities, including any right-of-way or land acquisition needs
- Provide a safe, pleasant, and comfortable place for rider to wait, including essential seating, shade, and protection from weather, and other amenities
- Improve the ability of riders to transfer from one bus to another safely and efficiently, considering pedestrian infrastructure and other right-of-way improvements
- Offer real time information to support riders transfer decisions
- Support efficient transfers and transit operations
- Provide comfort amenities for operators
- Support a multi-modal environment through integration of bike and pedestrian improvements
- Where possible, Enhance the aesthetic quality of the transfer area by incorporating relevant public art and landscaping
- Where possible, improve the sustainability of RTA infrastructure through by incorporating water management and renewable energy infrastructure, where possible and allowable

Scope of Services

Total Budget: \$240,000

Desired Start Date: August 15th , 2023

Estimated Contract Length: Not to exceed 6 months

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

The goal of the project activities is to establish the programming for 5 transfer hubs and complete the environmental requirements needed to advance project activities to the construction phase.

Project Deliverables and Additional Information

- **Deliverable 1 – Coordinate Outreach to Riders and Operators:** The contractor will coordinate outreach activities with the community engagement consultants and RTA marketing and communications team to gather detailed input from users of the transfer hub, including riders, operators and nearby residents and businesses, regarding their priorities for transfer hubs.
- **Deliverable 2 – Convene and Coordinate with Stakeholders.** The contractor will coordinate with stakeholders, including City and State agencies, throughout the contract period to ensure that the resulting recommended programming for transfer hubs is supported by these entities.
- **Deliverable 3 – Develop Transfer Facility Typology.** The contractor will articulate typologies of transfer facilities that respond to the range of needs presented at transfer facilities.
- **Deliverable 4 – Establish Programming for Transfer Facilities.** The contractor will develop a program of amenities that meets the goals described above and reflects the input gained from riders, operators, and stakeholders for each of the five following transfer hubs:
 1. New Orleans East (Read Blvd at Lake Forest)
 2. Gentilly Woods Hub
 3. Broad Street at Canal Street
 4. Elysian Fields at St. Claude Avenue
 5. Carrollton Avenue at Claiborne Avenue
- **Deliverable 5 – Provide Documentation and Layout Concepts.** The contract will document and present their work from Deliverables 1 – 4, including a description of the programming for each transfer hubs and preliminary layout concepts showing how these program elements may appear at the transfer hub.
- **Deliverable 6 – Complete FTA environmental requirements.** The contractor will complete necessary steps to meet FTA’s environmental requirements to enable the RTA to proceed to the construction phase of these transfer hubs. For the purposes of this RTP, RTA assumes that a CE checklist will be sufficient. In the event that a CE checklist is not sufficient, the RTA will establish a different mechanism to fund the environmental review activities.

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 1 page)

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

Experience (maximum of 2 pages)

- Reference projects from 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 (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.

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

RTP Submission Timeline

Issue Date: June 22, 2023

Advance Questions Deadline: July 7, 2023

Responses to All Questions Posted Online: July 14, 2023

Deadline for Proposals: July 24, 2023

Contract Intent Award Notification: July 31, 2023

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@rtaforward.org. Questions must be received by July 7, 2023 at 5pm. 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 July 14, 2023.

Instructions for RTP Submission

Firms should email their proposals to jfarley@rtaforward.org. All proposals must be received by 5:00 PM on July 24, 2023. Upon receipt of proposals, applicants will receive an email indicating that the submission has been received.