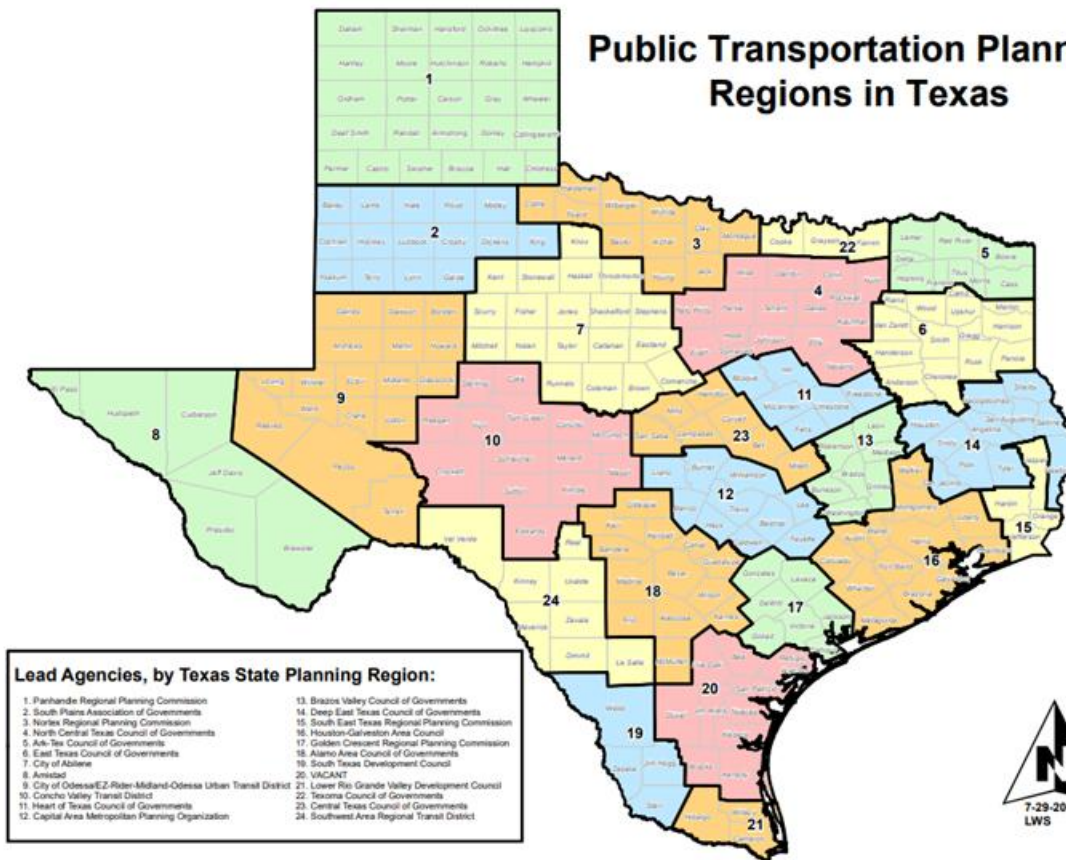




**Coordinated Human Services Public
Transportation Plan Development**

Request for Proposal

Public Transportation Planning Regions in Texas



SECTION 1: INTRODUCTION AND BACKGROUND

The South Plains Association of Governments hereinafter also referred to as “the Agency”, or “SPAG” is soliciting proposals from qualified consultants to update the Regional Public Transit Coordination Plan (the Plan) for the South Plains (State Planning Region 2). This region consists of the following counties: Cochran, Yoakum, Bailey, Terry, Hockley, Lamb, Hale, Lubbock, Lynn, Floyd, Crosby, Garza, Motley, Dickens, and King. A map showing the locations of these counties is included below. This plan will comply with requirements outlined in the *TxDOT Coordination Plan Guidebook* and align with state and federal regulations, including Federal Transit Administration Section 5310.

The funding for this project is provided through the Texas Department of Transportation (TxDOT) as part of its ongoing efforts to improve regional public transportation coordination across the state. In accordance with Texas Administrative Code §16.101–§16.103, TxDOT supports the development and regular updates of Regionally Coordinated Transportation Plans (RCTPs) in each of the 24 designated planning regions. These plans are intended to enhance the efficiency, accessibility, and effectiveness of transit services—particularly for seniors, individuals with disabilities, low-income populations, and other transportation-disadvantaged groups. The South Plains Association of Governments (SPAG), as the lead agency for State Planning Region 2, has received funding to complete a comprehensive update of its RCTP to reflect current conditions, regional priorities, and stakeholder input. This funding supports planning activities that align with state and federal goals for coordinated transportation systems and promotes collaboration among transit providers, local governments, human service agencies, and the public.

SECTION 2: PURPOSE AND OBJECTIVES

1: Background

The purpose of this RFP is to identify and contract with a consultant with the expertise to:

- Conduct a comprehensive assessment of the transportation needs of target populations (e.g., seniors and individuals with disabilities, but also low-income residents, zero car households, youths, residents with limited English proficiency, veterans, and clients of workforce agencies (job seekers).
- Help organize and facilitate meaningful stakeholder and public engagement.
- Identify gaps and duplication in transportation services focused on the above populations
- Identify and help facilitate a prioritization of unmet needs
- Identify goals and strategies that stem from the prioritized unmet needs and help facilitate the prioritization of those strategies
- Prepare a 5-year update to our regional coordination plan that meets TxDOT’s requirements and supports funding eligibility.

SECTION 3: SCOPE OF WORK

The selected consultant will perform the following tasks, per the *TxDOT Coordination Plan Guidebook*; the schedules that are contained in the Guidebook (see especially Timeline 2 in Appendix M); and using the tools and methodologies as described in the Guidebook and its appendices

Task 1: Project Management

- Conduct a kickoff meeting with the Agency and the Regional Coordination Committee (RCC) members to go over the tasks, the preliminary schedule of tasks and deliverables and clarify the divisions of responsibilities and the role of the RCC.
- Revise the project timeline as needed per discussions at the kick-off meeting.
- Schedule and conduct monthly check-in calls with the Agency's project manager
- Prepare and submit monthly progress reports to the Agency

Task 2: Stakeholder and Public Engagement

- Prepare and submit a stakeholder/community engagement plan and communication plan
- Schedule and conduct stakeholder surveys/interviews, rider surveys and/or focus groups, and public meetings, as per the Coordination Guidebook
- Engage representatives from target populations and relevant agencies via the RCC and provider survey effort in Task 3.

Task 3: Existing Conditions Analysis

- Prepare a geographic assessment
- Prepare a demographic assessment including the Transit Needs Index (TNI) map
- Prepare an assessment of transportation services in the region that provide trips to the target populations; this effort will include conducting a survey of such transportation providers and preparing profiles of each of the transportation providers.
- Identify instances of service duplication and service gaps instances of unmet transportation needs
- Prepare and submit a Task 3 Technical Memorandum on the findings from this task
- Conduct a workshop (Workshop #1) for the RCC where the existing conditions, the instances of duplication and service gaps and instances of unmet needs are presented and discussed, and at which the consultant will help the RCC prioritize the unmet needs

Task 4: Prepare the Interim Plan

- Compile the findings from the preceding tasks into Chapters 1 through 6 of the Interim Plan, per the required format in the Coordination Guidebook
- Submit the Interim Plan to the RCC for review, and revise the Interim Plan
- Revise Chapters 1 through 6 as needed per feedback from the RCC:
- Conduct any "missing activities" and revise the Interim Plan, as needed per instructions from TxDOT stemming from its review of the Interim Plan.

Task 5: Goals and Strategies

- Develop matrices of goals and strategies that trace back to the unmet needs prioritized in the Interim Plan

- Prepare and submit a Task 5 Technical Memorandum that introduces and discusses these matrices
- Conduct a workshop (Workshop #2) for the RCC where the goals and strategies are presented and discussed, and at which the consultant will help the RCC prioritize the goals and strategies
- Revise the matrices per discussions at the workshop

Task 6: Draft Final Plan and Final Plan

- Prepare and submit Draft Final Plan
- Review the Final Plan per Agency/RCC feedback
- Help the Agency promulgate the stakeholder/community review of the Draft Final Plan
- Present to the Agency/RCC suggested changes based on the stakeholder/community feedback, and come to a consensus on final changes
- Prepare and submit Final Plan, including all supporting data and documentation and required signatures

SECTION 4: PROPOSAL SUBMISSION REQUIREMENTS

Proposals should include the following sections, without exceeding **25 pages**:

1. **Transmittal letter.** Include the name, title, and contact information of the primary contact.
2. **Project understanding.** Describe the Plan's objectives and requirements.
3. **Technical approach.** Describe the methodologies, tools, and strategies for completing the tasks.
4. **Team composition and experience.** Provide resumes of key personnel and highlight relevant experience.
5. **Schedule.** Include a timeline with key milestones and deliverable dates.
6. **Cost proposal.** Submit a separate sealed cost proposal with a detailed budget per task and project staff member. The payment schedule may be based on milestones or time and materials with a not to exceed amount of \$155,000.
7. **Complete PTN-130 Forms.**

SECTION 5: EVALUATION CRITERIA

The Agency will evaluate proposals based on the following criteria:

- **Project understanding and technical approach.**
- **Qualifications and experience of the consultant team.**
- **Stakeholder engagement plan.**
- **Proposed schedule.**
- **Cost effectiveness.**

The Agency reserves the right to award the contract to the consultant whose proposal is deemed most advantageous.

SECTION 6: RESOURCES AND REFERENCES

Consultants must review the following documents:

- *TxDOT Coordination Plan Guidebook*. - <https://transitplanningtx.org/resource/coordination-plan-guidebook/>
- *Coordination Plan Guidebook Appendices* (includes survey templates, data tools, and sample bylaws). <https://transitplanningtx.org/resource/guidebook-tools-and-templates/>
- Relevant local or regional planning documents including:
 - 2022 - 2026 Five-Year Regionally Coordinated Transportation Plan
 - Title VI Plan<https://www.spag.org/programs-services/regional-services/?Transportation>

SECTION 7: ADDITIONAL INFORMATION

- The Agency reserves the right to reject any or all proposals and to request additional information or clarification.
- **Submission instructions as follows:**
 - Submit Seven hard copies and one electronic copy to regional@spag.org
 - Hard copies of proposals must be received by *Monday August 11, 2025 at 10:00 a.m.* at 1323 58th Street
Lubbock, Texas 79412
- **Contact information for questions as follows:**
 - Name: **Chelsey Baldivia**
 - Email: **regional@spag.org**
 - Phone: **806-762-8721**

RFP TIMELINE SCHEDULE

RFP Release:	July 17th, 2025
Deadline for Questions:	August 4th, 2025
Responses to Questions (no later than):	Friday August 8th, 2025
Pre-bid Conference:	Monday August 4th, 2025
Proposal Due: (open to the public)	Monday August 11th, 2025 at 10:00 a.m.
Opening: (open to the public)	Monday August 11th, 2025 10:00 a.m.

Proposer must title the email subject line and physical submission: ATTN: Chelsey Baldivia; Director of Regional Services and Economic Development. **Candidates are advised to account for and anticipate any potential delays or technical issues associated with sending large electronic files to ensure timely receipt.** Emailed proposals must be received by the South Plains Association of Governments (SPAG) office and electronically timestamped no later than *Monday August 11th, 2025 at 10:00 a.m.* Proposals submitted after the deadline will not be considered. Upon receipt of a proposal, candidates will receive a confirmation email from SPAG verifying successful submission.

Incomplete proposals

Proposals determined to not comply with RFP guidelines, specifications, and requests put forth in this RFP; and, proposals missing required signatures may be deemed null and void and disqualified for award consideration, and will be treated as a 'No Bid'.

Proposals will be accepted for 25 days from the first publication notice of the request for proposals until *Monday August 11th, 2025 at 10:00 a.m.* Proposals will be scored by the selection committee and the ranking and consultant selection will be recommended for award to the SPAG Board of Directors within 26 days of proposal submission.

HUB BEST PRACTICES

SPAG shall ensure that small, minority, disadvantaged, and women's businesses are considered as sources for acquisitions whenever possible by:

- choosing the HUB organization in the case of tie bids;
- soliciting these businesses whenever they are potential sources;
- when economically feasible, dividing total desired services into smaller components to permit maximum participation by these businesses;
- if the requirement permits, establishing delivery schedules that will encourage small, minority, disadvantaged, and women's businesses to participate; and
- Use the services and assistance of the Small Business Administration or the Minority Business Development Agency, as needed.

A contractor/provider is encouraged to make a good-faith effort to consider HUBs when subcontracting. Some methods for locating HUBs include:

- utilizing the Texas Comptroller of Public Accounts website <http://www.window.state.tx.us/procurement/cmbI/cmbIhub.html>;
- utilizing Web sites or other minority/women directory listings maintained by local Chambers of Commerce;
- advertising subcontract work in local minority publications; and/or
- Contact the contracting state agency for assistance in locating available HUBs.

DEFINITIONS:

Subcontract means a contract entered between a prime contractor and a third party. The subcontract expressly provides all or a portion of the work specified in the prime contract. A prime contractor's purchase of ancillary goods and services that support the direct provision of the contract is excluded. Each HHS agency, at its option, specifies in the contract what is and is not ancillary.

A Historically Underutilized Business (HUB) is defined as a business that is formed to make a profit and is otherwise a legally recognized business organization under the laws of the state of Texas. At least 51% of the assets and interest and/or classes of stock and equitable securities must be owned by one or more economically disadvantaged persons who are United States citizens born or naturalized. The following are recognized by the State of Texas as having been economically disadvantaged because of their identification as members of the qualifying groups - Asian Pacific Americans

(AS), Black Americans (BL), Hispanic Americans (HI), Native Americans (NA), and American Women (WO). These individuals must demonstrate active participation in the control, operation, and management of the daily business affairs of the company that is proportionate to their ownership interest. HUB businesses must have a permanent business office located in Texas where the majority of HUB owner(s) make the decisions, control the daily operations of the organization, and participate in the business. Owners must be residents of the state of Texas and meet all other certification and compliance requirements. Out-of-state businesses are ineligible for state certification.

EQUAL OPPORTUNITY

SPAG is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program Deaf, hard of hearing, or speech-impaired customers may contact Relay Texas: at 800-735-2989 (TD) and 711 (Voice).

SECTION 8: ATTACHMENTS

The Agency must include the following attachments as part of the RFP:

- Proposal checklist.
- Required forms (e.g., Title VI Certification, Debarment Certification).

<https://www.txdot.gov/business/disadvantaged-small-business-enterprise.html>

Proposal Checklist

Additional Required Elements

Standards of Conduct / Code of Ethics – Procurement Policy

SPAG adheres to strict ethical standards in all procurement activities. No officer, employee, or agent of SPAG shall solicit or accept gratuities, favors, or anything of monetary value from contractors or potential contractors. Conflicts of interest are to be avoided and disclosed. Any violations may result in disciplinary action, contract termination, or disqualification from future procurements.

Public Notice of the Solicitation

Notice of this Request for Proposal (RFP) has been publicly posted and distributed through SPAG's official website and other relevant platforms.

Posting Location

All responses to submitted questions will be posted at: <https://www.spag.org/programs-services/regional-services/?Transportation>

Selection Timeline

The vendor selection and contract award will occur within 30 days from the publication date of this RFP.

Disadvantaged and Small Business Enterprise (DBE/SBE)

SPAG encourages participation from Disadvantaged Business Enterprises (DBEs) and Small Business Enterprises (SBEs). For definitions and further information, visit: <https://www.txdot.gov/business/disadvantaged-small-business-enterprise.html>

Protest Procedures

Any proposer wishing to protest the procurement process must submit a written protest to SPAG's Executive Director within 10 business days of the notice of award. The protest must include a detailed statement of the grounds for protest. SPAG will review and respond to the protest within 10 business days. Additional guidance follows TxDOT's PTN-130 standards.

Title VI Certification and Debarment

As part of the proposal submission, the proposer must complete:

- Title VI Certification: Ensures compliance with nondiscrimination laws based on race, color, national origin, sex, age, or disability.
- Debarment Certification: Certifies that the proposer is not presently debarred, suspended, or declared ineligible for contracts by any federal agency.

Written Procurement History

SPAG will maintain written documentation for the procurement process, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. This documentation will be available for TxDOT review and auditing purposes.