

REQUEST FOR PROPOSAL: RFP# PTPDC-25RFP Public Transportation Plan Development Consultant 2025 RFP

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Vince Huerta, Director of Transportation



RFP TIMELINE SCHEDULE (dates/times subject to change)

Bid Released	Wednesday, July 30, 2025
Pre-Bid	Tuesday, August 12, 2025 3:00PM
Questions Due	Friday, August 15, 2025
Staff Responses Post	Wednesday, August 20, 2025
Access Link Deadline	Monday, August 25, 2025 11:00AM
Bids Due	Tuesday, August 26, 2025 11:00AM
Presentations	TBD

All programs and employers under the auspices of ETCOG is in compliance with
EO (29 CFR 38.25).

INTRODUCTION

East Texas Council of Governments

East Texas Council of Governments (ETCOG) is a voluntary association of counties, cities, school districts and special districts within a fourteen-county East Texas region. ETCOG assists local governments in planning for common needs, cooperating for mutual benefit and coordinating sound regional development. Either directly or through contractors, ETCOG provides programs and services for East Texas seniors, employers, and job seekers. ETCOG also builds the 9-1-1 emergency call delivery system, provides peace officer training and homeland security planning services; and delivers rural transportation services, business finance programs, grant writing services and environmental grant funding for the region.

PURPOSE

The ETCOG (the Agency) is soliciting proposals from qualified consultants to update the Regional Public Transit Coordination Plan (the Plan) for the East Texas Region. This plan will comply with the requirements outlined in the *TxDOT Coordination Plan Guidebook* and align with state and federal regulations, including Federal Transit Administration Section 5310.

The purpose of this RFP is to identify and contract 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 stakeholders and public engagement.

- Identify gaps and duplication in transportation services focused on the above populations
- Identify and help facilitate 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.

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 [Note: the Agency might also seek the consultant's help in inviting additional individuals to join the RCC in order to broaden representation of the organizations serving the target populations].
- 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: {Note, the Agency must submit the Interim Plan to TxDOT by March 2026.]
- 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

PROPOSAL RESOURCES AND REFERENCES

Consultants must review the following documents:

- *TxDOT Coordination Plan Guidebook*. (Link: [Coordination Plan Guidebook - Regional Public Transportation Coordination Planning](#))
- *Coordination Plan Guidebook Appendices* (includes survey templates, data tools, and sample bylaws). (Link: [Coordination Appendix: Tools and Templates - Regional Public Transportation Coordination Planning](#))
- Relevant local or regional planning documents (Link: [Regional Coordination | East Texas Transit Services](#))

CURRENT REFERENCES

Please provide three (3) references from similar firms for whom your organization provided like services specific to this RFP, other than ETCOG, who can verify performance as a vendor/service is preferred. **NOTE:** Inaccurate, obsolete, or negative responses may result in rejection of quote submissions.

1. Name: _____ Phone: _____
Address: _____ St/Zip _____
Contact Name _____ Email: _____
Contract Name/Title: _____
of years contracted: _____
Service Description: _____

2. Name: _____ Phone: _____
Address: _____ St/Zip _____
Contact Name _____ Email: _____
Contract Name/Title: _____
of years contracted: _____
Service Description: _____

3. Name: _____ Phone: _____
Address: _____ St/Zip _____
Contact Name _____ Email: _____
Contract Name/Title: _____
of years contracted: _____
Service Description: _____

REQUIRED SUBMISSION DOCUMENTATION

Bid proposals/submissions are to include the following:

- 1) References (p.4); (return with submission)
- 2) Appendix I & Conflict of Interest form - signed; (return attachment with submission)
- 3) Appendix II - signed; (return attachment with submission)
- 4) TxDot, PTN-130 form; (return attachment with submission)
- 5) Signed 'Affirmation & Signature' (p.13) ; (**must** return with submission);
- 6) All pages requiring initials, checkmarks, and/or signatures if not indicated above (return with submission);
- 7) Transmittal letter. Include the name, title, and contact information of the primary contact (return with submission);
- 8) Project understanding. Describe the Plan's objectives and requirements (return with submission);
- 9) Technical approach. Describe the methodologies, tools and strategies for completing the tasks (return with submission);
- 10) Team composition and experience. Provide resumes of key personnel and highlight relevant experience (return with submission);
- 11) Schedule. Include a timeline with key milestones and deliverable dates (return with submission); and,
- 12) 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 (return with submission).

Attention: It is understood failure to provide the above items with a submitted proposal will diminish award consideration and ETCOG has the right to mark the proposal as non-compliant and treat it as a no-bid at their sole discretion.

Note: Only Proposals submitted with all the required documentation/response on this page shall be considered for award in conjunction with the Evaluation Criterion, (p.9).

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

PLEASE CHOOSE ONLY ONE OPTION FOR BID SUBMISSION

Option 1 - HARD COPY BID SUBMISSION

Hardcopy bid submissions must be clearly identified on the outermost return envelope or packaging and must be received by the bid submission date/time of **11:00 A.M., Tuesday, August 25, 2025**, regardless of if by mail, courier/delivery services, or hand delivered, at:

East Texas Council of Governments (ETCOG)
Attn: Christine Weems, Strategic Procurement Mgr.
3800 Stone Road, Kilgore, TX 75662

Write: Company Name, RFP# TRPMC-25RFP, Tuesday, August 25, 2025, in bottom left-hand corner of the outermost Return Envelope/Package

NOTE: Emailed, telephone, & facsimile bid submissions are not allowed in response to this RFP.

1. Proposers are to submit one (1) hardcopy marked 'Original' along with (4) four additional copies marked 'Copy' and submit one (1) electronic copy of proposal to include all related documentation. Please do not use 3-ring binders.
2. Pages should be numbered and contain an organized, paginated table of contents corresponding to the section and pages of the proposal. At least an eleven (11pt) point font of Calibri, Ariel, or Times New Roman is acceptable and must be legible.
3. It is the Proposer's sole responsibility to prepare, submit, and deliver or arrange delivery of the RFP proposal(s) with all required exhibits and materials to the designated location on or before the published submittal deadline.
4. ETCOG will not bear liability for any costs incurred in the preparation and submission of submissions in response to this RFP.
5. RFP submission deadline *time* will be determined by the ETCOG lobby clock.
6. If submitting more than one property to be considered, each property submission should be placed in a separate envelope and clearly identified with the RFP number, submittal deadline/opening date and time, as referenced on previous page.
7. Courier or delivery services may not deliver directly to the specified location; therefore, it is strongly recommended:
 - Proposers allow sufficient time for delivery of a hard copy proposal prior to the published deadline date/time to the location specified.
 - Proposers understand that failure to submit a proposal by designated deadline, for whatever reason, may not be grounds for disputing the procurement solicitation process or any resulting contract award.

8. It is the Proposer's sole responsibility to ensure any addenda or additional materials pertinent to their proposal be included in or with their RFP submission. ETCOG will not be held liable for missing addenda or materials at the time of the RFP Opening and said addenda or additional materials will not be accepted past the RFP submission deadline date and time.

Option 2 - DIGITAL BID SUBMISSION OPTION

Upload Requirements/Instructions

1. Proposers must **email** Christine Weems at christine.weems@etcog.org to **request an 'Access Link' by 11:00 A.M., Monday, August 25, 2025**, if not sooner, to receive digital upload purposes.
2. Access code requests by phone, voicemail, or past the noted deadline date/time above will not be accepted, **no exceptions**.
3. It is the Proposer's sole responsibility to upload their RFP proposal digitally with all required exhibits and materials by referenced **'RFP Submission Due' deadline date/time (p. 1)**, if not sooner.

RFP RETRIEVAL

The RFP document, related appendix, RFP bid updates, and any additional RFP information or amendments throughout the bid process will be posted as warranted on the ETCOG website and may be retrieved by clicking on the **'Public Transportation Project Management Consultant 2025 RFP'** link at <https://www.etcog.org/procurements> or request by emailing Christine Weems at: christine.weems@etcog.org. Please note, it is the Proposer's sole responsibility to stay informed of any RFP changes/updates.

PROPOSER COMMUNICATION

There is to be no communication allowed, in any form, between ETCOG and their representatives, other than conducting daily business unrelated to this RFP procurement, during the entirety of the RFP process. Failure to follow this directive will result in rejection of Proposer participation and/or submitted RFP proposal.

QUESTION/RESPONSES

Proposer Questions: Proposer questions concerning this RFP are due **Friday, August 15, 2025**, if not sooner, and must be emailed to Christine Weems, Facilitator at: christine.weems@etcog.org and no one else.

Staff Responses: Proposers **must** go online at <http://www.etcog.org/procurements> and click on **'Public Transportation Project Management Consultant 2025 RFP'** to retrieve responses to all questions asked, no earlier than **5:00 PM Wednesday, August 15, 2025 (CST)**.

NOTE: Other than the above opportunity and unrelated daily business, there is to be no communication between Proposers and ETCOG staff or representatives during an active RFP process to ensure fair and open competition for all potential Proposers. To willingly do so may result in the disqualification of a Proposer for non-compliance of RFP restrictions.

RFP RETRIEVAL

The RFP document, RFP updates, and additional RFP information or amendments will be posted on the ETCOG website and may be retrieved by clicking on '**Public Transportation Project Management Consultant 2025 RFP**' at <http://www.etcog.org/procurements> or request by emailing to Christine Weems at: christine.weems@etcog.org.

HUB BEST PRACTICES

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

The proposer is encouraged to make a good faith effort to consider DBEs and HUBs when subcontracting.

Some methods for locating DBEs and HUBs include:

- Choosing the HUB/DBE organization in the case of tie proposals;
- 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
- Using the services and assistance of the Small Business Administration or the Minority Business Development Agency, as needed.

Proposer is encouraged to make a good faith effort to consider HUBs and DBEs when subcontracting. Some methods for locating these businesses 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 contacting the contracting state agency for assistance in locating available HUBs and DBEs.
- Encouraging eligible agencies to gain HUB or DBE certifications by providing all applicable information to do so.

PROPOSAL OPENING

ETCOG reserves the right to a closed RFP process for bid submission review/analysis and award recommendation procedures to the best interest of and best benefit to ETCOG and programs served as well as ensure the best competitive edge for all parties, and in accordance to [Texas Local Government Code](#):

Sec. [252.049](#). *CONFIDENTIALITY OF INFORMATION IN BIDS OR SUBMISSIONS*. Bid submissions will be received until the deadline date/time as referenced under 'RFP Timeline Schedule. p. 1', and public attendance is allowed. However, only the names of submitting Proposers will be read and disclosed if received by the deadline date/time.

1. All bid submissions become the property of ETCOG after the RFP deadline/opening date.
2. Responses submitted shall constitute an offer for a period of one hundred eighty (180) calendar days or until a preferred selection for award is approved by ETCOG, whichever comes first.
3. All programs and employers under the auspices of ETCOG are following EEO. Auxiliary aids and services are available, upon request, to individuals with disabilities.

PROPOSAL EVALUATION & AWARD

Submitted proposals will be scored numerically from 'highest to lowest' for award consideration by, but not limited to, the program evaluation criteria in the table below. The number of proposals selected for award consideration will be at the sole discretion of ETCOG.

CRITERIA TABLE	POINTS
Project understanding and technical approach. (Minimum is 35)	50
Qualifications and experience of the consultant team. (Minimum is 15)	20
Stakeholder engagement plan. (Minimum is 5)	10
Proposed schedule. (Minimum is 5)	10
Cost effectiveness. (Minimum is 5)	10
TOTAL	100

NOTE: A minimum of **seventy-five (75) points** overall and the noted minimum of points **must** be achieved for each criterion above for proposal to be considered for award, **no exceptions**.

PROPOSAL REVIEW TERMS

1. Proposal submissions will be reviewed by ETCOG staff to determine if proposal meets program needs and if requested information and required documentation as identified throughout the RFP document has been returned to qualify for award consideration.
2. An evaluation team made up of staff, outside evaluators, committee members, and/or other subject matter experts as deemed necessary to achieve the best possible results will evaluate and score submitted proposals.
3. ETCOG reserves the right to contact any source regarding, but not limited to, vendor reputation, product/service quality, work history, and/or past performance to evaluate/award the bid submission(s) that best meet ETCOG program needs, and clients served.
4. The evaluation team's preferred proposal will be presented to governing bodies as a recommendation for award so the governing body(s) may make a final award decision.
5. Proposal must have original signature of the person having the authority to bind the organization to a contract or it may be rejected for non-compliance.

PROPOSAL AWARD TERMS

1. ETCOG will select only one proposer to perform the services.
2. ETCOG reserves the right to ask questions, request additional information or clarifications, hold individual interviews at any given time throughout the evaluation and negotiation process to determine the proposal which best meets the procurement needs being sought to the best benefit of ETCOG and programs served.
3. ETCOG reserves the right to allow corrections of non-material errors or omissions at ETCOG's sole discretion.
4. Submission of a proposal indicates Proposer's acceptance of the evaluation and award process and is in agreement the evaluation team may make subjective judgments in evaluating the proposals to determine best value to best benefit ETCOG and programs served.
5. ETCOG reserves the right to accept or reject any bid proposal received, as well as cancel the RFP in its entirety at any time during the bid process, without notice or explanation, which may result due to unforeseen irregularities, low response, or procurement needs not being met by submitted proposals.
6. ETCOG may modify or waive any provisions set forth in this RFP for any reason and all herein mentioned without notice to anyone if deemed in the best interest of ETCOG and programs served.

7. ETCOG reserves the right to negotiate the final terms of any potential contract or service agreement resulting from this RFP to include but not limited to the RFP document, Proposer(s) submitted proposal, and the RFP exhibits and Appendices I & II, i.e., 'ETCOG General Terms & Conditions,' and the 'Essential Clauses and Certifications' pages requiring signatures, all acting as binding documents to said contract or service agreement.
8. ETCOG reserves the right, should contract negotiations fail, to enter negotiations with the next highest ranked Proposer with a proposal considered best to meet program needs, and may continue in like manner until successful negotiations have been reached. Furthermore, although ETCOG has the right to negotiate with the next highest ranked Proposer, it is not required to do so and may re-procure or cancel the RFP at ETCOG's sole discretion.
9. Proposer shall indemnify and hold harmless ETCOG, its officers, agents, and employees from any injuries or damages received by any person during any operations connected with the contract, by use of any improper material, or by any act or omission of the contractor or his subcontractor, agents, servants, or employees.
10. Execution of any resulting contract or service agreement is required prior to processing any payments to the successful Proposer.
11. Pursuant to protocol to advise of the right to appeal, a protest must be submitted to ETCOG's Executive Director within ten (10) calendar days of the time the basis of the protest became known and said protest(s) limited to: 1) violations of federal law or regulations; 2) violations of State or local law under the jurisdiction of State or local authorities; and 3) violations of ETCOG's protest procedures for failing to review a complaint or protest. The protest must be submitted in writing and must identify the protestor, the solicitation being protested and specifically identify the basis for the protest, providing all pertinent information regarding the solicitation, contract and/or actions of ETCOG.

PATENTS or COPYRIGHTS

The proposer agrees to protect ETCOG from claims involving infringement of patent or copyrights, if warranted.

PROPOSER COMPLIANCE

Proposer shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the agreement including, if applicable, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. Proposers will be prepared to provide satisfactory proof of compliance if requested

PROPOSAL AWARD NOTIFICATION

1. It is expected an award will be made on **September 4, 2025**. (date subject to change)
2. Upon award notification all Proposers who responded to this RFP will be contacted.

CONTRACT TERMS AND CONDITIONS

ETCOG anticipates that this solicitation will result in a contract between ETCOG and the successful proposer. The award of such a contract shall be to the proposer whose qualifications are deemed to be the most responsive to this solicitation according to the evaluation criteria contained within.

A fixed-price type contract shall be awarded to the chosen party with whom negotiations have been successful. ETCOG will negotiate contract terms upon selection. All contracts are subject to review by ETCOG legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

Before signing a contract, the proposer must familiarize itself with the Scope of Work, laws, regulations, and other factors affecting performance of work. The proposer shall carefully correlate its observations with requirements of the Request for Proposal, the contract and other wise satisfy itself as to the expense and difficulties attending the performance of the work. The signing of a contract will constitute a representation of compliance by the proposer. There will be no subsequent financial adjustment, other than that provided by the contract for lack of such familiarization.

CONTRACT PAYMENT METHOD

Payment terms are NET 30 upon receipt of invoice by email to a.p.etcog.org , attention Accounts Payable, ETCOG Financial Services

SIGNATURE PAGE

Proposer affirms understanding and acknowledgement of all referenced bid and program requirement contained within the RFP document; Appendix I - ETCOG Terms and Conditions/Conflict of Interest Questionnaire (CIQ) form; Appendix II - Essential Clauses & Certifications; TxDot PTN130, Attachments and any Exhibits (if provided) are explicit to this bidding procurement and Proposer must return any and all such pages requiring action, signatures, or checkmarks from the RFP document, Appendices, and Attachments with any submitted bid proposal. Proposer further understands and acknowledges making a false statement or proclamation of compliance is a material breach and any subsequent award of product/equipment purchase(s), offered services, and/or contract/service agreement is grounds for award cancellation.

SIGNATURE

The undersigned individual hereby certifies and warrants that he/she has been fully authorized to execute this proposal/bid submission on behalf of their firm and to legally bind the firm to all the terms, performances, and provisions as herein set forth.

Company/Provider Name

Phone Number

Signature

Date

Printed Name and Title of Authorized Representative

Email

IMPORTANT: Proposer must return this page fully executed and complete with proper signatures and signature dates for current/active RFP or the submitted proposal will be marked 'Rejected/No Bid' due to non-compliance.