

## REQUEST FOR LETTERS OF INTEREST (RFLOI)

### Fayetteville Area Metropolitan Planning Organization (FAMPO) Transit Study

**Issue Date:** 01/15/2026

**Submission Deadline:** 2/15/2026

**Issuing Agency:** Cumberland County

#### SYNOPSIS

The Fayetteville Area Metropolitan Planning Organization (FAMPO) is soliciting Letters of Interest (LOIs) from qualified consulting firms to assist in the development of a **Transit Study**. The purpose of this study is to assess current and projected mobility needs across the FAMPO planning area, evaluate the feasibility of expanding or enhancing public transit services, and identify possible strategies that align with regional transportation goals and funding opportunities within the FAMPO planning area—including Cumberland, Hoke, and portions of Harnett and Robeson Counties. The study will identify potential transit corridors, service models, policy needs, and infrastructure improvements to enhance mobility, accessibility, and regional connectivity.

This study will be funded using **Surface Transportation Block Grant – Direct Attributable (STBGP-DA) funds** programmed through the Fayetteville Area Metropolitan Planning Organization (FAMPO). **Federal participation will cover 80 percent** of eligible project costs, with the remaining **20 percent provided through the required local match**. All work must comply with applicable federal and state requirements.

#### **SUBCONSULTANTS ARE PERMITTED UNDER THIS CONTRACT.**

This contract shall be partially reimbursed with Federal-aid funding through the North Carolina Department of Transportation (hereinafter referred to as the Department). The solicitation, selection, and negotiation of a contract shall be conducted in accordance with all Department requirements and guidelines.

The primary and/or subconsultant firm(s) shall be pre-qualified by the Department to perform ANY AND ALL COMBINATIONS of the Discipline Codes listed below for Cumberland County. Discipline Codes required are:

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<b>00168</b> Project Management	<b>00171</b> Public Involvement	<b>00252</b> Traffic Impact Studies	<b>00309</b> Traffic Data Collection	<b>00315</b> Municipal & Regional Planning Studies
<b>0020</b> Feasibility Studies	<b>00318</b> Multi Modal Map Preparation and Presentation	<b>00418</b> Multimodal Project Management & Facilitation	<b>00420</b> Transit Data Conversion	<b>00422</b> Transit Field Data Collection
<b>00462</b> Traffic Operations	<b>00532</b> Project Funds Management	<b>00534</b> STIP GIS and Map Support	<b>00535</b> STIP Reporting and Analysis	<b>00546</b> Program Management Services
<b>00580</b> Multimodal Transportation Financial Planning	<b>00583</b> Contract, Agreement and Documentation Review	<b>00590</b> Grant & Finance Administration Assistance	<b>00105</b> School Traffic Impact Analysis	<b>00036</b> Community Impact Assessment
<b>260</b> Comprehensive Transportation Planning development	<b>261</b> Long Range Transportation Planning	<b>262</b> Travel Survey	<b>363</b> Travel Demand Model Application	<b>251</b> Project Level Traffic Forecasting
<b>141</b> Multimodal Transportation Planning	<b>006</b> Air Quality Conformity			

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## PROPOSED SCOPE SUMMARY (Full Scope Attached)

The Transit Study will be completed in two phases:

- Phase 1 – Needs Assessment and Market Analysis (Estimated: 8 months):
  - Project coordination and data collection
  - Analysis of existing transit and human service transportation
  - Demographic and land use assessment
  - Public and stakeholder engagement (CTT, elected officials, focus groups)
  - Identification of unmet transit needs and transit-supportive policies
- Phase 2 – Service Planning and Implementation Strategy (Estimated: 12 months):
  - Development of service options and operating scenarios
  - Cost estimation and funding analysis
  - Evaluation of governance and service delivery models

- Implementation plan and phasing strategy
- Final report and presentations to FAMPO committees and governing boards

## PROPOSED CONTRACT SCOPE

**Type of Contract:** Cost-Plus Fixed Fee or Lump Sum (negotiated upon selection)

**Anticipated Contract Duration:** 18 months (January 2026 – June 2027)

**Payment:** Monthly invoicing based on deliverables and approved progress reports

**Estimated Budget:** \$500,000

## SUBMITTAL REQUIREMENTS

Consultants interested in being considered must submit a Letter of Interest (LOI) electronically in PDF format, not exceeding 15 pages (excluding the cover page and resumes). The LOI must be triplicated and include:

1. **Cover Letter** identifying the firm, primary contact, and subconsultants (if applicable).
2. **Project Understanding and Approach** – A concise description of the firm's understanding of the study purpose, local context, and key issues.
3. **Proposed Team and Key Personnel** – Include a summary of relevant experience, staff availability, and organizational chart.
4. **Experience with Similar Projects** – Highlight up to three relevant transit or multimodal planning studies completed in the past five years.
5. **Proposed Project Schedule** – Indicate ability to meet the proposed timeline.
6. **Disadvantaged Business Enterprise (DBE) Participation** – Include the names and participation percentages of any certified DBE firms.
7. **NCDOT Prequalification** – Firms and subconsultants must be prequalified by NCDOT to perform the selected disciplines.

### Format & Submission:

Submit one (1) electronic copy (PDF) by email to:

Taccarra Manuel  
 Transportation Planner  
 Fayetteville Area Metropolitan Planning Organization  
 Email: tmanuel@cumberlandcountync.gov  
 Subject Line: RFLOI – FAMPO Transit Study

RFLOI Release **01/15/2026**

Deadline: 4:00 PM **2/15/2026**

Firm Selection and Notification\*\* **3/1/2026**

Late submissions will not be considered.

\*\* Notification will ONLY be sent to selected firms.

Except as provided below, any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. Firms that are not providing engineering services need not be registered with the North Carolina Board of Examiners for Engineers and Surveyors. Some of the services being solicited may not require a license. It is the responsibility of each firm to adhere to all laws of the State of North Carolina. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

## SELECTION PROCESS

FAMPO will evaluate all LOIs received by the deadline using the following selection criteria:

Evaluation Factor	Weight
Project Understanding and Approach	25%
Relevant Experience and Past Performance	25%
Key Staff and Qualifications	25%
Project Schedule and Availability	25%

A **Selection Committee** composed of representatives from FAMPO and partner agencies will review and score submissions. Top-ranked firms may be invited to participate in an interview prior to final selection. Negotiations will be conducted with the highest-ranked firm. If a mutually acceptable contract cannot be reached, FAMPO reserves the right to negotiate with the next-ranked firm.

- For Limited Services Contracts (On-Call type contracts), the Cumberland County Selection Committee MAY, at the Department's discretion, choose any number of firms to provide the services being solicited.
- For Project-Specific Contracts (non On-Call type contracts), the Selection Committee MAY, at Cumberland County's/FAMPO's discretion, shortlist a minimum of three (3) firms to be interviewed. IF APPLICABLE, dates of shortlisting and dates for interviews are shown in the section SUBMISSION SCHEDULE AND KEY DATES at the end of this RFLOI.
- In order to be considered for selection, consultants must submit a complete response to this RFLOI prior to the specified deadlines. Failure to submit all information in a timely manner will result in disqualification.

#### **TITLE VI NONDISCRIMINATION NOTIFICATION**

The LGA in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all RESPONDENTS that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit LETTERS of INTEREST (LOIs) in response to this ADVERTISEMENT and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

#### **SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION**

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the Department's website at [NCDOT Connect Guidelines & Forms](#).

The SPSF must be qualified with the Department to perform the work for which they are listed.

## **PREQUALIFICATION**

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior to submittal of your LOI**. An application may be accessed on the Department's website at [Prequalifying Private Consulting Firms](#) -- Learn how to become Prequalified as a Private Consulting Firm with NCDOT. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Professional Services Contracts are race and gender neutral and do not contain goals. However, the Respondent is encouraged to give every opportunity to allow Disadvantaged, Minority-Owned and Women-Owned Business Enterprises (DBE/MBE/WBE) subconsultant utilization on all LOIs, contracts and supplemental agreements. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

## **DIRECTORY OF FIRMS AND DEPARTMENT ENDORSEMENT**

Real-time information about firms doing business with the Department, and information regarding their prequalifications and certifications, is available in the Directory of Transportation Firms. The Directory can be accessed on the Department's website at [Directory of Firms](#) -- Complete listing of certified and prequalified firms.

**The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.**

## **ADDITIONAL INFORMATION**

- All work must conform to FTA Circular **4220.1F** and NCDOT procurement requirements.
- The selected consultant will be required to execute FAMPO's standard professional services contract.
- FAMPO reserves the right to reject any or all submissions.
- **All questions, submissions, and correspondence concerning this RFLOI should be directed to:**

Taccarra Manuel, PMP

Email: [tmanuel@cumberlandcountync.gov](mailto:tmanuel@cumberlandcountync.gov) | Phone: 910.678.7616

## **APPENDICES-**

### CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest. This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- **Prime Consultant firm**
  - Prime Consultant Form RS-2 Rev 1/14/08; and
- **ANY/ALL Subconsultant firms** to be, or anticipated to be, utilized by your firm.
  - Subconsultant Form RS-2 Rev 1/15/08.
  - In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available on the Department's website at:  
[https://connect.ncdot.gov/business/consultants/Pages/Guidelines-](https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx)

[Forms.aspx](https://connect.ncdot.gov/business/consultants/Pages/Guidelines-Forms.aspx)

[Prime Consultant Form RS-2](#)

[Subconsultant Form RS-2](#)



(Version 2 -December 5, 2025)

# FAMPO

## Transit Study

Fayetteville Area Metropolitan  
Planning Organization (FAMPO)

Taccarra Manuel(Consultant Firm Name)

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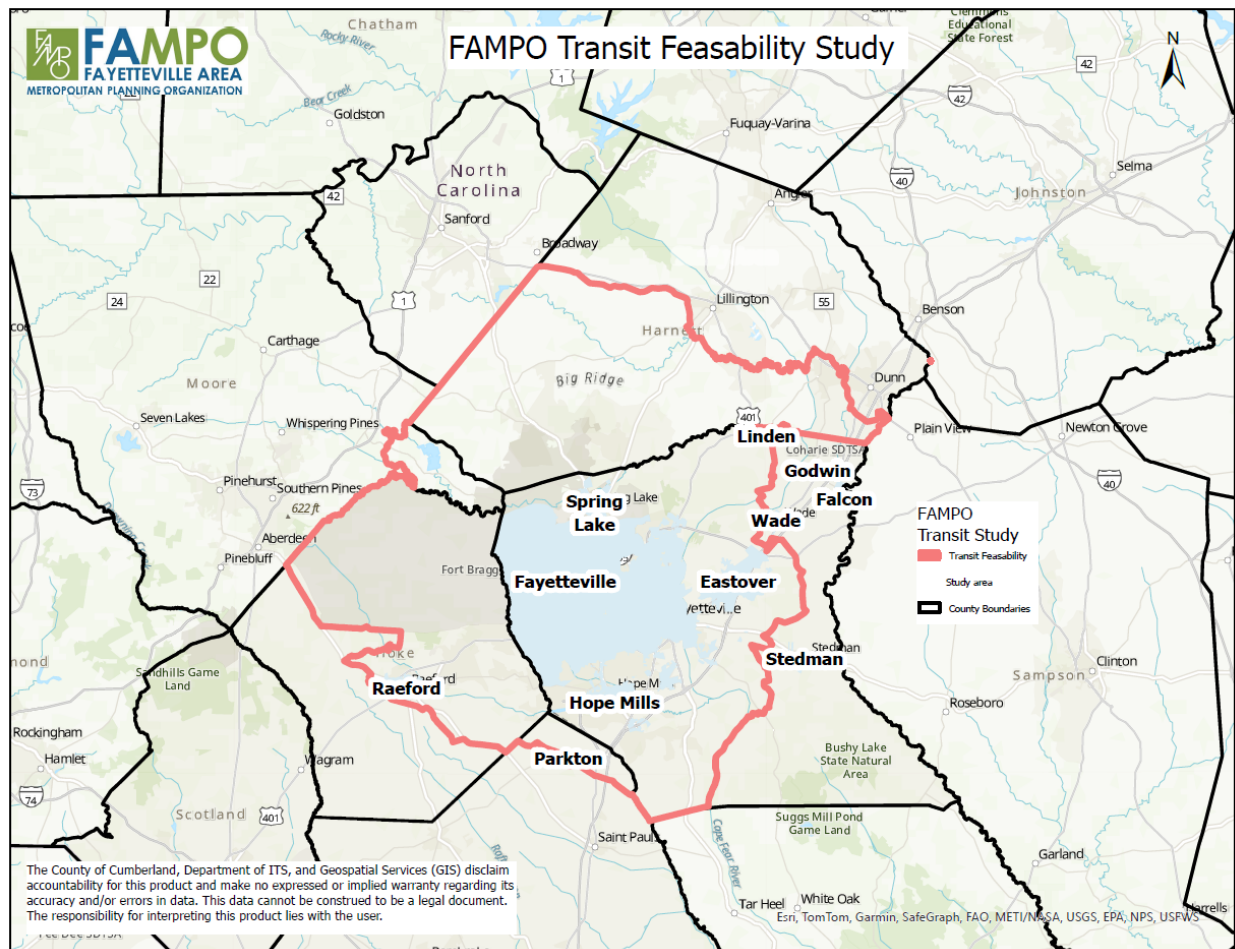
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## Study Area Boundary

The study area will encompass the FAMPO boundary, including the City of Fayetteville, Fort Bragg Military Reservation, surrounding municipalities, and unincorporated areas within Cumberland, Harnett, Hoke, and Robeson counties. Boundaries will include key employment centers, major trip generators, and underserved communities. The boundary definition will ensure the study evaluates transit in locations with varying land use patterns, densities, and transportation needs, while also accounting for regional connectivity to neighboring counties and existing transit services.



Project	Start Date	End Date	Duration	Key Activities / Milestones
<b>Transit Needs Assessment For All Transit Systems</b>	Jan 2026	Jun 2027	18 months	<ul style="list-style-type: none"> <li>• Kick-off Meeting &amp; Notice to Proceed (Nov 2025)</li> <li>• Establish Core Technical Team (CTT) (Nov 2025)</li> <li>• Data Collection: Geographic, socio-economic, land use (Nov–Dec 2025)</li> <li>• Stakeholder Identification &amp; Focus Group Formation (Dec 2025)</li> <li>• Public Engagement Plan (PEP) Finalization (Jan 2026)</li> <li>• Public &amp; Stakeholder Engagement – Survey Period (Jan–Apr 2026)</li> <li>• Data Analysis &amp; Transit Demand Assessment (Feb–May 2026)</li> <li>• Phase 1 Summary Report &amp; Recommendations for Phase 2 (Jun 2026)</li> <li>• Assess systems geography, funding opportunities, and limitations</li> </ul>

## Schedule

The anticipated duration of the study is 18 months, beginning January 2026, and concluding June 30th, 2027, unless otherwise amended by agreement between FAMPO and the consultant. A detailed schedule will be developed during the kickoff phase.

## Assumptions

- FAMPO will provide access to available GIS datasets, travel demand model outputs, relevant transportation and land use plans, and demographic data.
- FAMPO will coordinate access to stakeholders and partner transit agencies.
- Public and stakeholder meetings may be held in-person and virtually when beneficial, based on community preferences, public health considerations, and accessibility.
- All deliverables will be provided digitally unless otherwise specified.

## Consultant Expectations

The selected consultant will be expected to:

- Provide clear project management, scheduling, and regular coordination with FAMPO staff.
- Assess existing transportation and land use conditions, including travel patterns and demographics.
- Estimate current and future transit demand across the region.
- Lead stakeholder and public engagement activities, ensuring inclusive participation.
- Develop and evaluate feasible service options, with operating plans and cost estimates.
- Recommend a phased implementation strategy with funding and policy guidance.
- Deliver clear, accessible reports and presentations for both technical and public audiences.

## Compensation

Compensation will be based on a fixed-fee or not-to-exceed agreement as negotiated between FAMPO and the selected consultant, aligned with federal procurement and local agency policies.

## Understanding Transit Tolerance, Demand, and Policy Context

This phase will focus on identifying the tolerance, local appetite, and suitability of transit in the FAMPO region, based on input from elected officials, local government staff, stakeholders, and the general public. The phase will begin with the formation of a Core Technical Team (CTT) composed of representatives from FAMPO, local jurisdictions, transit providers (e.g., FAST, HARTS, Hoke Community Transportation, Cumberland County Community Transportation), and other key partners. The consultant, in coordination with FAMPO staff and the CTT, will lead the collection and analysis of geographic, demographic, and socio-economic data, and prepare a summary of existing land use and transportation policies that influence transit viability in the study area.

The Consultant, FAMPO, and the CTT will collaboratively identify the appropriate stakeholders to engage throughout the project. These may include:

- Community residents
- Human service agencies
- Minority and low-income populations
- Persons with disabilities
- Transit operators and drivers
- University representatives
- Large employers and business leaders
- Representatives from Fort Liberty and educational institutions

Four stakeholder focus groups will be formed to enable targeted outreach:

1. Community Services & Transit Users
2. Institutional Partners (e.g., schools, hospitals, universities, military)
3. Business and Development Sector (Goodyear, Amazon, Cape Fear Hospital)
4. Elected Officials (who will be engaged in advance of other focus groups)

This scope defines the number of meetings, preparation time, and staffing resources required; the exact format of the meetings (e.g., open house, workshop, charrette, virtual engagement) will be finalized in the Public Engagement Protocol (PEP) developed in collaboration with the CTT.

The general public and stakeholder groups will be engaged throughout, with an emphasis on:

- Educating the community about transit options and benefits
- Sharing data on current mobility needs and patterns
- Gathering input on perceived barriers, priorities, and transit preferences

Public engagement will occur over six months, providing adequate time to reach all intended audiences while minimizing fatigue. A single survey platform will be used across all engagement activities. The CTT will be convened at key project milestones for guidance and alignment.

## Desired Outcomes of Project Scope

1. *Develop an understanding of transit demand* in the FAMPO region based on both data analysis and public input.
  - Identify problems
  - Set goals
  - Develop and evaluate alternatives
  - Choose recommended best options
2. *Educate the public, stakeholders, and elected officials* about different transit modes, regional transit potential, and explore the community's vision and desire for expanded transit services.
3. *Assess land use patterns and local development policies* to identify opportunities for transit-supportive land use and provide recommendations that may inform updates to comprehensive plans and zoning codes.
4. *Establish the foundation for Phase 2*, including consensus on the community's readiness and capacity to move forward with the development of viable transit service scenarios.

## Task 1 – Study Structure

### *Project Setup*

The purpose of this subtask is to complete all necessary project initiation activities. Upon receipt of the Notice to Proceed, the Consultant will meet with FAMPO staff to establish

a mutual understanding of the project goals, study area, schedule, and communication protocols. This kickoff meeting will also be used to identify the Core Technical Team (CTT), elected officials to engage, and the initial list of stakeholders.

The Consultant will establish a Microsoft Teams-based project site to serve as a central repository for project materials, including data, meeting summaries, working drafts, and final deliverables. FAMPO and Consultant staff will have access throughout the study.

### *Project Administration*

The Consultant will facilitate up to twelve (12) regularly scheduled coordination calls with FAMPO to report on technical progress, schedule status, and deliverables. Agendas will be provided at least one (1) week in advance, and meeting notes will be shared within two (2) business days. Each call will last up to one hour and include no more than two Consultant personnel. Some meetings may involve coordination with other planning or transit-related efforts in the region.

The Consultant will also submit quarterly invoices and accompanying progress reports summarizing completed work and planned activities.

### **Deliverables:**

- Kickoff meeting agenda and summary (1)
  - Electronic-based project folder and file repository (1)
  - Up to twelve (12) project coordination calls with agendas and meeting notes
  - Quarterly invoices and progress reports
- 

## **Task 2 – Transit Demand Analysis**

This task will document the transit demand potential within the study area and identify key factors affecting transit viability.

### *Transportation Market Review*

The Consultant will assess socio-economic characteristics, travel behavior, and existing transportation options using available data from FAMPO, local jurisdictions, Fort Bragg, NCDOT, ACS/Census, and other sources. This analysis will evaluate how regional trends and land use patterns influence the market for public transportation.

### *Existing and Planned Transit Evaluation*

The Consultant will document existing and planned transit services in the study area (e.g., FAST routes, county services, human service transit) and identify key origin/destination clusters, with a focus on transit-dependent populations such as low-income, minority, disabled, and zero-vehicle households.

### *Demographic Analysis*

Key demographic factors (e.g., age, income, vehicle ownership, disability, employment status) will be mapped and analyzed to assess population segments with higher transit propensity.

### *Transit Propensity Adjustment Factor (TPAF) Analysis*

Using the demographic data and methodologies from the Wake County Transit Plan, the Consultant will conduct a TPAF analysis to identify areas of unmet transit demand. If rider data from local operators (e.g., FAST, HARTS, Cumberland County CTP, and HOKE CTP) is available, it will be integrated to tailor the factors.

### *Mapping*

The Consultant will prepare up to four (4) GIS-based maps to visually represent the findings, including:

- Demographics
- Key destinations
- Existing transit coverage
- Transit demand indicators

These maps will be developed using ESRI tools and reflect data as of the second quarter of FY 2026. No updates to the maps will be made if base data changes after creation.

### **Deliverables:**

- Up to four (4) ESRI-based maps illustrating demand analysis findings
  - One (1) draft and one (1) final memorandum summarizing transit demand analysis
-



## Task 3 – Stakeholder Engagement

### Core Technical Team (CTT) Engagement

A Core Technical Team will guide technical decision-making and support data review and outreach. FAMPO will form the CTT and manage logistics and communication with its members. The Consultant will provide agendas and presentations (submitted 7 business days in advance), facilitate meetings, and document outcomes (minutes submitted within 2 business days).

CTT will meet at three key milestones:

1. *Kickoff* – Project launch, CTT identification, data needs, and engagement timeline
2. *Midpoint* – Review of transit demand analysis and draft public engagement materials
3. *End of results* – Joint meeting with elected officials to share engagement outcomes and prepare for Phase 2

### Elected Officials Engagement

A workshop and end-of-phase meeting will be held with elected officials from study area jurisdictions. FAMPO will invite participants and arrange logistics. The Consultant will lead the meetings and provide materials (with the same one week in advance schedule as above).

### Engagement schedule:

1. *Workshop after CTT meeting 2* – Review analysis findings and gather feedback on transit potential and land use
2. *Joint meeting with CTT at end of study data analysis and recommendation review* – Present public engagement results and build support for final recommendations

Targeted follow-up may be conducted if needed, led by FAMPO using Consultant-provided materials.

### Focus Group Engagement

Three stakeholder focus groups will be convened during early public engagement to reflect different interests, such as:

- Community & advocacy organizations
- Fort Bragg
- Employers & business leaders

- Human service and mobility partners

FAMPO will coordinate scheduling and logistics. The consultant will develop materials, lead the workshops, and document input. Each workshop will be tailored slightly for the group composition but follow a standard format.

Focus group engagement will occur over a 2-3 month survey period:

- *During the first half of the public survey period* – Provide context on transit-supportive conditions, gather feedback on needs and priorities, and enlist support in promoting survey participation.

Additional focus groups may be added at FAMPO’s discretion, with FAMPO handling logistics and Consultant providing reusable materials.

#### *FAMPO Committees*

The Consultant will provide one (1) update presentation to the **FAMPO Technical Coordinating Committee (TCC)** and **Transportation Advisory Committee (TAC)** near the end of the study. The Consultant will prepare materials in coordination with FAMPO and create the final presentation.

#### *Bus Operator Interviews*

The Consultant will conduct in-person interviews with local transit operators (e.g., FAST drivers, CTP operators) to collect on-the-ground insights. This engagement will occur off-board and be scheduled by FAMPO or the operator. Two (2) Consultant staff will participate in a 3-hour session, joined by up to two (2) staff from FAMPO or the operator.

#### *Deliverables:*

- Agendas, presentations, and minutes for four (4) committee meetings
- Agenda, workshop materials, and minutes for one (1) elected officials meeting
- One (1) agenda and workshop materials set for three (3) focus group sessions
- One (1) agenda item and presentation for the CAC, TCC and TAC
- One (1) interview questionnaire and findings summary from bus driver and CTP operator engagement

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## Task 4 – Public Engagement

*Public engagement activities for the study is detailed in Task 9 at the end of this scope.*

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## Task 5 – Land Use and Transit Policy Review

The Consultant will review the existing land use and development policies of jurisdictions within the FAMPO region, focusing on their supportiveness for transit. This includes comprehensive plans, zoning ordinances, and transportation elements.

If available, the Consultant will review drafts of upcoming policy updates (e.g., UDOs or small area plans) and coordinate with local planning staff. A set of transit-supportive policy recommendations will be prepared in a matrix format, including scoring criteria and guidance on integration into future updates.

### **Deliverables:**

- One (1) memo summarizing existing land use and policy review, including maps
- One (1) transit-supportive policy scoring evaluation
- One (1) recommendations matrix for policy and zoning updates

### **Recommendations-** This task will fo

cus on the development, evaluation, and refinement of potential transit service options for the FAMPO region, building on the data analysis, land use review, and public/stakeholder input from Phase 1. The objective is to translate the community's needs and vision into feasible service scenarios, assess operational and financial implications, and identify an implementation path that is coordinated with local jurisdictions, regional partners, and funding opportunities.

The Consultant, Client, and the Core Technical Team (CTT) will guide the development of service concepts, review technical analyses, and ensure alignment with land use and policy objectives. Public and stakeholder engagement will continue throughout this phase, with an emphasis on validating proposed service types, coverage, and frequencies, and confirming priorities for phased implementation.

The desired outcomes of this phase are:

1. Develop and evaluate multiple transit service options, including coverage, frequency, operating hours, and service type.
2. Identify preferred and alternative options based on technical analysis and community priorities.

3. Produce detailed cost estimates, ridership projections, and capital/facility needs for the preferred option(s).
4. Recommend a phased implementation plan, including short-, medium-, and long-term steps.
5. Deliver a Final Transit Report that can serve as a foundation for future funding applications, interagency agreements, and operational planning.

## Task 6 – Transit Study Communication and Coordination

- Maintain regular communication between Consultant, Client, and CTT through bi-weekly check-ins.
- Provide updated project schedules and milestone tracking documents.
- Prepare written status updates summarizing progress, next steps, and coordination needs.
- Facilitate review of technical deliverables by the CTT and incorporate feedback.

### Deliverables:

- Bi-weekly coordination calls and notes
  - Monthly progress memos
  - Updated milestone tracker
- 

## Task 7 – Service Areas and Demand Analysis

- Refine study area definition to focus on system needs, high-priority corridors, and underserved population clusters identified on page 3.
- Develop travel demand estimates using existing travel models, census data, and origin-destination information.
- Assess special trip generators such as medical facilities, employment centers, higher education institutions, and military installations.
- Evaluate first/last-mile access and connectivity to existing transit systems.
- Map transit service in relation to land use patterns and planned developments.

### Deliverables:

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- Updated service area map
  - Transit market profile
  - Service demand memo with supporting GIS layers
- 

## Task 8 – Stakeholder Engagement by Transit Agency/ Local Government

- Conduct targeted workshops with key agencies, human service providers, major employers, and transit operators to test and refine service concepts.
- Coordinate with regional transportation agencies to ensure compatibility with planned projects and funding cycles.
- Engage municipal planning and zoning staff to align service concepts with land use policies.

### Deliverables:

- 3–4 stakeholder workshops (in-person and/or virtual)
  - Stakeholder feedback summary report
- 

## Task 9 – Public Engagement by Transit Agency

- Host at least three public input sessions (in-person and virtual) to present service options and collect feedback.
- Deploy an interactive online map survey to allow residents to comment on proposed routes and stop locations.
- Coordinate outreach through social media, local media, and community organizations to ensure broad participation.
- Provide translated materials and interpretation services to ensure equitable engagement.

### Deliverables:

- Public Engagement Plan (Phase 2) update
  - Public feedback summary and comment log
-

- Survey data file and analysis memo
- 

## Task 10 – Transit Service Options Development

- Develop up to three service recommendations by the agency, ranging from minimal investment to full network expansion.
- For each scenario, prepare:
  - Route alignments and stop locations
  - Service span and frequency
  - Vehicle requirements and facility needs
  - Operating and capital cost estimates
  - Ridership forecasts
- Evaluate each scenario against performance measures (e.g., coverage, cost-effectiveness, equity, travel time).
- Present scenarios to TAC, stakeholders, and the public for review.

### **Deliverables:**

- Draft and final service concept maps
  - Service option technical memo
  - Scenario evaluation matrix
- 

## Task 11 – Implementation Recommendations and Final Plan

- Identify the preferred service option(s) based on combined technical and public input.
  - Develop a phased implementation plan (short-, mid-, and long-term) with associated cost projections, potential funding sources, and partnership strategies.
  - Outline performance monitoring recommendations to track service success post-implementation.
  - Prepare the Final Transit assessment with an executive summary, full documentation of technical work, engagement outcomes, and final recommendations.
-

### Deliverables:

- Draft Implementation Plan
- Final Transit Report
- Executive Summary for public and decision-maker distribution

Public engagement is a core component of the FAMPO Transit Study and will be used to ensure that residents, stakeholders, and decision-makers are fully informed, heard, and involved in shaping the study outcomes. This task will build upon the Public Engagement Plan (PEP) developed as task 3 and extend outreach activities into Task 4 for public engagement to support review of service concepts, alternatives, and final recommendations.

The Consultant will work closely with FAMPO staff and the Core Technical Team (CTT) to implement engagement strategies that provide multiple avenues for participation, including in-person meetings, virtual platforms, surveys, and targeted outreach to underrepresented communities. The engagement process will also ensure compliance with Title VI of the Civil Rights Act and FAMPO's Public Participation Plan.

### Activities

1. **Public Meetings** – Conduct up to two rounds of public meetings during Phase 2 to present service area findings, proposed service options, and draft recommendations. Meetings may be structured as drop-in open houses, workshops, or other interactive formats as determined in the PEP.
2. **Stakeholder Focus Groups** – Facilitate targeted focus groups to gather feedback on refined service concepts and implementation strategies.
3. **Survey Deployment** – Develop and distribute a follow-up survey to assess public preferences for proposed service alternatives and priorities for implementation.
4. **Online Engagement** – Maintain an online project presence with updated information, meeting materials, and opportunities for virtual participation.
5. **Media & Outreach Support** – Prepare press releases, flyers, and social media content to promote engagement opportunities and encourage participation.

### Deliverables

- Meeting summaries for all public and stakeholder events, including attendance, feedback themes, and any recommendations for revisions to the service plan.

- Updated Public Engagement Log documenting all outreach activities.
- Final engagement summary report compiling participation data, comments received, and how feedback was incorporated into the final plan.