



Request for Proposal

Provision of Technical Assistance Services to Support Inclusion of Seniors and Persons with Disabilities in Transit Planning

Issue Date: January 28, 2022

Submission Date: February 18, 2022

Work completion date: June 30, 2022

Provision of Technical Assistance Services to Support Inclusion of Seniors and Persons with Disabilities in Transit Planning

The Community Transportation Association of America (CTAA) is soliciting proposals from qualified transportation planning consultants to provide transportation planning assistance, guidance and training to identified recipients to support inclusion of seniors and persons with disabilities in the planning, development, initiation operation of transit services. This activity supports CTAA's work with the Transit Planning for All (TP4A) program, sponsored by the Administration for Community Living

Background

CTAA is a national nonprofit organization that manages a technical assistance center, Transit Planning 4 All, which is a transportation-planning project that seeks to explore and promote the practice of inclusive transit planning. Begun in 2013 through funding from the U.S. Department of Health and Human Services' Administration for Community Living, the project promotes the development and dissemination of best practices in transportation planning inclusive of people with disabilities and older adults. The project is developing, testing and demonstrating ways to empower people with disabilities and older adults to be actively involved in designing and implementing coordinated transportation systems. Over the past eight years, a major component of these efforts is funding a series of demonstration projects, each seeking to increase inclusion in transportation planning. These projects have focused on furthering inclusive planning practices at the local level and regional levels. Whether by having older adults and people with disabilities play a leading role in developing a new bus route in their community or training individuals to be community transit advocates, our project teams make it so historically underrepresented groups "have a seat at the table".

Although TP4A efforts to date have focused on longer term, more in-depth support and guidance for planning, implementing and operating inclusive transit services at the local level, there is recognition that some communities require more immediate focused short term assistance to facilitate and ensure that older adults and persons with disabilities are actively engaged and involved in mobility planning. Through the activities of TP4A as well as other initiatives, the program of practice and base of knowledge on practices and strategies that are effective in supporting inclusivity in transit planning has grown and evolved. Organizations and communities that are seeking to incorporate inclusive practices in their overall broader planning agendas may not have the capacity, skill sets or ability to do so. The TP4A program therefore will be engaging with a consultant to provide the technical assistance, guidance and training to identified recipients.

CTAA is concurrently soliciting technical assistance requests from communities, and will select three to five communities for receipt of assistance. It is anticipated that these communities will be selected at or around the same time as the technical assistance consultant is selected.

Consultant Deliverables

The consultant will collaborate with selected technical assistance recipients and TP4A staff to identify and address strategies to support inclusion and involvement of seniors and persons with

disabilities in the planning and development of community mobility programs. Consultant tasks will include the following:

1. Prepare profile of recipient's existing or anticipated transit services.
2. Assess and document recipients' existing practices and procedures to involve seniors and persons with disabilities in planning and development of mobility programs. The consultant shall utilize the Pathway to Inclusion Tool to help determine the recipients' levels of inclusion in their mobility service planning and development processes.
3. Identify any gaps and deficiencies in recipient communities' inclusion practices, procedures and service delivery, including absent, excluded or marginalized populations where appropriate.
4. Develop recommended strategies to improve inclusive participatory planning practices that empower seniors and persons with disabilities in recipient communities with an emphasis on effective and meaningful participation, and to improve on recipients' initial statuses on the Pathway to Inclusion.

Consultant deliverables:

1. Technical Memorandum incorporating profiles of recipient communities' mobility services.
2. Technical Memorandum documenting recipient communities' existing inclusive practices and procedures for seniors and persons with disabilities.
3. Technical Memorandum documenting inclusion gaps and deficiencies in recipient communities' practices and procedures.
4. Final report incorporating recommendations for facilitating, enhancing or improving inclusion of seniors and persons with disabilities in planning and developing mobility services.

Consultant may combine content for deliverables 1, 2, or 3 into a single Technical Memorandum.

It is anticipated that three to five communities will be selected for receipt of technical assistance. The selected consultant will participate in two to three meetings with community representatives. The initial meeting will seek to collect information and data on existing services, practices and procedures, and the subsequent meeting(s) will focus on formulating, discussing and presenting recommended inclusion strategies. TP4A staff will participate in meetings among consultant and recipients; in addition, TP4A staff may also conduct preliminary reconnaissance meetings with each recipient before the initial meeting with the consultant.

CTAA and TP4A recognize the challenges and potential risks associated with the evolving COVID-19 pandemic. While we would prefer that meetings among the consultant, recipient and TP4A staff take place in-person, we acknowledge that some or all meetings will need to take place virtually. During the ongoing pandemic, we have all become familiar with virtual meeting facilitation and participation. Any anticipated in-person collaboration would need to take into account the comfort level of the consultant, recipients and their participants and TP4A staff with regard to travel, direct person to person meetings, the current level of virus incidence and transmission in the recipient's

community, resident communities of the consultant and TP4A staff, and intermediate communities or modes of travel that might be used by consultant and TP4A staff. The selected will have sole authority to choose whether or not they would participate in person at project meetings, and the ability or inclination to travel or not travel to project sites will not be a factor in consultant selection.

CTAA Responsibilities

With regard to this project, CTAA will provide any relevant background information and ongoing discussions and collaboration for the project, including information gathered during any preliminary collaboration or meetings with recipients. Consultant's contact for the duration of this project is Charles Rutkowski, 202-299.6593, rutkowski@ctaa.org.

Proposal Requirements

1. A brief statement of consultant's related experience, including familiarity with urban, rural, and tribal transit planning, and involvement and inclusion of seniors and persons with disabilities in planning, development and operation of community mobility programs and services, and familiarity with the Pathway to Inclusion Tool to assess and distinguish between the types of active and meaningful inclusive activities in programs and their communities.
2. Consultant's DUNS number and confirmation that the Consultant already is or is willing to become registered in the [SAMS](#) federal database.
3. Consultant's proposed price. The price should be a fixed all-inclusive hourly rate for work on projects. Consultant's hours assigned to projects will be determined by the number of technical assistance project sites, and resources available to the overall project. If any travel is conducted by consultant, all eligible travel expenses will be reimbursed.
4. A statement regarding consultant's time and capacity to undertake the project from an anticipated start date of February 28, 2022 to project completion by June 30, 2022.

CTAA will not award any contracts under this solicitation to entities that are debarred or suspended from doing business with any entity of the U.S. Government. Contracts awarded under this solicitation will be developed and executed in accordance with CTAA's policies and procedures, and will comply with applicable regulations and policies of Administration for Community Living of the Department of Health and Human Services.

Selection Criteria

Proposals will be evaluated based on their strengths in the following areas:

- Demonstrated familiarity with inclusive transit planning.
- Demonstrated ability to develop practical and functional guidance and recommendations to community groups.
- Clearly stated ability to comply with requirements and timetable outlined above.
- Best value pricing (quality + price)

Submittal Instructions

Please submit an electronic response to this RFP by email to **Charles A. Rutkowski**, rutkowski@ctaa.org no later than 5:00 p.m., EST, on February 18, 2022.