



## **Request for Proposal RFP-TP4A-05**

# **Research and Documentation about Lessons Learned on Inclusive Transit Planning**

Issue Date: October 27, 2022

Question Submission Date: November 9, 2022

Submission Date: November 29, 2022

Work completion date: March 31, 2023

# Best Practices in Inclusive Transit Planning

## Transit Planning

The Community Transportation Association of America (CTAA) is soliciting proposals from qualified consultants to research, and document best practices in inclusive transit planning for older adults and people living with a disability. This project is supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS,) as part of a financial assistance program with 100 percent funding by ACL/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government.

## Background

CTAA is a national nonprofit organization that manages a technical assistance center, [Transit Planning 4 All](#) (TP4A), a transit planning project that seeks to explore and promote the practice of inclusive transit planning. CTAA administers the project in partnership with the University of Massachusetts Boston's Institute for Community Inclusion, USAging, and DJB Evaluation Consulting. Begun in 2013 through funding from the U.S. Department of Health and Human Services' Administration for Community Living, TP4A supports the development and dissemination of best practices in transit planning inclusive of people with disabilities and older adults. Unless these individuals are directly involved in the planning and design of the mobility programs that are to serve them, the programs may not be truly responsive to their needs.

The TP4A project developed, tested and demonstrated ways to empower people with disabilities and older adults to be actively involved in design and implementation of coordinated transit systems. Over the past ten years, a major component of these efforts was funding a series of demonstration projects, each seeking to increase the inclusion of disenfranchised populations in transit planning. These projects have focused on furthering inclusive planning practices at the local 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 seek to ensure that historically underrepresented groups are actively and meaningfully engaged in the transit planning process.

As participants in the planning process work together, they learn from each other and create solutions from those actively involved. Transit programs designed by those using the service will be more responsive to their needs. Furthermore, groups and individuals involved in the design of a project will become advocates for the project as it moves to implementation and beyond. In addition to improving the transit program, the process of inclusive planning builds the knowledge, trust, communication, and skills of participants that they can take into other aspects of community building.

TP4A has funded over 40 community projects which have supported active engagement of persons with disabilities and older adults in transit planning. Despite the efforts to promote and encourage involvement of persons with disabilities and older adults, there are countless

agencies across the country who are likely confronted by similar challenges to inclusion and could benefit from identified best practices in inclusive planning.

CTAA is seeking assistance to conduct research and document findings into 'Best Practices' that will further support organizations and agencies as they work to enhance their inclusive planning processes both internally and externally. The effort would seek to discern common challenges to authentic and meaningful inclusion and known strategies to successfully counter these barriers. An initial literature review will identify existing research and resources and discern which strategies should be compiled into a document of best practices.

The final publication that compiles these best practices will be disseminated across a diverse array of community-based organizations who are likely challenged by similar aspects of diversity, equity, and inclusion in their transit planning efforts. Particular attention should be given to any and all populations that intersect the identities of older adults and people with disabilities, and documenting how community characteristics can be actively and meaningfully incorporated into transit planning when common barriers are present.

## Consultant Tasks

The selected consultant will collaborate with TP4A staff as the consultant reviews literature and develops their research methodology based on their successful response to this RFP. Consultant tasks will include the following:

1. Conduct literature review of existing research, publications, resources, white papers, and organizations related to successful practices of inclusion of older adults and people with disabilities in transit planning. Research questions include:
  - a. What practices have been demonstrated to lead to successful inclusion of people with disabilities and older adults in transit planning?
  - b. Are there promising practices that should be considered as possible models to be tested for efficacy and scaling?
  - c. Other than Transit Planning for All, what government, nonprofit, and private organizations have conducted research on successful practices in inclusive transit planning during the last 10 years?
2. Document and describe common transit challenges associated with achieving inclusion of older adults, and people with disabilities.
3. Document and describe best practices related to active, meaningful, and authentic engagement of older adults, and people with disabilities in the transit planning process.

## Consultant Deliverables

1. Draft Report documenting results of literature review, common challenges achieving inclusion of older adults, and people with disabilities, strategies and best practices that can promote and lead to meaningful participation of older adults, and people with disabilities in transit planning. Report will include executive summary describing primary findings.
2. Final Project Report incorporating comments and revisions provided by project partners.

It is anticipated that the selected consultant will conduct research virtually; no travel will be required. Periodic virtual meetings will take place with TP4A project staff and project partners.

## CTAA Responsibilities

With regard to this project, CTAA will provide any relevant background information and ongoing discussions and collaboration for the project.

Consultant's contact for the duration of this project is Charles Rutkowski, [rutkowski@ctaa.org](mailto:rutkowski@ctaa.org).

## Proposal Requirements

1. A discussion of the consultant's understanding of the requirements of the RFP.
2. Demonstrated familiarity with the Pathway to Inclusion Tool to assess and distinguish between the types and degree of active and meaningful inclusive activities in programs and their communities.
3. A statement of consultant's related research experience, including and services. familiarity with urban, rural, and tribal transit planning.
4. A list of all staff proposed for the project, including statements of relevant work and experience.
5. Consultant's DUNS number and confirmation that the Consultant already is or is willing to become registered in the [SAMS](#) federal database.
6. Consultant's proposed price. The price should be a fixed all-inclusive price and include hourly rates of all staff assigned and consultant's current approved indirect cost rate.
7. A statement regarding consultant's time and capacity to undertake the project from an anticipated start date of December 19, 2022 to project completion by March 17, 2023.
8. Certification that neither the consultant nor project managers are debarred from receiving federal funds:
9. Signed statement that Offeror has authority to work in the United States.
10. Statement of any involvement of Disadvantage Business Enterprises.
11. Covered telecommunications equipment or services- completed Attachment 1, below.
12. A drug free workplace assurance.

13. Domestic preferences- As appropriate and to the extent consistent with law, the consultant should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products), where applicable.
14. Disclosure on Lobbying- completion of SF LLL if appropriate.
15. Submittal of Attachment 2 Contractor Subgrantee Qualification Form.

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. Any requests for publication of this research must be submitted, in writing, and approved in advance by CTAA.

## Budget Range

The budget range for the project is \$36,000.00 to \$40,000.00

## Selection Criteria

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

- Demonstrated familiarity with community participation and inclusion in transit planning.
- Demonstrated ability to conduct thorough research and document findings in an organized, reliable and actionable manner.
- Demonstrated experience, skills and abilities of staff proposed for project.
- Clearly stated ability to comply with requirements and timetable outlined above.
- Best value pricing (quality + price).
- CTAA reserves the right to award the contract, not award the contract, or negotiate with the successful offeror to ensure that the proposed approach and deliverables will meet the research needs.

## Submittal Instructions

Please submit an electronic response to this RFP by email to **Charles A. Rutkowski**, [rutkowski@ctaa.org](mailto:rutkowski@ctaa.org) no later than 5:00 p.m., EDT, on November 29, 2022.

Attachment 1

COVERED TELECOMMUNICATIONS EQUIPMENT OR SERVICES-REPRESENTATION (OCT 2020)

(a) *Definitions.* As used in this provision, "covered telecommunications equipment or services" and "reasonable inquiry" have the meaning provided in the clause [52.204-25](#), Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Procedures.* The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for "covered telecommunications equipment or services".

(c) (1) *Representation.* The Offeror represents that it  does,  does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument.

(2) After conducting a reasonable inquiry for purposes of this representation, the offeror represents that it  does,  does not use covered telecommunications equipment or services, or any equipment, system, or service that uses covered telecommunications equipment or services.

(End of provision)

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Name of Consultant/Organization

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Signature of Consultant/Organization

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Date

## CTAA CONTRACTOR/SUBGRANTEE QUALIFICATION FORM

Today's Date: \_\_\_\_\_

### Instructions

*Please complete all of the following sections that apply to your company.*

### Company Information

Point of Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_ Mailing address: \_\_\_\_\_

City, State and Zip code: \_\_\_\_\_

- Are you/your organization certified as a Minority/Disadvantaged Business Enterprise (MBE/DBE)?  
\_\_\_\_\_
  - How many employee/associates does your organization have? \_\_\_\_\_
  - What year was the company formed or how many years does the company have in transit consulting?
- 

### Products and/ or Services

Please list your organization's primary business activity using its North American Industrial Classification System (**NAICS**) codes:

NAICS Code	Description

Additional Information:

*The following information should be submitted on a separate sheet.*

- Prior experience: List relevant experience with emphasis on rural public and community transportation. Samples of previous work may be included.
- References: At least three references must be provided for rural public and/or community projects.
- Personnel: Include education and experience of key staff
- Cost: Indicate your usual type of contract pricing, such as hourly, fixed costs plus expenses etc., and your rate
- Company Statement: Describe your firm in one paragraph or less.
- Referrals: Request for technical and consultant services are frequently received from transit operators, state transportation officials, and community and government groups. Please indicate whether you wish the entire questionnaire to be reproduced and forwarded to the inquiring party or if you prefer that the company name and contact be released.

Return entire form and any additional materials to: Lena Kyle, CTAA  
1341 G Street, NW  
Washington DC 20005