



## **Northeast Ohio Areawide Coordinating Agency**

NOACA

1299 Superior Avenue

Cleveland, Ohio 44114-3204

(216) 241-2414

[www.noaca.org](http://www.noaca.org)

## **Scope of Services for Transit Asset Management Plan**

**Issue Date: February 17, 2017**

**Closing Date: April 7, 2017**

NOACA is seeking a qualified firm to contract for consulting services to develop a Regional Transit Asset Management Plan. The deadline for submittals is **Friday, April 7, 2017, 12:00 PM.**

## Contents

1. THE NORTHEAST OHIO AREAWIDE COORDINATING AGENCY (NOACA).....	3
2. INTRODUCTION and BACKGROUND.....	4
3. SCOPE AND PROJECT DETAILS .....	5
4. QUALIFICATIONS.....	8
5. PROCUREMENT TIMELINE.....	9
6. EVALUATION CRITERIA.....	10
7. SUBMITTALS.....	11
8. ADMINISTRATIVE PROCEDURES AND CONDITIONS.....	12
9. QUESTIONS.....	13

## 1. THE NORTHEAST OHIO AREAWIDE COORDINATING AGENCY (NOACA)

The Northeast Ohio Areawide Coordinating Agency (NOACA) is a Cleveland-based transportation and environmental planning organization that serves as the metropolitan planning organization (MPO) and designated areawide water quality management agency for the counties of Cuyahoga, Geauga, Lake, Lorain, and Medina in Ohio.

In these capacities it:

- Works with other organizations to help address northeast Ohio's transportation, air quality, and water quality needs.
- Conducts metropolitan planning for various modes of transportation, including vehicles, freight, transit, bicycle, pedestrian, etc., while considering the transportation system's impact on the environment and land use.
- Prepares the region's long-range transportation plan and short-range transportation improvement program, which is the region's capital budget for federally funded transportation projects.
- Conducts studies that address congestion, improve safety and strengthen community livability.

The vision of NOACA is as follows: NOACA will **STRENGTHEN** regional cohesion, **PRESERVE** existing infrastructure, and **BUILD** a sustainable multimodal transportation system to **SUPPORT** economic development and **ENHANCE** quality of life in Northeast Ohio.

NOACA is directed by a 45-member Board of Directors, representing the City of Cleveland and all five NOACA counties and their communities, plus transit agencies, the Northeast Ohio Regional Sewer District (NEORS), the Cleveland-Cuyahoga County Port Authority, the Ohio Environmental Protection Agency (Ohio EPA), and the Ohio Department of Transportation (ODOT).

The NOACA region is home to 2.1 million people and over 150 units of government. The region is anchored by several urban core cities with the largest being Cleveland.

More information about NOACA is available on our website at [www.noaca.org](http://www.noaca.org)

## **2. INTRODUCTION and BACKGROUND**

NOACA is looking to develop a transit asset management plan (TAM) that incorporates the processes, activities, and tools necessary to give transit agencies the ability to manage the efficient use of its transit assets. Transit assets include vehicles, guideway elements, stations, facilities and systems. The plan shall include an inventory of current transit assets, condition assessment and performance monitoring requirements, and a lifecycle management plan/tool that documents costs, performance, and expectations associated with transit assets over their lifespan.

In 2012, the Moving Ahead for Progress in the 21st Century Act (MAP-21) mandated—and in 2015 the Fixing America's Surface Transportation Act (FAST) reauthorized—FTA to develop a rule to establish a strategic and systematic process of operating, maintaining and improving public transportation capital assets effectively through their entire life cycle.

Later in July 2016, FTA published a Final Rule for Transit Asset Management. The rule requires FTA grantees to develop asset management plans for their public transportation assets, including vehicles, facilities, equipment, and other infrastructure.<sup>1</sup> NOACA is seeking to comply with the federal rule for MPO's, Tier I and Tier II service providers.

This project involves the Consultant supporting NOACA in the development of a group Transit Asset Management (TAM) Plan pursuant to the FTA Final Rule on Transit Asset Management Plans <https://www.gpo.gov/fdsys/pkg/FR-2016-07-26/pdf/2016-16883.pdf> for the Tier I and Tier II transit agencies (as defined in the Final Rule) within the NOACA planning area. Tier I agencies operate rail and have either one hundred and one (101) vehicles in fixed route or general demand response service during peak regular service hours. Tier II agencies are those transit operators that do not operate rail fixed-guideway public transportation systems and have either one hundred (100) or fewer vehicles in fixed-route revenue service during peak regular service or have one hundred (100) or fewer vehicles in general demand response service during peak regular service hours. In the NOACA service area the Tier I and II transit agencies are:

### Tier I

- Greater Cleveland Transit Authority (GCRTA)

### Tier II

- Laketran (Lake County)
- Geauga County Transit (GCT)
- Lorain County Transit (LCT)
- Medina County Public Transit (MCPT)

The Greater Cleveland Regional Transit Authority is a Tier I agency and will have a separate but parallel plan with the Tier II agencies group plan. Data for the Tier I plan will be provided by GCRTA.

---

<sup>1</sup> <https://www.transit.dot.gov/TAM/rulemaking>

### **3. SCOPE AND PROJECT DETAILS**

NOACA is seeking Request for Proposals (RFP) from consulting firms experienced in transportation planning, principles of asset management, risk assessment, life cycle analysis, and establishing performance measures. The services will be needed to assist in the development of NOACA's Transit Asset Management Plan (TAM) for the region's Tier I and Tier II transit agencies. Requested services include but are not limited to: project management, implementing project scope, meeting coordination with staff and stakeholders, technical analysis of assets and performance measures, plan preparation and editing, and implementation of the plan. Tier I GCRTA is seeking to become FTA compliant.

The Consultant's role in the development of the Tier I TAM Plan and the Tier II group TAM Plan will address the following elements:

- 1. Inventory:** The Consultant will assemble asset inventory data from the Tier I and Tier II group. This will include data at the required level of detail for the following asset classes: revenue and non-revenue vehicles, equipment, and facilities. The level of detail may differ by agency and should be at a level that will support capital programming decisions. The primary source of information will include off-the-shelf documents, routinely produced or maintained by each of the transit agencies, including maintenance work order system, fixed asset register used in the accounting system, grant applications, and similar documents.

The Consultant will review the data for complete entry of the following for each line item:

- Description
  - Asset classification in the TERM Lite asset hierarchy
  - Acquisition year
  - Useful life
  - Replacement cost
  - If renewable, last renewal year
  - If renewable, renewal useful life
  - If renewable, cost of renewal
- 2. Condition:** The Consultant will assemble asset condition data for the assets in the inventory. The Consultant will have primary responsibility for the inspection of revenue vehicles and non-revenue vehicles. The Consultant will review maintenance records to be provided by each of the Tier I and Tier II group agencies and will develop a sampling plan for the inspection of the fleets of the Tier II agencies. The Consultant will review with the agencies whether separate sub fleets need to be identified to address vehicles with particular overhauls or maintenance campaigns. It is expected that no more than 15 percent of the fleet at each agency will be inspected. The Consultant will coordinate with each of the agencies to identify specific vehicles to be inspected and confirm that adequate space and equipment in the maintenance facilities is available, including inspection lifts and/or inspection pits. GCRTA (Tier I) has inspection data available and will provide.

The Consultant will have an advisory role to both NOACA and the transit agencies in the determination of condition of other equipment and facilities. This will include support to the agencies in the application of FTA guidance and the specification of services to be rendered by consultants and contractors to the agencies if they choose to seek outside support in performing condition assessments of other equipment and facilities.

3. **Decision Support Tool:** The Consultant will provide a decision support tool which will be applied to the asset inventory and condition data to project current state of good repair (SGR) backlog, future SGR needs, and the impacts on future asset condition of not fully funding the SGR backlog and future needs. Consistent with FTA guidance, the decision support tools considered will a) applied the inventory and condition data, b) apply a clear, documented, and repeatable decision-making process, and d) not be limited to software applications. Various decision support tools should be considered. The final selection of the decision support tool to be applied will be made by NOACA with input from the Tier I and Tier II agencies and made available to NOACA and the agencies at the close of the project.
4. **Investment Priorities and Strategies:** The Consultant will provide the application of the decision support tool to establish investment priorities and strategies for each of the Tier I and Tier II group agencies for capital budget agreed to by NOACA and each of the group agencies.

## Tasks and Deliverables

Consultant will have access to NOACA's available data but is also responsible to gather data that is necessary to complete tasks. GCRTA will supply available data for Tier I plan.

### Task 1 - Kickoff meeting

- The successful consultant shall hold the meeting within (10) working days of the effective date of the agreement at 1299 Superior Avenue, Cleveland, Ohio 44114. Minutes of the meeting shall be submitted to NOACA for approval within (5) working days. The kickoff meeting will include a discussion of expectations for the project. The agenda for the meeting will be developed by the NOACA project manager.

### Task 2 – Project Management

- Develop project management plan  
The project management plan (PMP) is the main planning document describing how the project will be managed. The PMP is a living document and should be updated throughout the project. At a minimum the plan should contain:
  - Project overview
  - Scope
  - Methodology
  - Schedule
  - Budget
  - Project team
  - Risk management
  - Communication/Public Involvement
- The completed PMP should be submitted to NOACA within 2 months of contract execution.
- Consultant will generate monthly project reports to include, schedule, budget, expenditures to date, summary of project status and milestones for deliverables.
- NOACA and Consultant will conduct monthly check-ins by phone to track project progress

- Consultant will facilitate and provide materials for bi-monthly (every two months) TAM working group meetings to be held at NOACA offices unless otherwise stated by NOACA Project Manager. The working group will provide guidance and input into plan development
- Consultant will prepare two (2) in person presentations to show progress and the end of Task 4 (mid-way) and at completion of the project and may also be needed for NOACA Board and/or Committee meetings

### **Task 3 - Asset Inventory Data Assembly**

- Consultant will collect, review, and synthesize the asset inventory data for all Tier I and Tier II agencies. The asset inventory component of the asset management system identifies all critical assets, their location, and important attributes such as age, expected useful life, cost, and type of asset. GCRTA (Tier I) will provide available inventory data.
- Consultant will prepare spreadsheets containing the data for each asset and for each Tier group. (1) spreadsheet for Tier I and (1) spreadsheet for Tier II
- This task is to be completed 6 months from effective date of agreement

### **Task 4 - Condition Data Assembly**

- Consultant will collect, review, and synthesize the asset condition data for all Tier I and Tier II agencies. The condition data component provides a location to store raw condition data, aggregate condition data (converted to level-of-service measures/metrics), and ratings for the assets. This data set largely makes up the fundamental performance characteristics of assets within the agency. Unlike for the asset inventory, FTA regulations only require a condition assessment for assets for which the transit provider has direct capital responsibility. GCRTA (Tier I) will provide available asset condition data.
- Consultant will prepare spreadsheets containing the data for each asset and for each Tier group. (1) spreadsheet for Tier I and (1) spreadsheet for Tier II
- This task is to be completed 6 months from effective date of agreement

### **Task 5 - Selection and Application of Decision Support Tool**

- Consultant will help determine the best framework and methodology for selection of the decision support tool. The tool should be flexible to accommodate for various transit agencies Tier I and Tier II. A different tool for Tier I may be needed.
- The consultant will research and recommend a support tool that will address the requirements from FTA and the needs of Tier I and Tier II transit agencies.
- The tool should aide transit agencies in: (1) assessing the current condition of its capital assets; (2) determining what the condition and performance of its assets should be (if they are not already in a state of good repair); (3) identifying the unacceptable risks, in continuing to use an asset that is not in a state of good repair; and (4) deciding how to best balance and prioritize reasonably anticipated funds (revenues from all sources) towards improving asset condition and achieving a sufficient level of performance within those means.

- The consultant will provide guidance on how to update support tool for future usage
- Consultant will provide support tool to each transit agencies for future usage
- This task is to be completed 12 months from effective date of agreement

**Task 6 - Establishment of Asset Investment Priorities and Strategies**

- Consultant will provide technical analysis of the inventory of assets and conditions required to develop TAM objectives for all transit agencies. This analysis will include identifying and prioritizing funding, detailing life cycle costs analysis, performing assessment of assets, risk assessment and use life cycle cost to efficiently manage assets.
- Consultant will provide the necessary criteria by which decisions can be made to acquire, create, renew or dispose, utilize and maintain assets and to determine how those assets should perform and be monitored
- This task is to be completed 6 months from Task 5-Decision Support Tool completion

**Task 7 – Report Preparation and Presentation of Findings**

- Consultant will draft, revise, and finalize the TAM. The document will be strategic in establishing its approach to managing, planning, financing, maintaining, and operating the assets. There will be one TAM for the Tier I agency and one group TAM for the Tier II agencies.
- Tier I report should bring GCRTA and Tier II agencies into compliance with FTA
- Components of the plan should include but not limited to: Implementation steps, required resources, performance management objectives and address reliability, safety, lifecycle cost metrics and risk assessment and funding. The Tier I plan may require more.
- Consultant will conduct a final presentation of the plan and findings to NOACA staff, steering committee, and stakeholders
- Consultant will provide meeting materials and other materials as needed
- This task is to be completed 6 months from Task 5- Decision Support Tool completion

**4. QUALIFICATIONS**

Any combination of skills and experience that can successfully and effectively address the scope of services will be considered.

## **5. PROCUREMENT TIMELINE**

NOACA's process and timeline for the selection of a consultant are as follows:

### **April 7, 2017. 12:00 noon - Deadline for RFP Submittals**

Submittals must be received at NOACA by the above deadline. Submittals should be marked to the attention of Susanna Merlone. Digital proposals are to be submitted via email to [procurement@mpo.noaca.org](mailto:procurement@mpo.noaca.org), but NOACA assumes no responsibility for formatting or transmission errors. Submittals received after the deadline will not be considered. Please reference "Transit Asset Management RFP" in the email subject line.

### **April 10-17, 2017. Consideration of Submittals and Selection of Interview Candidates**

An evaluation team will select candidate(s) from submittals received for interview(s). This process will include review of submittals, references and other information as necessary, as well as the rating of submittals.

### **April 19-21, 2017. Interviews with Selected Candidates (If Needed)**

Interviews will provide an opportunity for NOACA and selected candidates further to gauge their fit and ability to work with each other.

Please ensure that the appropriate representative, including the designated project manager, will be available to attend an interview if your organization is selected as a finalist.

### **April through June 2017. NOACA Committee Review Process**

### **June 9, 2017. Approval of Contract by NOACA Board of Directors**

## 6. EVALUATION CRITERIA:

Criteria	Weight %
Project Approach: Exhibit 1. Note 3	40
Demonstrated experience with similar projects: Exhibit 1. Note 2	20
Qualifications of the organization(s) & project team: Exhibit 1. Note 1	20
Cost: Exhibit 1. Note 4	20
<b>Total</b>	<b>100</b>

### Exhibit 1 - Consultant Selection Rating Form Notes

1. **Qualification of Staff** - The Proposal must demonstrate that the Consultant has the organizational capability and experience to complete the project. Identify the project team members, the role of the prime consultant, and any sub consultant(s). The rankings and scores will be based on the Staff's experience on similar projects and past performance for other agencies.

Differential scoring will consider the relative importance of the Project Managers role in the success of a given project. The Project Manager's role in a simple project may be less important than for a complex project, and differential scoring will reflect this, with higher differentials assigned to projects that require a larger role for the Project Manager.

2. **Demonstrated Experience with Similar Projects** – The proposal must demonstrate each consultant's experience and established competence related to this procurement. Each consultant shall be ranked, with the highest ranked consultant and proposed sub consultants receiving the greatest number of points, and lowest ranked consultant and proposed sub consultants receiving commensurately lower scores. The rankings and scores will be based on each firm's experience on similar projects and past performance for NOACA and other appropriate agencies. The selection team will consider documented performance ratings if available, and consult other agencies as appropriate. The use of documented ratings shall place emphasis on the specific type of services requested.

3. **Project Approach** - Each consultant shall be evaluated based on the approach presented in the proposal to complete the project. Factors for evaluation shall include project schedules; demonstration of understanding for the project; methods and strategies to best accomplish the project; creativity; viability; and implementation. Proposals should clearly describe how each task or deliverable will be completed.

4. **Cost:** Total cost will be evaluated on a scale relative to the cost of all proposals received. The lowest-cost proposal shall receive the highest points possible, and each proposal thereafter will be weighted in comparison. The selection team shall review cost factors, such as billable hours, rates of pay and appropriate staff assignment relative to the complexity of each task.

## 7. SUBMITTALS

## 7.1 Instructions for Submission of Responses

All responses to this RFP shall contain the following sections in the following order:

1. Letter of interest
2. Abstract
3. Background and Experience
4. Project Staffing and Organization
5. References
6. Cost Proposal

And, optionally:

7. Supplementary and/or reference material

Submissions for items 1-6 must be made electronically by **12:00 noon on Friday, April 7, 2017**, using a PDF or Microsoft Office format. Proposals must be sent to [procurement@mpo.noaca.org](mailto:procurement@mpo.noaca.org) with "Transit Asset Management" in the subject line. For items 1-6, the number of pages per section must not exceed the number detailed below. The largest file size attachment that may be emailed is 65mb. For file sizes larger than that, respondents must provide an FTP link with the file, including any necessary logins and passwords before the procurement deadline. Paper submissions will not be accepted.

Supplementary and/or reference material, may be submitted or referenced as a DVD, website, via FTP, or other media or means. Accessibility to any website or platform, including any login information and passwords must be provided. Such material or references, including authority to review such information (if client-proprietary, for example) must be made available by the procurement deadline indicated above. Any media that must be mailed shall be sent to the address below and shall be referenced in the pdf document containing Sections 1-6. (Any items mailed or sent via courier services must arrive before the procurement deadline to be considered as submission supplementary material.)

Submittals received for items 1-6, above, will be confirmed via email. Please call (216) 241-2414 if you do not receive an email response within 48 hours indicating that your submittal was received.

## 7.2 Submittal Details

Proposal package should include the following:

1. **Letter of interest** – Must be no more than 2 pages and include contact information and authorizing signature.
2. **Abstract** – The abstract will consist of a summary of the highlights contained in the proposal and will be a maximum of one page.
3. **Background and Experience** – This section will include background information on the applicant's organization and shall give details of experience with similar projects, placing a particular emphasis on map-based big data platforms. This may not be more than 5 pages.

4. Samples of work performed by the applicant related to previously implemented projects must be submitted (either a website or other media, or as supplementary material discussed above).
5. **Project Staffing and Organization** – Must be no more than 10 pages in length. This section should outline the qualifications and relevant experience of key staff members proposed to work on this project. It should identify these staff members' experience with similar projects, with a particular emphasis on big data and/ or map-based software query applications and these staff members' proposed roles on the project. Staff bios should be included in this section. After contract award, project staff changes must be approved by NOACA.
6. **Project Approach** – No more than 12 pages. This section shall discuss the vendor's proposed project plan and approach that will be utilized to implement the scope of work outlined in this RFP, and include specific outputs and milestones.
7. **References** – No more than 1 page listing the most recent references from similar projects that include contact information.
8. **Cost Proposal** - The cost proposal must adhere to the requirements stated in Section 8, Exhibit 1, and Note 4.
9. **Supplementary and/or reference material** - Examples of past work performed for other clients that demonstrate the capability to develop a Transit Asset Management Plan.

## **8. ADMINISTRATIVE PROCEDURES AND CONDITIONS**

- A. It is the policy of NOACA, as required by the Federal Highway Administration (FHWA), that Disadvantaged Business Enterprises (DBEs) shall have equal opportunity to compete for contracts and/or subcontract with another consultant to perform the requested services. The consultant must use its best efforts to solicit from and to use DBE subcontractors with meaningful minority groups and female representation among their employees. The consultant must ensure that the DBE sub consultant(s) is (are) performing a "commercially useful function" as defined in CFR 26.55. This agreement includes a DBE Goal of 12.1%. At least this percent of the agreement shall be subcontracted to certified DBE firms. In the event the consultant is unable to meet the DBE goal placed on this project, however, a good-faith effort must be demonstrated that documents the effort made to secure the services of DBE subcontractors. This documentation must be included with the proposer's submittal. The percentage goal may be met if the awarded consultant is DBE certified. Consultant proposals that do not include the minimum percentage of DBE participation noted above or that cannot demonstrate good-faith efforts to include a DBE may be rejected. If selected, the consultant's price proposal shall reflect the required level of DBE participation or provide an explanation of how the requirement will be met in later phases of the work.
- B. Consultants agree not to discriminate against any employee or applicant for employment because of race, color, religion, age, creed, sex, sexual orientation or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultants further agree to comply with all

requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq., 49 C.F.R. Part 21.

- C. The proposal, including price, shall be valid for at least nine months from the date of submission.
- D. An RFP does not constitute an offer or a contract. No contract may be awarded without a resolution by the NOACA Board of Directors.
- E. NOACA reserves the right to cancel or reissue the RFP or to revise the timeline at anytime.  
NOACA reserves the right to reject any and all proposals and to waive minor irregularities in the proposal process. NOACA may accept any proposal if such action is believed to be in the best interest of the agency.
- F. NOACA is not liable for any cost incurred by the proposer prior to execution of a contract.
- G. The contract between the successful proposer and NOACA shall include all documents mutually entered into specifically, including the contract instrument, the RFP and the response to the RFP. The contract must include, and be consistent with, the provisions stated in the RFP.
- H. The prime consultant or system provider will be required to assume the responsibility for all services offered in the proposal regardless of whether directly performed by the prime consultant. Further, the prime consultant will be the sole point of contact for NOACA with regard to contractual matters.
- I. The consultant project team shall be approved by NOACA. NOACA must approve any changes in the project team.
- J. Any award of contract will be to the consultant or contractor that provides the highest value relative to costs.
- K. Consultants must show proof of liability insurance.
- L. NOACA reserves the right to cancel or reissue the RFP or to revise the timeline at anytime.

## **9. QUESTIONS**

For questions regarding the RFP, please contact [procurement@mpo.noaca.org](mailto:procurement@mpo.noaca.org). All questions must be submitted by email by noon on April 6, 2017. All answers will be publicly posted on [www.NOACA.org](http://www.NOACA.org).

**Attachment 1- Regional Resources:**

<b>Federal Transit Administration</b>	<a href="https://www.transit.dot.gov/TAM/rulemaking">https://www.transit.dot.gov/TAM/rulemaking</a>
<b>Transit Asset Management Planning</b>	<a href="https://www.transit.dot.gov/TAM">https://www.transit.dot.gov/TAM</a>
<b>ODOT Office of Transit</b>	<a href="http://www.dot.state.oh.us/Divisions/Planning/Transit/Pages/default.aspx">http://www.dot.state.oh.us/Divisions/Planning/Transit/Pages/default.aspx</a>
<b>Laketran</b>	<a href="https://laketran.com/">https://laketran.com/</a>
<b>Medina County Public Transit</b>	<a href="http://www.medinaco.org/transit/index.html">http://www.medinaco.org/transit/index.html</a>
<b>Geauga County Transit</b>	<a href="http://www.geaugatransit.org/">http://www.geaugatransit.org/</a>
<b>Lorain County Transit</b>	<a href="http://www.loraincounty.us/commissioners-departments/transit">http://www.loraincounty.us/commissioners-departments/transit</a>
<b>GCRTA Strategic Plan</b>	<a href="http://www.riderta.com/strategicplan">http://www.riderta.com/strategicplan</a>
<b>ODOT's Statewide Transit Needs Study</b>	<a href="http://www.dot.state.oh.us/divisions/planning/transit/transitneedsstudy/Pages/StudyHome.aspx">http://www.dot.state.oh.us/divisions/planning/transit/transitneedsstudy/Pages/StudyHome.aspx</a>
<b>NOACA Service Area Map</b>	<a href="http://www.noaca.org/modules/showdocument.aspx?documentid=6625">http://www.noaca.org/modules/showdocument.aspx?documentid=6625</a>