



**State of West Virginia
Department of Administration
Purchasing Division**

NOTICE

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

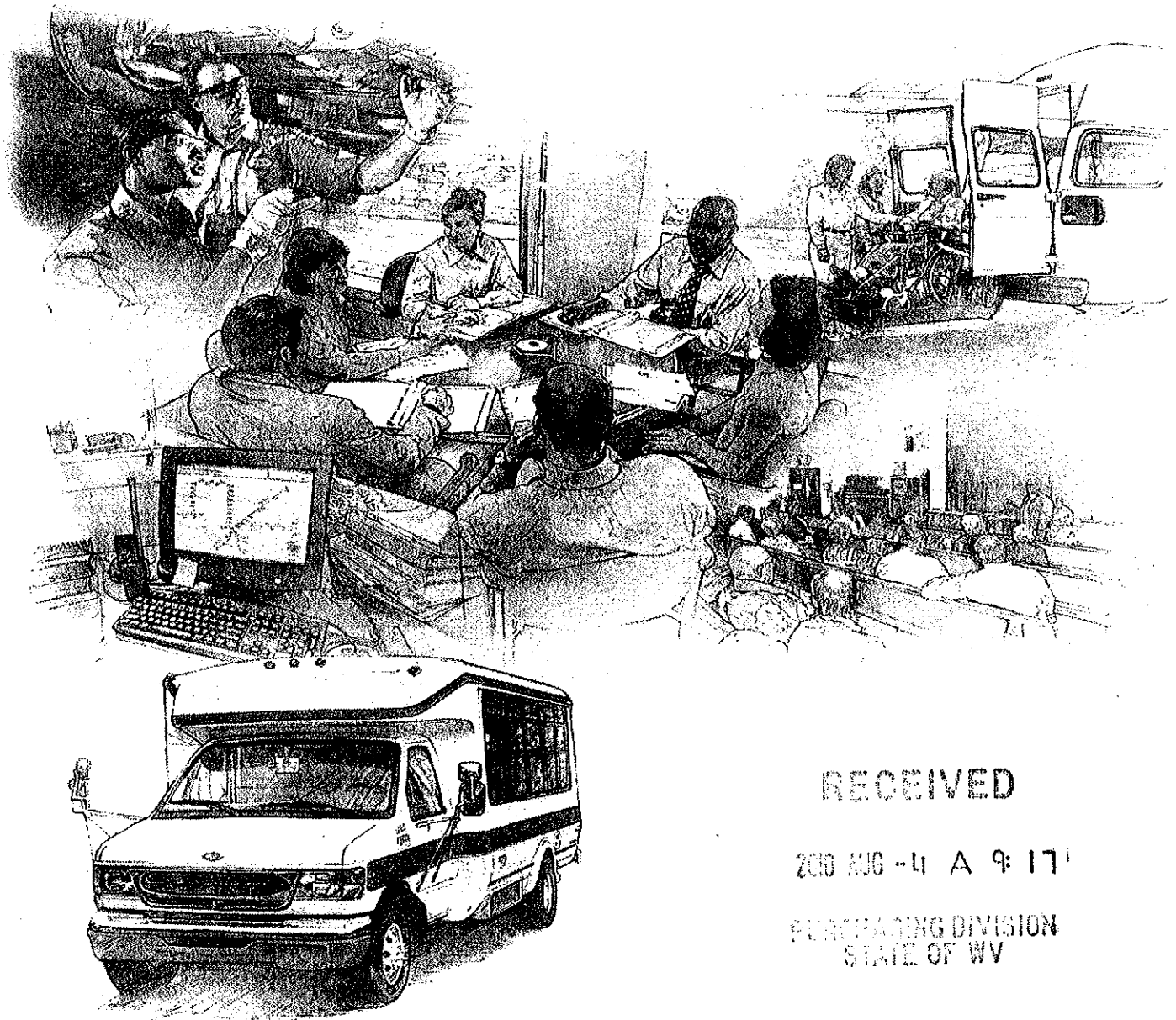
If you would like to review the bid in its entirety, please contact the buyer. Thank you.



*A PROPOSAL TO UPDATE HUMAN SERVICE
COORDINATION PLANS AND OTHER STUDIES*

*PREPARED FOR THE WEST VIRGINIA DIVISION OF PUBLIC
TRANSIT (DPT)*

AUGUST 3, 2010



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PURCHASING DIVISION
STATE OF WV



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Department of Administration
Purchasing Division
Building 15
2019 Washington Street, East
Charleston, WV 25305-0130

August 3, 2010

Ladies and Gentlemen:

RLS & Associates, Inc. (RLS) is pleased to submit to the West Virginia Department of Administration its quotation, experience, management, and technical qualifications for:

- ◆ The update of coordination plans which meet the requirements of the Federal Transit Administration's (FTA) Section 5310, 5316, and 5317 grant programs for the West Virginia Department of Transportation (WVDOT), Division of Public Transit (DPT) and its 11 planning and development regions;
- ◆ Assistance to FTA Section 5311 and 5307 recipients to coordinate to the maximum extent feasible;
- ◆ Assistance to Metropolitan Planning Organizations with their plans, if requested;
- ◆ Technical assistance to organizations in the area of coordination; and
- ◆ Other planning studies as may be determined.

RLS is a woman-owned and operated business with a complement of transit planners, GIS technicians, compliance specialists, and trainers, supplemented by other associated contractors who regularly perform work for the company. The company was founded as a sole proprietorship in 1987 and incorporated in 1990. RLS is a Disadvantaged Business Enterprise certified by the West Virginia Department of Transportation, Equal Employment Opportunity Office, and an Equal Opportunity Employer as supported by the RLS Affirmative Action Plan, available for review upon request.

The primary focus of RLS since its inception has been assisting public transportation and human service transportation systems. RLS has a complete staff of transit planning experts, many who have extensive experience working in West Virginia and with the West Virginia Department of Transportation's (WVDOT) Division of Public Transit (DPT), and public transportation providers, paratransit providers, and local human service agencies throughout the state. RLS conducted the West Virginia Coordination Study, the West Virginia Coordination Toolkit and Coordinated Human Services-Public Transportation Plan Template, as well as coordinated plans for two West Virginia Planning and Development Regions.

RLS exceeds the proposal requirements of three (3) years of work experience with FTA grant programs and working experience with two (2) other state departments of transportation in assisting them in complying with FTA's coordination requirements. Further, each team member has been carefully selected for his or her specific expertise and contribution to this project.

Today's Solutions to Tomorrow's Transportation Needs

Dayton, OH | Columbus, IN | Raleigh, NC | Wilmington, NC | Chicago, IL

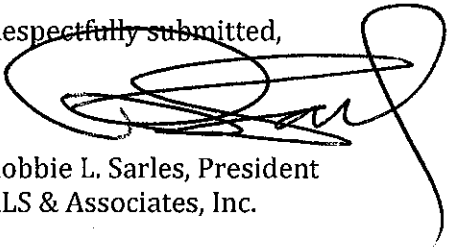
Specifically the RLS team possesses a solid background and experience with Federal Transit Administration programs, including Sections 5310, 5311, 5316, and 5317; extensive experience in providing technical support and assistance to State DOTs; and development and implementation of Coordinated Human Services and Transportation Plans. Two of the proposed team members managed State-administered Section 5311 programs, including the successful expansion of Section 5311 service. Each team member's experience and credentials are more fully described in the appropriate sections of the enclosed RLS response along with complete resumes and specific examples of RLS' work experience and performance.

Our proposed Project Manager for this project is Ms. Laura Brown. Ms. Brown was the Project Manager and major contributor for the Indiana Statewide Coordinated Public Transit-Human Services Transportation Plan under the direction of the Indiana Department of Transportation, Office of Transit (INDOT). This plan includes individual county and regional plans, including the Indianapolis Regional (8 County) Coordinated Public Transit Human Services Transportation Plan. Each of these plans consists of a comprehensive community outreach process, including a community survey and several focus groups, alternatives analysis, organizational and service strategy goal development, and implementation plan. Ms. Brown was also the Project Manager for the update of Human Services Transportation Coordination Plans for Anchorage and Sitka, Alaska; and development of a coordinated plan for Lee-Russell Counties, Alabama; and seven single and multi-county SAFETEA-LU coordinated public transit-human service transportation plans in Ohio. Additionally, Ms. Brown was a contributor to the Wisconsin DOT Human Services Transportation Plan.

As Project Principal, I have been extensively involved in the conduct of all of these projects, including those in West Virginia. Our proposed project approach and relevant company qualifications are included herein. Of particular relevance to this project is our extensive national expertise in interpreting and accurately applying Federal Guidelines regarding Federal Transit Administration's Elderly Individuals and Individuals with Disabilities (5310), Job Access and Reverse Commute (5316), and New Freedom (5317) programs as well as Sections 5311 and 5307, and other programs that typically provide funding for transportation-related services to public and human services coordinated transportation programs.

I believe RLS has experience second to none in the topics encompassed in this project. As RLS President, I am the individual authorized to negotiate this offer. You may contact me by telephone at (937) 299-5007, email at rls@rlsandassoc.com, or mail at 3131 South Dixie Highway, Suite 545, Dayton, Ohio 45439.

Respectfully submitted,



Robbie L. Sarles, President
RLS & Associates, Inc.

RLS:dt

Enclosure

COST PROPOSAL

Enclosed in this document is the cost proposal on Bid Form #1 that corresponds to the technical scope of work presented in the RFQ. The cost proposal as outlined on the following page presents the projected costs associated with each task. Associated expenses are also included.

Our proposed Grand Total Bid to complete the project is \$ 349,745.72.

Costs associated with optional task are listed on Bid Form #1 and are in addition to the Grand Total Bid.

BID FORM #1

Task	Estimated Quantities	TOTAL COST
Task 2.1.1 Develop 10 regional public transit human service plans/updates	Cost of one plan \$ <u>16660.94</u> times 10	\$ <u>166,609.40</u>
Task 2.1.2 Review and Evaluation of current plans	Cost of one review and evaluation \$ <u>1989.70</u> times 10	\$ <u>19,897.00</u>
Task 2.1.3 Conduct public outreach meetings/activities in 10 regions	Cost of one outreach meeting/activity \$ <u>2596.28</u> times 10	\$ <u>25,962.80</u>
Task 2.1.5 Provide assistance in review of plans	Cost of one review \$ <u>999.30</u> times 10	\$ <u>9,993.00</u>
Task 2.1.6 Produce regional reports (5 reports per region for a total of 50 reports)	Cost of 10 separate regional reports and 5 copies of each report (50 reports) \$ <u>3569.47</u>	\$ <u>3,569.47</u>
Task 2.1.6 Produce an Executive Summary of the 10 regional reports (30 copies required)	Cost of Executive Summary and 30 copies \$ <u>2379.65</u>	\$ <u>2,379.65</u>
Task 2.1.7 Make a presentation before the WV Transportation Coordinating Council	Cost per presentation \$ <u>10618.88</u> times 1 presentation	\$ <u>10,618.88</u>
Task 2.1.8 Prepare report on coordination pilot project undertaken by Eastern Panhandle Transit Authority	Cost of report and 30 copies \$ <u>17295.08</u>	\$ <u>17,295.08</u>
2.1.9 Report and evaluation of 5310 contract for services pilot project	Cost of report and 10 copies \$ <u>17222.12</u>	\$ <u>17,222.12</u>
2.1.10 Prepare evaluation of combination food and passenger vehicle project	Cost of report and 15 copies \$ <u>17870.84</u>	\$ <u>17,870.84</u>
2.1.11 Phase I Prepare financial projections and employing different matching ratios in Section 5311 program	Cost of report and 20 copies \$ <u>16395.76</u>	\$ <u>16,395.76</u>
2.1.11 Phase II Phase II Recommendations and selection criteria for the expansion of the Section 5311 program	Cost of report and 20 copies \$ <u>18944.52</u>	\$ <u>18,944.52</u>
Task 2.2 Initial meeting and Progress Meetings (5 meetings)	Cost of one meeting \$ <u>4597.44</u> times 5	\$ <u>22,987.20</u>
GRAND TOTAL BID		\$ <u>349,745.72</u>
Optional Tasks (Will NOT BE CONSIDERED IN BID AWARD)		
Optional Tasks Task 2.1.12 and 2.1.14 Technical Assistance – Cost per Hour	Cost per 1 hour \$ <u>125</u>	
Task 2.1.13 Preparation of Metropolitan Planning Organization's public transit human service transportation plan	Cost per plan/updates \$ <u>20,000</u> times 1 plan	

Vendor Name: RLS & Associates, Inc.

Vendor Address: 3131 S. Dixie Hwy
Dayton, OH 45439

Date: 07/26/2010

Signature: 