



Pikes Peak Area
Council of Governments

Communities Working Together

Specialized Transportation Services for the Colorado Springs Urbanized Area

Federal Transit Administration 5310 Program

Request for Proposals

March 29, 2021

Proposals due April 26th, 2021, by 5:00 pm
Interested providers must contact
Laura Crews, Mobility Coordinator for PPACG, at lcrews@ppacg.org

REQUEST FOR PROPOSALS OVERVIEW**Statement of Purpose:**

Pikes Peak Area Council of Governments (PPACG) is issuing a Request for Proposals (RFP), requesting applications for specialized transit service projects in the Pikes Peak area to begin July 1, 2021.

This is a call for projects for Federal Transit Administration (FTA) Section 5310 funds which are dedicated to transit projects serving seniors and individuals with disabilities.

Service Area and Organization Overview:

PPACG is a planning organization where local governments collaborate to establish guidelines, set policy, and allocate funding in the areas of transportation and personal mobility, growth and development, and aging and disability resources. PPACG serves as the federally designated AAA for three counties and is the federally designated Metropolitan Planning Organization for the Pikes Peak region. PPACG is the designated recipient of FTA Section 5310 funding for the Pikes Peak Urbanized Area.

Grants awarded through this RFP fund transit service projects in the Pikes Peak Urbanized Area. For a map of the eligible boundaries, click [here](#).

Period of Performance:

Grants awarded through this RFP are intended to have a 12-month grant period starting July 1, 2021, and ending June 30, 2022.

Request for Proposal Contact:

To express interest, ask questions about this RFP, the requirements of FTA 5310, please contact PPACG's Mobility Coordinator, Laura Crews, at lcrews@ppacg.org or 719-471-2096 ext 121.

Nondiscrimination:

PPACG, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively insure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.+

RFP SCHEDULE**Milestone Date Additional Information**

The RFP is released for Applications on March 29, 2021.

Mandatory Pre-application Workshop April 8, 2021, Mandatory training and workshop will be conducted via webinar on April 8, 2021, at 1:00 PM. To register, please contact Laura Crews at lcrews@ppacg.org.

Applications are due April 26, 2021. Applications should be submitted along with letters of support from impacted or participating entities. The application requires a mandatory Risk Assessment form to be submitted along with the application.

Applications will be reviewed internally by staff starting April 28, 2021. The internal review will consist of:

- An assessment for eligibility based on the requirements for 5310 funding and consistency with PPACG's Specialized Transit Plan.

Eligible projects will then be:

- Summarized and presented at the Regional Advisory Committee (RAC) Meeting on April 29, 2021, and a 30 day public comment period will begin.

- Reviewed, scored, and rated on criteria listed in this RFP by PPACG Staff and a Technical Advisory Committee (TRC)
- Scores and comments from the TRC will be reviewed by Transportation Advisory Committee (TAC) on May 20.
- The TAC will make recommendations to the Community Advisory Committee (CAC) on May 26, 2021.
- The public comment period concludes May 31.
- The CAC will make a recommendation to the Board of Directors for approval of projects on June 9, 2021.
- Notices of Awards will be sent by June 12, 2021.
- Finalized Scope of Work (SOW) and contracts will be distributed to recipient organizations by June 15, 2021.
- Applicants are required to have their contract signed by June 25, 2021, to begin funded services by July 1, 2021.

ELIGIBILITY

Applicant Eligibility of Federal Section 5310 funds:

Private nonprofit organizations, which provide specialized transportation services targeted toward meeting the needs of seniors and individuals with disabilities, are eligible applicants for the Section 5310 program.

Public entities are eligible if (a) the public entity has been named by PPACG as the coordinating body for specialized transportation in their area, or (b) the public entity certifies there is no available private nonprofit agency providing service. For some projects, eligible applicants also include a local government authority or an operator of public transportation.

In the Pikes Peak area, it would not be reasonable to assume there are no available private nonprofit agencies providing service. For a public entity to be named by PPACG as the coordinating body for specialized transportation in their area, a request must be made to PPACG in advance of application submittal; it would be PPACG's expectation that such a public entity would be playing the lead role and working closely with all agencies in its area to coordinate services.

These specialized services do not have to be an open door. However, all things being equal, a higher priority will be given to vehicles that will serve a wider population. Additionally, PPACG will not fund "residential" vehicles that are located at housing facilities and have very limited usage and clientele.

Open door service refers to service that is made available to any elderly or disabled person who requests it and is not limited to any particular client or membership group.

Threshold Minimum Criteria:

The applicant must have the financial and managerial capability and capacity to manage any funds awarded, as well as demonstrate that it has the resources necessary to operate the project on an ongoing basis. FTA 5310 grants will be awarded on a reimbursement basis; that is, the award recipient must first incur costs before being reimbursed by PPACG after submitting sufficient documentation of such costs. Therefore, the recipient must have the financial ability and cash flow to incur and pay such costs upfront and not expect immediate reimbursement from PPACG. The applicant must also be willing and able to follow federal and PPACG guidelines in procurement, as well as other pertinent regulations and guidelines.

Project Eligibility:

Projects for FTA-5310 must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although they may be used by the general public on an incidental basis. It is not sufficient that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project.

Eligible Operating Expenses for FTA Section 5310:

Those costs necessary to operate, maintain, and manage a transportation system. Operating expenses usually

include such costs as driver salaries, fuel, and items having a useful life of less than one year.

APPLICATION PROCESS

All applications need to be submitted online through PPACG's Request for Proposals system, OAA- SYS. The following outlines the different pieces of the application:

Risk Assessment

Each applicant will be required to fill out the risk assessment information when submitting an application. This section requires different information about your organization and its operations. This information is used by PPACG to conduct a risk assessment prior to an award being issued.

Proposal Summary/Service Description

The proposal summary section should provide a high-level summary of the details that are in the body of the proposal. In addition, there are individual narrative sections to provide specific details on each service requested for funding. Answers are word-limited, so please be concise and avoid duplication of information.

Budget

Minimum Request

It is recommended that each submitted proposal request a minimum of \$25,000. In those instances where the proposal is requesting less than \$25,000, respondents will be required to provide a brief explanation of why the proposal is below the recommended minimum in the budget section of the proposal.

Local match All projects funded through these programs are required to have a sufficient local match; however, due to the Coronavirus Response Relief Supplemental Act of 2021, FTA has waived the local match requirement for 5310 programs for this fiscal year. Typically, Capital and Mobility Management awards require a minimum local match of 20%.

In the future, local match may consist of any non-DOT federal funds, such as Medicaid, Older American's Act funding, or other funds that may be used for transportation, local tax revenues; local general operating funds; donations; or in-kind goods and services.

Local match identified may not be used to match any other grants. For example, the same AAA funds may not be used for a 5310 grant application and a CDOT grant application. Local entities may choose to overmatch, meaning their portion of the total project budget may exceed 20% for capital or mobility management projects.

Third-party in-kind goods and services may be used for the local share. If in-kind goods and services are being used for local match, they must have direct relevance to the project being matched and be contributed by a third-party. For example, volunteer driver hours may be used as part of the local Match under 5310 operating if the volunteer drivers are providing service to seniors and persons with disabilities, valued at the same fair market value of hourly rate as other drivers.

Fuel contributed in lieu of funding is not considered in-kind when the fuel is used solely for the provision of transportation under one of the operating projects. The cost of the fuel is considered contributed income and may be used as cash local Match.

Applicants wishing to use in-kind goods and services must identify them in their budgets and provide documentation for the valuation of services. All valuations of services and in-kind fair market values must be documented and approved by PPACG prior to any contract being issued.

PPACG in the future will require written letters of support and commitment from partners in a project that will need to make a commitment to the project (e.g., organizations providing some, or all, of the local Match, providing land or right-of-way for a project, or agreeing to share a multimodal facility). Applicants should not submit general letters of support.

Expense and Unit Budgets

The budget submitted during the RFP process should only reflect the contract period. Attached is a budget template. Applicants should base their budgets on a cost per ride. All expenses listed in the budget will be considered as direct costs, and applicants must be able to track expenses listed in the budget. The budget should include a description of each cost and the amount identified in each of the cost categories below:

- **Personnel**
 - **Direct Service Personnel** - Any employees directly responsible for providing service
 - **Administrative Personnel** - Any employees that provide non-direct services to the proposal
- **Travel** - Expenses related to travel necessary for the delivery of service in the proposal. Mileage expenses should not exceed the IRS mileage rate, and no out-of-state travel expenses are allowed.
- **Equipment** - Purchases of equipment needed for the delivery of service (e.g., material aid) over \$100. Do not include office supplies or other equipment not necessary to delivering service.
- **Contractual Services** - List any amounts that will be given to subcontractors. Subcontractors must be approved by PPACG prior to services beginning.
- **Staff Training** - Any job-related training necessary to the delivery of services outlined in the proposal. The only training that is relevant to achieve the goals of the proposal is allowed.
- **Supplies** - Any non-equipment supplies costing less than \$5,000 that are necessary to carry out the program.
- **Fuel**
- **Maintenance**
- **Depreciation of equipment**
- **Other** - Any other costs not identified in the categories above. Please provide details as to what these are.

The budgeted expenses must equal the total revenue identified in the proposal (grant funds requested + required Match). Program income should be estimated and identified in the proposal. However, program income is not counted toward the program's revenue for budgeting expenses in the proposal.

In addition to the financial budget submitted in the proposal, for **operating projects**, applicants will need to submit an estimate of the number of units of service provided and the number of unique clients that are served. The budget information submitted in the proposal is used to create a cost per unit rate and cost per client rate, which is used in the evaluation process. In addition, the units and clients will be used in determining geographic equity.

Narrative

There are four narrative sections in the proposal. Below are the following sections and descriptions.

1. **General Information:** Provide a brief history of your organization, programs offered, and service area.
2. **Demonstration of Need:** This section requires the applicant to demonstrate the need for services in their area. We suggest applicants include any relevant statistics. If a statistic is used, please note the source.
3. **Transportation Services:** Please describe the transportation services of your organization. Provide information about the level of services offered, hours of operation, capacity, and how the public accesses your services.
4. **Coordination:** Describe your organization's efforts to coordinate services with other transit organizations or programs. Detail how your organization's request for funding and program aligns with the region's specialized transit plan (link to the plan is attached).

EVALUATION CRITERIA

A selection committee made up of PPACG staff and neutral outside organization representatives. This committee will evaluate and score applications that are eligible to be funded under the 5310 program. All projects will be evaluated based on the criteria listed below. Each criterion is weighted to reflect the level of importance to the overall program.

1. Financial Need- Factors considered as a part of this criterion include: (Weight 10%)
 - Lack of funding sources available to the applicant
 - Reasonable faith efforts to obtain funds for the project from non-FTA sources
 - Reasonableness of costs to operate and administer the project
 - Amount of available revenue, including earmarked funds
 - A portion of the costs covered by local funds
2. Service Justification- Factors considered as a part of this criterion include: (Weight 15%)
 - Lack of appropriate public transportation alternatives (Demonstration of need)
 - Transit dependency of population proposed project serves
 - Extent to which the applicant provides services to other organizations, the number of riders, and types of trips
 - Size of the applicant's service area
3. Coordination and Effectiveness- Factors considered as a part of this criterion include: (Weight 20%)
 - Extent to which coordination reduces operating expenses, number of vehicles used, and lead time for passenger scheduling
 - Extent to which the applicant works with community organizations to promote the service
 - Lack of duplication of transit services provided by others
 - The performance measure(s) listed for each activity demonstrates their ability to improve their clientele's quality of life and can also indicate the quality of change that was produced by the activity
4. Alignment with PPACG's Strategic Plan, Pikes Peak Area Agency (PPAAA) on Agency 4 Year Plan, and Coordinated Human Service Plan- Factors considered as a part of this criterion include: (Weight 20%)
 - Proposed projects focus on addressing service gaps identified through PPACG and PPAAA plans.
5. Budget Review and Financial Management Capacity- Factors considered as a part of the criterion include: (Weight 20%)
 - The results of risk assessment on each applicant determining the level of controls in place to manage a federal program., with a more thorough evaluation of the projects recommended for funding.
 - A cost analysis will be conducted on each application, with a more thorough evaluation of the projects recommended for funding. The purpose of this analysis is to determine whether the subrecipient understands the financial aspects of the proposed project and has developed reasonable estimates of costs involved in performing the project.
 - This review will take place during steps five, six, and eight in Table 4, and it will include a review of the proposed local matching funds source.
5. Past performance managing PPAAA and CDOT grants. (15%)

APPLICANT APPEALS PROCESS

All applicants will receive written notification regarding the status of their application. Applicants not awarded funding may reapply in the future. A formal list of awards will be approved by the PPACG Board of Directors and RTC.

An applicant that is aggrieved by a grant determination may file an appeal. The following is PPACG's procedure:

1. Applicant appeals shall be filed in writing directly to the PPACG AAA Director, 14 S Chestnut St. Colorado Springs, CO 80905, within 30 calendar days of the date the incident occurred. Complaints that are not received within 30 calendar days of the date the incident occurred will not be considered.
2. The written complaint must include specific grounds for the complaint and related supporting documentation.
3. PPACG shall investigate and resolve the complaint within 15 working days from the time PPACG receives the complaint.
4. The complaint shall be investigated and resolved by the AAA Director.
5. Written notice of the resolution shall be sent to the service provider complainant. This notice shall include:
 - a. A summary of the concern or issue;
 - b. The results of the investigation into the complaint and the resolution of the concern; and
 - c. Notification to the complainant of his/her right to appeal the decision if he/she is dissatisfied with the resolution and instructions for filing such an appeal.
6. If the service provider is dissatisfied with the resolution of the complaint, a written appeal may be filed with

the State Unit on Aging (SUA) Director within ten calendar days of the receipt of the initial decision.

CONTRACT REQUIREMENTS

Equal Employment Opportunity:

In connection with this request, the respondent shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, being handicapped, a disadvantaged person, or being a disabled or Vietnam era veteran. 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 an apprenticeship.

Insurance:

Subrecipients shall procure and maintain and shall cause each subcontractor hired by subrecipients to procure and maintain the minimum insurance coverages listed below.

1. Workers' Compensation in statutory limits.
2. Employer's Liability Insurance: \$100,000/ each accident, \$500,000/ disease -policy limit, and \$100,000/ disease - each employee.
3. Comprehensive General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent subcontractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:
 - i. \$1,000,000 each occurrence;
 - ii. \$1,000,000 general aggregate;
 - iii. \$1,000,000 products and complete operations aggregate; and
 - iv. \$50,000 anyone fire.
4. Automobile Liability or Hired & Non-Owned Vehicle Liability Insurance: \$1,000,000/each accident.
5. Professional Liability Insurance: \$1,000,000/Occurrence, \$1,000,000 general aggregate.
6. Protected Information Liability Insurance covering all loss of Confidential Information, such as PII, PHI, PCI, Tax Information and CJI, and claims based on alleged violations of privacy rights through improper use or disclosure of protected information: \$1,000,000 each occurrence and \$2,000,000 general aggregate.
7. Crime Insurance: crime insurance including employee dishonesty coverage with minimum limits as follows: \$1,000,000 each occurrence and \$1,000,000 general aggregate.

If the subrecipient is a "public entity" within the meaning of the Colorado Governmental Immunity Act, CRS § 24-10-101, et seq., as amended ("Act"), the subrecipient shall at all times maintain such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the Act.

Title VI, ADA, and EEO Plans

All recipients must have Title VI, ADA Assurances, and EEO plans in place prior to receiving funds. Templates for these documents are attached. Each document must have a signed board resolution attached, confirming the adoption of each document.

Proposals Proprietary Information:

All responses to this request become the property of PPACG upon receipt and will not be returned to the respondent. Selection or rejection will not affect this right. PPACG shall have the right to use any or all of the ideas or adaptations of the ideas contained in any RFP received in response to this solicitation. Any proprietary information submitted in response to this request shall be clearly marked and will be handled in accordance with applicable federal and state procurement regulations. **Neither cost information nor the total RFP will be considered proprietary.**