



REQUEST FOR PROPOSAL

Solicitation of Preparation of a Five Year Transit Development Plan and Transit Facility Study

RFP# 23-0210

PROPOSAL DUE DATE:	Friday, February 10, 2023 @ 3:00 p.m. ET
PROPOSAL SUBMITTAL LOCATION:	City of Burlington Purchasing Division,
TECHNICAL CONTACT:	John Andoh, Interim Transit Manager, City of Burlington, Department of Transportation, Link Transit Division (336) 222-7351 jandoh@burlingtonnc.gov
	Sonjia Cross, CLGPO, Purchasing Manager City of Burlington, Department of Finance and Risk Management, Purchasing Division
PURCHASING CONTACT:	Sonjia Cross, CLGPO, Purchasing Manager (336) 222-5006 scross@burlingtonnc.gov

Competitive proposals for the specified service shall be received by the Purchasing Division, 237 W. Maple Avenue, Burlington, NC 27215, until the date and time cited. Please submit your proposal to the City of Burlington Purchasing Division, Attention: Sonjia Cross, CLGPO at one of the following locations:

Mail:
P.O. Box 1358
Burlington NC, 27216

Hand Deliver:
237 W. Maple Ave.
Burlington, NC 27215

Proposals must be in the actual possession of the Purchasing Division at the location indicated, on or prior to the exact date and time indicated above. Late proposals shall not be considered. The prevailing clock shall be the City of Burlington Purchasing Division clock in the Eastern Standard Time (ET).

Introduction

The City of Burlington on behalf of Link Transit is seeking proposals from qualified Proposers to prepare a five-year transit development plan and transit facility study for the Link Transit system. Link Transit service area which presently comprises of the City of Burlington, Town of Gibsonville and portions of unincorporated Alamance County. Link Transit operates five (5) fixed routes and an ADA complementary paratransit service within a $\frac{3}{4}$ mile radius of the Link Transit routes, Monday through Saturday.

The City of Burlington intends to award a Contract covering a two (2) year Contract term with the project projected to start in February of 2023.

Proposers wishing to be considered shall be submitted in writing no later than **Friday, February 10, 2023, at 3:00 P.M.**, Eastern Standard Time (ET). Vendors mailing proposals should allow delivery time to ensure timely receipt of their proposal. The responsibility for getting the proposal to the City of Burlington Purchasing Department on or before the specified date and time is solely and strictly the responsibility of the proposing vendor. The City of Burlington will in no way be responsible for delays caused by any occurrence.

To obtain a copy of the RFP, Proposers may download the request for proposals at www.burlingtonnc.gov, www.linktransit.org, contact the City of Burlington by e-mail at jandoh@burlingtonnc.gov or by telephone at (336) 222-7351.

Any Proposer appearing on the Comptroller General's list of ineligible Contractors is not eligible to participate.

The City of Burlington reserves the right to reject any and all proposals, to waive any informalities therein, and to readvertise for proposals.

Federal Transit Administration (FTA) planning funds will be used for this project. Consultants will be required to sign Federal Clauses and Assurances and provide a Systems for Awards Management (SAM) certification prior to award.

Tentative Timetable:

- Release of RFP: January 3rd, 2023
- Written Questions Due: January 20, 2023 by 5 pm EST
- Answers Due to Vendors: January 31, 2023 by 5 pm EST
- RFP Due: February 10, 2023 by 3 pm EST
- Interview Dates If needed: TBD
- Anticipated Award Date: TBD

I. INSTRUCTIONS TO PROPOSERS

GENERAL: All proposals are subject to the provisions of the attached General Contract Terms and Conditions. All proposal responses will be controlled by the General Contract Terms and Conditions included by the City of Burlington. Proposer terms and conditions included as a part of published price lists, catalogs, and/or other documents submitted as a part of the proposal response are waived and will have no effect either on the proposal, or any Contract which may be awarded as a result of this proposal. **The attachment of any other terms and conditions may be grounds for rejection.**

Pursuant to North Carolina General Statutes (G.S.) 143-48 and Executive Order No. 77, the State of North Carolina, as well as the Federal Transit Administration (FTA) and the United States Department of Transportation (USDOT) invites and encourages participation in this procurement by a business owned by minorities, women, and the handicapped. This program is known as the Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) program.

PROPOSAL EVALUATION: The City of Burlington reserves the right to reject any proposal on the basis of the function, compatibility with user requirements, as well as cost. The City of Burlington reserves the right to award this Contract to a single overall Proposer on all items, or to make award on the basis of individual items or groups of items, whichever shall be considered by the City of Burlington to be most advantageous or to constitute its best interest. Proposers should show unit prices but are requested to offer a lump sum price. The City of Burlington will not be bound by oral discussions during evaluation process. Responsible purchasing agent should approve all contact regarding this award.

TERMINATION/CANCELLATION: Either party may terminate this Agreement without cause, upon giving thirty (30) days written notice of such termination. Under such termination notice, both parties will only be liable for payments for services already rendered and material provided. The City reserves the right to terminate the whole or any part of this Contract due to the failure of the Contractor to carry out any term or condition of the Contract. The City will issue a written ten (10) day notice of default to the Contractor for acting or failing to act as specified in any of the following:

In the opinion of the City, the Contractor provides personnel that do not meet the requirements of the Contract;

In the opinion of the City, the Contractor fails to perform adequately the stipulations, conditions or services/specifications required in this Contract;

In the opinion of the City, the Contractor attempts to impose personnel, materials, products or workmanship of an unacceptable quality;

The Contractor fails to furnish the required service and/or product within the time stipulated in the Contract;

In the opinion of the City, the Contractor fails to make progress in the performance of the requirements of the Contract;

The Contractor gives the City a positive indication that the Contractor will not or cannot perform to the requirements of the Contract.

Each payment obligation of the City created by this Contract is conditioned upon the availability of City, State and Federal funds that are appropriated or allocated for the payment of such an obligation. If funds are not allocated by the City and available for the continued purchase of the services and/or materials provided under this Contract, this Contract may be terminated by the City at the end of the period for which funds are available. The City will endeavor to notify the Contractor in the event that continued service will or may be affected by non-appropriation. No penalty shall accrue to the City in the event this provision is exercised, and the City shall not be obligated or liable for any future payments due or for any damages as a result of termination under this paragraph.

****THE CITY OF BURLINGTON WILL NOT BE BOUND BY ORAL DISCUSSION REGARDING THIS REQUEST FOR PROPOSALS.****

QUESTIONS: Questions regarding the specifications on this proposal should be referred to John Andoh, Interim Transit Manager by email jandoh@burlingtonnc.gov.

II. GENERAL TERMS AND CONDITIONS

1. **ACCEPTANCE AND REJECTION**: The City of Burlington reserves the right to reject any and all proposals, to waive any informality in proposals, and unless otherwise specified by the Proposer, to accept any item in the proposal. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.

2. **TIME FOR CONSIDERATION**: Unless otherwise indicated on the first page of this document, the offer shall be valid for 180 days from the date of proposal opening.

3. **TAXES**: No taxes shall be included in any proposal prices.

a. **FEDERAL**: Generally, states and political subdivisions are exempt from such taxes, as excise and transportation. Exemption is claimed under Registry No. 56-70-0047K as provided by Chapter 32 of the Internal Revenue Code.

b. **OTHER**: Proposal prices are not to include any sales, import, or personal property taxes. To the extent applicable, they are to be invoiced as a separate item(s).

4. **PRICE ADJUSTMENTS**: Any price changes, downward or upward, which might be permitted during the Contract period must be general, either by reason of market change or on the part of the Proposer to other customers.

a. **NOTIFICATION**: Must be given to the City of Burlington Purchasing Division and the Link Transit Division, in writing, concerning any proposed price adjustments. Such notification shall be accompanied by copy of manufacturers' official notice or other evidence that the change is general in nature.

b. **DECREASES**: The City of Burlington shall receive full proportionate benefit immediately at any time during the Contract period.

c. **INCREASES**: All prices offered herein shall be firm against any increase for 180 days from effective date of the proposed Contract. After this period, a request for increase may be submitted with the City of Burlington reserving the right to accept or reject the increase or cancel the Contract. Such action by the City of Burlington shall occur not later than 15 days after receipt and review by the City of Burlington of a properly documented request for price increase. Any increases accepted shall become effective on a date to be determined by the City of Burlington which:

1) Shall not be later than 30 days after the expiration of the original 15 days reserved by the City of Burlington to evaluate the request for increase.

d. **INVOICES**: It is understood and agreed that orders will be shipped at the established Contract prices in effect on dates orders are placed. Invoicing at variance with this provision will subject the Contract to cancellation. Applicable North Carolina sales tax shall be invoiced as a separate item.

5. **PAYMENT TERMS**: Payment terms are Net, 30 business days after receipt of correct invoice or acceptance of goods, whichever is later. The City of Burlington is responsible for all payments under the Contract.

6. **AFFIRMATIVE ACTION:** The successful Proposer will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of those with disabilities, and concerning the treatment of all employees, without discrimination by reason of race, color, religion, sex, national origin, or disability.

7. **PERFORMANCE BOND AND DEFAULT:** No performance bonds are required for this procurement. Default shall occur if the Proposer fails to perform any obligation under the Contract and schedule and such failure remains uncured for more than thirty (30) days after receipt of written notice thereof from the City of Burlington.

8. **SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful Proposer will be held responsible, therefore. Deviations must be explained in detail on an attached sheet(s).

9. **INFORMATION AND DESCRIPTIVE LITERATURE:** Proposers are to furnish all information requested and, in the spaces, provided on the proposal form. Further, as may be specified elsewhere, each Proposer must submit with his proposal: descriptive literature and/or complete specifications covering the services offered. Proposals, which do not comply with these requirements, will be subject to rejection.

10. **PROMPT PAYMENT DISCOUNTS:** Proposers are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it will not be considered in the award of the Contract except as a factor to aid in resolving cases of identical prices.

11. **AWARD OF CONTRACT:** As directed by statute, qualified proposals will be evaluated and acceptance made of the lowest and best proposal most advantageous to the City of Burlington as determined upon consideration of such factors as: prices offered; the quality of the articles offered; the general reputation and performance capabilities of the Proposers; the substantial conformity with the specifications and other conditions set forth in the proposal; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by the City of Burlington to be pertinent or peculiar to the purchase in question. Unless otherwise specified by the City of Burlington or the Proposer, the City of Burlington reserves the right to accept any items or groups of items on a multi-item proposal.

The City of Burlington reserves the right to make partial, progressive or multiple awards: where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; other factors deemed by the City of Burlington to be pertinent or peculiar to the purchase in question.

12. **GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful Proposer to notify the City of Burlington Purchasing Division and the Link Transit Division at once, indicating in his letter the specific regulation which required such alterations. The City of Burlington reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the Contract.

13. **INSURANCE:** Certificates for Workers Compensation, General Liability and Vehicle/Equipment Insurance will be required and submitted as part of the contract awarded to vendor. The Contractor, at its own expense, shall keep in force and at all times maintain during the Agreement:

<u>Insurance Type</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
<u>General Liability</u>		
Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	\$3,000,000
<u>Automobile Liability</u>		
Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	
<u>Owners Protective Liability or Project Specific Aggregate</u>		
Bodily Injury & Property Damage Combined Single Limit	\$1,000,000	\$3,000,000
<u>Excess Liability</u>	\$5,000,000	\$10,000,000

The City of Burlington must be named as an additional named insured on the Contractor’s insurance policy.

The following statement must be on the certificate of insurance: a blanket waiver of subrogation shall apply in favor of the City of Burlington and all additional insured’s as required by contract.

Workers’ Compensation Coverage

Full and complete Worker’s Compensation Coverage, as required by the State of North Carolina, shall be required.

14. **PATENTS AND COPYRIGHTS:** The Proposer shall hold and save the City of Burlington, its officers, agents, and employees, harmless from liability of any kind, including costs and expenses on account of any patented or unpatented invention, articles, device or appliance manufactured or used in the performance of this Contract, including use by the government.

Any and all copy, art, designs, negatives, photographs, or other tangible items created pursuant to Proposer's performance of this project shall be the property of City of Burlington and shall be delivered to City of Burlington upon completion of the project. Such property shall be transferred to City of Burlington in excellent, reusable condition.

In addition, the copyright in and to any copyrightable work, including, but not limited to, copy, art, negatives, photographs, designs, text, software, or documentation created as part of the Proposer's performance of this project shall vest in the City of Burlington, and the Proposer agrees to assign all rights therein to the City of Burlington. Proposer further agrees to provide the City of Burlington with any and all

reasonable assistance, which the City of Burlington may require to obtain copyright registrations or to perfect its title in any such work, including the execution of any documents submitted by the City of Burlington.

15. **PATENT AND COPYRIGHT INDEMNITY**: Proposer will defend or settle, at its own expense, any action brought against City of Burlington to the extent that it is based on a claim that the product(s) provided pursuant to this Contract infringe any U.S. copyright or patent; and will pay those costs, damages and attorney's fees finally awarded against Customers in any such action attributable to any such claim, but such defense, settlements and payments are conditioned on the following (1) that Proposer shall be notified promptly in writing by City of Burlington of any such claim; (2) that Proposer shall have sole control of the defense of any action on such claim and of all negotiations for its settlement or compromise; (3) that City of Burlington shall cooperate with Proposer in a reasonable way to facilitate the settlement of defense of such claim; (4) that such claim does not arise from City of Burlington modifications not authorized by the Proposer or from the use of combination of products provided by the Proposer with products provided by the City of Burlington or by others; and (5) should such product(s) become, or in the Proposer's opinion likely to become, the subject of such claim of infringement, then City of Burlington shall permit Proposer, at Proposer's option and expense, either to procure for City of Burlington the right to continue using the product(s), or replace or modify the same so that it becomes non-infringing and performs in a substantially similar manner to the original product; or (c) upon failure of (a) or (b) despite the reasonable efforts of the Proposer for a sold product or licensed software, return the price paid for the licensed software and any product dependent thereon.

16. **ADVERTISING**: Proposer agrees not to use the existence of this Contract or the name of the City of Burlington as a part of any commercial advertising without prior approval of the City of Burlington.

17. **EXCEPTIONS**: All proposals are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions and the submission of other terms and conditions, price catalogs, and other documents as part of a Proposer's response will be waived and have no effect on this Request for Proposal or any other Contract that may be awarded resulting from this solicitation. The submission of any other terms and conditions by a Proposer may be grounds for rejection of the Proposer's proposal. The Proposer specifically agrees to the conditions set forth in the above paragraph by affixing his name on the signatory page contained herein.

18. **CONFIDENTIAL INFORMATION**: As provided by statute and rule, the City of Burlington will consider keeping trade secrets which the Proposer does not wish DISCLOSED confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Proposer. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by North Carolina law.

19. **ASSIGNMENT**: No assignment of the Proposer's obligations nor the Proposer's right to receive payment hereunder shall be permitted. However, upon written request approved by the City of Burlington, solely as a convenience to the Proposer, the City of Burlington may:

- a. Forward the Proposer's payment check directly to any person or entity designated by the Proposer, and.
- b. Include any person or entity designated by Proposer as a joint payee on the Proposer's payment check.

In no event shall such approval and action obligate the City of Burlington to anyone other than the Proposer and the Proposer shall remain responsible for fulfillment of all Contract obligations.

20. **ACCESS TO PERSONS AND RECORDS:** The City of Burlington Auditor shall have access to persons and records as a result of all Contracts or grants entered into by the City of Burlington in accordance with G.S. 147-64.7.

21. **AVAILABILITY OF FUNDS:** Any and all payments of compensation of this specific transaction, it's continuing, or any renewal or extension are dependent upon and subject to the allocation of appropriation of funds to the City of Burlington for the purpose set forth in this Contract.

22. **GOVERNING LAWS:** All Contracts, transactions, agreements, etc., are made under and shall be governed by and construed in accordance with the laws of the State of North Carolina.

23. **ADMINISTRATIVE CODE:** Proposals, proposals, and awards are subject to applicable provisions of the North Carolina Administrative Code.

24. **EXECUTION:** Failure to sign under EXECUTION section will render proposal invalid.

25. **ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this proposal, the order of precedence shall be (1) special terms and conditions specific to this Request for Proposals, (2) specifications and this Request for Proposals, (3) City of Burlington General Contract Terms and Conditions, and (4) Proposer's Proposal.

26. **CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed to the City of Burlington named on the cover sheet of this document. Any and all revisions to this document shall be made only by written addendum from the City of Burlington Purchasing Division. The Proposer is cautioned that the requirements of this proposal can be altered only by written addendum and that verbal communications from whatever source is of no effect.

27. **SITUS:** The place of all Contracts, transactions, agreements, their situs and forum, shall be North Carolina, where all matters, whether sounding in Contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

III. FEDERAL REQUIREMENTS AND SPECIAL CONDITIONS

This procurement is subject to the terms and conditions of FTA due to the purchase of these bus shelters being funded by FTA. As a result, Proposers are required to sign the associated Federal certifications and clauses in Appendixes A and B and include as part of the proposal submission and to be aware of all procurement requirements as defined in the FTA Master Agreement or the Circular 4220 1.F as amended. Details available here: <https://www.transit.dot.gov/funding/grantee-resources/sample-fta-agreements/fta-grant-agreements> and <https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Third%20Party%20Contracting%20Guidance%20%28Circular%204220.1F%29.pdf>

1. SYSTEM FOR AWARD MANAGEMENT (SAM): All Proposers shall be registered with System for Awards Management (SAM) by the time a Contract is awarded. The Proposer must have not been debarred or suspended from participating in Federally funded procurements. A copy of the Proposer's SAM registration must be provided prior to issuance of a purchase order with Proposer. Proposers can register with SAM at www.sam.gov.

2. DBE REQUIREMENTS: This solicitation and resultant Contract is financed in whole or in part with federal funds and therefore subject to Title 49, Code of Federal Regulations, Part 26 (49 CFR 26) entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." In compliance with 49 CFR 26, the City of Burlington has set an overall annual DBE goal comprising both race neutral and race conscious elements. To ensure equal participation for DBE groups specified in 49 CFR 26.5, the City of Burlington has specified a Contract goal for DBE participation. The required goal for DBE participation in this solicitation is 0.11%.

To ensure applicable participation of the specified DBEs as defined in 49 CFR 26.5, this solicitation's goal applies to all certified DBEs. Only certified DBE participation will count toward the Contract goal for this solicitation. DBE participation will count towards the City of Burlington's federally mandated overall annual DBE goal. In order to ascertain whether its overall annual DBE goal is being achieved, the City of Burlington tracks DBE participation on all federal-aid Contracts.

It is the Proposer's responsibility to verify that the DBE Proposer is certified as a DBE by the specified bid submittal due date and time. For a list of DBEs certified by the NCDOT United Certification Program (UCP), go to: www.ncdot.gov.

The Proposer shall complete and submit Appendix B for detailed information and the required forms. Required forms will be made a part of the Contract. The requirement to advertise for the purpose of identifying potential DBEs is waived.

In an effort to meet the City of Burlington's Link Transit DBE Program objectives and the City of Burlington's Link Transit Federal DBE goal, this optional item provides opportunities for certified DBE Proposers to contract with or perform as a subcontractor and to provide goods and services to the City of Burlington. DBEs must be currently certified under the North Carolina Department of Transportation's DBE Program in order to satisfy the City of Burlington's program objectives and federal DBE goal. Certified DBEs, including minority-owned and women-owned businesses, are encouraged to respond to this solicitation directly or to partner with other Proposers.

To obtain a listing of certified DBE Proposers or information about the North Carolina Department of Transportation's DBE Certification Program visit:

Proposers submitting proposals are advised that the participation of certified DBE Proposers as Contractors, joint venture partners or subcontractors is encouraged for consideration with regard to the work described in this solicitation. Proposers electing to form a joint venture or to subcontract work in response to this solicitation shall make affirmative efforts to involve certified DBEs and shall provide documentation of the results of those efforts. Proposers electing to form a joint venture or to subcontract work in response to this solicitation, but which are unable to utilize certified DBEs, shall document their good-faith efforts to involve certified DBEs as joint venture partners or subcontractors, and the reasons why such involvement was not attainable.

3. PROTEST PROCEDURES: Filing Procedure Protests dealing with restrictive specifications or alleged improprieties in solicitation must be filed no later than ten (10) business days prior to Request for Proposal opening or closing date for receipt of proposals. Any other protest must be filed no later than three (3) business days after: 1. Notification of Intent to Award is issued for award of Contract if the Contract award is approved by City of Burlington Council per staff recommendation; or 2. Notification of Award is issued if the City of Burlington Council has delegated award authority to the Purchasing Manager or City of Burlington Council does not award the Contract according to the Notification of Intent to Award.

Protests shall be in writing and addressed to the Purchasing Manager. The protest shall identify the protestor, contain a statement officially declaring a protest and describing the reasons for the protest, and provide any supporting documentation. Additional materials in support of the initial protest will only be considered if filed within the time limit specified above. The protest shall indicate the ruling or relief desired from City of Burlington.

Confidentiality materials submitted by a protester will not be withheld from any interested party, except to the extent that the withholding of information is permitted or required by law or regulation. If the protest contains proprietary material, a statement advising of this fact may be affixed to the front page of the protest document and the alleged proprietary information must be so identified wherever it appears.

Withholding of Award: When a protest is filed before opening of RFPs or closing date of proposals, the RFPs will not be opened prior to resolution of the protest, and when the protest is filed before award, the award will not be made prior to resolution of the protest, unless the Awarding Authority determines that:

- Items to be procured are urgently needed, or delivery or performance will be unduly delayed by failure to make award promptly; or
- Failure to make award will cause undue harm to City of Burlington. In the event an award is to be made while a protest is pending, the Federal Transit Administration shall be notified if Federal funding is involved.
- The Purchasing Manager shall respond to the protestor within five (5) business days of receiving the protest. A conference on the merits of the protest may be held with the protestor.
- Any additional information required by City of Burlington from the protester shall be submitted as expeditiously as possible, but no later than three (3) days after receipt of such request.

Notification: The Purchasing Manager shall notify the protestor of a decision regarding the protest no later than ten (10) days following receipt of all relevant information.

Appeal: If a protester is not satisfied with the decision made by the Purchasing Manager the protester may appeal the decision to the Awarding Authority (City of Burlington Council) by way of a letter to the Purchasing Manager no later than three (3) business days after notification of denial of the protest by the Purchasing Manager. If the Purchasing Manager is the Awarding Authority the protester will be deemed to have exhausted its appeals to City of Burlington upon receipt of the initial rejection of the protest by the Purchasing Manager. If Federal funds are involved, the protester may file protest with the FTA appealing the final decision of the Awarding Authority. Under limited circumstances, and after the protester has exhausted all administrative protest remedies made available to him at the agency level, an interested party may protest to the FTA the award of a Contract pursuant to an FTA grant. Review by FTA will be limited to:

- Violation of Federal law or regulations.
- Violation of City of Burlington's protest procedures described herein, or failure by City of Burlington of Burlington to review protest.

Protests must be filed with FTA (with a concurrent copy to City of Burlington) within five (5) days after the Awarding Authority renders a final decision, or five (5) days after the protester knows, or has reason to know, that the Awarding Authority failed to render a final decision. After five (5) days, City of Burlington will confirm with FTA that FTA has not received protest on the Contract in question. Circular 4220.1F, the FTA's Third Party Contracting Guidance, is available for review at City of Burlington Department of Transportation, Link Transit Division office, or online at www.transit.dot.gov/regulations-and-guidance/ftacirculars/third-party-Contracting-guidance.

A copy may also be obtained from the FTA at the following address: Federal Transit Administration Federal Building Region 4 230 Peachtree NW, Suite 1400, Atlanta, GA 30303.

City of Burlington shall not be responsible for any protests not filed in a timely manner with FTA. In the event an award is to be made while a protest is pending, the FTA shall be notified if Federal funding is involved. FTA Determinations to Decline Protest Reviews FTA's determination to decline jurisdiction over a protest does not mean that FTA approves of or agrees with the grantee's decision or that FTA has determined the Contract is eligible for Federal participation. FTA's determination means only that FTA does not consider the issues presented to be sufficiently important to FTA's overall program that FTA considers a review to be required.

IV. REQUIRED FORMS

REQUEST FOR PROPOSALS ACKNOWLEDGEMENT FORM

The Service Provider hereby certifies receipt of the Request for Proposals package for the City of Burlington, North Carolina, "Solicitation of Preparation of a Five Year Transit Development Plan and Transit Facility Study". This form should be completed upon receipt of the City of Burlington's Request for Proposals package and email or mail to the City of Burlington. Please email the completed Request for Proposals Acknowledgement Form to the attention of:

Sonjia Cross
City of Burlington Purchasing Division
237 W Maple Avenue, P.O. Box 1358
Burlington, NC 27216
Email: scross@burlingtonnc.gov

Date: _____

Authorized Signature: _____

Title: _____

Proposer Name: _____

Please check the appropriate space provided below and provide the requested information:

____ We plan to submit a Proposal in response to "Solicitation of Preparation of a Five Year Transit Development Plan and Transit Facility Study"

Primary Contact Name: _____

Contact E-mail address: _____

Contact telephone: _____ Fax number: _____

Secondary Contact Name: _____

Contact E-mail address: _____

Contact telephone: _____ Fax number: _____

____ We do not plan to submit a Proposal in response to "Solicitation of Preparation of a Five Year Transit Development Plan and Transit Facility Study"

Reason: _____

ADDENDA RECEIPT CONFIRMATION FORM

Solicitation of Preparation of a Five Year Transit Development Plan and Transit Facility Study

ADDENDUM #:

DATE:

I certify that this proposal complies with the General and Specific Specifications and Conditions issued by the City of Burlington except as clearly marked in the attached copy of all addenda for this RFP. It is the responsibility of the Proposer to be sure they have reviewed all the addenda associated with this RFP.

(Please Print Name)

Date

Authorized Signature

Title

Proposer Name

PROPOSAL SUBMISSION FORM

Solicitation of Preparation of a Five Year Transit Development Plan and Transit Facility Study

This Proposal is submitted by:

Proposer: _____

Signed: _____

Name: (Typed) _____

Address: _____

City of Burlington/State/Zip: _____

Telephone: _____
(Area Code) Telephone Number

Facsimile: _____
(Area Code) Telephone Number

It is understood by the Proposer that the City of Burlington reserves the right to reject any and all proposals, to make awards on all items or on any items according to what is in the best interest of the City of Burlington, to waive formalities, technicalities, to recover and rebid this RFP. Proposals will be considered valid for one-hundred and eighty (180) calendar days from the date of proposal submission.

Service Provider

Date

Name (Please type or print name)

Authorized Signature

SERVICE PROVIDER AND INSURANCE AGENT STATEMENT FORM

Solicitation of Preparation of a Five Year Transit Development Plan and Transit Facility Study

We, the Proposer's insurance provider, understand the insurance requirements of these specifications. Evidence of the insurability of the Service Provider shall be provided to the City of Burlington prior to Contract execution. If our client is awarded this Contract, we agree to provide the City of Burlington with a thirty (30) day written notice of any intent to amend, terminate, or non-review coverage by the insuring company.

Service Provider

Insurance Service Provider

Signature of Service Provider

Signature of Insurance Service Provider

Agent: _____

Agent's Errors and Omissions

Policy: _____

Signature of N.C. Resident

Agent: _____

Amount of Coverage

Number

Date

Name and Location of Agency

Address of Agency

(Area Code) Telephone Number

Price Proposal

Solicitation of Preparation of a Five Year Transit Development Plan and Transit Facility Study

Tasks	Description	Cost
1	Prepare Transit Development Plan	
1.1	Prepare Overview of Transit System	
1.2	Review and Update Goals, Objectives, and Standards	
1.3	Service and System Evaluation	
1.4	Operations, Marketing Plan and Financial Plan	
1.5	Capital Improvement Program	
1.6	Gap Analysis and Service Implementation Plan	
2	Publish Transit Development Plan	
2.1	Publish Transit Development Plan	
3	Draft Transit Facility Study	
3.1	Develop Work Plan, Schedule, and Outreach Program	
3.2	Collect Data and Assess Needs	
3.3	Validation of Space Needs	
3.4	Identification of Sites	
3.5	Title VI Equity Analysis	
3.6	Public Involvement	
3.7	Site Selection Criteria	
3.8	Implementation Plan	
4	Publish Transit Facilities Study	
4.1	Publish Transit Facilities Study	
5	Overhead and Profit	

Include all materials and supplies in each task.

Comments related to pricing: _____

It is understood by the Proposer that the City of Burlington reserves the right to reject any and all proposals, to make awards on all items or on any items according to what is in the best interest of the City of Burlington, to waive formalities, technicalities, to recover and rebid this RFP. Proposals will be considered valid for one-hundred and eighty (180) calendar days from the date of proposal submission.

Proposer

Date

Name (Please type or print name)

Authorized Signature

V. SCOPE OF WORK / TECHNICAL REQUIREMENTS

BACKGROUND

Link Transit started in June of 2016 and has operated for six years. Link Transit is a service of the City of Burlington with policy guidance from the Burlington City Council, supported by the Link Transit Public Transportation Advisory Commission (PTAC). Service is provided on five fixed routes radiating from downtown Burlington to Gibsonville, portions of Elon, Graham at the Alamance County Courthouse and Alamance Community College. Supplemental ADA paratransit service started in July of 2017. Services are contracted to Transdev Services, Inc which has operated the transit system since 2016. ADA paratransit services in 2016 and portions of 2017 was performed by the Alamance County Transportation Authority. Routes operate every 90 minutes, Monday-Saturday. A reduced service span operates on Saturday. No services are provided on the six major Federal holidays. Services were implemented based on a study prepared in 2013 for the Burlington Graham Metropolitan Planning Organization studying the implementation of fixed route transit services to supplement general public demand response services of the Alamance County Transportation Authority (which was formed in 2000). Link Transit has an interlocal agreement with the Town of Gibsonville for service and receives contributions of funding from Alamance County and Alamance Community College. It previously had non-profit foundations funding the transit system. Link Transit needs a Transit Development Plan to evaluate the current transit system's performance and make recommendations for the future. Additionally, the Plan should evaluate ways to phase in expansion of transit services in a fiscal constrained manner.

Task 1. Prepare Transit Development Plan in accordance with the subtasks listed within this task.

1.1. Prepare Overview of Transit System

- A. Title Page and Acknowledgement Section
- B. Background Information
 - 1. Review the Link Transit System
 - 2. Review the Interlocal Agreement.
 - 3. Review the City of Burlington's State Maintenance Assistance Program claims from FY 2018-2023.
 - 4. Review the Short-Range Transit Plan Scope of Work.
 - 5. Review the City of Burlington Basic Financial Statements for FY 2018 - 2022 Conclusions and Recommendations.
 - 6. Review prior City of Burlington Triennial Performance Audits.
 - 7. Review BGMPO's Regional Transportation Plan, Transportation Improvement Program (TIP), Public Participation Plan, Title VI Program and Alamance County Transportation Authority Connectivity Plan.
 - 8. Review demographic projections (e.g., US Census, BGMPO, NCDOT, etc.).
- C. Brief History (e.g., year of formation, facilities and fleet development, changes in service focus areas, key milestones and events).

- D. Governance.
- E. Organizational Structure (use graphic format).
- F. Transit Services Provided and Areas Served —Describe fixed route, demand responsive, and connecting services and areas served, and the number of vehicles required for each type of service.
- G. Fare Structure — Describe fare structure for fixed route and demand responsive services, and for interconnection transfers.
- H. Revenue/Support Fleet — Provide a general description of the revenue vehicle fleet.
- I. Describe Existing Facilities — Describe individual or grouped facilities, according to the categories listed below.
 - 1. Administrative (locations, age, functions located within);
 - 2. Maintenance and Fueling (type, locations, age);
 - 3. Vehicle Storage/Staging (locations, age, capacity);
 - 4. Park-and-Ride Lots (locations, age, capacity);
 - 5. Stations/Transit Centers and Stops (type, locations, age, basic amenities);
 - 6. Bicycle Facilities.
- J. Describe public outreach and involvement process relative to environmental justice goals. Describe the most recent outcomes from this process.
- K. Update Alamance County, Burlington, Gibsonville census boundary maps to reflect the 2020 boundaries.

1.2. Review and Update Goals, Objectives, and Standards

- A. Describe the process for establishing, reviewing, and updating goals, objectives, and standards. Goals and objectives should be comprehensive and address all major areas of the City of Burlington’s activities, including principles and guidelines under which new service would be implemented. Performance standards should address both the efficiency and effectiveness of the services provided by the City of Burlington.
- B. Portray and discuss new or revised goals and related objectives and standards; and identify changes from prior Transit Development Plan.
- C. Use the goals and objectives from the Link Transit Development Plan, BGMPO Regional Transportation Plan and consolidate into one set of goals and objectives that reflect the current operating conditions.
- D. Create Performance Measures and incorporate into the Goals and Objectives and evaluate the current transit system (as of July 1, 2022) against those Performance Measures.

1.3. Service and System Evaluation

- A. Review data provided by the transit contractor and measure performance against standards.
- B. Data Collection
 - 1. Conduct boarding and alighting counts and incorporate into the Transit Development Plan.
 - 2. Conduct scheduled adherence checks at each scheduled Link Transit time point and incorporate into the Transit Development Plan.
- C. Transit Demand and Community Needs Assessment

1. Identify future service areas and corridors.
 2. Identify future equipment and infrastructure needs.
 3. Identify surrounding areas or residents that are likely to use Link Transit services.
 4. Identify social service agencies and organizations that will likely benefit from Link Transit services.
- D. Transit Operational Issues
1. Review bus routes, times, and frequencies to maximize the transit farebox recovery ratio and obtain maximum on-time performance and efficiency.
- E. Evaluate route-level and systemwide performance against current service standards (if illustrative, portray local, express or commuter service, or other intercity service separately). Describe the evaluation process. Evaluate the most recent year for which complete data is available; however, a retrospective portrayal of performance (e.g., prior five to ten years) may be warranted to exemplify trends. Where the evaluation identifies deviations from service standards, describe proposed remedies, including service expansion and/or Contraction. Use narrative, tables and other graphic formats as warranted.
1. Evaluate and discuss recent changes in patronage, operating costs, and operating revenue.
 2. Describe and discuss equipment and facility deficiencies and describe proposed remedies.
- F. Identify paratransit services provided in compliance with the paratransit provisions of the Americans with Disabilities Act (ADA). Reference planned new activities, major service changes, or procurement of capital equipment to support ADA or other paratransit, dial-a-ride or demand responsive services. Identify other paratransit services with which your services are coordinated, and any proposed revisions or improvements to fixed route services intended to enhance their usage by seniors and/or by persons with disabilities.
- G. Provide the date of City of Burlington's most recent federal Title VI Program and discuss any service deficiencies identified in the report. Generally, describe the process used for complying with FTA Circular C 4702.1. Attach the most recent triennial Title VI Program, plus any subsequent Title VI reports, to the Transit Development Plan in an appendix.
- H. Quantitative
1. Passengers per revenue hour
 2. Operating cost per mile
 3. Operating cost per passenger
 4. Subsidy per passenger
 5. Farebox recovery ratio
 6. On time performance
- I. Qualitative
1. Service Coverage
 2. Frequency
 3. Span of service
 4. Directness

5. Patron Convenience
 6. Speed
 7. Loading time
 8. Bus stops
 9. Dependability of service
 10. Passenger Comfort
 11. Waiting Shelters
 12. Bus stop signs
 13. Revenue equipment
 14. Information dissemination
 15. Demand Responsive
 16. Service coverage
 17. No-shows
 18. Trip cancellations
 19. On time performance/reliability
 20. Trip denials
 21. Reservation system
- J. Evaluate existing routes for metrics identified above
- K. Compare with contractual standards (if applicable)
- L. Compare with peer standard (or average for the Piedmont Triad region of similar sized transit systems)

1.4. Operations Plan, Marketing Plan and Financial Plan

A. Operations Plan

The operations plan sets forth the City of Burlington intentions to provide the appropriate level of transit services over the Transit Development Plan period within the Link Transit service area. From its base of current operations, as described under Section 2 above, the Plan incorporates the results of the City of Burlington ongoing evaluation of services and systems with respect to adopted goals, objectives and standards, and legal and regulatory requirements, subject to the City of Burlington's financial constraints. Accordingly, the Transit Development Plan shall:

1. Describe the modes and types of transit services to be operated over the period covered by the Transit Development Plan. Separately identify service provided in partnership with others:
2. Separately describe planned new activities or service changes relative to paratransit services provided in accordance with the Americans with Disabilities Act (ADA service).
3. Separately describe any proposed revisions or improvements to fixed route services intended to enhance their usage by persons with disabilities and older adults.
4. Where reductions in service levels are required in order to achieve a balanced operating budget, describe the reductions and assess their impact on the affected service areas and communities.

5. Portray the levels of service planned — Use a table (or other graphic format) to portray planned levels of service hours and service miles. Separately identify the following:
 - a. Fixed route modes by type;
 - b. Demand responsive modes by type;
 - c. Expansion service (for instance, doubling the frequency, adding evening service on weekdays, Sunday services)
6. The table (or other graphic format) shall clearly identify service expansion and/or reduction by the year of planned deployment (expansion) and/or elimination (reduction). There shall be a rational relationship between the information portrayed and the “Service and System Evaluation” section of the Transit Development Plan.
7. Describe and discuss planned (not yet implemented or underway) service changes in response to the most recent federal Title VI Program.
8. Discuss expansion opportunities for providing Link Transit within the boundaries of the Burlington Graham Urbanized Areas including service delivery models that make sense for expansion areas.
9. Prepare an implementation schedule for delivery of recommendations in the Operations Plan.

B. Financial Plan

A principal objective of the Transit Development Plan is to demonstrate that the City of Burlington is planning a sustainable stated level of transit service over the planning period, including rehabilitation and replacement of capital assets. This portrayal takes into consideration expense forecasts, regional and local revenue projections, fare policies, labor or service agreements, competitive demands on funding, regional priorities and policies. The Transit Development Plan should reflect a “baseline” level of service, taking into consideration the existing level of service at the time of publication of the Transit Development Plan. Committed service changes must also be defined, with their expenses and revenue separately identified in the operating and capital financial plan tables. Then, a reviewer of the Transit Development Plan can evaluate costs of implementing the operating and capital plans and compare the total with anticipated revenues available during the Plan period.

This Transit Development Plan is a “fiscally constrained” document.

The narrative must specifically explain, and the spreadsheet clearly isolate in the appropriate year, by mode, any major change in service hours and miles due to deployment of new service or major service reductions.

The narrative must specifically explain, and the spreadsheet clearly isolates by year (e.g., through individual line items) the following:

- Change in fare revenue due to a fare increase or decrease.

- Change in fare revenue due to a change in the level of service.
- Change in expenses due to a change in the level of service.
- Change in expenses due to a labor or service Contract change.

All operations expense and revenues are to be stated in year of expenditure dollars, with the assumed escalation factors stated. All sources of revenue shown in the operations and in the capital financial plan should be identified individually. All assumptions that relate to expenditure and revenue estimates must also be documented, including specification of ridership or sales growth (if appropriate) separately from inflation forecasts.

1. The operations budget must be sustainable and generally balanced each year over the period of the Transit Development Plan, using currently available or reasonably projected revenues.
2. Where increases in local revenues (e.g., fares, sales taxes, general fund revenues) are required in order to sustain existing service levels, describe and discuss the steps and timelines needed to achieve the revenue increases, and the contingent policies and actions that will be taken if the proposed revenue increases do not materialize.
3. Fixed route and demand responsive services portrayed separately or in a single budget; however, the expenses and revenue for each must be separately identifiable if portrayed in a single budget.
4. Describe planned fare increases and/or decreases, and/or changes in fare policies, including the year(s) these changes are planned to take effect. Describe planned changes in interconnection transfer arrangements and/or fares (this pertains to interconnection fares themselves. **Note:** fare and local discretionary revenue contributions are expected to keep pace with inflation.
5. Separately identify funding sources and amounts to support operating budgets for ADA service, and any other paratransit or demand responsive services available to older adults and/or persons with disabilities.
6. Discuss funding strategies for asking municipalities in the Burlington-Graham Urbanized Area to contribute equitability to Link Transit for operational and capital needs. This should include appropriate cost allocation recommendations and the application of Federal funding to support operations.
7. Separately identify and describe funding contributions (expended or received) for services provided in partnership with others.
8. The multi-year operating budget shall utilize BGMPO projections of regional operating revenues. Local funding sources (e.g., transportation sales tax) that will expire during the period covered by the Plan shall not be assumed to continue beyond their expiration dates, unless specific renewals have been approved.
9. In order to portray the operating budget:
 - a. Forecast operating costs shall be portrayed in a manner that distinguishes significant expansion and/or contraction of existing service, and the introduction of new service.

- b. The basis for the operating cost forecasts shall be clearly portrayed (e.g., cost per service hour and service hours).
 - c. The forecast escalation rates (revenue and expenses) must be clearly portrayed.
 - d. Indicate reserves available for operations and changes to reserves over the period of the Transit Development Plan, including anticipated unallocated TDA reserves.
 - e. Budget levels must correlate with the changes in service identified in the "Operations Plan."
 - f. Identify sources of operating revenue.
10. In addition to future year forecasts, the Transit Development Plan should include a three-year retrospective of audited (if available) operating expenses and revenue.

C. Marketing Plan

Discuss strategies, financial plan and implementation plan to market Link Transit services with a goal of increase ridership. All marketing materials presently used shall be assessed with recommendations provided on how to improve marketing of the transit system. Prepare an implementation schedule for delivery of recommendations in the Marketing Plan.

1.5. Capital Improvement Program

The Capital Improvement Program (CIP) describes and discusses the capital programs (vehicles, facilities and equipment) required to carry out the operations and services set forth in the operating plan and financial plan described in Section 1.4, above. The CIP provides the basis for requests for federal, state and regional funding for capital replacements, rehabilitation, and expansion projects. While the CIP does not have to be financially constrained to the extent that the operations budget does, it should reflect the City of Burlington's reasonable expectation of funding, particularly as outlined in BGMPPO's Regional Transportation Plan.

A. Basis for Revenue & Non Revenue Vehicle Projects and/or Proposals, for Replacement, Rehabilitation, and Expansion.

- 1. Describe and discuss policies (or basis), and justification for vehicle replacement:
 - a. Life cycle considerations (current vehicles);
 - b. Passenger amenity considerations (vehicles to be acquired);
 - c. Mode of power and/or emissions considerations (vehicles to be acquired);
 - d. Other considerations (e.g., safety, lack of availability of service parts for current vehicles)
- 2. Describe and discuss policies (or basis), and justification for rehabilitation/retrofit:
 - a. Life cycle considerations;
 - b. Passenger amenity considerations;
 - c. Emissions considerations;
 - d. Other considerations.

3. Describe and discuss policies (or basis), and justification for proposed fleet expansion (or contraction):
 - a. Relationship to fixed route or demand responsive operations plan;
 - b. Basis for type(s) of vehicles desired (expansion).
 - c. Number and type(s) of vehicles to be removed from service (Contraction), including intended disposition (e.g., sale, placed for lease, salvaged).
4. Current Revenue & Non-Revenue Vehicle Fleet Inventory: Identify items “a” through “k” below individually or by subfleet.
 - a. Manufacturer;
 - b. Year of manufacture;
 - c. Identification number (individual VIN or VIN sequence for subfleets);
 - d. Length of vehicle(s)(s);
 - e. Seating capacity of vehicle(s)(s);
 - f. Wheelchair capacity of vehicle(s)(s);
 - g. Vehicle type (e.g., minivan, standard van, cutaway van, motorbus);
 - h. In fixed route service or demand responsive service;
 - i. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen, fuel cell, hybrid gasoline-electric).
 - j. Has major rehabilitation of the vehicle(s)(s) been performed; if yes, how many years of service life were added;
 - k. Year the vehicle(s)(s) will be retired from service (even if this is beyond the time horizon of the Transit Development Plan);
5. Vehicle Replacement: Identify items “a” through “k” below individually or by subfleet, showing the number of replacement vehicles to be placed in service per year over the planning horizon of the Transit Development Plan.
 - a. Number of vehicles to be replaced;
 - b. Anticipated year of manufacture of replacement vehicle(s)(s);
 - c. Year vehicle(s)(s) will be placed in service;
 - d. Length of vehicle(s)(s);
 - e. Seating capacity of vehicle(s)(s);
 - f. Wheelchair capacity of vehicle(s)(s);
 - g. Vehicle type (e.g., minivan, standard van, cutaway van, motorbus);
 - h. Placement of the vehicle(s) in fixed route service or demand responsive service;
 - i. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric).
 - j. Estimated cost of replacement vehicle(s)(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
 - k. Sources and amounts of funding for replacement vehicle(s)(s) (unit cost or total by subfleet – same as portrayed in “j” above), with annual escalation rates clearly portrayed.
6. Vehicle Rehabilitation (if applicable): Identify items “a” through “m” below individually or by subfleet, showing the number of vehicles to be

rehabilitated per year over the planning horizon of the Transit Development Plan.

- a. Manufacturer;
- b. Year of manufacture;
- c. Identification number, (individual VIN);
- d. Length of vehicle(s)(s);
- e. Seating capacity of vehicle(s)(s);
- f. Wheelchair capacity of vehicle(s)(s);
- g. Vehicle type (e.g., minivan, standard van, cutaway van, motorbus);
- h. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric);
- i. Year of planned rehabilitation (even if this falls outside the time horizon of the Transit Development Plan);
- j. Years of service life to be added;
- k. Rehabilitation to be performed in-house or contracted, if known;
- l. Estimated cost of rehabilitation of vehicle(s) (unit cost or total by subfleet) with annual escalation rates clearly portrayed;
- m. Sources and amounts of funding for rehabilitation of vehicle(s)(s) (unit cost or total by subfleet – same as portrayed in “j” above), with annual escalation rates clearly portrayed.

7. Vehicle Expansion (if applicable): Identify items “a” through “k” below individually or by subfleet

- a. The number of expansion vehicle(s)(s) to be placed in service per year over the planning horizon of the Transit Development Plan.
- b. Anticipated year of manufacture;
- c. Year vehicle(s)(s) will be placed in service;
- d. Length of vehicle(s)(s);
- e. Seating capacity of vehicle(s)(s);
- f. Wheelchair capacity of vehicle(s)(s);
- h. Vehicle type (e.g., minivan, standard van, cutaway van, motorbus);
- h. Placement of the vehicle(s) in fixed route service or demand responsive service;
- i. Mode of power (e.g., diesel, CNG, LPG, gasoline, electric, hydrogen fuel cell, hybrid gasoline-electric).
- j. Estimated cost of expansion vehicle(s)(s) (unit cost or total by subfleet), with annual escalation rates clearly portrayed;
- k. Sources and amounts of funding for expansion vehicle(s)(s) (unit cost or total by subfleet – same as portrayed in “j” above), with annual escalation rates clearly portrayed.

8. Summary of Revenue Vehicle Fleet Inventory:

- a. Total number of fixed route vehicles in active fleet (identified by type; e.g., see item 7.g. above);
- b. Total number of fixed route vehicles in reserve fleet;
- c. Spare ratio of fixed route vehicles (at maximum pullout);
- d. Total number of demand responsive vehicles in active fleet

- (identified by type; e.g., see item 7. g. above);
 - e. Total number of demand responsive vehicles in reserve fleet;
 - f. Spare ratio of demand responsive vehicles (at maximum pullout);
 - g. Useful life of revenue vehicles.
 - h. Next rehabilitation or replacement of vehicles, even if beyond the Transit Development Plan horizon.
- B. Major Facilities Replacement, Rehabilitation, Upgrade, and Expansion projects of the types listed below. Identify the locations of new or expanded facilities. Provide project budget, including costs, sources of funds and amounts from each source, identifying funds that have been programmed, allocated or received, and funds that have not been secured. Separately describe security projects. Specify if replacement and rehabilitation of facilities and equipment results in an asset that differs from the existing asset, and how it differs.
- 1. Administrative;
 - 2. Maintenance and Fueling;
 - 3. Vehicle Storage/Staging;
 - 4. Park-and-Ride Lots;
 - 5. Transit Center, Stations and Stops;
 - 6. Bicycle Facilities (e.g., lockers).
- C. Tools and Equipment: Replacement and/or Upgrade. Discuss current and/or proposed projects. Combine projects into a lump sum and indicate costs, sources of funds and amounts.
- D. Prepare an implementation schedule for delivery of recommendations in the CIP.
- E. Provide the following information on expansion projects:
- 1. Portray the project's current capital cost, providing explanation where costs differ.
 - 2. Capital Funding:
 - a. Discuss and describe secured funding, including fund programming and/or allocation actions, conditions imposed on the use of funds, fund sources and amounts;
 - b. Explain any changes in secured or anticipated funding, providing explanation;
 - c. Portray and discuss the project's cash flow needs, including any anticipated difficulties, and approved or anticipated decisions on bond financing.
 - 3. Project Schedule. Provide the most current schedule for the project, showing key milestones completed, and anticipated milestone completion dates.
 - 4. Operating Costs. Provide operating expense and revenue projections (including sources of funds).
 - 5. Discuss any activities related to changes in land use planned or anticipated in association with the project, including:
 - a. Participation in the development of local land use policies;

- b. Policies and/or planning pertaining to, and/or development adjacent to transit stations;
 - c. Descriptions of land that the City of Burlington currently owns or controls adjacent to transit stop/stations (use a map if desired to show locations).
6. Discuss any current or anticipated policy, planning, funding or operating issues associated with the project, not reflected in responses to items 1 through 5, above.

1.6. Community Outreach Plan

Special Note: Consultants should expect a high degree to public engagement and public opinion from this Plan. It is recommend assigning staff who are well-versed in successful public engagement and mediation. This will help ensure all members of the public are respectfully heard and engaged throughout the Plan process.

In order to achieve the vision for Link Transit, it is imperative that residents, businesses, human service providers, and stakeholders be involved in the development of the Plan. Direct effort should be made to obtain broad-based support from the community. Consultants shall prepare a Community Outreach Plan that is consistent with the BGMPO Public Participation Plan and complies with Title VI of the Civil Rights Act of 1964 and the Executive Order on Environmental Justice of 1994. The following are the minimum public involvement activities the Proposer should include:

1. The Plan will have two (2) public involvement opportunities for the general public. Each public involvement opportunity will consist of two (2) meetings, one in Burlington, Gibsonville, Alamance Community College and Graham. The general public should include residents, businesses, and community stakeholders. Public involvement opportunities may be in-person, online, or hybrid. All input and attendance from the public input opportunities shall be recorded and all concerns and suggestions will be included and addressed in the Plan.
2. A website for the Plan that will be interesting, provide up-to-date information, and be easy to use by the public;
3. Five (5) final presentation meetings, with potential for each to be a public meeting. One meeting with each of the following entities: Burlington City Council and PTAC at the minimum.

Community Engagement:

Proposer are encouraged to reach out to the community at large and interested or affected community members. Consultants are encouraged to use novel means to inform the public and gather their opinions. Suggested ideas could include but are not limited to flyers; updates in city bulletins, radio or television PSAs; coordination with local public or commercial media outlets; presentation to community/ business groups, and public meetings.

Online Engagement:

Proposer shall create a website to keep the public informed and engaged regarding the Plan. The website should include regular updates, including pertinent Plan documentations, maps, online surveys, public involvement opportunities, and the drafts and final reports. The website should also track hits/visits to the site. In addition, there should be social media developed and maintained as well as other online engagement tools to enhance the public involvement process and encourage the public's participation.

Link Transit hosts a Facebook, Twitter and Instagram page which is intended to be a clearing house for all Link Transit related social media outreach. The Proposer would be given access to place posts on the website.

Newspaper Engagement:

Public meetings and final presentations will be advertised in the local newspaper(s). Proposer are responsible for preparing newspaper advertisements for public meetings and final presentations. Proposer reviews the ads, provides necessary modifications to language and formatting, and coordinates and pays for printing with the local newspaper(s).

Community Engagement and Surveys:

Identify community based organizations that represent the interests of the Link Transit service area such as local business representatives, community organizations, representatives from local schools, public officials, residents of the Link Transit service area and County agency staff to participate in the planning process. Develop survey to be used for website, on board buses and distribution asking stakeholder for partial assistance in distributing to their clientele. The survey should have All public notices will be in English and Spanish. Spanish translators are required to be present at all workshops, and sign language interpreters will be present at workshops if requested.

Execute community outreach campaign. Educate participants about the goals of the Transit Development Plan and process. Presentation of existing transit services and programs. Facilitate discussions with the goal of reaching consensus to prioritized transit gaps. Gather input from participants on strategies and solutions while being mindful of budget constraints but noting if funding becomes available. All public notices will be in English and Spanish. Spanish translators are required to be present at all workshops, and sign language interpreters will be present at workshops if requested.

Demographics and Analysis:

Provide a description of the jurisdictions in the Link Transit service area including residential demographics (auto ownership, race/ethnicity, gender, age, income status, etc.). Information should include the existing transportation network and information regarding recent or proposed economic or housing development as well as any future business such as dialysis, medical office etc. Identify transportation gaps.

Establish the criteria for evaluating the feasibility of proposed solutions. Facilitate consensus among stakeholders the potential solutions based on how well they meet the criteria. Document solutions that do not meet the criteria. Evaluate the implementation feasibility of the proposed viable solutions and present to stakeholders, PTAC and Burlington City Council for comments and direction before developing a complete implementation plan.

Task 2 Publish the Transit Development Plan in accordance with the subtasks listed within this scope of work.

2.1 Publish Transit Development Plan

- A. Develop Draft Transit Development Plan
 - Executive Summary
 - Overview of Transit System (Task 1.1)
 - Goals, Objectives and Standards (Task 1.2)
 - Service and System Evaluation (Task 1.3)
 - Operations Plan, Marketing Plan & Financial Plan (Task 1.4)
 - Capital Improvement Program (Task 1.5)
 - Community Outreach Plan (Task 1.6)
- B. PTAC and City Council Involvement
 - Provide at least two (2) presentations to the PTAC and Burlington City Council.
 - Provide City of Burlington staff copies of the Draft Transit Development Plan for review, comment, and approval.
- C. Publish Final Transit Development Plan
 - Prepare PowerPoint presentation for PTAC and Burlington City Council.
 - Provide City of Burlington staff copies of the Final Transit Development Plan for approval. Although City of Burlington staff will obtain approval from the City Council, the Proposer must be present at the City Council meeting to field questions.

Task 3 Publish the Transit Facility Study in accordance with the subtasks listed within this scope of work.

3.0 Background

The primary goal of the Transit Facility Study is to recommend the best location(s) and provide a conceptual layout for a new operations and maintenance facility, transfer plaza/hub in downtown Burlington, and the potential for additional transfer locations. Other Plan goals include:

- Recommendations on phasing to ensure that the facilities will serve the area's short-range and long-range needs as the population and transportation system grows and as new public transportation technologies are implemented.
- Provide estimated capital and operating costs for the administrative/maintenance facility, transfer plaza, and other transfer locations at full build-out, as well as costs associated with a phased approach to development.
- Altering current and proposed routes from the Transit Development Plan to make the best use of all Link Transit facilities and ensure that the routes and facilities are

passenger friendly.

3.1 Develop Work Plan, Schedule, and Outreach Program

- Develop a work plan to guide and manage the project.
- Establish a schedule with milestones.
- Establish a process for communication with the sponsoring agencies.
- Develop a public involvement plan to conduct outreach for various tasks.

3.2 Collect Data and Assess Needs

- To develop an understanding of the current public transportation environment, it is necessary to complete the following tasks:
- Review available public transportation survey findings, and conduct additional surveys as needed.
- Review anticipated downtown developments and city growth, current and future public transportation operations plans and other information that could affect the project.
- Research and review peer facilities.
- Identify potential opportunities and issues.
- Develop a demographic profile of the population in the Plan area to determine existing geographical concentration of transit dependency or need from existing BGMPO, census, and transit survey data sources;
- Develop an employer profile from existing BGMPO and other employer-based data;
- Identify existing major traffic generators and high traffic corridors including major transit attractors and generators;
- Survey existing transit users within the community, (public and private) for assessing existing and future transit services; and
- Identify opportunities for increased transit services to attract non-transit dependent trips.
- In coordination with the Steering Committee, refine project goals and objectives.

3.3 Validation of Space Needs

Based on interviews with the system staff, the following information would be compiled on each functional area:

- Thoroughly review the current facilities and system to understand the needs at each facility, and for potential future facilities.
- Transit system(s) mission and function;
- Staff by type and number - current and historic;
- Current space allocations and unmet space needs;
- Equipment with significant impact on space needs;
- Degree of automation and communication;
- Data/record storage practices and requirements;
- Relationship to general public access and visitation; and
- Parking needs and traffic generation characteristics.

Average square foot space needs per employee, by individual component/personnel classification, will be defined, along with space needs for specialized equipment, meeting rooms, and other non-personnel space needs. The net square footage requirement for each component of the proposed facility will be determined. The total quantity of land required to accommodate the proposed facility will be determined by identifying the following:

- Total square footage required for structures such as administrative/operations facility, maintenance area, fueling bays, etc.;
- On-site vehicle and equipment storage;
- Employee and patron parking requirements;
- Vehicular access and maneuvering; and
- Future expansion requirements.

3.4 Identification of Sites

If possible, three potential choices for the location of the transit facility should be determined. Note that it may be helpful to initiate the assistance of a local commercial real estate broker to assist in compiling a list of potential sites. A profile of each potential site will be developed utilizing the following criteria:

- Review potential sites and associated property records
- Identify if best course of action is to have a new facility constructed or repurpose a current facility
- Review development plans that may affect sites
- Review sites for environmental issues that could present a fatal flaw
- Site location;
- Total acreage;
- Amount of usable space;
- Physical advantages/disadvantages;
- Geographical advantages/disadvantages;
- Environmental concerns including water and air quality impacts;
- Street access and traffic issues;
- Cost projections for land procurement, site preparation, and all other aspects of facility development;
- Potential constraints impacting development and/or facility operation;
- Compatibility with surrounding land uses;
- Local codes and zoning regulations;
- Work in conjunction with the City of Burlington updated Unified Development Code and Downtown Master Plan and make recommendations accordingly;
- Special requirements impacting site development and/or facility operations;
- Accessibility and convenience for other transportation providers/modes;
- Allowance for future growth and expansion; and
- Availability and ease of land acquisition.
- Recommend three (3) candidate sites for further analysis.

3.5 Title VI Equity Analysis

To comply with Title VI requirements as outlined in 49 CFR §21.5(b)(3) and as described in FTA Circular 4702.1B, a Title VI Facility Equity Analysis (often called a site equity analysis) must be completed early in the planning process for a maintenance facility (such as a bus garage) and **before a site is selected**. The purpose of the Title VI Equity Analysis is to determine whether the site or location of a facility will result in discrimination on the grounds of race, color, or national origin. Bus stops or transfer facilities generally do **not** require a site equity analysis, as those are covered during the NEPA process. Additional information and details may be found in [FTA Circular 4702.1B](#), Chapter III, Section 13.

3.6 Public Involvement

It is essential that public input be received during the site consideration process. This can be accomplished by:

- Establishing two-way communication with the local community in order to gather input on transit needs and to discuss transit service alternatives;
- Determining the approach to identify different constituent groups;
- Establishing a time schedule for conducting public meetings;
- Identifying the mechanism for including public comments into final recommendations;
- Meeting with constituencies that represent transportation disadvantaged individuals and transit access issues;
- Offer quality opportunities for public, rider, and business input into the Plan process to ensure that we fully understand their needs and issues. This may include some less-traditional approaches to obtaining input.
- Develop a public involvement plan that allows for face-to-face involvement as well as virtual options. The Plan must include ways to obtain virtual input, and not be limited to only gathering public input through in-person meetings.
- Surveying potential consumers and agencies; and
- Conducting a public hearing and recording the results.

3.7 Site Selection Criteria

Evaluation criteria and a ranking system for each potential site based upon those criteria would be developed. The focus of the selection criteria for determining the most viable transit facility site would concentrate on the following factors:

- Access - Highway/street system, traffic congestion;
- Physical/Geographic Features - Total site size, configuration (ratio of length to width), contiguity, soil bearing capacity, slope, drainage, flood plains, wetlands, easements, hazardous wastes, and zoning and land use;
- Availability of Utilities - Electricity, water, sewer;
- Availability and Cost - Publicly owned land, privately owned land, local

- tax base impact, projected land cost; and
- Public Opinion - Determined through meetings and surveys.
- Adverse Impact on Minority or Low-Income Populations – Where effects are disproportionately high, site selection may only be carried out if further mitigation measures or alternatives that would reduce the disproportionately high and adverse effects are not practicable. In determining whether a mitigation measure or alternative is "practicable," the social, economic (including costs) and environmental effects of avoiding or mitigating adverse effects will be considered.
- Develop preliminary site layout for candidate sites based on conceptual layout
- Evaluate and rank candidate sites based on established criteria
- Recommend preferred site
- Note that it may be helpful to prepare a site evaluation matrix. A ranking system, based on local considerations and priorities, should be devised with weighted scores for each evaluation criteria due to some factors being more critical than others in the successful development of the proposed transit operations and maintenance facility and central transfer hub facilities. A site recommendation would be made using the evaluation criteria and ranking system.

3.8 Implementation Plan

Once a decision on the site has been made for the operations and maintenance facility and central transfer hub, the facility implementation Plan will be developed including the following:

- Proposed space plan;
- Adjacency diagrams indicating the spatial relationships between functional elements of the facility;
- Total facility and site size recommendations;
- Renovation and/or development costs, as appropriate;
- Recommended project budget, including A/E fees, impact fees and other costs;
- Estimate of operation costs and revenue sources;
- If applicable, develop a cost allocation methodology to establish an equitable distribution of costs commensurate with benefits;
- Possible funding partners;
- Preliminary assessment on the potential environmental determination request to be made by the project; and

Task 4 Publish the Transit Facilities Study in accordance to the subtasks listed within this scope of work.

4.1 Publish Transit Facilities Study

- Develop Work Plan, Schedule, and Outreach Program (Task 3.1)
- Collect Data and Assess Needs (Task 3.2)
- Validation of Space Needs (Task 3.3)
- Identification of Sites (Task 3.4)

- Title VI Equity Analysis (Task 3.5)
- Public Involvement (Task 3.6)
- Site Selection Criteria (Task 3.7)
- Implementation Plan (Task 3.8)

PROJECT SPECIFICS

Project Schedule and Budget

1. Provide a detailed budget and schedule for the following tasks and subtasks:

Tasks	Description
1	Prepare Transit Development Plan
1.1	Prepare Overview of Transit System
1.2	Review and Update Goals, Objectives, and Standards
1.3	Service and System Evaluation
1.4	Operations, Marketing Plan and Financial Plan
1.5	Capital Improvement Program
1.6	Gap Analysis and Service Implementation Plan
2	Publish Transit Development Plan
2.1	Publish Transit Development Plan
3	Draft Transit Facility Study
3.1	Develop Work Plan, Schedule, and Outreach Program
3.2	Collect Data and Assess Needs
3.3	Validation of Space Needs
3.4	Identification of Sites
3.5	Title VI Equity Analysis
3.6	Public Involvement
3.7	Site Selection Criteria
3.8	Implementation Plan
4	Publish Transit Facilities Study
4.1	Publish Transit Facilities Study

Major Project Deliverables

City of Burlington staff will review each required and optional deliverable and provide comments to the consultant. Prior to the consultant submitting the final versions of each deliverable, The City of Burlington must approve each deliverable's format and content.

Tasks	Required Deliverables	Required Format	Due Date
3.1	Draft Transit Development Plan to City of Burlington Staff	Consultant shall provide 5 Bound Hardcopies and a Data Copy in Microsoft Word and Adobe Acrobat format. All tables shall be provided in a Microsoft Excel format	9-30-2023

3.1	Final Transit Development Plan to City of Burlington Staff	Consultant shall provide 10 Bound Hardcopies and a Data Copy in a Microsoft Word and Adobe Acrobat format. All tables shall be provided in a Microsoft Excel format.	11-30-2023
4.1	Draft Transit Facilities Study to City of Burlington Staff	Consultant shall provide 5 Bound Hardcopies and a Data Copy in Microsoft Word and Adobe Acrobat format. All tables shall be provided in a Microsoft Excel format	3-31-2024
4.1	Final Transit Facilities Study to City of Burlington Staff	Consultant shall provide 10 Bound Hardcopies and a Data Copy in a Microsoft Word and Adobe Acrobat format. All tables shall be provided in a Microsoft Excel format.	5-30-2024

Project Meeting and Reporting Requirements

1. Meetings

- a. The Proposer shall meet with City of Burlington staff on a monthly basis during the duration of the project. The Proposer shall provide meeting minutes to City of Burlington staff within five (5) business days after each meeting.

2. Progress Reports

- a. For each monthly reporting period, the Proposer shall provide a progress report covering its accomplishments. The progress reports shall contain the following:
 1. A description of the work completed;
 2. Tasks expected to be performed for the next reporting period; and
 3. Explanation of problems and delays encountered for the current reporting period, and anticipated for the next reporting period.
- b. The Proposer shall provide progress reports to the City of Burlington in a Microsoft Word format no later than seven (7) business days after each reporting period.

VI. PROPOSAL FORMAT & REQUIREMENTS

1. Please note that there will be no public opening of proposals. Prices and other proposal information shall not be made public until the proposal is awarded. At that time the executed Contract and purchase order will become public information. Proposals must be valid for a minimum period of 180 days from the due date. Proposals may **not** be withdrawn after the submission date.
1. The Proposals package shall be clearly marked **“RFP# 23-0210 Solicitation of Preparation of a Five Year Transit Development Plan and Transit Facility Study”**. Proposers are fully responsible for the timely delivery of proposals. Reliance upon mail or other carriers is at the Proposer’s own risk. Late proposals shall not be considered.

Mail one original hardcopy along with one electronic copy on a flash drive.

2. All inquires regarding specifications should be in writing via email and directed to:
John Andoh, CCTM, CPM, Interim Transit Manager
jandoh@burlingtonnc.gov
3. This solicitation does not obligate the City of Burlington to pay for costs incurred in the preparation of proposals or to award a Contract. The City of Burlington reserves the right to accept or reject any or all proposals, or to cancel in part or in whole, this solicitation.
4. A sample Contract is included in this solicitation. The selected Proposer shall sign a Contract with the City of Burlington, substantially similar to that included herein.
5. The following format shall be used for all proposals:

Submittals included in Proposal – The following submittals should be included in the proposal submission.

The Proposer are requested to be as brief and concise as possible. The main body of the proposal shall address the following major sections:

1. Description of firm
2. Organizational chart showing project team and general activities
3. Table of key individuals’ time-available for project
4. Understanding of project and proposed work approach
5. Brief examples of past, pertinent work projects

Required Elements for Appendix - The appendix must include the following items:

1. Proposed Project Schedule: Proposed schedules may begin as soon as April 3, 2023 and should detail all activities necessary to complete the Scope of Work. Activities may include but are not limited to:
2. Contract Negotiations
3. Monthly Updates (via telephone or in person) to BGBGMPO TAC, PTAC and City of Burlington
4. Data Acquisition (provided, as available, by BGBGMPO, NCDOT, City of Burlington, Town of Gibsonville, Alamance County, Alamance Community College, etc.)
5. Stakeholder Interviews
6. Steering Committee Meetings/ Activities
7. Public Outreach Activities (webpage, meetings, social media, news releases, etc.)
8. Public Input Meetings
9. Documents/Tech Memos for Plan Milestones
10. Draft Report Development
11. Draft Report Review by Steering Committee, BGBGMPO, NCDOT, PTAC, participants City of Burlington Council or Town Council (required before presentation to the City of Burlington Council)
12. Final Presentations to the Burlington City of Burlington Council.
 - a. Quality Control/Quality Assurance (QC/QA) program: Detail the program that will be used on the project. This (QC/QA) program must identify the team members, their responsibilities, and stages of development at which each is to be responsible.
13. Resumes or list of Personnel: Detail who will be assigned to work on the project (including titles, education, and/or work experience).
14. The Price Proposal with price data shall be provided in the format in Section IV.

VII. PROPOSAL EVALUATION

An initial screening of proposals for completeness, and to verify that minimum requirements are met will be undertaken, and the City of Burlington will reject as non-responsive any proposal which does not include all the required documents or meet the minimum requirements, and no further evaluation of non-responsive proposals will be performed. The City of Burlington may request additional information while reviewing proposals. Proposals will be evaluated according to the most qualified in the opinion of the City of Burlington. The City of Burlington reserves the right to contact and evaluate the Proposer's references; contact any Proposer to clarify any response; contact any current clients of a Proposer; solicit information from any available source deemed pertinent to the evaluation process. The City of Burlington shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the City of Burlington.

All proposals will be evaluated on the following basis:

- Professional ability to satisfactorily perform the required services within the desired project schedule (40%)
- Past performances and experience with similar work (25%)
- Project cost (Price) (15%)
- Overall quality of proposal (10%)
- Knowledge of all applicable laws and regulations (10%)

The City of Burlington also reserves the right to select a Proposer or individual directly after review of the proposals, or it may determine it advisable to conduct interviews prior to the awarding of the Contract.

The City of Burlington also reserves the right to accept the Proposer or individual's proposed fees or to enter into competitive negotiations with two or more qualified Proposers. If negotiations are conducted, all affected Proposers or individuals will be notified in writing when to submit their best and final offer.

SELECTION PROCESS

1. Best Value

Proposals will be evaluated as "Best Value" per the FTA Best Practices Procurement Manual, defined as follows: *"Best Value" is a selection process in which proposals contain both price and qualitative components, and award is based upon a combination of price and qualitative considerations. Qualitative considerations may include technical design, technical approach, quality of proposed personnel, and/or management plan. The award selection is based upon consideration of a combination of technical and price factors to determine (or derive) the offer deemed most advantageous and of the greatest value to the procuring agency."*

2. Initial Screening

The City of Burlington will make an initial evaluation of all proposals. Upon that initial evaluation, the proposals will be ranked in general order of quality, and by how closely the proposals meet the City of Burlington's needs. The City of Burlington reserves the right to award a Contract to other than the lowest cost proposal allowing for a more responsive proposal that addresses all of the above criteria and best satisfies City of Burlington's needs. The City of Burlington also reserves the right to reject all proposals. The City of Burlington may consider criteria other than those listed below, as necessary, in the selection process.

3. Interviews, Inspections, Best and Final Offer (BAFO)

The Proposers may be required, and shall be prepared to attend an interview with the City of Burlington. The Project Manager must be available to answer questions at the interview. The City of Burlington may choose, at its sole option, not to interview all Proposers or conduct any interviews. The City of Burlington may reject any or all proposals submitted, or at its sole discretion, award a Contract to the best Proposer without any interviews. The City of Burlington may ask all Proposers or only those determined to be within the competitive range to submit a BAFO. If this step is to be included, detailed instructions will be provided at the time of the request.

VIII DRAFT CONTRACT

THIS CONTRACT made this _____ day of _____, 2023, by and between _____ (a corporation organized and existing under the laws of the State of _____), hereinafter called the Contractor, and the City of Burlington, hereinafter called the City of Burlington.

WITNESSETH, that the Contractor and the City of Burlington, for the consideration stated herein, mutually agree as follows:

ARTICLE 1 - Statement of Work, The Provider shall complete the project as described in the Request for Proposals issued on January 3, 2023, any addenda to the document, and in the Provider's proposal, dated _____. These documents are hereby incorporated by reference.

ARTICLE 2 - The Contract Price, The City of Burlington will pay per the following schedule for bus stop amenities to the Contractor for the performance of the Contract, in current funds, for work performed.

Tasks	Description	Cost
1	Prepare Transit Development Plan	
1.1	Prepare Overview of Transit System	
1.2	Review and Update Goals, Objectives, and Standards	
1.3	Service and System Evaluation	
1.4	Operations, Marketing Plan and Financial Plan	
1.5	Capital Improvement Program	
1.6	Gap Analysis and Service Implementation Plan	
2	Publish Transit Development Plan	
2.1	Publish Transit Development Plan	
3	Draft Transit Facility Study	
3.1	Develop Work Plan, Schedule, and Outreach Program	
3.2	Collect Data and Assess Needs	
3.3	Validation of Space Needs	
3.4	Identification of Sites	
3.5	Title VI Equity Analysis	
3.6	Public Involvement	
3.7	Site Selection Criteria	
3.8	Implementation Plan	
4	Publish Transit Facilities Study	
4.1	Publish Transit Facilities Study	
5	Overhead and Profit	

ARTICLE 3 - Contract Documents, the executed Contract documents shall consist of the following:

- a. Change Orders and Supplements to this Contract
- b. This Contract
- c. Signed Copy of Proposal
- d. Addenda to Proposal Documents
- e. Request for Proposal Documents

This Contract, together with other documents enumerated in this ARTICLE 3, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract between the parties hereto. In the event that any provision in any component part of this Contract conflicts with any provisions of any other component part, the provisions of the component part first enumerated in this ARTICLE 3 shall govern, except as otherwise specifically stated.

IN WITNESS THEREOF, the parties hereto have caused this Contract to be executed in 4 original copies on the day and year first above written.

(PRINT OR TYPE THE NAMES UNDERNEATH ALL SIGNATURES)

Attest:

Contractor

Witness

By: _____
Company Official:

Witness

Title

Street Address

City of Burlington/State

City of Burlington, North Carolina.
The City of Burlington

City of Burlington Clerk

By: _____
City of Burlington Manager

Date: _____

Corporate Certification

I, _____ certify that I am the _____ of the corporation named as the *Contractor* herein, and that _____ who signed this Contract on behalf of the *Contractor*, was then _____ of said corporation; and further that said Contract was duly signed for and on behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

(Corporate Seal)

DATE