Deep East Texas Council of Governments (DETCOG)
Request for Proposals (RFP) 2025-001
Regional Public Transportation Coordination Plan Update
Release Date: April 24, 2025
Proposal Deadline: May 19, 2025, at 4:30 PM CDT

RFP SECTION 1: INTRODUCTION

The Deep East Texas Council of Governments (DETCOG) is soliciting proposals through this document from qualified consultants to assist in updating the Regional Public Transportation Coordination Plan (the Plan) for the DETCOG Region. This update will align with the TxDOT Regionally Coordinated Transportation Planning Guidebook and comply with applicable state and federal requirements, including those outlined under the Federal Transit Administration Section 5310 program.

The objective of this planning effort is to improve regional mobility by strengthening coordination among public transportation providers, local governments, and human service agencies. The updated Plan will assess existing conditions, identify service gaps, and recommend strategies to better serve seniors, individuals with disabilities, rural residents, and other transportation-disadvantaged populations.

DETCOG will serve as the lead agency, facilitating regional coordination, supporting outreach efforts, and providing access to local data and contacts. The selected consultant will be responsible for managing the planning process, conducting technical analysis, engaging stakeholders, and producing a final Plan that meets TxDOT requirements and supports coordinated transportation development through 2030.

RFP SECTION 2: PURPOSE AND OBJECTIVES

The purpose of this RFP is to identify and contract with a consultant with the expertise to:

- Conduct a comprehensive assessment of the transportation needs of target populations (e.g., seniors and individuals with disabilities, but also low-income residents, zero car households, youths, residents with limited English proficiency, veterans, and clients of workforce agencies (job seekers).
- Help organize and facilitate meaningful stakeholder and public engagement.
- Identify gaps and duplication in transportation services focused on the above populations
- Identify and help facilitate a prioritization of unmet needs
- Identify goals and strategies that stem from the prioritized unmet needs and help facilitate the prioritization of those strategies
- Prepare a 5-year update to our regional coordination plan that meets TxDOT's requirements and supports funding eligibility.

RFP SECTION 3: SCOPE OF WORK

The selected consultant will perform the following tasks, per the *TxDOT Coordination Plan Guidebook*; the schedules that are contained in the Guidebook (see especially Timeline 2 in Appendix M); and using the tools and methodologies as described in the Guidebook and its appendices

Task 1: Project Management

- Conduct a kickoff meeting with the Agency and the Regional Coordination Committee (RCC) members to go over the tasks, the preliminary schedule of tasks and deliverables and clarify the divisions of responsibilities and the role of the RCC [Note: the Agency might also seek the consultant's help in inviting additional individuals to join the RCC in order to broaden representation of the organizations serving the target populations).
- Revise the project timeline as needed per discussions at the kick-off meeting.
- Schedule and conduct monthly check-in calls with the Agency's project manager
- Prepare and submit monthly progress reports to the Agency

Task 2: Stakeholder and Public Engagement

- Prepare and submit a stakeholder/community engagement plan and communication plan
- Schedule and conduct stakeholder surveys/interviews, rider surveys and/or focus groups, and public meetings, as per the Coordination Guidebook
- Engage representatives from target populations and relevant agencies via the RCC and provider survey effort in Task 3.

Task 3: Existing Conditions Analysis

- Prepare a geographic assessment
- Prepare a demographic assessment including the Transit Needs Index (TNI) map
- Prepare an assessment of transportation services in the region that provide trips to the target populations; this effort will include conducting a survey of such transportation providers and preparing profiles of each of the transportation providers.
- Identify instances of service duplication and service gaps instances of unmet transportation needs
- Prepare and submit a Task 3 Technical Memorandum on the findings from this task
- Conduct a workshop (Workshop #1) for the RCC where the existing conditions, the instances of duplication and service gaps and instances of unmet needs are presented and discussed, and at which the consultant will help the RCC prioritize the unmet needs

Task 4: Prepare the Interim Plan

- Compile the findings from the preceding tasks into Chapters 1 through 6 of the Interim Plan, per the required format in the Coordination Guidebook
- Submit the Interim Plan to the RCC for review, and revise the Interim Plan
- Revise Chapters 1 through 6 as needed per feedback from the RCC: {Note, the Agency must submit the Interim Plan to TxDOT by March 2026.]
- Conduct any "missing activities" and revise the Interim Plam, as needed per instructions from TxDOT stemming from its review of the Interim Plan.

Task 5: Goals and Strategies

- Develop matrices of goals and strategies that trace back to the unmet needs prioritized in the Interim Plan
- Prepare and submit a Task 5 Technical Memorandum that introduces and discusses these matrices
- Conduct a workshop (Workshop #2) for the RCC where the goals and strategies are presented and discussed, and at which the consultant will help the RCC prioritize the goals and strategies
- Revise the matrices per discussions at the workshop

Task 6: Draft Final Plan and Final Plan

- Prepare and submit Draft Final Plan
- Review the Final Plan per Agency/RCC feedback

- Help the Agency promulgate the stakeholder/community review of the Draft Final Plan
- Present to the Agency/RCC suggested changes based on the stakeholder/community feedback, and come to a consensus on final changes
- Prepare and submit Final Plan, including all supporting data and documentation and required signatures

---

RFP SECTION 4: PROPOSAL SUBMISSION REQUIREMENTS

Proposals should include the following sections, without exceeding **25 pages**:

- Transmittal Letter: Include the name, title, and contact information of the primary point of contact for the proposal.
- Project Understanding: Provide a description of your understanding of the Plan's objectives, goals, and requirements.
- Technical Approach: Outline the methodologies, tools, and strategies your team will use to complete the project tasks, aligned with TxDOT guidance.
- Team Composition and Experience: Identify key personnel assigned to the project and summarize relevant experience. Resumes or bios of proposed team members should be included.
- Schedule: Include a proposed timeline with major milestones and deliverable deadlines. The schedule should reflect the anticipated timeline required by TxDOT.
- Cost Proposal: Submit a separate sealed cost proposal that includes a detailed budget broken down by task and project staff member.

While DETCOG anticipates dedicating $100,000 to consultant services under this project, respondents may submit proposals that reflect the scope and value of their work.

Please note: The consultant budget is contingent upon funding awarded to DETCOG by the Texas Department of Transportation (TxDOT). Final contracting is subject to receipt of those funds.

RFP SECTION 5: EVALUATION CRITERIA

Proposals will be evaluated using the following weighted criteria:

Criteria	Weight
Project Understanding and Technical Approach	40%
Qualifications and Experience of Consultant Team	35%
Proposed Schedule	15%
Cost Effectiveness	10%

The Agency reserves the right to award the contract to the consultant whose proposal is deemed most advantageous.

RFP SECTION 6: RESOURCES AND REFERENCES

Consultants must review the following documents:

- *TxDOT Coordination Plan Guidebook*.
- *Coordination Plan Guidebook Appendices* (includes survey templates, data tools, and sample bylaws).

- Relevant local or regional planning documents DETCOG 5 Year Regionally Coordinated Transportation Plan

---

RFP SECTION 7: ADDITIONAL INFORMATION

The following details apply to the submission and handling of proposals:

Disclaimer

DETCOG reserves the right to reject any or all proposals, to waive any informality in the proposals received, and to request additional information or clarification from proposers as necessary.

Submission Instructions

- Submit **[5] hard copies** and **[1] electronic copy** (via USB drive or email attachment to aharmon@detcog.gov) of the proposal.
- Proposals must be received **no later than May 19, by 4:30PM CDT**, at the following address:

Deep East Texas Council of Governments
Attn: Andrew Harmon
1405 Kurth Drive
Lufkin, TX 75904

- Late submissions will not be considered.

Questions & Contact Information

All questions regarding this RFP must be submitted by email to:

Name: Andrew Harmon
Email: aharmon@detcog.gov

Questions must be submitted no later than **May 8, 2025** to ensure a timely response.

Responses to questions will be posted on the DETCOG website on the RFP & RFQ Page under the Notices and Resources tab.

(RFPs & RFQs | DETCOG)

RFP SECTION 8: ATTACHMENTS

- Attachment 1: Coordination Plan Guidebook
- Attachment 2: Coordination Plan Guidebook Appendices
- Attachment 3: 5-Year Regionally Coordinated Transportation Plan 2022-2027
- **Attachment 4: PTN 130 Required with response**
- Attachment 5: DETCOG Standard of Conduct

RFP SECTION 9: Protest Procedure

Any Proposer who is aggrieved in connection with a purchase transaction may file a grievance. The grievance may be filed at any phase of the procurement, and up to five (5) days after the DETCOG Board of Directors public agenda is posted for action regarding the item questioned. Grievances filed more than five (5) working days after action by the DETCOG Board of Directors will not be deemed timely and will not be considered. In order for a Proposer to enter the grievance process, a written complaint must be sent to the Executive Director of DETCOG by certified mail and sent to 1405 Kurth Drive, Lufkin, Texas 75904 and must include the following:

1. Name, mailing address and business phone number of the complainant.
2. Appropriate identification of the procurement being questioned.
3. A precise statement of the reasons for the protest.
4. Supporting exhibits, evidence or documents to substantiate any claims.

The grievance must be based on an alleged violation of DETCOG's Procurement Procedures, a violation of State or Federal Law (if applicable), or a violation of applicable grant or contract agreements to which DETCOG is a party. Failure to receive a procurement award from DETCOG in and of itself does not constitute a valid grievance. Upon receipt of grievance, the Executive Director will initiate the informal resolution process.

The Chief Financial Officer/Controller or Department Head responsible for the solicitation shall contact the complainant and all interested parties and attempt to resolve the allegations informally within ten (10) working days from the date of complaint. If the allegations are successfully resolved by mutual agreement, documentation will be forwarded to the Chief Financial Officer/Controller of the resolution with specifics on each point addressed in the original complaint.

If the Chief Financial Officer/Controller or Department Head is not successful in resolving the allegations, the complaint, along with the comments, will be forwarded to the Chief Financial Officer/Controller immediately. The Chief Financial Officer/Controller will review all documentation. All interested parties will be given written notice of the date, time, and place of hearing and an opportunity to present evidence. A written decision will be issued within five (5) working days after the hearing along with notice of appeal rights.

The complainant may appeal the Chief Financial Officer/Controller's decision by submitting a written appeal, within five (5) working days, to the Executive Director of DETCOG. The Executive Director, upon receipt of a written notice of appeal, shall contact the complainant and schedule a hearing within ten (10) working days. The Executive Director of DETCOG has the option of appointing a Hearing Officer to preside over the hearing. If appointed, the Hearing Officer shall conduct a hearing and forward a summary and recommended resolution to the Executive Director.

The decision reached by the Executive Director or his designee shall be final and conclusive. This decision will be forwarded to the complainant in writing within thirty (30) working days.

The Proposer may, if it elects to do so, appeal the final and conclusive decision of the Executive Director to a court of competent jurisdiction.