

# **Morgantown Monongalia MPO Transit Short and Medium Range Operations Plan**

## **Request for Qualifications**

### **BACKGROUND**

Morgantown West Virginia is home to a diverse population focused on West Virginia University, two major hospitals, and several large commercial and governmental employers. Transit service provided by Mountain Line Transit plays a very significant role in the community's overall transportation picture.

### **PROJECT DESCRIPTION**

The Morgantown Monongalia Metropolitan Planning Organization (MMMPO) is assisting the Mountain Line Transit Authority in developing a short to medium term strategic plan for the transit systems operations. Unexpected changes to the infrastructure available to the Authority have necessitated that the Authority change its routes to accommodate its recently relocated transfer center. This change means that the Authority needs to reevaluate how it may expect to operate now and in the near future. This plan is to address that need.

The plan is a joint effort with WV Division of Highways, the WV Division of Public Transit, Mountain Line Transit and the Morgantown Monongalia MPO. It will serve as an important implementation document for programming and designing transit service throughout the area.

### **SCOPE OF SERVICE**

#### **1. Understand the Current and Future Demand for Service**

The consultant should conduct a thorough evaluation of the current condition of public transportation in the area and project future conditions based on known factors relating to the built environment in the area. This first task should be an evaluation of the existing Mountain Line service as a stand alone agency.

Required tasks:

- Identify all ongoing transit activity in the area including WVU's Personal Rapid Transit System and bus services, services provided by private providers including apartment complexes and similar services
- Evaluate current service facility needs.
- Project future current service needs based on projected growth in the area. Sources for project growth should include local and regional plans as well as well documented economic forecasts. These forecasts should be informed through public involvement activities
- Assess the relationship between existing and expected future land use patterns and project where future transit service expansion and new facilities will be needed based on the growth projections.
- Evaluate transit access to employment centers, healthcare facilities, groceries, and other public service for the low-income population in the area. Address how recommendations from this study could impact transit equity.
- Areas anticipated to be evaluated as part of this process include:
  - Expanding the existing Westover facility
  - The vicinity of the ongoing West Ridge development

- The Pierpont/Cheat Lake area
  - Downtown Morgantown
  - Scott Avenue
  - Other areas to be determined
- Create a baseline funding scenarios for maintaining and expanding the existing Mountain Line Service
    - Develop an estimate for future non-revenue income streams particularly Section 5311 Funding
    - Update analysis of the existing fare structure
    - Project the fare structures needed to maintain existing service, or to expand the service given projected future growth and anticipated funding streams
    - Create a matrix showing and comparing the revenues and trips provided by enhanced service frequency when compared to expanding the coverage area but maintaining current service frequency.

## **2. Create Scenarios for the following alternatives**

- Enhanced Integration of Mountain Line Service with WVU provided services
  - Identify efficiencies that can be created by enhanced coordination between Mountain Line and WVU Transportation
  - Provide a financial analysis of the impact of implementing the efficiencies when compared to the baseline scenario
- Identify and evaluate potential corridors for implementing bus rapid transit service
  - Identify future corridors where bus rapid transit service may be feasible based on anticipated future growth
  - Provide a financial analysis of the impact of implementing the enhanced service when compared to the baseline scenario

## **3. Public Involvement**

- It is anticipated that most of the review work to be conducted by the consultant will be done electronically or through teleconferencing. However, there should be at least three Steering Committee meetings. One meeting to introduce the project and to gather expectations from Steering Committee members, one meeting to introduce preliminary recommendations and a final meeting to approve the final recommendations. Steering Committee meetings may be held at the same time as the public meetings.
- Ridership survey the project should include an online survey for current and potential transit service users. The survey should include identification of areas that riders would like to go to but where service is not provided and their general satisfaction with Mountain Line service. Hard copies of the survey should be available at Mountain Line and at select locations throughout the area.
- At a minimum three scheduled public presentations should be included in the proposed process they are as follows:

- Kickoff public meeting to inform the public that the Study will be ongoing and to publicize how the public can identify their need for transit service to the consulting team. This should include an online survey of Mountain Line ridership and the general public.
- Preliminary recommendations public meeting. A public meeting should be held to inform the public of the preliminary recommendation of the Study and to seek their input on the proposals.
- Presentation to the Mountain Line Transit Authority Board-The consulting team should present the final recommendations to the Mountain Line Board at a regularly scheduled meeting.

#### **4. Implementation**

- The plan should identify the steps needed to implement each alternative examined including the necessary capital improvements, service alternatives, and the funding stream(s) needed to implement them.

#### **5. Deliverables**

Below is a list of the minimum deliverables required for the Plan. If additional deliverables are to be created, please list them in your proposal. All deliverables must be included in the budget.

- Transit Plan document, including executive summary, introduction, recommendations, and implementation steps.
- Documentation of existing condition and needs assessment.
- Documentation of all meetings including key findings and stakeholder comments.
- Documentation of the project identification and priority process.

#### **ANTICIPATED PROJECT SCHEDULE**

June 4, 2019	RFP distributed
June 28, 2019	Proposals due
July 15, 2019	Three finalists informed
July 29, 2019	Consultant interviews
August 9, 2019	Contract award
February/March 2020	Preliminary recommendations
May/June 2019	Draft Plan Submittal

#### **SUBMITTAL FORMAT AND REQUIREMENTS**

Proposers shall submit five (5) bound sets and one electronic PDF format copy. Bound proposal sets shall not exceed 11" x 17" in size. Proposers should provide the following:

- The project team
- Statement of understanding
- Scope of work
- Relevant examples of previous work
- Proposed schedule

## **EVALUATION**

RFQ Evaluation Criteria (maximum points):

1. The demonstrated understanding of the project and the study's intended outcome. (20)
2. The proposed overall project approach, methodology, and the degree of creativity displayed. (20)
3. The qualifications of the project team and their experience with similar projects (20)
4. Anticipated fit and effective communication between the consultant and the MPO (20)
5. The proposer's effective allocation of time and resources (20)

## **NOTICE TO PROPOSERS**

This Request for Proposals does not constitute a contract or offer of employment. All proposals, whether accepted or rejected, shall become the property of the MMMPO. The MMMPO reserves the right to reject any and all proposals. Elements and/or tasks may be added or deleted at the discretion of the MMMPO pending negotiation of the scope of work and compensation. Questions about the proposal may arise as proposers are preparing their responses. Inquiries are to be made in writing prior to June 17, 2019 and answers thereto will be emailed to all firms who have received or requested copies of the RFP.

Interested firms or teams are invited to submit their proposals and statements of qualifications as described above in sealed envelopes to:

Bill Austin  
Executive Director  
Morgantown Monongalia MPO, 243 High St. Room 110  
Morgantown, WV 26505  
Office 304-291-9571

Proposals must be submitted no later than 5:00 PM on June 28, 2019