

REQUEST FOR PROPOSALS

Purpose

The County seeks a qualified and experienced Consultant to provide a Comprehensive Transit Study and an Updated Five Year Service Plan for the County's public transit system, Atomic City Transit ("ACT"). The study and updated plan will include all of the items discussed in the Scope of Work and Deliverables section below. The final plan will prioritize recommended changes to ACT's transit service, including recommended modifications to existing service, as well as any proposed new service, specifically optimal weekend services. The plan will also include recommended modifications or changes to current practices to provide more reliable and efficient operations and organizational approaches that contribute to overall effectiveness of transit management.

Background

Service Area

ACT provides service to the communities of White Rock and Los Alamos in the County, which is located approximately 35 miles northwest of Santa Fe and 65 miles southwest of Taos. The population of the county is 17,950 (2010 US Census Estimate) which grows by approximately 6,500 (Los Alamos National Laboratory Community Impact Data Profile 2017) people a day during the work week due to the workforce that comes into Los Alamos.

Routes

ACT currently operates eight fixed routes and five afternoon express routes from 6:00 am to 7:00 pm Monday through Friday. A seasonal (mid-May to mid-October) route provides service to Bandelier National Monument seven days a week. ACT also operates a paratransit service same hours as the fixed route with origin to destination service and door to door when needed and requested. Dial-A-Ride service is offered to the general public with ADA accessible vehicles from 6:30 pm to 9:00 pm Monday through Friday.

Schedule:

- Hourly service on six neighborhood routes (Main Hill to/from White Rock, Truck Route to/from White Rock, Canyon/Central, North Community, Barranca Mesa and North Mesa) between 6:00 a.m. and 7:00 p.m.
- Twice an hour service on one neighborhood route (North Mesa) during peak periods.
- Service every 30 minutes on three routes (Downtown Circulator, North Community and Canyon/Central) between 6:00 a.m. and 7:00 p.m.
- Service every 15 minutes on the Downtown Circulator during peak periods.
- ADA Complementary Paratransit Service for individuals with disabilities during the same days and hours of the fixed route service.
- Dial-a-Ride service for the general public between 6:30 p.m. and 9:00 p.m. Monday through Friday.
- Seasonal service between White Rock and Bandelier National Monument 7 days per week from approximately 9:00 a.m. to 5:10 p.m. Frequency is every 30 minutes on weekdays and 20 minutes on weekends.

- Afternoon Express service operates only on school days and is open to the general public. In addition to scheduled drop off locations, Afternoon Express buses drop riders off at other marked bus stops along each of the routes, with the exception of bus stops located on Trinity Drive.

Employees

ACT currently has 38.58 employees, six of which are Limited Term Employees (FTEs) hired to operate the Bandelier National Monument service. Two Limited Term Employees (FTEs) are retained throughout the year to provide additional support to the fixed route service.

Ridership

Atomic City Transit was established in 2007 and seen a healthy ridership given the current 2010 population census.

FY08	-	254,502 one-way trips
FY09	-	403,342 one-way trips
FY10	-	433,819 one-way trips
FY11	-	449,729 one-way trips
FY12	-	562,226 one-way trips
FY13	-	550,808 one-way trips
FY14	-	526,333 one-way trips
FY15	-	538,613 one-way trips
FY16	-	511,553 one-way trips
FY17	-	456,983 one-way trips
FY18	-	448,366 one-way trips

Existing Five Year Transit Service Plan

The existing Five Year Transit Service Plan changed the design of operation to a thirty minute pulse system which was approved by County Council on March 31, 2015. This service plan has been used as a guide the past few years, although adjustments in the implementation schedule have been made based on the needs in the community, available funding, and direction provided by the County Council and County management.

Funding

Los Alamos County will use Federal Transit Administration (FTA) Section 5304 State Planning Funds to fund a portion of a Comprehensive Transit Study and complete an updated Five Year Transit Service Plan for the County’s Atomic City Transit public transit system. Therefore, applicable Federal regulations will apply. Proposed must review and certify that they have read and understand all contract clauses, attachments and certifications. The consultant will perform the work in compliance with FTA, State and County procurement code. The breakout of funding is **as follows:**

Federal Share (5304 funds)	\$50,000
Local Share (Transit fund)	<u>\$12,500</u>
Total Budget:	\$62,500

Intelligent Transportation System (ITS)

ACT has been utilizing Avail ITS system which include Automatic Vehicle Location (AVL), Mobile Data Terminals (MDTs), Computer Aided Dispatch (CAD), Global Positional System (GPS), and Real Time Passenger information by hosted website, text messaging and smart phone application, automatic vehicle annunciators (AVA), next bus technologies and paratransit scheduling software.

KEY PROJECT DATES:

[DATE]-----	Publish RFP
[DATE]-----	Written Questions Submitted
[DATE]-----	Response to Questions
[DATE]-----	Proposals Due
[DATE]-----	If Needed - Short List/Site Visits
[DATE]-----	County Council – Award Contract
[DATE]-----	Notice to Proceed

GENERAL TIMELINE, SCOPE OF WORK AND DELIVERABLES

The General Timeline shown below identifies major milestones for the project and the estimated timeframes. The schedule below is tentative and subject to revision. Once the project is awarded, the Contractor shall prepare a detailed project schedule. The Scope of Work and Deliverables for the Comprehensive Transit Study and updated Five Year Transit Service Plan is as follows:

[DATE] – Consultant conducts Project Start-Up, including at least the following items:

1. Consultant develops a Draft Detailed Work Plan/Schedule within 2 weeks of contract signing, including an initial summary of tasks identified. The work plan will include a project schedule; describe the procedures, methods, and standards to be used in conducting the Transit Study and developing a Five Year Transit Service Plan, and a description of the format of the final product. This preliminary work plan will be reviewed by ACT Project Manager in the 2 weeks preceding the work plan presentation meeting.
2. Consultant to hold an on-site full-day Draft Detailed Work Plan/Schedule Review meeting with ACT management within one month of the contract start date. Following the meeting, the Consultant shall incorporate all ACT comments and prepare the Final Detailed Work Plan/Schedule.
3. Consultant to provide a Final Detailed Work Plan/Schedule for approval by ACT Project Manager, with milestones and costs associated with each task no later than 1 week after the Work Plan/Schedule Review Meeting.

[DATE] – Consultant Conducts Comprehensive Transit Study and develops Draft Five Year Transit Service Plan and Attachments, including at least the following items:

1. Review the existing Atomic City Transit Service Plan and determine ACT's current status with respect to the existing plan.
2. Identify transit demand through existing data and solicitation of community input, including public meetings in Los Alamos and White Rock.
3. Conduct on-board rider surveys
4. Interview and obtain system input from Transit Manager, Supervisors, Lead Operators, Dispatchers and Transit Operators, Fleet Manager, Fleet Supervisors and Fleet Mechanics.
5. Conduct analysis and evaluation of the existing service/routes in terms of improving efficiencies and meeting community demand. Review routes and connections, as well as schedules.
6. Research and recommend coordination with the existing regional connectors to Espanola, Santa Fe, Albuquerque, and Taos, including connections via NCRTD, Park and Ride, and Rail Runner and Los Alamos National Lab – L.A. Taxi Service
7. Recommend and prioritize options for changes/improvements to the existing service/routes that will improve efficiencies and safety and meet community demand.
8. Research and recommend the possible weekend service for Los Alamos and White Rock to support local and visitor travel and cost analysis for implementation.
9. Prepare a Draft Transit Study Results Report and Draft Five Year Transit Service Plan with an Executive Summary, include scalable scenario options based on various service levels and available funding.
10. Develop and include a corresponding Draft Financial Plan for Operating and Capital Costs, with funding source breakout for each of the possible service and funding scenario in the Draft Five Year Transit Service Plan.
11. Evaluate staffing requirements for various service and funding scenarios proposed in the Draft Five Year Transit Plan.
12. Evaluate the existing driver schedules in order to identify potential efficiencies and/or deficiencies with the regards to the commendations made in the Draft Five Year Transit Service Plan.
13. Evaluate the existing fleet (including number and size of vehicles) and develop Draft Purchase and Replacement Schedules corresponding the difference service and funding scenarios proposed in the Draft Five Year Transit Service Plan.
14. Evaluate the existing fleet (including fuel source and maintenance process) in order to promote electric vehicle use within the existing or proposed route structure. Develop a draft Service and Cost Analysis Report using Electric Source Fuel Vehicles and provide existing or proposed routes that could use the Electric powered vehicles.