

September 14, 2020

## BID REQUEST

**Agency Description:** Texoma Council of Governments (TCOG) is a voluntary association of local governments in Cooke, Fannin, and Grayson Counties that works directly with citizens and local jurisdictions to improve and advance economic vitality and quality of life in Texoma. In collaboration with our public and private sector partners, TCOG delivers various programs and services designed to support the health, welfare, and future of our citizens, our communities, and the region as a whole.

To this end, TCOG employees work hand-in-hand with elected officials and community leaders to develop sustainable and economically viable community and regional development solutions. This includes serving as the Economic Development District for Texoma (EDD), a designation awarded by the U.S. Department of Commerce Economic Development Administration, working to engage the region in comprehensive economic development planning to strategize for growth in our area.

**Project:** This project is to prepare a 5-year comprehensive public transit-human services transportation plan for the period of January 2022 through December 2026, to ensure a network of transportation services to effectively and efficiently get people where they need to go. Once the 5-year plan is developed and adopted by stakeholders, agencies will disseminate the plan throughout the region.

### Executive Summary:

- I. **INTRODUCTION** This section shall include a general description of the background and purpose of this five-year plan and the methodology used to develop it, including a description of how the development and approval process engaged priority populations including individuals with disabilities and individuals 65 and older.
- II. **TRANSPORTATION RESOURCES IN THE REGION** This section shall include a list and narrative description of:
  - Transportation providers derived from a current, comprehensive inventory of providers including those offering public fixed-route and demand-response services, and those offering services through private, non-profit, community-based organizations, health and human services agencies,
  - All agencies responsible for transportation planning in the region.
- III. **COMPREHENSIVE ASSESSMENT OF THE PUBLIC'S UNMET TRANSPORTATION NEEDS, ASSESSMENT OF OVERLAPS & GAPS IN THE DELIVERY OF TRANSPORTATION SERVICES & GAP ANALYSIS** This section shall be based on a current, comprehensive regional needs assessment and gap analysis and include a narrative description with supporting data explaining the region's unmet needs and inefficiencies based on findings from this needs assessment. This section shall include:
  - Geographic data
  - Demographic data on overall population, age, race, income, persons with disabilities, persons with limited English proficiency, and other data to indicate need for transportation services.

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- A list and narrative description of all health and human services agencies and programs, and workforce agencies, and contact information derived from a current, comprehensive inventory of such agencies.
  - Assessment of transportation overlaps and gaps in services including unmet transportation needs of individuals with disabilities, individuals 65 and older, people with low incomes, individuals with limited English proficiency, children, veterans, people lacking transportation to and from employment and other members of the public.
  - A description of the research methodology, observations/findings and recommendations.
  - Research instruments.
- IV. **PLANNING FOR COMPREHENSIVE SERVICES** This section shall describe how this five-year plan integrates services of various programs including:
- Section 5310 (Enhanced Mobility of Seniors and Individuals and Individuals with Disabilities) program and other FTA-funded programs
  - Health and human services programs
  - Workforce programs
  - Other
- V. **INTEGRATED PLANNING PROCESSES** This section shall describe how this five-year public transit-human services transportation plan will align or integrate with other metropolitan, rural, and statewide transportation plans, as appropriate. This section shall include a:
- Comprehensive list and narrative description of various planning processes concerning transportation needs and/or services conducted in the planning region such as those led by metropolitan planning organizations (MPOs), rural planning organizations (RPOs), other transportation agencies, work force agencies, health and human services agencies, and others.
  - Explanation of how these plans are or will be integrated.
- VI. **VISION, MISSION, GOALS AND OBJECTIVES** This section shall include vision and mission statements as well as clearly articulated goal(s) and objectives for achieving the goal(s). Lead agencies shall determine the vision and mission statements, goals and objectives using a deliberative process actively involving the steering committee and other stakeholders including riders and potential riders. Lead agencies and other stakeholders shall collaboratively prioritize objectives (identifying those that are short- or long-term) and address implementation based on time, resources and feasibility.
- VII. **SUSTAIN PLANNING & IMPLEMENT PLAN** This section shall describe the planning region's capacity to sustain regional transportation planning activities and to implement or "work the plan" once it is developed and approved. This shall include a description of:
- Organizational infrastructure, staff capacity, and plans for leveraging resources to conduct and pay for activities and projects to achieve identified priorities;
  - How the lead agency will regularly and meaningfully engage regional stakeholders including individuals with disabilities, individuals 65 and older, people with low incomes, veterans, advocates for children, and other members of the public;



- VIII. **PERFORMANCE MEASURES TO EVALUATE EFFECTIVENESS** This section shall list and describe specific, locally-determined metrics for each identified gap in transportation service (or for each priority identified in the plan). Each metric shall objectively measure the extent to which each priority was met or gap filled. This section shall describe how the lead agency will collect, maintain and assess this data In addition, this section shall describe how the lead agency will collect, maintain and provide data on statewide performance measures to the Texas Department of Transportation which will collect common data elements statewide. The statewide performance metrics are listed on page 21 of the Regionally Coordinated Transportation Planning Guidebook, found at [www.tcog.com](http://www.tcog.com)
- IX. **LESSONS LEARNED** A report will be prepared, detailing lessons learned and recommendations concerning the process and research instruments used to collaboratively plan, design, conduct, assess, evaluate, develop and approve the plan.

**Schedule and Deliverables:** It is expected that the project would take approximately nine months to complete, with work commencing upon contract award and concluding by 6/15/2021. The process should include some in-person meetings if possible, as well as occasional conference calls and community surveys.

**Instructions:** Please submit a simple description of credentials, scope of work, timeline and fee estimate (not to exceed \$75,000.00) to Molly Guard, GIS & Planning Program Manager, [mguard@texoma.cog.tx.us](mailto:mguard@texoma.cog.tx.us), no later than October 5, 2020. For questions, call 903-813-3527.