

Request for Proposals

Canadian Transit Needs Survey and Report

February 9, 2018

INTRODUCTION

CUTA is hereby forwarding its Request for Proposals for the services described below. As the transit industry works to provide urban mobility solutions for Canadians, it's important to understand the types of investments that transit systems need and the level of investment they are receiving. Furthermore, asset management and sound planning principals prescribe that the industry look at its needs over a longer time frame than it has in the past.

However, forecasting long-term needs can be challenging for transit systems due to financial uncertainty, a lack of a consistent forecasting methodology and changing political landscapes. It's therefore necessary for the transit industry to collectively study its financial needs using a unified forecasting methodology to support evidence based decision making and proper resource allocation.

BACKGROUND

The Canadian Urban Transit Association has conducted biannual transit infrastructure needs surveys since 1999, with our most recent survey covering the needs of the industry from 2014-2018. Over the past several years, all levels of government have embraced transit as a way to manage increasing congestion in Canadian cities, ensure Canada's economic competitiveness and reduce carbon emissions.

New funding from all levels of government has created a need to understand the funded and unfunded needs of the industry over a ten-year window. This report will be used by CUTA's Public Affairs and Technical Services departments to properly assess the needs of the transit industry in relation to current levels of investment.

STUDY OBJECTIVES

The objective of the project is to conduct an in-depth study on the current and future repair, rehabilitation, capital and expansion needs within Canadian transit systems. The research should provide an in depth understanding of the funded and unfunded financial needs within the transit industry over the next three, five and ten years.

The research project has the following objectives:

- I. Through a national transit system survey, provide an assessment of the Repair and Rehabilitation needs within Canada's transit systems over the next three, five and ten years.
- II. Through a national transit system survey, provide an assessment of the Growth Needs (AKA Capital and Expansion needs) within Canada's transit systems over the next three, five and ten years.
- III. Create a forecasting model that can accurately predict the scope and demographics of infrastructure needs within Canadian transit systems over the next ten years. This model should be transferrable for CUTA to repeat in-house every two to three years.

Deliverables

All final products and results from the deliverables below will be considered as property of CUTA.

The deliverables for this project will include a literature review, a national transit system survey and a forecasting model, the consultant will analyze and use these tools to create an Infrastructure Needs Report. CUTA is open to alternative methodologies for meeting the Study Objectives, if appropriate.

1) Literature Review

The literature review will provide an understanding of research and studies examining industry trends, predictive infrastructure needs modeling and transit asset management principles. The literature review should also look at past CUTA Infrastructure Needs Reports, and any other relevant studies completed by other agencies and North American research centres.

Furthermore, the literature review should study as needed transit agencies' transit masterplans, stated long-term transit improvement objectives and political commitments to transit investments that can be reasonably considered a need for a transit system over the next ten years. This research will serve to fill in the blanks of transit projects not captured by the national transit system survey.

2) A Report and Forecasting Model for Infrastructure Needs in the Transit Industry

A report and Forecasting Model should be produced to identify and classify the funded and unfunded Repair and Rehabilitation Needs as well as Growth Needs of Canada's urban transit systems. The report and model should explore infrastructure needs over a three-year, five-year and ten-year horizon.

The report should serve as a high-level overview of the survey, literature review, and forecasting model.

The forecasting model should be able to account for economic factors that may affect the cost of procurement within the industry, as accurately as is possible. This model should be replicable for use in house by CUTA for future studies.

The report should be comparable to CUTA's past Infrastructure Needs Reports, as much as possible.

A) The Forecasting Model should try to incorporate trends for the following factors:

- Inflation
- Changes in the cost of procurement due to commercialization of technologies
- Changes in the cost of procurement due to expected scarcity or increased demand
- Changes in demand for certain types of technologies or services
- Population growth within Canadian communities
- Any other factors deemed to be relevant to the model

B) The future Growth Needs calculation should incorporate the following inputs:

- What portion of these needs are funded and unfunded
- Stated Growth Needs from transit systems through a national survey
- Official projects incorporated in transit master plans or city budgets over the next ten years
- Official stated targets or outcomes that an agency seeks to meet, or work towards meeting, in the next ten years, and the financial needs associated with meeting these targets or outcomes
- Projects and investments that have been identified by mayors or premiers as being a need within their community over the next ten years.

- Projects and investments that can be reasonably identified as a “need” within a given community over the next ten years that were not captured through the above methods.

3) A survey of the infrastructure needs of Canadian Transit Systems

In order to receive accurate information about infrastructure needs in Canada’s transit industry, a survey of transit systems should be conducted to collect information on the types of needs that exist within the industry and their associated costs.

The survey should include CUTA member systems from each province and respondents should combine to represent over 90% of transit ridership in Canada. CUTA has experience conducting surveys with its membership and will facilitate contact with our members, as well as provide assistance and best practices to the survey team in order to support them in achieving a strong response rate. The consultant will be responsible for surveying both English and French member systems.

The survey should inquire about both the funded and unfunded Repair and Rehabilitation Needs as well as Growth Needs. Repair and Rehabilitation Needs should be determined through survey responses and using asset management best practices to forecast future needs.

The survey should be collected and handed over to CUTA in a format compatible with CUTA’s SQL server. The survey’s results should be searchable at the project level, which can be further aggregated to a municipal, provincial or national level as well as by project type. Each survey respondent should also be searchable by their CUTA member system ID.

As much as possible, the survey should be conducted in a way that allows the results to be benchmarked against previous CUTA Infrastructure Needs Surveys.

A) The infrastructure needs should be categorized by type, as follows:

- Buses purchases or refurbishment
- Other rolling stock — including heavy or light rail vehicles;
- Fixed guideways or rights-of-way
- Maintenance facilities
- Stations or terminals
- Parking facilities — for commuters at stations, terminals or interchanges
- Transit priority measures — infrastructure designed to give transit vehicles priority over other traffic flow
- Customer amenities — including bus stop enhancements, shelters, signage, etc
- Advanced technology — such as automatic vehicle location, advanced fare collection and customer information systems
- Other infrastructure, varied by responses; and,
- Between five population groups, as laid out in previous Infrastructure Needs Reports
- A detailed list of projects across Canada with brief descriptions, budgets as well as rough start and completion dates

4) Work Plan

A work plan will be provided by the consultant that will outline a series of required meetings to be held with CUTA's Public Affairs and Technical Services Team to provide regular updates on the progress of the project.

5) List of Interviewees

A contact list of all surveyed participants will be provided by the consultant.

6) Technical Session and Webinar Presentation of Final Products

A technical session with CUTA Staff should be organized upon completion of the report to help CUTA staff better understand the report and its findings. This will be followed by a webinar for CUTA members and the public to share the report and its findings.

INFORMATION FOR SUBMISSIONS

One electronic copy, Portable Document Format (PDF), of a submission is to be provided and must not exceed 10 pages, excluding relevant appendices, résumés and project examples. Submissions shall include the following information:

1. General

- a) Name, address, telephone number, and e-mail address of the consultant
- b) Identification of any and all parties in a joint venture, including sub-consultants

2. Qualifications

- a) A general description of the qualifications of the firm must be provided
- b) Identification of members to be assigned to the project team, including any sub-consultants and relevant experience

3. Project Experience

- a) Brief documentation of at least 3 significant projects of similar size and scope, with project description and proposed project team members' involvement and their respective roles, together with a brief description of any other projects of relevance, must be provided. Samples of relevant previous work are useful in demonstrating this experience and may accompany the submission in electronic format.
- b) Project experience should be mapped specifically to the personal experience of individuals proposed to work on the assignment.

4. Project Methodology

- a) Documentation of proposed outline to undertake and complete the assignment. This should include, but is not limited to, methodology and resources outlined in the scope of work. This outline should also include proposed data sources and the extent to which data will be needed from CUTA membership to complete the terms of the project.

5. Team Organization

- a) Organizational structure
- b) Responsibility matrix describing the role and accountabilities of each team member and their relevant experience
- c) Resource allocation table (proportion of hours by individual staff members)

6. References

- a) Three (3) references of clients, which must include: company name; contact name (position); telephone number(s) and e-mail address(es). For each reference, please include the title of the project worked on for the reference along with a brief project

description. Please do not include anyone as a reference who you have worked with on a project previously completed for CUTA.

7. Costing

- a) Proponents answering this Request for Proposal should provide a fixed cost solution, with a maximum budget of \$45,000 for the entire project
- b) The fee proposal shall be provided with sufficient detail as to describe the type and level of effort to be performed for each task
- c) If alternate methodologies are proposed, proponents should cost each of them separately and highlight any differences

8. CUTA’s Role

- a) Responsible for project management
- b) Organize project steering team who will be engaged and provide feedback at every milestone of the project
- c) Provide any existing CUTA transit system data that could assist the research project
- d) Provide meeting support between all working groups involved in the project
- e) Handle administrative approvals
- f) Translation of the final report

9. Proposed Payment Schedule

Progress payments will be made as follows during the project.

1st Payment	Twenty-five percent (25%) upon delivery of review of literature
2nd Payment	Twenty-five percent (25%) upon delivery of the initial draft of the report and forecasting model(s)
3rd Payment	Twenty-five percent (25%) upon the completion of the survey, delivery of the second draft of the report and forecasting model(s)
Final Payment	Twenty-five percent (25%) upon the delivery of the final report, analytical tool, and conduct a session/webinar to present final products

10. Milestone Schedule

- a. Release of Proposal: February 9, 2018
- b. Pre-submission Q&A: Until February 16, 2018
- c. Submission Date: March 6, 2018
- d. Notification of Award: March 13, 2018
- e. Literature Review: TBD
- f. Initial Draft Report and Forecasting Model: TBD
- g. Survey Completion, 2nd Draft Report and Forecasting Model: TBD
- h. Final documents and Forecasting Model: August 17, 2018
- i. Session Presenting Final Products: September, 2018
(CUTA’s Transit Awareness Days)

*Project steering team would be engaged at every milestone. Alternative timelines for project will be considered.

SUBMISSION GUIDELINES

Proposals will be accepted until March 6th, 2018 16:30 EST.

You will receive an acknowledgement of receipt email by 17:00 EST. If you do not, contact Jeff Mackey

(mackey@cutaactu.ca, 613-782-2454) immediately.

Proposals are to be submitted in electronic form as a Portable Document Format (PDF) to:

Jeff Mackey
Public Policy Coordinator
Canadian Urban Transit Association
Tel: 613-782-2454
E-mail: mackey@cutaactu.ca

This initiative requires qualified individuals to perform the services as outlined. Only **English** proposals from those with demonstrated related experience and expertise will be considered.

EVALUATION CRITERIA

Responses will be evaluated and ranked using the following criteria and weighting:

Evaluation Criteria	Points	Weight	Sub-Total
1. Project Plan and Methodology	0 to 10	4.0	40
2. Project Team and Experience	0 to 10	2.5	25
3. Resource Allocation	0 to 10	2.0	20
4. Project Control	0 to 10	1.0	10
Non-Member Total			95
5. CUTA Membership			5
Total			100

In the event of two or more submissions having an identical score, the submission with the lower cost estimate will be given preference.

1. Project Plan and Methodology

Describe the approach to the provisions of the project services. Consideration is to be given to whether the team has:

- Sufficiently broken down tasks so that specific resources may be identified
- Thoroughly understood the project requirements
- Demonstrated a comprehension of the challenges and risks
- Ensured that CUTA receives the best overall value
- Proponents must outline the methodology for design and administration that will ensure successful completion of the project
- Proponents must clearly identify all services included in the submission along with any optional, excluded or services assumed to be provided by others
- Proponents shall identify major issues, challenges and risks associated with the project (if applicable)

2. Project Team and Experience

- Describe the composition, capabilities and management of the proponent's project team. This should include the suitability, commitment and availability of team members who will be critical, with details on:
 - Relevant experience of team as a whole

- Relevant experience of team members individually
- Relevant experience in the area of study
- Submission must identify which sub-consultants or specialists (if required) will be used and what their roles will be
- Submissions shall identify and provide an outline of the availability of project management staff and key personnel responsible for implementation of the project

3. Resource Allocation

This describes the amount of time, effort and cost to be spent on each deliverable

- Submission shall indicate the appropriate allocation of skills and level of effort required of team members according to the work-plan for all phases of the work
- A spreadsheet showing the allocation of all staff hours (including sub-consultants) by individual for each project task is required

4. Project Control

- Submission should describe an effective project management plan that will ensure cost, schedule, quality, communication and risk management needs are met
- Cost and project management (monitoring, reporting and control) techniques should be used during the project must be presented

5. CUTA Membership

- A 5-point bonus will be assigned to proponents who have been a member of CUTA in good standing for at least 2 years prior to contract award

Additional Notes

- Costs associated with the preparation of the proposal are the sole responsibility of the proponent and CUTA shall neither bear nor incur liability for such costs.
- Proposals received after the due date will **not** be accepted. Proposals are considered received upon reaching our offices (virtually – electronic copy by email). CUTA assumes no liability for difficulties experienced in transmission. Electronic submissions will receive acknowledgments via email. If no acknowledgment is provided regarding the submission by 4:00pm on the day of submission then proponents must contact CUTA immediately.
- Proposals will be evaluated by an Evaluation Committee composed of representatives from CUTA's Public Affairs and Technical Services Departments.
- Any errors or inconsistencies in the Proposal shall be subject to CUTA's interpretation. CUTA's right to accept or reject any or all proposals, whether or not they conform to the Proposal documents or to cancel the Request for Proposal at any time prior to the Notification of Award is expressly reserved without liability to CUTA.
- At its discretion, CUTA reserves the sole right to discuss or clarify the Proposal of a proponent in order to satisfy itself as to the intent of a proposal. Proposals will be reviewed and may be shortlisted for an interview.