REQUEST FOR PROPOSALS
Transportation Development Act Triennial Performance Audits

SECTION I - GENERAL PROJECT SUMMARY AND SCHEDULE

Tahoe Regional Planning Agency (TRPA), acting as the Regional Transportation Planning Agency, is seeking a consultant or team of consultants to conduct the Transportation Development Act (TDA) performance audits of the RTPA and of the two transit operators under TRPA’s jurisdiction. RTPA is statutorily required by Section 99246 of the California Public Utilities Code to designate entities other than itself, a county transportation commission, a transit development board, or an operator to make a performance audit of it activities and the activities of each operator to whom it allocates funds. The intent of the RFP is to procure performance audits of the South Shore Transit system, operated by Tahoe Transportation District, Tahoe Area Regional Transit (TART), operated by Placer County, and the TRPA, acting as the Regional Transit Planning Agency for fiscal years 2010-2011 through 2012-2013. The performance audits are scheduled for completion June 15, 2014.

The audits must be conducted during fiscal year 2014 and must be conducted in compliance with relevant sections of the Transportation Development Act (TDA). TRPA further expects that the performance audits will be conducted consistent with the "Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities" issued by the California Department of Transportation (Caltrans). Copies of the Guidebook may be obtained by contacting Caltrans, Division of Mass Transportation, Office of State Grants or downloaded from the Caltrans website at http://www.dot.ca.gov/hq/MassTrans/State-TDA.html.

Submissions are required by 5:00 pm on Monday, November 4, 2013; contract expires June 30, 2014. The selected consulting firm will be engaged through the TRPA Consultant Services Agreement. Tahoe Regional Planning Agency reserves the right to accept or reject any or all proposals.

BACKGROUND OF THE AGENCIES

In order for the prospective performance auditor to accurately estimate the complexity of the audits and the amount of effort which will be necessary to complete the audits, a brief description of each transit operator and the RTPA is provided.

A. Tahoe Regional Planning Agency as the Regional Transportation Planning Agency
The Tahoe Regional Planning Agency (TRPA) was created by P.L. 96-551 and is governed by a
fourteen member Governing Board, with a non-voting federal representative serving as the fifteenth member. Each state has seven representatives, including one representative from each local jurisdiction. TRPA is unique because of its regional bi-state responsibilities under the Lake Tahoe Planning Compact for land use planning, transportation planning, project review and approval, enforcement of TRPA ordinances, and the achievement of environmental goals.

TRPA is statutorily designated by the State of California as a Regional Transportation Planning Agency (RTPA) for the Tahoe Region. As an RTPA, TRPA must fulfill various statutory requirements, including those of the Transportation Development Act, coordination with Caltrans on the development of Regional Transportation Plans and Regional Transportation Improvement Programs, and other project related activities. The TRPA Governing Board indicates that it is sitting as the RTPA when taking a policy action, but no change to the membership of the TRPA Governing Board occurs. See website for additional information:  http://www.trpa.org/

B. South Shore Transit System
The South Shore Transit System currently known as BlueGO is operated under the direction of the Tahoe Transportation District (TTD). TTD establishes the operating policies and defines the services to be provided, including service hours, fares and routes. The day-to-day management and actual operation of the transit services are carried out under contract by Keolis Transit America.

BlueGO provides fixed route, demand response and seasonal ski shuttles in the South Shore area; summer trolley service from South Lake Tahoe to Tahoe City; seasonal park and ride service between Incline Village and Sand Harbor State Park; and commuter express routes to the Carson Valley. BlueGO fixed route service operates seven days a week from 5:15 A.M. – 12:45 A.M. with two routes operating between the City of South Lake Tahoe and Stateline NV, and one route operating between Stateline and the Ridge Resorts on SR 207.

Three commuter routes link Stateline and Carson City, Carson City and Minden/Gardnerville, and Minden/Gardnerville to Stateline. Seven routes comprise the winter ski shuttles which typically operate between Thanksgiving and April 15. Summer trolley service between the City of South Lake Tahoe and Tahoe City operates from the end of June through Labor Day, with weekend service provided through the first weekend of October. The East Shore Express operates between a Park and Ride location in Incline Village and Sand Harbor State Park from mid-June through Labor Day.

The total number of average annual revenue service hours is 54,564. See website for additional information:  http://www.tahoetransportation.org/
C. Tahoe Area Regional Transit

Tahoe Area Regional Transit is operated as an element of the Placer County Department of Public Works. The Main Line route currently operates seven days a week year-round from roughly 6:00 A.M. to 7:00 P.M. along the shores of Lake Tahoe, providing hourly service between Tahoma and North Stateline and half-hourly service between North Stateline and Incline Village. During the summer months, the service between Tahoe City and North Stateline is also operated on half-hour headways.

In addition, two buses are operated from 6:30 A.M. to 5:30 P.M. year-round from Tahoe City to Truckee via Squaw Valley. During the winter season TART operates two buses on the Highway 267 route between North Stateline and Truckee via Northstar ski area from 7:00 A.M. and 6:00 P.M. During the summer this route is operated between Northstar and North Stateline with one bus.

The Complementary Paratransit Service is provided for persons with disabilities through a taxi contractor. TART operates a total of 15 vehicles out of a modern operations facility located near State Route 89 three miles south of Truckee.

Up until the summer of 2012, TART also ran rubber tired replica trolleys. In 2012 and 2013 these routes were replaced by the Night Rider operations, which is a separate operation from TART.

In total, TART services carry approximately 345,000 one-way passenger-trips per year. Ridership is particularly high on the North Shore route between Tahoe City and North Stateline, which carries over 1/3 of all TART riders. Ridership has increased by 21% over the past ten years. Ridership peaked in FY 08/09.

Ten of of TART’s fleet of 15 buses is powered by compressed natural gas (CNG). See website for additional information:  http://www.placer.ca.gov/Departments/Works/Transit/TART

PROJECT TIMETABLE (subject to change)

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<tr>
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<tr>
<td>Release of RFP</td>
<td>October 14, 2013</td>
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<td>RFP Questions Due</td>
<td>October 21, 2013</td>
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<td>RFP Responses Posted</td>
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<td>Proposals Due</td>
<td>November 4, 2013</td>
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<td>November 18, 2013</td>
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<td>Consultant Begins Work</td>
<td>Dec 01, 2013</td>
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<td>Monthly Progress Report</td>
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<td>Monthly Progress Report</td>
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<td>Draft Performance Audits to TRPA Staff</td>
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SECTION II - PROPOSAL CONTENTS

CONTENTS OF PROPOSAL

1. Cover Letter - not to exceed one page, identifying name, address and telephone number of the individual representing the firm, signature by an individual authorized to execute an agreement with the Tahoe Regional Planning Agency, and a statement as to whether the firm is a small, minority, or women-owned business.

2. Table of Contents - a listing of the major sections in the proposal and associated page numbers.

3. A description of the firm – not to exceed two pages -- identifying the firm's primary services, office locations, length of time in business, and professional and support staff members.

4. Introduction - demonstrate an adequate understanding of the roles and relationships of the RTPA, the operators, and local conditions within the area.

5. Audit Plan and Technical Approach - The audit should include:
   a. A description of the overall audit program being submitted, including an explanation of the basic purpose and general focus of this audit.
   b. An explanation of the consultant’s intended role as auditor, as related to the role of the RTPA and the operators, including the division of work between the RTPA staff and consultant.
   c. A thorough explanation of the consultant’s proposed course of action. References should be made to RFP requirements and the consultant’s plans for meeting those requirements. If the consultant proposes major changes in the RFP approach, those changes should be specified clearly. The consultant should specify techniques, especially data elements to be sampled, staff to be interviewed, documents to be reviewed, etc.
   d. An itemized description of the proposed project schedule, and the end products to be produced.

6. Project Management - prepare an explanation of the project management system and practices to be used to assure that the project is completed within the scheduled time frame and that the quality of the required products will meet the RTPA’s requirements.

7. Consultant and Subcontractor Staff - describe the qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team. A project manager must be designed, and an organizational chart showing the manager and all project staff must be included. A matrix must be presented indicating the effort, either in percentage of the total project or in man-hours, which will be contributed by each professional, during each phase or task making up the project. If a subcontractor will be used, the proposer must include a letter from the subcontractor committing to perform a least the work shown for subcontractor professional in the above-described matrix.

8. Consultants Qualifications and References - describe the nature and outcome of projects previously conducted by the consultant, which are related to the work described within the RFP. Descriptions should include a client contact name, address, phone number, a description of the type of work performed, approximate date on which the work was completed, and professional staff who performed. If a subcontractor is proposed, two or three similar qualifications and
references should be provided for the subcontractor. Up to two samples of the consultant’s reports on closely related projects should also be included, if available.

9. Cost Proposal- in addition to a technical proposal, the prospective contractor shall prepare a detailed cost proposal for the work to be performed. The cost proposal shall itemize all items that will be charge to TRPA, including travel charges that will be involved in the project and include in the bid amount. Costs shall be segregated to show staff hours, rates, classifications, and administrative overhead. Cost proposals shall be submitted in a separate sealed envelope. If the subcontractors are to be used, the prospective contractor must indicate any markup that the prospective contractor plans to take on subcontractors. The same breakdown of subcontract costs shall be provided as is required for contractor costs above. Failure to provide detailed cost breakdowns will be cause for rejection of the proposal.

SECTION III - PROPOSAL PROJECT REQUIREMENTS

DESCRIPTION OF PERFORMANCE AUDIT PROJECT REQUIREMENTS

TRANSIT OPERATOR’S PERFORMANCE AUDIT
The consultant will be required to perform the following tasks as part of the operator’s performance audit:

Determine Compliance with Statutory and Regulatory Requirements
The consultant will be required to review and determine the operator's compliance with the Transportation Development Act (TDA) and related sections of the California Code of Regulations. At a minimum, the Code Sections for which compliance is to be verified are those specified within the "Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities", published by Caltrans. Should the consultant identify instances of non-compliance, a finding regarding the non-compliance should be made in the audit report.

Follow-Up on Prior Performance Audit Recommendations
The consultant will review the most recent performance audit for the operator and assess the operator's implementation of audit recommendations. The auditor will need to make determinations as to whether recommendations which have not been implemented are (a) no longer applicable, (b) infeasible, or (c) should still be implemented. If a prior audit recommendation has not been implemented, but still has merit, the consultant will include the prior audit recommendation in the current audit report. The consultant will evaluate recommendations which have been implemented or are being implemented. For these recommendations, the consultant should assess the benefits provided (or likely to be provided) by the recommendation. Significant accomplishments in implementing prior recommendations should be recognized.
Verify Performance Indicators
As part of the performance audit, Section 99246 of the Public Utilities Code requires verification of five performance indicators: (1) operating cost per passenger; (2) operating cost per vehicle service hour; (3) passengers per vehicle service hour; (4) passengers per vehicle service mile; (5) and vehicle service hours per employee. The consultant will review and validate the operator's collection of basic data needed to calculate these indicators for each fiscal year in the triennium. The consultant will be expected to analyze performance indicators with the intent of identifying potential issues or concerns that may need further examination during the functional review. As part of the functional review described below, the consultant will be expected to select, calculate, and analyze additional performance indicators which are appropriate to identify, quantify, and/or resolve performance problems and potential areas of improvement.

Review Operator Functions
The consultant will review each operator function, consistent with the "Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities". The functional review is expected to include interviews with the operators' management, staff, and governing board, as well as with selected RTPA staff. Concerns over inefficient or ineffective operator performance may be raised by:

- Operator and RTPA interviews concerning operator functions;
- Documents, such as productivity committee reports, user surveys, or short range transit plans;
- Review and analysis of TDA-required performance indicators;
- Follow up of prior performance audits; and
- Review of operator compliance with statutory and regulatory requirements.

Such concerns of inefficient or ineffective performance should lead to further investigation, which may include the verification and calculation of additional performance indicators. The detailed investigation of functional concerns, problems, and potential improvements should make up the basis of most findings in the audit report.

REGIONAL TRANSPORTATION PLANNING AGENCY'S PERFORMANCE AUDIT
The consultant will be required to perform the following tasks as part of the audit for the regional transportation planning agency:

Determine Compliance with Legal and Regulatory Requirements
The consultant will be required to review and determine the RTPA's compliance with the Transportation Development Act (TDA) and related sections of the California Administrative Code. The specific Code Sections for which compliance is to be verified are those specified within the "Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities". Should the consultant identify instances of non-compliance, a finding regarding the non-compliance should be made in the audit report.
Follow-Up on Prior Performance Audit Recommendations
The consultant will review the most recent prior performance audit for the RTPA and assess the RTPA's implementation of audit recommendations. The auditor will need to make determinations as to whether recommendations which have not been implemented are (a) no longer applicable, (b) infeasible, or (c) should still be implemented. If a prior audit recommendation has not been implemented, but still has merit, the consultant will include the prior audit recommendation in the current audit report. The consultant will evaluate recommendations which have been implemented or are being implemented. For these recommendations, the consultant should assess the benefits provided (or likely to be provided) by the recommendation. Significant accomplishments in implementing prior recommendations should be recognized.

Review RTPA Functions
The consultant will review the RTPA TDA-related function, consistent with the "Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities". The functional review is expected to include interviews with the RTPA's management, staff, and governing board, as well as with operators under the RTPA's jurisdiction. Supplemental interviews with other regional State, or federal agencies may be appropriate to gather more detailed information about areas of concern. Concerns over inefficient or ineffective RTPA performance may be raised by:

- RTPA and operator interviews concerning RTPA functions;
- Documents, such as the Regional Transportation Plan and adopted policies and procedures for evaluating TDA claims;
- Follow up of prior performance audits; and
- Review of RTPA compliance with legal and regulatory requirements

REQUIRED DELIVERABLES
The consultant must provide one reproducible electronic copy (e.g. Adobe PDF, MS Word) and one (1) hard copy of all draft reports to TRPA for review and comment prior to finalization. After TRPA and the operator review and comment upon the draft, the consultant must deliver one reproducible electronic copy and one (1) bound copy each of the final reports to TRPA by Wednesday, April 30, 2014. The report must address each of the performance audit project requirements outlined above. As well, the consultant should be prepared to make oral presentations of the reports to TRPA, the Tahoe Transportation Commission, and the TRPA Governing Board.

PROPOSAL MINIMUM REQUIREMENTS
Please submit one reproducible electronic copy (e.g. Adobe PDF, MS Word, or CD), as well as one (1) hard copy of all proposals for consideration no later than 5:00 p.m. Pacific Time on Monday, November 4, 2013 to:
Attn: Judy Weber  
128 Market Street  
Stateline, NV 89449  
jweber@trpa.org  
775-589-5203

- The subject line of the email must clearly read: “DO NOT OPEN – Sealed Bid in Response to TRPA RFP.”
- Late response will NOT be considered and will be returned to the sender.
- All requests for clarification must be submitted in writing and received by October 21, 2013 at 5:00 pm. Submit questions to: Judy Weber, jweber@trpa.org. Responses will be posted on the TRPA website on or around October 24, 2013 at http://www.trpa.org.
- Bidder must certify to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State department or agency.
- Costs to prepare this proposal will not be reimbursed.
- Selected consultant will be expected to sign the TRPA Consultant Services Agreement posted on http://www.trpa.org/contact/rfps/.
- All subcontractors, if any, used by the selected consultant will require prior written consent of TRPA and will be subject to all provisions stipulated in the TRPA Consultant Services Agreement.
- The TRPA reserves the right to contract separately with any subcontractor who submits as part of a consultant team, or to request that the successful bidder take on as a subcontractor a firm that applied either individually or as part of another bidding team.
- This contract will be funded by the State of California Transportation Development Act funds and is subject to state requirements and cost principles, including, but not limited to State of California travel and per diem rates http://www.dpa.ca.gov/personnel-policies/travel/hr-staff.htm and allowable cost requirements.
- Indirect costs, such as administrative mark-up, will not be reimbursed.
- No advanced payments will be allowed.
- No changes to contractors or subcontractors will be allowed without prior approval from TRPA.
- All invoices must be submitted with all supporting documentation for each expense. At a minimum, contractors must provide detailed reporting showing the hours worked and the billing rate for each member of their team.
- Contractors must submit a certification with each invoice saying all expenses and supporting documents comply with the requirements outlined in the grant agreement.
• Contractors must request authorization for travel outside of California.

• The TRPA agrees to make a “good faith” effort to contract with small, minority, and women owned business enterprises. Accordingly, the TRPA strongly encourages small, minority, and women owned businesses to reply either in part or whole for tasks listed within this RFP.

• All submittals should be considered public information. Restrictions on any information submitted will render a bid non-responsive.

• TRPA reserves the right to negotiate with bidders on all aspects of the proposed work or to reject all proposals and reissue the RFP or withdraw the RFP at any time without prior notice.

SECTION IV- PROPOSAL EVALUATION PROCESS AND SELECTION

A proposal review panel made up of TRPA transportation staff will evaluate the proposals and determine the necessity for oral interviews. The evaluation will be based on information provided in response to the RFP and information provided by former clients for whom work of a similar scope has been done. Proposals submitted by each firm shall be evaluated separately based on how well each proposal meets the criteria listed below:

The evaluation criteria that will be used in the selection process are as follows:

• **Content** - understanding of the purpose and requirements of the audit. (5 points)

• **Project Approach** – approach to be followed and the tasks to be performed, including detailed steps and resources required and proposed project schedule. Project team and leadership. (25 points)

• **Quality** - acceptability of proposed deliverables, statement of project processes and activities, and expected final product. (5 points)

• **Cost** – relative allocation of resources, in terms of quality and quantity to key tasks, acceptability of proposed overall cost and specific cost formulation. (25 points)

• **Qualifications** - depth of relevant experience in public transit, performance auditing, and the issues and functional areas to be analyzed. (25 points)

• **Timing** - availability and accessibility of the firm during the duration of the audit. (15 points)

• **References** - Education and specific experience from past performance of work completed by the project team to be assigned. (This will be evaluated separately from project proposal)

TRPA reserves the right to select a consultant based solely on the written proposals and not convene oral interviews. If oral interviews are needed, the top three (3) consulting firms will be invited to make a formal presentation to a selection committee. At the oral interviews, candidates will be requested to make a formal presentation. A minimum of thirty (30) minutes will be made available to the consultant to present the firm’s qualifications and approach to the project.
PAYMENT SCHEDULE

The consultant will be paid based on work actually performed during the preceding month. The consultant will forward a copy of all invoices for payment for worked performed and associated expenses by the 10th day of the following month. TRPA will withhold ten percent (10%) of the payments due until the successful completion of the project and the delivery and acceptance of all final products.