



Coordinated Human Services Public Transportation Plan Development Request for Proposal

RFP SECTION 1: INTRODUCTION

The Central Texas Council of Governments (CTCOG) is soliciting proposals from qualified consultants who would serve as the lead public transportation subject-matter expert and collaborative partner to update the Region 23 Coordinated Human Services Public Transportation Plan (“the Plan”). The Plan must comply with the TxDOT Coordination Plan Guidebook and align with applicable state and federal requirements, including Federal Transit Administration Section 5310.

This is a collaborative effort between CTCOG and the consultant.

- Items marked with an asterisk (*** Italicized content*) are CTCOG-led.
- Items marked (**Shared**) are joint CTCOG–consultant tasks.
- Unmarked items are consultant-led.

For CTCOG-led and shared items, the consultant will provide technical guidance, templates and QA/QC support as requested.

RFP SECTION 2: PURPOSE AND OBJECTIVES

The purpose of this RFP is to identify and contract a consultant with the expertise to:

- Conduct a comprehensive assessment of the transportation needs of target populations (e.g., seniors and individuals with disabilities, but also low-income residents, zero car households, youths, residents with limited English proficiency, veterans, and clients of workforce agencies job seekers).
- Help organize and facilitate meaningful stakeholder and public engagement.
- Identify gaps and duplication in transportation services focused on the above populations.
- Identify and help facilitate prioritization of unmet needs.
- Identify goals and strategies that stem from the prioritized unmet needs and help facilitate the prioritization of those strategies.
- Identify best practices, funding sources, and partnership models to expand future funding opportunities for coordinated regional transit.
- Prepare a 5-year update to the Regional Coordination Plan that meets TxDOT’s requirements and supports funding eligibility.

RFP SECTION 3: SCOPE OF WORK

The selected consultant will perform the following tasks in accordance with the TxDOT Coordination Plan Guidebook. Work is anticipated to begin on or about March 16, 2026, or as soon as practicable and must be completed no later than July 31, 2026. All work shall be conducted using the tools and methodologies described in the Guidebook and its appendices.

Task 1: Project Management

1. Conduct a meeting with CTCOG staff to go over the tasks, the preliminary schedule of tasks and deliverables and clarify the divisions of responsibilities and the role of the CTCOG staff, CTRTAG.
2. Revise the project timeline as needed per discussions at the CTRTAG quarterly meetings.
3. Schedule and conduct monthly check-in call with the CTCOG's project manager.
4. Prepare and submit monthly progress reports to CTCOG.

Task 2: Stakeholder and Public Engagement

1. CTCOG may request the consultant's assistance in identifying and inviting additional individuals to join the CTRTAG to broaden representation of organizations serving the target populations.
2. The consultant will provide public outreach and community engagement survey templates that conform to the TxDOT Coordination Plan Guidebook.
3. ***Prepare and submit a stakeholder/community engagement plan and communication plan.*
4. ***Schedule and conduct stakeholder surveys/interviews, rider surveys and/or focus groups, and public meetings, as per the Coordination Guidebook.*
5. ***Engage representatives from target populations and relevant agencies via the CTRTAG and provider survey effort in Task 3.*

Task 3: Existing Conditions Analysis

1. ***Prepare a geographic assessment of the CTCOG region.*
2. Prepare a demographic assessment of the CTCOG region including the Transit Needs Index (TNI) map.
3. Prepare an assessment of transportation services in the CTCOG region that provide trips to the target populations; this effort will include conducting a survey of such transportation providers and preparing profiles of each of the transportation providers.
4. Identify instances of service duplication and service gaps instances of unmet transportation needs.
5. Prepare and submit a Task 3 Technical Memorandum on the findings from this task.
6. **(Shared)** CTCOG will conduct a workshop (Workshop #1) for the CTRTAG where the existing conditions, the instances of duplication and service gaps and instances of unmet needs are presented and discussed, and at which the consultant will provide guidance on how the CTRTAG can prioritize the unmet needs.

Task 4: Prepare the Interim Plan

1. ***Develop the Cover page, Executive Summary, Table of Contents, compile Chapters 1 and 2 and provide Geographic area assessment for Chapter 3.*

2. Compile the findings from the preceding tasks into Chapters 3 through 6 of the Interim Plan, per the required format in the Coordination Guidebook.
3. Submit the Interim Plan to CTCOG to be reviewed by CTRTAG.
4. ****Revise Chapters as needed for feedback from the CTRTAG.**
5. **(Shared)** CTCOG and the consultant shall jointly conduct any TxDOT-identified “missing activities” and revise the Interim Plan as directed by TxDOT.

Task 5: Goals and Strategies

1. Develop matrices of goals and strategies that trace back to the unmet needs prioritized in the Interim Plan.
2. Prepare and submit a Task 5 Technical Memorandum that introduces and discusses these matrices.
3. **(Shared)** CTCOG will conduct a workshop (Workshop #2) for the CTRTAG where the goals and strategies are presented and discussed, and at which the consultant will provide guidance to CTRTAG in prioritizing the goals and strategies.
4. **(Shared)** Revise the matrices per discussions at the workshop.

Task 6: Draft Final Plan and Final Plan

1. **(Shared)** CTCOG and the consultant shall prepare and submit the Draft Final Plan for review and incorporate comments.
2. **** Stakeholder/community review of the Draft Final Plan.**
3. **** Present to CTRTAG suggested changes based on the stakeholder/community feedback and come to a consensus on final changes.**
4. ****CTRTAG recommend approval and adoption of the Final Plan.**
5. ****CTCOG Executive Committee ratifies the Final Plan.**
6. ****Prepare and submit Final Plan, including all supporting data and documentation and required signatures.**

RFP SECTION 4: PROPOSAL SUBMISSION REQUIREMENTS

Proposals should include the following sections:

1. Transmittal letter. Include the name, title, and contact information of the primary contact.
2. Project understanding. Describe the Plan’s objectives and requirements.
3. Technical approach. Describe the methodologies, tools, and strategies for completing the tasks.
4. Team composition and experience. Provide resumes of key personnel and highlight relevant experience.
5. Other forms (e.g., Title VI Certification, Debarment Certification).
6. Work Schedule. Work is expected to begin as soon as March 16, 2026, or as soon as practicable and must be completed no later than July 31, 2026. Proposals shall include a realistic project schedule outlining key milestones and anticipated deliverable dates.
7. Use a Cost Proposal to include:
 - A detailed budget by task and by project staff member (labor category, hourly rate, estimated hours), to include travel costs for workshops and public meetings, separated;

- Subcontractors, other direct costs (ODCs), and travel (with assumptions);

RFP SECTION 5: EVALUATION CRITERIA

CTCOG will evaluate proposals based on the following criteria:

1. Qualifications and experience of the consultant team, including key subcontractors, with demonstrated experience developing Coordinated Human Services Public Transportation Plans (e.g., RPTCPs) and similar regional transit plans.
2. Collaboration approach with CTCOG and the CTRTAG, including role clarity for shared tasks and integration of CTCOG-produced materials.
3. Proposed schedule.
4. Cost effectiveness. CTCOG reserves the right to award the contract to the consultant whose proposal is deemed most advantageous.
5. CTCOG reserves the right to reject any or all proposals and to request additional information or clarification.

RFP SECTION 6: RESOURCES AND REFERENCES

Consultants must review the following content and documents:

- [Central Texas Council of Governments](#)
- [TxDOT Coordination Plan Guidebook](#).
- [Coordination Plan Guidebook Appendices \(includes survey templates and data tools\)](#).
- Draft Public Engagement Summary (pending).
- [CTRTAG Adopted Bylaws Pending Ratification](#)
- [FY2022-2026 Regionally Coordinated Transportation Plan for the Central Texas State Planning Region 23](#)

RFP SECTION 7: ADDITIONAL INFORMATION

Information above should be submitted electronically by 12:00 noon on March 3, 2026 to anita.janke@ctcog.org. Please limit submittal to 10 pages total.

Please contact Anita Janke by email or by phone at 254-770-2364 with any questions.