



*Human
Services*

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To: Thomas Wester, Procurement Director

From: Anita Davis, Human Services Program Manager/Project Lead

Subject: RFP# 20-045 NC Rural Micro-Transit Service Consultant Recommendation

In April of 2020, Wake County/GoWake Access contracted with RLS and Associates, and key stakeholders in the development of a RFP seeking proposals from qualified consulting firm to implement a Micro-Transit Service Plan for the Northeastern areas of Wake County identified in its recent Federal Transit Administration (FTA) Integrated Mobility Innovation (IMI) grant awarded on March 16th, 2020. On May 20th, 2020 the RFP was advertised, and 4 responses were received: VIA, KFH Group, IBI, and Walker. Each response was carefully reviewed, based on the established criteria, by a committee made up of the following staff: Anita Davis-Haywood/ Human Services Program Manager/Project Lead, Hannah Lundy/Transit Analyst, Nicole Kreiser/ Asst. County Manager, David Eatman/City of Raleigh Transit Director, Bret Martin/CAMPO Program Manager, and Sharon Peterson/Wake County Long Range Planner.

An evaluation tool, consisted of the following criteria's;

- Qualifications of the firm (10%)
- Overall qualifications of the Project Manager and Project Team (25%)
- Project Approach & Understanding (30%)
- Ability to perform work within specified time (15%)
- Relevant Experience (*evidence of similar studies completed and references*) (20%)

The evaluation tool was scored on July 28th, 2020 by the review committee. The scores from the evaluations were based on group consensus. Each section was weighted and tallied. The top two proposers, VIA and The KFH Group, were selected to be interviewed on August 12th, 2020.

After the interviews, the committee agreed after further discussion, that although Via scored higher than KFH on the evaluation tool, during the interviews the RFP Review committee noted the following areas of concern from Via that moved KFH above Via:

- Via's overall agency approach is deployment based rather than KFH's advisory and development. The team agreed that Via offered a predetermined Micro-Transit template that would not be able to meet local needs of this project.
- The committee also agreed that Via's approach to sub consulting with a 3rd party agency (Electric Avenue) to develop the Operation's RFP would create a potential conflict of interest in the event Via submitted an RFP for the operational component of the project. Via stated they sub consults so that they are eligible to bid on the Operations RFP.

The RFP Committee team unanimously agreed to award the contract to The KFH Group. KFH's proposal combined with relevant and recent Micro-Transit Planning and consulting experience, aligned with the goals and projected outcomes of this project. KFH also scored highly in the following areas:

- **Micro-Transit Planning Experience-** KFH has 25 years of transit planning, design, analysis, and review of rural and small urban transit service. Completed several Micro-Transit plans and transit service plans with a micro-transit component in Arlington VA, Montgomery County Maryland, Texas, and New Mexico.
- **Overall Knowledge of NC and Wake County-** KFH has implemented plans and compliance reviews with NCDOT, Wilson County Transit System, NC DHHS, Crabtree Valley Transportation Study for the City of Raleigh, Greensboro Transit Authority, and Fayetteville Area System of Transit.
- **Project Approach and Understanding-** KFH presented a level of understanding from a planning and implementation perspective. KFH focused on working with Wake County to create realistic solutions based on the needs of the area, develop recommendations to meet local needs, and providing continuity to the project.
- **Project Team-** Members of KFH project team specializes in rural transit planning. The Review team agreed this is an important component in developing a sound Micro-Transit Plan for this Rural Project by having experienced planners on the team.

The RFP Review committee has concluded its reviews and request approval to consult with the KFH Consulting for the implementation of the NE Rural Micro-transit Plan.

With regards

Anita Davis-Haywood

Anita Davis-Haywood, Wake County Human Services Program Manager