

**Request for Proposals  
For the Community Transportation Coordinator  
Under the Transportation Disadvantaged Program  
In the Service Area of Wakulla County, Florida**

The Apalachee Regional Planning Council is accepting proposals from qualified entities to serve as the Community Transportation Coordinator (CTC) for Wakulla County, Florida. The selected entity will be recommended to the Florida Commission for the Transportation Disadvantaged (CTD). If approved by the CTD, the selected contractor will coordinate the administration and operation of the Wakulla County Transportation Disadvantaged system, as authorized by Chapter 427, Florida Statutes, and more fully described in Rule 41-2, Florida Administrative Code, beginning July 1, 2021.

The Community Transportation Coordinator is defined by Chapter 427, Florida Statutes as a transportation entity recommended by the appropriate designated official planning agency to ensure that coordinated transportation services are provided to the transportation disadvantaged population in a designated service area. The Community Transportation Coordinator has full responsibility for the delivery of transportation services for the transportation disadvantaged as outlined in Section 427.015(2), Florida Statutes.

The complete Request for Proposals will be available April 21, 2021 at [www.arpc.org](http://www.arpc.org). It may also be obtained by contacting Kwentin Eastberg, AICP, Planning Manager at [keastberg@arpc.org](mailto:keastberg@arpc.org) or 850.488.6211 ext. 105. Experience with eligibility-based transportation services is required.

A mandatory pre-proposal conference will be held May 5, 2021 at 1:00 p.m., Eastern Time, to answer questions about the Request for Proposals. **Agencies or entities that are not represented at the pre-proposal conference may not submit a proposal.** The pre-proposal conference will be conducted in person at ARPC's office located at 2507 Callaway Road, Suite 200, Tallahassee, FL. 32303. Masks will be required, and public health mandates will be followed.

Only those qualified entities that responded to the initial RFQ are eligible to apply to this RFP. Those entities should submit one (1) original and three (3) copies of their Proposal in a sealed envelope to the Apalachee Regional Planning Council, 2507 Callaway Road, Suite 200, Tallahassee, Florida 32303 by 5:00 p.m. Eastern Time on Wednesday, May 12, 2021. The envelope must be marked, "PROPOSAL FOR WAKULLA COUNTY CTC." Faxed and emailed responses WILL NOT be accepted. Responses received after the deadline will not be considered and any entities will be notified.

Questions should be addressed to: Mr. Kwentin Eastberg, AICP, Planning Manager, Apalachee Regional Planning Council, at the address listed above.

The Apalachee Regional Planning Council reserves the right to accept or reject any and all responses in the best interest of the service area and the State.

**Request for Proposals  
Wakulla County  
CTC Designation FY 2021-2026**

**PROPOSAL CONTENTS**

The proposal contents for Community Transportation Coordinator are predicated on requirements of the designated Community Transportation Community Transportation Coordinator described in Rule 41-2 of the Florida Administrative Code. The proposal must address the following areas in the order that they are presented. Please be sure to consecutively number all pages of the technical proposal.

**A. Management Resources**

1. Describe agency/firm's organizational structure.
2. Provide names of General Manager and Operations Manager (include resumes) responsible for day-to-day decision making.
3. State the number of persons and the job descriptions needed to coordinate transportation disadvantaged services.

**B. Proposer Experience**

1. Describe experience coordinating and providing transportation services.
2. Describe how the agency/firm has and will continue to satisfy provisions of Equal Employment Opportunity, Section 504 Federal Regulations, Americans with Disabilities Act, P.L. 101-336, chapter 760, F.S. Title VI, 49 Code of Federal Regulations 655, compliance with applicable laws relating to drug and alcohol testing, Rule Chapter 14-90, Florida Administrative Code, safety, and insurance requirements.

**C. Financial Capacity to Undertake Project**

1. Discuss agency/firm experience, if any, applying for transportation grants and contracts (local, state, federal or private).
2. Show ability to efficiently manage grants and contracts.
3. Discuss how the agency/firm will provide the local match for trips funded by the Transportation Disadvantaged Trust Fund.
4. Discuss what initiatives the proposer will implement to effectively manage current funding levels and secure additional funds to support the system.
5. Discuss resources and accounting system techniques used in their audit trail for all services.
6. Provide a copy of the most recent financial audit conducted by a certified public accountant.

#### **D. Demonstration of Transportation Coordination Ability**

1. Describe experience coordinating multiple agency transportation services.
2. Discuss how the agency/firm will reduce costs through coordination (i.e. grouping rides, contracting with existing transportation operators, contracting with purchasing agencies).
3. Describe the procedure used from the time a telephone call requesting a trip is received through to tabulation and mailing a bill to the purchasing agency. This shall include, but not be limited to, handling of telephone call, establishing driver routing sheets, recording actual trips provided by agency and preparation of an agency invoice. Indicate the computer software that will be used to perform these tasks.
4. Describe the process used to procure subcontracted operators (if applicable).
5. Describe the agency/firm's ability to monitor activities of subcontracted transportation operators.
6. Describe how the agency/firm conducts driver background screening.
7. Describe how the following will be monitored and reported: complaints/commendations; no-shows; cancellations; and trip denials.
8. Describe how the agency/firm will conduct client eligibility screening for trips provided with Transportation Disadvantaged Trust Funds.
9. Describe how the proposer will obtain input from users of the system. Explain how the results will be reported.

#### **E. Demonstration of Transportation Operational Ability**

1. Provide a transition plan describing the process needed to ensure a smooth change-over (if applicable).
2. Discuss how the agency/firm's method of transportation service provision (as only Community Transportation Coordinator or as Community Transportation Coordinator/Transportation Operator) will ensure the best possible service at the lowest possible cost. Include any plans which demonstrate coordination with the public school system, local public transit systems, private sector operators and other governmental agencies that provide services to the transportation disadvantaged.
3. Demonstrate experience in the transportation of mobility devices and non-emergency medical transfers that may involve stretcher transport.
4. Demonstrate ability to comply with vehicle operational safety requirements of Section 341.061, Florida Statutes.
5. If currently a transportation operator, provide the number of chargeable accidents in the last two (2) years.
6. In accordance with Rule 41-2.006 (1) of the Florida Administrative Code, provide proof of compliance with the minimum liability insurance requirement of two hundred thousand

dollars (\$200,000) per person and three hundred thousand dollars (\$300,000) per incident.

**F. Vehicle Acquisition**

1. Provide a recommendation for the number and types of vehicles needed in the service area.
2. Provide an inventory of vehicles that will be available for immediate use in the service area. Include whether the vehicles are accessible according to the Americans With Disabilities Act, age of vehicles, mileage, and seating capacity.
3. Describe the process used to acquire vehicles used in the service area.
4. Estimate the amount of time required in order to acquire vehicles to be used in the service area.