



Requests for Proposals (RFP) 2023-120
Development of a Transit Feasibility Analysis for a
Greenville-Spartanburg International Airport
Transportation Hub

Solicitation Issue Date: June 7, 2023

Proposals Due: July 28, 2023 by 12pm

Late applications not accepted.

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Upstate Mobility Alliance Background

The Upstate Mobility Alliance (UMA) is an initiative of Ten at the Top (TATT), a nonprofit organization focused fostering collaboration and coordination throughout the ten-county region of South Carolina known as “The Upstate” (Abbeville, Anderson, Cherokee, Greenwood, Greenville, Laurens, Oconee, Pickens, Spartanburg, and Union counties).

Officially created as an initiative of Ten at the Top in 2019, the Upstate Mobility Alliance was first conceived of two years earlier during a region-wide study entitled “Connecting Our Future”, an effort to look at how the region can work towards strengthening its mobility sectors to better connect communities within the Upstate. Out of that study came the recommendation for the creation of the Upstate Mobility Alliance to serve as a coordinating effort to move that conversation, and related actions, forward.

Funded by corporate and philanthropic organizations, the Upstate Mobility Alliance is a broad alliance of mobility-minded businesses, organizations, and government entities. UMA facilitates conversations and strategies and champions public policy and investments to advance transportation solutions for the region.

Over its four-year history, UMA has helped launch public transportation services in three rural counties, connect employers to workforce transportation solutions, assisted communities in pedestrian and bike trail planning, and advocated for increased investments in public transportation. It has also acted as a convener for the region to discuss trends and solutions for the mobility sector.

Project Summary: GSP Transportation Hub

In working with numerous transit authorities in the Upstate region, as well as Greenville-Spartanburg International Airport (GSP), the Upstate Mobility Alliance identified a critical question that was often asked of both transit authorities and the airport:

“Why doesn’t the bus run to the airport?”

There are four established fixed route public transit authorities in the Upstate region.

- 1) Greenville Transit Authority (GTA) operates Greenlink, which provides service throughout Greenville County.
- 2) Spartanburg Regional Transit Agency (SPARTA) serves Spartanburg County.
- 3) Electric City Transit Service (ECT) serves Anderson County.
- 4) Clemson Area Transit (CATbus) serves the City of Clemson and surrounding areas.

Greenville-Spartanburg International Airport is located on the county line between Greenville and Spartanburg counties. So while ECT and CATbus both provide relevant service within the region, and have both provided support for this project, GTA and SPARTA both have service territory directly adjacent to the airport.

Neither of these four bus systems currently provides service to the airport. Over the years, the reasons have been varied to include questions around demand, funding, physical restrictions at the airport, airport revenue models, and governance issues – however no formal study from a regional perspective has been conducted to help explore service to the airport.

As the population of the Upstate of South Carolina grows, ridership increases across bus systems, passenger numbers increase at GSP, and as the airport itself explores how it can best prepare for the future on its property, public transportation connectivity to the airport is resurfacing as a conversation in need of some clarity. UMA believes that being proactive to address accessibility to mobility solutions that assist the airport, transit agencies, and the general public will be critical to the success of the region.

This study is intended to provide a framework for future discussions of expansion of public transportation services to GSP, as well as setting the stage for larger regional mobility conversations in general, by offering insights into the structure, demand, location, and feasibility of a multi-modal transit hub located at GSP, to service the region’s transit needs, including bus service, “park & ride”, airport inter-property connectivity, and others.

Scope of Work – Services Requested

The chosen planning consultant or consulting team will be responsible for working with staff members and committee members from the Upstate Mobility Alliance to develop a Regional Transit Feasibility Analysis report that encompasses the following key components:

The Transit Feasibility Analysis *must include the following elements* throughout the project period:

1. **Project Steering Committee Engagement & Oversight:** The Consultant team must work with UMA staff and a Project Steering Committee to help guide and shape the project. UMA will work with the Consultant team to develop criteria and expectations for the Steering Committee. Regular and reasonable electronic communication with UMA leadership and Steering Committee members is expected.
2. **Public Input & Participation:** Input from stakeholder groups must be gathered through various means to develop key data on the project. While stakeholder groups will be firmly identified in working with UMA and the project committee, stakeholder groups could include: elected officials, transit agency staff and/or boards, local nonprofit agencies, government agencies, workforce and staffing agencies, individual public transportation riders, individual air travel passengers, and business leaders. Individuals participating may be located throughout the Upstate region. The methods for gathering input can vary but could include interviews (in-person / virtual), focus groups (in-person/virtual), surveys (online/printed), and public meetings (in-person).
3. **Research & Analysis of Key Data Points:** A prospective list of data points in need of research and analysis is provided in Section ___ below. The Consultant team will be responsible for all research, data compiling, and analysis of relevant materials and must provide needed citations where appropriate throughout their work.

The Transit Feasibility Analysis *must include the following deliverables*:

1. **Final Report:** The Consultant team will be responsible for designing and compiling all portions of a Final Report detailing all items listed below. Depending on full contract pricing, UMA may opt to print the Final Report, or the Consultant may be asked to include printing in a final contract.
2. **Executive Summary:** A succinct overview of the Report's findings, including relevant graphic charts, photos, or other components, that provides readers with a clear understanding of major takeaways.
3. **Public Engagement Summary:** A summary of the collected input from stakeholders, focus groups, surveys, and other means of collection should be detailed in the Report, with the full data set made available to UMA staff.
4. **Demand Analysis:** The Report will provide an analysis on the expected number of riders any bus route to / from the airport may generate, and segmented by those most likely to ride as a means of arriving to or departing from their scheduled flight at GSP, those most likely to ride to/from their job at the airport, and other types of potential riders. Additionally, demand for "park and ride" service and other transportation services should be included.

5. **Potential Rider “Profile”:** The Report will analyze the potential ridership who utilizes the proposed Transit Hub and provide an overview of the demographics, geographic locations and key social indicators to help determine the Project’s ability to service disadvantaged populations and also to better understand the Transit Hub’s most likely key demographic.
6. **Economic Impact Analysis:** An analysis on the fiscal impact of the Project on GSP and relevant transit authorities to include potential new jobs created, direct impact to revenues, and indirect spending related to riders. A full scope will be determined by the Consultant team in consultation with UMA.
7. **Social Impact Analysis:** Taking from information detailed in the “Rider Profile” above, the Report will highlight how the Project may benefit low-income and rural communities in the region.
8. **Peer Comparisons / Summaries:** The Report will include a snapshot summary of how comparable transit hubs, or other types of public transportation connections with airports, are operated and structured.

The Transit Feasibility Analysis *may include the following elements* in the Final Report, based on pricing and available funding:

1. **High Level Recommendations on Operating Structures:** While transit authorities will be responding to this Report with how their unique agencies may, or may not, be able to provide service to a Transit Hub, the Report should provide some high-level, broad stroke, guidance on how a Transit Hub at GSP could be operated and benefit the airport, transit authorities, and overall regional mobility.

Proposal Requirements

Limit the proposal to no more than 12 total pages, not counting professional resumes, and include the following information:

1. **Proposed Project Manager or Team**
 - a. Name and address of submitting public transportation planning consultant and consulting firm.
 - b. Identify the project manager and as needed, the name(s) of supporting team members.
 - c. Provide a brief resume or similar description for the project manager and each team member, which details their experience and qualifications.
 - d. If different from the main address, provide the location of the office from which the assigned project manager or team members will be working.
2. **Experience**
 - a. Provide a narrative description of the consultant’s related experience, in particular its experience in working with airports and transit systems.
 - b. If specialized resources are available (in addition to the named team) to meet unusual needs, identify such individuals and their area of expertise.

- c. Provide three references from comparable entities where consultant or consulting team has previously provided similar planning services.
- 3. Scope, Project Management and Quality Control**
- a. Provide detailed work plan and list of key deliverables based on the Scope of Work as described in this RFP.
 - b. Provide an estimate of the expected number of in-person and virtual meetings necessary to work with UMA staff, including one in-person presentation of the Final Report and one virtual recording of the presentation.
 - c. Include task-based schedule and identify significant milestones.
 - d. Describe quality, budget, and schedule controls to be implemented.
 - e. Provide estimated timeline, including a proposed start and end date for the project.
- 4. Proposed Cost & Financial Information**
- a. Proposal Quotes must include the cost of each of the following items broken out separately:
 - i. Consultant Fees
 - ii. Travel Fees*
 - iii. Printing Fees*
 - iv. Supplies / Equipment for Public Engagement*
**UMA may request to self-fund these items to minimize costs and stay within project budget.*
 - b. Proposals and pricing listed therein must be valid for no less than sixty (60) days.
 - c. The Consultant agency, if selected, must also agree to accept payment through electronic means (ACH).
 - d. The Consultant, if selected, will be expected to submit invoices with a due date of no less than thirty (30) days from the date of issuance.
 - e. The Consultant, if selected, must provide UMA with an IRS Form W9, and certificate of liability insurance naming the Upstate Mobility Alliance and its fiscal agent (Our Upstate-SC) of at least \$1,000,000.00.

Minimum Qualifications

A qualified consultant or consulting team will have completed several similar studies within the past five years. In general, the competence of a prospective consultant will be evaluated relative to having a project manager and supporting staff, including any and all sub-contractors, with the qualifications needed to successfully complete the project; the qualifications of the assigned professional staff will be measured by both education and experience, with particular reference to experience on similar projects. It is therefore important to note that the professional staff identified in the submitted proposal, must also be the team to work on the project. If the selected consultant or consulting team undergoes a change of key personnel, UMA reserves the right to approve any substitute personnel or terminate the services at UMA's sole discretion with fifteen (15) days' notice in writing.

Resources

The following resources are available upon request to assist in the formation of a Proposal:

- Transit Authority Route Maps (Current)
- Greenville-Spartanburg International Airport Property Overview (Current)
- Transit Authority and Airport Public Annual Reports
- Transit Authority Planning Documents

Roles and Responsibilities

UMA Staff: GP McLeer, Executive Director of the Upstate Mobility Alliance, shall act as the project manager, and will be assisted by GSP staff and transit agency staff. The project manager will provide all project direction, assistance with scheduling, and access to existing data. The steering committee will work closely with the project manager and provide guidance for project related decisions.

Consultant (Team): The consultant shall be responsible for all technical work, public participation, identification of recommendations and strategies, report preparation, and presentation of findings, as agreed to in the final scope of work. All work to be performed must follow federal and state laws, regulations, and guidance; and the selected consultant shall be responsible for having knowledge of, and ensuring compliance with, all applicable requirements.

Project Timetable

All dates in the year 2023.

- RFP Issued: Early June
- Pre-Application Meeting: July 11, 2023
Interested parties should contact gpmcleer@upstatemobilityalliance.org for meeting details.
- Deadline for Questions: Friday, July 14 @ 12pm
- Deadline for Submission: Friday, July 28 @ 12pm
- **All submissions should be submitted via email in PDF format to gpmcleer@upstatemobilityalliance.org. No hardcopies will be accepted.**
 - Those submitting a proposal will receive notification of submission, but no questions will be answered.
- Proposals Opened by UMA Leadership Team: Early August
- Notification Date: Tuesday, August 15
Note: UMA reserves the right to delay final notification pending the desire to interview consultant teams. Interviews are not scheduled at this time. Should interviews take place, those not selected as a finalist for interview will be notified of their standing at the time of those selected for interviews.
- Project start date will be negotiated with firm selected.

Review and Decision-Making Process

- **Staff Review and Assessment**

Upstate Mobility Alliance staff will review proposers for threshold criteria and completeness. Staff will also review and assess specific sections of the proposal, such as project outcomes (prior agency performance). UMA reserves the right to request additional clarifications from proposers, both in writing and in person.

- **Project Review Committee Scoring & Recommendations**

The Project Review Committee (PRC) will independently review and assess requests using a scoring matrix. Each scorer is provided a scoring matrix to ensure standardized assessment. The scoring matrix is used as a screening tool for applications and does not necessarily dictate which application is awarded. UMA staff will provide final ranking based on scoring. The PRC will make recommendations to Stakeholders. Each of the major sections of the proposal will be reviewed and weighed against criteria designed to help judge the quality of the proposal.

Evaluation criteria include the following considerations, which are listed in order of relative importance:

Area	Description	Maximum Points	Score
Clarity & Approach	Project Approach, Identified Deliverables, Significant Milestones, and Tone of Proposal	45	---
Experience	Firm and Team experience related to airport and transit projects.	25	--
Schedule & Fees	Timeline, Cost Estimates	20	--
Complete Proposal	All elements required are included.	10	--
	Total Points Possible	100	

UMA will select the preferred provider and negotiate an appropriate fee based on total project budgets as approved by UMA. If negotiations are unsuccessful due to unresolved issues, negotiations with the consultant will be formally terminated. Negotiations will then commence with the second- highest ranking firm. proposers may be contacted and asked for further information and may be expected to provide additional interviews.

Final approval of funding decisions under this RFP are made by the UPSTATE MOBILITY ALLIANCE.

General Conditions

Reservation of Rights

Upstate Mobility Alliance reserves the right to modify the RFP schedule described above or to withdraw this RFP at any time without prior notice. UMA also reserves the right at its sole discretion, and without penalty, to reject any and all proposals received. Furthermore, UMA may reject proposals without providing the underlying reason(s).

This RFP does not obligate UMA to contract for services described herein. UMA reserves the right to not issue a contract, as a result, of this RFP. A failure to award a contract to the lowest bidder will not result in a cause of action against Upstate Mobility Alliance.

Upstate Mobility Alliance also reserves the right to award the contract to the proposer that best meets the needs and interests of the region, which UMA will determine in its sole discretion.

UMA also reserves the right to waive immaterial defect or informality in any response or response procedure.

UMA reserves the right to disqualify any respondent who fails to provide information requested in the RFP or who provides inaccurate or misleading information or data.

Conflict of Interest

The consultant or consulting team shall agree to ensure that they have no interest, direct or indirect, that would conflict in any way with the performance of the requested services. If a conflict of interest exists, it must be stated in writing as an addendum to the proposal submission.

Non-Discriminatory Practices

Consultants, by submission of a proposal, agree to not discriminate against any current or prospective employee, subcontractor, or a member of the public because of race, color, creed, national origin, sex, disability, sexual orientation, gender identity, status as a parent, or age.

UMA does not discriminate based on race, color, creed, national origin, sex, disability, sexual orientation, gender identity, status as a parent, or age. Participation by minority and women-owned firms is encouraged.

DBE Participation

The selected consultant will not be required to meet a specific Disadvantaged Business Enterprise (DBE) utilization goal. However, consultants are encouraged to use services provided by DBE firms to accomplish tasks required to complete this project.

Proprietary Material

Upstate Mobility Alliance assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals are considered public documents.

Pre-contractual Expenses

Upstate Mobility Alliance will not be liable for any costs incurred by proposers in the preparation or submittal of a proposal in response to this RFP, in the conduct of an interview presentation, or any other activities related to responding to this RFP.

Contract Requirements

Upstate Mobility Alliance expects all contractors to adhere any and all state and federal contract requirements, if applicable.