



BRPC

Berkshire Regional Planning Commission

1 Fenn Street, Suite 201
Pittsfield, MA 01201
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berkshireplanning.org

Request for Proposals

RFP # BRPC24MICRO

Microtransit Feasibility Study – On Demand/ Microtransit Solutions for Berkshire County

Issue Date

Tuesday, October 1, 2024

Due Date

Thursday, October 31, 2024, by 4:00 PM

The **sealed proposals (separate price proposal and non-price/technical proposal)**, plainly marked "**Microtransit Feasibility Study**" in the lower-left corner of the envelope, must be mailed to:

**Berkshire Regional Planning Commission
1 Fenn Street, Suite 201
Pittsfield, MA 01201**

BRPC is an Equal Opportunity/Affirmative Action Employer. It fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. It conducts its programs, services, and activities in a nondiscriminatory manner.

BRPC, the awarding authority, reserves the right to accept or reject any or all proposals in total or in part or waive any informality in the proposals as they deem in the best interest of the public.

Specifications and instructions for this RFP may be obtained by calling (413) 442-1521 x 18 or emailing akoirala@berkshireplanning.org.

1. INTRODUCTION AND BACKGROUND

Purpose and Request for Proposals

As part of its mission to enhance regional resilience and quality of life in the Berkshires, the Berkshire Regional Planning Commission (BRPC), on behalf of the Berkshire Metropolitan Planning Organization (BMPO), is currently soliciting proposals from qualified consultants to conduct a comprehensive analysis on feasibility and best practices to implement a pilot microtransit system.

Microtransit

Over the past several years, many towns, cities, and regions without access to mass transit systems have adopted a demand-responsive transportation approach called microtransit. This model has been demonstrated to be an effective method to improve regional accessibility, especially in rural areas. Although there are variations between systems, the guiding principles of microtransit are that it is an on-demand, shared-ride service, with trip routes varying by passenger, and often without advanced notice; it allows riders to request rides through various means, including a smartphone app and phone-call reservation; it typically utilizes a fleet of smaller vehicles including vans and personal vehicles; and it serves the general public.

About BRPC

The Berkshire Regional Planning Commission (BRPC), which is the Regional Planning Agency (RPA) for Berkshire County, serves the 32 municipalities of Berkshire County for a variety of planning and administrative services, including community planning, public health planning and nursing, environmental planning, transportation planning, group purchasing, and GIS data and services. Berkshire County is the westernmost community in Massachusetts, with Vermont bordering to the north, New York bordering to the west, and Connecticut bordering to the south. It is a predominantly rural region with two principal cities: Pittsfield (pop. 43,000) and North Adams (pop. 12,000). Transportation Planning Program staff serves the

Berkshire MPO to foster continuous, comprehensive, and cooperative (3C) transportation planning and investments in the region.

[About Berkshire County](#)

Berkshire County is a predominantly rural region on the western end of Massachusetts, with a population of 129,000 living in 32 towns. Approximately a three-hour drive from the center of influence and the state capital of Boston, as one of the most rural counties in Massachusetts, public transportation for the region is primarily provided in and around the county's more urbanized areas, including Pittsfield, North Adams, and Great Barrington.

The issues of accessibility and dependence on personal vehicles are common problems faced by rural regions and vulnerable communities. As such, numerous efforts have been undertaken to improve regional accessibility. The Berkshire Regional Transit Authority (BRTA) is the region's longstanding regional transit operator, which provides regular fixed route and paratransit services six days a week across 30 communities, covering an area as large as Rhode Island.

In 2020, a Transportation Management Association (TMA) Feasibility Study was published by 1Berkshire, the Regional Economic Development Organization for the region. In 2021, BRPC released a public survey asking respondents for their opinions and influencing factors on microtransit – with positive results. In June of 2023, limited microtransit services began being offered within three towns in the county's southern region through the TriTown Connector (TTC), which has since expanded to serve seven communities in south Berkshire County.

[Microtransit Feasibility Study Funding & Timeline](#)

BRPC has apportioned up to **\$125,000** for the consultant professional services to complete this microtransit feasibility study. All work performed under this contract must be completed and invoiced prior to **September 15, 2025**.

We invite qualified consultants to submit proposals that align with the tasks,

responsibilities, and deliverables in **Section 3**, Scope of Services, and conform with **Section 2**, RFP Instructions. Identify sub-consultants that will assist the primary consultant in completing the contract deliverables, which will be identified in the scope and budgeted into the consultant's fee proposal.

The proposals received will be evaluated by the core commitment to producing a dynamic system that will be gradually expanded to encompass the most populous areas of northern and central Berkshire County. The consultant chosen to carry out this study will need to identify prospective needs and materials to launch and operate a model system.

2. RFP INSTRUCTIONS

Obtaining a Copy of the RFP

Copies of this RFP are available upon request from Principal Transportation Planner Anuja Koirala (akoirala@berkshireplanning.org). The RFP is also available on the BRPC website <https://berkshireplanning.org/brpc-rfp-microtransit-feasibility-study-on-demand-microtransit-solutions-for-berkshire-county/> and COMMBUYS.

RFP Updates, Questions and Answers

The BRPC staff is available to answer any general questions about the RFP procedure, etc., but no question will be answered that in any way could give an unfair advantage to a proposer. Questions and clarifications that arise during the submission period for this RFP will be addressed directly to the inquirer. Any important updates and Amendments to this RFP will also be disseminated via the BRPC's website and directly to any parties who have contacted BRPC via email with questions prior to the release of the amendment in question. It is the responsibility of every potential respondent to this RFP to check the BRPC's website for any updates or amendments. All inquiries concerning this RFP should be directed to:

Anuja Koirala
413-442-1521 Ext 18
akoirala@berkshireplanning.org

Communications regarding the RFP

All questions or requests for clarification concerning the RFP shall be submitted in writing via email to akoirala@berkshireplanning.org by **4:00 PM EST on October 21, 2024**, and must identify "Microtransit Feasibility Study RFP Question" in the subject line. No questions or requests for clarification will be accepted by telephone. All questions about this RFP shall be directed only to Anuja Koirala (akoirala@berkshireplanning.org), BRPC's authorized point of contact. No other person has the authority to respond to questions about this RFP. Communication about the RFP with any person other than the authorized BRPC contact is prohibited, except for technical difficulties encountered during proposal submission, as described in **Section 2**. Failure to adhere to this requirement will result in the rejection of the proposal.

Errors, Omissions, and Corrections

Respondents shall promptly notify BRPC in writing of any ambiguity, inconsistency, or error they may discover upon examining this RFP.

Respondents requiring clarification or interpretation of the RFP documents shall make a request via email to BRPC's authorized point of contact, which shall reach BRPC no later than ten (10) days prior to the date for receipt of proposals.

Any interpretation, correction, or change of the RFP documents will be made by written amendment by BRPC. Interpretations, corrections, or changes of the solicitation documents made in any other manner will not be binding, and the respondent shall not rely upon such interpretations, corrections, or changes.

Protests based upon any omissions or errors or on the content of the solicitation will be disallowed if not made known to BRPC in writing or via email less than ten (10) days prior to the proposal's due date.

Cost of Proposals

There shall be no obligation for BRPC to compensate consultants or sub-consultants for any costs associated with responding to this RFP or with any other process related to this RFP. All costs associated with a consultant or sub-consultant response to this RFP shall be borne by the consultant or sub-consultant.

Proposal Content and Format

Proposals should provide a straightforward, complete, and concise description of the consultant and sub-consultant's capabilities to satisfy the requirements of the RFP. Proposals must state the assumptions underlying a proposed approach or cost. BRPC expects that all items or services required to complete the project will be included in the proposal or specifically noted as additional if they are not. The proposal may identify additional optional items or tasks and their cost that are relevant to the project but are outside of the project Scope of Services. These options may be exercised at BRPC's discretion. The consultant and sub-consultant are responsible for ensuring that the proposal includes all design processes, requirements, and deliverables to perform the project's Scope of Services.

Proposals must include but need not be limited to:

[Signed RFP Signature Page \(Attached\)](#)

[Signed Tax Compliance Certification \(Attached\)](#)

[Signed Certificate of Non-Collusion \(Attached\)](#)

[Transmittal Letter \(up to 2 pages\)](#)

A transmittal letter, which shall be considered an integral part of the proposal, shall be signed by the individual or individuals authorized to bind the consultant's firm contractually. An unsigned proposal may be rejected. The letter shall include the

following:

- The transmittal letter must indicate the signer is authorized to sign the proposal and any subsequently awarded contract and include the title or position the signer holds in the consultant's firm.
- If the signer is not the contact person identified on the title page, also include the address and telephone number of the authorized signatory.
- A statement confirming that the consultant, and any Subconsultant firms, have no interest which would conflict with its performance of services as described in this RFP and Respondent represents, to the best of its knowledge, that no employee or officer affiliated with BRPC has a financial interest in the consultant or any sub-consultant.

Background and Experience (up to 5 pages)

- Background of the consultant and any sub-consultant
- Experience providing transportation planning services
- Representative Projects – List a minimum of three (3) projects completed by your firm that best represent a similar scope, budget, program, and level of complexity. For each project, please include:
 - Project name, location, and client name
 - Client's total initial budget and final total project cost
 - Total number and cost of change orders
 - Scheduled project completion date and final completion date
 - Budget & Change Order Percentage
- Statement regarding what sets the consultant and any sub-consultants apart from others.

Staffing Proposal (up to 3 pages)

A staffing proposal that includes a list of staff who will participate in the project, showing the role of each and their level of effort and qualifications. Identify the addresses/locations from which this project will be managed. Provide information

on your current workload and how you would accommodate this project. Please indicate if the consultant or any sub-consultants are certified or are in the process of becoming certified through the Massachusetts Supplier Diversity Office as diverse businesses and/or federally certified as women-owned or minority-owned businesses.

Statement of Approach (up to 5 pages)

- A written description of the consultant's understanding of, and methodology or approach to, the **Scope of Services** described in **Section 3** of this RFP. Elaborate, as appropriate, on these tasks.
- A proposed schedule for completing the Scope of Services that is itemized by task and includes a timeline of significant milestones. The schedule should outline the sequencing, overlapping, and interdependence of the individual tasks. The schedule should reflect the period of performance stated in **Section 3** of this RFR and should include the methods you would use to maintain this schedule.
- Identify any significant issues, hardships, or challenges related to this project you anticipate based on your experience with similar projects.
- Describe your approach to client relationships and communication.

Price Proposal (up to 5 pages)

The price proposal must include, in as much detail as possible, the components of compensation of allowable and allocable costs in connection with the provision of services under this RFP with subtotals by task and phase of work:

- Estimated number of hours for each member of the consultant's team and each Subconsultant, if any, by task, phase, and hourly rate.
- A list of anticipated potential contingencies and reimbursable expenses subtotaled for each phase of the project.
- Description of any optional tasks or items not included in the Price Proposal that are additional costs that may be exercised at BRPC's discretion.

Please note:

- **Non-Price/Technical Proposal may not exceed eighteen (18) total pages (excluding attachments)**
- **Price Proposal up to five (5) total pages**

[Proposal Submission](#)

The **sealed proposals (separate Price Proposal and Non-Price/Technical Proposal)**, plainly marked "**Microtransit Feasibility Study**" in the lower-left corner of the envelope, must be mailed to:

**Berkshire Regional Planning Commission
1 Fenn Street, Suite 201
Pittsfield, MA 01201**

Proposals are due by **Thursday, October 31, 2024, by 4:00 PM.**

One (1) hard copy file and one (1) digital copy in read-only PDF format on CD or flash drive (preferred) shall be included in the submission packages for both the price and non-price/technical proposals.

All non-price/ technical proposals received will be opened on Friday, November 1, 2024, at 10:00 AM at the BRPC office. A digital copy of all the non-price/technical proposals received will be distributed to the Microtransit Study Steering Committee members for evaluation and scoring. Price proposals will be opened and reviewed later after evaluating the non-price/technical proposals.

Late submissions will not be accepted. Proposals received after 4:00 PM on Thursday, October 31, 2024, will be rejected.

[Reservation of Rights](#)

BRPC reserves the right to take any, some, or all of the following actions at BRPC's sole discretion:

- Conduct interviews and/or to request that Respondents make presentations

- Contact Respondent-provided references and additional references as necessary
- Seek clarifications and revisions of proposals
- Reject any and all proposals determined to be nonresponsive, incomplete, or containing non-allowable costs
- Reject any and all proposals where the quality of the services, supplies, materials, equipment, or labor offered does not conform to RFP requirements if the public interest would be served by such a rejection
- Reject any and all proposals that include parties debarred, suspended, or otherwise excluded from procurement
- Prior to the opening of proposals, amend the RFP specifications to correct errors or oversights or to supply additional information about the services sought as such information becomes available
- Withdraw the RFP at any time, at BRPC's discretion
- Make an award under the RFP in whole or in part

3. SCOPE OF SERVICES

Overall Scope of Services

The contract period of performance is estimated to begin on **November 7, 2024**, and terminate on **September 30, 2025**. The planned completion date for the Draft Feasibility Study report is June 30, 2025, and the Final Feasibility Study document/deliverables, including the phased pilot microtransit implementation plan, by August 29, 2025. All work performed under this contract must be completed and invoiced prior to **September 15, 2025**.

The overall scope of this microtransit feasibility study is to identify the best On Demand/ Microtransit solutions for Berkshire County residents and visitors alike

that would meet their transportation needs and enhance their mobility by closing the transportation gaps of first/last mile transportation.

This feasibility study is the culmination of consultants' thorough analysis of Berkshire County's demographics, socio-economic characteristics, trends, businesses, transportation network and gaps, and assessment of existing infrastructure and gaps, which has guided their decision-making process and should define where a pilot microtransit service in Berkshire County is feasible. Using all available data generated and collected, consultants will produce a series of recommendations in the form of a phased implementation plan for a pilot microtransit service that is sustainable in the long run of operations. This implementation plan will guide the future development of said microtransit service and improve regional accessibility while complementing existing transportation networks.

Task 1: Collaboration & Outreach

To effectively understand regional transportation needs, collect qualitative data, and engage with stakeholders, including potential riders, regional transit providers, and environmental justice communities. The consultant chosen for this role is expected to conduct an outreach campaign and engagement with communities within the Berkshires. Collaboration with existing transportation providers and the Berkshire Regional Transit Authority (BRTA) will provide insights into existing demand and service areas and where potential ridership is underserved. Collaboration with prominent local businesses and municipal officials will reveal where residents are traveling to and from and how microtransit services may be effectively provided. Where most prudent, feedback from the public will also provide insights into discrete high-traffic locations to better understand user behavior.

To enhance the engagement of the key stakeholders for this study effort, BRPC has collaborated with BRTA and formed a Steering Committee to oversee the

procurement process, review progress & milestones, provide guidance, and make critical decisions on the study recommendations of the microtransit implementation plan. Other Stakeholders may be added to this Committee as deemed necessary.

It is expected the consultant will follow BRPC's professional approach to public business, that by sharing updates on project progress and keeping the communities of Berkshire County engaged will help to provide the highest-quality final product. BRPC, being the Berkshire County regional planning agency and staff to the Berkshire MPO, has established Transportation Committees for public outreach:

- Berkshire MPO (BMPO)
- Transportation Advisory Committee (TAC) for the Berkshire MPO
- Berkshire Regional Coordinating Council on Transportation (BRCCOT)

Regular updates on study progress, stakeholder engagement, opportunities for public members to share their experiences, and avenues for collecting qualitative analyses of experiences around Berkshire County will be major pillars of developing the feasibility study. This study expects the consultant to provide updates and present findings at key milestones to the above-identified Transportation Committees, at the minimum, for public outreach.

Both in-person or virtual meetings with any governing board(s) will be scheduled as needed, for which the consultant will prepare any relevant presentation or distribution materials related to the agenda of a meeting, following reasonable advance notice, as well as assist in facilitation when necessary.

While BRPC staff will be available to provide guidance as requested, the consultant is expected to schedule check-in meetings with the Steering Committee at key milestones to discuss findings and regular check-in meetings to provide updates on overall progress.

The consultant will implement best practices for engagement, meaningful public input, and progress reporting, especially from a lens of equity, inclusivity, and transparency. Public engagement may also encompass public meetings in an open house and/or workshop format, advertising events in local media, and hiring interpreters, translators, and technical consultants, as needed.

Task 2: Needs Assessment – Existing Conditions & Trends

Generating relevant data on the transportation challenges faced by residents and businesses is vital to forming a comprehensive strategy to improve our region's transportation network. To properly analyze the feasibility of a pilot microtransit service that can address the needs of the region, the consultant will seek input from the public and regional stakeholders to guide the feasibility study and its recommendations.

Understanding the region's geography, socio-economic characteristics, existing transportation networks, service providers, businesses, major employers, and land use will help better identify the transportation service gaps and the residents' and visitors' unmet transportation needs that will guide the microtransit implementation plan.

Under this task, the consultant is expected to perform the following analyses but not limited to:

- Analyze and document Berkshire County's demographics, socio-economic characteristics, vehicle ownership, travel patterns, and public transportation dependency.
- Understand and document the region's geography, land use characteristics, businesses, major employers, and the area's economy.
- Identify, analyze, and document existing transportation networks, service providers (private and public transit operators), service availability, and reliability for the vulnerable and transportation-dependent population.

- Identify, analyze, and document first/last mile service options, gaps, and unmet needs.
- Identify and document the residents' and tourists' service gaps and unmet transportation needs.

The consultant is encouraged to review existing available data and reports of past transportation studies and build upon them to identify service gaps and unmet needs.

Task 3: Microtransit Models Feasibility Analysis – System Assessment

This will include conducting appropriate research and assessment of the current operating environment and technology usage, preparing scenarios for a phased approach to implement service, preparing budget proposals, and vetting necessary vehicles and software, in addition to potential staff and management to operate this service, either from regional transportation providers, private vendors, and business or a multidisciplinary team of stakeholders.

The scope of data collection and processing should involve numerous approaches, including analysis of geographic data, existing fixed route ridership, high traffic and frequent travel destinations, interagency outreach, etc. The consultant will conduct and provide a comprehensive analysis of Berkshire County and its regions, as well as the demonstrated transportation needs of potential riders and their respective locations.

This information should effectively project future potential demand and rider origin and destinations to inform where microtransit service would be most prudent. In addition to understanding the trends of prospective riders, it is expected that secondary resources, such as case studies and research on similar microtransit pilots and on-demand public transportation, will be utilized to support recommendations of consultants' proposal, as well as any previous knowledge and experience generated from successful proposals.

As part of their public engagement strategy, the consultant will be expected to identify underserved communities and barriers to access for vulnerable communities. This information should be used to further understand how their transportation needs may be equitably addressed as part of a pilot program.

Considering the rural nature of Berkshire County, a feasible pilot microtransit system should utilize a phased approach to implement service as efficiently and effectively as possible. As part of this approach, the proposed service area(s) would be contiguously expanded until eventually encompassing most of the northern and central regions. This is reflective of our mission to increase mobility without redundancy and not overlap services with others already being provided – such as with the Berkshire Regional Transit Authority and TriTown Connector.

Task 4: Recommendations – Pilot Microtransit Implementation Plan

BRPC does not have the capacity or inclination to operate a transportation system. As such, proposals should outline as part of their implementation plan how the operation of a microtransit system may effectively be launched by either a local transportation authority, private vendor, or multidisciplinary team of stakeholders. A comprehensive analysis of existing conditions and the generation of stakeholder inputs are essential in effectively predicting service feasibility and ascertaining potential partnerships while reducing the overlap of transportation networks. The following aspects, deliverables, and operating procedures are considered high-priority aspects to achieve successful implementation.

An itemized budget of the necessary materials and funding for staff is a critical component in this feasibility study. The consultant will develop a comprehensive analysis of all components that a microtransit pilot program will need in order to achieve a sustainable service model. This will include but not be limited to:

- Vehicles, equipment, literature, staff salaries, insurance, licensing, and/or procurement of necessary information technology and services, as well as any additional materials not mentioned that are deemed necessary.

- To ensure the highest quality materials are procured at the lowest cost ratio, the consultant will research and compile various competing components for comparison to be ultimately decided upon by BRPC.
- Benefitting from a phased approach to implementation, fewer resources will be required at the start – and can gradually be acquired as the service expands. As such, in order to deliver microtransit service where it is needed most and to best position itself for future success, a timeline projecting growth to areas serviced utilizing the intended phased service approach should have corresponding cost projections.
- Potential and projected funding streams should also be incorporated into this timeline, including potential revenue generated based on anticipated ridership and associated costs/fees.
- Any proposed funding secured through government, nonprofit, or private grants may be incorporated but will need to be approved by BRPC.

Given these considerations, it is expected that the feasibility study will analyze the following components:

- Outreach to regional employers, the public, transportation providers, environmental justice communities, and representatives of other high-interest or frequently visited destinations
- Ridership analysis of likely or potential riders within
- Phased approach implementation strategy
- Budget and needed materials
- Operations
- Implementation plan

Having thoroughly analyzed Berkshire County and its transportation network and examining the anticipated needs of a microtransit service for the region, the consultant will develop a detailed plan for the potential implementation of this service. A detailed schedule and defined goals on how a pilot program will most effectively commence operations using compiled strategies. Viable plans for the

gradual implementation of microtransit services in Berkshire County will incorporate and describe adherence or variance from stated goals, as well as any other data vital to the decision-making process. Maps and models should also be utilized to demonstrate service areas, scheduled expansions, intended operation times, and the projected ridership and demographics. These recommendations must also demonstrate their potential success while being operated under the administration of either the local regional transportation authority (BRTA) or a private company operating as a turnkey service at the behest of local communities and other stakeholders. Proposed recommendations will also detail their intended benefits to residents, vulnerable communities, businesses, and other stakeholders.

4. PROPOSAL EVALUATION

All proposals received by BRPC will be reviewed to determine whether they are complete and responsive or nonresponsive to the RFP requirements and whether costs are allowable. Proposals received that are responsive, complete, and on time will be evaluated against the following criteria:

A. Qualifications:

- Qualifications of the professional staff assigned to this project.
- Capability of the consultant and any sub-consultants
- Demonstrated familiarity with, or ability to readily familiarize themselves with, the general geography and public transportation network of Berkshire County.
- Demonstrated familiarity with the concept of Microtransit/ On Demand shared ride services.
- Demonstrated familiarity with the public transportation services and the transportation needs of rural regions like the Berkshires.

B. Past experience:

- Previous experience of the consultant and any sub-consultants, professional staff assigned to this project, with similar projects.
- Past projects are aligned with the **Tasks** in this RFP Scope of Services.

C. Technical approach:

- Proposed approach meets BRPC's needs per this RFP's requirements and reflects effective use of personnel hours, logical order, and timing of tasks to accommodate public and BRPC input.
- Each of the tasks listed in **Part 3 – Scope of Services** are addressed as relevant.
- Proposed approach is presented in a clear and organized manner.

D. Stakeholder and Public Involvement:

- Proposed approach aligns with BRPC's Public Participation Plan, available at this link: https://berkshireplanning.org/wp-content/uploads/2020/08/BRPC_2016_PPP_wAmend1.pdf
- Demonstrated experience working with project advisory committees, environmental justice populations, and the general public.
- Ability to provide written and oral translation and interpretation in Spanish and, as needed, other languages.
- Competency in hosting, co-hosting, attending, and facilitating virtual/hybrid meetings with interactive elements like polls or slideshows is strongly preferred.

E. Compliance with Public Policy:

Project as proposed will comply with existing local, state, and/or federal regulations and policies, including but not limited to those in the following bulleted list. (*scored as yes/no*)

- 49 CFR part 20: New Restrictions on Lobbying;
- 49 CFR part 21: Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964;
- 49 CFR part 27: Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance; and

Subpart B of 49 CFR part 32: Governmentwide Requirements for Drug-free Workplace (Financial Assistance).

F. Opportunity:

Consultants or sub-consultants are designated as small businesses, minority-owned firms, and/or women's business enterprises, and consultants are taking affirmative steps described in 2 CFR (200.321) to ensure that they are used when possible.

(scored as yes/no)

G. Cost:

Respondent's total price and cost per task, including hourly rates for each level of personnel. The total cost doesn't exceed the budgeted amount of **\$125,000** for this Microtransit Feasibility study effort. Lowest responsive proposals. *(Price proposals above \$125,000 will be considered nonresponsive)*

The following rating system will be used to score all non-price/ technical proposals received. The applicant's response to each criterion (A to D) will be scored on a four-point scale from Highly Advantageous to Unacceptable, with each score representing the following:

Highly Advantageous (HA): The applicant provides a thorough response to the criterion that addresses all details, states assumptions, demonstrates an understanding of all tasks involved, and provides relevant examples of past accomplishments related to the criterion.

Advantageous (A): The applicant addresses the criterion adequately, and their response shows a thoughtful approach toward the project. Their response fulfills the needs of the project at a basic level.

Not Advantageous (NA): The applicant's response mentions the criterion, but the response was unclear, incomplete, or off-topic.

Unacceptable (U): The applicant was nonresponsive to the criterion.

Criterion (E & F) will be scored as yes/no. For Criterion G - Cost, the respondent's total cost doesn't exceed the budgeted amount of **\$125,000** for this Microtransit Feasibility study effort—the lowest responsive price proposal.

All evaluators will assign the above-identified rating for each comparative evaluation criterion and state the reasons for each rating in writing. Then, the evaluators will specify in writing an overall composite rating for each proposal and the reasons for the rating. Next, the composite scores of all the proposals evaluated will be compared with their corresponding price proposals and the lowest responsive price proposal.

The contract will be awarded to the most advantageous proposal, considering the proposal evaluations and prices.

5. TERMS AND CONDITIONS APPLICABLE TO CONTRACTS ISSUED PURSUANT TO THIS RFP

- Any contract resulting from this RFP will incorporate provisions of this RFP and portions of the successful proposal to which BRPC agrees. The final contract will also include the applicable provisions of 2 CFR 200 and MGL Chapter 30B and any applicable riders or other information deemed appropriate and necessary by BRPC. The properly executed contract shall supersede all proposals, whether written or oral, and all negotiations, conversations, and discussions occurring prior to the execution of the contract. Final contracts executed pursuant to this RFP shall be subject to review and approval by management and/or legal counsel for BRPC.
- A proposer will be held to the terms and the prices of the RFP proposal for the duration of the contract period.
- The contractor will be bound by all applicable statutory provisions of the law of the Federal Government and the Commonwealth of Massachusetts.
- The contractor will be required to indemnify and hold harmless the BRPC for all damages to life and property that may occur due to the contractor's negligence or that of his/her employees, subcontractors, etc., during the contract.
- The contract resulting from this RFP will be awarded to the most advantageous proposal, considering the proposal evaluations and prices, past performance and reliability of the proposer, quality of product and/or service, and degree of exclusion, exemption, or restrictions on the RFP proposal.
- BRPC does not discriminate on the basis of disability with respect to admission to, access to, or operation of its programs, services, or activities.

Insurance Requirements

The proposer shall at all times during the contract maintain in full force and effect Employer's Liability, Worker's Compensation, Bodily Injury Liability and Property Damage, and General Liability Insurance, including contractual liability coverage.

All insurance shall be by insurers, and for policy limits acceptable to BRPC and before the commencement of work hereunder, the contractor agrees to furnish BRPC certificates of insurance or other evidence satisfactory to BRPC to the effect that such insurance has been procured and is in force.

For the purpose of the contract, the contractor shall carry the following types of insurance in at least the minimum amounts specified below:

Coverage Type	Policy Limits
Worker's Compensation	Statutory*
Employer's Liability	\$1,000,000
Automobile Liability	\$1,000,000 combined single limit for bodily injury and property damage
General Liability	\$1,000,000 each occurrence; \$2,000,000 aggregate
Excess/Umbrella Liability	\$2,000,000

*** A Worker's Compensation Insurance Affidavit: General Business as issued by the Massachusetts Department of Industrial Accidents will be required of the winning proposer(s) at contract signing. See <https://www.mass.gov/orgs/executive-office-of-labor-and-workforce-development>**

BRPC shall be named as additional insured under the liability and automobile insurance. The excess/umbrella liability insurance policy should contain a broad-form general liability endorsement.

RFP Signature Page

I/We hereby agree to provide services for which we have provided pricing in accordance with the specifications in this RFP.

Authorized Signature:

Printed Name: _____

Date: _____

Company Name*:

Postal Address: _____

City: _____

State: _____

Zip Code: _____

Email Address: _____

Phone Number: _____

The Office of the Attorney General, Washington, DC, requires the following information on all RFP proposals amounting to \$1,000 or more.

Federal Tax ID Number (this number is regularly used by companies when filing their *Employer's Federal Tax Return, US Treasury Form 941:* _____

If proposer's company is a corporation, include with the proposal a corporate resolution listing all duty-authorized signers on behalf of the corporation and check here: _____

If proposer's company is a partnership, include a list of names/addresses of all partners and check here: _____

If proposer's company is a proprietorship, completely fill out the information above only and check here: _____

Tax Compliance Certification

Chapter 233, § 35 & 36 of the Acts and Resolves of 1983 enacted the Revenue Enforcement and Protection Program effective July 1, 1983. One aspect of the law requires providers of goods and/or services to attest under penalty of perjury that they are in compliance with all laws of the Commonwealth relating to taxes.

Pursuant to MGL Chapter 62C § 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, am in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, the filing of all state tax returns and paid all state taxes as required under the law, and as to the reporting of employees and contractors, and withholding remitting for child support.

Corporate Name: _____

Social Security Number or _____

Federal ID Number: _____

Authorized Official's _____

Signature: _____

Type or Printed Name of _____

Signatory: _____

Title: _____

Date: _____

Certificate of Non-Collusion

The undersigned certifies under the penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, Committee, club, or other organization, entity, or group of individuals.

Date:

Authorized Official's Signature:

Typed or Printed Name:

Company or Corporation:
