



Request for Quotes (RFQ) Transportation Needs Assessment

REVISION NOTICE: The Terms of Contract (see final page) for this RFQ have been updated and republished on March 25, 2024. As a result, the deadline has also been extended to provide adequate time to respond. Please reference the updated timelines as well. All changes are noted in red font.

Information for Proposers

The Pueblo Department of Public Health and Environment (PDPHE) is seeking proposals from entities to conduct a community-wide needs assessment related to transportation for youth (middle school to college aged student) to inform efforts related to implementing a safe-ride program for Pueblo teens.

Project Overview

In 2019, Pueblo Communities That Care (CTC) conducted a series of youth focus groups with over 80 young people asking them where they hang out in Pueblo, where they want to go more often, and what their barriers are in accessing prosocial places and spaces. Data from these focus groups indicated that youth have a major transportation barrier and are unable to access the places they want to. To encourage youth to take advantage of the City's public transit system, the CTC coalition pooled resources to fund free buses for all Kindergarteners through 12th graders. Since making youth buses free, Transit has a 31% increase in youth ridership. In 2022, CTC conducted another series of youth focus groups and transportation, again, was identified as a major barrier for teens in accessing spaces.

In 2023, Pueblo Communities That Care (CTC) hosted a partner meeting to discuss teen fatalities in our community, identify gaps in preventing teen deaths, and brainstorm solutions. Through this meeting it was identified that there is a gap in safe transportation for teens on weeknights after public transit closes and on the weekends. Pueblo County is ranked 10th in statewide teen car crashes, 7th in car crashes that result in a teen death and has the 2nd lowest seatbelt usage in the state. Pueblo teens need a safe ride program to transport them home safely if they have been drinking, partying, or out past public transits hours of operation.

It is our goal to address both concerns in our community with one solution: create a ride share program designated for teens to access prosocial activities and a safe ride program for teens to use if they need a safe ride home.

PDPHE is needing a Subcontractor to accomplish the following objectives:

- Determine what the transportation gaps are for youth aged 13-18 in Pueblo County.
- Determine what the rider demands would be for youth and young adults aged 13-22 in Pueblo County.
- Determine what the most impactful and cost-effective scale and scope of the ride share program would be for Pueblo County.
 - How many vehicles would we need?
 - What service zone size would best serve Pueblo County youth?
 - Identify the best days and times to offer ride share services.
 - Identify the best days and times to offer safe ride services.
- Determine the best ride share program model for Pueblo County.
 - What would a teen ride share program look like in Pueblo County?
- Determine if parents would let their children use the service for prosocial activities.

- Determine if parents let their children use the service for safe rides home.
- Determine if youth and young adults would utilize both the prosocial ride share program and the safe ride program.
- Determine what price parents and/or students would be willing to pay for services.
- Recommend how the system could be ADA compliant and determine gaps or barriers in maintaining ADA accessibility with a youth ridership system for Pueblo County.

Quote Requirements:

Each quote must include a completed narrative along with the following items to be considered complete and eligible for review. Otherwise, the submission will not be accepted.

Requirements for Quote Narrative:

- Applicant name and contact information.
- A total cost estimate for the project which includes all anticipated costs to complete the work.
- A detailed description and timeline of key project milestones and how those will be met to ensure contract goals are achieved.
- A detailed description of how data will be collected—specify the type of data collection that will be used and from what partners.
- Staff working on the project.

Deadlines and Schedule

Deadlines	
RFQ is distributed to interested parties for review	March 13, 2024
Deadline to submit questions related to the RFQ - Submit to Shannon Roybal (contact information below)	March 22, 2024 April 3, 2024
Proposal due date	March 27, 2024 April 8, 2024 at 10:00 AM, MST
Evaluation of Proposals	March 29, 2024 April 8-10
Award of Proposal/Discussion/Negotiations, if necessary	April 1, 2024 April 10-12
Contract deliverables	Materials received and payment completed by June 30, 2024

Note: The above dates are approximate, not binding, and subject to change.

Evaluation and Award Process

PDPHE will review all submitted quotes and evaluate them for completeness. When reviewing quotes, the committee will select the contractor based on the “Quote Requirements.”

Once selected, the applicant will be contacted, and details regarding funding and deadlines for project completion will be discussed. Once all agreements are in place, a formal agreement document will be created. The chosen applicant will sign the agreement and the project will begin.

Any contractor selected for this RFQ process will not be eligible to bid on any subsequent RFQ’s to implement a ride share or safe-ride program for Pueblo County.

Subcontractors

1. For purposes of this RFQ only, a subcontractor shall be defined as any individual, partnership, or corporation other than PDPHE holding a contract with the entity to assist in project deliverables. Subcontractor shall also mean any

individual, partnership, or corporation holding a contract with such a subcontractor for the same services.

2. The Applicant shall assume all liability for any, and all, subcontractors.

3. All subcontractors must be identified, and their information provided as if they were the Applicant to PDPHE. If subcontractors are not identified in the quote, the quote will be considered incomplete.

4. If subcontractors will be used for any phase of the project, the subcontractors must also meet and comply with the standards outlined in this RFQ.

5. If, after the contract is awarded and it becomes necessary to hire subcontractors, the Applicant must get approval from PDPHE before hiring. All subcontractors will be held to the same standards as the Applicant.

Terms of Contract

Issuance of this RFQ and receipt of quotes does not commit PDPHE to award a contract. PDPHE reserves the right to postpone opening, accept, or reject any or all proposals received in response to this RFQ, or negotiate with other than the highest-ranked contractor. The term of the contract for the awarded contractor will be discussed between PDPHE and the chosen entity and included in the Agreement and signed by both parties. The RFQ and any addendums, the submitted quote, and negotiations, will be included in the agreement.

The contractor agrees to the following terms:

1. Any recommendations made in the course of the study are vendor-agnostic and could be implemented by different operators or vendors.
2. The contractor selected to carry out the study will not participate in development of a scope of work for any subsequent procurement of an operator or technology provider.
3. The contractor must supply PDPHE with supporting materials on data gathered to complete the study. Relevant materials and work-product from this project will be published as part of the ultimate solicitation for an operator or technology-provider to ensure all respondents are on a level playing field.

Any communication regarding this RFQ and the final RFQ narrative should only be directed to Shannon Roybal, Purchasing Agent, shannon.roybal@pueblounty.us or by phone at 719-583-4523.