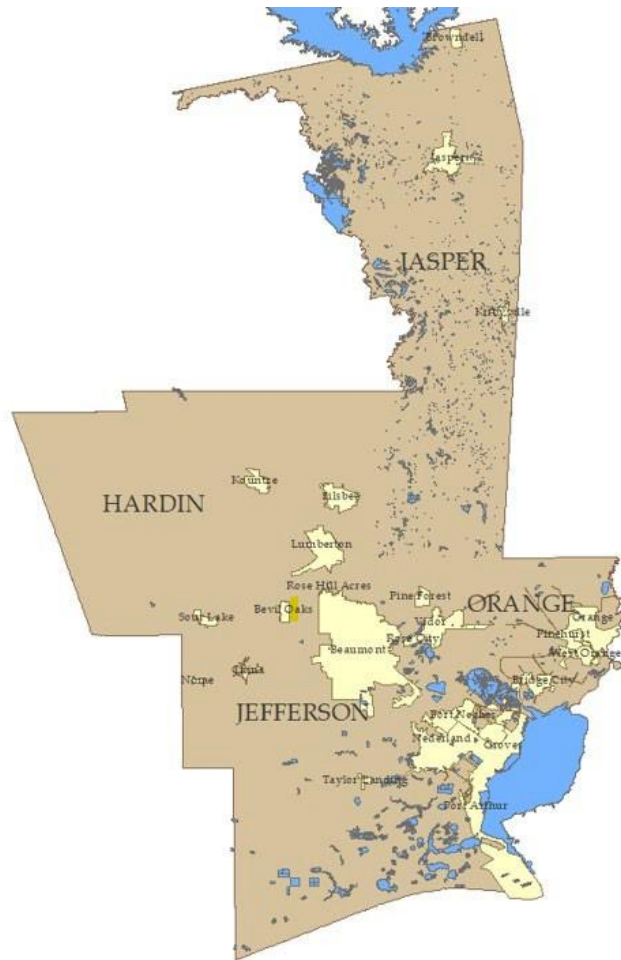


Fiscal Years 2027-2031

Application Part 1

Rural Public Transportation Purchase of Services RFP



**South East Texas Regional Planning Commission
for Transportation Services
in the Cities of Nederland, Port Neches, and
Groves Within Jefferson County**



Project Proposals and Due Dates

PROJECT PROPOSALS: Project proposals in response to this RFP are due by **3:00 p.m.** central standard time (CST) on August 12, 2026. The Proposal must be complete and include a signed cover letter and an Excel Budget Worksheet as outlined in the Proposal section.

A table of contents must be included, and each page must be numbered. Each page in the file should be printed on 8.5 x 11-inch (standard) paper and use a minimum of 11 pt. Arial, Times New Roman, Calibri, Cambria font, or Segoe UI, the Budget may print on 8.5 x 14-inch (legal) paper.

Only the material submitted with the proposal will be scored. **Any proposal that does not meet all of the criteria listed may be rejected. We recommend that proposers review their proposals for completeness and clarity.**

1. **CONTACT FOR SUBMITTAL:** Proposals should be sent **BY MAIL** to one of the following addresses:

Mail response to: Courier Service/Deliver to:

**South East Texas Regional Planning Commission
Attn: Transportation and Environmental Resources Division
2210 Eastex Freeway
Beaumont, Texas 77703**

Proposals should be clearly marked:

**Rural Public Transportation Purchase of Services RFP
Attn: Transportation and Environmental Resources Division**

Due Date: Wednesday, August 12, 2026, by 3:00 P.M.

Note: Proposers submitting their proposal must allow sufficient time for delivery of their proposal by the time and date specified to the above location. Facsimile or electronically transmitted proposals will not be accepted.

2. **CONTACT FOR CLARIFICATION:** For clarification of the specification(s) of this RFP, proposers may contact:

Name: Bob Dickinson
Phone: (409) 899-8444 ext. 7520
E-mail: bdickinson@setrpc.org

3. SUMMARY OF DATES AND DEADLINES:

July 28, 2026	RFP posted on the SETRPC's website at www.setrpc.org
August 10, 2026	Deadline for submitting questions about the request for proposal. Questions will no longer be accepted after this date.
August 12, 2026	Deadline for receipt of proposals is 3:00 p.m. CST at SETRPC offices
August 19, 2026	Target date for SETRPC to complete the evaluation, prioritization, and negotiation/award of proposals.
August 24, 2026	Target date for Contract Award notice.
August 28, 2026	Fiscal Year 2027 contracts executed.

Terms and Conditions of the Request for Proposal

1. Scope of Work

This Request for Proposal (RFP), SETRPC is soliciting proposals for the purchase of services in the following areas: Cities of Nederland, Port Neches, and Groves Within Jefferson County. SETRPC is a designated rural transit district and utilizes federal and state funds to provide Section 5310 transportation services.

The purpose of SETT is to provide efficient, coordinated, and cost-effective transportation services for seniors, age 60 years and older, and persons with disabilities in the cities of Nederland, Port Neches and Groves within Jefferson County.

The successful proposer shall be able to provide a description of their eligibility verification process for Section 5310 riders, including the documentation they will accept, how eligibility records will be maintained, how eligibility will be linked to trip records and invoices, how confidential information will be protected, and how records will be made available for SETRPC, TxDOT, or FTA review.

The proposer will also provide service within the following parameters:

- 1.1 Service within the city limits of Nederland, Port Neches, and Groves within Jefferson County.
- 1.2 Provide the transportation service within 48-hour advance notice.
- 1.3 Provide service within the following days and times:
 - 1.3.1 Monday through Friday
 - 1.3.2 8:00 AM to 4:00 PM
- 1.4 Operate the services with wheelchair accessible vehicles in compliance with the Americans with Disabilities Act (ADA).
- 1.5 Provide curb-to-curb service but allow for reasonable modifications when requested as detailed in the ADA.

- 1.6 Manage the scheduling and dispatch of the service, which allows for the following practices:
 - 1.6.1 Scheduling trips with passengers
 - 1.6.2 Route dispatching with the potential for shared rides when feasible
 - 1.6.3 Identify and determine eligibility for the services that are provided under the Section 5310 funding for seniors and individuals with disabilities
 - 1.6.4 Monitor passengers for late or no-show trips to provide reporting to SETRPC
- 1.7 Maintain the legal, financial, and technical capacity to carry out the purchase of service contract, including the safety, customer service, and security requirements associated with public transit services.
- 1.8 Provide reporting to SETRPC with their monthly invoice, including, but not limited to:
 - 1.8.1 Passenger name
 - 1.8.2 Number of individuals in their party
 - 1.8.3 Date of Trip
 - 1.8.4 Origin and Destination addresses
 - 1.8.5 Trip Charge per Passenger/Trip
 - 1.8.6 Miles per Trip
 - 1.8.7 Trip Time per Passenger/Trip
 - 1.8.8 Any Late or Missed Trips by Passenger
- 1.9 Projects which are selected for funding will be monitored and managed by SETRPC, and the Texas Department of Transportation.

SETRPC will work directly with the Contractor to ensure the successful operation of the service. SETRPC and the Contractor will maintain timely communications by means of telephone or email throughout the lifetime of the contract. Any violations of the transit requirements of the service will be addressed in a timely fashion by the Contractor for contract compliance.

The Enhanced Mobility of Seniors and Individuals with Disabilities (5310) program provides formula funding to increase the mobility of seniors and persons with disabilities. This program is used for public transportation projects are planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable. SETRPC is a recipient of the funding from TxDOT and is seeking a transportation provider for purchase of service trips. The selected contractor must comply with the federal and state requirements associated with this funding.

2. SELECTION OF PROJECTS:

Projects will be selected for funding based on multiple criteria and conditions for each funding program.

2.1 Proposals will be reviewed for basic acceptability. SETRPC will evaluate, score, and rank acceptable proposals. Proposals will be evaluated using the following criteria:

Project Understanding and Technical Approach **(30 Points)**

Qualifications and Experience of the Agency's Staff **(30 points)**

Cost Effectiveness **(25 points)**

Proposed Schedule of Service **(10 Points)**

Overall Quality and Completeness of Proposal **(5 points)**

2.2 Any proposal that is found to be incomplete, non-responsive, or fails to meet any RFP requirement(s), may be rejected by SETRPC at any point in the selection process.

2.3 Proposals will be evaluated by SETRPC staff. Recommendations for funding are based on project priority ranking as specified above. In selecting projects from the prioritized lists, the balance of funding among programs, geographic diversity of projects, project sustainability, industry initiatives, and innovative approaches in public transportation may be considered as additional criteria.

2.4 Costs may be considered when selecting projects for funding from the prioritized list. Projects will be selected based as much as possible on the prioritized list, with the criterion of the efficient use of available funding.

2.5 Projects which are prioritized but not selected for funding solely due to the constraint on the amount of funds available, may be retained for future consideration. In the event that funding becomes available during this project cycle, funding may be offered to these proposals without issuing an additional RFP.

2.6 Proposal projects that involve partnering pledges and/or commitments to the project from any other entity, such as providing local match or other assistance, must attach a Letter of Commitment. If not, the proposal may be considered as an incomplete proposal and may not be considered for final selection.

2.7 SETRPC will be the sole judge of proposals having the greatest technical merit when setting priorities for project selection. SETRPC has the right to accept or reject any or any part of a proposal or negotiate any proposal so as to select the proposals that best serve the citizens of the SETRPC Region. SETRPC has the right to limit the total amount awarded in any category. SETRPC has the right to use any or all information contained in the proposal, without limitation.

NEGOTIATIONS: During the evaluation review period, SETRPC reserves the right to ask for further clarification and conduct negotiations pertaining to a proposer's responses. If SETRPC chooses to conduct interviews with proposers, SETRPC reserves the right to adjust the scoring from the criteria above as a final score.

3. MULTI-YEAR RFP:

This is a multi-year RFP, and the proposer needs to submit a project scope that includes services for FY2027, FY2028, FY2029, FY2030, and FY2031. A multi-year contract proposal that lists only a

single year of a multi-year project may be considered an incomplete proposal and may not be considered for selection.

4. RESPONSE CONTENT:

4.1 The documentation provided with the response should be complete, comprehensive and organized. All sections and appendixes should be labeled. SETRPC will not be responsible for locating or securing information not included in the response. Failure to furnish required documentation with the response may result in the response being deemed incomplete and non-responsive, resulting in rejection.

4.2 SETRPC will not be responsible for any proposer expenses relating to solicited offers or response development of documentation that may result from this RFP.

4.3 The written response shall be considered the sole means of presenting project costs.

4.4 Requests for negotiations, additional meetings, information, etc., will be at the option of and by the initiative of SETRPC.

5. RESPONSE FORMAT:

One (1) original proposal with signatures and One (1) copy shall be submitted.

A table of contents must be included, and each page must be numbered. Each page in the file should be printed on 8.5 x 11-inch (standard) paper and use a minimum of 11 pt. Arial, Times New Roman, Calibri, Cambria font, or Segoe UI, the Budget may print on 8.5 x 14-inch (legal) paper.

The response content should be submitted in the following order:

5.1 Company Information

Complete the information in Proposer Information Form in Section I. The Primary Contact Person will be the contact used by SETRPC, in the future and for the RFP. This information must be kept current for the life of the contract.

5.2 Project Description

Provide a concise project description, specifically detailing service to be provided and how the transit populations that will be served. Provide a vehicle inventory that will be used to operate the services. Demonstrate the fiscal and managerial capabilities used to perform the service.

5.3 Similar Services

Provide any similar services that your company has provided in the last five (5) years. Complete the References form (Section II) as part of this section.

5.4 Obligations Certification

Attach the signed certification form (Section II) that the proposer understands and will comply with the items listed in this section.

5.5 Letters of Commitment

Letter(s) of Commitment (Section II) is the mechanism for documenting when an entity/project partner actively pledges support (financial or in-kind) and/or actual participation or use in the project. This form of letter must state exactly what the writer is committing to provide or use, describe the nature of the commitment and be signed by a person fully authorized to bind the entity.

5.6 Proof of Required Insurances

Interested providers should meet Texas Minimum Business Insurance Requirements and provide Commercial General Liability Insurance of \$500,000 and Business Automotive Liability of \$500,000. Proof of required insurance must be provided to be considered as a third-party subcontractor.

5.7 Project Budget

Please see Appendix D for instructions.

6. APPLICATION REVIEW PROCESS:

The review panel will review each proposal for completeness and/or appropriateness and then rank the submitted projects based on the specific program criteria. Proposers should review the evaluation criteria and all other related application information prior to preparation of the proposal. Proposers may contact SETRPC for additional assistance.

7. SETRPC PROTEST PROCEDURES

Any actual or prospective Respondent who is aggrieved in connection with a purchase transaction may file a grievance. The grievance may be filed at any phase of the procurement.

If a Respondent perceives that a segment of the specifications is either too restrictive for completion or if the Respondent perceives any improprieties in the solicitation or specifications, a written protest must be sent via Certified United States mail with a return receipt request to SETRPC, c/o Bob Dickinson, 2210 Eastex Freeway, Beaumont, Texas 77703.

Any protests concerning the award of the contract after consultant selection, or after an evaluation of responses submitted under an RFQ, must be made in writing and sent via Certified United States mail with a return receipt request to SETRPC, c/o Bob Dickinson, 2210 Eastex Freeway, Beaumont, Texas 77703 within seven (7) days after the public announcement in order to permit SETRPC the opportunity to resolve the issue prior to contract award.

The protest must include: the name, mailing address and business phone number of Respondent; RFP title and number; a precise, factual statement of the grounds for protest including any supporting exhibits, evidence or documents to substantiate any claims; and the desired relief, action or ruling from SETRPC.

Within five (5) days following an adverse decision, Respondent may file a written appeal with the SETRPC Executive Director, Shanna Burke. The decision reached by the Executive Director shall be

final. This decision will be forwarded to the Respondent in writing within thirty (30) business days. For further information regarding the SETRPC Protest Procedures, please refer to the SETRPC Procurement Policy which is available by request at the address above.

8. PERIOD OF SERVICE:

Project service shall begin upon full execution of a contract as indicated in time schedule above.

9. REIMBURSEMENTS AND PAYMENT SCHEDULE:

9.1 Reimbursement payments will be periodic based on the receipt of correct invoices for eligible expenses judged to be acceptable by the SETRPC. Except with the approval of SETRPC, billings should be submitted on a monthly basis by the 7th as appropriate.

9.2 The SETRPC may, at his/her discretion, approve, approve with questions, disapprove with questions, or reject an invoice.

9.3 The SETRPC shall have no liability for any claims submitted by the third-party subcontractor or its subcontractors, vendors, manufacturers or suppliers if sufficient federal funds are not available to pay the third-party subcontractor's claims.

10. CANCELLATION:

10.1 The contract may be canceled by either party by providing 30 days' written notice to the other party. SETRPC will reimburse the third-party subcontractor for eligible expenses accepted by the SETRPC. Termination under this paragraph shall not relieve the third-party subcontractor of any obligation or liability that it has incurred prior to cancellation.

10.2 The third-party subcontractor shall be prepared to provide transportation services based on the accepted proposal and signed contract as indicated in time schedule above.

10.3 Failure to comply with the terms of the contract with reference to services, regulations, monitoring, or communication is grounds for cancellation of the agreement at the sole discretion of SETRPC. The 30 days' notice stipulation of Section 9.1 above will be followed.

11. THIRD-PARTY SUBCONTRACTOR OBLIGATIONS:

Once a project is selected for funding, the proposer has certain obligations to SETRPC to provide for proper and adequate project monitoring and supervision. Specific tasks to fulfill these obligations are detailed below.

11.1 Task - Participate in continuous, comprehensive dialogue throughout the life of the contract.

11.1.1 Services will be administered by administrative staff of the SETRPC with the option of the involvement and advice of additional persons.

11.1.2 The required dialogue shall include reasonable access to data for project monitoring and, as appropriate, to the physical sites of projects.

11.1.3 As a third-party subcontractor you will be required to complete statistical, as well as financial reports to include: *(this list may not be all inclusive of the required reporting)*

Monthly Reimbursement Billing Reports

Monthly Vehicle Survey Reports

PTN-128 Statistical Report

DAMIS Report (Drug & Alcohol)

Accident/Incident Reporting

11.1.4 Third-party contracted services will be reviewed routinely by SETRPC staff. No changes to processes or services shall be made without the prior knowledge and written approval of SETRPC.

11.1.5 Any documentation provided shall be compatible with SETRPC's standard electronic media, operating systems and software. Any electronic files which are delivered shall be developed so that they can be modified using SETRPC standard operating systems and software. The third-party subcontractor is required to use SETRPC SHAH Dispatching & Scheduling Software or TransitExec for the delivery of reporting and services.

11.1.6 The third-party subcontractor must comply with all applicable federal, state, and local laws and regulations. The proposer must meet all requirements pertaining to project monitoring, safety, environment, accessibility, inclusion in the appropriate planning documents, and the specific requirements for each project type.

11.1.7 All proposals must demonstrate that the proposer has the resources for the required matching funds.

11.1.8 Invoices for eligible expenses must conform to the accounting standards, formats, and due dates. Supporting documentation is required when submitting invoices.

11.1.9 As the entity making contracts of federal funds through this RFP, SETRPC requires compliance with all applicable laws and regulations.

11.1.10 At the conclusion of the contract, any and all assets purchased through Federal or State Grant funds in connection with the Section 5310 program contract shall be returned to SETRPC.

11.1.11 To secure the public investment in real property or personal property, such as equipment purchased in whole or in part with federal or state public transportation funds, or real property whose appraised value is used as a local match, third-party subcontractors are required to record a lien naming SETRPC and TXDOT as the lien holders.

The application for public transportation funds includes the following elements:

Grant Application Part I - Applicant and Project Information

Grant Application Part II – Will be provided under separate cover once Federal Certifications and Assurances are available. Note: A completed and signed Grant Application Part II must be completed prior to contract award.

Attach additional sheets as needed, for forms, tables and/or charts.

This Fiscal Year 2027-2031 Grant Application Part I will be used by all entities applying and/or requesting Public Transportation Funding: e.g. Local Governmental Entities, Rural Transit Districts, Urban Transit Districts, Private Non-Profit Organizations, Private For-Profit Organizations, and Native American Tribes or Indian Tribal Organizations.

By submission of this application, the applicant will be certifying that the proposed public transportation project is consistent with the continuing, cooperating, and comprehensive regional transportation planning requirements. Federal approval of a proposed public transportation project will be accepted as a determination that all federal planning requirements have been met.

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Section I: Information

A: Information

Name of Agency:	Legal Name on Grant Agreement (if different):
Physical Address:	Mailing Address (if different):
County (Physical Address):	Primary Agency Contact Person:
Telephone:	Title:
Email:	Fax:
Other (pager, etc.):	Website:
Payee Identification (PIN) Number (14 digits):	
Secondary (Backup) Contact	Optional Contact
Name:	Name:
Telephone # :	Telephone # :
Email:	Email:
Other (pager, etc.):	Other (pager, etc.):

B: Signature Authority

Enter the name of the designated official representative(s) of the agency who can legally sign applications, contracts and commit resources.

Name:	Name:
Title:	Title:
Address:	Address:
Telephone:	Telephone:

Section II: Certifications and Attachments

Appendix A – Certification of Obligation

As an authorized official of _____ (organization name),

I certify to the following:

1. The information presented in the application packet is true and accurate to the best of my knowledge;
2. I have not intentionally made any misstatements or misrepresented the facts;
3. The organization which I represent has the resources and technical capacity to participate in a purchase of service contract;
4. The organization will participate in ongoing communication throughout the life of the Project contract including but not limited to:
 - a. contract expectations;
 - b. on-site monitoring by SETRPC;
 - c. timely submission of required reporting and billing documents;
 - d. timely written notification of events that may impact Program operations;
 - e. respond to requests for trip quotes.
5. The contracting organization will comply with all applicable federal, state, and local laws and regulations.
6. Applicant Affirmation: Compensation has not been received for participation in the preparation of this application

Signed: _____

Printed/type Name: _____

Title _____

Date: _____

Appendix B - References

Provide information about three (3) relevant projects, similar in scope to this project that best illustrates your firm's capabilities to perform the Scope of Work. Provide reference contracts, including names, telephone numbers, and email addresses.

Agency Name	
Year of Work Performed	
Services Provided	
Contact Name	
Telephone Number	
Email Address	

Agency Name	
Year of Work Performed	
Services Provided	
Contact Name	
Telephone Number	
Email Address	

Agency Name	
Year of Work Performed	
Services Provided	
Contact Name	
Telephone Number	
Email Address	

Appendix C - Letters of Commitment

Letter(s) of Commitment is the mechanism for documenting when an entity/project partner actively pledges support (financial or in-kind) and/or actual participation or use in the project. This form of letter must state exactly what the writer is committing to provide or use, describe the nature of the commitment and be signed by a person fully authorized to bind the entity.

Appendix D - Project Budget

(PROVIDE TABLE – EITHER by Revenue Hour/Mile or per Trip, have a line for each year so they can escalate the costs or give them a blanket escalation rate of 2-3%)

Appendix E – Federal and State Clauses for Operations and Management
Complete and Sign the Federal and State Clauses for Operations and Management

This document in a word format will be available to download on the SETRPC website.

Appendix F – SETRPC Review

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The undersigned signatory hereby represents and warrants that the information provided in this Application has been reviewed, and is complete and accurate to the best of my knowledge

Typed / Printed Name of SETRPC Representative

District

Signature

Date

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