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Request for Proposals

Comprehensive Operational Analysis

Critical Proposal Due Dates

Item	Dates
Pre-Proposal Conference:	9:30 A.M. PST June 12 2025 LINK TO PRE-PROPOSAL CONFERENCE
Questions in by:	5:00 P.M. PST July 11, 2025
Answers posted by:	5:00 P.M. PST July 16, 2025
Proposals due by:	11:00 A.M. PST July 25, 2025

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RFP Available:

beaumontca.gov

1. INTRODUCTION

The City of Beaumont ("City") is seeking proposals from qualified and experienced Consultants ("Consultant") to develop a Comprehensive Operational Analysis (COA) of the City's local transit services. The City seeks a COA that includes a Microtransit Feasibility Assessment and Bus Stop Improvement Plan.

The selected Consultant will be one that has demonstrated experience and professionalism in the preparation of Comprehensive Operational Analyses in the Transit sector. All services provided by the Consultant shall be performed by individuals who meet the qualifications, education, and certification/licensing requirements for the position. The successful Consultant shall also have the resources to provide cost effective and timely services, including providing customer service to the City. Qualified firms that submit a proposal will be evaluated in accordance with the requirements defined within this Request for Proposals ("RFP"). Upon successful negotiations with the City, the selected firm will provide a COA as described in this RFP.

Responses must conform to the requirements of this RFP. The City reserves the right to waive any irregularity in any proposal, withdraw or amend this RFP or reject any proposal that does not comply with this RFP or City policies.

2. THE CITY OF BEAUMONT

The City of Beaumont, incorporated in November 1912, is located in the San Geronio Pass region of western Riverside County and covers approximately 30 square miles. The City borders the communities of Calimesa, Cherry Valley, Cabazon, and Banning.

The City operates Beaumont Transit, a municipal transit agency that provides public transportation within a service area of approximately 40 square miles. Service is primarily focused on the City of Beaumont but extends into adjacent areas including Cherry Valley, Cabazon, Banning, Redlands, Yucaipa, and San Bernardino.

Beaumont Transit offers seven fixed routes, two commuter routes, and paratransit services, with a fleet of 22 vehicles serving approximately 140 bus stops. On a typical weekday, the fleet travels about 1,500 miles. The system is designed to connect residents to key destinations throughout the region while supporting local mobility and accessibility.

3. PURPOSE

The City is committed to enhancing the overall experience for passengers and ensuring that transit operations are efficient, sustainable, and accessible. The purpose of this RFP is to select a Consultant to conduct a comprehensive study aimed at optimizing transit operations, exploring innovative transit solutions, and improving bus stop amenities and accessibility.

Following the 2020 Census, the City of Beaumont was reclassified from a rural to an urbanized area. As a result, Beaumont Transit must meet a 20 percent farebox recovery ratio, or a mixed ratio, for operating costs beginning in fiscal year 2028. This change has created the need to evaluate and improve operational efficiency and ridership performance within existing budget constraints. The goal of this study is to provide recommendations that support compliance with the farebox requirement while also identifying opportunities for service expansion and capital improvements when additional funding or resources are available.

The study should address both constrained and unconstrained scenarios: one focused on meeting farebox recovery through service optimization, and another exploring enhancements that may be supported through grant funding, capital investment, or other external resources.

Objectives include, but are not limited to:

- **Assessing Current Operations:** Conduct a thorough analysis of existing transit operations to identify inefficiencies, gaps, and opportunities for improvement.
- **Improving Transit Services:** Provide actionable recommendations to improve service quality and increase ridership within both constrained and unconstrained financial scenarios.
- **Community and Stakeholder Engagement:** Ensure the project incorporates broad community involvement and reflects the community's goals and priorities. Identify unmet market needs, service gaps, and emerging trends by collecting and analyzing customer data through surveys and stakeholder outreach.
- **Exploring Alternative Services:** Assess the feasibility and potential implementation of additional bus service in Beaumont and surrounding areas.
- **Long-term Planning and Forecasting:** Provide recommendations for future transit planning, ranging from immediate to long-term (1-10 years).
- **Microtransit Analysis:** Evaluate the feasibility and potential implementation of microtransit within the service area.
- **Bus Stop Improvement Plan:** Develop a plan to enhance bus stop usability, accessibility, and safety for riders.

The anticipated timeline to complete this project is 12 to 18 months.

4. SCOPE OF WORK

The City seeks a qualified Consultant to provide a detailed and thorough analysis of its transit system. The following tasks outline the minimum required services to be provided by the Consultant. Additional innovative approaches or services proposed by the Consultant to achieve the objectives are welcome.

Comprehensive Operational Analysis

Task 1 – Public Engagement

Objective: To engage with internal and external stakeholders, gather community input, and ensure transparency throughout the analysis process.

Task 1.A. Community and Internal Engagement

A. *Kick-off Meeting*

- a. Conduct an initial meeting with City staff and transit stakeholders to gather input on the City's operational strengths, weaknesses, and areas for improvement.

B. *On-going Engagement*

- a. Engage stakeholders through in-person/virtual meetings, surveys, and social media to gather input at various stages. This includes, but is not limited to: riders, the local community, transit operators, and the Riverside County Transportation Commission (RCTC).
- b. In coordination with City staff, the project team will support the development of a project webpage to provide updates and encourage public engagement throughout the study. The webpage will be hosted and maintained by the City, with the project team providing content and updates to keep the page current. The team will also prepare content for the City's social media platforms to help promote awareness and encourage participation in the COA process.
- c. All public facing materials, including surveys, outreach content, and online information, must be made available in both English and Spanish to ensure bilingual accessibility and promote inclusive participation.

C. *Comment Opportunity*

- a. Conduct a public meeting to present draft findings and recommendations. Collect and incorporate feedback into the final COA.

D. *Final Presentation*

- a. Conduct a public meeting to present the final COA. Prepare a formal written summary of public comments and how they were incorporated into the plans.

Task 1.B. Rider Feedback

A. Survey for all riders:

- a. Conduct a survey that targets riders across all service types (fixed route, commuter link, paratransit) using multiple channels (in-person, online, and mobile). The survey should gather insights into travel behaviors, service preferences, and areas for improvement from a broad demographic. Surveys must be available in both English and Spanish.

B. Surveys should collect at least the following data:

a. Demographics:

- i. Age, gender, household income, employment status, disability or mobility limitations, access to a vehicle, home location (ZIP code), primary language spoken at home.

b. Travel Patterns and Behaviors:

- i. Trip purpose, frequency, time of use, mode of access to transit, alternative transportation modes when transit is unavailable.

c. Service Satisfaction and Perceptions:

- i. On-time performance, travel times, safety, cleanliness, accessibility, affordability, driver interactions.

d. Key Improvements and Priorities

- i. Ranking of priorities (frequency, extended hours, stop amenities, safety, cleanliness, affordability) and open-ended feedback on needed changes and suggestions.

Task 2 – Data Collection

Objective: To collect and analyze comprehensive data to evaluate current transit operations and inform service recommendations.

Task 2.A. Required Data Collection

A. Operational Data

- a. Travel Patterns: Analyze current travel patterns, including trip origins and destinations, peak travel times, and modal splits.

- b. Stop-Level Data: Collect boarding and alighting data at each stop to identify high- and low-usage locations.
- c. Transfer Analysis: Examine transfer patterns within the system and between modes to identify gaps in service connectivity.

B. *Performance Metric Data*

- a. Farebox Recovery Ratio: Evaluate the farebox recovery ratio to assess whether it meets the mandatory requirement.
- b. Service Reliability: Measure on-time performance across different times of the day, week, and service types (fixed route, commuter link, paratransit).
- c. Customer Wait Times: Assess average and peak wait times at key stops and terminals to identify areas where service frequency improvements are needed.
- d. Dwell Times: Evaluate the time buses spend at stops, including boarding and alighting times, to identify opportunities for operational efficiency.

C. *Land Use Data*

- a. Current and Future Land Use: Assess the relationship between current transit routes and existing land uses, such as residential, commercial, industrial, and public facilities (e.g., schools, hospitals, shopping centers).
- b. Pedestrian and Bike Accessibility: Evaluate pedestrian and bike access to transit stops and identify opportunities for improving first- and last-mile connectivity.

D. *Comparative Data*

- a. Peer Agency Comparison: Collect and analyze data from comparable transit agencies to benchmark service quality, performance, and customer satisfaction.
- b. Key Performance Indicators (KPIs): Benchmark KPIs such as cost per passenger trip, ridership per revenue hour, farebox recovery ratio, and vehicle utilization against industry standards.

E. *Demographic and Socioeconomic Data*

- a. Population and Demographics: Analyze population density, growth trends, and demographic characteristics (age, income, disability) within the service area to inform route planning and service allocation.

- b. Employment and Housing Locations: Map key employment centers, residential areas, and future growth areas to assess current service alignment and identify potential new service areas.

F. Infrastructure Data

- a. Bus Stop Infrastructure: Inventory existing bus stops, shelters, benches, lighting, ADA compliance, and other amenities to inform the Bus Stop Improvement Plan.

Note: This list is not comprehensive and other data points recommended by the Consultant are welcome.

City-Provided Data:

- Data that the City will provide includes, but is not limited to:
 - Route and Paratransit Schedule Information: Current and historical schedules for all fixed routes, commuter links, and paratransit services.
 - Ridership Data: Ridership data for fixed and commuter link routes and paratransit services.
 - Paratransit Demand Response Origins and Destinations: Data for the past two years, including trip request locations, and pick-up and drop-off points.
 - Access to Swiftly Platform: Each fixed route and commuter bus is equipped with a tablet running the Swiftly Onboard App, which provides real-time GPS tracking and allows for manual passenger counting. City staff can access the Swiftly Dashboard, which will be shared with the consultant. Data exports include:
 - Boardings by fare type (CSV format)
 - Passenger counts (boardings and alightings) at each stop (CSV format)
 - Service metrics summarizing scheduled and delivered service (CSV format)
 - Stop-level on-time performance data (CSV format)
 - TripMaster Data Access: Paratransit vehicles use the TripMaster app to track GPS, origin and destination, and schedule adherence. Data will be made available with personal identifiers removed. Export includes:
 - Individual trips by date, scheduled and actual times, estimated miles traveled (CSV format)

- Operating Data: Yard and revenue hours/miles for current and prior years, including vehicle assignments.
- Financial Data: Operating cost data for current and prior years, broken down by cost category (e.g., labor, fuel, maintenance) to support cost-benefit and fare analysis.
- Bus Stop Inventory: A spreadsheet containing stop ID, name, latitude, longitude, shelter details, and the routes that serve each stop.

Task 3 – Current and Projected Funding Levels Analysis

Objective: Evaluate current and future funding levels, including fare structures and potential revenue enhancements, to ensure the sustainability of transit operations and service expansions. Analyze the impact of farebox recovery on funding availability and service proposals.

Task 3.A. Funding and Cost Analysis

A. Evaluation of Funding Sources:

- a. Review existing operating and capital funding sources, funding conditions, and constraints. Collaborate with the City and RCTC to identify funding sources over the next 10 years.
- b. Explore new funding opportunities (e.g., federal grants, public-private partnerships) and innovative revenue strategies like advertising. Consider the impact of farebox recovery on funding potential.
- c. Assess funding shortfalls or surpluses under constrained and unconstrained scenarios, factoring in the financial feasibility of service expansions and zero-emission fleet transitions.

B. Operational Cost Analysis:

- a. Compare current funding against operational costs, identifying areas for service reduction under constrained funding.
- b. Evaluate how funding levels affect service continuity, especially under farebox recovery constraints, and how additional funding in unconstrained scenarios can support growth.

Task 3.B. Fare Equity Analysis

A. Detailed Fare Structure Review:

- a. Examine the current fare structure, including full fares, discounted fares, and special fare programs (e.g., student or senior discounts).

- b. Assess the equity of the current fare structure in terms of income levels, geographic areas, and demographics served.
- B. *Comparative Analysis:*
 - a. Benchmark current fare structures against peer agencies to understand the competitiveness and fairness of fare levels.
 - b. Evaluate the balance between farebox recovery and affordability and propose adjustments to achieve a fair and sustainable model.
- C. *Revenue Impact Assessment*
 - a. Model the potential revenue impacts of proposed fare adjustments or changes in fare policies, including scenarios for fare increases, decreases, or restructuring (e.g., distance-based fares, flat fares, free transit zones, fare capping).
 - b. Analyze the impact of these changes on ridership, revenue, and equity.
- D. *Recommendations for Fare Adjustments*
 - a. Develop actionable phased recommendations for potential changes to fare categories, pricing, or new programs to increase ridership or revenues while ensuring equity.

Task 4 – Fixed Route, Commuter Link and Paratransit Service Analysis

Objective: To evaluate the efficiency and effectiveness of current transit services and develop detailed route profiles to inform service optimization and planning decisions.

Task 4.A. Route Profiles

- A. *Assess Route Productivity*
 - a. Utilize multiple performance metrics such as ridership per hour, cost per passenger trip, and subsidy per passenger trip.
- B. *Visual Mapping*
 - a. Provide visual maps and heatmaps indicating high-ridership areas, underserved zones, and potential opportunities for route realignment or expansion.
- C. *Service Span and Frequency Evaluation*
 - a. Evaluate service span and frequency to determine if adjustments are needed to better align with ridership demand.
- D. *Travel Time and Performance Analysis*

- a. Analyze travel times, on-time performance, and load factors to identify delays, bottlenecks, or inefficiencies affecting service reliability and quality.

E. Accessibility Mapping

- a. Develop accessibility maps to assess access to transit services by different population groups, including seniors, low-income residents, and people with disabilities.

Task 4.B. Service Analysis

A. Route-by-Route Evaluation

- a. Conduct a route-by-route evaluation to identify underperforming services and provide data-driven recommendations for modification, consolidation, or elimination.

B. Paratransit Service Evaluation

- a. Evaluate paratransit service in terms of cost-effectiveness and compliance with ADA regulations.

C. Explore Alternative Service Strategies

- a. Evaluate the feasibility of integrating micro-transit or other on-demand solutions for low-ridership areas or specific times of day.

D. Financial Impact Analysis

- a. Perform a financial impact analysis for each proposed service change, including potential cost savings, revenue impacts, and resource reallocations.

Task 5 – Service Recommendations

Objective: To provide data-driven, actionable recommendations to optimize service delivery, improve customer experience, and ensure long-term sustainability and growth of the transit system. Recommendations should be organized by priority and feasibility, with clear differentiation between constrained and unconstrained funding scenarios to reflect both funding limitations and opportunities.

Task 5.A. Short-Term Service Recommendations (1-3 years)

A. Immediate Service Adjustments

- a. Identify short-term adjustments to address operational inefficiencies, improve customer satisfaction, and respond to ridership trends.
- b. Recommendations may include optimizing route frequencies, adjusting schedules, improving connections and transfers, improving real-time

information systems, , and addressing accessibility at key stops and stations. These recommendations should be provided for both constrained and unconstrained funding scenarios, specifying the trade-offs in service levels based on funding availability.

- c. Ensure that all short-term recommendations align with the graduated farebox recovery ratio, maintaining financial sustainability requirements.

Task 5.B. Mid-Term Service Recommendations (4-7 years)

A. Service Restructuring and Expansion

- a. Reassess and realign the route network based on ridership data, demographic changes, and community feedback to better meet evolving needs.
- b. Propose high-frequency corridors, restructuring of underperforming routes, or introduction of express services where feasible, noting how each option fits into constrained vs. unconstrained funding scenarios.
- c. Integrate multimodal options to enhance connectivity, such as partnerships with bike-share programs or ride-hailing services.

Task 5.C. Long-Term Service Recommendations (8-10 years)

A. Plan for Population Growth, Urban Development and Technological Progress

- a. Develop a long-term transit plan that addresses anticipated population growth, urban development, and technology integration, considering the funding realities of both constrained and unconstrained scenarios.
- b. Propose a financial plan that aligns with the long-term service expansion and sustainability goals, including potential funding sources and investment needs, and how constrained funding may limit or modify some of the proposed expansions.

Microtransit Feasibility Assessment

Task 1 – Analysis of Current Services and Existing Microtransit Models

Objective: To assess the City's current transit services and evaluate existing microtransit models from other transit agencies to understand best practices and potential applications for the City.

A. *Review of Current Transit Services*

- a. Conduct a detailed analysis of the City's existing transit services, including fixed routes, commuter links, and paratransit service.
- b. Evaluate the operational performance, ridership levels, and geographic coverage to identify gaps that microtransit could address.

B. *Examination of Other Microtransit Models*

- a. Study microtransit services provided by other transit agencies such as Riverside Transit Agency, Omnitrans, and Sunline Transit Agency.
- b. Identify innovative solutions, best practices, challenges, and lessons learned that could be applicable to the City's context.

Task 2 – Identification of Service Gaps and Development of Microtransit Zones

Objective: To identify geographic gaps, key destinations, and priority areas lacking adequate public transportation and develop potential microtransit service zones.

A. *Identification of Service Gaps and Key Destinations*

- a. Use demographic, socio-economic, and land use data to identify areas within the City's service area that are underserved or lack sufficient transit options.
- b. Pinpoint key destinations and priority areas for potential microtransit service, considering community needs and transit demand.

B. *Development of Potential Microtransit Zones*

- a. Create and map multiple potential zones for the implementation of microtransit services, considering various service models such as flexible routes, on-demand services, or first-mile/last-mile solutions.
- b. Evaluate the viability of each zone based on ridership potential, cost efficiency, and integration with existing transit services.

Task 3 – Financial and Operational Feasibility Analysis

Objective: To assess the financial and operational feasibility of proposed micro-transit zones and service models to ensure sustainability and alignment with the City's transit goals.

A. Ridership Forecast and Fare Structure Development

- a. Conduct a ridership forecast for each proposed zone, taking into account current and projected demand.
- b. Develop a sustainable fare schedule and pricing strategy to balance affordability, ridership growth, and revenue generation.

B. Cost-Benefit Analysis of Service Models

- a. Evaluate the cost-effectiveness of different microtransit service models (bus-stop-to-bus-stop vs. curb-to-curb) and operational scenarios, including hours of operation, vehicle requirements, and technology integration.
- b. Prepare itemized cost estimates for implementation, vehicle procurement, technology investment, and ongoing operational costs for each proposed zone.

Task 4 – Microtransit Recommendation and Implementation Plan

Objective: To provide a comprehensive recommendation and phased implementation plan for microtransit services, including potential funding sources and partnerships.

A. Recommendation for Microtransit Implementation

- a. Based on the findings from the feasibility assessment, recommend whether the City should pursue microtransit services.
- b. Outline the most viable options, including preferred zones, service models, and operational strategies.

B. Implementation Plan and Funding Strategy

- a. Develop a phased implementation plan with timelines, resource requirements, and milestones.
- b. Identify potential funding sources, public-private partnerships, and grant opportunities to support the implementation and operation of microtransit services.

Bus Stop Improvement Plan

Task 1 – Analysis of Existing Bus Stops and Bus Stop Infrastructure

Objective: To evaluate the current condition of bus stops within the City's transit service area and identify deficiencies in safety, accessibility, and infrastructure to enhance passenger experience and meet regulatory standards.

A. *Comprehensive Bus Stop Inventory and Condition Assessment*

- a. Conduct a detailed inventory of all existing bus stops, documenting their condition with respect to shelters, signage, lighting, seating, ADA compliance, and other amenities.
- b. Evaluate each bus stop for safety and accessibility issues, including visibility, pedestrian access, and proximity to crosswalks or traffic signals.

B. *Benchmarking Against Best Practices*

- a. Review and analyze best practices and standards from similar transit systems to establish benchmarks for bus stop design and amenities.
- b. Identify opportunities for improvement based on peer agency comparisons and industry standards.

Task 2 – Identification of Priority Areas and New Bus Stop Locations

Objective: To prioritize bus stop locations for improvement and evaluate potential sites for new bus stops based on community needs, demand, and connectivity.

A. *Identification of Priority Areas*

- a. *Analyze ridership data, demographic information, and land use patterns to identify high traffic stops and areas with inadequate facilities.*
- b. Prioritize bus stops for improvements based on safety concerns, high ridership, and strategic importance to the transit network.

B. *Evaluation of Potential New Bus Stop Sites*

- a. *Identify potential locations for new bus stops to enhance network coverage and connectivity, focusing on underserved areas, key destinations, and transit hubs.*
- b. Provide proposed designs and justifications for each new bus stop location, considering factors such as pedestrian access, safety, and community input.

Task 3 – Community Engagement and Regulatory Compliance

Objective: To engage the community in the planning process and ensure proposed bus stop improvements comply with transit regulations.

A. Community Engagement

- a. Gather public input from residents, transit riders, and other stakeholders on bus stop improvements and new locations.
- b. Incorporate community feedback into the final recommendations to ensure alignment with public needs and preferences.

B. Regulatory Compliance Review

- a. Review local, state, and federal regulations related to bus stop design, accessibility, and safety to ensure all proposed improvements meet legal requirements.
- b. Develop a Bus Stop Policy that outlines guidelines and requirements for developers regarding the construction and maintenance of bus stop facilities and amenities.

Task 4 – Financial Analysis and Implementation Plan

Objective: To provide a detailed financial analysis and phased implementation plan for bus stop improvements, ensuring sustainability and alignment with the City's transit goals.

A. Financial Analysis and Cost Estimation

- a. Prepare cost estimates for each proposed bus stop improvement and new bus stop location, including capital and long-term operational costs.

B. Development of Implementation Plan

- a. Create a phased implementation plan that outlines a timeline, budget, and resource allocation for bus stop improvements.
- b. Establish priority levels for each improvement and provide recommendations for securing funding, including potential grants, public-private partnerships, and other funding sources.

5. PROJECT DELIVERABLES

A. Comprehensive Operational Analysis

I. Public Engagement and Data Collection

Include a report of all public comments and rider surveys, summarizing all engagement activities, key findings, and how public input was incorporated into the COA.

Documentation of all data collected, including a database and visual representations (e.g., maps, charts) of key data points should be submitted. All data used for the study will remain the domain and property of the City upon completion of the project and may be used in the future at the City's discretion.

II. Route Profiles and Service Analysis

Provide route profiles for each fixed route, commuter link, and paratransit service. These profiles should highlight key performance metrics and findings, highlighting underperforming routes. Include recommendations for route modifications, consolidations, or eliminations, with supporting data and rationale. Additionally, project the impacts on ridership, fare revenue, and service levels for each proposed recommendation.

III. Funding and Cost Analysis

Develop a comprehensive funding and cost analysis report. This report should offer a detailed review of current and potential funding sources and include an operational cost analysis. Provide recommendations for addressing any potential funding gaps and ensuring financial sustainability. Include a list of potential new funding opportunities and innovative financing strategies, along with assessments of their feasibility, risks, and potential impacts.

IV. Fare Analysis

Prepare a fare equity analysis report with recommendations for changes to the fare structure. This report should outline an implementation plan for proposed fare adjustments and phasing strategies.

V. Service Recommendations

Create a comprehensive service plan that covers short-, mid-, and long-term recommendations. Include the rationale behind these recommendations, potential impacts, cost implications, and key performance indicators (KPIs) for monitoring success. Include a strategic financial plan outlining funding requirements, potential revenue sources, and cost management strategies to support the service recommendations.

B. Microtransit Feasibility Assessment

Prepare an assessment that contains a summary of the current transit services and neighboring microtransit models, highlighting the key findings and insights. The report should include maps and detailed descriptions of proposed microtransit zones, providing clear justifications for the selection and prioritization of each zone. It should also feature a financial analysis that encompasses ridership forecasts, fare schedule options, cost estimates, and a cost-benefit analysis of different service models. Alongside this, include a detailed feasibility report for microtransit with specific recommendations for implementation. Finally, outline a phased implementation plan and funding strategy, identifying potential partnerships and grants to support the initiative.

C. Bus Stop Improvement Plan

Include a comprehensive report on the condition of existing bus stops. The report must include a detailed inventory and assessment of findings, along with a comparative analysis that identifies gaps and opportunities for improvement based on industry benchmarks. It should also include a prioritized list of bus stops for improvement, with a clear rationale for each. Proposed new bus stop locations and designs must be based on site evaluations and community input. The report should assess pedestrian access within a ¼-mile radius in all directions from each stop. A financial analysis must be included, with cost estimates and a cost-benefit analysis. The report must also outline a phased implementation plan, including a prioritized timeline, budget considerations, and a funding strategy. All supporting data must be submitted in Excel or CSV and GIS-compatible formats to support future planning.

6. ADDITIONAL CONSULTANT RESPONSIBILITIES

The Consultant is solely responsible for maintaining a high standard of professional quality in research, data analysis, and timely project completion. This responsibility exists regardless of any general guidance provided by the City for the Consultant's services.

The Consultant will assign a single qualified project manager (the "Consultant Project Manager") to coordinate with the City on all project activities. The Consultant Project Manager will be responsible for overseeing the project activities and will be the single point of contact between the City and the Consultant and will be responsible for all administrative and management duties under this scope of work.

This project will be led by the Consultant with general direction and oversight provided by City staff. The Consultant will be directed by the project manager (the "City Project Manager") designated by the City and the Consultant Project Manager will work in close coordination with a committee comprised of transit stakeholders and representatives from the City (the "Steering Committee") to review, clarify, refine, and finalize all work leading to the preparation of the COA report. The Steering Committee will meet monthly and/or as directed by the City Project Manager. The Consultant will prepare a draft final report which includes all project deliverables. The report should summarize all the task reports and include an executive summary, narrative description of the work performed, the project objectives met, methodologies used, analyses of the data collected utilizing charts, tables, graphs and maps, and specific recommendations based on the results of the analysis. After review by the City Project Manager and the Steering Committee, the Consultant will prepare a final report incorporating comments for the draft final report.

The Consultant will deploy sufficient qualified personnel to ensure the timely and professional delivery of all project requirements. If the City's Project Manager identifies inadequate performance by the Consultant's Project Manager, the City may request the Consultant to replace the project manager within fourteen (14) days to successfully

complete this project within budget and schedule. If such actions are required, the Consultant will provide credentials for review and approval by the City.

The Consultant shall be responsible for completing the specified services in accordance with the City's Professional Services Agreement (Exhibit A).

7. OWNERSHIP OF WORK

All reports, memos, presentation material, and other documents prepared or obtained by the Contractor or subcontractor(s) in the course of performing the work required by this Contract shall be the property of the City of Beaumont, and the Contractor hereby conveys and transfers to the City all copyrightable interests in such documents. Contractor further affirms that it has obtained all necessary conveyances and transfers from its employees and subcontractors and that it will continue to obtain them as necessary. Under no circumstances shall the Contractor fail to deliver any draft, final reports or memos to City upon written demand by the City for their delivery, notwithstanding any disputes between the Contractor and City concerning payment, performance of this Contract, or otherwise. This covenant shall survive the termination of this Contract as provided in the Contract.

The Contractor represents that it has secured all necessary licenses, consents or approvals to use the components of any intellectual property, including computer software, used in the rendering of services and the production of the materials produced under this Contract, and that City has full legal title to and the right to reproduce such materials. The Contractor covenants to defend, indemnify and hold City of Beaumont harmless of any loss, claim or liability in any way related to a claim that City of Beaumont is violating federal, state or local laws, or any Comprehensive Operational Analysis contractual provisions, relating to trade names, licenses, franchises, patents or other means of protecting interests in products or inventions. The Contractor shall bear all costs arising from the use of patented, copyrighted, trade secret or trademarked materials, equipment, devices or processes used on or incorporated in the services and materials produced under this Contract. In case such materials, equipment, devices or processes are held to constitute an infringement and their use is enjoined, the Contractor, at its expense, shall: (a) secure for the City the right to continue using the materials by suspension of any injunction or by procuring a license or licenses for the City; or (b) modify the materials so that they become non-infringing. This covenant shall survive the termination of this Contract.

8. AVAILABLE DOCUMENTS

The following documents are available for Consultants responding to the Request for Proposals (RFP) and can be found on the City's website.

- A. [Fixed Route and Commuter link Bus Schedules](#)
- B. [Fare Schedule](#)

- C. [Where's the Bus? Real-Time Bus Information](#)
- D. [Paratransit \(Dial-A-Ride\) Website Section](#)
- E. [Most Recent Short Range Transit Plan](#)

9. TERM

The initial period of the contract is for one (18) months. Any extension requests must be approved by the City Council, subject to the agreement terms and the Beaumont Municipal Code.

10. PROPOSAL REQUIREMENTS

Proposals shall clearly address all the information requested below. To make the review process consistent and ensure a fair comparison across submissions, proposals must be organized in the format provided. While there's no maximum page limit, proposals should be concise. Please avoid overly elaborate or promotional content.

- Cover Letter: Maximum of two (2) pages serving as an Executive Summary which shall include an understanding of the scope of services. The RFP shall be transmitted with a cover letter that must be signed by an official authorized to bind the Consultant contractually. The letter accompanying the RFP shall also provide the name, title, address, and telephone number of individuals with the authority to negotiate and contractually bind the Consultant. The cover letter constitutes certification by the Consultant that the Consultant complies with nondiscrimination requirements of the State and Federal Government. An unsigned proposal or one signed by an individual unauthorized to bind the Consultant may be rejected.
- Firm Profile: Provide a description of the firm, including number of professional personnel, years in business, office location(s), organizational structure (e.g., corporation, partnership, sole practitioner, etc.), areas of particular expertise, etc. The following information should also be included:
 - Name
 - Street Address
 - City, State, Zip Code
 - Corporate Structure
 - State/Country of Incorporation
 - Website
 - Contact Information

In addition, any participating firms and proposed subcontractors shall be identified and included in the proposal (all subcontractors must be approved by the City prior to signing the agreement with the City).

- Firm Experience/Qualifications:
 - A list of the five (5), most recent, similar projects by the proposed project team. Include at least three (3) projects on which all the principal team members, including key subcontractors, worked together. Each description shall include:
 - The name of the client and a contact name, address, and telephone number.
 - The scope of the Vendor's involvement in the project.
 - The month and year the projects started and the month and year they were completed.
 - The total value of the services provided.
 - The key personnel involved, and the sub-contractors employed.
- A list of any Consultant's contracts terminated (partially or completely) by clients for convenience or default within the past five years. Include contract value, description of work, client, contract number, and the name and telephone number of the contracting entity.
- Location of principal office that will be responsible for the implementation of this contract.
- Proposed Team: Provide a summary description of all personnel who will be involved in this project, their roles and responsibilities, and their experience in similar past projects. The proposal must name a project manager. In addition to this summary, full resumes must be provided.
- References: Provide at least three (3) references from previous cities, counties or other agencies for similar work completed within the last 5 years, and provide web links to appropriate examples of recent work product relating to similar projects.
- Scope of Services: Provide a description of the tasks, sub-tasks, and deliverables that will be provided. The Scope of Work Program should be presented in a logical format that can be easily attached to the Professional Services Agreement.
- Approach: The proposal should set forth a detailed work plan, including an explanation of the methodology and process for providing the services required in this RFP. Detailed project schedule, identifying all tasks and deliverables to be

performed, durations for each task, and overall time of completion. Provide a description of the firm's approach to communicating effectively with City staff and officials, other jurisdictional stakeholders, and the public, to facilitate successful delivery of assigned tasks. In addition, provide your process for collecting data and storing data.

- City Staff: Provide a detailed description of the firm's approach to communicating effectively with City staff and officials, other jurisdictional stakeholders, and the public, to facilitate successful delivery of assigned tasks. Detailed description of specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Services.
- List of all current/outstanding contracts, their status, and the completion date for each contract.
- Any other information which should be considered, such as any special services or customer service philosophy which define your firm's practice.
- Insurance: The firm will be required to have professional liability insurance including liability at a minimum of one million per occurrence, worker's compensation, and vehicle coverage including comprehensive and collision insurance naming the City of Beaumont as additional insured. The proposal shall state whether such insurances will be in force at time of contract execution.
- Cost Proposal: Provide detailed cost of services. **The cost proposal must be submitted as a separate file.** Include:
 - Fixed prices, including out-of-pocket expenses, for all costs associated within the scope of this proposal.
 - Detailed hourly rates of all members of the team.
 - Additional billable costs for non-specified tasks.
 - Total fees and expenses for the entire scope of the project.
 - Any area or additional service which proposers believe should be included in the scope of work in this proposal, but which is not addressed in this RFP, including the costs associated with such additional services.

11. SUBMITTAL

All questions or requests for clarifications regarding this RFP shall be submitted on Planetbids by 5:00 p.m. PST July 11, 2025. Responses to all questions will be posted on

the same website to allow all users to review the City's responses to all questions within one (1) week of the question due date.

****DUE DATE FOR QUESTIONS IS JULY 11, 2025 BY 5:00 P.M.****

Submit one (1) digital copy in PDF format on Planetbids in accordance with the bid submission deadline, which is **11:00 am PST on JULY 25, 2025**. Proposal must be titled "Proposal for Comprehensive Operational Analysis of Beaumont Transit."

****DUE DATE FOR PROPOSALS IS JULY 25, 2025 BY 11:00 A.M.****

By proposing on this project, you are indicating that you agree to all terms and conditions of the City's Professional Services Agreement, which is attached to this RFP as Exhibit A.

No RFC or questions will be accepted after 5:00 p.m. on **July 11, 2025**. All RFC responses will be posted on the CITY's Planet Bids Portal a week after due date.

If prior to the date fixed for submission of Proposals, a prospective Company discovers any ambiguity, conflict, discrepancy, omission or other errors in this RFP or any of its appendices, exhibits or attachments, the Company shall immediately notify the City of such error in writing and request modification or clarification of the document. Modifications shall be made by written Addenda to the RFP.

If a Company fails to notify the City, prior to the date fixed for submissions of Proposals, of an error in the RFP known to the Company, or an error that reasonably should have been known to the Company, the Company shall submit its Proposal at its own risk, and if the Company is awarded a Contract, it shall not be entitled to additional compensation or time by reason of the error or its later correction.

All communications regarding technical, scope, and/or project related questions and requests for clarifications, changes, exceptions, and deviations to the terms and conditions set forth in this RFP shall be submitted via "Q&A" through the City's Electronic Bidding System, Planetbids, before the deadline and according to these specifications herein. Any and all other bidding communications shall only be with Raveena Chara, Procurement Contract Specialist, rchara@beaumontca.gov

The Final day for receipt of questions from the Proposer shall be on or before the due date indicated in the RFP event schedule section below. To ensure fairness and avoid misunderstandings, all communications must be in written format and submitted only in the format set forth above. Any verbal communications will not be considered or responded to. All questions received by the due date will be logged and reviewed.

No postmarked proposals will be accepted. Once submitted, proposals cannot be altered without prior written consent of the City. The prospective bidder assumes sole responsibility for submitting a complete bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened due to a bidder's failure to comply with all requirements of the RFP.

All costs associated with preparation of any proposal shall be the sole responsibility of the proposer. There is no page limit, but all text used must be minimum 12- point font size.

12. CONFIDENTIALITY

Prior to the proposal submittal deadline, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After the proposal submittal deadline, all responses, materials, documents, and data submitted will be regarded as public records and will be subject to review by the public and posting on the City's website. Vendors shall not include any information in their proposal that they contend is confidential or a trade secret. Any language purported to render confidential all or portions of the proposals will be regarded as non-effective and will be disregarded.

13. AMENDMENTS TO REQUESTS FOR PROPOSALS

The City reserves the right to amend the RFP by addendum at any time. The addenda will be posted on the City's Planet Bids Portal:

<https://vendors.planetbids.com/portal/66785/bo/bo-search>

14. CITY OF BEAUMONT RIGHTS AND OPTIONS

This RFP does not commit the City of Beaumont to award a contract or to pay any cost incurred with the preparation of a proposal or contract for services described herein.

The City may, in its sole discretion and without any obligation to act reasonably, reject any and all proposals, waive informalities and minor irregularities in any proposal reviewed, negotiate with any qualified source submitting a proposal, extend deadlines, and/or request additional information. Subsequent to negotiations, prospective consultants may be required to submit revisions to their proposals. The City may reject any proposal that does not conform to the instructions provided in this RFP. Additionally, the City reserves the right to negotiate all final terms and conditions of any proposal received before entering into final contract.

The City reserves the right to postpone selection for its own convenience, to withdraw this RFP at any time, and to reject any and all proposals without indicating any reason for such rejection. As a function of the RFP process, the City of Beaumont reserves the right to remedy technical errors in response to the RFP and to modify the published scope of services and scope of work. Proposals submitted in response to the RFP will not be returned.

The City of Beaumont reserves the right to reject any or all responses, to waive any informality in any responses, and to select the vendor that best meets the City's needs.

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.) unless exempt. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

All property rights, including publication rights of all reports produced by respondents in connection with services performed under this agreement will be vested in the City. In addition, respondents will not publish or release any of the results of its examination without the express written permission of the City.

Responses must be submitted no later than the date and time stated on this RFP. Responses shall be reviewed and rated as set forth in the Selection Process section of this RFP. The City will then determine which firm best meets the City's requirements.

During the evaluation process, the City reserves the right (where it may serve the City's best interest) to request additional information or clarification from respondents. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal as submitted and confirmed in the contract between the City and the firm selected.

The City reserves the right to negotiate final pricing with the most qualified firm.

The City's standard Professional Services Agreement is included as Exhibit A. Upon award of the contract, it is expected that the successful proposer will accept the Agreement terms and conditions "as is" without modification. Any contract modifications are to be stated upfront, at the time of submittal.

Any costs incurred in the preparation of the response, presentation to the City, travel in conjunction with such presentations, or samples of items shall be the responsibility of the respondent. The City assumes no responsibility and no liability for costs incurred by respondents prior to issuance of a contract.

The proposer shall furnish the City with such additional information as the City may reasonably require.

15. CONFLICT OF INTEREST

The Consultant shall disclose any personal or professional financial, business, or other relationships with the City that may have an impact on the outcome of this contract or any resulting project. The consultant shall also list current clients who may have a financial interest in the outcome of this contract.

16. PROPOSAL EVALUATION/SELECTION

The City intends to engage the most qualified consultant available that demonstrates a thorough understanding of the City's needs/objectives and the ability to meet those needs/objectives. City staff will use the following criteria to evaluate the proposals:

Evaluation Criteria	Points
Qualifications, Related Experience, and References	25
Project Staffing	15
Approach to Scope of Work	30
Value (Cost/Benefit) of Services Proposed	20
Completeness of Response	10
Total Possible:	100

The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final determination. The City reserves the right to reject any and all proposals.

17. EXHIBITS

Exhibit A. Professional Service Agreement

Exhibit B. Price Response Form

Exhibit C. Fare Schedule