

Request for Proposals

Subject: Alamo Commutes: Web-Based Carpool Matching and Alternative Transportation Tracking Service

Request for Proposal Issued: Thursday, June 18, 2026
Responders are responsible for periodically visiting the Alamo Area Metropolitan Planning Organization's (AAMPO) website at www.alamoareampo.org for any updated information on this project.

Deadline for Questions: 5:00 p.m. (CDT), Wednesday, June 24, 2026
Questions will only be accepted in writing to aampo@alamoareampo.org, subject line: Alamo Commutes RFP. Responses will be posted on AAMPO's website at www.alamoareampo.org by 5:00 p.m. (CDT) Friday, June 26, 2026.

Proposal Due: Monday, July 20, 2026, 12:00 p.m. (noon) (CDT)

Number of Copies: One electronic document (pdf) less than 8 MB e-mailed to aampo@alamoareampo.org

Background and Purpose:

The Alamo Area Metropolitan Planning Organization (AAMPO) is the designated MPO for the San Antonio-New Braunfels urbanized area. The AAMPO Study Area is comprised of Bexar, Comal, Guadalupe, and Kendall Counties, and eastern Medina County and the City of Lytle, as shown in Figure 1. AAMPO is responsible for implementing the Alamo Area Commute Solutions Program, also known as Alamo Commutes.

The Alamo Area Commute Solutions Program has been in existence since 1997. Alamo Commutes encourages commuters to make smart, multimodal transportation choices through partnerships with employers, universities, and public agencies. Alamo Commutes provide free services, including on-site events, workplace assessments, ride-matching services, and emergency rides home. Data indicates that 68% of San Antonio commuters drive alone and 78% throughout the study area drive alone each day. Bexar County is currently classified as serious nonattainment for ozone by the Environmental Protection Agency. With AAMPO being responsible for transportation conformity, the program's goals to decrease traffic congestion, improve air quality, and create a better quality of life in the Alamo Area become more important than ever.

Alamo Commutes activities include education and outreach supporting alternative transportation options such as carpooling, vanpooling, transit use, walking, cycling, telecommuting, and working a compressed work schedule. The current Alamo Commutes Program offers free ride-matching services and a guaranteed ride-home program, and has over 17,000 registered users.

AAMPO is seeking an online, real-time carpool matching service and a viable and accurate method of gathering data on vehicle miles saved and emissions reductions achieved through carpooling and other transportation modes for program participants.

This is a reimbursable program and all federal and state rules apply. The period for providing services is September 1, 2026, through August 31, 2028, with the provision to potentially extend the contract period for an additional year through August 2029.

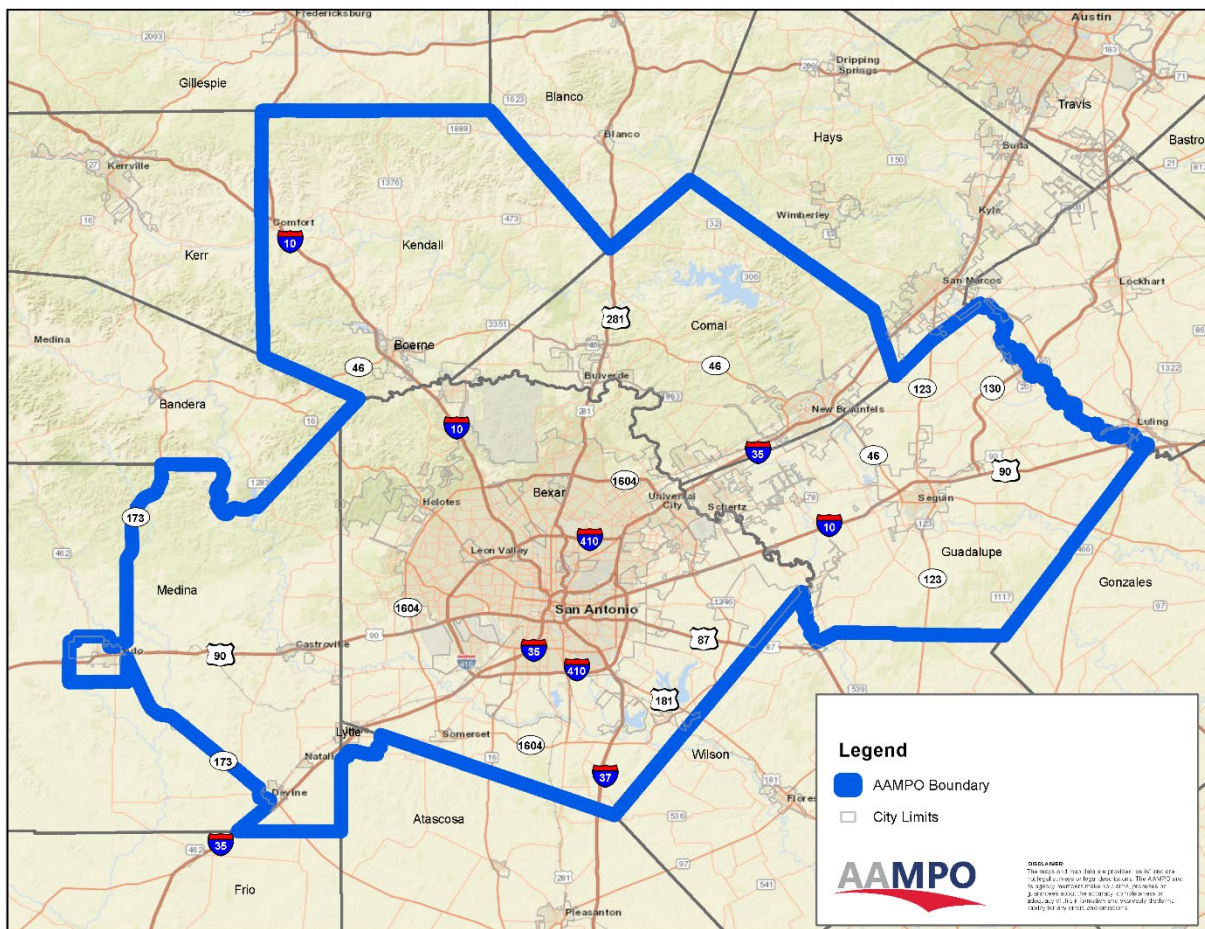


Figure 1. Alamo Area Metropolitan Planning Organization Study Area

Proposal Content

Proposals will contain, at a minimum, the following documentation:

1. Cover Letter - a brief summary of the proposal's key points and the approach to accomplishing the project. The name, address, and telephone number of the firm, as well as the primary contact person's name and e-mail address.
2. Methodology - the Responder's approach to tasks to accomplish the work outlined in the Scope of Work. This section should demonstrate an understanding of the project and the regional transportation system. This section is limited to 10 pages and no less than 11-point font.
3. Key Personnel – One-paragraph summaries of qualifications and experience should be submitted for all personnel assigned to the project. The assignment of personnel must specifically contain the percent of time by personnel for each task included in the Scope of Work. The successful responder to this RFP must understand and communicate that they are expected to provide qualified personnel to accomplish each portion of the work for this project. AAMPO or its representative(s) will maintain the right to request the removal of any personnel found, in their opinion, during the course of work on this project, to be unqualified to perform the work.
4. Management Plan - The management plan must contain a schedule of work that reflects the timing of deliverables and other significant milestones in the completion of the plan; a percent of time by task for the Prime and each subconsultant; and the means by which the effort would be coordinated with other related work. The purpose of the management plan is to demonstrate the general distribution of effort between tasks and the distribution of participation between the Prime and each subconsultant for each task described in the Scope of Work. A Gantt-style schedule accompanied by a percent of time for each firm on the team will fulfill this requirement.
5. Related Work - Work closely related to that described in the Scope of Work, performed by the specific personnel assigned to this project, should be briefly outlined in the proposal. **Emphasis should be placed on work undertaken in the past four years only.**
6. Forms – Forms may be found on the AAMPO website where the RFP is posted. Forms to be submitted with the proposal include Attachment A: Lower Tier Participant Debarment Certification and Attachment B: Former AAMPO Official and Employee Restriction.

Criteria for Evaluation

The proposals will be evaluated based on the following criteria with relative weights in parenthesis:

1. Qualifications and previous related experience of key personnel to be assigned to this project. (20%)

2. Understanding of work requirements as outlined in the scope of work, capacity to address the project's scope, and understanding of federal and state planning requirements. (20%)
3. Demonstrated knowledge of the study area. (10%)
4. Firm's previous related work experience within the past four years, which includes citing previous experience with similar efforts. (20%)
5. A detailed Management Plan demonstrating the ability to meet time schedules and complete the project on the required schedule. (20%)
6. Useful features offered beyond the scope of the project (10%)

Budget

The funding source for this project is from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and TxDOT. The budget for the initial 24-month term is \$144,000 (\$72,000/annually).

Selection Procedure

The selection committee, established by the Transportation Policy Board, will review proposals based on the evaluation criteria. Their recommendations will be forwarded to AAMPO's Transportation Policy Board. At the selection committee's discretion, firms may be selected for oral presentations and interviews. The AAMPO Transportation Policy Board will award the contract; however, AAMPO reserves the right to reject any and all proposals. The selection committee may be comprised of representatives from each of the following entities:

- AAMPO – 2 representatives
- TxDOT San Antonio District – 1 representative
- VIA Metropolitan Transit – 1 representative

Project Oversight

The Transportation Policy Board has established a selection committee. The responsibility of this committee is to make a recommendation on the service provider selection.

Duration of Contract

This contract will cover a 24-month period. The period for providing services is from September 1, 2026, through August 31, 2028, with the provision to potentially extend the contract period for an additional year through August 2029. The contract extension will be conditioned on AAMPO receiving adequate funding to meet the contract terms and by mutual agreement of AAMPO and the vendor.

Disadvantaged Business Enterprise (DBE) Participation

The Texas Department of Transportation's DBE program is currently suspended. However, AAMPO encourages the use of small and historically underserved businesses that meet the criteria (previously certified DBE) in all consultant procurement and contract efforts.

Compliance with Federal Regulations

The Responder's attention is called to the fact this contract is subject to a financial assistance contract between AAMPO, FHWA and FTA of the USDOT, and TxDOT. Therefore, the contract to be let is subject to the contract terms between AAMPO, USDOT, and TxDOT. The successful Responder will be required to comply with, in addition to other provisions of the Request for Proposal, the conditions required by all applicable Federal and State regulations, including the following:

1. Equal Employment Opportunity - Successful proposer must comply with all applicable Equal Employment Opportunity Laws and Regulations.
2. Title VI Assurances - Successful proposer must comply with all requirements imposed by Title VI of the Civil Rights Act of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued thereunder (49 C.F.R. part 21), and assurances by the MPO thereto.
3. The AAMPO, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all Responders that it will affirmatively ensure any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Debarment Certification

The Responder and any subcontractors must complete and submit with the proposal the "Certification of Lower-Tier Participant." (See Attachment A.)

Scope of Work

The following Scope of Work identifies the major components of the project effort that the responder will undertake.

Project Initiation

There is a prerequisite condition that the Responders evidence their ability to transfer the previous system's users onto a new system, in addition to the following:

1. Users must be seamlessly transferred to the new system with minimal disruptions.
2. Users must not be required to provide significantly additional information.

3. Users must be able to maintain their earned points and rewards – equivalent to the new system.
4. Users must receive a notification via e-mail, internal message, and other reasonably available channels that they will be transferred to a new system. This will be done in coordination with the previous provider. In the notification message, users must be provided with contact information for the provider if they have questions.
5. Contract negotiations and Notice to Proceed will be expedited to meet a September 1, 2026 start date. The selected vendor must be in a position to effectuate this effort immediately after Transportation Policy Board approval on Monday, August 24, 2026.

Web Site and Mobile Application Features

Responders are asked to indicate their ability to provide the following. Brief comments are welcomed.

- I. Responders must have a website and a mobile application that performs the required features.
 - A. Required:
 1. The website must be viewable on highly used internet browsers, including Google Chrome, Mozilla Firefox, Microsoft Edge, and Safari – at minimum.
 2. The website must be mobile responsive on multiple devices, including mobile phones and tablets.
 3. The website and mobile app must be Americans with Disabilities Act (ADA) compliant, providing easy use for visually and hearing-impaired individuals and other persons with disabilities.
 4. The website must be available in Spanish.
 5. The website must be able to establish sub-sites for employers, universities and other organizations.
 6. The website must be accessible via the web using a standard PC with no special software.
 7. The website and mobile application must be white-label branded to match the Alamo Commutes program.
 8. The website and mobile application must be open to all residents of the AAMPO Study Area, including Bexar, Comal, Guadalupe, and Kendall Counties, and eastern Medina County and City of Lytle.
 9. The website and mobile application must be sufficiently scalable to accommodate database growth of up to 50,000 users.
 10. The website and mobile application must be sufficiently secure. The Responder must be prepared to show their security certificate and detail their security procedures.

11. The mobile application must be available for download and use by iOS and Android users.
- B. Preferred:
1. The website should have a dedicated client URL.
 2. The mobile app must be available in Spanish.
- II. Responders must be able to provide carpool and other trip-matching options. User match features must include the following:
- A. Required:
1. Depending on the amount of information the user provides, ride matching may be based on origin/destination address, employer or organization name (for commute trips), arrival/departure times, days of the week, and date (for one-time trips).
 2. Users have access to sort through personal preference options, such as gender, smoking/non-smoking, rider only and others.
 3. Users can select that they want to be matched with colleagues of the same organization or employer only.
 4. Include options to expand the search parameters, such as expanding the radius of the origin and destination or adding route matches “on the way”.
 5. Safeguards must be in place to protect users’ anonymity. For example, users must be unable to view other users’ full names, street addresses or personal e-mail addresses.
 6. Users must be able to message possible matches through the software internally.
 7. Users must be able to block other users from viewing their profile or contacting them.
 8. Users must be able to conduct searches for one-trip matches and their regular commutes.
- B. Preferred: Users must be able to search for trip partners in other transportation modes, including cyclists, walkers, and transit riders.
- III. Responders must be able to provide the following trip-planning features.
- A. Required:
1. Users must be able to plan multimodal trips using an internally navigable map.
 2. Users must be able to interact with maps that include information on:
 - a. Transit routes
 - b. Bus stops
 - c. Park & Rides
 - d. Bike share stations
 - e. Bike parking

- f. Bicycle facilities (bike lanes, etc.)
 - g. Car share locations
 - h. Electric vehicle charging locations
 - 3. Users must be able to compare trips by mode (e.g., the difference in time, emissions, distance, and other factors between traveling by bike, car, transit, and walking).
 - B. Preferred:
 - 1. Maps should display real-time travel estimates based on mode, such as when the next bus will arrive.
 - 2. Integrate with other applications, including:
 - a. Google Maps
 - b. Apple Maps
 - c. Waze
 - d. Uber
 - e. Lyft
 - f. BCycle
 - g. VIA Go Mobile
 - h. Bird
 - i. Razor
 - j. Zipcar
- IV. Responders must be able to provide the following trip recording features.
- A. Required:
 - 1. Users must be able to record one-time trips and regular commutes taken by carpooling, vanpooling, transit, walking, cycling/scootering, and trips saved by telecommuting or a compressed work schedule.
 - 2. Users must be able to see their transportation statistics, including money saved, gallons of gas saved, emissions reduced, Vehicle Miles Traveled saved and other factors.
 - 3. Users must have the ability to record multimodal trips.
 - 4. Users who have not recorded any trips within a set interval (e.g., 2 months) are automatically reminded to do so via e-mail, mobile push notification, or text message.
 - 5. Users must be able to automatically record regular trips, such as their commute, without logging it manually.
 - B. Preferred:
 - 1. Users who have not recorded any trips within a set interval (e.g., three months) should have their account suspended due to inactivity. The account can be reopened simply by logging in.

2. Users must be able to passively log their trips via GPS enablement as part of an “opt-in” agreement when registering rather than manually log their trips.
 - a. If users can passively log their trips, they must be able to edit trips before and after they are taken.
 - b. If this feature is unavailable, the Responder must present a plan for achieving passive trip logging within six months of contract signing or present a rationale for not including passive tracking through GPS.
 - c. Users must be able to sync trips from third-party fitness and activity tracking applications (e.g., Strava, Fitbit, Apple Health, Google Fit).
- V. Responders must be able to provide the following rewards and incentives for users.
 - A. Required:
 1. The Responder must provide a method for offering, promoting, and managing incentives for users who record trips taken or saved by alternative transportation modes.
 2. The Responder must be responsible for soliciting rewards from vendors.
 3. Rewards must be immediately redeemable via the mobile app.
 4. The points earned by each user should be prominently displayed on their profile.
 5. Users must be able to filter and sort through their rewards, including their proximity to the reward vendor, cost in points, type of reward, etc.
 - B. Preferred:
 1. The Responder must provide rewards that are equally accessible throughout AAMPO’s Study Area.
 2. Users should be able to earn badges and other special recognitions for their trip logging.
 3. Employers and organizations should be able to provide their own rewards—for example, a discount at the university bookstore or paid time off.
 4. In addition to rewards, the Responder should be able to provide raffles that users can enter to win.
- VI. Responders should be able to provide the following Guaranteed Ride Home (GRH) features.
 - A. Required:
 1. The GRH program must be integrated into the trip recording software. The recorded trips will validate the GRH eligibility.
 2. The GRH must be easily accessible and prominently displayed to new and returning users.

3. The GRH program must not be eligible for users that have recorded telecommuting or compressed scheduling trips.
- B. Preferred:
1. The Responder's software must accommodate third-party transportation providers, such as Uber, Lyft and MyTaxi, to distribute GRH redemption codes/vouchers.
 2. The Responder must have implemented a GRH voucher system that users can immediately redeem. Or, the Responder must provide a rationale for not including a GRH voucher system.
- VII. Responders should be able to provide the following communications features.
- A. Required:
1. The Alamo Area MPO and Alamo Commutes must be able to contact users at their discretion.
 2. Users must have the option to choose their communication modes, including e-mail, text message, and mobile push notifications.
 3. Users must be able to contact technical software support via phone and e-mail, with a one-business-day response time (maximum).
 4. Users must be able to internally message other users and possible matches without linking to their personal e-mail account.
 5. At a minimum, the Alamo Area MPO and Alamo Commutes must be able to survey users bi-annually.
 6. The Alamo Area MPO and Alamo Commutes should be able to survey segments of users—for example, users who bike, members of particular organizations, GRH users, etc.
- VIII. Responders should be able to provide the following features for challenge modules.
- A. Required:
1. The Alamo Area MPO and Alamo Commutes must be able to conduct at least four challenges every year.
 2. Challenge administrators must be able to customize challenge rules, eligibility requirements, point values, and participation criteria.
 3. The Responder must be responsible for setting up and managing the challenge module.
 4. The challenge module must be available on both the website and mobile app.
 5. Per the Alamo Area MPO and Alamo Commutes' discretion, the challenge must be limited by commute mode, date range, and organization.
 6. The Responder must have an easily accessible leaderboard showing participants the challenge leaders by the number of trips taken, VMT saved, emissions reduced, etc.

IX. Responders should be able to provide data accuracy, access and administrative features.

A. Required:

1. The Responder must demonstrate their protocol for finding and eliminating duplicate accounts, duplicate or inaccurate trips, and inactive users.
2. If the Responder allows users to set up automatically recording trips, the Responder must demonstrate their protocol to verify the validity of the trips.
3. The Responder must demonstrate their process for calculating emissions reductions.
4. The Responder must designate a dedicated account manager to the Alamo Area MPO.
5. The Responder must demonstrate their ability to respond to Alamo Area MPO and Alamo Commutes inquiries within one business day.
6. The Responder must demonstrate their data and server backup plan to ensure little downtime.
7. Administrators must be able to export user and program data in common formats such as Excel and CSV.
8. The Responder must include an initial training plan for up to 5 Alamo Area MPO and Alamo Commutes administrators and periodic training on an as-needed basis.
9. The Responder must demonstrate how user data is protected and explain the processes used to identify and remove cyber threats to include fraudulent, duplicate, bot-generated, or otherwise suspicious accounts.
10. The Alamo Area MPO must have access to the administrative dashboard for at least three staff members.
11. The administrative dashboard must have sort and filter features, including by geographic area, trip mode, organization, time frame, carpool matching requests, etc.
12. Users must be able to contact the Responder at least during regular business hours via phone and e-mail if they have an issue with their account.

B. Preferred:

1. Users should also be able to contact the Responder via an internal chat feature during regular business hours at minimum.
2. Sub-sites should also have administrative access to the dashboard for their respective organization.
3. Users should have the ability to share dashboard statistics, trip activity, challenge participation, and achievements through social media platforms.

Attachment A
See Reverse for Information

Form 1734
Rev. 4-89

Certification Information

This certification is to be used by contractors pursuant to 49 CFR 29 when any of the following occur:

- **any transaction between the contractor and a person (other than a procurement contract for goods and services), regardless of type, under a primary covered transaction**
- **any procurement contract for goods or services when the estimated cost is \$25,000 or more**
- **any procurement contract for goods or services between the contractor and a person, regardless of the amount, under which the person will have a critical influence on or substantive control over that covered transaction. Such persons include principal investigators and providers of federally-required audit services.**

***A procurement* transaction is the process of acquiring goods and services.**

***A nonprocurement* transaction is the granting of financial assistance to entities to assist the grantor in meeting objectives that are mutually beneficial to the grantee and grantor.**

A COPY OF THIS CERTIFICATION IS TO BE FURNISHED TO AUTHORIZED REPRESENTATIVES OF THE STATE OR THE U.S. DEPARTMENT OF TRANSPORTATION UPON REQUEST.

Lower Tier Participant Debarment Certification (Negotiated Contracts)

_____, being duly
(insert name of certifying official)

sworn or penalty of perjury under the laws of the United States, certifies

that neither _____, nor
(insert name of lower tier participant)

its principals are presently:

- debarred, suspended, proposed for debarment,
- declared ineligible,
- or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the above identified lower tier participant is unable to certify to any of the above statements in this certification, such prospective participant shall indicate below to whom the exception applies, the initiating agency, and dates of action.

Exceptions will not necessarily result in denial of award, but will be considered in determining contractor responsibility. Providing false information may result in criminal prosecution or administrative sanctions.

EXCEPTIONS:

Signature of Certifying Official

Title

Date of Certification

Attachment B

**Former AAMPO Official and Employee Restriction
(Negotiated Contracts)**

I, _____, certify that for a period of one year from the date of termination of official duties, no former member of the

- Alamo Area Metropolitan Planning Organization staff,
- Transportation Policy Board,
- Technical Advisory Committee, or
- his or her parent, child or spouse

with a financial interest will serve on the staff of the consultant team as an employee of the prime contractor, or subcontractor, for this contract.

Financial interest is defined as having a business entity in which the former Transportation Policy Board member, Technical Advisory Committee member and AAMPO employee, or his or her parent, child or spouse, directly or indirectly owns:

- (A) ten (10) percent or more of the voting stock or shares of the business entity, or
- (B) ten (10) percent or more of the fair market value of the business entity.

Any violation of this policy, with the knowledge, expressed or implied, of the individual or business entity contracting with AAMPO shall render the proposal or contract involved voidable by the Executive Director or the Transportation Policy Board.

Signature of Certifying Official

Title

Date of Certification