



**REQUEST FOR PROPOSALS
FOR
TITLE VI PROGRAM UPDATE FOR FISCAL YEARS 2023-2025**

RFP No.: 2026-S-11

Date Issued: June 17, 2026

Proposals will only be accepted through PlanetBids on the Corpus Christi Regional Transportation Authority, hereinafter called the “CCRTA”, website at <https://vendors.planetbids.com/portal/70072/bo/bo-detail/143187> until 3:00 p.m. (CST) on Wednesday, July 29, 2026, for Title VI Program Update for Fiscal Years (FY) 2023-2025. This is a task-based, firm-fixed-price service contract with a six-month period of performance. Proposal costs will be valid for 120 calendar days from the Board approval date.

Proposers are encouraged to attend a pre-proposal conference on Wednesday, July 1, 2026, at 3:00 p.m. (CST) in the third-floor Multipurpose Room at the CCRTA’s Staples Street Center located at 602 N. Staples St., Corpus Christi, TX 78401. The purpose of this meeting is to provide an overview of the project’s requirements and answer any questions Proposers may have regarding this solicitation. While not mandatory, Proposers are strongly encouraged to attend.

Questions and Answers (Q&A) for this solicitation will be accepted through PlanetBids. The deadline for submitting questions is July 8, 2026, at 3:00 p.m. (CST). The CCRTA will answer all questions by July 15, 2026.

Further information regarding this solicitation may be obtained by directly contacting Christina Perez, Director of Procurement, or Sherrié Clay, Procurement Specialist, at procurement@ccrta.org.

For PB System™ technical questions, contact PlanetBids Support at 818-992-1771 or click on the Help Center in the top right corner to access their FAQs. You may also open a support ticket.

The following documents constitute the complete RFP package for this procurement:

- Request for Proposals,
- Proposal Submission Checklist (Use as a reference),
- Instructions to Proposers,
- Special Instructions,
- Scope of Work, and
- Standard Service Terms and Conditions.

Cost Proposal Schedule – Submit in the Cost File section in PlanetBids.

Attachments and Certifications:

- Proposer Responsibility and Eligibility Certification Form (Attachment A),
- Conflict of Interest Acknowledgement and Certification (Attachment B),
- References (Attachment C), and
- Proposer Information Form (Attachment D).

The following documents must be signed where applicable and submitted through PlanetBids with your proposal for it to be considered responsive:

- **Proposal in Response to the RFP** (Submit the proposal in the **Response File** in PlanetBids),
- **Cost Proposal Schedule** (Submit in the **Cost File** section in PlanetBids), and
- **Attachments and Certifications:** A, B, C, and D.

PlanetBids will not accept your proposal until all required documents are submitted.

Firms are reminded that proposals **MUST NOT** include any costs of any kind. **The proposals and the Cost Proposal Schedule MUST be kept separate.** Failure to comply with this requirement may result in your submission being deemed non-responsive.

The following documents are required only upon notification of recommendation for the award:

- Form 1295, "Certificate of Interested Parties"

Proposers are encouraged to utilize the enclosed Proposal Submission Checklist to ensure your proposal package is responsive to the requirements of this RFP.

- Proposal Submission Checklist

**Do NOT Alter Any Forms.
Doing so will deem your proposal non-responsive.**

PROPOSAL SUBMISSION CHECKLIST

(USE AS A REFERENCE)

Proposal Submission Checklist	Check
Proposals MUST BE submitted through PlanetBids and include the following:	
1. Proposal (Submit in the Response File in Planet Bids)	
2. Cost Proposal Schedule (Submit in the Cost File section in PlanetBids)	
3. Attachments and Certifications (A, B, C, and D)	
3.1 Proposer Responsibility and Eligibility Certification Form (Attachment A)	
3.2 Conflict of Interest Acknowledgement and Certification (Attachment B)	
3.3 References (Attachment C)	
3.4 Proposer Information Form (Attachment D)	
1. Proposal Submission	
- Submit in the Response File in Planet Bids	
2. Cost Proposal Schedule	
- Complete and Submit in the Cost File section in PlanetBids	
3. Attachments A, B, C, and D	
3.1 Proposer Responsibility and Eligibility Certification Form (Attachment A)	
- Sign, Print, list Title, and Date	
3.2 Conflict of Interest Acknowledgement and Certification (Attachment B)	
- Sign, list Title, Print, and Date	
3.3 References (Attachment C) DO NOT Include CCRTA As A Reference	
- List four similar projects which your firm has completed within the last five years.	
Note: <u>References are required to be submitted with your proposal to be deemed responsive and considered for award.</u> <u>All contact information must be accurate and complete to be deemed responsive and considered for award.</u>	
- Provide a list of contracts that the firm currently has in process.	
3.4 Proposer Information Form (Attachment D)	

1. Proposer must:	
<ul style="list-style-type: none"> - List Company Name, Address, City, State, Zip Code, FEIN/TIN and Unique Identity number - List if the Company is a subsidiary. If yes, name the Holding/Parent Company - List the number of years the Company has been in business - List the Company's Commodity/NAICS Code and Corresponding Index Entry 	
2. Disadvantaged Business Enterprise (DBE) Certification <ul style="list-style-type: none"> - If you are currently certified as a DBE, list the year of initial certification and the name of the agency with whom you are certified. 	
3. Bidder/Offeror/Proposer Primary Contact <ul style="list-style-type: none"> - List Name, Title, Telephone numbers (office and mobile), and a valid email address 	
4. Authorized Signatory (If different from Primary Contact) <ul style="list-style-type: none"> - List Name, Title, Telephone numbers (office and mobile), and a valid email address 	

INSTRUCTIONS TO PROPOSERS

1.0 **GENERAL**

The following instructions by the Corpus Christi Regional Transportation Authority (CCRTA) are intended to afford Proposers an equal opportunity to participate in the CCRTA's contracts.

2.0 **EXPLANATIONS**

2.1 Any explanation desired by a Proposer regarding the meaning or interpretation of these Instructions or any other proposal documents must be requested through the Q&A section in PlanetBids by the Q&A submission deadline.

2.2 Oral explanations or instructions are non-binding. Any information given to one prospective Proposer concerning this RFP will be furnished to all prospective Proposer via email or addendum if the information is necessary for submitting proposals or if the lack of such information would be prejudicial to uninformed Proposers.

2.3 All communication regarding this solicitation must be made directly to the Procurement Department. Any violation could be grounds for disqualification.

3.0 **PROPOSER RESPONSIBILITIES**

3.1 Proposers must examine all requirements, standard provisions, and all instructions. Not doing so will be at the Proposer's risk. Proposals not submitted through PlanetBids, or those with different terms or provisions, may not be considered responsive.

3.2 The apparent silence of the specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, will be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the specifications will be made based on this statement.

4.0 **INFORMATION REQUIRED**

4.1 Proposers must submit their proposal in accordance with the requirements of this Request for Proposals. This submission includes:

- **Proposal:** Submit in the **Response File** section in PlanetBids.

- **Cost Proposal Schedule:** Submit in the **Cost File** section in PlanetBids.
- **Attachments and Certifications (A through D):** Submit in the corresponding section in PlanetBids.

The submission of these documents will constitute the Proposer's offer.

Erasures or other changes to documents must be initialed by the person signing them. If an agent signs a proposal, it must include proof of their authority, unless such proof has already been provided to CCRTA.

- 4.2 Only signed, written proposals specifically accepting responsibility for meeting the objectives and requirements specified in the Request for Proposals will be considered. The cover letter must bear the signature of a person duly authorized to legally commit for the Proposer. The Proposer will bear all costs of their proposal preparation.
- 4.3 The CCRTA does not have to pay federal excise taxes or state and local sales and use taxes, except for contracts for improvements to real property.
- 4.4 Information submitted in response to this RFP will not be released by the CCRTA during the proposal evaluation process or prior to contract award. Proposers are advised that the CCRTA may be required to release proposal information, other than trade secrets, after contract award.

5.0 **SUBMISSION OF PROPOSALS**

- 5.1 Proposals must be submitted in the **Response File** section in PlanetBids on the CCRTA's website at <https://vendors.planetbids.com/portal/70072/bo/bo-detail/143187> until 3:00 p.m.

Proposal Due Date: Wednesday, July 29, 2026, by 3:00 p.m. (CST)

- 5.2 Proposals must be submitted through PlanetBids in sufficient time to be received prior to the deadline listed in this Request for Proposals (RFP). **PlanetBids will not accept incomplete Proposals. The Proposer will be notified of all missing documents and must submit them for the Proposer's proposal to be accepted.**

5.3 **Schedule**

Proposals will be governed by the following tentative schedule:

- **Wednesday , June 17, 2026 – RFP Issued**

Proposal documents are available through PlanetBids on the CCRTA's website at <https://vendors.planetbids.com/portal/70072/bo/bo-detail/143187>.

- **Wednesday, July 1, 2026 – Pre-Proposal Meeting**
The meeting will be held at 3:00 p.m. (CST) in the third floor Multi-Purpose Room at the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401.
- **Wednesday, July 8, 2026 – Deadline for all Questions**
Deadline for all Questions to be submitted in the Questions and Answers (Q&A) section in PlanetBids by 3:00 p.m. (CST).
- **Wednesday, July 15, 2026 – CCRTA's Response to Questions**
CCRTA will respond to Questions via email or as an addendum through PlanetBids.
- **Wednesday, July 29, 2026 – Proposals Due**
Proposals are due no later than 3:00 p.m. (CST). All proposals must be submitted through PlanetBids prior to the deadline.
- **Best and Final Offer – TBD**
The CCRTA will evaluate each proposal for completeness and responsiveness to the requirements outlined in this RFP. The CCRTA may then negotiate Best and Final Offers with any or all Proposers.
- **Wednesday, September 2, 2026 - Tentative Contract Award**
The CCRTA's Board of Directors will meet to award a contract to the successful Proposer.

6.0 MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn through PlanetBids prior to the exact time and date specified for receipt of proposals.

7.0 EVALUATION FACTORS

The CCRTA will evaluate and determine the contract award based on the criteria set forth in this Request for Proposals. A contract will be awarded on a task-based, firm-fixed-price basis for a six-month period of performance. The CCRTA's compensation to the Contractor will be based on the successful completion and acceptance of the tasks and deliverables identified in the Scope of Work and priced in the Cost Proposal Schedule.

- 7.1** CCRTA may inspect a Proposer's facility before awarding the contract. The CCRTA will only consider proposals from firms that:

- Are regularly engaged in providing services of a similar scope and complexity and possess any licenses, certifications, or qualifications required to perform the services described in this Request for Proposals.
- Have adequate financial resources, personnel, experience, and organizational capacity to perform the services satisfactorily if awarded a contract under the stated terms and conditions.

For this section, "equipment" and "organization" mean a fully equipped and well-established company that follows the best business practices in the industry, as determined by CCRTA.

When making the award, CCRTA may consider any available evidence of a Proposer's financial, technical, and other qualifications and abilities. This includes their past performance (experience) with CCRTA and other similar customers. A history of nonperformance or poor performance may disqualify a Proposer.

8.0 ELIGIBILITY FOR AWARD

- 8.1** For a Proposer to be eligible for the award of the Contract, the proposal must be responsive to the Request for Proposals, and the CCRTA must be able to determine that the Proposer is responsible for performing the Contract satisfactorily.
- 8.2** Responsive proposals are those that comply with all material aspects of the Request for Proposals. Proposals which do not comply with all the terms and conditions of the Request for Proposals will be rejected as non-responsive.
- 8.3** Responsible Proposers at a minimum must:
 - 8.3.1** Have adequate financial resources or the ability to obtain such resources as required during the performance of the Contract.
 - 8.3.2** Have a satisfactory record of past performance.
 - 8.3.3** Have the necessary management and technical capability to perform.
 - 8.3.4** Be qualified as an established firm regularly engaged in the type of business to perform the Contract required by this Request for Proposals.
 - 8.3.5** Be otherwise qualified and eligible to receive an award under applicable federal, state, county, or municipal laws and regulations.

- 8.4** A Proposer will be requested to submit written evidence verifying that it meets the minimum criteria necessary for the Proposer to be determined a responsible Proposer. Refusal to provide the requested information will result in the Proposer being declared not responsible, and the proposal will be rejected.

9.0 RESERVATION OF RIGHTS

The CCRTA expressly reserves the right to:

- 9.1** Reject or cancel any and all proposals.
- 9.2** Waive any defect, irregularity or informality in any proposal or proposal procedure.
- 9.3** Waive as informality, minor deviations from the Scope of Work at lower unit cost than other proposals meeting all aspects of the Scope of Work if it is determined that total cost is lower, and the overall function is improved or not impaired.
- 9.4** Extend the proposal due date.
- 9.5** Reissue a Request for Proposals.
- 9.6** Procure any item or services by other means.
- 9.7** The CCRTA reserves the right to retain all proposals submitted. The selection or rejection of a proposal does not affect this right.
- 9.8** The CCRTA reserves the right to negotiate a Contract with the Proposer having the best evaluation as determined by the CCRTA. No award will be made automatically based upon the lowest price or based solely on the proposal submitted. The CCRTA additionally reserves the right to suspend negotiations with the first Proposer should it not progress in a manner satisfactory to the CCRTA and commence negotiations with the next best rated Proposer.

10.0 ACCEPTANCE

Acceptance of a Proposer's offer in some instances will be in the form of a purchase order issued by the CCRTA. Otherwise, the acceptance of a Proposer's offer will be by the issuance of an award letter issued by CCRTA. Subsequent purchase orders and release orders may be issued as appropriate. Unless the Proposer specifies otherwise in the proposal, the CCRTA may award the contract for any item or group of items shown on the Request for Proposals.

11.0 PROPOSAL PROTESTS

If a Proposer wishes to protest any proposal procedure, they must submit the protest in writing to CCRTA's Chief Executive Officer within five business days after the Board awards the contract. The protest must include:

- The protestor's name and address
- The project number and description from the Request for Proposals
- A statement of the grounds for protest and any supporting documentation

For federally assisted contracts, additional protest procedures apply. These can be found in the Supplemental Conditions section of this Request for Proposals.

12.0 EQUAL OPPORTUNITY

Proposers are expected to comply with all applicable federal, state, and local laws concerning Equal Opportunity in employment and in the provision of goods and services by the Proposer.

13.0 SINGLE PROPOSAL

13.1 If CCRTA receives only one proposal, CCRTA has the option to either:

- Conduct a price or cost analysis of the proposal and award the contract through negotiation, OR
- Reject the proposal and revise this Request for Proposals.

A **price analysis** involves examining the proposal and evaluating the proposed price without looking at its individual cost parts. This analysis is done by comparing the proposed price with published price lists, established rates, or competitive prices. The comparison will be for similar quantities and specifications. If there is a difference, CCRTA will conduct a detailed analysis of that difference and its related costs.

13.2 If CCRTA cannot get a valid price analysis, it may need to conduct a **cost analysis** of the proposed price. A cost analysis involves reviewing and evaluating a Proposer's cost or pricing data and the factors used to estimate contract performance costs, assuming reasonable economy and efficiency.

13.3 CCRTA will select the personnel to perform any price or cost analysis. CCRTA's decision regarding these options is final.

14.0 SALES TAX EXEMPTION

The CCRTA qualifies for exemptions of Sales, Excise, and Use Taxes under the Texas Tax Code with political subdivisions of the State of Texas.

15.0 FORM 1295 “CERTIFICATE OF INTERESTED PARTIES”

(Only to be submitted upon notification of recommendation for award.)

Proposers must comply with Government Code Section 2252.908 and submit Form 1295 “Certificate of Interested Parties” **ONLY** upon notification that Proposer has been recommended for award. Form 1295 requires disclosure of “interested parties” with respect to entities that enter contracts with cities. These interested parties include:

(1) persons with a “controlling interest” in the entity, which includes: a. an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock or otherwise that exceeds 10%; b. membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or c. service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers; or

(2) a person who acts as an intermediary and who actively participates in facilitating a contract or negotiating the contract with a governmental entity or state agency, including a broker, adviser, attorney, or representative of or agent for the business entity who has a controlling interest or intermediary for the business entity.

Form 1295 must be electronically filed with the Texas Ethics Commission at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm. The form must then be printed, signed, and filed with the CCRTA. For more information, please review the Texas Ethics Commission Rules at <https://www.ethics.state.tx.us/legal/ch46.html>.

16.0 NO DIRECT CONTACT WITH CCRTA’S BOARD OF DIRECTORS OR STAFF

Proposers are advised not to contact any CCRTA Board of Director or staff in any manner during this proposal process. All communication directly with the Board should be reserved for public meetings in which this item is properly posted on the agenda, and all communication regarding this RFP must be made through the Procurement Department.

SPECIAL INSTRUCTIONS

1.0 GENERAL

The Corpus Christi Regional Transportation Authority (CCRTA) is requesting proposals from qualified firms to complete a Title VI Program Update for Fiscal Years (FY) 2023-2025.

2.0 PROPOSAL REQUIREMENTS

Proposers, which have relevant experience, are invited to complete and submit proposals. To enhance comparability, proposal elements must be addressed in the informational sequence noted below:

- Cover Letter,
- Technical Expertise,
- Qualifications and References,
- Work Plan,
- Cost Proposal Schedule
- Attachment and Certification Forms: A through D.

Proposals must provide enough detail for CCRTA to perform a thorough evaluation and comparative analysis of each Proposer's qualifications, experience, approach, and proposed services.

Proposals must **not exceed 50 pages**, excluding the cover letter, table of contents, tabs, dividers, resumes, and required forms. Proposals that exceed the stated page limitation contain excessive promotional material or include irrelevant information may be subject to a deduction of up to **five (5) points** from the technical evaluation score.

CCRTA will evaluate proposals based on the quality, clarity, and relevance of the information provided, not the volume of material submitted. Proposers are encouraged to present information in a clear, concise, and organized manner.

All proposals must be submitted through PlanetBids prior to the deadline listed in this RFP.

The following documents will be individually submitted in PlanetBids:

- **Proposal in response to this RFP:** (Submit in the “**Response File**” section in PlanetBids.)
- **Cost Proposal Schedule:** (Submit in the **Cost File** section in PlanetBids.) (DO NOT include with your proposal), and

- **Attachments and Certifications Forms:** A through D (Submit in the corresponding sections in PlanetBids.)

All proposals must be submitted through PlanetBids prior to the deadline listed in this RFP.

2.1 Proposal Contents and Format

The contents of the proposal include the following:

2.1.1 Cover Letter

Include appropriate introductory and contact information, including the name of the firm's principal liaison.

2.1.2 Technical Expertise

Demonstrate the qualifications and technical expertise of the proposed project team, including key personnel and the Project Manager. The proposal should clearly identify the project organization and demonstrate the team's ability to successfully perform the services required under the Scope of Work. The proposal must address the following:

- **Organization Chart to Support Project Work Plan:**
Provide an organizational chart identifying key personnel, reporting relationships, roles, responsibilities, and lines of communication that will support the successful execution of the project.
- **Key Personnel Experience Providing Services and Carrying Out Tasks Detailed in the Scope of Work:**
Describe the qualifications, experience, certifications, and specific responsibilities of key personnel assigned to the project. Include relevant experience performing similar services and successfully completing comparable projects.
- **Knowledge of and Experience with Federal Transit Administration (FTA) Requirements Regarding Title VI Program Reporting:**
Demonstrate the firm's knowledge of FTA Title VI requirements and experience assisting transit agencies with Title VI compliance, reporting, program updates, equity analyses, public participation requirements, and related activities.

2.1.3 **Work Plan**

Demonstrate understanding of the project requirements and the overall quality of the proposed work plan. Describe the approach, methodology, and processes that will be used to successfully perform the services outline in the Scope of Work. The work plan must include, at a minimum, the following:

- **Clear Understanding of Project Approach and Scope of Work Requirements:**

Demonstrate a comprehensive understanding of the project objectives, scope of work, key tasks, deliverables, challenges, and requirements necessary to successfully complete the project.

- **Proposed Methodology to Complete Deliverables:**

Describe the methodology, procedures, and quality control measures that will be used to complete each deliverable and ensure compliance with all applicable requirements and project objectives.

- **Schedule Containing Completion of Deliverable Within Work Plan:**

Provide a detailed project schedule identifying major tasks, milestones, deliverables, responsible personnel, and estimated completion dates. The schedule should demonstrate the Proposer's ability to complete all deliverables within the required project timeframe.

2.1.4 **Qualifications and References**

Demonstrate qualifications by providing information regarding technical experience in performing work of a similar scope and nature, experience working with public agencies, the strength and stability of the firm, and client references. The proposal must address the following:

- **Qualifications of firm providing similar services:**

Describe the firm's experience, expertise, and technical capabilities in providing services of a similar scope and complexity. Include information on comparable projects.

- **Strength and Stability of Firm:**

Provide information regarding the firm's organizational structure, years in business, financial stability, staffing resources, and overall capacity to successfully perform the required services.

- **Client References:**

Provide client references for projects of similar scope and complexity. Include the client's name, contact person, title, telephone number, email address, project description, contract value, and dates of service. References should demonstrate the firm's record of delivering quality services on time and within budget.

2.1.5 Cost Proposal Schedule (To be submitted ONLY in the Cost File)

Complete and submit the Cost Proposal Schedule to support the project work plan. The Cost Proposed Schedule must be submitted in the PlanetBids "Cost File" section, separate from your proposal. **Do not include it in your proposal.**

Provide the proposed number of **labor hours** and **associated task cost** necessary to complete each of the four (4) tasks identified in the **Cost Proposal Schedule**. All costs in the Cost Proposal Schedule should demonstrate transparency, competitiveness, and overall value to CCRTA. The proposed cost must reflect the following:

- **Overall Cost Competitiveness:**

Submitted costs must be competitive within the current market for similar Title VI Program Update services. Costs should reflect an understanding of industry standards and demonstrate the Proposer's ability to provide cost-effective services while maintaining quality, responsiveness, or compliance with all applicable requirements.

- **Cost Reasonableness:**

Proposed costs must be reasonable, necessary, and directly related to the successful performance of the Scope of Work being requested in this RFP.

- **Transparency and Completeness of Pricing:**

The proposed costs must not include any hidden, undefined, or ambiguous charges.

- **Value in Relation to Services Offered:**

The proposed costs should reflect the overall value provided to CCRTA, considering the quality of services, technical expertise, efficiency, innovation, responsiveness, and the Proposer's ability to successfully meet the project objectives and deliverables.

Important: The Cost Proposal Schedule must be submitted **only in the “Cost File” section of PlanetBids**, separate from the technical proposal.

DO NOT INCLUDE COST IN YOUR PROPOSAL.

2.1.6 Attachments and Certifications (A through D)

Proposers must complete, sign, and submit the required Attachments and Certifications forms in the corresponding section in PlanetBids.

3.0 PROPOSAL EVALUATION

3.1 Evaluation Criteria

CCRTA will review all proposals for completeness. Only proposals that are complete with all required documentation will be evaluated. Proposals found incomplete or those that fail to address CCRTA’s needs, as stated in this RFP, will not be evaluated.

An evaluation committee will assess all responsive proposals based on the following evaluation criteria, which are listed in order of importance:

Section	Evaluation Criteria
1	Technical Expertise
2	Work Plan
3	Qualifications and Reference
4	Cost Proposal Schedule

CCRTA will first evaluate proposals based on all factors other than cost. After this preliminary evaluation, the Cost Proposal Schedule will be opened and included in the evaluation process. CCRTA may select a Proposer for the project after this review if it determines doing so is in CCRTA's best interest.

An award, if any, will be made to the Proposer whose proposal or Best and Final Offer (BAFO) (where applicable) is deemed most advantageous to and in the best interest of the CCRTA and the public; cost and other factors considered, after evaluation in accordance with the evaluation criteria.

3.2 Shortlisted Proposers

The CCRTA reserves the right to determine a shortlist of proposers in the competitive range in accordance with the evaluation criteria set forth above in Section 3.1 “Evaluation Criteria”.

3.3 Best and Final Offer (BAFO)

After shortlisting, CCRTA will decide whether to accept the most favorable initial proposal without further discussion, or if it needs to hold discussions or negotiations with one or more Shortlisted Proposers.

CCRTA may make minor related changes to the Scope of Work during negotiations. All Shortlisted Proposers will be notified of any changes so they can prepare their proposal.

If CCRTA chooses to discuss with one or more Proposers, those Proposer(s) may be asked to submit a BAFO after discussions or negotiations conclude. Any changes to an initial proposal, including issues discussed, must be submitted in writing in a BAFO to be considered. If a Proposer does not submit a BAFO after discussions or negotiations, CCRTA will consider their original submitted proposal and/or Proposed Revenue Schedule Form as their BAFO.

Following an independent and final evaluation using the criteria in Section 3.1, the evaluation committee will recommend a contract award. Scores from the first phase of evaluation will not affect the final BAFO evaluation. The award recommendation will be based solely on scores from the BAFO evaluation.

3.4 Release of Information

CCRTA will not release information submitted in response to this RFP during the proposal evaluation process or before the contract is awarded. Proposers should be aware that CCRTA may be required to release proposal information, excluding trade secrets, after the contract is awarded.

SCOPE OF WORK

1.0 BACKGROUND

Title VI of the Civil Rights Act of 1964 (Title VI) is a federal law that prohibits discrimination based on race, color, or national origin in programs or activities that receive federal financial assistance.

Every three years, the Federal Transit Administration (FTA) Office of Civil Rights conducts discretionary compliance reviews of FTA recipients, including transit providers, state Departments of Transportation, and Metropolitan Planning Organizations, to assess compliance with FTA Circular 4702.1B, *Title VI Requirements and Guidelines for Federal Transit Administration Recipients*.

The Corpus Christi Regional Transportation Authority (CCRTA) began operations in January 1986. and provides public transportation services throughout South Texas within an 846-square-mile service area. The service area encompasses the cities of Agua Dulce, Banquete, Bishop, Corpus Christi, Driscoll, Gregory, Port Aransas, Robstown, San Patricio as well as unincorporated areas of Nueces County.

As a transit provider operating more than 50 fixed-route vehicles in peak service within an urbanized area with a population of 200,000, CCRTA is required to develop and submit a Title VI Program update in accordance with FTA requirements and established timelines to maintain eligibility for federal funding.

Prior to the COVID-19 pandemic, CCRTA operated 38 transit services requiring 68 peak vehicles, including autonomous, fixed-route, flex, commuter express, and seasonal services. Currently, CCRTA operates 33 transit services requiring 53 peak vehicles. In addition to fixed-route services, CCRTA provides ADA paratransit service, contracted on-demand transportation services in rural areas, and administers a contracted vanpool program.

In 2025, CCRTA provided more than 3.8 million passenger boardings.

2.0 SCOPE

The CCRTA is seeking proposals from qualified firms to prepare and complete a Title VI Program Update for Fiscal Years (FY) 2023-2025. The contract will be a task-based, firm-fixed-price service contract with a six-month period of performance. Compensation will be based on the successful completion and acceptance of the tasks and deliverables identified in the Scope of Work.

The selected Contractor must review, update, and prepare CCRTA's Title VI Program to ensure compliance with all applicable federal requirements. The updated program must document CCRTA's policies, procedures, and practices designed to ensure that public transportation services are provided in a nondiscriminatory manner; promote full and fair participation in transportation

decision-making regardless of race, color, or national origin; and provide meaningful access to transit-related programs, services, and activities for individuals with Limited English Proficiency (LEP).

The Contractor must review the existing Title VI Program and update all required elements to reflect CCRTA's service, operational, demographic, and programmatic activities occurring during FY 2023–2025. The Contractor must identify and remove any outdated, non-compliant, or unacceptable language and ensure that all required analyses, policies, procedures, public participation activities, and supporting documentation are current and accurately reflect CCRTA's operations.

2.1 Project Schedule

A project schedule is included in the table below. The Contractor must complete all tasks, milestones, and deliverables in accordance with the project schedule. The CCRTA Project Manager will coordinate regularly with the Contractor to monitor progress, review deliverables, and ensure that all project milestones are achieved within the established timeframes. The Contractor must promptly notify the CCRTA Project Manager of any actual or anticipated delays that may affect the project schedule and must propose corrective actions to maintain compliance with the required deadlines.

Project Schedule

Key Deliverables	Dates
Proposal Submissions Due	Wednesday, July 29, 2026
Contract Award (Pending CCRTA Board of Directors Approval)	Wednesday, September 2, 2026
Notice to Proceed Issued	Wednesday, September 9, 2026
Title VI Program Update Draft Report	Monday, November 2, 2026
Title VI Program Update Final Report	Monday, November 9, 2026

CCRTA Action Items	Dates
CCRTA Operations and Capital Projects Committee	Wednesday, November 18, 2026
CCRTA Board of Directors Meeting	Wednesday, December 2, 2026

2.2 Project Requirements

The Scope of Work consists of the tasks and deliverables outlined below.

Task 1: Project Kick-off Meeting

The Contractor will participate in a project kick-off meeting with the CCRTA Project Manager and staff to review the Scope of Work,

project schedule, communication protocols, data requirements, key milestones, and deliverables.

Deliverable:

- Participate in a project kick-off meeting in person or via approved virtual platform with CCRTA Project Manager and staff.

Task 2: Complete Title VI Program Update Requirements

The Contractor must review and update CCRTA's Title VI Program in accordance with the requirements of FTA Circular 4702.1B, *Title VI Requirements and Guidelines for Federal Transit Administration Recipients*. The Contractor will utilize CCRTA's previous Title VI Program submissions and supporting documentation as reference materials. CCRTA's current Title VI Program is available on the CCRTA's website at <https://www.ccrt.org/knowledge/title-vi>.

The Contractor must incorporate all applicable requirements for transit providers operating 50 or more fixed-route vehicles in peak service within an Urbanized Area (UZA) of 200,000 or more population, including but not limited to: must submit:

Service Standards

- Vehicle load standards for each mode of service
- Vehicle headway for each mode of service
- On-time performance for each mode of service
- Service availability for each mode of service

Service Policies

- Transit Amenities for each mode of service
- Vehicle Assignment for each mode of service

Additional Requirements

- Demographic and service profile maps and charts
- Demographic ridership and travel pattern analyses based on available survey data
- Monitoring program and report results, including evidence that the Board or other governing entity or official(s) considered, was aware of the results, and approved the analysis

- Public participation process used to establish the Major Service Change Policy, Disparate Impact Policy, and Disproportionate Burden Policy
- Results of service and/or fare equity analyses completed since the last Title VI Program Update submission, including evidence that the Board or other governing entity or official(s) considered, was aware of, and approved the results of the analysis

General Requirements

- Title VI Notice to the Public
- Title VI Complaint Procedure
- Sample Title VI Complaint Form
- List of Transit-Related Title VI Investigations, Complaints, and Lawsuits
- Table Depicting Minority Representation on Committees and Councils Selected by CCRTA

Deliverables:

- Review and update all required Title VI Program elements in accordance with FTA Circular 4702.1B.
- Revise, update, or remove outdated, noncompliant, duplicative, or unnecessary language from the existing Title VI Program.
- Conduct quality assurance and quality control reviews to ensure accuracy, completeness, consistency, and compliance with all applicable FTA requirements.
- Prepare a complete draft Title VI Program Update for CCRTA review.

Task 3: Complete and Submit Draft Report for Title VI Program Update

The Contractor will prepare and submit a complete draft Title VI Program Update incorporating all requirements in Task 2 for CCRTA review and comment.

Deliverable:

- Submit a complete draft Title VI Program Update, including all required appendices, maps, charts, tables, and supporting documentation, in an editable electronic format (Microsoft Word) via email, secure file transfer, or other CCRTA approved method by the date identified in the Project Schedule.

Task 4: Complete and Submit Final Report for Title VI Program Update

The Contractor will revise the draft Title VI Program Update based on CCRTA's review comments and submit a final Title VI Program Update that incorporates all applicable requirements of FTA Circular 4702.1B. The final report will address all comments provided by CCRTA and be submitted by the deadline identified by the Project Manager.

Deliverables:

- Submit one (1) complete Final Title VI Program Update, including all required appendices, maps, charts, tables, and supporting documentation, in an editable electronic format (Microsoft Word) and PDF format via email, secure file transfer, or other CCRTA-approved method by the date specified in the Project Schedule.
- Provide a written summary of revisions made in response to CCRTA's comments, identifying how comments were addressed in the final document.

STANDARD SERVICE TERMS AND CONDITIONS

1. SERVICE STANDARDS.

The Contractor must perform all work set forth in the specifications in a “first class” manner, consistent with all applicable regulations and industry standards. All work must be performed to the reasonable satisfaction of the CCRTA, and any defective or substandard performance must be promptly remedied.

2. TAX EXEMPTION

The CCRTA is exempt from paying state and local sales taxes except for contracts for improvements to real property under the Texas Tax Code with political subdivisions of the State of Texas.

3. INVOICES AND PAYMENTS.

The Contractor must submit invoices monthly or as otherwise specified in the Contract documents to AccountsPayable@ccrta.org. Invoices sent through the U.S. Mail will not be accepted and will be returned to the Contractor. Invoices must indicate the Contract Number and must be itemized in accordance with the different tasks set forth in the Cost Proposal Schedule. Payment will not be due until thirty (30) days after the date the above instruments are submitted or the work is performed, whichever is later. In the event payment has not been made by the due date, the Contractor must submit a reminder invoice marked “overdue”. The CCRTA reserves the right to review all the Contractor’s invoices after payment and recover any overcharges resulting from such review. Invoices will be paid Net 30.

3.1 Prompt Payment

- 3.1.1 The Contractor agrees to pay each sub-consultant under this prime Contract for satisfactory performance of its Contract no later than thirty (30) days from the receipt of each payment the Contractor receives from the CCRTA. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the CCRTA. This clause applies to both DBE and non-DBE subcontracts.

4. TOOLS, EQUIPMENT AND SUPPLIES.

The Contractor must provide such tools, equipment, supplies, materials, employees, management, and any other items or services as may be necessary to enable the Contractor to provide the services required under the terms of this Contract.

5. ESTIMATED QUANTITIES.

The estimated quantities for services, supplies, or work to be performed noted in the Cost Proposal Schedule are approximate and are to be used only for the comparison of proposal and the award of this Contract, based on past and projected usage. The Contractor agrees and understands that the actual quantities to be utilized are within the sole and absolute discretion of the CCRTA. Should the actual quantities be greater or lesser than the estimates contained in the Cost Proposal Schedule, regardless of the amount of such variance, the Contractor agrees it will not be the basis for deviating from the quoted unit prices. Furthermore, the Contractor agrees to honor quoted unit prices for the duration of this Contract.

6. LIABILITY INSURANCE COVERAGE.

The Contractor must maintain and provide, at their own cost, the following insurance coverages for the duration of this Contract, with policy limits no less than the specified amounts:

- **Commercial General Liability Insurance:** a minimum policy limit of \$1,000,000.
- **Automobile Liability Insurance:** a minimum combined single limit of \$1,000,000, required only if the Contractor uses motor vehicles to perform the services outlined in this Contract.
- **Professional Liability (Errors and Omissions) Insurance:** \$1,000,000 per claim and \$2,000,000 annual aggregate.

If this policy is provided on a "Claims-Made" basis:

- The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- Insurance must be maintained, and evidence of insurance must be provided, for at least three (3) years after completion of the contract work.
- If coverage is canceled or non-renewed and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "Extended Reporting" (Tail) coverage for a minimum of three (3) years after completion of contract work.
 - Coverage must specifically include all medical professionals (physicians, nurses, and technicians) providing services under this solicitation, whether they are employees or independent contractors.

Each insurance policy must meet the following requirements:

- **Additional Insured:** The CCRTA must be named as an additional insured on each policy.

- **Proof of Coverage:** A certificate of insurance proving these coverages must be given to the CCRTA before work begins and must be kept up to date for the entire length of the contract.
- **Notice of Changes:** The insurance policies cannot be canceled, significantly changed, or left to expire without giving the CCRTA 30 days' prior written notice. The certificate of insurance must include this cancellation provision.
- **Policy Copies:** The Contractor must promptly provide copies of the full insurance policies to CCRTA if requested in writing after the contract is awarded.

7. WORKERS' COMPENSATION.

The Contractor must maintain during the term of this Contract at its sole cost and expense workers' compensation as required by statute and employer's liability insurance with policy limits of \$500,000 containing a waiver of subrogation endorsement waiving any right of recovery under subrogation or otherwise against the CCRTA.

(In the event this Contract covers construction services, Section 7.1 through 7.10 will apply.)

7.1 The following definitions apply:

Certificate of coverage ("certificate") – A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, or TWCC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project – includes the time from the beginning of the work on the project until the Contractor's work on the project has been completed and accepted by the CCRTA.

Persons providing services on the project ("subcontractor" in §406.096) – includes all persons or entities performing all or part of the services the Contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes people to provide services on the project. "Services" includes, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable

toilets.

- 7.2 The Contractor must provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, §401.011(44) for all employees of the Contractor providing services on the project, for the duration of the project.
- 7.3 The Contractor must provide a certificate of coverage to the CCRTA prior to being awarded the contract.
- 7.4 If the coverage period shown on the Contractor's current certificate of coverage ends during the duration of the project, the Contractor must, prior to the end of the coverage period, file a new certificate of coverage with the CCRTA showing that coverage has been extended.
- 7.5 The Contractor must obtain from each person providing services on a project and furnish CCRTA:
 - 7.5.1 a certificate of coverage, prior to that person beginning work on the project, so the CCRTA will have on file certificates of coverage showing coverage for all persons providing services on the project; and
 - 7.5.2 no later than seven days after receipt by the Contractor, a new certificate of coverage showing extension of coverage if the coverage period shown on the current certificate ends during the duration of the project.
- 7.6 The Contractor must retain all required certificates of coverage for the duration of the project and for one year thereafter.
- 7.7 The Contractor must notify the CCRTA in writing by certified mail or personal delivery, within 10 days after the Contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.
- 7.8 The Contractor must post on each project site a notice, in the text, form and manner prescribed by the Texas Workers' Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.
- 7.9 The Contractor must contractually require each person with whom it contracts to provide services on a project, to:
 - 7.9.1 Provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which

meets the statutory requirements of Texas Labor Code, §401.011(44) for all its employees providing services on the project, for the duration of the project.

7.9.2 Provide to the Contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project.

7.9.3 Provide the Contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage if the coverage period shown on the current certificate of coverage ends during the duration of the project.

7.9.4 Obtain from each other person with whom it contracts, and provide to the Contractor:

A new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

7.9.5 Retain all required certificates of coverage on file for the duration of the project and for one year thereafter.

7.9.6 Notify the CCRTA in writing by certified mail or personal delivery, within 10 days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and

7.9.7 Contractually require each person with whom it contracts, to perform as required by this subsection, with the certificates of coverage to be provided to the person for whom they are providing services.

7.9.8 By signing this Contract or providing a certificate of coverage, the Contractor is representing to the CCRTA that all employees of the Contractor who will provide service on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the Commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the Contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

7.10 The Contractor's failure to comply with any of these provisions is a breach of contract by Contractor which entitles the CCRTA to declare the Contract

void if Contractor does not remedy the breach within 10 days after receipt of notice of breach from the CCRTA.

8. INDEMNIFICATION.

8.1 **Indemnification and Defense.** Contractor will indemnify and hold harmless CCRTA, its officers, and employees (the "Indemnified Parties") from all claims, costs, and liabilities (including reasonable attorney fees and expert witness fees) arising out of or in connection with any negligent act or omission of the Contractor. This obligation will not apply to the extent that such claims or losses arise from the negligence or willful misconduct of the Indemnified Parties. Contractor will, at its own expense, defend the Indemnified Parties against any such claims, even if groundless or fraudulent. **[EXCLUSION: If this Contract is for Engineering or Architectural services, Contractor will instead reimburse CCRTA for reasonable attorney's fees in proportion to Contractor's liability per Tex. Loc. Gov't Code § 271.904.]** Nothing in this provision will be construed as a waiver of CCRTA's sovereign or governmental immunity, nor will it be construed as an agreement by CCRTA to indemnify Contractor for its own negligence. CCRTA's liability for any claim is limited to the extent provided by the Texas Tort Claims Act (Tex. Civ. Prac. & Rem. Code §101.001 et seq.).

8.2 **Waiver of Consequential Damages.** Neither party will be liable to the other for special, incidental, or consequential damages (such as lost profits or business interruption). However, this waiver does not apply to third-party claims falling within the scope of the indemnity obligations in Section 8.1.

9. INDEPENDENT CONTRACTOR.

At all times during the term of this Contract, the Contractor will be an independent contractor to the CCRTA, and the Contractor will not in any event be deemed an employee or other representative of the CCRTA. Any persons employed by the Contractor will always hereunder be deemed to be the employees of the Contractor, and the Contractor will be solely liable for the payment of all wages and other benefits made available to such employees in connection with their employ. The Contractor will remain solely responsible for the supervision and performance of any such employees in completing its obligations under this Contract. The Contractor warrants that any such employees will be fully covered by workers' compensation insurance and that each of such employees has been carefully screened as to character and fitness for the performance of his or her job.

10. ASSIGNMENT.

The Contractor must not assign or subcontract any of its rights, duties, or obligations under this Contract without prior written consent of the CCRTA. The Contractor is entitled to assign, pledge, or encumber its right to receive payments under this Contract pursuant to security interests created in conformity with the

Uniform Commercial Code so long as the CCRTA will never be obligated to negotiate with any such third party in respect to compliance with the terms and conditions of this Contract. Any such assignment, pledge or encumbrance will be limited by any rights of offset by the CCRTA for damages or claims arising under this Contract or any other obligation owed by the Contractor to the CCRTA.

11. MODIFICATIONS AND CHANGE ORDERS.

No amendments, modifications or other changes to this Contract will be valid or effective absent the written agreement of both parties hereto.

12. TERMINATION.

The CCRTA has the right to terminate for default all or any part of its Contract if the Contractor breaches any of the terms hereof or if the Contractor becomes insolvent or files any petition in bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which the CCRTA may have in law or equity, specifically including, but not limited to, the right to sue for damages or demand specific performance. The CCRTA additionally has the right to terminate this Contract without cause by delivery to Contractor of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

13. ADVERTISING.

The Contractor must not advertise or publish, without the CCRTA's prior consent, the fact that it has entered this Contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state, or local authorities.

14. GRATUITIES.

No gratuities in the form of entertainment, gifts, or otherwise, will be offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the CCRTA with a view toward securing a contract or securing favorable treatment with respect to a contract.

15. EQUAL OPPORTUNITY.

The Contractor agrees that during the performance of this Contract it will:

- 15.1 Treat all applicants and employees without discrimination as to race, color, religion, sex, national origin, marital status, age, or handicap.
- 15.2 Identify itself as an "Equal Opportunity Employer" in all help wanted advertising or requests.

The Contractor will be advised of any complaints filed with the CCRTA

alleging that the Contractor is not an equal opportunity employer. The CCRTA reserves the right to consider such complaints in determining whether to terminate any portion of this Contract for which the services have not yet been performed, and for which purchase orders or authorities to deliver have not been issued. However, the Contractor is specifically advised that no equal opportunity employment complaint will be the basis for denial of payment for any services already completed or for termination of this Contract for which a purchase order or authority to deliver has been issued.

16. ENFORCEABILITY.

This Contract will be interpreted, construed, and governed by the laws of the United States and the State of Texas and will be enforceable in any state court of competent jurisdiction in Nueces County, Texas. The Contractor must comply with all applicable laws and regulations in performing under this contract.

17. NOTICES.

Notices will be given to the parties by delivering or mailing such notice to the addresses set forth in the Contract documents, or at such other addresses as the parties may designate to each other in writing.

18. INTERPRETATION.

This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms thereof. No course of prior dealings between the parties and no usage of the trade will be relevant to supplement or explain any term used herein, and acceptance of a course of performance rendered under this Contract will not be relevant to determine the meaning of this Contract even though the accepting party has knowledge of the performance and opportunity for objection.

REQUIRED DOCUMENTS FOR PROPOSAL SUBMITTAL
FOR

RFP NO. 2026-S-11

TITLE VI PROGRAM UPDATE FOR FISCAL YEARS 2023-2025

The following required documents must be completed, signed, and dated if applicable, and submitted through PlanetBids prior to the deadline listed in this RFP:

Proposer's Proposal - Submit the proposal in the **Response File** in PlanetBids.

Cost Proposal Schedule – Submit in the **Cost File** section **ONLY** in PlanetBids.

Attachments and Certifications:

- Proposer Responsibility and Eligibility Certification Form (Attachment A),
- Conflict of Interest Acknowledgement and Certification (Attachment B),
- References (Attachment C), and
- Proposer Information Form (Attachment D).

Submit each of the above in the corresponding section in PlanetBids.

Note: PlanetBids **will not** accept your Proposal until all required documents have been submitted. For PB System™ technical questions, contact PlanetBids Support at 818-992-1771 or click on the Help Center in the top right corner to access their FAQs. You may also open a support ticket.

Do NOT Alter Any Forms.
Doing so will deem your proposal non-responsive.

Reminders:

Do Not Include Cost in the Proposal

Firms are reminded that proposals **MUST NOT** include any costs of any kind. **The proposals and the Cost Proposal Schedule MUST be kept separate.** Failure to comply with this requirement may result in your submission being deemed non-responsive.

References

- References are **required** to be submitted with your proposal to be deemed responsive and considered for award.
- All contact information must be accurate and completed to be deemed responsive and considered for award.