

**PROFESSIONAL SERVICES AGREEMENT  
FOR  
Short Range Transit Plan/Reimagine Study**

This Agreement, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the City of Visalia, hereinafter referred to as the "CITY", and \_\_\_\_\_ hereinafter referred to as the "CONSULTANT".

W I T N E S S E T H

**WHEREAS**, the CITY is authorized and empowered to employ consultants and specialists in the performance of its duties and functions; and

**WHEREAS**, the CITY has the desire to secure certain technical and professional services to assist in the preparation and completion of the items of work described as "Scope of Work" in Exhibit "A", and hereinafter referred to as the "PROJECT"; and

**WHEREAS**, the CONSULTANT represents it is licensed, qualified and willing to provide such services pursuant to terms and conditions of this Agreement.

**NOW, THEREFORE**, CITY and CONSULTANT agree as follows:

**I. SERVICES TO BE PERFORMED BY THE CONSULTANT**

- A. Authorized Scope of Work: The CONSULTANT agrees to perform all work necessary to complete in a manner satisfactory to the CITY those tasks described in Exhibit "A" - Scope of Work, for the cost identified in Exhibit "B" - Project Fee.
- B. Additional Services: Incidental work related to the PROJECT and not provided for in Exhibit "A" may be needed during the performance of this Agreement. The CONSULTANT agrees to provide any and all additional services at the rates identified in attached Exhibit "C" - Schedule of Fees for Professional Services. Such additional services shall not be performed by CONSULTANT without the written consent of CITY.

**II. TIME OF PERFORMANCE**

The CONSULTANT shall commence performance of this Agreement within ten (10) days of Consultant's Notice to Proceed following City Council approval of this Agreement and shall complete the work within the timeframes outlined in Exhibit "A", unless otherwise extended in writing by CITY, in its sole discretion.

If the CONSULTANT fails to complete the PROJECT within the time specified, plus any extensions of time which may be granted, the CITY shall determine the percent of each work item completed and shall pay the CONSULTANT on that basis.

CONSULTANT shall not be responsible for delays which are due to causes beyond the CONSULTANT's reasonable control. In the case of any such delay, the time of completion shall be extended accordingly in a writing signed by both parties.

### III. COMPENSATION

- A. Total Compensation: For services performed pursuant to this Agreement, the CITY agrees to pay and the CONSULTANT agrees to accept, as payment in full, a sum not to exceed \_\_\_\_\_ dollars (\$ \_\_\_\_\_). This amount shall constitute complete compensation, including document production and out-of-pocket expenses for all services for the work and PROJECT identified in Exhibits "A" and "B".
- B. Payment of Compensation: The CONSULTANT shall be compensated according to the progress payment schedule set forth in Exhibit "D" upon completion of percentage of each noted phase. The CONSULTANT shall be paid no later than thirty (30) days following submission of a written, verified billing to the CITY. Said billing shall include the percentage of each task completed to date and since the date of the preceding billing, if any.

### IV. AUTHORIZED REPRESENTATIVE

- A. CITY: The Transit Manager shall represent the CITY in all matters pertaining to the services to be rendered under this Agreement, except where approval of the City Council of the City of Visalia is specifically required.
- B. CONSULTANT: \_\_\_\_\_ shall represent and act as principle for CONSULTANT in all matters pertaining to the services to be rendered by it under this Agreement.

### V. TERMINATION

The right to terminate this Agreement, with or without cause, may be exercised without prejudice to any other right or remedy to which the terminating party may be entitled at law or under this Agreement.

- A. Termination By Either Party Without Cause: The CITY or CONSULTANT may terminate this Agreement at any time by giving written notice to the other of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.
- B. Termination of Agreement for Cause: The CITY may by written notice to the CONSULTANT specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination, terminate the whole or any part of this Agreement in any of the following circumstances:
  - 1. If the CONSULTANT fails to perform the services called for by this Agreement within time(s) specified herein or any extension thereof; or
  - 2. If the CONSULTANT fails to make progress under this Agreement as to endanger performance of this Agreement in accordance with its terms, and does not correct such failure within a period of ten (10) days (or longer period as the CITY may authorize in writing) after receipt of notice from the CITY specifying such failure.
- C. Post-Termination:

1. In the event the CITY terminates this Agreement with or without cause, the CITY may procure, upon such terms and such manner as it may determine appropriate, services similar to those terminated.
2. Except with respect to defaults of subconsultants, the CONSULTANT shall not be liable for any excess costs if the failure to perform this Agreement arises out of causes beyond the control and without the fault or negligence of the CONSULTANT. Such causes include, but are not limited to, acts of God or of the public enemy, floods, epidemics, quarantine restrictions, strikes, and unusually severe weather; but in the event the failure to perform is caused by the default of a subconsultant, the CONSULTANT shall not be liable for failure to perform, unless the services to be furnished by the subconsultant were obtainable from other sources in sufficient time and within budgeted resources to permit the CONSULTANT to meet the required delivery schedule or other performance requirements.
3. Should the Agreement be terminated with or without cause, the CONSULTANT shall provide the CITY with all finished and unfinished documents, data, studies, services, drawings, maps, models, photographs, reports, etc., prepared by the CONSULTANT pursuant to this Agreement.
4. Upon termination, with or without cause, CONSULTANT will be compensated for the services satisfactorily completed to the date of termination according to compensation provisions contained herein. In no event, shall the total compensation paid CONSULTANT exceed the total compensation agreed to herein.
5. If, after notice of termination of this Agreement, as provided for in this article, it is determined for any reason that the CONSULTANT was not in default under the provisions of this article, then the rights and obligations of the parties shall be the same as if the Agreement was terminated without cause.
6. Termination of this Agreement shall not terminate any obligation to indemnify, to maintain and make available any records pertaining to the Agreement, to cooperate with any audit, to be subject to offset, or to make any reports of pre-termination activities.

## **VI. INTEREST OF OFFICIALS AND THE CONSULTANT**

- A. No officer, member, or employee of the CITY who exercises any functions or responsibilities in the review or approval of this Agreement shall:
  1. Participate in any decision relating to this Agreement which effects his personal interest or the interest of any corporation, partnership, or association in which he has, directly or indirectly, any interest; or
  2. Have any interest, direct or indirect, in this Agreement or the proceeds thereof during his tenure or for one year thereafter.

- B. The CONSULTANT hereby covenants that he has, at the time of the execution of this Agreement, no interest, and that he shall not acquire any interest in the future, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed pursuant to this Agreement. The CONSULTANT further covenants that in the performance of this work, no person having any such interest shall be employed.

## **VII. NO PERSONNEL, AGENCY OR COMMISSION**

The CONSULTANT warrants, by execution of this Agreement, that no personnel agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide established commercial or selling agencies maintained by the CONSULTANT for the purpose of securing business. For breach or violation of this warranty, the CITY shall have the right to annul this Agreement without liability or, in its discretion, to deduct from this Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

## **VIII. SUBCONTRACTING**

- A. The CONSULTANT shall not subcontract or otherwise assign any portion of the work to be performed under this Agreement without the prior written approval of the CITY.
- B. In no event shall the CONSULTANT subcontract work in excess of 50% of the contract amount, excluding specialized services. Specialized services are those items not ordinarily furnished by a consultant performing the particular type of project.

## **IX. INDEPENDENT CONTRACTOR**

In the performance of the services herein provided for, the CONSULTANT shall be, and is, an independent contractor and is not an agent or employee of the CITY. The CONSULTANT has and shall retain the right to exercise full control and supervision of all persons assisting the CONSULTANT in the performance of said services hereunder. The CONSULTANT shall be solely responsible for all matters relating to the payment of its employees including compliance with social security and income tax withholding and all other regulations governing such matters.

## **X. SPECIFICATIONS**

All specifications, manuals, standards, etc., either attached to this Agreement or incorporated by reference, are binding as to the performance of the work specified in this Agreement unless they are changed by written amendment to this Agreement modified in writing to incorporate such changes.

## **XI. DOCUMENTS/DATA**

- A. Ownership of Documents: All original papers and documents, produced as a result of this Agreement, shall become the property of the CITY. In addition, CITY shall be provided with access and use of any other papers and documents consistent with the purpose and scope of services covered by this Agreement. Any additional copies, not otherwise provided for herein, shall be the responsibility of the CITY.

Documents, including drawings and specifications, prepared by CONSULTANT pursuant to this Agreement, are not intended or represented to be suitable for reuse by CITY or others on extensions of the PROJECT or on any other project. Any use of the completed documents for other projects and any use of incomplete documents without the specific written authorization from CONSULTANT will be at CITY's sole risk and without liability to CONSULTANT. Further, any and all liability arising out of changes made to CONSULTANT's deliverables under this Agreement by CITY or persons other than CONSULTANT is waived as against CONSULTANT, and the CITY assumes full responsibility for such changes unless the CITY has given CONSULTANT prior notice and has received from CONSULTANT written consent for such changes.

- B. Publication: No report, information, or other data given or prepared or assembled by the CONSULTANT pursuant to this Agreement, shall be made available to any individual or organization by the CONSULTANT without the prior written approval of the CITY. Notwithstanding the foregoing, however, the CONSULTANT shall not be required to protect or hold in confidence and confidential information which (1) is or becomes available to the public with the prior written consent of the CITY; (2) must be disclosed to comply with law; or (3) must be disclosed in connection with any legal proceedings.
- C. Copyrights: The CONSULTANT shall be free to copyright material developed under this Agreement with the provision that the CITY be given a nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use the material for government or public purposes.

## **XII. INDEMNIFICATION AND INSURANCE**

- A. As respects acts, errors, or omissions in the performance of services, CONSULTANT agrees to indemnify and hold harmless CITY, its elected and appointed officers, employees, and CITY designated volunteers from and against any and all claims, demands, losses, defense costs, liability or consequential damages arising directly out of CONSULTANT's negligent acts, errors or omissions in the performance of his/her services under the terms of this Agreement, except to the extent those arise out of the negligence of CITY.
- B. CITY agrees to indemnify and hold harmless CONSULTANT, its officers, employees, and designated volunteers from and against any and all losses, defense costs, liability or consequential damages to the extent arising out of CITY'S negligent acts, errors or omissions in the performance of this Agreement.
- C. As respects all acts or omissions which do not arise directly out of the performance of services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, CONSULTANT agrees to indemnify, defend (at CITY's option), and hold harmless CITY, its elected and appointed officers, agents, employees, representatives, and volunteers from and against any and all claims, demands, defense costs, liability, or consequential damages of any kind or nature arising out of or in connection with CONSULTANT's (or CONSULTANT's subcontractors, if any) performance or failure to perform, under the terms of this Agreement; except to the extent those which arise out of the negligence of CITY.

- D. Without limiting CITY's right to indemnification, it is agreed that CONSULTANT shall secure prior to commencing any activities under this Agreement, and maintain during the term of this Agreement, insurance coverage as follows:
1. Workers' compensation insurance as required by California statutes.
  2. Commercial general liability insurance with a combined single limit of not less than One Million Dollars (\$1,000,000) per occurrence. Such insurance shall include coverage for Premises and Operations, Contractual Liability, Personal Injury Liability, Products and Completed Operations Liability, Broad Form Property Damage (if applicable), Independent Contractor's Liability (if applicable).
  3. Professional liability insurance coverage, in an amount not less than One Million Dollars (\$1,000,000).
  4. Comprehensive Automobile Liability coverage with a combined single limit of not less than One Million Dollars (\$1,000,000) per occurrence. Such insurance shall include coverage for owned, hired, and non-owned automobiles and shall be provided by a business automobile policy.
- E. CITY'S Risk Manager is hereby authorized to reduce the requirements set forth above in the event he/she determines that such reduction is in the CITY'S best interest.
- F. Each insurance policy required by this Agreement shall contain the following clause:
- "This insurance shall not be canceled, limited in scope or coverage, or non-renewed until after thirty (30) days prior written notice has been given to the City Clerk, City of Visalia, 707 W. Acequia, Visalia, CA 93291."

In addition, the commercial general liability and comprehensive automobile liability policies required by this Agreement shall contain the following clauses:

"It is agreed that any insurance maintained by the City of Visalia shall apply in excess of and not contribute with insurance provided by this policy."

"The City of Visalia, its officers, agents, employees, representatives and volunteers are added as additional insureds as respects operations and activities of, or on behalf of the named insured, performed under contract with the City of Visalia."

- G. Prior to commencing any work under this Agreement, CONSULTANT shall deliver to CITY insurance certificates confirming the existence of the insurance required by this Agreement, and including the applicable clauses referenced above. Within thirty (30) days of the execution date of this Agreement, CONSULTANT shall provide to CITY endorsements to the above-required policies, which add to these policies the applicable clauses referenced above. Said endorsements shall be signed by an authorized representative of the insurance company and shall include the signatory's company affiliation and title. Should it be deemed necessary by CITY, it shall be CONSULTANT's responsibility to see that CITY receives documentation acceptable to CITY which sustains that the individual signing said endorsements is indeed authorized to do so by the insurance company. CITY has the right to demand, and to receive within a reasonable time period, copies of any insurance policies required under this Agreement.

- H. In addition to any other remedies CITY may have if CONSULTANT fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, CITY may, at its sole option:
1. Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement; or
  2. Order CONSULTANT to stop work under this Agreement and/or withhold any payment(s) which become due to CONSULTANT hereunder until CONSULTANT demonstrates compliance with the requirements hereof; or
  3. Terminate this Agreement.

Exercise of any of the above remedies, however, is an alternative to other remedies CITY may have and is not the exclusive remedy for CONSULTANT's failure to maintain insurance or secure appropriate endorsements.

Nothing herein contained shall be construed as limiting in any way the extent to which CONSULTANT may be held responsible for payments of damages to persons or property resulting from CONSULTANT's or its subcontractor's performance of the work covered under this Agreement.

### **XIII. NON-DISCRIMINATION**

CONSULTANT and all subcontractors shall not discriminate against any employee or applicant for employment on the basis of race, color, national origin, or sex in the performance of this Agreement. The CONSULTANT shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement.

### **XIV. MISCELLANEOUS PROVISIONS**

- A. Successors and Assigns: This Agreement shall be binding upon and shall inure to the benefit of any successors to or assigns of the parties.
- B. Prohibition of Assignment: Neither the CITY nor CONSULTANT shall assign, delegate or transfer their rights and duties in this Agreement without the written consent of the other party.
- C. Dispute/Governing Law: Any dispute not resolvable by informal arbitration between the parties to this Agreement shall be adjudicated in a Court of Law under the laws of the State of California.
- D. Notices: Notice shall be sufficient hereunder if personally served upon the City Clerk of the CITY or an officer or principal of the CONSULTANT, or if sent via the United States Postal Service, postage prepaid, addressed as follows:

CITY OF VISALIA  
707 W. Acequia Ave.  
Visalia, CA 93291  
Attention: City Clerk

CONSULTANT

\_\_\_\_\_  
\_\_\_\_\_  
Attention: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

- E. Jurisdiction/Venue/Waiver Of Removal: This Agreement shall be administered and interpreted under the laws of the State of California. Jurisdiction of litigation arising from this Agreement shall be in that State. Any action brought to interpret or enforce this Agreement, or any of the terms or conditions hereof, shall be brought in Tulare County, California. The CONSULTANT hereby expressly waives any right to remove any action to a county other than Tulare County as permitted pursuant to Section 394 of the California Code of Civil Procedure.
- F. Integration/Modification: This Agreement and each of the exhibits referenced herein, which are incorporated by reference, represents the entire understanding of the CITY and the CONSULTANT as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by the CITY and the CONSULTANT.
- G. Conflict With Law: If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said law, but the remainder of the Agreement shall be in full force and effect.
- H. Attorney's Fees: In the event either party commences any action, arbitration or legal proceedings for the enforcement of this Agreement, the prevailing party, as determined by the court or arbitrator, shall be entitled to recovery of its attorney's fees and court costs incurred in the action brought thereon.
- I. Construction: This Agreement is the product of negotiation and compromise on the part of each party and the parties agree, notwithstanding Civil Code Section 1654, that in the event of uncertainty the language will not be construed against the party causing the uncertainty to exist.
- J. Authority: Each signatory to this Agreement represents that it is authorized to enter into this Agreement and to bind the party to which its signature represents.
- K. Headings: Section headings are provided for organizational purposes only and do not in any manner affect the scope or intent of the provisions thereunder.
- L. Firearms Prohibited: Guns may not be carried by contractors /vendors/consultants while working on City of Visalia premises without the expressed written approval of a City of Visalia Department Head, or an exemption in the contract. If a contractor/vendor/consultant is caught carrying a gun, without City permission, their contract will be terminated.
- M. Executive Order N-6-22 – Russia Sanctions On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions



Project Manager \_\_\_\_\_ Date \_\_\_\_\_

## **S RTP/Reimagine Study - Scope of Work**

### **Background**

Initiated by the City of Visalia in 1981 and rebranded in 2010, Visalia Transit (VT) public transit system provides fixed-route and demand-response transit services within the Visalia Urbanized Area. An estimated population of 146,000 resides in VT's 40 square mile service area.

The CITY finances VT through a combination of fare revenues, Transportation Development Act (sales tax) allocations, and Federal Transit Administration (FTA) Section 5307 funds. A portion of the funding is contributed by the County of Tulare under a contract for the provision of VT service to county residents residing within the city's urbanized area.

The VT fixed-route service consists of 13 routes. Operating hours are approximately 6:00 a.m. to 9:30 p.m., Monday through Friday, excluding holidays; 8:00 a.m. to 6:30 p.m. on weekends. Twenty-six buses are operated during base level service. Our fixed route services cover three cities (Visalia, Farmerville, Exeter) and surrounding rural communities. This schedule results in an annual total of about 113,680 vehicle revenue hours and 1,615,500 vehicle revenue miles.

The traditional demand-response service, referred to as Dial-a-Ride, operates with approximately five vehicles, during the same days and hours as the fixed route service. Dial-a-Ride is available to any member of the public, but its priority is to provide complementary paratransit service as called for in the Americans with Disabilities Act (ADA). Existing marketing, fare structure, and operating policies encourage transit patrons to use the fixed routes as the primary service.

The Sequoia Shuttle operates from Visalia to the Sequoia National Park, seven days a week, between the Thursday before Memorial Day weekend through early September. Operating hours are approximately from 6:00 a.m. to 6:30 p.m. More information is available online at [www.SequoiaShuttle.com](http://www.SequoiaShuttle.com).

The Visalia V-Line operates 7 days a week to and from Fresno Yosemite International Airport (FAT) and California State University (CSU), Fresno for students and travelers. The route also serves the Visalia Municipal Airport and Courthouse Park in downtown Fresno.

The newest VT service is an on-demand micro transit pilot called Visalia Connect. Visalia Connect operates 7 days a week, with the same hours as Fixed Route and DAR services.

Since the emergence of the covid pandemic earlier in this decade, transit agencies nationwide have seen dramatic shifts in travel patterns, demand, and rider behavior. With ridership still hovering between 50 and 60% of 2019 levels, there is a need for the system to be reinvigorated and "reimagined". Visalia Transit launched Visalia Connect, the new micro transit service, in June 2025 and is already seeing promising ridership

numbers. This suggests that micro transit will provide a valuable supplement to existing transit services, enabling a substantial reconfiguration of fixed routes to provide greater convenience and efficiency.

Staff fully expect to see a SRTP that comprehensively redesigns the Visalia Transit system to increase the convenience of riding transit, reduce travel times, concentrate fixed route services when and where they operate most efficiently, and employ micro transit to effectively fill spatial and temporal gaps in scheduled services.

The Visalia City Council is the policymaking body for the VT system. The CITY Transit Division administers, plans, markets, and monitors the transit system. An independent contractor provides maintenance and operating services. The CITY provides buses, radios, electronic fareboxes, video surveillance system, street furnishings, published information, passes, and transfers.

All vehicles are owned by the City of Visalia. Visalia Transit services are operated by RATP Dev USA. Vehicle maintenance is also performed by the contractor. Exhibit "D" provides a complete list of the transit vehicles owned by the CITY.

## **Introduction to Project Objectives**

The City of Visalia is seeking proposals from qualified consultants for preparation of the 2026 Short Range Transit Plan/Reimagine Study. A thorough review of existing transit services, including a thorough analysis of data collected from the new micro transit pilot program, coupled with an in-depth analysis of travel demands and demographic characteristics, and input from the public and stakeholders, a solid body of knowledge will be developed in order to address project objectives including: the assessment of the current study area conditions; the development of a financially constrained and unconstrained plans for services; and identify and make recommendations for service efficiencies to fundamentally “reimagine” the Visalia Transit Fixed Route System is what Visalia Transit is seeking from this Short Range Transit Plan/Reimagine Study.

The Consultant shall perform all necessary tasks to provide the City with the 2026 SRTP/Reimagine Study. The project shall include, but not be limited to, updating goals and objectives, conducting analysis and evaluations, recommending and prioritizing options for expansion, updating the 5-year operations plan, updating the Capital Improvement Program and Financial Plan, as well as the preparation of draft and final Visalia Transit 2026 Short Range Transit Plan/Reimagine Study and executive summary to VT for adoption.

**The CITY requests that the Proposer suggest changes to the scope of work (as a part of the proposal) to achieve the CITY’s stated Project Objectives.**

### **A. Project Objectives**

The CITY’s primary objective for this Agreement is to obtain professional assistance in the development of a Short-Range Transit Plan (SRTP) covering FYs 2026-2031, including assessment of existing and future public transit services to meet community needs; General Plan and regional connectivity; overall general financial estimates for recommended scenarios, and service delivery options.

In addition, to fulfill the requirements of the Tulare County Association of Governments (TCAG), the purpose of the SRTP also includes, but is not limited to, the following:

1. To propose specific recommendations for satisfying the long-range objectives of TCAG’s Regional Transportation Plan/ Sustainable Communities Strategy and guide the provision of transit services in the region over the next five (5) years.
2. To serve as a management and policy document for the transit operator, as well as a means of providing FTA and TCAG with information necessary to meet regional programming and planning requirements.
3. To facilitate requests for federal, state, and regional funds for capital and operating purposes through development of a comprehensive Capital Improvement and Financial Plan.

4. To serve as a contributing document that supports the development of TCAG's Regional Transit Systems Plan and promotes regional connectivity.
5. To develop Key Performance Indicators (KPIs) and targets that will be used to evaluate the operator's effectiveness as part of the TCAG Triennial Performance Audit of the operator, including resolution of unmet transit needs.
5. To include all statutorily required elements for a short-range transit plan.

## **B. Proposed Project Tasks**

As stated above, the CITY requests that the Proposer suggest changes to the scope of work to achieve the CITY's stated Project Objectives. Provide a detailed budget and schedule for the following tasks and subtasks:

### **1. Public Outreach and Coordination**

- a. The Proposer must ensure that the public is included in the planning process. To ensure equity, diversity, and inclusion, FTA's Title VI Circular requirements pertaining to public outreach must be followed rigorously.
- b. The project will require work with City staff, and the operations contractor. On-Site work will include on-board surveys of transit riders and at least one (1) meeting with operations contract staff to obtain feedback and suggestions regarding current operations. The survey will be developed with the intent of identifying rider demographics, travel patterns, rider preferences, and top trip generators for transit.
- c. A minimum of three (3) presentations to CITY Council are anticipated: one (1) to present results of the initial system evaluation; one (1) to present the preliminary SRTP; and one (1) to present the final plan which should include a more efficient redesigned system with a combination of Fixed Route and Micro Transit or Flex vehicles.
- d. Conduct at least four (4) public outreach meetings to obtain feedback regarding system needs and present proposed changes to future service. At least one (1) meeting should be held at TCAG's Social Services Transportation Advisory Council (SSTAC) and at least one (1) meeting at the College of the Sequoias (COS).

### **2. Analysis**

- a. Conduct a critical review of local and regional fixed transit routes in the study area using ride check data, running schedule information, operating data, and financial records provided by Visalia Transit, and user and non-user travel characteristics provided by outreach efforts such as rider/community surveys and driver interviews.

- b. Utilize data collected from on-demand micro transit operations to identify patterns including origin and destination points associated with high trip volumes. Propose effective micro transit staging locations or strategies based on results of analysis. This data should also be utilized to develop new fixed routes in places where demand is high enough to warrant scheduled service.
- c. Examine revenue vehicle capacity utilization rates and total cost to operate (e.g. fuel/energy, insurance, maintenance, repairs) to propose appropriate vehicle types and sizes for fixed routes and demand response service.
- d. Evaluate all ongoing and upcoming transit capital projects and recommendations, considering how they align with the objectives and recommendations of SRTP.
- e. Consider and incorporate all ongoing and upcoming regional coordination efforts with local partnering agencies such as The Tulare County Association of Governments (TCAG), Tulare County Regional Transit Agency (TCRTA) and others directly related to the Cross Valley Corridor.
- f. Evaluate the Operations and Maintenance contract and any impacts on pricing negotiations to be considered with system redesign.

See Exhibit D Visalia Transit Fleet sheet to incorporate into project proposals

### **3. Draft and Final Report**

- a. Produce a draft plan incorporating all the above-described elements.
- b. The complete SRTP/Reimagine Study should include all key elements as defined by the Federal Transit Administration (FTA). Those mandatory elements include but are not limited to operational data, service plans, budgets, system assessment, needs assessment, financial plan, public involvement, performance measures, and scenario plan.

Following delivery to CITY staff and presentation to Council, consultants will work with staff to produce a revised study document that addresses any feedback received on the initial draft. The revised document will be presented to Council for adoption.

Attachment 2 – Exhibit B  
Project Fees

Project Cost Breakdown

The following tables provide an estimate of labor hours, labor costs and direct costs by project task, and the way in which these add up to a total estimated cost.

- The **labor rates are fully loaded** and include all anticipated labor costs.
- Direct costs are estimated to the best of our abilities. In practice, **the consultant team would only charge actual direct costs**, as justified by receipts and/or invoices.
- Total Cost: **\$204,786.11**
- JWA contribution: \$144,797.54 (71%); AMMA contribution: \$59,988.57 (29%)
- Staff Standard hourly billing rates as of July 2025

	Staff name	Rate
JWA	Jarrett Walker	\$312.32
	Manuel Soto	\$200.53
	Álvaro Caviedes	\$166.87
	Liz Marchalonis	\$117.67
	Zach Tucker	\$101.18
AMMA	Dennis Brooks	\$153.07
	Andrea Breault	\$135.26
	Elea Carey	\$135
	Selena Barlow	\$165

Task Title/ Deliverables	Cost by task
1. Overall Project Management	\$28,273.13
2. Review Existing Conditions	\$45,920.27
3. Community Outreach and Engagement	\$48,861.13
4. Concept Networks	\$31,949.92
5. Draft and Final Plan	\$44,293.22
6. City Council Meetings	\$5,488.44
<b>Total Cost</b>	<b>\$204,786.11</b>

## Detailed Project Cost - Part 1

Proposed Tasks		JWA			AMMA			Subtotal Cost for Task (\$)
		Direct Costs	Subtotal (Hours)	Subtotal Labor (\$)	Direct Costs	Subtotal (Hours)	Subtotal Labor (\$)	
1. Overall Project Management	Kickoff Preparation		4	\$ 667			\$ -	
	Kick-off Meetings with staff, team		7	\$ 1,215	8		\$ 1,176.66	
	Refined project schedule and Asana		2	\$ 334			\$ -	
	Data request list		2	\$ 334			\$ -	
	On-going Team project management		25	\$ 3,515			\$ -	
	Monthly update internal meetings		18	\$ 2,708	49		\$ 7,081.62	
	Bi-weekly project team calls		44	\$ 6,161	36		\$ 5,079.96	
			102	\$ 14,935	93		\$ 13,338	\$ 28,273.13
2. Review Existing Conditions	Data organization		18	\$ 2,216			\$ -	
	Replica license	\$ 2,000.00		\$ -			\$ -	
	Analyze land use, demographics, replica data		32	\$ 4,159			\$ -	
	Analyze street connectivity and build environment		4	\$ 471			\$ -	
	Cartography existing network		28	\$ 3,492			\$ -	
	Field visit		8	\$ 1,335			\$ -	
	Analyze existing transit network		32	\$ 4,159			\$ -	
	Analyze existing Demand Response		12	\$ 1,609	24		\$ 3,388.72	
	Route profiles and service perf. Analysis		32	\$ 4,490			\$ -	
	Online maps - Data viewer		22	\$ 2,687			\$ -	
	Financial analysis		4	\$ 735	15		\$ 2,207.00	
	Draft Ex. Cond. & Choices Report		38	\$ 5,621			\$ -	
	Final Ex. Cond. & Choices Report		24	\$ 3,871			\$ -	
	Operations and Maintenance contract review		10	\$ 1,938	11		\$ 1,541.29	
		\$ 2,000.00	264	\$ 36,783	50		\$ 7,137	\$ 45,920.27
3. Community Outreach and Engagement	Community Engagement Plan		2	\$ 334	16		\$ 2,316.66	
	Project database & outreach to stakeholders and leaders		1	\$ 167	16		\$ 2,257.70	
	Stakeholder Workshop (1/2 day or eve with dinner)		24	\$ 3,218	24		\$ 3,445.08	
	On board survey x1		8	\$ 941	20		\$ 2,739.26	
	Online survey x 2		22	\$ 2,884	12		\$ 1,753.84	
	Public Outreach Meeting x4 (in person)		14	\$ 1,844	24		\$ 3,243.12	
	Analysis surveys x 2		22	\$ 2,884			\$ -	
	Summary Outreach Phases x 2		4	\$ 667	28		\$ 3,855.40	
	Webpage content		2	\$ 334	8		\$ 1,080.00	
	Trip 2: Community engagement phase 1 Concepts	\$ 2,024.00	16	\$ 2,276	\$ 1,324.00	14	\$ 1,998.42	
	Trip 3: Community engagement phase 2 Draft Plan	\$ 1,162.00	16	\$ 2,276	\$ 1,324.00	16	\$ 2,162.08	
	Stakeholder meals			\$ -	\$ 250.00		\$ -	
	Printing stakeholder workshop	\$ 100.00		\$ -			\$ -	
		\$ 3,286.00	131	\$ 17,826	\$ 2,898.00	178	\$ 24,852	\$ 48,861.13
4. Concept Networks	Core Design retreat		52	\$ 8,795			\$ -	
	Refine Networks based on staff feedback		5	\$ 980			\$ -	
	Fix Remix + Costing		20	\$ 2,550			\$ -	
	Proximity analysis		20	\$ 2,550			\$ -	
	Isochrones and access analysis		24	\$ 3,611			\$ -	
	Maps and frequency tables		34	\$ 4,099			\$ -	
	Concepts material for public engagement		24	\$ 3,021	24		\$ 3,458	
	Trip 4: Core Design retreat	\$ 2,886.00		\$ -			\$ -	
		\$ 2,886.00	179	\$ 25,606	24		\$ 3,458	\$ 31,949.92



## Detailed Project Cost - Part 2

Proposed Tasks		JWA			AMMA			Subtotal Cost for Task (\$)
		Direct Costs	Subtotal (Hours)	Subtotal Labor (\$)	Direct Costs	Subtotal (Hours)	Subtotal Labor (\$)	
5. Draft and Final Plan	Core Design retreat		44	\$ 8,104			\$ -	
	Refine Networks based on staff feedback		5	\$ 980			\$ -	
	Fix Remix + Costing		10	\$ 1,275			\$ -	
	Proximity analysis		12	\$ 1,609			\$ -	
	Isochrones and access analysis		16	\$ 2,276			\$ -	
	Maps and frequency tables		18	\$ 2,216			\$ -	
	Demand response recommendations		12	\$ 2,137	16		\$ 2,306.64	
	Performance Measures		14	\$ 2,762			\$ -	
	Financial Plan		8	\$ 1,470	16		\$ 2,377.88	
	Internal draft SRTP document		32	\$ 5,389	12		\$ 1,657.70	
	Internal draft SRTP Exec Summary		10	\$ 1,570	6		\$ 846.66	
	External draft SRTP document		14	\$ 2,139			\$ -	
	External draft SRTP Exec Summary		3	\$ 451			\$ -	
	Meeting with staff to decide on changes		2	\$ 334			\$ -	
	Final SRTP		20	\$ 3,174	8		\$ 1,117.18	
	Printing Final SRTP doc	\$ 100.00		\$ -			\$ -	
		\$ 100.00	220	\$ 35,887	58		\$ 8,306	\$ 44,293.22
6. City Council Meetings	Trip 1: Council meeting Existing Conditions(+field trip)	\$ 1,162.00	4	\$ 667			\$ -	
	Trip 5: City Council Meeting Draft SRTP	\$ 1,162.00	4	\$ 667			\$ -	
	Trip 6: City Council Meeting Final SRTP	\$ 1,162.00	4	\$ 667			\$ -	
		\$ 3,486.00	12	\$ 2,002			\$ -	\$ 5,488.44
<b>Total</b>		\$ 11,758.00	908	\$ 144,797.54	\$ 2,898.00	403	\$ 59,988.57	\$ 204,786.11

**Attachment 3 – Exhibit C  
Request for Proposal**

October 6, 2025

Request for Proposals

*for*

2026 Visalia Short Range Transit Plan (SRTP)/Reimagine Study

*from the*

Tulare County Association of Governments (TCAG)  
210 N. Church St., Suite B,  
Visalia, California 93291



Phone: 559-623-0450

Fax: 559-733-6720

Contact: Sheela Bhongir

Email: [sbhongir@tularecag.ca.gov](mailto:sbhongir@tularecag.ca.gov)

Web: [www.tularecog.org](http://www.tularecog.org)

**Proposal Submittal Deadline November 14<sup>th</sup> 5:00PM**

## **I. Introduction to the Request for Proposals (RFP)**

The Tulare County Association of Governments (TCAG), as the Metropolitan Planning Organization and the Regional Transportation Planning Agency (RTPA) for Tulare County, is requesting proposals from qualified consultants on behalf of the City of Visalia for the preparation of the 2026 Visalia Short Range Transit Plan (SRTP)/Reimagine Study. The objective of this RFP is to select a qualified consultant to thoroughly analyze existing transit services, including new micro transit pilot data, to fundamentally “reimagine” the Visalia Transit (VT) public transit system. Successful proposals will explain the analytic methods to be utilized and how they will deliver a redesigned public transportation system that is intuitive, convenient, efficient, and which effectively meets the mobility needs of the local transit-reliant population. A brief history of their transit system, including ongoing challenges and opportunities for growth are described in the Scope of Services document. A joint venture of firms or a single firm for all or part of the tasks described is acceptable to accomplish the anticipated Scope of Services outlined in Attachment A.

## **II. Scope of Services**

Attachment A identifies the Scope of Services.

## **III. Selection Timeline**

October 6	Distribution of Request for Proposals
October 27th	Deadline for Written inquiries/questions
November 4 <sup>th</sup>	Responses Posted on TCAG website
November 14 <sup>th</sup>	Proposals Due to TCAG by 5:00 PM
December 3 & 4 <sup>th</sup>	Interviews (potential)
February 23 <sup>th</sup>	Consultant selection by TCAG Board
February 24th	Finalize Contract
February 25th	Work begins

## **IV. Budget & Consultant Administration Responsibilities**

1. **Working meetings:** Schedule and coordinate all necessary working meetings with Visalia Transit Project Manager, Visalia Transit staff and as needed TCAG staff.
2. **Budget:** The project is budgeted for Fiscal Year 2025/26. Proposer is expected to provide a price proposal and a detailed budget for completion of all work outlined within the attached scope of work. Ten percent retention will be held for the preparation of the final report and released at contract completion. The desired timeline for completion of the study is 10-12 months after the project kickoff. Proposals with project schedules longer than 12 months will be accepted if a written justification for the extended timeline is provided.

3. Invoices and progress reports: Invoices and accompanying progress reports shall be submitted monthly. All invoices shall include a description of work completed, including the percentage completed for each project task, and the hourly rate and expenditures for each employee or subcontractor. Direct expenses shall include receipts or an acceptable form of backup.

## **V. Proposal Requirements**

1. **Firm experience and qualifications:** Prospective consultants shall provide a summary description of the firm's overall qualifications for this project and previous experience on similar or related engagements. Qualifications and examples of previous related experience/projects should be included for the project manager and each of the key project staff proposed for the project. For each employee that works on this project (except support or clerical), the proposal must list the location of the office that the employee works. Failure to provide the requested information may disqualify a proposal. (15 page maximum)
2. **Understanding of the Project:** Prospective consultants shall include a narrative introducing the consultant's understanding of the project requirements. The contents of this section are to be determined by the respondent, but should demonstrate a familiarity with transit planning, short range and long-range plans. This section should demonstrate the consultant's understanding of the preparation of these reports, including complying with state and federal requirements and guidelines. Prospective consultants should identify in the proposal the types of information needed to complete the Scope of Services.(20 pages maximum)
3. **Project Management:** Prospective consultants shall designate by name the project manager to be employed. The selected consultant shall not substitute the project manager without prior approval by the VT Transit Manager and TCAG Executive Director. (3 page maximum)
4. **Project Personnel:** Prospective consultants shall describe the qualifications of all professional personnel assigned to this project, including a summary of similar work or studies each member has performed and a resume of each professional. Project personnel changes require that VT Transit Manager and affiliated TCAG staff are notified. (10 page maximum)
5. **References:** Prospective consultants shall provide names and contact information for three clients for whom the prospective consultant has performed technical and management assignments of similar complexity to that proposed in this request. At least two references shall be provided for projects on which the proposed and named project manager has worked. Up to one may exclusively include a project on which the proposed professional personnel for this project with the most hours assigned participated in. Full points cannot be awarded for past projects in which the proposed project manager or primary professional assigned did not participate. This could necessitate projects references outside of the work of the proposing firm. A brief summary statement for each assignment shall be provided. (5 page maximum)

6. Subcontracting: If subcontractors are used, prospective consultants must submit a description of each person, firm, and the work to be done by each subcontractor. The VT Transit Manager and TCAG Executive Director must approve all subcontractors and no work may be subcontracted nor the subcontractor changed without the prior approval of the TCAG Executive Director.
7. Methodology: Prospective consultants shall describe the approach to the project, specific techniques that will be used, what the reports will include, and the specific administrative and operational management expertise that will be employed. (10 page maximum)
8. Conflict of Interest: Prospective consultants shall disclose any financial, business or other relationship with TCAG, any of the eight incorporated cities in Tulare County, the County of Tulare, or any of their officers or officials that may have an impact on the outcome of the project. The prospective consultant shall also list current clients who may have a financial interest in the outcome of the project.
9. Project Costs: Prospective consultants shall include a cost proposal section or exhibit demonstrating the total cost of the work solicited under this RFP, by task. For each task, estimated costs for should be broken down. Cost proposals shall detail all direct and indirect costs to be incurred for the project, broken down by task, and shall include the labor rates.
10. Signature: The proposal and accompanying certifications shall be signed by an official (or officials, as applicable) authorized to bind the consultant and shall contain a statement to the effect that the proposal is a firm offer for a 90-day period. The proposal shall also provide the following information: type of business entity (i.e. corporation, California limited partnership, etc.) and whether the business entity is registered to do business in California; and name, title, address, and telephone number of individuals with authority to negotiate and contractually bind the company.
11. Insurance Requirements: TCAG will require the selected consultant to obtain and maintain, at consultant's sole cost and expense, insurance coverage as outlined in the attached Sample Consultant Services Contract (Attachment D).  
The selected consultant shall maintain said insurance policies in effect during the term of the contract and shall cause all parties supplying services, labor, or materials to maintain insurance in amounts and coverage not less than those specified in the attached Sample Consultant Services Contract.

The selected consultant shall file certifications of this insurance, including all applicable endorsements, with TCAG prior to commencement of its performance under this agreement. Consultant must maintain adequate levels of insurance throughout the duration of the agreement.

12. Indemnity and Harmless Clause: TCAG will require the selected consultant to hold harmless, defend and indemnify TCAG, their officers, employees and agents from any liability, claims, actions, costs, damages or losses, for injury, including death to any person, or damage to any property arising out of the consultant's services, in accordance with the indemnity language included in the Sample Consultant Services Contract (Attachment E).
13. Ineligible Bidders: Each consultant must certify that it is not included on the U.S. Comptroller General's Consolidated List of Persons or Firms Currently Debarred for Violations of Various Public Contracts Incorporating Labor Standards Provisions. Attachment B must be properly completed and submitted with the proposal.
14. Disadvantaged Business Enterprise (DBE): (only for federally-funded projects) It is the policy of the U.S. Department of Transportation that minority and women-owned business enterprises (herein referred to as DBEs) shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this agreement.

The proposal must list the percentage of work, by cost expended, to be completed by DBE-certified consulting firms, prime or sub-consultants. Proof of DBE certification for qualified firms is required to be submitted with the proposal. If the percentage is less than 13.5% an explanation of the attempt and failure to meet this goal must be provided. Failure to provide the requested information may disqualify the proposal.

15. Title VI of the Civil Rights Act of 1964: The contractor agrees to comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (49 USC 2000d) and the regulations of the U.S. Department of Transportation issued there under in 49 CFR Part 21.
16. Equal Employment Opportunity: In connection with the performance of this contract, the contractor shall not discriminate against any employee or applicant for employment because of race, color, age, creed, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
17. Attachments: Attachments A through E are attached herein. Consultants must complete attachments B and C and include them at the end of the proposal.

Attachment A	Scope of Services
Attachment B	Debarment and Suspension Notification
Attachment C	Workers' Compensation Insurance
Attachment D	Insurance Requirements
Attachment E	Sample Consultant Services Contract General Terms and

## Conditions

### **VI. Scoring Criteria, Submission, and Selection**

1. **Selection of Successful Consultant:** Selection of the successful consultant will be based on information provided in response to the Request for Proposals, information provided by former clients of the consultant for whom work of a similar scope has been done, interviews, if conducted, and consideration of any exceptions taken to the RFP or taken to the proposed contract terms and conditions. Proposals submitted by each consultant will be evaluated separately based on how well each proposal meets the scoring criteria listed below. In the event that a high number of proposals is received, TCAG reserves the right to interview consultant teams with the higher proposal scores.

Scoring Criteria	Points
<b>The Proposal</b>	
Comprehension of Project	15
Thoroughness of Proposal	10
Meeting the Project Objectives	25
Project Delivery Time	5
<b>Consultant Qualifications</b>	
Qualifications and Experience	25
References	15
<b>Cost</b>	
Reasonableness of Cost	5
Subtotal	100
Local Firm <sup>1</sup>	5
Total Possible Points (RFP)	105
<i>Total Possible Points (Interview)</i>	<i>100</i>
<sup>1</sup> Local firms are required to meet both of the following: - Have a local business office in Tulare County; and - At least 51% of the work to be conducted by employees in the local office	

2. **Contract Award:** The selected consultant will execute a contract with TCAG after consultant selection approval. The official selection of the consultant, if any, is anticipated to be made by TCAG at its **Monday, February 23, 2026**, meeting. Unsuccessful proposals will be notified in writing.
3. **Modification or Withdrawal of Proposals:** Any proposal received prior to the due date and time specified may be withdrawn or modified by written request of the consultant.



However, to be considered, the final modified proposal must be received by the date and time specified above. All verbal modifications of these conditions or provisions are void and ineffective for proposal evaluation purposes. Only written changes issued to consultants by the TCAG Executive Director are authorized and binding.

4. Selection Process: All proposals submitted in response to this request will be screened by a selection committee using the provided scoring criteria. Proposal opening does not constitute the awarding of a contract. The contract is not in force until it is awarded by the TCAG Board and executed by Visalia Transit (VT).
  - a. TCAG may, during the evaluation process, request from any applicant additional information that TCAG deems necessary to determine the applicant's ability to perform the required services. If such information is requested, the applicant shall be permitted three (3) working days to submit the information requested.
  - b. TCAG reserves the right to select the applicant(s) that in its sole judgment best meets the needs of TCAG. The lowest proposed cost is not the sole criterion for recommending a contract award. TCAG reserves the right to reject any and all proposals and/or negotiate with another party or any other party directly.
  - c. TCAG reserves the right to conduct interviews. Consultants who will be interviewed will be notified by November 24th for interviews on (December 3 or 4th). TCAG will conduct the interview via Zoom or another electronic medium.
5. Rejection of Proposals: Failure to meet the requirements of the Request for Proposals will be cause for rejection of the proposal. TCAG may reject any proposal if it is conditional, incomplete, contains irregularities, or has inordinately high or low costs. TCAG reserves the right to reject any and all proposals without cause. TCAG may waive an immaterial deviation in a proposal when it determines that waiving a requirement is in the best interest of TCAG. Waiver of an immaterial deviation shall in no way modify the Request for Proposals documents or excuse the applicant from full compliance with the contract requirements, if the applicant is awarded the contract.
6. Public Record: All proposals submitted in response to this RFP shall become the exclusive property of TCAG. At such time as the selection committee recommends a proposal to the TCAG Board and such recommendation appears on the TCAG Board agenda, all proposals submitted in response to this RFP shall become a matter of public record and shall be regarded as public records. If there are any trade or proprietary secrets included by the consultant, the consultant may provide a different copy of the proposal that would be acceptable to release to the public.
7. Method of Payment: Payment to the selected consultant will be made upon successful completion of project tasks as invoiced by the consultant. Pre-award expenses shall not be allowed. Cash advances will not be available.

## **VII. Other Conditions**

1. **Reservation of Right to Withdraw RFP and/or Not Award Contract:** TCAG reserves the right to amend or withdraw this RFP at any time without prior notice. Revisions to the RFP, if any, will be emailed to all consultants to whom the original RFP was distributed in addition to posting online with the notice of the RFP. Furthermore, TCAG makes no representations that any agreement will be awarded to any consultant responding to this RFP. TCAG expressly reserves the right to reject any and all proposals in response to this RFP without indicating any reasons for such rejection.
2. **TCAG Property:** All data, documents and other information provided to TCAG by the Contractor shall become property of TCAG.
3. **Pre-Contractual Expenses Not Allowed:** TCAG shall not, in any event, be liable for any pre-contractual expenses incurred by any consultant. Pre-contractual expenses are defined as expenses incurred by prospective consultants such as:
  - a. Preparing and submitting a proposal in response to this RFP
  - b. Negotiating with TCAG on any matter related to this RFP, proposal and/or contractual agreement
  - c. Any other expenses incurred by the consultant prior to the date of a Notice to Proceed.

## **VIII. Proposal Submittal**

Proposals must be received electronically no later than **5:00 PM on November 14th**. It is recommended that a submittal email is sent without an attachment, as attachments may be too large, and access be granted for TCAG to download your document. This could be done via FTP, Dropbox, Hightail, or another service as provided by prospective consultants. Please submit to Sheela Bhongir, at [sbhongir@tularecag.ca.gov](mailto:sbhongir@tularecag.ca.gov).

## **IX. Questions**

Questions should be directed to (Sheela Bhongir) at ([sbhongir@tularecag.ca.gov](mailto:sbhongir@tularecag.ca.gov)). All questions must be submitted in writing by **5:00 p.m. on October 27th**. Questions and responses will be posted in writing on the TCAG website. Please check [www.tularecog.org/tcag/rfps-contracts/rfps](http://www.tularecog.org/tcag/rfps-contracts/rfps) regularly for amendments or additional information on this RFP. Consultants that are considering responding to this RFP are forbidden from contacting members of the Tulare County Association of Governments to discuss their proposal. Failure to comply with this requirement may cause your proposal to be denied without review.

# **SRTP/Reimagine Study - Scope of Work**

## Background

Initiated by the City of Visalia in 1981 and rebranded in 2010, the Visalia Transit (VT) public transit system provides fixed-route and demand-response transit services within the Visalia Urbanized Area. An estimated population of 146,000 resides in VT's 40 square mile service area.

The CITY finances VT through a combination of fare revenues, Transportation Development Act (sales tax) allocations, and Federal Transit Administration (FTA) Section 5307 funds. A portion of the funding is contributed by the County of Tulare under a contract for the provision of VT service to county residents residing within the city's urbanized area.

The VT fixed-route service consists of 13 routes. Operating hours are approximately 6:00 a.m. to 9:30 p.m., Monday through Friday, excluding holidays; 8:00 a.m. to 6:30 p.m. on weekends. Twenty-six buses are operated during base level service. Our fixed route services cover three cities (Visalia, Farmerville, Exeter) and surrounding rural communities. This schedule results in an annual total of about 113,680 vehicle revenue hours and 1,615,500 vehicle revenue miles.

The traditional demand-response service, referred to as Dial-a-Ride, operates with approximately five vehicles, during the same days and hours as the fixed route service. Dial-a-Ride is available to any member of the public, but its priority is to provide complementary paratransit service as called for in the Americans with Disabilities Act (ADA). Existing marketing, fare structure, and operating policies encourage transit patrons to use the fixed routes as the primary service.

The Sequoia Shuttle operates from Visalia to the Sequoia National Park, seven days a week, between the Thursday before Memorial Day weekend through early September. Operating hours are approximately from 6:00 a.m. to 6:30 p.m. More information is available online at [www.SequoiaShuttle.com](http://www.SequoiaShuttle.com).

The Visalia V-Line operates 7 days a week to and from Fresno Yosemite International Airport (FAT) and California State University (CSU), Fresno for students and travelers. The route also serves the Visalia Municipal Airport and Courthouse Park in downtown Fresno.

The newest VT service is an on-demand micro transit pilot called Visalia Connect. Visalia Connect operates 7 days a week, with the same hours as Fixed Route and DAR services.

Since the emergence of the covid pandemic earlier in this decade, transit agencies nationwide have seen dramatic shifts in travel patterns, demand, and rider behavior. With ridership still hovering between 50 and 60% of 2019 levels, there is a need for the

system to be reinvigorated and “reimagined”. Visalia Transit launched Visalia Connect, the new micro transit service, in June 2025 and is already seeing promising ridership numbers. This suggests that micro transit will provide a valuable supplement to existing transit services, enabling a substantial reconfiguration of fixed routes to provide greater convenience and efficiency.

Staff fully expect to see a SRTP that comprehensively redesigns the Visalia Transit system to increase the convenience of riding transit, reduce travel times, concentrate fixed route services when and where they operate most efficiently, and employ micro transit to effectively fill spatial and temporal gaps in scheduled services.

The Visalia City Council is the policymaking body for the VT system. The CITY Transit Division administers, plans, markets, and monitors the transit system. An independent contractor provides maintenance and operating services. The CITY provides buses, radios, electronic fareboxes, video surveillance system, street furnishings, published information, passes, and transfers.

All vehicles are owned by the City of Visalia. Visalia Transit services are operated by RATP Dev USA. Vehicle maintenance is also performed by the contractor. Exhibit “D” provides a complete list of the transit vehicles owned by the CITY.

## **Introduction to Project Objectives**

The City of Visalia is seeking proposals from qualified consultants for preparation of the 2026 Short Range Transit Plan/Reimagine Study. A thorough review of existing transit services, including a thorough analysis of data collected from the new micro transit pilot program, coupled with an in-depth analysis of travel demands and demographic characteristics, and input from the public and stakeholders, a solid body of knowledge will be developed in order to address project objectives including: the assessment of the current study area conditions; the development of a financially constrained and unconstrained plans for services; and identify and make recommendations for service efficiencies to fundamentally “reimagine” the Visalia Transit Fixed Route System is what Visalia Transit is seeking from this Short Range Transit Plan/Reimagine Study.

The Consultant shall perform all necessary tasks to provide the City with the 2026 SRTP/Reimagine Study. The project shall include, but not be limited to, updating goals and objectives, conducting analysis and evaluations, recommending and prioritizing options for expansion, updating the 5-year operations plan, updating the Capital Improvement Program and Financial Plan, as well as the preparation of draft and final Visalia Transit 2026 Short Range Transit Plan/Reimagine Study and executive summary to VT for adoption.

**The CITY requests that the Proposer suggest changes to the scope of work (as a part of the proposal) to achieve the CITY’s stated Project Objectives.**

## **A. Project Objectives**

The CITY's primary objective for this Agreement is to obtain professional assistance in the development of a Short-Range Transit Plan (S RTP) covering FYs 2026-2031, including assessment of existing and future public transit services to meet community needs; General Plan and regional connectivity; overall general financial estimates for recommended scenarios, and service delivery options.

In addition, to fulfill the requirements of the Tulare County Association of Governments (TCAG), the purpose of the S RTP also includes, but is not limited to, the following:

1. To propose specific recommendations for satisfying the long-range objectives of TCAG's Regional Transportation Plan/ Sustainable Communities Strategy and guide the provision of transit services in the region over the next five (5) years.
2. To serve as a management and policy document for the transit operator, as well as a means of providing FTA and TCAG with information necessary to meet regional programming and planning requirements.
3. To facilitate requests for federal, state, and regional funds for capital and operating purposes through development of a comprehensive Capital Improvement and Financial Plan.
4. To serve as a contributing document that supports the development of TCAG's Regional Transit Systems Plan and promotes regional connectivity.
5. To develop Key Performance Indicators (KPIs) and targets that will be used to evaluate the operator's effectiveness as part of the TCAG Triennial Performance Audit of the operator, including resolution of unmet transit needs.
6. To include all statutorily required elements for a short-range transit plan.

## **B. Proposed Project Tasks**

As stated above, the CITY requests that the Proposer suggest changes to the scope of work to achieve the CITY's stated Project Objectives. Provide a detailed budget and schedule for the following tasks and subtasks:

### **1. Public Outreach and Coordination**

- a. The Proposer must ensure that the public is included in the planning process. To ensure equity, diversity, and inclusion, FTA's Title VI Circular requirements pertaining to public outreach must be followed rigorously.
- b. The project will require work with City staff, and the operations contractor. On-Site work will include on-board surveys of transit riders and at least one

- (1) meeting with operations contract staff to obtain feedback and suggestions regarding current operations. The survey will be developed with the intent of identifying rider demographics, travel patterns, rider preferences, and top trip generators for transit.
- c. A minimum of three (3) presentations to CITY Council are anticipated: one (1) to present results of the initial system evaluation; one (1) to present the preliminary SRTP; and one (1) to present the final plan which should include a more efficient redesigned system with a combination of Fixed Route and Micro Transit or Flex vehicles.
  - d. Conduct at least four (4) public outreach meetings to obtain feedback regarding system needs and present proposed changes to future service. At least one (1) meeting should be held at TCAG's Social Services Transportation Advisory Council (SSTAC) and at least one (1) meeting at the College of the Sequoias (COS).

## **2. Analysis**

- a. Conduct a critical review of local and regional fixed transit routes in the study area using ride check data, running schedule information, operating data, and financial records provided by Visalia Transit, and user and non-user travel characteristics provided by outreach efforts such as rider/community surveys and driver interviews.
- b. Utilize data collected from on-demand micro transit operations to identify patterns including origin and destination points associated with high trip volumes. Propose effective micro transit staging locations or strategies based on results of analysis. This data should also be utilized to develop new fixed routes in places where demand is high enough to warrant scheduled service.
- c. Examine revenue vehicle capacity utilization rates and total cost to operate (e.g. fuel/energy, insurance, maintenance, repairs) to propose appropriate vehicle types and sizes for fixed routes and demand-response service.
- d. Evaluate all ongoing and upcoming transit capital projects and recommendations, considering how they align with the objectives and recommendations of SRTP.
- e. Consider and incorporate all ongoing and upcoming regional coordination efforts with local partnering agencies such as The Tulare County Association of Governments (TCAG), Tulare County Regional Transit Agency (TCRTA)

and others directly related to the Cross Valley Corridor.

- f. Evaluate the Operations and Maintenance contract and any impacts on pricing negotiations to be considered with system redesign.

**See Exhibit D Visalia Transit Fleet sheet to incorporate into project proposals**

### **3. Draft and Final Report**

- a. Produce a draft plan incorporating all the above-described elements.
- b. The complete SRTP/Reimagine Study should include all key elements as defined by the Federal Transit Administration (FTA). Those mandatory elements include but are not limited to operational data, service plans, budgets, system assessment, needs assessment, financial plan, public involvement, performance measures, and scenario plan.

Following delivery to CITY staff and presentation to Council, consultants will work with staff to produce a revised study document that addresses any feedback received on the initial draft. The revised document will be presented to Council for adoption.

**Attachment 4**  
**Additional Clauses and Assurances**



## **Attachment 5 – Contractor proposal**