

**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Comprehensive Transit Study for METRA – RFP NO. 25-0011
<b>INITIATED BY:</b>	Finance Department

It is requested that Council authorize the execution of a contract with Foursquare Integrated Transportation Planning, Inc. (Atlanta, GA) to conduct a comprehensive transportation study on behalf of the Department of Transportation/METRA.

The Consultant will be responsible for conducting a full assessment of METRA’s fixed route bus service, including potential route service to Brookstone Centre, and an assessment of METRA’s Dial-A-Ride ADA complementary paratransit service. In addition, a comprehensive study determining the costs, materials, personnel, and other resources needed for METRA to implement a micro-transit and/or on-demand service within the boundaries of Muscogee County, Georgia, shall be performed.

**RFP Advertisement and Receipt of Proposals:**

RFP specifications were posted on the web pages of the Purchasing Division, the Georgia Procurement Registry and DemandStar on September 5, 2024. This RFP has been advertised, opened and evaluated. Two (2) proposals were received by the due date of October 25, 2024, from the following vendors:

**Foursquare Integrated Transportation Planning, Inc. (Atlanta, GA)**  
Nelson/Nygaard Consulting Associates, Inc. (Atlanta, GA)

The following events took place after receipt of proposals:

<b>RFP MEETINGS/EVENTS</b>		
<b>Description</b>	<b>Date</b>	<b>Agenda/Action</b>
Pre-Evaluation Meeting	12/18/24	The Purchasing Manager advised committee members of the RFP rules and process, and the project manager provided an overview. Proposals were disbursed to each committee member to review.
1 <sup>st</sup> Evaluation Meeting	01/06/25	Committee members discussed the proposals from all vendors. The Committee did not require clarifications. Voters polled and all indicated they are ready to evaluate.
Evaluation Forms Sent	03/06/25	Evaluation forms were forwarded to voting committee members.
Evaluation Results	03/17/25	The final set of evaluation forms were completed and returned to Purchasing. Evaluation results were compiled and tabulated.

Results Forwarded	03/31/25	The Purchasing Division forwarded the evaluation results to the Evaluation Committee.
Award Recommendation	03/31/25	The voters unanimously recommended award to the highest scoring contractor, Foursquare Integrated Transportation Planning, Inc

**Evaluation Committee:**

The proposals were reviewed by the Evaluation Committee, which consisted of three voting members from METRA, one voting member from Planning, and one voting member from Engineering.

Serving as alternate voters were one representative from Planning and one representative from Engineering.

Serving as non-voting advisors were one representative from METRA, one representative from Planning and one representative from Engineering.

**Award Recommendation:**

The voting Committee members recommend award to Foursquare Integrated Transportation Planning, Inc. (Atlanta, GA) for the following reasons:

- The firm has worked with large cities such as Atlanta. They have a strong team with tons of experience.
- The firm appears to have the staffing needed to assist METRA on such a comprehensive study of its system.
- The overall plan and deliverables are clear and easy to understand.

**Foursquare Integrated Transportation Planning, Inc**

- **Qualifications/Experience:**
  - Foursquare Integrated Transportation Planning (Foursquare ITP) was established on May 5, 2006.
  - The firm works with a variety of clients, including transit agencies, state and local governments and departments of transportation, and MPOs.
  - Foursquare ITP’s key service areas include: transit service planning; transit operations and facilities planning; BRT, bus priority and corridor planning; transportation demand management; micro-transit and new mobility; strategic and financial planning and management; micromobility and active transportation.
  - Below are the last three projects for which Foursquare ITP has provided similar work:
    - Atlanta-Region Transit Link Authority (ATL) March 2023 – December 2023

245 Peachtree Center Avenue NE, Atlanta, GA

ATL Return to Ridership implementation: The Atlanta-Region Transit Link Authority (ATL) comprehensively assessed the Xpress commuter bus service and developed recommended enhancements to optimize performance and productivity.

- Gwinnett County February 2022 – April 2024  
446 West Crogan Street, Lawrenceville, GA  
Gwinnett County TDP and Implementation Plan: This transit development plan (TDP) identified short and long-range recommendations for the transit system to set the stage for a successful referendum on a new sales tax to fund transit in 2024.
  
- Hampton Roads Transit August 2023 – December 2023  
509 East 18<sup>th</sup> Street, Norfolk, VA  
HRT Microtransit Service Delivery and Planning Study: Foursquare ITP helped HRT research the benefits and drawbacks of different service operating models, identifying and prioritizing zones where microtransit would be a suitable service, estimating the cost-of-service provision, and designing zone profiles.

The City's Procurement Ordinance Article 3-110 (Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

Funding is available in the FY25 Budget: Transportation Fund – Transportation – T-SPLOST Capital – Capital Expenditure-Over \$5,000; 0751 – 610 – 2500 – MTSP – 7761.

**A RESOLUTION**

**NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH  
FOURSQUARE INTEGRATED TRANSPORTATION PLANNING, INC. (ATLANTA,  
GA) TO CONDUCT A COMPREHENSIVE TRANSPORTATION STUDY ON BEHALF  
OF THE DEPARTMENT OF TRANSPORTATION/METRA.**

**WHEREAS**, an RFP was administered (RFP No. 25-0011) and two (2) proposals were received; and,

**WHEREAS**, the proposal submitted by Foursquare Integrated Transportation Planning, Inc., met all proposal requirements and was deemed most responsive to the RFP.

**NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY  
RESOLVES AS FOLLOWS:**

That the City Manager and/or his designee is hereby authorized to execute a contract with Foursquare Integrated Transportation Planning, Inc. (Atlanta, GA) to conduct a comprehensive transportation study on behalf of the Department of Transportation/METRA. Funding is available in the FY25 Budget as: Transportation Fund – Transportation – T-SPLOST Capital – Capital Expenditure-Over \$5,000; 0751 – 610 – 2500 – MTSP – 7761.

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Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_day of \_\_\_\_\_, 2025 and adopted at said meeting by the affirmative vote of \_\_\_\_\_members of said Council.

- Councilor Allen                voting \_\_\_\_\_
- Councilor Anker                voting \_\_\_\_\_
- Councilor Chambers            voting \_\_\_\_\_
- Councilor Cogle                voting \_\_\_\_\_
- Councilor Crabb                voting \_\_\_\_\_
- Councilor Davis                voting \_\_\_\_\_
- Councilor Garrett               voting \_\_\_\_\_
- Councilor Hickey                voting \_\_\_\_\_
- Councilor Huff                 voting \_\_\_\_\_
- Councilor Tucker               voting \_\_\_\_\_

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Lindsey G. McLemore, Clerk of Council

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B.H. “Skip” Henderson III, Mayor