

## **Request for Proposals**

### **Northeast Washington Regional Transportation Planning Organization Notice to Consultants for Coordinated Public Transit-Human Services Transportation Plan**

Tri County Economic Development District, serving as the lead agency for the Northeast Washington Regional Transportation Planning Organization (NEW RTPO) comprised of Ferry, Pend Oreille and Stevens Counties, is requesting qualifications and proposals from firms to develop the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP).

Qualified responders may propose to complete any, or all, of the described project. To become more qualified, proposers may utilize subcontractors who have special skills or knowledge.

NEW RTPO reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals. NEW RTPO shall have the sole discretion to determine the most responsive proposal.

The purpose of the CPT-HSTP is to identify the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, prioritizes transportation services for funding and implementation, and identifies strategies and preferred alternatives for improving transportation coordination between providers.

The plan is required to identify each community's unmet needs and develop transportation alternatives based on this information. Outreach and partnerships are key to the plan's development. Additionally, transportation projects that aren't included in the plans are not eligible for Washington State Department of Transportation or Federal Transit Administration funding.

#### **CONTACT FOR QUESTIONS:**

**Contact Jeff Koffel, Executive Director at 509-684-4571 or email at [jkoffel@teddonline.com](mailto:jkoffel@teddonline.com)**

<b>DATE ISSUED:</b>	<b>SUBMITTAL DEADLINE:</b>
<b>September 22, 2017</b>	<b>October 20, 2017 by 4:00pm (PST)</b>

#### **SUBMIT TO:**

**Northeast Washington Regional Transportation Planning Organization  
C/O Tri County Economic Development District  
986 S. Main, Suite A  
Colville, WA 99114  
Attn: Jeff Koffel**

## **GENERAL INFORMATION**

**A. Proposals must comply with the following requirements:**

1. Please write the following information on the envelope: NEW RTPO CPTHSTP
2. Any Proposals received after the submittal deadline, or that are not signed, will NOT be given consideration.
3. Please submit three bound copies and one electronic copy (in PDF and word format)

**B. Consultant will provide the following information with their proposal:**

1. Consulting Firm's brief history and relevant experience
2. Team members and their qualifications
3. The Consulting Firm's familiarity of the region and proximity to the project; including key staff
4. Total cost broken down by task
5. The Consulting Firm's Tribal project experience
6. Three references, including the company/organization name, contact person, phone, and email address
7. Consulting Firm's Washington State business license number

**C. The following criteria will be used to evaluate proposals:**

1. Project work plan (20) Points
2. Experience Record (20) Points
3. Regional Familiarity (20) Points
4. Project Staffing (20) Points
5. Cost proposal and timeline (20) Points

**D. Questions with regard to this RFP:**

1. Questions with regards to this RFP must be submitted via email and addressed to the following contacts between September 22 – October 20, 2017. All questions received after the deadline will not be answered.

Jeff Koffel  
Executive Director  
[jkoffel@teddonline.com](mailto:jkoffel@teddonline.com)  
(509) 684-4571

or

Kinsey Coots  
District Planner  
[kcoots@teddonline.com](mailto:kcoots@teddonline.com)  
(509) 684-4571

The NEW RTPO may choose to interview Consultants, depending upon evaluation scoring. A separate scoring matrix will be used during the interview process.

## **BACKGROUND**

Tri County Economic Development District, the lead agency for the NEW RTPO, has received funding from Washington State Department of Transportation (WSDOT) to conduct the planning effort and develop a CPTHSTP.

For the purpose of this project, the “three-county service area” is defined to include Ferry, Pend Oreille, and Stevens Counties; and the three Tribes; the Colville Confederated, Kalispel, and Spokane.

**The purpose of the CPT-HSTP** is to identify the transportation needs of individuals with disabilities, older adults, and people with low incomes; provide strategies for meeting those local needs; and prioritize transportation services for funding and implementation. In addition, the plan will identify strategies and preferred alternatives for improving transportation coordination between public, private, and nonprofit transportation providers that receive public funding to serve these populations.

**Partners** to the Regional Transportation Planning Organizations (RTPOs) for the coordinated planning processes include public transportation providers, non-profit human services agencies, local governments, tribes, health providers, large employers, consumers, and advocates.

## **SCOPE OF WORK**

### **2017-2021 Coordinated Public Transit-Human Services Transportation Plan (CPTHSTP)**

#### **Specific Tasks and Work Products**

The Consultant is expected to follow the scope of work below, as well as the template provided by WSDOT (CPT-HSTP Template 2017). The CPT-HSTP Template 2017, 2015-2018 CPT-HSTP as well as other associated documents can be found at: <http://tricityedd.com/new-rtpo/transit-cpthstp/>.

### **Task 1.0 Management, Coordination, & Administration**

#### **1.1 *Project Management:***

The Consultant shall identify a project manager for all matters relating to the administration and completion of the project.

The Executive Director of Tri County Economic Development District, assisted by the District Planner, is the primary project manager for all matters relating to this project. The Regional Mobility and Veterans Service Coordinator (RM/VSC) will serve as Tri County Economic Development Districts, Organizational Representative. The Consultant and Project Manager have the authority to jointly move budget amounts among tasks in order to take advantage of cost savings and additional needs, such as technical analysis or public involvement, which arise through the project. The Consultant will meet, via conference call, with the

Project Manager and District Planner on at least a monthly basis to monitor the progress of plan development, and review and discuss the status of project deliverables.

### **1.2 *Project Coordination:***

The RM/VSC with the RTPO Policy Board and Technical Advisory Committee (TAC)/Transit Committee will work on the specific project tasks with the Consultant.

Specifically, the Consultant will coordinate these activities with the TAC/Transit Committee:

- An initial meeting with the TAC/Transit Committee in Colville, Washington to review the project, discuss the project schedule and project deliverables
- Identify locations and venues for meetings and public outreach efforts with stakeholders
- Identify stakeholders
- A meeting with the TAC/Transit Committee, Policy Board, and TEDD Executive Director for a project closeout

### **1.3 *Project Reporting:***

Invoice and status reports shall be provided by the Consultant to the NEW RTPO, by the 15<sup>th</sup> of each month. The status report will identify work completed; note any key issues especially relating to scope, schedule, and budget. The report will compare percent of work completed against the budget at the task level.

## **Task 2.0 Project Schedule and Budget**

### **2.1 *Project Schedule and Milestones:***

The Consultant will develop a project schedule that defines tasks and identifies milestones as part of the proposal.

### **2.2 *Budget Management:***

The Consultant will develop a project budget by task as part of the proposal.

## **Task 3.0 Convene Stakeholders and Public Outreach**

Engaging the appropriate organizations and individuals in planning efforts is critical to identifying the needs of the target population, the needs of the community/region, the transportation services available, and the identification of new solutions. Stakeholders and members of the public should have reasonable opportunities to be actively involved in the decision-making process at key decision points.

### **3.1 *Conduct Stakeholder/Public Outreach Meetings:***

The Consultant will conduct a minimum of one stakeholder/public outreach meeting in each of the three counties and one on each Tribal Reservation. The

RM/VSC will attend these meetings as the representative from NEW RTPO. These meetings should be held in a location where accessible transportation services can be made available. There should be time to advertise adequately to the general public using multiple outreach methods. Interpreters for hearing impairment and English as a Second Language will be available as needed. The Consultant will be expected to physically attend and conduct all stakeholder meetings at each location.

### **3.2 Stakeholder Involvement:**

The Consultant should provide a narrative of how community stakeholders were engaged in the planning process. The consultant shall describe how you have reached out to people with disabilities, seniors, teens, low-income residents, and others who use public transportation. Also, describe how people were invited to participate. Include a list of people you invited and whether they were willing to participate in the process and provide input. If you are unable to find representation from one of the groups in your community, document your efforts to engage those people. Indicate where you reached out to any out-of-boundary/out-of-jurisdiction partners who might have overlapping needs in your area. Document your communication with social service providers in your area, including a list of their services. In the description, include the following:

- How transportation could help social service programs.
- A list of transportation providers in the area and an explanation of their services.
- How riders were contacted and needs they identified.

### **3.3 Other Opportunities:**

The Consultant will describe any other efforts to provide opportunities for stakeholders and the public to be involved in the project. The proposal shall describe specific efforts for outreach and involvement for the Tribal Communities.

## **Task 4.0 Emergency Management**

### **4.1 Emergency Management:**

The Consultant will document how transportation providers within the three-county service area address how the transportation providers and planners within the RTPO address emergency management issues and their methods of collaborating with local emergency management agencies. The Consultant *may* include memorandums of understanding that outline the responsibilities of the transportation providers, county and social service agencies.

## **Task 5.0 Data and Information**

In this section the Consultant should outline information about common origins and destinations for all public transportation users, including people with special transportation needs. People with special transportation needs are defined in RCW 47.06B as people "including their personal attendants, who because of physical or mental disability, income status, or age are unable to transport themselves or purchase

transportation”. Use maps to illustrate common origins and destinations, existing services, and population density.

**5.1 Common Origins:**

The Consultant will identify common origins with sufficient geographic and directional travel data to reflect needs and develop service alternatives.

**5.2 Common Destinations:**

The Consultant will identify common destinations with sufficient geographic and directional travel data to reflect needs and develop service alternatives.

**5.3 Existing Services:**

The Consultant will identify all existing transportation services available in the three-county service area including nontraditional providers. Describe whether the nontraditional providers are open to leveraging resources. The Consultant will catalogue operational information and characteristics for each service as well as describe how these transportation services are currently funded.

**5.4 Socio-Economic and Demographic Data:**

The Consultant will gather relevant socio-economic and demographic data for the three-county service area.

**5.5 Data Analysis/Mapping:**

The Consultant is encouraged to create maps showing the location of populations of need, common origins and destinations, existing transportation service areas, and emergency management information. The Consultant is also encouraged to provide charts, tables, and graphs to present socio-economic and demographic data.

**Task 6.0 Unmet Transportation Needs**

The Consultant should identify the various types of transportation challenges and gaps in existing public transportation services. For the region's unmet needs consider a “family of transportation services” to accommodate varying transportation needs of urban, suburban and rural areas. A family of transportation services could include buying new vehicles; sustaining or expanding fixed-route, deviated-route, demand-responsive, and paratransit services; vanpools; mobility coordinators; travel training; bicycle and pedestrian connections; education and outreach programs; or a combination of service types.

**6.1 Needs Assessment:**

The Consultant will analyze needs in the three county region. Compare the origins and destinations of people with special transportation needs with the existing transportation services. Identify unmet needs, gaps, and possible duplication of efforts in certain areas. Identify opportunities for the grouping of services, shared rides, or group trips to improve efficiency. Identify challenges to

implementing these opportunities. For services that would not exist without grants, include these as unmet needs. The Consultant should work closely with all stakeholders including transit agencies and the RM/VSC to better understand unmet needs and the services that are most appropriate and useful to improve transportation access for the community.

## **7.0 Technology:**

The Consultant will describe technology used by current services and identify potential solutions for increasing and coordinating service through the use of technology.

## **Task 8.0 Transportation Strategies**

The Consultant should broadly identify strategies along with a list of prioritized projects to meet the identified gaps in service. Transportation solutions will vary in each area, depending on the resources available, size of the market for each alternative, and extent of existing services. Options include buying vehicles, increasing fixed-route service (extending hours or territory), employer vanpool services, dial-a-ride services, volunteer ride services, bus passes, travel training, and mobility management.

### ***8.1 Coordination:***

The Consultant should identify how coordinated transportation will be used within your transportation alternatives. Coordination should be considered when determining community priorities. Identify whether there is a plan to leverage different resources. List different groups of people with special transportation needs who share or could share vehicles. Describe how information will be shared among the partners/riders. Consider how the Transit Committee will continue to coordinate after the plan is complete. Describe how the Transit Committee will know if coordination is a success. Describe how the level and success of coordination will be measured.

### ***8.2 Community Project Priorities:***

The Consultant should identify, describe, and rank the preferred projects that address the unmet needs in your community. The description should provide a brief description of the proposed solution, estimated cost, and whether the solution worked. Include expected outcomes and whether the solution is cost-effective. Also describe the process for determining the alternatives and rankings, including who was included and whether your prioritization included coordinated transportation. Distinguish how new projects could more effectively meet unmet need more than existing projects. Determine whether proposed projects meet broadly described strategies. The process for prioritizing and describing preferred alternatives must include the involvement of representatives from seniors, individuals with disabilities, general public, private companies, nonprofit transportation and human services providers, and others.

### **8.3 Transportation Priorities:**

The Consultant will facilitate a process with stakeholders and the TAC/Transit Committee to discern the priorities of the community regarding transportation service needs and alternatives and prepare a Coordinated Human Services Public Transportation Plan that draws together all information, evaluation and community outreach that has been conducted. The plan should include recommendations for moving forward with implementation of coordinated transportation services, programs and projects consistent with the results of all technical work and community outreach. Local providers must refer to this plan when they apply for funding through WSDOT's public transportation grant program. Priorities and unmet needs identified in the CPT-HSTPs need to complement other existing plans.

### **Project Schedule**

Presentation of important findings and recommendations to NEW RTPO TAC/Transit Committee and TEDD Policy Board, at a scheduled monthly meeting, either in either May or June of 2018.

Final draft is due by July 13, 2018. Project is to be completed by August 10, 2018.

### **Project Deliverables**

The Consultant shall provide the following deliverables for this project:

#### **Final Draft:**

1 unbound copy and one electronic copy via usb or disk (PDF and Word format) due by July 13, 2018.

#### **Upon Approval:**

- 25 bound copies of the final Coordinated Public Transit-Human Services Transportation Plan
- Original sign-in sheets from all stakeholder/public involvement meetings
- Original Title VI response forms from all stakeholder/public involvement meetings
- Paper copies:
  - All supporting meeting materials for the public involvement process including any power point presentations, hand-outs, comments, surveys, etc.
- Electronic copy containing:
  - The Coordinated Public Transit-Human Services Plan (PDF and Word format)
  - All supporting meeting materials for the public involvement process including any power point presentations, hand-outs, web information, etc.



### **AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION**

Tri County Economic Development District in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be prepared and supplied in an alternate form by calling 1-800-776-7318.

### **TITLE VI STATEMENT**

Tri County Economic Development District in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.”