

# **REQUEST FOR PROPOSALS**



## **NORTHEAST WASHINGTON REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NEW RTPO) NOTICE TO CONSULTANTS FOR A TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 PLAN**

Northeast Washington Regional Transportation Planning Organization (NEW RTPO) comprised of Ferry, Pend Oreille and Stevens Counties, The Spokane Tribe of Indians Reservation, Kalispel Tribe of Indians Reservation, and the Confederated Tribes of the Colville Reservation, is requesting qualifications and proposals from firms to develop the NEW RTPO's Title VI of the Civil Rights Act of 1964 Plan.

Qualified responders must propose completing all the described project. Sub-contracting services must be approved by NEW RTPO.

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.

### **PROJECT INFORMATION**

As a recipient of federal financial assistance from the U.S. Department of Transportation (USDOT) & Washington State Department of Transportation (WSDOT), NEW RTPO is required to comply with Title VI of the Civil Rights Act of 1964, which provides:

No person in the United States, on the ground of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

### **ESSENTIAL ELEMENTS OF A TITLE VI PLAN**

1. Standard USDOT Title VI Assurances
2. Organization & Staffing
3. Program Area Review Procedures
4. Subrecipient Review Procedures
5. Data Collection & Analysis Method
6. Training Procedures
7. Complaint Procedures
8. Dissemination of Title VI Information
9. Limited English Proficiency
10. Review of STA Directives
11. Compliance & Enforcement Procedures

**PROJECT TIMELINE**

The NEWRTPO is requesting firms submit a recommended project timeline that details specific project tasks with dates & associated costs. Below is the timeline that is being proposed, at the time of this RFP, which can be modified if recommended by the consultant:

Milestone	Schedule Date
Draft Action Plan Completion Date:	6/30/2024
Title VI Plan Completion Date:	7/31/2024
Title VI Plan Adoption Date:	8/28/2024

**CONTACT FOR QUESTIONS:**

Contact Frank Metlow, Deputy Executive Director at 509-684-4571 or email at [fmetlow@teddonline.com](mailto:fmetlow@teddonline.com)

DATE ISSUED:	SUBMITTAL DEADLINE:
Feb 1, 2024	Mar 1, 2024, NLT 4:00pm (PST)

**SUBMIT TO:**

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

**GENERAL INFORMATION**

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

1. Please write the following information on the envelope: NEW RTPO Title VI RFP
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 organization name, contact person, phone, and email
7. Consulting Firm’s Washington State business license number

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

1. Project work plan (30) Points
  - a. Work Plans will be evaluated on quality, completeness, and compliance with Title VI plan requirements.
2. Experience Record (30) Points
  - a. Provide a narrative of your firm’s prior experience and qualifications in writing transportation plans, specifically if the firm has written Title VI Plans. Provide a list of transportation planning projects involving federal or state funding completed within the last five (5) years. Also, please reference the experience of firm personnel in working with USDOT or FHWA Projects.
  - b. References: Provide the name, address, and telephone number of at least three (3) references familiar with the quality of work done by your firm on similar projects.
3. Project Staffing (10) Points
  - a. Provide a list of the project team members, including the office location where they currently work, that you propose to use on these projects and identify the responsibility of each team member. Provide a brief resume for each person listing specific similar project experience.
4. Cost proposal and timeline (30) Points
  - a. Cost Proposal: Provide a cost proposal that breaks down budget line items with associated costs. This cost proposal must include preferred payment intervals and initial payment amount at the start of the project.
  - b. Timeline: Provide a recommended project timeline that details specific project tasks with dates & associated costs, as mentioned above. The project timeline indicated in this RFP is the timeline that was set during the grant application process and can be modified as recommended by the consultant based on their experience with similar projects.

**D. Questions regarding this RFP:**

1. Questions with regards to this RFP must be submitted via email and addressed to the following contacts between Feb 1 – March 1, 2024. 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

Frank Metlow  
Deputy Executive Director  
[fmetlow@teddonline.com](mailto:fmetlow@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.