

REQUEST FOR PROPOSALS



NORTHEAST WASHINGTON REGIONAL TRANSPORTATION PLANNING ORGANIZATION (NEW RTPO) NOTICE TO CONSULTANTS FOR TRANSPORTATION PLANNING SERVICES

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 conduct Supplemental Transportation Planning Services. These services include, but are not limited to, transportation plan updates, grant reporting & compliance, and other staff support as needed.

Qualified responders must propose completing all the project services described. 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

NEW RTPO is looking for proposals to supplement transportation planning tasks as requested by the organization's Executive and Deputy Executive Directors. These services are needed due to increasing demand for these services and the growth of the organization.

NEW RTPO is requesting qualified consultants include in their package a breakdown of services offered with cost identified as an hourly rate. It is estimated that the NEW RTPO will need approximately 25 hours per month of supplemental transportation planning services.

Minimum Services to be conducted

1. General Transportation Planning Functions (Agency Required Meetings, Etc.)
2. Program Requirements (Plan Updates, Public Engagement, Etc.)
3. Grant Compliance (Progress Reports and Financial Report coordination)
4. UPWP Monitoring (Program updates to WSDOT and plan updates)
5. Data Collection & Analysis (Traffic and Freight data as required)

CONTRACT LENGTH

NEWRTPO is requesting an initial contract that ends on the RTPO’s fiscal year January 1 thru December 31. The contract will start when signed by both parties and end on December 31, 2025. The contract may be renewed for the RTPO’s FY2026 if both parties agree to extend for an additional year.

CONTACT FOR QUESTIONS:

Contact Frank Metlow, Deputy Executive Director at 509-684-4571 or email at fmetlow@teddonline.com

DATE ISSUED: Feb 1, 2025	SUBMITTAL DEADLINE: Mar 1 , 2025, NLT 4:00pm (PST)
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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 Transportation Planning Services 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 broke down by service type and hourly rate
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. Hourly Rate Evaluation (30) Points
 - a. Hourly rates for services will be scored against all other proposals.
2. Experience Record (30) Points

- a. Provide a narrative of your firm’s prior experience and qualifications in all Transportation planning fields. 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 the firm’s personnel in working with USDOT and WSDOT 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 statement that the firms project team are available for the requested hours and duration of the contract.

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, 2025. All questions received after the deadline will not be answered.

Jeff Koffel
Executive Director
jkoffel@teddonline.com
(509) 684-4571

or

Frank Metlow
Deputy Executive Director
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.