

**Confederated Tribes *of the*
Umatilla Indian Reservation
Tribal Planning Office**

Zoning, Development Permits
Environmental Health, & Public Transit



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Confederated Tribes of the Umatilla Indian Reservation (CTUIR)

REQUEST FOR PROPOSAL (RFP) TRANSPORTATION /TRANSIT PLANNING FIRM

**ERIC C. SMITH, INTERIM KAYAK GENERAL MANAGER,
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ISSUED: MAY 30, 2024

DUE: BY 2:00 PM, JULY 1, 2024

1. BACKGROUND

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR), (“Provider”) is currently accepting proposals for a transportation or transit planning firm to research and analyze regional demand and institutional capacity for the restoration of transit service between Hermiston, Oregon, and the Tri-Cities area of Washington.

CTUIR/Kayak Public Transit operated a demand-response Tri-Cities service until 2017 when Kayak transitioned from largely contracted model to an in-house operation. Kayak ridership has been growing since that time, and transportation to Tri-Cities is the most requested destination that we do not serve. Due to growth in the region, both Hermiston, Oregon and the Tri-Cities area, a route study is needed to determine the best fixed-route service structure, including stop locations, hours of service, coordination with other transit systems, and infrastructure needs.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations; conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction CTUIR/Kayak Public Transit

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 2 pm PST July 1, 2024. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any contracted work. Any proposals which call for contracting work must include the name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be included in a Professional Service Agreement (attached) subject to review by the Tribe’s legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE AND DESCRIPTION

The Confederated Tribes of the Umatilla Indian Reservation/Kayak Public Transit was a recipient of the Washington State Department of Transportation (WSDOT) Tribal Transit Mobility Grant awarded for the 2023-2025 biennium with the intended purpose of creating a route study to resume services between Hermiston, Oregon, and the Tri-cities area.

4. PROJECT SCOPE

The scope of this project includes analyzing regional demand and institutional capacity for the restoration of transit service between Hermiston, Oregon and the Tri-Cities area of Washington.

The following criteria must be met to achieve a successful project.

- 1- Preplanning:
 - a. Project kick off.
 - b. Establishing communication channels with project management
 - c. Gathering and accessing any needed documentation from project partners
 - d. Establishing schedule for completion of the project
- 2- Design of the Transit Schedules
 - a. Develop a detailed transit schedule that meets the identified need.
 - b. Optimize this transit schedule to align with current transit services, or make recommendations for modification of existing schedules to best align and serve the community.
 - c. Optimize the schedule to allow connections with Ben Franklin Transit (BFT)
 - d. The detailed transit schedules shall include identifying bus stop locations based on safety and ease of access for the buses and riders of all mobility levels, route efficiency, and service area (intercity transit service is limited to no more than 3 stops per jurisdiction)
- 3- Operation Projections for the Transit Schedules
 - a. Provide a projected 5-year operating budget as well as identifying start-up costs of operation for the first six months.
 - b. The report on the projected budget should include assumptions, limitations, and potential pitfalls.
 - c. Identify potential funding opportunities and strategies to meet this projected 5-year operating budget. Also, means of marketing/communication to increase ridership.
- 4- Capital Planning for the Transit Schedules.
 - a. Provide a 3-year capital acquisition schedule.
 - b. This may include, but is not limited to, bus acquisitions, bus stop/shelter acquisitions or other infrastructure needs.
- 5- Future Opportunities
 - a. Provide a short narrative report that describes how the final Transit Schedules can aid or assist in other projects.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline

All proposals in response to this RFP are due no later than 2 pm PST July 1, 2024.

Evaluation of proposals will be conducted from July 1, 2024 until July 15, 2024. If additional information or discussions are needed with any bidders during this period, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than July 16, 2024.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by June 27, 2024.

Notifications to bidders who were not selected will be completed by July 16, 2024.

Project Timeline:

Project initiation should be started by Aug 19, 2024.

Project completion should be completed by November 22, 2024.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) **OR** monthly recurring costs (MRC) **OR** hourly recurring costs (HRC). Pricing should be listed for each of the following items in accordance with the format below:

Total Project	NRC	MRC	HRC
Project (as percentage of Total Project)	%	%	%
Other duties or costs not listed	%	%	%
	NRC	MRC	HRC

NOTE: All costs and fees must be clearly described in each proposal. All NRC should be detailed including proposed subcontract work.

Include a copy of your company’s pay rate schedule.

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in planning and successful completion of past projects
- List of how many full-time, part-time, and contractor staff in your organization
- Testimonials from past clients on your company’s work
- Anticipated resources you will assign to this project (total number, role, title, experience)
- Project management methodology
- Local involvement and history of working with Indian Tribes and rural Counties

8. PROPOSAL EVALUATION CRITERIA

CTUIR/Kayak Public Transit will evaluate all proposals based on the following criteria. Your proposal should follow the format below and should be less than 20 pages, single sided, minimum 11-point font. Divider sheets are required and will not be included in the page count. Facsimile or e-mailed transmissions will not be accepted. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria in:

- Firm Background (10 points): Describe your firm including ownership structure, service area, volume of project management services, length of time in the industry and financial stability.
- Local Knowledge (10 points): Describe your understanding of the locality of the project site as described, especially the unique circumstances of being Interjurisdictional Rural Region. Provide specific examples of your track record.
- Previous Experience and Work (10 points): Provide recent experience on similar projects, clearly noting work performed. Provide reference contact person and telephone number for these projects.
- Staffing Plan (25 points): Provide a detailed and specific discussion of your firm's proposed staffing plan. Include an organizational chart, description of staff roles, resume and other relevant information. Describe your plan to effectively provide services on several concurrent projects.
- Approach (15 points): Provide a general discussion of your management philosophy. Include a description of your firm's involvement from the planning phase through the completion of the project. Provide examples of your methods to ensure quality, budget and schedule control.
- Value and Cost (25 points): Provide a detailed breakdown of your proposed fee, clearly stating any items not covered by your fee.
- Indian Preference and TERO Certification (5 points): Provide documentation to confirm your firm is at least 51% Native-owned and that your firm is certified as Native-owned by the CTUIR TERO program.

Each bidder must submit 3 copies of their proposal to the address below by July 1, 2024, at 2 pm PST:

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