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**COOS COUNTY AREA TRANSPORTATION DISTRICT
AND THE COQUILLE INDIAN TRIBE**

REQUEST FOR PROPOSALS

**UPDATE TO THE COORDINATED HUMAN SERVICES
TRANSPORTATION PLAN**

RFP # PLAN09.28.21

KEY RFP DATES

ISSUED: 10-7-2021

PROPOSAL DUE: 10-22-2021

CONTRACT AWARD: 11-8-2021

10-7-2021

Qualified consultants are encouraged to respond to Coos County Area Transit District ("CCATD") and Coquille Indian Tribe's ("CIT"), hereinafter referred to as "GRANTORS," "Joint Request for Proposal to prepare updates to each Coordinated Human Services Transportation Plan." This is because there are economies of scale associated with costs for travel, meetings, and baseline research.

Requests for Proposals should be submitted to:

info@scbec.org
Subject: RFP #PLAN09.28.21

Request for Proposals must be submitted and received at the email address above no later than 4 pm PST October 22, 2021

Included in the information submitted should be:

- ✓ The companies' expertise and experience
- ✓ Proposed fee
- ✓ The name and address of the consultant(s) expected to be GRANTORS' primary contact person at your company.

Proposers must state whether or not they are a resident bidder, as defined in ORS 279.029, and must also confirm that they will comply with all applicable laws when carrying out the contract. Economy of presentation is emphasized.

GRANTORS reserve 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. GRANTORS shall have the sole discretion to determine the most responsive and responsible Proposal.

Should further information or clarification be needed, please contact Melissa Metz at (541) 267-7111 or email info@scbec.org

Sincerely,

Melissa Metz
Interim General Manager for CCATD

Lauren Morris
Mobility Program Coordinator, Coquille Indian Tribe

SCOPE OF WORK

Proposal and Award Schedule

PROPOSAL DUE: 10-22-2021

CONTRACT AWARD: 11-8-2021

Objectives:

A qualified consultant is to prepare an update to the 2016 Coos County Coordinated Human Services Public Transportation Plan and the 2017 Coquille Indian Tribe Coordinated Human Services Public Transportation Plan, pursuant to federal and Oregon Department of Transportation requirements. The objectives of the plan update are:

- To broaden the dialogue and support coordination between public transportation and human services transportation focused on target populations; older adults, people with disabilities and persons of low income; and
- Update current conditions, new initiatives, results of recent surveys and local planning.

Task 1: Project Initiation and Management

A kick-off meeting with GRANTORS and the selected consultant will be held at the commencement of the project to establish and agree upon communication protocols, roles and responsibilities, expectations, and to review background information on the region. GRANTORS explain the expected deliverables, progress reports, and invoicing procedures.

Deliverables:

- Kick-off meeting
- Project management plan, including the roles of the project manager and other project team members
- Schedule of project meetings
- Progress reports that summarize task progress and deliverables in accompaniment of monthly invoices

Task 2: Existing Conditions

The consultant will be responsible for reviewing, identifying and collecting information/data needed for analysis and completion of the plan. This includes:

- Reviewing relevant documents
- Developing and distributing an inventory survey
- Summarizing the survey results; and

- Working with GRANTORS using available GIS data to analyze transportation disadvantaged populations and demographic profiles.

Deliverables:

- Synopsis for GRANTORS regarding review of relevant documents
- Draft survey template for approval by GRANTORS prior to beginning surveys
- Summary of collected survey and demographic data

Task 3: Evaluation of Former Plan Recommendations

The consultant will work with GRANTORS to evaluate and report on progress on the former Coordinated Human Transportation Plan recommendations.

Deliverable:

- Progress report on former plan recommendations, including projects/recommendations that are completed, should remain in the updated plan as is or with minor modifications and should be removed from update based on current conditions.

Task 4: Public Outreach

The consultant, along with GRANTORS will conduct interviews (either in-person or by telephone dependent upon provider size) with various stakeholders, including the Advisory Committees. The interviews will elicit feedback about service issues, shortfalls, and needs, as well as recognize what service providers believe is working particularly well within the region.

Deliverables:

- Draft interview questions template for approval by GRANTORS prior to beginning interviews
- Draft presentation for approval by GRANTORS prior to workshop
- Interview responses
- Summary of interviews
- Project development workshop schedule, presentation, and summary of attendee participation and responses

Task 5: Identify Transportation Needs and Strategies and Prepare Implementation Plan

The consultant will:

- Prepare an assessment of transportation needs, including identifying groups currently underserved which could be increased by coordination;
- Develop strategies and program goals and objectives to address services, dispatching, procurement, facilities, maintenance, training, and administration coordination to avoid duplication and enhance cost savings opportunities;
- Develop a projects list based on the program goals and objectives; and

- Develop an implementation plan which will:
 - o Include prioritized projects/strategies using a low, medium and high classification; and
 - o Develop estimated budgets and recommended funding sources for highest priority projects;
- Provide performance measures and monitoring methodology for GRANTORS

Deliverables:

- Summary of transportation needs
- Strategies and program goals
- Prioritized projects list
- Implementation plan, including the above factors

Task 6: Updated Coordinated Transportation Plan

The consultant will prepare and deliver an update to the 2016 Coos County Coordinated Human Services Public Transportation Plan and the 2017 Coquille Indian Tribe Coordinated Human Services Public Transportation Plan, pursuant to federal requirements, taking into account, at a minimum, tasks 2 through 5, as well as the updated objectives.

Deliverables:

- Administrative draft plan for approval by GRANTORS prior to releasing public draft plan
- Draft plan for review by public and stakeholders, including an Advisory Committees workshop to present the plan
- Final plan

Task 7: Final Presentation

The consultant will present the final reports and recommendations to the CCATD Board of Directors and Coquille Indian Tribe Tribal Council.

Deliverables:

- Draft presentation for approval by GRANTORS' staff two weeks prior to CCATD Board and Coquille Indian Tribe Tribal Council meetings
- Final presentation materials

Task 8: Final Deliverables

The consultant shall provide the following number of hard copy documents and electronic copies of all deliverables to GRANTORS e respectively incompatible formats, for editing and for posting on the GRANTORS' websites.

Deliverables:

- Fifteen (15) bound copies of the Coordinated Human Services Transportation Plans for each entity.
- Electronic formats of all project deliverables, in compatible formats, including data and support files.
- One pdf copy, suitable for reproduction.

Proposed Timeline

- Project work will commence immediately upon contract execution, expected November 8, 2021, or shortly thereafter.
- Draft plans shall be complete no later than March 15, 2022 and be presented by the consultant to GRANTORS' Advisory Committees on or around April 1, 2022.
- Final plans will be made available to GRANTORS' staff by April 20, 2022; Consultant will present it to the GRANTORS' Board of Directors Tribal Council at the next scheduled meetings.
- The final plans will go before the GRANTORS' Board of Directors and Tribal Council at the regularly scheduled May meetings, respectively, for approval.
- Contract termination will be June 30, 2022, to allow for final copy production of the plan.

Selection Criteria

Evaluation consideration will include the following:

1. Expertise and experience in the area of Coordinated Human Services Transportation Plans.
2. Substantial knowledge and experience in Public Outreach and Coos County Stakeholders.
3. Experience in all aspects of Public Transportation.
4. The availability of key personnel, philosophy of service, flexibility, and capacity to respond.
5. Structure and competitiveness of fees.

Evaluation Process

A joint Evaluation Committee of CCATD and the CIT will review proposals in accordance with the selection criteria set forth. The five selection criteria shall be given equal weight by the Evaluation Committee. CCATD and the CIT may conduct discussions with those firms it deems to be the most competitive. CCATD and the CIT reserve the right to accept the most favorable initial proposals. The Evaluation Committee will make recommendations to the General Manager and Tribal Council on the basis of the above criteria. The Board of Directors and Tribal Council have the discretion and responsibility to make the final selection.

Acceptance, Rejection, and Reservation of Rights

Selection will be made by letter of award, and the firm selected will enter into a contract with CCATD and the CIT respectively.

CCATD and the ICIT reserve the right, in their sole discretion, to reject any or all proposals.

In determining the most responsive proposals, CCATD and the CIT reserve the right to take into consideration any or all information supplied by the consultants or obtained by the GRANTORS in its investigation into the experience and qualifications of the consultants.

GRANTORS reserve the right to waive informalities in the submitted Proposals.

Execution of Contracts

A standard purchased service contract with federal assurances will be issued upon award from CCATD and the CIT respectively. The scope of services and other terms of the contract may be modified based on mutual agreement between GRANTORS and the vendor selected.

Contract Termination

Either party may cancel the written contract by giving at least 30 days advance written notice to the other party.

Federal Clauses

Federal Contract Clauses are attached hereto and incorporated by reference as though fully set forth herein.