

## **REQUEST FOR QUALIFICATIONS**

Okanogan Regional Transportation Planning Organization

NOTICE TO CONSULTANTS FOR

Coordinated Public Transit Human Services Transportation Plan (CPT-HSTP) Update

Okanogan County, serving as the lead agency for the Okanogan County Regional Transportation Planning Organization (RTPO), solicits interest from consulting firms with expertise in developing CPT-HSTPs. Consultants will be considered for the following project.

### **PROJECT DESCRIPTION:**

The work to be performed by the CONSULTANT consists of an update to the Okanogan County CPT-HSTP. The latest version of this plan was prepared in 2014. It can be viewed at the following website: <https://okanogantransit.com/wp-content/uploads/2015/04/FINAL-2014-HSTP-1.pdf>

The CPT-HSTP identifies 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 identifies each community's unmet needs and develops transportation alternatives based on this information. Outreach efforts and developing partnerships with the region's stakeholders are vital to developing an effective and robust CPT-HSTP. Additionally, all Human Services transportation projects must be included in the CPT-HSTP to be eligible for Washington State Department of Transportation or Federal Transit Administration funding.

The request for qualifications may be downloaded for this project from the official County website at: [http://www.okanogancounty.org/PW/2018\\_call\\_for\\_bids.htm](http://www.okanogancounty.org/PW/2018_call_for_bids.htm)

### **EVALUATION CRITERIA:**

Submittals will be evaluated and ranked based on the following criteria:

Key personnel

Firm experience with developing Coordinated Public Transit - Human Services Transportation Plans

Firm experience with CPT-HSTP projects

Ability to meet schedule

Approach to project

Familiarity with Washington State Department of Transportation's requirements CPT-HSTP

Past performance/references

Ability to provide DBE participation.

### **SUBMITTAL:**

Submittals should include the following information: Firm name, phone, fax and email addresses; Name of Principal-in-Charge and Project Manager; and Number of employees in each firm proposed to the project.

Okanogan County RTPO encourages disadvantaged business enterprise CONSULTANT firms to respond.

Please submit THREE (3) copies of your Statement of Qualifications to:

Okanogan County Public Works

Attention: Josh Thomson, P.E.

1234 A 2<sup>nd</sup> Avenue South

Okanogan, WA 98840

Phone: 509 422-7300

All responses must be received no later than **4:00 p.m. on June 8, 2018**. Submittals will not be accepted after that time and date. Any questions regarding this project should be directed to:

Kelly Scalf, CEO  
Okanogan County Transit Authority  
PO Box 507  
Okanogan, WA 98840  
Phone: 509-557-6177  
Email: kscalf@okanogantransit.com

Okanogan County 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. Okanogan County RTPO shall have the sole discretion to determine the most responsive proposal.

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

Okanogan County 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 1-509 422-7300.

#### **TITLE VI STATEMENT**

Okanogan County 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.

Dates of publication: May 29, 2018 and June 5, 2018.

#### **BACKGROUND:**

Okanogan County RTPO received funding from Washington State Department of Transportation (WSDOT) to conduct the planning effort and develop a CPT-HSTP for Okanogan County RTPO. For the purpose of this project, the area includes Okanogan County and the Colville Reservation. The CONSULTANT is expected to follow the Coordinated Plan Template as a guideline for updating this Human Services Transportation Plan. This template can be downloaded from the WSDOT website at:

<http://www.wsdot.wa.gov/acct/HSTP/library.html>

Coordinated Public Transit – Human Services Transportation Plans are required to undergo an update at least every 4 years; the planning horizon of Okanogan County RTPO’s updated version is 2018.

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** - Coordinated Public Transit-Human Services Transportation Plan Specific Tasks and Work Products

### **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.

Okanogan County Transit Authority CEO, Kelly Scalf, is the primary Project Manager for all matters relating to this project. 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 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:***

Specifically, the CONSULTANT will:

- Coordinate an initial meeting with the Okanogan County Community Transportation Providers and the 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.
- Coordinate a project close-out meeting with the Okanogan County Community Transportation Providers.

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

Invoice and status reports shall be provided by the CONSULTANT to the Project Manager, by the 15<sup>th</sup> of each month. The status report will identify work completed and will 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 in the contract for services.

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

The CONSULTANT will develop a project budget by task in the contract for services (not to be included in the qualifications submittal).

### **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 towns and cities in Okanogan County to ensure adequate opportunities for stakeholder involvement. These Towns and Cities include, Winthrop, Twisp, Pateros, Brewster, Okanogan, Omak, Conconully, Riverside, Tonasket, Coulee Dam, Elmer City, Nespelem and Oroville. 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 Other Opportunities:***

The CONSULTANT will provide the Project Manager a list of suggestions for other opportunities for stakeholders and the public to be involved in the project.

## **Task 4.0 DATA AND INFORMATION**

### ***4.1 Existing Services:***

The CONSULTANT will identify all existing Transit and Human Service related transportation services available in the Okanogan County service area. The CONSULTANT will catalogue operational information and characteristics for each service.

### ***4.2 Common Origins and Destinations:***

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

### ***4.3 Socio-Economic and Demographic Data:***

The CONSULTANT will gather relevant socio-economic and demographic data for the Okanogan County service area.

### ***4.4 Data Analysis/Mapping:***

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

## **Task 5.0 EMERGENCY MANAGEMENT AND TECHNOLOGY**

### ***5.1 Emergency Management:***

The CONSULTANT will document how transportation providers within the Okanogan County service area are addressing emergency management issues and their methods of collaborating with local emergency management agencies.

### ***5.2 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 6.0 TRANSPORTATION NEEDS AND GAPS**

### ***6.1 Needs Assessment:***

The CONSULTANT will analyze needs in the Okanogan County region. The needs assessment will include a description of how existing programs and services are meeting the current needs. All transportation modes shall be included: single-occupant vehicle, carpool, walk, bicycle, paratransit, bus and trips not taken due to not having transportation available.

### ***6.2 Service Gaps***

The CONSULTANT will identify gaps where services do not exist for the target population, or are too minimal to be effective.

## **Task 7.0 TRANSPORTATION SERVICE PLAN/ALTERNATIVES**

### ***7.1 Prioritize Transportation Needs:***

The CONSULTANT will facilitate a process with stakeholders to discern the priorities of the community regarding transportation service needs and alternatives and prepare a Coordinated Public Transit - Human Services Transportation Plan that draws together all information, evaluation and community outreach that has been conducted. This plan shall 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.

### ***7.2 Continuation of Existing Services:***

Drawing together all information, evaluation and community outreach that has been conducted, the CONSULTANT will provide recommendations for continuation of existing level of services.

### ***7.3 Transportation Alternatives:***

The CONSULTANT will develop alternatives that address the unmet needs. The alternatives shall describe service levels, the size and composition of the market, service coordination, and costs. Each alternative shall describe how coordinated transportation will be implemented.

## **PROJECT SCHEDULE**

The CONSULTANT shall present key findings and recommendations to transportation providers prior to the August 13th meeting of the Okanogan County RTP Council. The final draft is due to the Project Manager on or before September 10th, 2018. The project shall be completed by September 10, 2018.

## **PROJECT DELIVERABLES**

The CONSULTANT shall provide the following deliverables for this project:

**Final Draft:** 1 unbound copy and one disk (Word format) for Okanogan County RTP Council review and comment due August 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.
- Paper copies of all supporting meeting materials for the public involvement process including any PowerPoint presentations, hand-outs, comments, surveys, etc.
- 1 disk containing the Coordinated Public Transit-Human Services Plan (Word format).

- All supporting meeting materials for the public involvement process including any PowerPoint presentations, hand-outs, surveys, web information, etc.