

REQUEST FOR QUALIFICATIONS

Quad County Regional Transportation Planning Organization NOTICE TO CONSULTANTS FOR Human Services Transportation Plan Update

Kittitas County Public Works Department, serving as the lead agency for the Quad County (QUADCO) Regional Transportation Planning Organization (RTPO), comprised of Adams, Grant, Kittitas, and Lincoln counties, solicits qualifications from consulting firms with expertise in developing Human Services Transportation Plans. Consultants will be considered for the following project tasks.

PROJECT DESCRIPTION:

The work to be performed by the CONSULTANT consists of supporting tasks toward the update to the QUADCO Coordinated Public Transit – Human Services Transportation Plan (HSTP). The latest version of this plan was prepared in 2018. It can be viewed at the following website:

[https://www.ezview.wa.gov/Portals/_1898/Documents/QUADCO
Plans/2018%20QUADCO%20HSTP%20AMENDED%2011-8-18.pdf](https://www.ezview.wa.gov/Portals/_1898/Documents/QUADCO_Plans/2018%20QUADCO%20HSTP%20AMENDED%2011-8-18.pdf)

The HSTP identifies transportation needs of individuals with compromised mobility such as disabilities, aging adults, and people with low incomes. The HSTP also 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 Human Services Transportation Plan. Additionally, all Human Services transportation projects must be included in the Human Services Transportation Plan to be eligible for Washington State Department of Transportation or Federal Transit Administration funding.

CONSULTANTS may propose to complete any parts, or the entirety of the described project tasks.

The request for qualifications may be downloaded for this project from the official QUADCO RTPO website at: https://www.ezview.wa.gov/site/alias_1898/37032/hstp.aspx

EVALUATION CRITERIA:

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

- Key personnel;
- Firm experience with developing Human Services Transportation Plans;
- Firm experience with regional coordination of Human Service Transportation projects and providers;
- Ability to meet schedule goals;
- Approach to project;
- Familiarity with WSDOT's requirements for Human Services Transportation Plans;
- Familiarity with QUADCO RTPO;
- Past performance/references;
- Ability to conduct public outreach;
- Ability to provide Disadvantaged Business Enterprises (DBE) participation.

SUBMITTAL:

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

QUADCO RTPO encourages disadvantaged business enterprise (DBE) CONSULTANT firms to respond.

Please submit THREE (3) copies of your Statement of Qualifications no later than **5:00 p.m. on November 22, 2021**, to:

Nicole Ogan
Kittitas County Public Works
411 N. Ruby St., Suite 1
Ellensburg, WA 98926
(509)962-7523

Submittals will not be accepted after that time and date. Any questions regarding this project should be directed to:

Nicole Ogan, Environmental/Transportation Planner
Nicole.ogan@co.kittitas.wa.us
(509)962-7610

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

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Kittitas 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 1-800-572- 0119.

TITLE VI STATEMENT

Kittitas 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: **October 29, 2021, to November 22, 2021.**

BACKGROUND:

QUADCO RTPO received funding from Washington State Department of Transportation (WSDOT) to conduct the planning effort and develop a Human Services Transportation Plan for QUADCO RTPO. For the purpose of this project, the quad county area includes Kittitas, Grant, Lincoln, and Adams counties including cities and towns within these four counties.

The CONSULTANT is expected to follow the most recent Coordinated Public Transit – Human Services Transportation Plan Guidebook as provided by WSDOT. The manual is available from the WSDOT website at: <https://wsdot.wa.gov/sites/default/files/2021/07/12/PT-Guide-CoordinatedHumanServicesTransportationPlanGuidebook-2021.pdf>

Coordinated Public Transit – Human Services Transportation Plans are required to undergo an update at least every 3 years; the planning horizon of QUADCO RTPO’s updated version will be 2022-2024. The plan shall establish a prioritized list of related projects for the region and its communities that can be reasonably accomplished within this planning horizon. Additional projects with longer time horizons can also be identified.

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.

Kittitas County’s Public Works staff, Nicole Ogan, 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 (phone or online platform such as Zoom or in person, with the Project Manager on at least a monthly (potentially more frequently) basis to monitor the progress of plan update development tasks, and review and discuss the status of project deliverables. Consultant to be present for project updates at two QUADCO Policy Committee meetings.

1.2 Project Coordination:

The 4-County Community Transportation Planning Team, made up of service providers and agencies from the QUADCO RTPO region, together with the QUADCO RTPO Technical Advisory Committee (TAC) will work on the specific project tasks with the CONSULTANT.

Specifically, the CONSULTANT will:

- Coordinate an initial meeting with the 4-County Community Transportation Planning Team and the TAC in Ellensburg, Washington 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 4-County Community Transportation Planning Team and the TAC.

1.3 Project Reporting:

Invoice and status reports shall be provided by the CONSULTANT to the Project Manager, by the 15th 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 four counties to ensure adequate opportunities for stakeholder involvement. 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 provided by CONSULTANT 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 ongoing 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 Human Service and related transportation services available in the Quad 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 Survey Data:

The CONSULTANT will compile and provide any survey results from public outreach efforts.

Task 5.0 EMERGENCY MANAGEMENT AND TECHNOLOGY

5.1 Emergency Management:

The CONSULTANT will document how transportation providers within the Quad 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 Quad 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 as well as 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.

6.3 Strategies to address gaps

The CONSULTANT will describe strategies and activities to address transportation needs in QUADCO panning area. Describe expected outcomes and provide recommendations on how QUADCO may measure their cost effectiveness.

Task 7.0 TRANSPORTATION SERVICE PLAN/ALTERNATIVES

7.1 Prioritize Transportation Needs:

The CONSULTANT will facilitate a process with stakeholders, the 4-County Community Transportation Planning Team, and the TAC 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.

Task 8.0 COVID-19 RESPONSE AND IMPACTS

The CONSULTANT shall identify and describe lasting changes due to the COVID-19 pandemic anticipated for the QUADCO region.

8.1 COVID-19 Impacts:

The CONSULTANT will identify any lasting changes to regional transportation planning due to COVID-19 (e.g., ridership, routes, contact procedures, fees, etc.)

PROJECT SCHEDULE

The CONSULTANT shall present key findings, data, and recommendations, prior to May 19, 2022, to the 4- County Community Transportation Planning Team, TAC, and the Quad County RTPO Council. The final memorandum, including all deliverables, is due to the Project Manager on or before August 11, 2022. The project shall be completed by November 2, 2022.

PROJECT DELIVERABLES

The CONSULTANT shall provide the following deliverables for this project:

- 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, data, etc.
- All supporting meeting materials for the public involvement process including any PowerPoint presentations, hand-outs, surveys, web information, data, etc.
- Electronic files of presentation(s), materials used, hand-outs,
- Context for sections corresponding to each task
- A final memorandum or summary of findings, any data analysis, and recommendations.
- Support in completing the Appendix B: Deliverables Checklist regarding work completed by CONSULTANT
- Review of the HSTP Draft before finalization ensuring CONSULTANT contributions were accurately depicted in the document.