

# UMATILLA COUNTY

## REQUEST FOR PROPOSAL (RFP) TRANSPORTATION /TRANSIT PLANNING FIRM OR OTHERWISE QUALIFIED CONSULTANT

MEGAN DAVCHEVSKI, PLANNING DIVISION MANAGER  
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541-278-6246

216 SE 4<sup>TH</sup> STREET  
PENDLETON OR 9801

ISSUED: OCTOBER 8, 2025

DUE: BY 4:00 PM, NOVEMBER 12, 2025



Umatilla County, Oregon  
216 S.E. Fourth Street  
Pendleton, OR 97801

Request for Proposals  
Umatilla County Transit District Formation

Issuing office, point of contact for information and office where copies of this Request for Proposals (RFP) may be obtained:

Megan Davchevski  
Umatilla County Planning Manager  
216 S.E. Fourth Street  
Pendleton, OR 97801  
(541) 278-6246

**1. Description of Project**

Umatilla County is requesting proposals for a planning consultant to produce a plan for forming a Regional Transit District (RTD). ORS 267 and OAR 732 do not currently provide a method for Counties and Tribes to jointly form a Transit District. The plan should include a comprehensive step-by-step process that Umatilla County and the Confederated Tribes of Umatilla Indian Reservation (CTUIR) should take to form the Regional Transit District, including proposed legislative language, district bylaws, board representation and the overall transition process. The consultant shall also identify potential ballot language and potential marketing messages.

Umatilla County and CTUIR are not requesting this to be a taxed district at this time. One County Commissioner and one CTUIR Board Member shall be voting members of the Transit District Board.

The project deliverables and tasks are as follows:

- A) TASK ONE: Establishing Foundational Groundwork
  - 1. Develop an advisory group (AG) consisting of County and Tribal staff, representatives from at least two cities within Umatilla County and the Chair of the Umatilla County Transportation Advisory Committee (UCTAC).
  - 2. In coordination with the AG, create a purpose statement for creation of the RTD.
  - 3. Identify potential STIF Plan costs savings and estimated operating costs of the RTD.
  - 4. Develop the RTD Boundary Map.
- B) TASK TWO: Legislative Language
  - 1. With input for the advisory group, draft proposed legislative language and

supporting documentation that will allow Umatilla County and the Confederated Tribes of the Umatilla Indian Reservation to jointly form a Transit District.

C) **TASK THREE: District Bylaws and Board Representation**

1. Determine the number of RTD board members, to consist of: one CTUIR Board Member and one County Commissioner.
2. Create draft district bylaws, including the name of the transit district.

D) **TASK FOUR: Transition/Implementation Plan**

Describe the implementation plan and include timelines and milestones for completion of tasks. At a minimum shall include:

1. Legislative process and timeframe.
2. Ballot measure process and timeline; including order of operations for County, Tribal and City ballots.
3. Process for appointing initial board members.
4. Process for converting CTUIR Kayak operations into the Regional Transit District.
5. Identify which PTSPs would desire to dissolve into the RTD and those that will continue to provide services as a purchased service under the RTD.
6. Identify a process for later integration of PTSPs.
7. Identify necessary measures for notifying ODOT and assuming/consolidating necessary STIF plans.
8. Provide a draft estimated cost and budget for all identified implementation tasks, including lobbying activities.
9. Develop a district logo and brand book. The brand book shall consist of the logo, organization colors and sample letterhead. The logo shall be available in a vector and non-vector image and color and black and white.

E) **Facilitation**

Consultant shall review and provide facilitation of discussions between County and Tribal Staff, existing Public Transportation Service Providers (PTSPs), and City Staff throughout the project.

## **2. General Information**

To be considered, five copies of the proposal must be submitted by mail or courier no later than 4:00 p.m. on November 12, 2025, to Megan Davchevski, Planning Division Manager, Room 104, Umatilla County Courthouse, 216 S.E. Fourth Street, Pendleton, OR 97801. Proposals received by facsimile are not acceptable.

All proposals received will be evaluated by a committee. The evaluation committee will make a recommendation to the Board of Commissioners as to which firm should be selected. After receipt of the selection committee recommendation, the Board of Commissioners will make its decision.

## **3. Schedule of Activities RFP**

RFP Issued: October 8, 2025

Proposal Submission Deadline: Must be received in Room 104 of the Umatilla County Courthouse by 4:00 p.m on November 12, 2025.

Public Bid Opening: November 12, 2025 at 4:00 p.m.

On Site Presentation (optional): One or more firms may be asked to make an in-person presentation about their firm's qualifications to the Board of Commissioners.

Award of Contract: No later than December 5, 2025.

Proposals received after the date and hour specified above, will not be accepted under any circumstances and will be returned to the proposer unopened. Proposals must be submitted by mail or in person, proposals submitted by facsimile transmission will not be accepted.

Contract Expiration Date: December 31, 2026.

All project tasks and deliverables shall be completed no later than this date. Every effort shall be made to have the tasks completed early when possible so we are prepared for the 2027 legislative session.

#### **4. Incurred Cost**

Umatilla County will not be responsible for any cost incurred by prospective firms in preparing or submitting their proposals.

#### **5. Evaluation Criteria**

Awarding of a proposal will be based upon a qualifications-based selection procedure. The following evaluation criteria will be used to evaluate proposals. The evaluation criteria listed are not necessarily listed in order of importance.

- a. Qualifications, competence, and specific examples of past experience. – **20%**
- b. Adequacy and completeness of the proposal with regard to the information provided. Specific activities that will be accomplished, the purpose and desired effect of the activities and a timeline in which all services will be delivered. – **25%**
- c. Knowledge of Umatilla County, CTUIR and Kayak Public Transit. – **15%**
- d. Willingness to negotiate on contract terms. – **10%**
- e. Ability to work with and advise the county as a team to best represent the interests of the citizens of Umatilla County and to obtain quality services and products at a reasonable price. – **10%**
- f. Immediate availability upon selection. – **10%**
- g. Cost. – **10%**

#### **6. Instructions to Proposers**

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a. General. Submit your proposal in a sealed envelope clearly marked on the envelope "Proposal for Transit District Formation". Respondents must submit a complete and concise response to this RFP. Proposals must include a statement as to the period of time the proposal remains valid. All proposals received in response to this RFP will be retained by Umatilla County. Proposals should provide complete details concerning the proposer's ability to meet the requirements of this RFP. Umatilla County reserves the right to waive informalities and minor irregularities in proposals, to reject any and all proposals, and to select the most responsive proposal that best meets the needs of the citizens of Umatilla County.

b. Proposals. All proposals shall be typed and comply in every manner with the requirements of this solicitation. Each proposal must be signed in ink. If the proposal is made by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If the proposal is made by a corporation, it must be signed in the name of such corporation by a person that is authorized to bind the proposer and who shall also affix the corporate seal of such corporation. Proposals must contain the name, title, address and telephone number of an individual or individuals with authority to bind the proposer(s) during the period of validity of the proposal. Advertising brochures and generic specifications that are included with a proposal will not be an alternative to specific response to the RFP requirements.

c. Withdrawal of Proposals. Proposals may be withdrawn, by written or telegraphic request received from the proposer, prior to the time fixed for opening. Negligence on the part of the proposer in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. The proposal will be irrevocable until such time as Umatilla County:

1. Specifically rejects the proposal or;
2. Awards a contract and said contract is properly executed.

Proposals must be valid for at least one-hundred-twenty (120) days. The proposer agrees to furnish the services as specified to Umatilla County at the prices and with the warranties/guarantees represented for that period.

d. Modifications. Any proposer may modify their proposal by registered communication at any time prior to the scheduled closing time for receipt of proposals, provided such communication is received prior to the closing time. The communication should not reveal the proposed price but should provide the addition or subtraction or other modification so that the final price or terms will not be known until the sealed proposal is opened.

e. Acceptance or Rejection of Proposals. Umatilla County will accept the proposal which, in its estimation, will best serve the interests of Umatilla County, and reserves the right to award a contract that shall be best for the public good. Umatilla County reserves

the right to accept or reject any or all proposals received as the result of this RFP, to negotiate with all qualified sources, and/or cancel all or part of this RFP at any time. Until such time as a contract is executed with the successful bidder, Umatilla County may cancel all or any part of this RFP. This RFP does not commit Umatilla County to pay any costs incurred in the preparation and submission of proposals. Without limiting the generality of the foregoing, any proposal which is late, incomplete, obscure, or irregular may be rejected; any proposal having erasures or corrections in the proposal may be rejected; any proposal accompanied with an insufficient or irregular proposal guarantee may be rejected. Any evidence of collusion between proposers may constitute a cause for rejection of any proposals so affected.

f. Interpretations. No oral interpretations shall be made to any proposer as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing and addressed to the County Counsel. Any and all such interpretations and addenda will be sent to all prospective proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under its proposal as submitted. All addenda so issued shall become as much a part of this request for proposal document as if bound herein.

g. Nondiscrimination. The successful proposer agrees that in performing the work called for by this proposal and in securing and supplying materials, proposer will not discriminate against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, national origin, or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

h. Failure to Submit Offer. If no offer is to be submitted, do not return the RFP. Failure of the recipient to offer, or to notify the issuing office that future solicitations are desired, will not result in removal of the name of such recipient from the mailing list for the type of services covered by this solicitation.

i. Preparation of Proposals. Proposers are expected to examine the specifications, schedule, and all instructions.

Proposers must state a definite time for delivery of all goods and performance of all services.

Time, if stated as a number of the days, will include Saturdays, Sundays and holidays.

The selected proposal shall be incorporated by reference, with modification as agreed to by Umatilla County, into the final contract and shall be binding upon the successful bidder. Proposers further agree to the following:

1. To examine all specifications and conditions thoroughly.
2. To comply with all Federal, State, and County laws, ordinances and rules.

3. To the extent allowed by law, to accept any claims, liens, and demands, and to indemnify and hold harmless Umatilla County.

j. Taxes. Taxes, whether State or Federal, shall not be included in proposal prices. Umatilla County is generally exempted from federal taxes, specifically, but not limited to excise and transportation taxes.

k. Employees not to Benefit. No employee or elected official of Umatilla County shall be admitted to any share or part of these proposals or to any benefit that may arise therefrom; but this provision shall not be construed to extend to proposals made by a corporation for its general benefit.

### **7. Evaluation of Proposals**

An evaluation team will judge the merit of proposals received in accordance with the general criteria specified in this RFP. This evaluation team will make a recommendation to the Board of Commissioners, who will then make the final decision.

### **8. Protests**

Any protests under this request for proposals shall follow the protest procedures set forth in OAR Division 137-48.

### **9. Oregon Public Contracts**

All contracts with Umatilla County are governed by Oregon public contract and purchasing law as specified in Oregon Revised Statutes Chapter 279A.