

UMATILLA COUNTY

REQUEST FOR PROPOSAL (RFP) TRANSPORTATION /TRANSIT PLANNING FIRM

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DUE: BY 4:00 PM, OCTOBER 29, 2025



1. INTRODUCTION

Umatilla County (“Provider”) is currently accepting proposals from qualified consultants or firms to prepare an update to the 2020 Umatilla County Coordinated Human Services Transportation Plan, pursuant to federal and state requirements. More specific objectives are included under the RFP Scope of Work.

This project is funded with Umatilla County STIF funds; the project is listed within the FY 2026-2027 STIF Plan.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations and conduct a fair and extensive evaluation based on criteria listed herein.

2. BACKGROUND

Federal transit law requires that projects selected for funding under the Enhanced Mobility for Seniors and Individuals with Disabilities (Section 5310) be derived from a locally developed, coordinated public transit-human services transportation plan and that the plan be developed through a process that includes representatives of public, private, and non-profit transportation and human services providers and participation by members of the public. These plans identify the transportation needs of individuals with disabilities, older adults, and people with low incomes; provide strategies for meeting these needs; and prioritize transportation services for funding and implementation.

In 2020, Eastern Oregon Business Source prepared the Umatilla County Coordinated Human Services Public Transportation Plan. The adopted plan met the federal requirements for the development of a coordinated public transit-human services transportation plan. The plan included consultation with various health and social service organizations throughout the county. The County’s Special Transportation Fund Advisory Committee¹ helped guide development of the plan.

The State of Oregon, through the Statewide Transportation Improvement Fund (STIF) Program also requires a Coordinated Human Services Transportation Plan from all Qualified Entities (QE). Umatilla County is the QE for several Public Transportation Service Providers (PTSPs).

This coordinated plan update will address federal, state and regional coordination needs. It will also become a plan from which projects can be funded by the STIF Program.

Geography and Study Area

Umatilla County is located in eastern Oregon. The largest city in the County is Hermiston. Umatilla County is a rural county with a population of about 87,000. In addition to the 12 incorporated cities, there are several unincorporated communities as well as the Confederated Tribes of the Umatilla Indian Reservation (CTUIR).

¹ In 2023, the Special Transportation Fund (STF) and Statewide Transportation Improvement Fund (STIF) Advisory Committees were dissolved and replaced with the Umatilla County Transportation Advisory Committee (UCTAC).

Figure 1 – General Study Area

Public Transit in Umatilla County

Umatilla County is the Qualified Entity (QE) for numerous public transit providers and does not directly provide transportation services. Existing transit providers include but are not limited to, CTUIR Kayak, City of Hermiston, City of Pendleton, Grant County and Good Shepherd CareVan. Providers coordinate with neighboring providers within Union and Morrow Counties in Oregon and Walla Walla and Benton/Franklin Counties in Washington.

3. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4 pm PST October 29, 2025. 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 a 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 County's legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

4. PROJECT PURPOSE

Umatilla County's Coordinated Human Services Plan (CHSP) must be updated every five years the current 2020 CHSP is due to be updated.

5. PROJECT SCOPE

Umatilla County seeks proposals from qualified consultants to prepare an update to the current *Umatilla County Coordinated Human Services Transportation Plan*, pursuant to federal and state requirements and regional needs. The objectives of the plan update are:

- Create a 5-year strategic plan to meet human service transportation needs.
- Identify human service transportation needs and service gaps in the context of an expanded regional network.
- Identify transportation options and coordination strategies that will meet rural human service transportation needs.
- Develop strategies and recommendations that are coordinated with counties that we travel to and through.

- Meet the federal requirements to access FTA funding programs.

Task 1: Project Initiation and Management

A kick-off meeting with Umatilla County Planning (UC) staff and 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. UC will explain the expected deliverables, progress reports, and invoicing procedures. In addition, UC staff will review coordinated transportation developments to-date, including the Umatilla County Transportation System Plan which is currently being updated with an anticipated adoption date in early 2026.

Consultant Deliverables:

- Kick-off meeting.
- Project management plan, including the roles of the project manager and 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 (*Umatilla County Coordinated Human Services Plan, Transit Development Plan, FY 2026-2027 STIF Plan and Umatilla County Transportation System Plan*).
- Developing and distributing an inventory survey – which will include, at a minimum: public, private, and not profit transportation services agencies in Umatilla County and the surrounding area about rider characteristics and needs, operating statistics, vehicle inventory, client type, trip costs, ways to enhance coordination and collaboration, and other service provision details;
- Summarizing the survey results; and
- Working with Umatilla County and using available GIS data to analyze transportation disadvantaged populations and demographic profiles.

Consultant Deliverables:

- Synopsis for Umatilla County regarding review of relevant documents.
- Draft survey template for approval by UC staff prior to beginning surveys.
- Survey responses from updated inventory of service providers (inventory provided by UC staff).
- Summary of collected survey and demographic data.

Task 3: Evaluation of Former Plan Recommendations

The consultant will work with staff to evaluate and report on the progress on the current *Umatilla County Coordinated Human Services Transportation Plan* recommendations.

Task 4: Public Outreach

The consultant, along with UC staff if deemed appropriate, will conduct interviews (either in-person or by telephone dependent upon provider size) with various stakeholders including the Umatilla County Transportation 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 Umatilla County and the surrounding region. The consultant will subsequently conduct a project development workshop to facilitate the opportunity for all interested service providers to meet each other, review results, and exchange further comments and ideas. Umatilla County staff will provide a suggested stakeholders list to the consultant.

Consultant Deliverables:

- Draft interview questions template for approval by UC staff prior to beginning interviews.
- Draft presentation for approval by UC staff 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:
 - Include prioritized projects/strategies using a low, medium and high classification;
 - Develop estimated budgets and recommended funding sources for highest priority projects; and
- Provide performance measures and monitoring methodology for UC staff.

Consultant Deliverables:

- Summary of transportation needs.
- Strategies, and program goals and objectives for services, dispatching, procurement, facilities, maintenance, training, and administration.

- Prioritized projects list.
- Implementation plan, including the above factors

Task 6: Updated Coordinated Human Services Transportation Plan

The consultant will prepare and deliver an update to the current *Umatilla County Coordinated Human Services Plan*, pursuant to federal and state requirements, considering, at a minimum, tasks 2 through 5, as well as the update objectives.

Deliverables:

- Administrative draft plan for approval by UC staff prior to releasing public draft plan.
- Draft plan for review by public and stakeholders, including a Umatilla County Transportation Advisory Committee workshop to present plan.
- Final plan.

Task 7: Final Presentation

The consultant will present the final report and recommendations to the Umatilla County Transportation Advisory Committees and the Umatilla County Board of Commissioners.

Deliverables:

- Draft presentation for approval by UC staff two weeks prior to the Transportation Advisory Committee and Umatilla County Board of Directors 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 in compatible formats; for editing, publishing and posting on the Umatilla County website.

Deliverables:

- One (1) bound copy of the *Umatilla County Coordinated Human Services Transportation Plan*.
- Electronic formats of all project deliverables, in compatible formats, including data and support files. Electronic copy of any PowerPoint presentations.

6. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline

All proposals in response to this RFP are due no later than 4 pm PST October 29, 2025.

Evaluation of proposals will be conducted from October 30 until November 7, 2025. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than November 26, 2025.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by December 5, 2025.

Notifications to bidders who were not selected will be completed within 7 days of the Board decision.

Project Timeline:

- Project will commence immediately upon contract execution, expected December 15, 2025 or shortly thereafter.
- A draft plan update shall be complete no later than August 1, 2026 and be presented by the consultant to the Transportation Advisory Committee in August of 2026.
- The consultant will present the draft plan to the Umatilla County Board of Commissioners by September 15, 2026 for final approval.
- The final plan will be made available to UC staff by September 30, 2026.
- Contract termination will be October 31, 2026 to allow for final copy production of the plan.

Proposal Contents:

Written proposals shall not exceed 35 pages (including attachments). At a minimum, the following information should be included and clearly labeled:

1. Transmittal letter – signed by an officer who may contractually bind the business, including a description of the firm. The proposal shall be a firm offer for a minimum of 90 days and contain a statement to that effect. The proposal shall contain a statement that all activities performed within the proposed scope of work, notwithstanding Umatilla County’s unforeseen needs, will be at a not-to-exceed price.
2. Statement of understanding of the scope of work, as well as illustrating consultant’s familiarity with Umatilla County Public Transit and transportation services provided in the region.
 - Discussion of a technical approach and management approach.
3. List of the personnel on the project team, including a summary of their qualifications and work experience (resumes may be included as an attachment). This includes sub-consultants proposed for use.
4. Representative list of similar projects completed as lead consultant within the last five years including: project description and services provided, budget and schedule performance, and contact information for the client reference.

5. Work plan and schedule to complete the project scope of work, identifying milestones and deliverables.
6. Cost proposal worksheet, including: fee schedule on a time (by personnel) and materials basis; cost by task; and total cost to complete the project. The cost proposal shall be fully inclusive of all services, overhead, and direct expenses.

Standard Consulting Agreement

Umatilla County's standard personal services contract will be used for the agreement between Umatilla County and the selected consultant.

Protest Procedure

All protests, signed by the protesting party, must be in writing within three (3) business days from the results notification and be addressed to the Umatilla County Counsel. Include a description of the expected relief or corrective action in the protest. The protest should stipulate an issue of fact concerning the following points:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator(s);
- Errors in computing scores; and/or
- Non-compliance with procedures described in this RFP or Umatilla County's established policies.

UC will only consider protests based on the above points. UC will reject protests without merit if they address issues such as an evaluator's professional judgement on the objective quality of a proposal. UC Counsel will review and respond to protests within five (5) business days from receipt. Protests considered unresolved by the protesting party will be forwarded to the Umatilla County Board of Commissioners either at the meeting at which the subject contract is under consideration, or at a meeting which takes place prior to that, if timely response from the protesting party is received by UC Counsel.

7. 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).

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.

Contract Amount and Award

The anticipated start date is December 15, 2025, with October 31, 2026 contract expiration. Consultant selection will be based on a combination funding availability and the value of the services to be provided. This project has \$150,000 budgeted for this effort; however, consultants are advised to prepare proposals which fully address the above scope of work and

overarching objectives in a cost-effective manner. The project budget includes all public engagement and outreach activities. The project scope may be reduced or the budget increased depending on the consultant responses.

Umatilla County Planning Division Manager will schedule the recommended consultant selection for consideration to the Umatilla County Board of Commissioners on November 10, 2025. The personal services contract agreement is not in force until approved and signed by the Umatilla County Board of Commissioners and written authorization to proceed is provided to the selected consultant.

8. 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.

9. PROPOSAL EVALUATION CRITERIA

Umatilla County will evaluate all proposals based on the following criteria. A panel will be formed to evaluate the proposals and make a recommendation in consultation with the Planning Division Manager, which will then go to the Umatilla County Board of Commissioners for approval.

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 (15 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. State whether your proposed fee is a lump sum or not-to-exceed amount.

In unusual circumstances where a recommendation cannot be made based on the proposals alone, the highest ranked consultants may be invited to an interview.

Each bidder must submit 5 copies of their proposal to the address below by October 29, 2025 at 4 pm PST:

**MEGAN DAVCHEVSKI, PLANNING DIVISION MANAGER
216 SE 4TH STREET
PENDLETON, OREGON 97801**