

- a. Provide a short narrative report that describes how the final Transit Schedules can aid or assist in other projects that were identified in Chapter 5 the Umatilla Morrow Travel-shed Analysis.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline

All proposals in response to this RFP are due no later than 2 pm PST October 7, 2020.

Evaluation of proposals will be conducted from October 7 until October 14, 2020. If additional information or discussions are needed with any bidders during this two week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than October 14, 2020.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by October 21, 2020.

Notifications to bidders who were not selected will be completed by October 14, 2020.

Project Timeline:

Project initiation should be started by December 1, 2020.

Project completion should be completed by May 1, 2021.

6. 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). Pricing should be listed for each of the following items in accordance with the format below:

Total Project	NRC	MRC
Project A (as percentage of Total Project)	%	%
Project B (as a percentage of Total Project)	%	%
Other duties or costs not listed	NRC	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.

7. 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

8. PROPOSAL EVALUATION CRITERIA

CTUIR, in partnership with Umatilla County and Morrow County will evaluate all proposals based on the following criteria. 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 (10 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 insure 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.
- Indian Preference and TERO Certification (5 points): Provide documentation to confirm your firm is at least 51% Native-owned and that your firm is certified as Native-owned by the CTUIR TERO program.

Each bidder must submit 5 copies of their proposal to the address below by October 7, 2020 at 2 pm PST:

J.D. TOVEY, DIRECTOR, TRIBAL PLANNING OFFICE
46411 TIMÍNE WAY
PENDLETON, OREGON 97801

MEMORANDUM OF UNDERSTANDING

I. PARTIES. This memorandum of understanding is between CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION ("PROVIDER"), MORROW COUNTY ("Morrow") and UMATILLA COUNTY ("Umatilla").

II. TERM. This memorandum shall be effective upon signature of all parties and not to exceed the duration of one year.

III. PURPOSE. CTUIR/Kayak Public Transit will prepare and publish a Request for Proposal and hire a transportation/transit planning firm to research and prepare route and schedule plans for two related projects which are outlined in each County's respective STIF Plans:

1. Project A: The Hermiston Boardman Connector routes connecting and fulling connecting the Morrow County Loop Transit Service and the Kayak Service area.
2. Project B: Port of Morrow Circulator projects connecting the City of Boardman and the Port of Morrow by extension the Loop Transit Service area and Kayak Transit Service area.

The selected firm will work under the guidance of the Provider's Planning Director and other assigned staff at the Confederated Tribe of the Umatilla Indian Reservation (CTUIR), during the term of the agreement. The final route and schedule plans will be presented with representatives from Umatilla and Morrow Counties and CTUIR Planning Director and interested members of the public, local governments, social service agencies or business entities.

Umatilla County and Morrow County representatives and Eastern Oregon Business Source Transit Coordinator agrees to work in coordination with CTUIR/Kayak Public Transit and the transportation/transit planning firm to engage city officials, transit agencies and industry leaders. Participation will require attendance to scheduled meetings or events. The benefits of these routes will enhance and improve public transit services for regional access to employment, medical, education and retail.

IV. CONSIDERATION. The parties agree that as consideration for performance by Provider will complete the services described as outlined in the approved Umatilla and Morrow County STIF Plans. Morrow and Umatilla Counties will assist with coordination and engage collaboration with city officials and industry leaders to complete route and schedule plans for the STIF Projects, Hermiston Boardman Connector and Port of Morrow Circulator.

V. COMPENSATION. In 2019, CTUIR/Kayak Public Transit was allocated an amount of \$50,000 in Umatilla County STIF Formula Funds and also allocated an amount \$40,000 from the Morrow County STIF Formula Funds to complete preliminary planning of Project A. These funds will be applied to the proportion of the contract that address Project A.

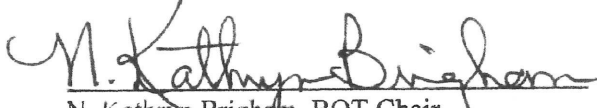
In addition, Morrow County allocated an amount of \$26,000 in the Morrow County STIF Formula Funds for the completion of Project B. These funds, not to exceed \$26,000, will be applied to the proportion of the contract that addresses Project B.

The process of selection of the firm will require that these monetary limits be strictly followed for each portion of the project.


CTUIR/Kayak Public Transit will complete ODOT quarterly reporting requirements for the STIF Formula Funds as outlined in the STIF Agreement. Total project costs will include the transportation/transit planning firm consultant fees.

DATED this ____ day of _____, 2020.

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION

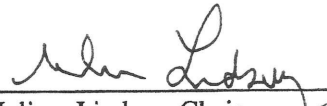

N. Kathryn Brigham, BOT Chair

UMATILLA COUNTY


John M. Shafer, Chair
Board of Commissioners



MORROW COUNTY

 8-12-20
Melissa Lindsay, Chair
Board of Commissioners