

**REQUEST FOR QUALIFICATIONS**  
Okanogan Council of Governments OCOG-RTPO

**NOTICE TO CONSULTANTS FOR:** Coordinated Public Transit - Human Services Transportation Plan (CPT-HSTP) Update

Okanogan County, serving as the lead agency for the Okanogan Council of Governments OCOG-RTPO, solicits interest from consulting firms with expertise in developing Coordinated Public Transit – Human Services Transportation Plan (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 2018. It can be viewed at the following website: <https://okanogantransit.com/wp-content/uploads/2021/05/2018-Okanogan-County-CPTHSTP.pdf>

The CPT-HSTP identifies available transportation services, needs, gaps and recommendations to benefit people with special transportation needs, including people with disabilities, seniors, and people with low income. The CPT-HSTP provides strategies for meeting 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 CPT-HSTP. Additionally, all regional 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 full request for qualifications may be downloaded for this project from the official County website at: [https://okanogancounty.org/doing\\_business/bid\\_opportunities/public\\_works\\_bids.php](https://okanogancounty.org/doing_business/bid_opportunities/public_works_bids.php)

**ELEMENTS**

The following are elements of CPT-HSTPs that meet WSDOT and FTA expectations:

- Contact Information
- Title VI and ADA Statements
- Conducting and documenting community outreach
- Regional context
- Assessment of transportation services
- COVID-19
- Strategies and activities to address identified gaps
- Regional priorities for implementation
- Ongoing coordination – \*This element is not currently required to meet WSDOT and FTA expectations

**SUBMITTALS:**

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 assigned to the project.

The OCOG-TRPO 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 Statements of Qualifications must be received no later than **4:00 p.m. on January 21, 2022.** Submittals will not be accepted after the above stated time and date. Any questions regarding this project should be directed to:

Okanogan County Transit Authority  
Brent Timm, Acting General Manager  
PO Box 507  
303 2<sup>nd</sup> Ave S, Suite A  
Okanogan, WA 98840  
(509) 557-6177

The OCOG-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. The OCOG-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:** December 22, 2021  
December 29, 2021

**BACKGROUND:**

The OCOG-RTPO received funding from Washington State Department of Transportation (WSDOT) to conduct the planning effort and develop a CPT-HSTP for the OCOG-RTPO. For the purpose of this project, the area includes Okanogan County and the Colville Reservation.

The CONSULTANT is expected to follow the CPT-HSTP Guidebook (July 2021) This guidebook can be downloaded 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 4 years; the planning horizon of the OCOG-RTPOs updated version is 2022.

Partners to the OCOG-RTPO 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 Elements and Work Products:

**Element 1: Contact information**

Include the following contact information on the first page of your CPT-HSTP:

- Plan adoption date
- Name of MPO/RTPO
- Lead agency, if different than MPO/RTPO
- Mailing address
- Contact person
- Email address
- Phone number
- Plan consultant, if different than lead agency

**Element 2: Title VI and ADA statements**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal financial assistance.

The Americans with Disabilities Act (ADA) of 1990 prohibits discrimination against people with disabilities in several areas, including employment, transportation, public accommodations, communications and access to state and local government' programs and services.

Include your organization's Title VI policy statement and complaint procedures, as well as your organization's ADA reasonable accommodation statement describing how you may make the plan available in an alternate format.

### **Element 3: Conducting and documenting community outreach**

Stakeholder outreach is a key element to developing your CPT-HSTP and meeting WSDOT and FTA expectations. Stakeholder involvement helps you identify the needs of communities, available transportation services, strategies and project priorities. A list of proposed stakeholders is in [Appendix A: List of proposed stakeholders](#).

Use the following prompts for this element of your plan.

#### **Describe how your organization engaged stakeholders.**

Describe how you engaged the following populations in your outreach and planning process. Include the number of people in each population you engaged:

- People with disabilities
- Seniors
- People with low incomes
- Other people with special transportation needs
- Representatives of public, private, non-profit, and human services transportation providers
- Other members of the public

#### **Describe current coordination efforts between transportation providers and social service providers. Also, describe outreach to any out-of-boundary/out-of-jurisdiction partners.**

Describe your communication with transportation and social service providers in your area during your CPT-HSTP planning process. Include a description of each provider's services and jurisdictions.

Also, describe outreach to any out-of-boundary/out-of-jurisdiction partners who might have overlapping needs.

#### **Describe efforts to reach populations that were underrepresented or unavailable.**

If you are unable to find representation from a population in your community, or a population was unresponsive or unwilling to participate in the CPT-HSTP planning process, describe your good faith efforts to engage these populations.

#### **Identify outreach events.**

Identify the outreach events you conducted for your CPT-HSTP planning process.

### **Element 4: Regional context**

Use the following prompts for this element of your plan.

- Describe your region.
- Describe your planning organization and area.
- Include a map of the planning area.
- Describe your planning area's population.

- Give a general description of the population in your planning area.
- Describe the demographics of your planning area’s population for people with special transportation needs.
  - Describe (and map if possible) the following populations in your planning area:
  - People with disabilities
  - Seniors
  - People with low incomes
  - Other people with special transportation needs

**Describe origins and destinations for people with special transportation needs.** Describe (and map if possible) where the following groups begin and end public transportation trips in your planning area:

- People with disabilities
- Seniors
- People with low incomes
- Other people with special transportation needs

For common origins, consider locations where public transportation users start their trips. Describe origins information and the features in your planning area that generate public transportation users (e.g., multi-family housing and neighborhoods with a significant percentage of the total population in the service area of the transit provider).

For places that may constitute common destinations, consider entry-level employment opportunities, childcare facilities, schools and other educational centers, medical centers, shopping districts, transit centers, ferry terminals and others as suggested by your stakeholder group.

## **Element 5: Assessment of transportation services**

Your plan should include information on existing transportation services and resources in your planning area. You should identify and describe these services in a way that helps planners identify underserved areas, areas that may have their services discontinued, and any duplication in transportation services.

Additionally, your plan should include information that helps WSDOT understand any gaps in service and unmet transportation needs, such as those that occur at service area boundaries and with service hours.

Use the following prompts for this element of your plan.

### **Describe the existing transportation services and resources in your planning area.**

Describe fixed-route and paratransit services in your planning area. Include service hours and boundaries.

Describe other providers, such as social service providers, that also provide some level of transportation to their clients.

For all services, consider including information on fares, program costs and other operating characteristics.

### **Identify the number of mobility management projects in your planning area. Describe the projects’ goals and deliverables.**

Identify and describe the mobility management projects in your planning area. Examples include: Community “mobility managers”, travel training, and “One-stop” information centers.

## **Element 6: COVID-19**

Use the following prompt for this element of your plan.

### **Describe lasting changes due to the COVID-19 pandemic you anticipate in your region.**

Describe any lasting changes to your planning area’s transportation system and planning coordination due to the pandemic (e.g., change in ridership).

## **Element 7: Strategies and activities identified to address gaps**

Use the following prompt for this element of your plan.

### **Describe strategies and/or activities identified through the planning process.**

Describe strategies and activities to address transportation needs in your planning area. This may include, but is not limited to:

- Adding or increasing fixed-route service (i.e., extending hours or territory)
- Starting a volunteer dial-a-ride program
- Expanding rideshare program
- Providing bus passes and travel training
- Improving mobility management
- Improving coordination for transfers to other transit modes or services

Descriptions should provide a brief explanation of the proposed solution, estimated cost, and whether the solution worked in the past (i.e., met the need). Describe expected outcomes and how you measured their cost effectiveness.

Identify whether you are creating a basic level of service in an area that would not otherwise have it. Identify whether you are creating service for a group of people who would not otherwise have it.

## **Element 8: Regional priorities for implementation**

Use the following prompt for this element of your plan.

### **Describe the process and criteria to prioritize projects.**

Based on resources, time, and feasibility for implementing specific strategies and activities you identified in [Element 7: Strategies and activities identified to address gaps](#), describe the prioritization process for projects in your plan.

Include in your description the organizations you included in the process and whether your prioritization process involved coordinated transportation.

## **\*\*Optional element: Ongoing coordination**

Ongoing coordination is an eligible but not required activity. If you plan to do this work, use the following prompt for this optional element of your plan.

### **Describe ongoing coordination efforts between social service providers and transportation providers for 2022-2026**

Describe how you will continue to coordinate planning efforts after the plan is complete.

Describe how your continued coordination efforts will leverage community resources.

Describe how/if you will update your plan if significant changes to human services transportation needs and corresponding strategies occur prior to 2025-2027 Consolidated Grant Program cycle (e.g., a new medical center opens in your planning area).

### **PROJECT DELIVERABLES**

The CONSULTANT shall provide the following deliverables for this project:

**Draft:** 1 unbound copy and one electronic file (Word format) for OCOG-RTPO review and comment due July 1, 2022.

**Final Draft:** 1 unbound copy and one electronic file (Word format) for the OCOG-RTPO to consider and approve, due August 1, 2022.

#### **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 electronic copy 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.

## Appendix A

### List of Proposed Stakeholders

Aero Methow	Okanogan County
Aging and Adult Care	Okanogan County Community Action Council
Apple Springs	Okanogan County Child Dev Assoc
Chamber of Commerce	Okanogan County Housing Authority
City Councils	Okanogan County Tourism
City Mayors	Okanogan County Transit Authority
Colville Confederated Tribes	Okanogan County Transportation and Nutrition (OCTN)
Confluence Health	OCTN Board of Directors
Department of Corrections	Okanogan FYRE
Dialysis Center	Okanogan Public Health
DSHS	Okanogan Valley Transportation
Economic Alliance	Oroville Reman & Reload
Emergency Management	People for People
Family Health Centers	Regency Manor
Gebbers Farms	Ruth's House of Hope
Gold Diggers	School Districts
Harmony House	Senior Centers
Home Depot	Special Mobility Services
Lifeline Ambulance	Sun Opta Fruit
Lincare	Sunmountain Lodge
Manfisher Ministries	Support Center
Mid Valley Hospital	Three Rivers Hospital
Mid Valley Medical Group	Twisp Works
North 40 Outfitters	Veterans Administration
North Central Public Library	Walmart
North Valley Hospital	Wenatchee Valley College
Northwest Center	Worksource
OCTA Board of Directors	WSDOT
Okanogan Behavioral Health Care	
Okanogan CHI	