REQUEST FOR PROPOSALS (RFP)

For: Transit Service Operation  
Issued: February 1, 2018  
Submission deadline: March 4, 2018  
Deadline for final submission of questions: February 16, 2018

No interpretation of the meaning of the bid documents will be made to any bidder. Questions may be submitted via email to: Virgil Wade, General Manager, virgil.wade@snoqualmietribe.us.

Questions will be answered by the appropriate individuals and answered within 3 business days via email with a return reply acknowledging receipt of the email requested. Questions and answers will be shared with all bidders.

INTRODUCTION

The Snoqualmie Indian Tribe ("Tribe") is a sovereign nation located within King County, Washington.

Your firm has been invited to submit a proposal for the services described herein for demand response transportation services in the upper Snoqualmie Valley.

OVERVIEW

The Tribe has been supporting local community transit services since 2007. The Tribe has been supporting transit service through operational funding support for demand response shuttle service within the upper Snoqualmie Valley. The Tribe has been awarded Federal Transit Administration funding for operation support and is seeking a qualified agency to perform transportation services.

SUBMISSION PROCEDURE

Proposals conforming to the requirements set out below must be received no later than the deadline given above by US mail, courier or email to:

Snoqualmie Indian Tribe  
Attn: Virgil Wade, General Manager  
P.O. Box 969  
Snoqualmie, Washington 98065  
Virgil.wade@snoqualmietribe.us

All submittals received by email must be accompanied by hard copies within two (2) business days thereafter. Text portions of the submittals are acceptable in .pdf or.doc format. The name and address of the bidder must appear on the email and envelope.
The Tribe reserves the right to waive irregularities and to reject any or all bids. The Tribe also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.

The Tribe may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified will not be considered. No bidder may withdraw a bid within thirty (30) days after the actual date of the opening thereof.

**Modification of Bids**

Modifications to bids already submitted will be allowed if submitted in writing before the time fixed in the Request for Proposals.

**Opening, Evaluation and Contracting**

Proposals may be opened by the Tribe at any time after the submission deadline. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the offerors best fulfills the needs of the Tribe and this project. The Tribe anticipates entering into a contract with this/these offeror(s) to execute the proposed work. This Request for Proposals, however, does not commit the Tribe to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. The Tribe reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors, or to cancel this Request for Proposals, if it is in the best interests of the Tribe to do so. The decision of the Tribe will be final.
CONTRACT

The Tribe expects to enter into a service agreement with the successful bidder. The submission of a proposal implies an acceptance of determining final scope amounts and general acceptance on the part of the bidder of the terms of our contract.

PROJECT COMPLETION

The Tribe has a targeted completion date of 9/30/2020, with the possibility of one 6-month renewal thereafter, depending on available funding.

SCOPE OF SERVICES & DELIVERABLES

The Scope of Services & Deliverables should cover the work related to operating a shuttle transportation service in the Snoqualmie Valley. Qualified offerors will be expected to be able to provide public transportation services to Fall City, Snoqualmie and North Bend.

PROPOSAL CONTENTS

Proposals, together with letters of transmittal, should include the bidder’s description of the work that would be performed and the following information:

I. Response to the scope of services and a description of how those services would be provided;
II. Information regarding the history and organization of the firm and personal history or résumé of key personnel, particularly those who have been identified in the proposal as account executive(s) assigned to the Tribe’s account;
III. A summary of the firm’s experience related to providing public transportation, as well as specific evidence of the firm’s experience;
IV. Outline of the firm’s plan to provide public transportation in the upper Snoqualmie Valley;
V. Detailed information of the firm’s proposed fee schedule for the proposed plan and for any variation of non-routine services. The proposal should include what costs will be included in the fee, plus the methodology for determining the cost of the proposed plan; and
VI. An outline of how the firm will provide information reporting related to performance.

EVALUATION CRITERIA

The Tribe will evaluate proposal on the following criteria:

I. Whether the proposal is in compliance with the RFP;
II. The firm’s demonstrated ability to establish and market a transit program;
III. The firm’s perception of public transportation needs, and the firm’s proposal for meeting those needs;
IV. The qualifications, experience, and compatibility of key personnel that will be assigned to the service;
V. The proposer’s capability to respond to requests for information;
VI. Estimated cost to the Tribe based on the fee information submitted with the proposal;
VII. The availability of other support services;
VIII. The best interests of the Tribe (in the Tribe’s sole and exclusive judgment); and
IX. Other criteria and facts as determined by the Tribe.