



## Transportation Planning and Operations Development for Demand Responsive Van Service Pilot

**Request for proposals Date:** 5/11/2026

**Proposal due date:** 5/29/2026, 5 pm PST

**Proposal submission method:** Via email

**Proposal submission address:** Alayna Garvin, [agarvin@suquamish.nsn.us](mailto:agarvin@suquamish.nsn.us)

For information or questions, please call: (360) 394-7181

**Professional services contract executed:** June 14, 2026

**Project start date:** June 15, 2026

**Project completion date:** November 15, 2026.

### **Purpose**

The Suquamish Tribe requests proposals from qualified transportation planning consultants to develop a Transportation Plan and an Operations Plan for a new demand-responsive Van Service Pilot.

Work includes direct consultation with Tribal staff, planning for service delivery on the Port Madison Indian Reservation and surrounding areas, and development of operational systems aligned with Tribal priorities. Regional experience, Tribal coordination experience, transportation planning expertise, data and reporting competency, and familiarity with electrified transportation systems are required.

### **Scope of Work**

Consultant will complete a structured transportation planning and operations development process resulting in a complete implementation package for the Van Service Pilot.

#### **1. Transportation Plan**

- Define initial service objectives, service area, target users, trip types, and demand-responsive routing assumptions.
- Analyze existing mobility gaps affecting Tribal members and residents.
- Integrate considerations related to electrified fleet use, charging logistics, downtime cycles, and energy planning.
- Assess operational feasibility using PSE-funded fleet and software.

- Produce data-informed recommendations on service parameters, hours, staffing patterns, and fleet utilization.

Deliverables:

- **Transportation Plan** (final document).
- All maps, datasets, planning assumptions, and supporting materials.

## **2. Operations Plan**

- Define operating procedures, dispatch workflows, scheduling protocols, safety protocols, and driver requirements.
- Integrate Tribe-owned electric vans, charging equipment, energy use projections, and route optimization considerations.
- Outline administrative and maintenance processes reflecting first-year operating budget (PSE-funded).
- Develop procedures for recordkeeping, trip logging, and data capture needed for later evaluation (evaluation not included).

Deliverables:

- **Operations Plan** (final document).
- Standard operating procedures, workflow diagrams, and implementation steps.

## **3. Consultation and Coordination**

- Conduct planning meetings with designated Tribal staff.
- Develop work products in coordination with Transportation Coordinator/Manager and relevant partners.
- Produce agendas, notes, documentation, and version tracking of all drafts.

Deliverables:

- Meeting notes and decision logs.
- Drafts and final versions of all required documents.

## **4. Reporting and Data Structures**

- Provide templates or advise on software for trip data, operational reporting, and service monitoring to support Tribal use and later evaluator use.
- Establish data definitions, reporting cadence, and systems alignment with dispatch/scheduling software.

Deliverables:

- Reporting templates.
- Data dictionary and documentation.

## **Required Expertise**

Proposers must demonstrate competence in:

- Transportation planning, including demand-responsive service design.
- Operations planning for transit or microtransit programs.

- Work with Tribal governments and knowledge of Tribal sovereignty, governance, and consultation expectations.
- Regional familiarity with Kitsap County and surrounding areas.
- Data collection, reporting structures, and operational analysis for transportation services.
- Electrified transportation systems, charging considerations, and fleet management (preferred, not mandatory).

### **Preferred Qualifications**

- Bachelor's degree in urban planning, transportation planning, public administration, or related field.
- Minimum five years' experience in transportation planning or operations development.
- Demonstrated experience delivering planning documents for transit, microtransit, or comparable transportation programs.
- Demonstrated experience working with Tribes or Indigenous communities.
- Ability to meet required timelines and produce complete planning and operational documentation.

### **Proposal Requirements**

- Contact name, address, phone number, and email address
- Detailed description of skills, experience, and ability to meet project requirements including identification and designation of roles/responsibilities of key staff.
- Description of approach, work plan and methodology for completing the Scope of Work. Key deliverables in bold – Transportation plan, Operations plan
- Proposed schedule for project completion.
- Cost proposal with all rates and assumptions and/or break down of budget by task.
- List of three professional references.
- Statement of acceptance, ability and willingness to enter into: Professional Services Contract.
- Statement addressing minority, women, Native American business ownership.

### **Budget Context**

This RFP aligns with the project budget funded in part by the PSE Transportation Electrification Grant. Proposal Scope-of-Work: Proposers are required to provide a proposed scope-of-work that does not exceed \$60,000 in total costs and details: tasks/activities; timeline; deliverables/performance measures; and costs per tasks/activities with administrative costs clearly detailed.

## Evaluation Criteria

Criteria	Points
Depth of transportation planning and operations development experience (25 points).	25
Demonstrated competence designing demand-responsive or microtransit systems (20 points).	20
Demonstrated experience working with Tribes or Indigenous communities (20 points).	20
Strength and clarity of methodology and feasibility of proposed schedule (15 points).	15
Data reporting and operational analysis capability (10 points).	10
Itemized fee proposal (10 points).	10
	Total 100

## Terms

The Tribe reserves the right to reject any or all proposals and is not obligated to award a contract based solely on the lowest bid. This RFP does not constitute an agreement or contract with any responding vendor.

## DISCLAIMER

The Suquamish Tribe reserves the right to accept any submittals deemed to be in the interest of the Tribe, to waive any minor irregularities in any submittal, to re-solicit for new submittals as deemed necessary by the Tribe, or not to award any contracts at all. The Tribe reserves the right to award a contract based on the submittal expected to be the most beneficial to the Tribe based on qualifications.