



# QUECHAN INDIAN TRIBE

## *Fort Yuma Indian Reservation*

### *Economic Development Administration*

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## REQUEST FOR PROPOSALS ON-DEMAND FIRST-LAST MILE SERVICE TRANSPORTATION STRATEGY IMPLEMENTATION PLAN

**Issue Date: October 24, 2024**

**Requests for Information Due Date: November 7, 2024, @ 4:00 pm Arizona Time**

**Proposal Due Date, Time, and Location: November 21, 2024, @ 4:00 pm Arizona Time, EDA Office**

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The Quechan Indian Tribe (Tribe) is dedicated to improving resident access to essential services by addressing the unique transportation challenges faced by Tribal communities. The Tribe aims to bridge the gap between existing transportation options and residents' final destinations through an innovative On-Demand First-Last Mile Service Transportation Strategy Implementation Plan, ensuring convenient and reliable access to vital services like healthcare, education, and employment. The Tribe, through the Quechan Tribal Council and its Economic Development Administration (EDA), is seeking proposals from qualified firms to provide consulting services for this project. The goal is to gain insights into the feasibility and potential impacts of On-Demand First-Last Mile Services within the Tribe's jurisdiction. The Tribe invites proposals that will contribute to the successful implementation of this crucial transportation initiative.

### **Project Executive Summary:**

The Tribe proposes to use FTA Tribal Transit Program competitive funding to retain a consultant to develop a plan to implement the additional service strategy of On-Demand First-Last mile service, as a near-term improvement included in the Yuma County Intergovernmental Transportation Authority (YCIPTA) Short Range Transit Plan, approved June 2021.

A version of this service strategy that involved central trip coordination and a subsidized pool of volunteer drivers appeared in the 2011 Quechan Services Strategies Report but was not implemented at that time. Now, with the rise in dynamic ridesharing, implementation of this service strategy would leverage the persistent use of taxicabs or rideshare services by Reservation residents (including those in Winterhaven CA) and subsidize their First-Last Mile connections to existing fixed route service.

This project, funded by the Federal Transportation Administration (FTA) grant, will assist with the further development of the Tribe's transit program and we plan to use this service strategy implementation plan to compete for future demonstration funding.

## **Scope of Work:**

Under the direction of the EDA, the successful firm will prepare an implementation plan consistent with the attached Scope of Work provided in Exhibit A.

The consultant selected by the Tribe will develop the implementation plan over a six-month period, after the Tribe completes within two months a competitive procurement process and approves a contract with the consultant.

The consultant will organize the plan around seven elements: (1) background and existing conditions, (2) communications approach for public outreach, (3) service delivery models and options, (4) capital and technology requirements and options, (5) financial approach with conceptual budget and funding sources, (6) evaluation approach with performance measures, and (7) procurement approach.

Within two months of contract approval, the consultant will provide the Tribe with a technical memorandum that addresses the first four elements. The Tribe will review and comment, as well as narrow and confirm the service delivery models and options to be included in the implementation plan. By the fifth month following contract approval, the consultant will submit to the Tribe a draft plan that addresses all seven elements. After review by the Tribe, the consultant will resolve all comments and make necessary revisions, then provide the Tribe with the final plan within the sixth month following contract approval.

The successful firm must begin all project work no later than thirty (30) calendar days after receiving the Notice to Proceed and complete the project within six (6) months thereafter. The Tribe reserves the right to award all, some, or a combination of project work.

## **Proposals shall contain the following information:**

1. Statement of Qualifications (SOQ): The bidder shall detail its qualifications and capabilities to prepare the On-Demand First-Last Mile Service Strategy Implementation Plan in an SOQ not to exceed five (5) pages. The SOQ should also include information about the bidder's experience, skills, expertise, resources, and any relevant certifications, licenses, or awards it has received. The SOQ may also include case studies, references, and other supporting materials to demonstrate its qualifications and past performance. If the firm does not maintain all professional disciplines needed to complete the tasks described in the Scope of Work, then the SOQ must identify the subcontracting consultants that would make up the project team and describe the subcontractor's qualifications and experience on similar projects completed as a team. Prime contractors shall perform at least fifty percent of the work. Responsive firms will provide at least three references for which the firm or team successfully completed similar projects. The SOQ helps evaluate whether the bidder fits the requested services well.
2. Bid Schedule: Using the attached worksheet provided in Exhibit B, the bidder shall provide a line-item estimate of costs for each work activity.
3. Statement of Assumptions and Conditions Underlying the Pricing Detail: The bidder shall provide a description of the assumptions, conditions, and exclusions the bidder relied upon in developing its estimate of costs.

## **Bidder Instructions:**

## **Requests for Information:**

Prospective bidders may submit questions concerning this Request for Proposals and its attached Scope of Work in writing as a Request for Information (RFI). The EDA encourages submitting such questions to reduce uncertainty about the Scope of Work details by correcting mistakes or clarifying ambiguous descriptions. The EDA believes that the RFI process can reduce the information that would otherwise be presented in a bidder's Statement of Assumptions and Conditions underlying the Pricing Detail. Submissions must be made via email. Submissions must be received at the EDA Office no later than **November 7, 2024, at 4:00 pm Arizona Time**. RFIs and their answers will be formatted, made anonymous, and shared with all prospective bidders within two (2) calendar days of the submission deadline. Please send RFIs to the attention of Alan Pruitt, EDA Specialist, at [edaspecialist@quechantribe.com](mailto:edaspecialist@quechantribe.com)

## **Proposal Deadline and Submission Instructions:**

Responsive bidders will submit (1) a paper copy and (1) a digital copy of their Proposal in a sealed envelope marked "*Proposal for On-Demand First-Last Mile Service Transportation Strategy Implementation Plan*" to the EDA Office by mail to the address listed above or hand-delivered to its office at 604 Picacho Road, Suite 4 (at the Quechan Community Center), Winterhaven, CA, on or before **November 21, 2024, at 4:00 pm Arizona Time**. Late proposals and those received via fax or email will be rejected.

## **Other Information:**

The lowest price, technical acceptability, and responsive bidders' experience will assist the Tribe in evaluating proposals, also:

1. Payment terms for this contract will be Net 30 days from the date of invoice. Invoicing must be done electronically via email to the designated point of contact listed in the RFP.
2. The scope of work for this contract is to prepare an On-Demand First-Last Mile Service Strategy Implementation Plan. Any work outside of this scope must be approved in writing by the Quechan Indian Tribe and may result in a change in pricing or contract terms.
3. The successful firm must provide all necessary resources to complete the work within the timelines specified in the RFP. Any delays or missed deadlines may result in penalties or termination of the contract.
4. This RFP is for a firm fixed-priced contract for a term ending twelve (12) months after issuance of the Notice to Proceed. Any extension or renewal of the contract will be subject to negotiation and approval by the Tribe.
5. The Quechan Indian Tribe reserves the right to reject any proposals, waive any irregularities or defects in any proposal, and award the contract to the prospective bidder vendor that is most advantageous to the Tribe.

Before beginning work, the successful firm must possess a Tribal Business Permit from the EDA for the Project's duration. All sub-contractors and service providers who conduct business within the exterior boundaries of the Fort Yuma Indian Reservation must also possess a Tribal Business Permit. Many service providers and material vendors already maintain valid permits; inquire to EDA for a list.

The successful firm must also complete and submit a TERO Compliance Plan to ensure that Tribal members are provided opportunities to work as employees of the firm or team. For more information, contact Dennis Boone, TERO/Safety Officer, at (760) 919-3410 [teroofficer@quechantribe.com](mailto:teroofficer@quechantribe.com).

**Contact Information:**

<p><b>Project Coordinator</b> Alan Pruitt, EDA Specialist (760) 572-5270 <a href="mailto:edaspecialist@quechantribe.com">edaspecialist@quechantribe.com</a></p>	<p><b>Business Permits</b> Eva L. Castro, EDA Assistant Planner (760) 572-5270 <a href="mailto:edaasstplanner@quechantribe.com">edaasstplanner@quechantribe.com</a></p>
	<p><b>TERO Compliance</b> Dennis Boone, TERO Officer (760)-919-3410 <a href="mailto:teroofficer@quechantribe.com">teroofficer@quechantribe.com</a></p>

The Tribe gives Indian preference in selecting a successful firm in the event of equally qualified firms. The Tribe reserves the right to decline to enter into an Agreement.

## Exhibit A

### On-Demand First-Last Mile Service Transportation Strategy Implementation Plan Scope of Work

Issue Date: October 24, 2024

#### Element 1: Background and existing conditions –

- **Project Goals:** Clearly define the Tribe's goals and objectives for the on-demand service. Is it to improve access to employment, healthcare, education, or recreation? Are there specific target populations, like the Tribal Elders or those with disabilities? What are the desired outcomes (e.g., increased ridership, reduced congestion, improved air quality)?
- **Reservation Overview:**
  - Geographic characteristics, population density, and land use.
  - Existing Tribal transportation infrastructure (roadways, sidewalks, transit stops).
  - Identify key destinations (healthcare facilities, schools, shopping centers, employment hubs).
  - Current transportation challenges faced by Tribal members (lack of access, limited-service hours, affordability).
- **Existing Transit Services:**
  - Inventory of existing public and private transportation options.
  - Analysis of Tribal ridership patterns, service areas, and schedules.
  - Assessment of the strengths and weaknesses of current services.
- **Relevant Tribal Policies and Regulations:**
  - Review of the 2011 Quechan Service Strategies Project and the 2021 YCIPTA Short Range Transit Plan.
  - Identify any legal or regulatory considerations that may impact on the implementation of the on-demand service.

#### Element 2: Communications approach for public outreach -

- **Target Audiences:** Define specific groups within the Tribe (Tribal elders, Tribal youth, those with limited mobility, etc.) and tailor outreach strategies accordingly.
- **Outreach Methods:**
  - **Note:** *Fort Yuma Indian Reservation, including Winterhaven, CA, residents' mobility needs must be identified through stakeholder consultations that include:*
  - Community meetings (in-person and virtual, minimum of two public meetings; two meetings with senior nutrition program participants, two focus group meetings with Tribal program managers, and a meeting with the CEO, CFO, and Marketing Manager of the Quechan Casino Resort (QCR).
  - Flyers and brochures in English.
  - Social media campaigns (Tribal website, etc.).
  - Local media outreach (Yuma Sun newspaper, and local radio, including NPR affiliate, KAWC).
  - Presentations at schools and Tribal community centers.
  - Direct mailings to Tribal households.

**Note:** *The consultant must conduct this outreach to prepare the technical memo that is due within 2 months of the Notice to Proceed.*

- **Feedback Mechanisms:**
  - Establish clear channels for gathering feedback throughout the planning and implementation (surveys, online forms, suggestion boxes, and public comment periods).
  - Ensure that feedback is incorporated into the service design and operation.
- **Stakeholder Analysis:**
  - Identify key stakeholders (Tribal members, Tribal council, Casinos, Tribal businesses, schools, healthcare providers, social service agencies).
  - Conduct interviews or surveys to understand their transportation needs and preferences.

### **Element 3: Service delivery models and options –**

- **On-Demand Service Types:**
  - **Note:** *The consultant must identify service types with potential to meet Tribe’s goals and objectives, including but not limited to:*
  - **Micro transit:** Small-scale, flexible bus or van service that operates within a defined zone, using a mobile app or phone dispatch.
  - **Ride-hailing Partnerships:** Collaborations with existing ride-hailing companies (e.g., Uber, Lyft) to provide subsidized or discounted rides for Tribal members.
  - **Volunteer Driver Programs:** Utilize volunteer drivers to provide transportation for specific needs, such as medical appointments or grocery shopping.
- **Service Area and Hours:**
  - Define the Tribal geographic boundaries of the on-demand service.
  - Determine service hours of operation, considering peak demand times and community needs.
- **Fare Structure:**
  - Develop an affordable and equitable fare structure, considering potential subsidies or discounts for specific populations.
- **Accessibility:**
  - Ensure that the service is accessible to people with disabilities, including wheelchair-accessible vehicles and trained drivers.
- **Integration with Existing Transit:**
  - Explore ways to integrate the on-demand service with existing fixed-route transit services to provide seamless transportation options.

### **Element 4: Capital and technology requirements and options -**

- **Vehicle Fleet:**
  - Determine the required number and type of vehicles (e.g., sedans, vans, minibuses).
  - Alternative fuel vehicles (electric, hybrid) should be considered to reduce environmental impact.
  - Explore vehicle leasing or ownership options.
- **Technology Platform:**
  - Identify a suitable software platform for managing on-demand requests, dispatching vehicles, and tracking ridership data.
  - Consider mobile app development for passengers to request rides and track vehicle locations.
  - Assess GPS tracking and communication systems for vehicles.
- **Infrastructure Needs:**
  - Evaluate the need for charging infrastructure if electric vehicles are chosen.
  - Assess the need for designated pick-up and drop-off locations.

## **Element 5: Financial approach with conceptual budget and funding sources -**

- **Cost Estimation:**
  - Develop a detailed budget that includes capital costs (vehicles, technology), operating costs (fuel, maintenance, driver salaries), and administrative costs for each service type.
- **Funding Sources:**
  - Explore potential funding opportunities, including:
    - Federal Transit Administration (FTA) grants (5311 Tribal Transit Program)
    - Bureau of Indian Affairs (BIA) transportation funding
    - Other federal grants (e.g., Department of Transportation, Department of Health and Human Services)
    - Tribal funds
    - Partnerships with local Tribal organizations or businesses (i.e., casinos)
- **Financial Sustainability:**
  - Develop a long-term financial plan to ensure the ongoing sustainability of each of the on-demand service types.
  - Consider strategies to increase ridership and generate revenue.

## **Element 6: Evaluation approach with performance measures –**

**Note about Evaluation approach:** *Develop an evaluation approach for each service type that translates the Tribe's goals and objectives into performance measures useful in showing progress toward the intended results of establishing the in-demand service.*

- **Performance Indicators:**
  - Ridership (total trips, trips per day/week/month).
  - On-time performance.
  - Customer satisfaction (surveys, feedback forms).
  - Cost per trip.
  - Service coverage area.
  - Accessibility for people with disabilities.
  - Impact on access to employment, healthcare, and other essential services.
- **Data Collection Methods:**
  - Automated data collection through the technology platform.
  - Ridership surveys.
  - Focus groups or interviews with stakeholders.
- **Reporting:**
  - Establish a regular reporting schedule to track performance and identify areas for improvement.

## **Element 7: Procurement approach -**

- **Procurement Methods:**
  - Determine the most appropriate procurement methods for acquiring vehicles, technology, and other services (e.g., competitive bidding, request for proposals).
- **Vendor Selection Criteria:**
  - Establish clear criteria for evaluating vendors: experience, qualifications, pricing, and commitment to Tribal preferences.
- **Contract Management:**
  - Identify contract management criteria to ensure vendors meet performance expectations and comply with contractual obligations.

**BID SCHEDULE**  
**ON-DEMAND FIRST-LAST MILE SERVICE TRANSPORTATION STRATEGY**  
**IMPLEMENTATION PLAN**

**Issue Date: October 24, 2024**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>ESTIMATED QUANTITY</b>	<b>UNIT</b>	<b>UNIT COST</b>	<b>TOTAL COST</b>
1	Background and existing conditions	1	LS	\$	\$
2	Communications approach for public outreach	1	LS	\$	\$
3	Service delivery models and options	1	LS	\$	\$
4	Capital and technology requirements and options	1	LS	\$	\$
5	Financial approach with conceptual budget and funding sources	1	LS	\$	\$
6	Evaluation approach with performance measures	1	LS	\$	\$
7	Procurement approach	1	LS	\$	\$
				<b>TOTAL:</b>	\$

<sup>1</sup> – Contractor to provide the unit cost and multiply that by the number of units given to provide the unit cost and compute the total cost. The total cost then represents Contractor's bid price.