



The Confederated Tribes of the Coos, Lower Umpqua and Siuslaw Indians

1245 Fulton Avenue ~ Coos Bay, Oregon 97420
Telephone 541-888-9577 ~ Fax 541-888-2853

Request for Proposals

Date: April 1, 2026

Action:

You are invited to review and respond to this Request for Proposals (RFP).

Project Title: Coordinated Tribal Transit Plan (CTTP)

Contact:

Garrett Gray
1245 Fulton Avenue
Coos Bay, Oregon 97420
1-541-888-1302 ext. 7302
ggray@ctclusi.org

Submittal Deadline

May 1, 2026, 2 PM PST

Submit Proposals to:

procurement@ctclusi.org
ggray@ctclusi.org

Table of Contents

1.0	Statement of Work	3
1.1	Definition of Parties	3
1.2	Project Name	3
1.3	Project Location	3
1.4	Scope of Work.....	3
1.5	Qualifications	7
2.0	Proposal Instructions	8
2.1	Proposal Understanding.....	8
2.2	Proposal Validity	8
2.3	Costs of Preparation	8
2.4	Proposal Format and Content.....	9
2.5	Questions	9
2.6	Confidentiality	10
2.7	Award	10
2.8	Proposal Submission	10
3.0	Selection Process	11
3.1	Indian Preference.....	11
4.0	Schedule	12
5.0	Costs.....	12
6.0	Signature.....	12
	Attachment A Certification Statement of Qualifications	13
	Attachment B CTCLUSI Native-Owned Business Preference Form	14
	Attachment C Standard Contract.....	15

1.0 Statement of Work

1.1 Definition of Parties

The Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians will hereinafter be referred to as the "TRIBES." Respondents to the Request for Proposals or "RFP" shall be referred to as "PROPOSER". The PROPOSER to whom the contract is awarded shall be referred to as the "CONTRACTOR."

“INDIAN ORGANIZATION” means the governing body of any federally recognized Indian tribe or entity established or recognized by such governing body. “INDIAN-OWNED ECONOMIC ENTERPRISE” means any Indian-owned commercial, industrial, or business activity established or organized for the purpose of profit, provided that such Indian ownership shall constitute not less than 51 per centum of the enterprise.

1.2 Project Name

The Coordinated Tribal Transit Plan for the Confederated Tribes of the Coos, Lower Umpqua and Siuslaw Indians

1.3 Project Location

The general project area is the Tribes 5-County service area of Coos, Curry, Douglas, Lane, and Lincoln counties in Southwestern Oregon. Primary Tribal population centers are the cities of Coos Bay/North Bend, Eugene/Springfield, and Florence.

1.4 Scope of Work

The purpose of the Project is to secure the services of a qualified consultant (the “Consultant”) to develop a coordinated Tribal transit plan (the “Coordinated Plan” or “Plan”) for the TRIBES. The Plan to be developed by the CONTRACTOR for the TRIBES will satisfy State and Federal requirements related to the operations and funding of transit programs. The Plan will meet the requirements associated with the State of Oregon Special Transportation Fund (STF), the Formula Program for Elderly Persons and Persons with Disabilities (49 USC §5310), Formula Grants for Other Than Urbanized Areas (49 USC §5311), New Freedom (49 USC §5317) and Job Access and Reverse Commute (49 USC §5316). The Plan will serve to guide the development of the TRIBES transit system throughout the TRIBES 5-County service area and State.

1.4.1 Stakeholders

The Consultant will engage the appropriate organizations and individuals when developing the Plan and identify the needs of the target population and the needs of the community or region.

- a. Any agency, organization, institution or individual in the community with some reasonable interest in public transportation can be considered a stakeholder.
- b. The Consultant will develop and maintain a list of community stakeholders.
- c. The Consultant will develop a strategy for engaging community stakeholders.

- d. The Consultant will invite stakeholders to participate in scheduled meetings at locations and times that are convenient to the stakeholders.
- e. The Consultant will encourage stakeholders to explain their services, how transportation could help them and their perceived transportation needs.
- f. The list of stakeholders, the strategy for engagement, the stakeholder meetings, minutes, and data provided will be included in the Coordinated Plan.

1.4.2 Existing Transportation Resources and Services

The Coordinated Plan will provide a clear and accurate description of existing transportation resources. This information is necessary to identify:

- a. underserved populations or areas;
- b. areas at risk of losing services;
- c. areas of duplicate services;

1.4.3 Types of Services

The Coordinated Plan will consider the type of services provided such as;

- a. Fixed route;
- b. Route deviation;
- c. Intercity bus and rail;
- d. Workplace or hotel shuttles;
- e. Demand–response programs such as ADA complementary paratransit or rural general public dial-a-rides.
- f. Taxi;
- g. Vanpools and rideshare;
- h. Volunteer driver programs;
- i. Medical transportation providers;
- j. Other transportation services to include non-traditional providers and transportation support programs such as voucher and transit pass programs, transportation broker or transit support services, and travel training.

1.4.4 Other Service Provider Information

The Coordinated Plan will provide other relevant information on all current service providers. This information will include:

- a. target population;

- b. hours of operation;
- c. service area boundaries;
- d. travel time standards;
- e. fares;
- f. program costs;
- g. whether the service providers are working together;
- h. how the provider's services are funded;
- i. Are they open to leveraging resources, including sharing vehicles and expanding or changing services?
- j. Which of the social and human service provider also provide some level of transportation to their clients?

1.4.5 Existing Vehicle Fleet Information

The Coordinated Plan will identify existing vehicle fleet characteristics by service provider for the 5-county service area.

- a. Vehicle type;
- b. Condition;
- c. Accessibility features;
- d. Passenger seating;
- e. Mileage and durability.

1.4.6 Maps and GIS Data

The Coordinated Plan will include the following maps and data elements.

- a. Routes;
- b. Service Areas;
- c. Gaps in service;
- d. Tribal and general population centers;
- e. Common destinations;
- f. Common origins.

1.4.7 Demographics

The Coordinated Plan will, at a minimum, include the following demographic data:

- a. Total population and total Tribal population by City and County within the TRIBES 5-County service area.
- b. Number and percentage of total Population 65 and older by City and County within the TRIBES 5-County service area.
- c. Number and percentage of Tribal population 65 and older by City and County within the TRIBES 5-County service area.
- d. Number and percentage of people with disabilities, age 5+, overall population, and Tribal population.
- e. Mean travel time to work (in minutes).
- f. Median household income.
- g. Percentage unemployed.
- h. Non-English-speaking population.

1.4.8 Surveys

A survey of Tribal members and Tribal employees will be conducted to determine at a minimum:

- a. Where elderly and people with disabilities receive services, including housing, churches, meal sites, and clinics.
- b. The number of trips that Tribal Members and Tribal employees make between Coos Bay, Florence, and Eugene/Springfield. Usual times, frequency of use and purposes of trips.
- c. The number of Tribal Members and Tribal employees that currently utilize Transit services within Coos Bay, Florence, and Eugene/Springfield. Usual times, frequency of use, and purposes of trips.
- d. The number of Tribal Members, Tribal Employees, and City of Florence residents that would utilize a Transit bus stop at Three Rivers Casino. Preferred times, frequency of use, and purpose of trips.
- e. Tribal Member and Tribal Employees level of satisfaction with current bus service schedules, routes, costs of service, taxis, and parking.
- f. Tribal Member opinion on what the biggest transportation problems currently facing the TRIBES are.
- g. What Tribal Members and Tribal Employees believe should be done to improve local transit.
- h. What would encourage Tribal Members and Tribal Employees to use Transit more frequently?

- 1.4.9 **Unmet Transportation Needs**
Identify and document the unmet transportation needs using the best available data, including existing data and data generated as a result of the Coordinated Plan development.
- a. Identify the transportation challenges, gaps in service, and possible wasteful duplication.
 - b. Compare and describe the origins and destinations of people with special needs.
 - c. Describe the community or region's unmet transportation needs.
- 1.4.10 **Transportation Priorities**
Identify and develop transportation strategies and activities that will address the unmet transportation needs. Options should include sustaining and coordinating with existing services. It should include extending service levels, hours, or territory; or starting employer vanpool services, voucher programs, and volunteer driver services. Technology solutions should be considered as well.
- a. Review the transportation strategies, activities, and coordination goals.
 - b. Prioritize the preferred solutions to address the current unmet needs in the community.
 - c. Document the process for identifying the solutions.
- 1.4.11 **Tribal Transit Management Systems**
- a. Describe the FTA Transit programs for which the TRIBES are eligible to receive funding.
 - b. Describe the FTA Transit programs regulations and requirements in regard to procurement, operator oversight, maintenance documentation, etc.
 - c. Assess the existing TRIBES systems and processes to be utilized to manage the FTA requirements.
 - d. Develop a transit management systems improvement plan that includes recommendations on ways to improve the TRIBES ability to efficiently manage future growth of the Tribal Transit program.
- 1.4.12 **Plan Review and Adoption**
Coordinate Tribal Council review and adoption of the Plan through the Tribal Planner. Summarize the public opportunities for plan review and comment. Document the date of formal adoption of the plan.

1.5 **Qualifications**

The CONTRACTOR will have the following minimum qualifications:

- 1.5.1 A license to do business in the State of Oregon.
- 1.5.2 Demonstrated successful experience in transit planning and transit plan development.
- 1.5.3 Demonstrated experience in all aspects of FTA grant administration and implementation.
- 1.5.4 Experience and competence working with Tribal Governments.
- 1.5.5 Experience and competency working with state and federal regulatory agencies, preferably the Oregon Department of Transportation, Public Transit Division, and the United States Federal Transit Administration.
- 1.5.6 CONTRACTOR is responsible for verifying that all subcontractors are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
- 1.5.7 It is a breach of ethical standards for any person or organization to offer or give, and for any current or former officer, agent, or employee to solicit or accept, any gratuity or offer of employment in connection with their involvement in decisions, recommendations, procurement activities, or advisory roles related to program requirements, contracts, subcontracts, or related solicitations.

2.0 Proposal Instructions

2.1 Proposal Understanding

By submitting a proposal, the PROPOSER agrees and assures that the specifications are adequate, and the PROPOSER accepts the terms and conditions herein. Any exceptions should be noted in your response. It is the responsibility of the PROPOSER to inquire about any requirement of this RFP that are not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded as addenda to this RFP to all parties that have received a copy of the RFP. The TRIBES will not be bound by oral responses to inquiries or written responses other than addenda to this RFP.

2.2 Proposal Validity

Unless specified otherwise, all proposals shall be valid for ninety (90) days from the due date of the proposal.

2.3 Costs of Preparation

All costs of preparing responses to this RFP shall be borne by the PROPOSER and shall not be reimbursed by the TRIBES.

2.4 Proposal Format and Content

Your proposal must address each of the elements contained in this RFP under the same headings and numerical identifiers contained in this RFP. The proposal must include:

- 2.4.1 A brief overview of the PROPOSER, including its history.
- 2.4.2 A description of the PROPOSER's experience successfully developing Transit plans, administering Federal transit grants, and managing Transit projects.
- 2.4.3 A description of the FTA Transit programs for which the TRIBES are eligible to receive funding.
- 2.4.4 A description of the FTA Transit program's regulations and requirements.
- 2.4.5 A description of the PROPOSER's experience developing working relationships with federal and state agency staff.
- 2.4.6 A thorough summary of the PROPOSER's record working with TRIBES and Tribal issues.
- 2.4.7 Identification, including a biography or résumé, of the staff person who would be assigned to lead the project, and identification and similar descriptions of any other staff assigned to this project.
- 2.4.8 A thorough description of the proposed approach and plan to provide the requested services, products, and outcomes.
- 2.4.9 A thorough description of the types, levels, and services to be provided.
- 2.4.10 A total budget accounting for the time and expenses of project tasks and sub-tasks.
- 2.4.11 A detailed schedule.
- 2.4.12 A description of the PROPOSER's approach to identifying, avoiding, and mitigating conflicts of interest, if necessary.
- 2.4.13 At least three references (including the contact name, email address, and telephone number) of clients (including at least one Tribe or Tribal organization if available) who have received comparable services from the PROPOSER on comparable projects.

2.5 Questions via email regarding this RFP need to be submitted by April 24, 2026, 2 PM PST

Inquiries must be made to:

Garrett Gray, Assistant Planner
ggray@ctclusi.org

procurement@ctclusi.org

2.6 Confidentiality

The information contained in proposals submitted for the TRIBES consideration will be held in confidence until all evaluations are concluded and an award has been made. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. The TRIBES will honor reasonable requests for confidentiality for information of a proprietary nature. PROPOSER must clearly mark any information considered confidential. There will be no public viewing of the proposal opening.

2.7 Award

TRIBES may select the PROPOSER which, in its opinion, has made the proposal that is the most responsive and most responsible, and may award the contract to that PROPOSER. TRIBES reserve the right to waive minor irregularities. TRIBES may cancel this RFP or reject any or all proposals at any time prior to an award. The TRIBES reserves the right to reject all proposals in its sole discretion. Should TRIBES determine in its sole discretion that only one PROPOSER is fully qualified, or that one PROPOSER is clearly more qualified than any other under consideration, a contract may be awarded to that PROPOSER without further action. PROPOSERS have no appeal, protest, or grievance rights related to the TRIBES' evaluation of any proposal.

2.8 Proposal Submission

The signed proposal must be received electronically, **Subject: RFP - LRTP**, email to:

procurement@ctclusi.org

ggray@ctfclusi.org

By May 1, 2026, 2PM PST to be considered.

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Proposals received after the due date and time will not be considered. There will be no public opening of proposals (see Confidentiality clause). PROPOSERS are strongly encouraged to submit proposals in advance of the due date to avoid missing the due date because of unforeseen circumstances. PROPOSERS assume the risk of the chosen methods of dispatch. Additional time will not be granted to any PROPOSER. Additional time may be granted to all PROPOSERS when TRIBES determines that circumstances require it. Faxed proposals will not be accepted.

The recipient must supply a statement that their company presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by the agreement. No person having

such interest shall be employed by or associated with the PROPOSER during the term of this agreement.

3.0 Selection Process

The TRIBES reserves the right to reject all proposals in its sole discretion. All cost of preparing responses to this RFP shall be borne by the PROPOSER and shall not be reimbursed by the TRIBES.

Proposals from responding PROPOSERs will be scored 0 – 100 points on the following basis:

Points	Criteria
45	Transit planning and FTA grant management experience. Professional, educational, and tribal experience of key personnel to be assigned to the project. The PROPOSER’s reputation for professional integrity, competence, experience, and ability to provide the required services within the project period.
30	The cost proposal. The inclusion of fee schedules in the proposal. The fee should be a “Not to Exceed” amount. Unit rates on which costs are based should be included.
20	The overall response to this RFP. The PROPOSER’s adherence to the format of the response requested in this RFP and the description of the proposed approach and the plan to provide the requested services, products, and outcomes.
5	Evaluation of Indian Preference in Training, Employment, Contracting (Complete Appendix B Form or submit valid TERO Certification)
Final Score (maximum 100 points)	

3.1 Indian Preference

3.1.1 The Indian Self-Determination and Education Assistance Act (25 U.S.C. 450b) defines “Indian” to mean a person who is a member of a Federally-recognized Indian tribe and define “Indian tribe” to mean any Federally-recognized Indian tribe, band, nation, or other organized group or community including any Alaska Native village or regional or village corporation as defined or established pursuant to the Alaska Native Claims Settlement Act.

3.1.2 In Section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452), “economic enterprise” is defined as any Indian owned commercial, industrial, or business activity established or organized for the purpose of profit, except Indian ownership must constitute not less than fifty-one percent (51%) of the enterprise. The Indian Financing Act defines “Indian organization” to mean the governing body of any Federally recognized Indian tribe or entity established or recognized by such governing body.

4.0 Schedule

Based on the above Scope of Work, it is anticipated that the project shall be completed by September 4th, 2026.

5.0 Costs

Travel by the CONTRACTOR to Coos Bay, Oregon will be required to complete the requested tasks. The contract duration is through September 4, 2026, with extensions and terms of extensions dependent on the progress of the project, funding availability, and at the sole discretion of the TRIBES. Pricing for the contract proposals is required to be submitted in the format of a “Not to Exceed” amount. Unit rates on which costs are based should be attached to the proposal.

6.0 Signature

COMPANY NAME _____

By: _____ (Signature)

_____ (Print Name)

(Title) _____

(Date) _____

Attachment A
Certification
Statement of Qualifications

The undersigned is fully authorized to execute this certification on behalf of the CONTRACTOR and certifies on the CONTRACTORs behalf that, to the best of its knowledge, the information presented in this Statement of Qualifications is a statement of facts and that the CONTRACTOR has the financial capability to perform the work which is the subject of this solicitation. The CONTRACTOR further certifies that it knows of no person and/or organizational conflicts of interest prohibited under federal, state and local law.

The CONTRACTOR certifies their Proposal is submitted in accordance with this solicitation and all issued addenda, and that the CONTRACTOR agrees to be bound by the same.

CONTRACTOR _____

Signature _____

Title _____

Date _____

Attachment B
CTCLUSI Native-Owned Business Preference Form

Attachment C
Standard Contract