



YUROK TRIBE

REQUEST FOR PROPOSAL

TRANSIT DEVELOPMENT PLAN

Yurok Tribe
190 Klamath Blvd.
Klamath, CA 95548

Page 1 of 6

Dear Prospective Bidder:

The Yurok Tribe (the "Tribe") is seeking **a Transit Development Plan and Policy and Procedures for the Yurok Tribe Transportation Department.** Technical questions or requests for clarification shall be directed, in writing, to the email address below. The Tribe's responses to a proposer's question(s) will be provided via return email only to the proposer asking the question(s), and not shared with other respondents.

RFP Bid Response Representative:

- Name: Springwind Marshall
- Company: Yurok Tribe
- Address: PO Box 1027
- City, State, Zip: Klamath, CA 95548
- Telephone: 707-445-2422 x.1925
- Email Address: smmarshall@yuroktribe.nsn.us

1. General Information

Key Dates:

The following table outlines the Tribe's key dates and events in this RFP process:

Date	Event
09/19/25	RFP is Available
09/19/23 – 10/24/25	Questions and Answer Period
10/24/25	Deadline for receipt of proposals to the Tribe's Office
10/31/23	Selection completed/contract negotiations begin

2. Rules Governing Proposals

Confidentiality:

The content of all proposals will be kept confidential throughout the selection process and afterward. Copies of any proposal will not be shared with other respondents.

Late Submissions:

Proposals not received prior to the date and time specified will not be considered and will be returned to the proposer unopened.



YUROK TRIBE
REQUEST FOR PROPOSAL
TRANSIT DEVELOPMENT PLAN

Yurok Tribe
190 Klamath Blvd.
Klamath, CA 95548

Page 2 of 6

Acceptance / Rejection of Submittal:

The Tribe reserves the right to reject any or all responses to this RFP, to waive minor irregularities in any proposal or in the RFP procedures, and to accept any proposal presented which meets or exceeds these specifications and which is deemed to be in the best interests of the Tribe. However, the requirements for timelines shall not be waived.

Proposal Evaluation:

A committee of individuals representing the Tribe will perform the evaluation of all proposals. Following this evaluation process, the committee may elect to ask certain respondents to complete an oral interview before the committee. The purpose of the interview is to allow those further selected firms expansion and discussion of their written responses.

Oral Interviews:

Oral interviews are provided at the sole discretion of the Tribe and are for the purposes of allowing the Tribe to broaden their understanding of certain selected respondents.

Final Selection:

The final selection of the successful respondent(s) is scheduled to be completed by **Friday, October 31, 2025**.

Insurance Requirements:

Include Proof of Insurance furnished by the respondent's carrier to guarantee the respondent is properly insured. The respondent, once awarded, must file with the Tribe certificates of insurance prior to the commencement of work as additionally insured with Liability Insurance, Comprehensive General Liability insurance, and Professional Liability insurance.

Respondent shall require and verify all subcontractors, if applicable, maintain insurance, including workers' compensation insurance, subject to all of the requirements stated herein prior to work.

3. Selection Criteria

- Specialized experience, capabilities, and technical competence, which the organization may demonstrate with the organization's proposed approach and methodology to meet the project requirements.
- Records from previous projects, quality of work, ability to meet schedules, cost control and contract administration.
- If a qualified Native American-owned company comes within 5% percent of the lowest qualified bidder's total bid, that company may match the lowest bid and receive the



YUROK TRIBE

REQUEST FOR PROPOSAL

TRANSIT DEVELOPMENT PLAN

Yurok Tribe
190 Klamath Blvd.
Klamath, CA 95548

Page 3 of 6

award unless the original lowest bidder is a Native American-owned business. A Native American-owned business must be a non-profit or for-profit entity where an Indian or Indians own at least 51% interest and where such Indian or Indians have managerial and operational control of the business operations. Other factors can be found in section 4403 of the Tribal Employment Rights of the Yurok Tribe. The ordinance and other TERO documents can be found at the following link <https://www.yuroktribe.org/tero> . Any contractor claiming Native American preference shall fill out and submit the Application for Contractor/Business Certification.

- Contractors must comply with the YTC for work funded by or conducted on behalf of the Yurok Tribe, including the contractor providing the TERO Office with an Indian Preference Plan, describing how the contractor intends to meet those obligations. See [YTC4501-4602](#).
- All professional services contracts are subject to the Tribe's Employment Rights Ordinance (TERO) and policies and a 1% TERO fee will be assessed on services. See [YTC4601-04](#).

4. Project Description

The Yurok Tribe is soliciting proposals from qualified consultants to prepare a comprehensive Transit Development Plan (TDP) that will guide the planning operations and funding of the Yurok Tribe Transit system over the next 5 years.

The TDP will include a fully integrated Policy and Procedures Manual to establish operational standards, ensure regulatory compliance and support safe, efficient and equitable transit services.

The final deliverable will be one consolidated document that provides both strategic planning and day-to-day operational guidance.

The consultant will be responsible for the following tasks and deliverables:

Task 1- Project Management & Kickoff

- a. Conduct kick off meeting with agency staff
- b. Develop projects schedule, communication protocols, & deliverable formats
- c. Provide monthly progress updates

Task 2- Review of Existing Conditions

- a. Inventory current transit services, routes, ridership, and performance
- b. Review transit assets (fleet, facilities, technology, staffing)
- c. Summarize existing policies, procedures, and compliance documents
- d. Review relevant transportation, land use, and regional plans



YUROK TRIBE
REQUEST FOR PROPOSAL
TRANSIT DEVELOPMENT PLAN

Yurok Tribe
190 Klamath Blvd.
Klamath, CA 95548

Page 4 of 6

Task 3- Community & Stakeholder Engagement

- a. Conduct outreach to riders, non-riders, stakeholders, and partners
- b. Provide surveys, interviews, workshops, and public meetings
- c. Document engagement results to inform service and policy recommendations

Task 4- Market & Demographic Analysis

- a. Analyze population, employment, and land use data
- b. Identify key transit markets (students, seniors, commuters, low-income residents, persons with disabilities)
- c. Map travel demand and underserved areas

Task 5- Services Evaluation & Needs Assessment

- a. Assess existing service coverage, frequency, hours, and connectivity
- b. Identify service gaps and unmet needs
- c. Evaluate performance metrics (cost per hour, farebox recovery, on-time performance, productivity)
- d. Assess compliance with ADA, Title VI, and equity standards

Task 6- Financial Review

- a. Analyze fare structure and farebox recovery
- b. Develop 5-year financial forecast for operations and capital needs

Task 7- Policy & Procedures Development

- a. Review existing agency policies and identify gaps
- b. Draft and/or update policies in areas such as:
 - i. Driver qualifications, safety, and training
 - ii. Vehicle maintenance and inspection schedules
 - iii. Drug & Alcohol program compliance (FTA/CHP)
 - iv. ADA/paratransit eligibility and service procedures
 - v. Title IV, civil rights, and complaint procedures



YUROK TRIBE
REQUEST FOR PROPOSAL
TRANSIT DEVELOPMENT PLAN

Yurok Tribe
190 Klamath Blvd.
Klamath, CA 95548

Page 5 of 6

- vi. Emergency preparedness and incident response
- vii. Fare collection, transfer, and pass policies
- viii. Procurement, contracting, and reporting requirements
- ix. Develop standardized operating procedures to support staff in daily operations

Task 8- Service & Capital Alternatives

- a. Develop services improvement scenarios (short, mid, and long term)
- b. Identify capital investment needs (fleet replacement, new vehicles, facilities, technology)
- c. Estimate costs and identify potential funding strategies

Task 9- Implementation & Recommendations

- a. Provide prioritized recommendations for services, policies, and capital investments
- b. Develop short-term (1-2 years), mid-term (3-4 years), and long-term (5 + years) implementation steps
- c. Establish performance measures and monitoring framework

Task 10- Draft & Final Document

- a. Prepare an Administrative Draft for staff review
- b. Incorporate feedback into a Public Draft
- c. Prepare Final Transit Development Plan with Policies & Procedures as one consolidated document
 - i. Provide both digital and bound hard copies
 - ii. Project work plan & schedule
 - iii. Stakeholder engagement summary
 - iv. Market & Demographic Analysis
 - v. Service & Financial review
 - vi. Draft Policies & Procedures (integrated into TDP draft)
 - vii. Administrative draft TDP with Policies & Procedures



YUROK TRIBE
REQUEST FOR PROPOSAL
TRANSIT DEVELOPMENT PLAN

Yurok Tribe
190 Klamath Blvd.
Klamath, CA 95548

Page 6 of 6

- viii. Public draft TDP with Policies & Procedures
- ix. Final TDP with Policies & Procedures (print-ready + digital)

5. Response Format

Please include the following in your proposal:

- a) Cover Letter
- b) Project Understanding and Approach
- c) Community Engagement Approach
- d) Work Plan and Schedule
- e) Project Team and Qualifications
- f) Relevant Experience and References
- g) Cost Proposal
- h) Required Forms & Certifications

6. Evaluation of Criteria

The proposals will be evaluated based on the following criteria and point ranges:

Evaluation Criteria	Points
Project understand and approach	0-25
Experience and qualifications	0-25
Community Engagement	0-15
Project management and schedule	0-15
Cost proposal	0-20
Native American preference	0-10
Veteran preference	0-10
Met all proposal requirements in Request for Proposal	0-10
Total:	0-130