



***SAN JUAN COUNTY DEPARTMENT OF HEALTH & COMMUNITY SERVICES***

**REQUEST FOR QUALIFICATIONS (RF Q)  
NOTICE TO CONSULTANTS FOR  
HUMAN SERVICES TRANSPORTATION PLAN (HSTP) UPDATE**

San Juan County Department of Health & Community Services solicits interest from consulting firms with expertise in developing Human Services Transportation Plans. Consultants will be considered for the following project.

**PROJECT DESCRIPTION**

The work to be performed by the CONSULTANT consists of an update to the San Juan County Coordinated Human Services Transportation Plan over the Summer and Fall of 2022. The latest version of this plan was prepared in 2018 and can be viewed at the following:  
[2019-Human-Services-Transportation-Plan \(sanjuanco.com\)](https://sanjuanco.com/2019-Human-Services-Transportation-Plan)

The HSTP identifies transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, prioritizes transportation services for funding and implementation, and identifies strategies and preferred alternatives for improving transportation coordination between providers.

The plan identifies unmet needs and develops transportation alternatives based on this information. Outreach efforts and developing partnerships with the County's stakeholders are vital to developing an effective and robust Human Services Transportation Plan. Additionally, all Human Services transportation projects must be included in the Human Services Transportation Plan to be eligible for Washington State Department of Transportation or Federal Transit Administration funding.

CONSULTANTS may propose to complete any part, or the entire described project.

**SUBMITTAL**

Submittals shall include the following information: firm name, phone, email, and fax numbers; name of principal-in-charge and project manager; and number of employees in each firm proposed to work on this project.

Submittals will be evaluated and ranked based on the following criteria:

- 1) Key personnel;
- 2) Firm experience with developing Human Services Transportation Plans;
- 3) Firm experience with coordination of Human Service Transportation projects;
- 4) Ability to meet schedule;
- 5) Approach to project;
- 6) Familiarity with Washington State Department of Transportation's requirements for Human Services Transportation Plans;
- 7) Past performance/references;

San Juan County encourages disadvantaged business enterprise CONSULTANT firms to respond.

Please submit one electronic version of your Statement of Qualifications (pdf format) and one paper copy of your Statement of Qualifications to:

Richard Uri  
San Juan County Health & Community Services  
P.O. Box 1146  
Eastsound, WA 98245

Electronic submittals may be sent to: [richardu@sanjuanco.com](mailto:richardu@sanjuanco.com).

Submission deadline is May 18, 2022, not later than 5:00 p.m. No submittals will be accepted after that date and time. Any questions regarding this project should be directed to: Richard Uri, Behavioral Health Program Coordinator 360-370-0594 or [richardu@sanjuanco.com](mailto:richardu@sanjuanco.com).

San Juan County reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals. San Juan County shall have the sole discretion to determine the most responsive proposal.

San Juan County may choose to interview CONSULTANTS, depending upon evaluation scoring. A separate scoring matrix will be used during the interview process.

Persons with disabilities may request this information be prepared and supplied in alternate forms by calling (360-370-0590).

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat, 252, 42 U.S.C. 2000d to 2000d-4 and Title 49m Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all CONSULTANTS that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit a Statement of Qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Dates of publication: 04/27/2022

## **BACKGROUND:**

San Juan County received funding from Washington State Department of Transportation (WSDOT) to conduct the planning effort and develop a Human Services Transportation Plan for San Juan County.

The CONSULTANT is expected to follow WSDOT guidelines for updating the Human Services Transportation Plan. These guidelines can be found on the WSDOT website at:

[Coordinated Public Transit - Human Services Transportation Plan Guidebook M 3139 \(wa.gov\)](#)

## **SCOPE OF WORK - Coordinated Human Services Transportation Plan Specific Tasks and Work Products**

### **Task 1.0 MANAGEMENT/COORDINATION/ADMINISTRATION**

#### **1.1 *Project Management:***

The CONSULTANT shall identify a project manager for all matters relating to the administration and completion of the project.

San Juan County's Director of Health & Community Services, Mark Tompkins, is the primary Project Manager for all matters relating to this project. The CONSULTANT and Project Manager have the authority to jointly move budget amounts among tasks in order to take advantage of cost savings and additional needs, such as technical analysis or public involvement, which arise through the project. The CONSULTANT will meet, via conference call, with the Project Manager or a staff member designated by the project manager, on at least a monthly basis to monitor the progress of plan development, and review and discuss the status of project deliverables.

#### **1.2 *Project Coordination:***

Coordinate an initial meeting with the San Juan County Health & Community Services to review the project, discuss the project schedule and project deliverables.

- Identify locations and venues for meetings and public outreach efforts with stakeholders.
- Identify stakeholders.
- Coordinate a project close-out meeting with San Juan County Health & Community Services.

#### **1.3 *Project Reporting:***

Invoice and status reports shall be provided by the CONSULTANT to the Project Manager, or a staff member designated by the project manager, by the 15<sup>th</sup> of each month. The status report will identify work completed and will note any key issues especially relating to scope, schedule, and budget. The report will compare percent of work completed against the budget at the task level.

### **Task 2.0 PROJECT SCHEDULE AND BUDGET**

#### **2.1 *Project Schedule and Milestones:***

The CONSULTANT will develop a project schedule that defines tasks and identifies milestones in the contract for services.

## **2.2 Budget Management:**

The CONSULTANT will develop a project budget by task in the contract for services.

### **Task 3.0 CONVENE STAKEHOLDERS AND PUBLIC OUTREACH**

Engaging the appropriate organizations and individuals in planning efforts is critical to identifying the needs of the target population, the needs of the community, the transportation services available, and the identification of new solutions. Stakeholders and members of the public should have reasonable opportunities to be actively involved in the decision-making process at key decision points.

#### **3.1 Conduct Stakeholder/Public Outreach Meetings:**

The CONSULTANT will conduct a minimum of two stakeholder/public outreach meetings on each of the three ferry served islands to ensure adequate opportunities for stakeholder involvement. These meetings should be held in a location where accessible transportation services can be made available and include members of populations identified in the guidebook whenever possible. There should be time to advertise adequately to the general public using multiple outreach methods. Interpreters for hearing impairment and English as a Second Language will be available as needed. In addition to outreach meetings the CONSULTANT will present, collect, and summarize at least two surveys sent to stakeholders and the public. The surveys will be distributed by email and in person at stakeholder meetings when possible.

#### **3.2 Other Opportunities:**

The CONSULTANT will provide the Project Manager a list of suggestions for other opportunities for stakeholders and the public to be involved in the project.

### **Task 4.0 DATA AND INFORMATION**

#### **4.1 Existing Services:**

The CONSULTANT will identify all existing Human Service and related transportation services available in the County service area. The CONSULTANT will catalogue operational information and characteristics for each service.

#### **4.2 Common Origins and Destinations:**

The CONSULTANT will identify common origins and destinations with sufficient geographic and directional travel data to reflect needs and develop service alternatives.

#### **4.3 Socio-Economic and Demographic Data:**

The CONSULTANT will gather relevant socio-economic and demographic data for the County service area.

#### **4.4 Data Analysis/Mapping:**

The CONSULTANT will create maps showing the location of populations of need, common origins and destinations, existing transportation service areas, and emergency management information. The CONSULTANT shall also provide charts, tables, and graphs to present socio-

economic and demographic data.

#### **Task 5.0 EMERGENCY MANAGEMENT AND TECHNOLOGY**

##### **5.1 *Emergency Management:***

The CONSULTANT will document how transportation providers within the County service area are addressing emergency management issues and their methods of collaborating with local emergency management agencies.

##### **5.2 *Technology:***

The CONSULTANT will describe technology used by current services and identify potential solutions for increasing and coordinating service through the use of technology.

#### **Task 6.0 COVID IMPACTS**

##### **6.1 *Describe Lasting Changes Due to the COVID-19 pandemic:***

The CONSULTANT will analyze changes in services delivery and ridership which may create lasting changes to transportation planning.

#### **Task 7.0 TRANSPORTATION NEEDS AND GAPS**

##### **7.2 *Needs Assessment:***

The CONSULTANT will analyze needs in the County. The needs assessment will include a description of how existing programs and services are meeting the current needs. All transportation modes shall be included: single-occupant vehicle, carpool, walk, bicycle, paratransit, bus and trips not taken due to not having transportation available.

##### **7.3 *Service Gaps***

The CONSULTANT will identify gaps where services do not exist for the target population or are too minimal to be effective.

#### **Task 8.0 TRANSPORTATION SERVICE PLAN/ALTERNATIVES**

##### **8.1 *Prioritize Transportation Needs:***

The CONSULTANT will facilitate a process with stakeholders and San Juan County Health & Community Services to discern the priorities of the community regarding transportation service needs and alternatives and prepare a Coordinated Human Services Transportation Plan that draws together all information, evaluation and community outreach that has been conducted. This plan shall include recommendations for moving forward with implementation of coordinated transportation services, programs and projects consistent with the results of all technical work and community outreach.

##### **8.2 *Continuation of Existing Services:***

Drawing together all information, evaluation and community outreach that has been conducted, the CONSULTANT will provide recommendations for continuation of existing level of services.

##### **8.3 *Transportation Alternatives:***

The CONSULTANT will develop alternatives that address the unmet needs. The alternatives shall describe service levels, the size and composition of the market, service coordination, and costs. Each alternative shall describe how coordinated transportation will be implemented.

### **PROJECT SCHEDULE**

The CONSULTANT shall present key findings, priorities, and recommendations, prior to August 26, 2022, to San Juan County Health & Community Services, and the San Juan County Council. The draft plan is due October 24<sup>th</sup>, 2022. The final draft is due to the Project Manager on or before January 20<sup>th</sup>, 2023. The project shall be completed by February 28<sup>th</sup>, 2023.

### **PROJECT DELIVERABLES**

The CONSULTANT shall provide the following deliverables for this project:

**Draft Plan:** one digital copy by October 24, 2022

**Final Draft:** 1 unbound copy and one disk (Word format) for Health & Community Services review and comment due January 20<sup>th</sup>, 2023.

#### **Upon Approval:**

- Original sign-in sheets from all stakeholder/public involvement meetings.
- Paper copies of all supporting meeting materials for the public involvement process including any power point presentations, hand-outs, comments, surveys, etc.
- 1 digital copy containing the Coordinated Human Services Plan (Word format).
- All supporting meeting materials for the public involvement process including any power point presentations, hand-outs, web information, etc.