



REQUEST FOR PROPOSALS

SUBJECT: Sitka Human Services Transportation Coordination Plan Update
RFP: 361001-01
Issue Date: January 29, 2026

This RFP is issued by the Community Transportation Association of America (CTAA), which is the sole point of contact. Funding is provided through the USDA Rural Business Development Grant Programs - Tribal Passenger Transportation Technical Assistance Program administered by CTAA.

Proposals should be electronically submitted to:

kshawn@ctaa.org

Subject: Sitka Human Services Transportation Coordination Plan Update

Deadline for Submission:

Friday, February 21, 2026 by 3:00 PM EST

The Community Transportation Association of America (CTAA) is soliciting proposals from qualified transportation planning consultants to provide transportation planning assistance to the Sitka Tribe of Alaska by updating its Human Services Transportation Coordination Plan.

BACKGROUND INFORMATION:

The City and Borough of Sitka is the fifth most populous municipality in Alaska, with a population of 8,458 in the 2020 census. The Sitka Tribe of Alaska is a federally recognized tribal entity with its governmental seat in Sitka. As of December 2025, the Tribe has 4,881 enrolled citizens, of whom approximately 27 percent live in Sitka. Public transit in Sitka is provided through RIDE Sitka, which is a partnership of the Tribe, Southeast Senior Services, and the Center for Community. Within this partnership, the Tribe operates the RIDE, a fixed-route bus service within the urban portion of Sitka (where 91 percent of the city's population resides), Southeast Senior Services operates the Care-A-Van service, which provides door-to-door paratransit service throughout Sitka for persons over the age of 60 or whose disability status qualifies them for ADA complementary paratransit, and the Center for Community provides programmatic oversight and coordination for these transportation functions.

The transit programs in Sitka are supported through a few funding streams, including Federal Transit Administration (FTA) Section 5310 and 5311 funds awarded to Sitka's transportation providers via the Alaska Department of Transportation and Public Facilities (DOT&PF), FTA tribal transit grants awarded directly to the Sitka Tribe, some financial support from the City and Borough of Sitka, and passenger fares. The Sitka Tribe currently does not use any of its FHWA Tribal

Transportation Program to support the transit program. No entities in Sitka currently receive transportation funding from the Alaska Mental Health Trust (AMHT) program. To request Section 5310 or AMHT funding from DOT&PF, an applicant community must have a locally developed, coordinated public transit-human services transportation plan that satisfies the federal requirements at 49 U.S.C. 5310(e)(2)(A).

With financial support from the Rural Business-Cooperative Service of USDA (part of USDA Rural Development), CTAA is providing limited-term technical assistance to the Sitka Tribe of Alaska and its transit program. One aspect of this technical assistance is to help the Tribe and its partners prepare an update to their coordinated public transit-human services transportation plan. CTAA is seeking a consultant to support that aspect of this technical assistance.

WORK STATEMENT

SCOPE OF SERVICES: The selected Contractor will develop a detailed work plan which identifies the methodologies for completing each task, as outlined below. The Contractor's work plan will also identify any additional products the Contractor expects to be generated for any of the listed tasks.

The following work plan identifies the minimum project requirements and Contractor responsibilities. Contractors are encouraged to view these tasks as minimum project guidelines and to develop each task and product innovatively.

- I. Meet with CTAA staff and local project participants to identify responsibilities, schedules and planning partners.
- II. Review previous plans, studies, and reports pertaining to the provision of public transit and human services transportation in Sitka.
- III. Identify human service agencies in Sitka that are recent recipients of Sec. 5310 or AMHT assistance, or that may be eligible and likely applicants for Sec. 5310 or AMHT assistance during the planning horizon of Sitka's next coordinated public transit-human services transportation plan.
- IV. Identify currently active stakeholder organizations or programs serving individuals with disabilities and seniors in Sitka.
- V. Prepare a technical memorandum documenting the findings of Tasks I through IV.
- VI. Meet with CTAA project staff and key project participants in Sitka to determine (a) local capacity to proceed with developing an updated coordinated public transit-human services transportation plan, (b) next steps to be taken in the coordinated planning process, (c) assignment of roles to existing local partners within their current programs and budgets, (d) identification of specific coordinated plan development activities to be carried out by CTAA project staff during this technical assistance project, (e) identification of specific coordinated plan development activities that the Contractor can perform within the terms and schedule of this scope of work, and (f) identification of essential coordinated plan development activities that will not be able to be performed by local partners nor by CTAA or this Contractor under current project schedules, scopes and resources.
- VII. Based on Task VI, develop a written strategy that the Sitka Tribe and its partners can use to launch the development of an update to Sitka's coordinated public transit-human services transportation plan, drawing on support from CTAA project staff and the Contractor as appropriate and allowable under this scope of work and CTAA's cooperative agreement with USDA Rural Development. If the need for additional support external to

the Tribe and its partners was identified in Task VI, this written strategy will address the need and approach to soliciting and/or receiving contractor support or technical assistance following the conclusion of this specific scope of work, noting that any such contract or assistance will need to be secured independently of this scope of work.

- VIII. Carry out such work as identified in Task VII for the Contractor to perform.
- IX. Develop a Draft Final report of project tasks, which must be submitted to CTAA and to the Sitka Tribe for their review and comment prior to completing Task X.
- X. Develop a Final Report to include an Executive Summary, as described below.

INFORMATION REQUIRED FROM CONTRACTOR

WORK PLAN: Describe the scope of work, including:

1. The specific tasks which will be performed.
2. The type of information that will be developed.
3. The number of visits to the project area and the number of person-days on site.
4. All deliverable products and the type of format in which they will be submitted.
5. A project schedule, in chart form, illustrating thresholds for each task's completion and key target dates for the development and completion of all project tasks and deliverables.

NOTE: This project will be initiated on or about March 2, 2026, and must be completed by May 29, 2026.

PROJECT ORGANIZATIONAL CHART:

Submit a project organizational chart identifying the Proposer's responsible officer, project manager, and staff assigned to the project. Provide a description and names of proposed staff members, the tasks/roles they will perform and the number of hours each will be assigned to the project.

NOTE: All work proposed to be conducted under this scope is to be performed by the selected Contractor. None of this work is to be subcontracted or assigned to any entity other than the selected Contractor.

NOTE: CTAA must be informed of, and agree to, any changes to Contractor project staff performing work under this scope of work.

BUDGET AND COST PROPOSAL:

Because this is a limited-term project with a non-extendible 95-day period of performance, CTAA intends to enter into a fixed-price contract with the selected Contractor. Proposers are to specify a fixed fee, not to exceed \$45,000, which they would agree to have CTAA pay them upon completion and acceptance of all work performed under this scope of work. That fee will include all costs borne by the Contractor, including wages and salaries, fringe or other benefits, overhead or indirect costs, travel expenses, and any other costs associated with the performance of this scope. CTAA will not advance any funds to the selected Contractor, will not incur any costs on behalf of the selected Contractor, and will not make any payment to the Contractor associated with this scope of work beyond the agreed-upon fixed fee.

As part of their proposal, Proposers must submit a detailed cost estimate to substantiate their proposed fixed fee. This cost estimate is to include wages and salaries and other costs associated with the specific personnel proposed to staff this project and the hours of their time estimated to be spent on this project, travel costs, any other anticipated direct costs. Indirect costs may be claimed at the de minimus rate of 15 percent of total direct costs, in compliance with pertinent federal regulations; an indirect cost rate of more than 15 percent may be included in the cost estimate ONLY if the Proposer includes an approved Indirect Cost Rate letter from their cognizant federal agency. CTAA reserves the right to negotiate final contract price for completion of all project tasks with the selected Contractor.

CONTRACTOR QUALIFICATIONS:

For the purposes of this solicitation, a qualified Contractor is one that provides information in their proposal that demonstrates the following:

- The proposing entity is registered in the US Government's System for Award Management (SAM) database, with no exclusions.
- Both the proposing entity and the principal staff being proposed for work on this project have experience carrying out similar projects for at least three previous engagements; these may include similar work previously performed for CTAA.
- Both the proposing entity and the principal staff being proposed for work on this project are familiar and experienced in carrying out projects in rural communities, and in carrying out projects for federally recognized tribal nations and Alaska Native communities. Experience with rural or Native communities in Alaska is helpful, but not necessary.
- The specific or unique qualifications of individual staff members proposed for the project (exclusive of support staff) should be included in the qualifications section.
- In addition to including brief descriptions of similar projects they have completed, qualified Contractors must include at least three professional references able to attest to the nature, quality and professional performance of their work

CONTRACTOR SELECTION

The Contractor selection process will consist of review of written proposals and background materials and may include a telephone conference with finalists. On site interviews are not anticipated. If an agreement cannot be reached between CTAA and the selected Contractor, an alternative firm or firms will be contacted until an agreement can be reached.

The criteria for selecting Contractors will focus on certain characteristics of each Proposer and their prospective proposals. Contractor proposals will be evaluated and assigned weighted points based upon their relative strength and experience in the following areas:

1. Thorough knowledge of and familiarity with review, analysis, planning, and assessment of management, operations, and facilities of rural and tribal transit programs. (10 points/weight 1 for most proposals; weight 2 for proposals whose demonstrated knowledge and familiarity is with rural or tribal transit programs in Alaska)
2. Thorough knowledge of, experience with, and demonstrated ability in developing coordinated public transit-human services transportation plans in rural or tribal communities (10 points/weight 1 for most proposals; weight 2 for proposals whose demonstrated knowledge and familiarity is with rural or tribal transit programs in Alaska)

3. Relevance, creativity, and cost effectiveness of the Contractor's proposal in responding to identified needs. (10 points/weight 3)
4. Relevant skills and abilities of staff members proposed for the project. (10 points/weight 2)
5. Cost of providing services for successful project completion. (10 points/weight 1)

PROJECT SCHEDULE AND DELIVERABLES

March 2, 2026 – CTAA and the selected Contractor will have executed a contract, and the Contractor's period of performance begins on this date.

March 31, 2026 – The Contractor will have completed Task I of the scope of work and will have begun making substantive progress toward the completion of Tasks II, III and IV of the scope of work.

April 30, 2026 – The Contractor will have completed Tasks II through VII of the scope of work, including completion (including CTAA's acceptance) of the technical memorandum at Task V and completion (including CTAA's acceptance) of the strategy document at Task VII.

June 5, 2026 – The Contractor will have completed all tasks in the scope of work, including any work that was performed under Task VIII, timely preparation and submission of a draft final report under Task IX, and submission of a final report, including its executive summary, under Task X. The Executive Summary should include a brief account and overview of:

1. Project goals and objectives.
2. Focus of technical assistance efforts.
3. Project tasks and major areas of concentration.
4. Recommendations made under this technical assistance project and the underlying rationale.
5. Potential barriers to the successful implementation of the Contractor recommendations.
6. Factors of qualities that influenced, or will influence, the favorable outcome of the specific local project and which would enhance similar projects.
7. Projected economic benefits resulting from the implementation of the project.

June 12, 2026 – The Contractor will submit its invoice for payment in full of the fixed fee CTAA has agreed to pay for completion of this project.

GENERAL INSTRUCTIONS

COMPENSATION PAID TO CONTRACTOR: Compensation paid to the selected Contractor is subject to the amount specified in the proposal unless otherwise agreed by CTAA. Terms of periodic payments under this contract will be negotiated with the Contractor.

The Organization shall be paid within forty-five (45) days from the receipt of the proper invoice from the Organization that CTAA approves. The invoice must be signed by the person who can bind the organization and contain the following statement:

"I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences, including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812."

ACCEPTANCE OF PROPOSAL: The contents of the proposal will become contractual obligations if a contract is entered into. Failure of the successful proposer to accept these obligations in a contractual agreement will result in cancellation of the contract award. In the event of a contract award, the definitive contract will constitute the entire agreement of the parties and will supersede any representations, commitments, conditions, or agreements made orally or in writing prior to execution of this contract.

ASSIGNMENT: No right or duty in whole or in part by the contractor under this contract may be assigned or delegated without the written consent of CTAA.

REJECTION OF RESPONSES/PROPOSALS: CTAA reserves the right to terminate the RFP or reject any and all responses and proposals received.

CTAA may negotiate separately with competing potential contractors.

INELIGIBILITY: Employees and members of the Board of Directors of CTAA are ineligible to respond to this Request for Proposal or contract with CTAA as direct contractors or subcontractors.

One electronic copy of the proposal is due on or before **3:00 PM EST on Friday, February 21, 2026**, and must be received at the following email address by this deadline.

kshawn@ctaa.org

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Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half

times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See § 200.323.(K) See § 200.216.(L) See § 200.322.[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014; 85 FR 49577, Aug. 13, 2020]