**Request for Proposals**

**KT # 22-748 PRTPO Human Services Transportation Plan Update**

**Scope of Work:** Kitsap Transit (KT) is soliciting proposalsfrom qualified Consultants to assist the Peninsula Regional Transportation Planning Organization (PRTPO) in completing an update of PRTPO’s Human Services Transportation Plan (HSTP) for adoption on October 21, 2022. PRTPO requests assistance with outreach activities, documentation, and development of digital products supported by the ESRI ArcGIS Online platform.

**Bidding Documents:** Plans, specifications and addenda for this project are available by contacting Patrick Rogers at [patrickr@kitsaptransit.com](mailto:patrickr@kitsaptransit.com) .

**Pre-Proposal Meeting:** A Pre-Proposal meeting is not being offered for this project.

**Questions and Request for Clarifications:** All questions, requests for information, and Pre-Bid material substitutions, must be submitted in writing and received by **5:00 PM February 7, 2022** at: Kitsap Transit, Attn: Patrick Rogers, 60 Washington Ave., Ste. 200, Bremerton, WA 98337; or e-mail: [patrickr@kitsaptransit.com](mailto:patrickr@kitsaptransit.com).

**Time for Completion:** It is anticipated that the Contractor shall work diligently on the completion of the scope of work. Proposals should reflect a start date of March 7, 2022 and a Board Presentation of the final plan for adoption on October 21, 2022 with final deliverables due no later than December 1, 2022 and project closeout by December 31, 2022. No work shall begin on this Contract until a receipt of the Notice to Proceed. Contractors beginning Work before the Notice is received, do so at their own risk.

**Proposal Due Date:** Proposals shall be emailed to: [patrickr@kitsaptransit.com](mailto:patrickr@kitsaptransit.com) . All Proposals must be received before **2:00 PM February 15, 2022.** Late Proposals will not be considered. Proposers will receive a confirmation of receipt when Proposal is received.

**EQUAL OPPORTUNITY:** It is Kitsap Transit’s policy to ensure full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from Federally assisted programs of the Department of Transportation and in the Award and administration of all Contracts.