

MENOMINEE-DELTA-SCHOOLCRAFT TRANSIT EFFICIENCY AND REGIONALIZATION STUDY

REQUEST FOR PROPOSALS (RFP)

Requested by:

Central Upper Peninsula Planning and Development Regional Commission
2950 College Avenue
Escanaba, MI 49829

[Central Upper Peninsula Planning and Development \(cuppadd.org\)](http://cuppadd.org)



CUPPAD

July 9, 2025

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Introduction

Central Upper Peninsula Planning and Development Regional Commission (CUPPAD), is seeking professional services to develop a feasibility study for improved transit service efficiency and potential regional integration for the Central Upper Peninsula counties of Menominee, Delta, and Schoolcraft.

This document will hereafter be referred to as the RFP. The consultant may be a corporation or an individual and will hereafter be referred to as the Consultant. A submitter of a proposal in response to this RFP will hereafter be referred to as the Proposer.

The Menominee-Delta-Schoolcraft Transit Efficiency and Regionalization Study (hereinafter referred to as the “Study”) will be conducted under the guidance of CUPPAD staff and the MDS Coordinated Transit Coalition (MDSCTC). The Study will examine the current landscape, system efficiencies, and integration opportunities among public transportation operators. The purpose of this Study is to:

- Conduct a mobility gap analysis in each of the three counties.
- Assess current needs and estimate potential demand for service.
- Examine the feasibility for expanding current services by identifying service efficiencies between providers and economies of scale.
- Propose a service model and methodology for forming a multicounty transportation authority, with long-term goals and actionable steps.

The products and deliverables of the Study will be:

- Detailed work plan (with timelines) for a 12–14-month planning process, including responsibilities of the consultant and responsibilities of the steering committee members and staff.
- Evaluation of current services and identification of alternatives for transit coordination or consolidation.
- Detailed implementation plan for the advancement of a preferred alternative, including phasing, costs, funding, timelines, and legal agreements; and
- PowerPoint presentation incorporating the results of case studies, interview/focus group/survey results, and implementation plan.

The overarching purpose of the deliverables will be to assist steering committee members and stakeholders in envisioning a better coordinated or integrated transit system that addresses the needs of a diverse range of residents throughout Menominee, Delta, and Schoolcraft Counties.

It is the intent of CUPPAD to award a firm fixed price contract to the best-qualified firm that demonstrates experience in project management, transit operations analysis, transit finance analysis, developing transit operating plans, and analyzing transit integration and efficiencies.

Response Time Frame

Proposals are due to Central Upper Peninsula Planning and Development Regional Commission, 2950 College Avenue, Escanaba, MI 49829 by 5:00 PM on August 6, 2025. Project duration is estimated to occur between September 2025 and October 2026.

RFP Questions

All questions on the RFP should be submitted via email to dlajoye@cuppadd.org by July 25, 2025, or via regular mail at the address listed below. Questions and answers will be sent to all firms who have submitted questions or proposals and to all firms who were sent an RFP. Questions and answers will be posted on the CUPPAD website at www.cuppadd.org.

Dotty LaJoye, Executive Director
CUPPAD Regional Commission
2950 College Avenue
Escanaba, MI 49829

Project Background

Geography

The study area covers Menominee, Delta, and Schoolcraft Counties in Michigan's Upper Peninsula. The region is bordered across its south by Lake Michigan, and hubs or community centers are spread along its coastline, with smaller communities present in the interior. Highway US-2 is the major east-west bound connector, while US-41 is the major north-south bound route. Several State Routes, M-35, M-69, M-94, M-28, and M-77 offer alternative access routes through the region. The major urban centers are the cities of Menominee, Escanaba, Gladstone, and Manistique, where commuters traverse to or from job access, health care, education, or commercial activities. Additional destinations are located throughout or inter-regionally.

Current Transit Systems

The **Menominee-Delta-Schoolcraft Community Action Agency** (MDSCAA) provides limited transportation services through the Enhanced Mobility for Seniors and Individuals with Disabilities program, primarily in the area of US-41 between the city of Menominee and the village of Powers. Additional services are provided in the village of Daggett and the Hermansville area. They also provide once-a-week regional runs to Escanaba and Iron Mountain. Advanced notice is required to accommodate any on-demand ridership or determine rides outside the regular service area.

Delta Area Transit Authority (DATA) was established through Public Act 196 in 1989. DATA's transportation, maintenance, and customer service, along with an Indian Trails regional inter-city service stop, operate out of the city of Escanaba. DATA provides on-demand, door-to-door, and non-emergency medical transportation services. They also offer fixed and flex routes around Escanaba, from Escanaba to Gladstone, and Escanaba to the city of Manistique in Schoolcraft County. Operating hours are Monday through Friday, 7 a.m. to 6 p.m. for millage-participating municipalities across the county. A priority system is used for scheduling rides along their service routes: first priority is given to subscription or recurring rides, then rides reserved with at least 24-hour notice, then rides reserved one hour in advance, and on-demand service.

Schoolcraft County Transit Authority (SCTA) was reorganized under Public Act 196 in 2016 and has operated in Schoolcraft County for over 40 years, offering on-demand door-to-door service. Operating 10 vehicles, service is available six days a week Monday through Saturday with varying hours. In partnership with the Sault Tribe of Chippewa Indians, Schoolcraft County Transit Authority and Delta Area Transit Authority (DATA) offer a regional run between Manistique and Escanaba three times a day, Monday to Friday.

Various other non-profit and private transportation providers offer varying levels of specialized and door-to-door service throughout the three-county area.

Demographics

Menominee County contains approximately 1,044 square miles of land area, and 23,502 residents as of the 2020 census. Approximately 36% of county residents reside in the City of Menominee on the county’s southern border with Marinette, Wisconsin. The Marinette-Menominee rural area is a hub for area employment, services, and commercial activity. Smaller communities are aligned on the north-south Highway US-41 corridor, including the city of Stephenson, and the villages of Daggett and Powers. The Hannahville Indian Community is centered in the northeast of the county. The Tribe’s Island Resort and Casino is one of the county’s largest employers, and is a tourism draw for the region. The elongated nature of the county and transportation infrastructure means that residents often gain efficiency in travel distance and resolve transportation barriers by accessing services across county lines. The Island Resort and Casino relies on access to the Delta County Airport in Escanaba to bring business and tourism traffic to its facilities. Destinations outside of the county include Marinette and Green Bay, Wisconsin, as well as Iron Mountain, Escanaba, and Marquette.

Menominee County

Population	Population 65+	Percent with Disability	Average Household Size	Below Poverty Level	Per Capita Income
23,295	26.3%	16.5%	2.29	12.2%	\$32,264
Mean Household Income	Households with 0 Vehicles	Households with 1 Vehicle	Households with 2 Vehicles	Number of Work Commuters	Average Commute in Minutes
\$71,229	6.3%	33.4%	37.6%	9,486	21.9
Work Outside County	Commute Alone	Commute by Carpool	Commute by Public Transport	Commute by Walking	Work at Home
11.8%	76.6%	10.2%	0.1%	3.8%	7.3%

2023 American Community Survey 5-Year Estimates

Delta County contains 1,171 square miles of land area, and 36,903 residents as of the 2020 census. Approximately 34% of residents live in the city of Escanaba, and an additional 14% in nearby Gladstone. The Escanaba-Gladstone rural area hub is for area employment, medical services, and commercial activities. Both Escanaba and Gladstone are located on the western side of the county along the US-2 corridor; the remaining village of Garden is located on the far eastern portion of the county 37 miles distant. The majority of the area north of US-2 and east of US-41 is part of the Hiawatha National Forest and sparsely populated. Transit service on the eastern side of the county is in closer proximity to Schoolcraft County than DATA. Tribal-owned land, housing, and medical facilities are present in both cities and on the county’s western border.

Delta County

Population	Population 65+	Percent with Disability	Average Household Size	Below Poverty Level	Per Capita Income
36,829	25.6%	17.7%	2.28	14.0%	\$34,716
Mean Household Income	Households with 0 Vehicles	Households with 1 Vehicle	Households with 2 Vehicles	Number of Work Commuters	Average Commute in Minutes
\$77,286	8.0%	32.5%	40.5%	13,848	18.5
Work Outside County	Commute Alone	Commute by Carpool	Commute by Public Transport	Commute by Walking	Work at Home
12.4%	80.8%	9.5%	0.5%	2.3%	5.5%

2023 American Community Survey 5-Year Estimates

Schoolcraft County contains 1,171 square miles of land, approximately 75% of which is public federal or state-managed forest and recreational land. There were 8,047 residents during the 2020 census, making it Michigan’s fourth least-populated county. 35% of residents reside in the city of Manistique, which is the only city or village in the county. Small residential clusters exist along major highway routes at Thompson, Gulliver, Germfask, and Seney. The Sault Tribe of Chippewa Indians has a tribal center, housing, and manages the Kewadin Casino east of Manistique.

Schoolcraft County

Population	Population 65+	Percent with Disability	Average Household Size	Below Poverty Level	Per Capita Income
8,093	28.2%	19.7%	2.08	14.8%	\$35,744
Mean Household Income	Households with 0 Vehicles	Households with 1 Vehicle	Households with 2 Vehicles	Number of Work Commuters	Average Commute in Minutes
\$75,970	5.3%	33.4%	42.8%	3,079	19.0
Work Outside County	Commute Alone	Commute by Carpool	Commute by Public Transport	Commute by Walking	Work at Home
17%	80.4%	10.2%	0.2%	4.7%	3.7%

2023 American Community Survey 5-Year Estimates

Scope of Work

Task 1 – Evaluations of Current Operations and Public Engagement

The Consultant must first become familiar with each of the transit systems by doing the following:

- Review available data, relevant studies, and plans.
- Perform a detailed interview(s) and/or site visit with each transit provider to become familiar with the service.
- Attend a meeting of the MDSCTC.
- Review services and communicate with transit providers in neighboring areas to understand how the transit needs and services intersect across geographic boundaries.
- Review relevant case studies of transit coordination/consolidation projects from comparable regions in the country.

The Consultant should also review relevant transit resources in the Upper Peninsula to gain familiarity with other transportation services offered in the region (i.e., van services, ridesharing, taxi subsidies, non-emergency medical transportation services, etc.). The results of the Study should consider how public transit could potentially be coordinated and/or consolidated with these types of transportation services.

The Consultant will evaluate current transit service by examining the following elements:

- Review current levels of service, productivity, and accessibility offered with those services (including ADA compliance).
- Review the current financial condition of each agency and the efficiency with which they provide transportation services.
- Review and evaluate any short-range transit plans the transit agency may have in order to identify possible service plan changes projected by each transit provider.
- Review and evaluate current levels of service in relation to the current and projected demographics of each service area using a methodology to support an assessment of transit dependency supporting demand.

The Consultant will develop a method and schedule for public engagement sessions to be held in at least one location within each of the three counties. These may include in-person or hybrid remote sessions facilitated with the assistance of CUPPAD. The public engagement sessions should:

- Include strategies for soliciting public input on the issues identified during the Project Study, and be based heavily upon the recommendations of the MDS Coordinated Transportation Coalition and CUPPAD staff (who will assist in supplying stakeholder contact information and assist in coordinating public meetings). Public input methods can include surveys, focus groups, public hearings, and other methods. Public input must include special

consideration for disabled, elderly, minority, low-income, and limited English proficiency populations;

- Be reasonably scheduled at convenient placed and timed to meet the needs and demographics of the target demand populations;
- Engage diverse stakeholders including riders, non-riders, local officials, human services agencies, and businesses;
- Should encourage engagement supporting the evaluation of current, and demand for future, levels of transit service; and
- Incorporate feedback received into all assessments and recommendations.

A particular focus on the assessment and public engagement performed in Delta County in support of Task 2 will be needed to support a May 1, 2026 deadline for Task 2 deliverables. Other work may be performed in conjunction or separately in support of final deliverables.

Task 2 – Delta County Needs and Funding Assessment (Due May 1, 2026)

The Consultant will perform an evaluation of the transit operations of the Delta Area Transit Authority to support a proposal for an August 2026 ballot initiative. The deliverable for this task shall be **due by May 1, 2026**, and also be included as part of the final deliverables of the overall project.

The needs and funding assessment should include:

- A Review of past year and current year budgets and assess overall financial condition. This includes examining measures to describe the relative efficiency of the current system (i.e., cost per revenue hour, cost per revenue mile, cost per passenger).
- An evaluation of the current system of transit service and the strengths, weaknesses, and limitations of the current system.
- A proposal and evaluation of expanding the current level of transit service to incorporate:
 - Monday through Friday countywide service expansion similar to the current operation of the authority.
 - Monday through Saturday daytime service authority-wide and countywide.
 - Friday and Saturday evening service extensions until 2 a.m., including Saturday daytime service authority-wide and countywide.
- The proposal and evaluation shall include an analysis of the financial, operational, and staffing impacts of each of the proposed service expansions.
- A recommendation for funding options, including recommended levels for authority-wide and countywide millages or other sustainable funding sources.

The Consultant will provide the Task 2 deliverable as a report in a digital format acceptable to the needs of DATA and the MDSCCTC. The information and evaluations performed in Task 2 should then be incorporated into the final project deliverables.

Task 3 – Evaluation of Proposed Options

The Study will include a detailed analysis of potential options for future transit service scenarios, including considerations of the following:

- The ability and options for MDSCAA to provide transit services in the Marinette-Menominee cross-border area in relation to the medical, employment, and retail needs of the residents of Menominee County. This should include increased collaboration and connectivity with Marinette County Elderly Services or other similar Wisconsin-based service providers.
- The creation of an independent transit agency serving Menominee County.
- Consideration of the system of funding options currently established and/or proposed for use in each County, and how each may provide for, or conflict with, providing services in collaboration between agencies or across jurisdictional lines.
- Cooperation/coordination of existing providers, and means to increase such.
- Options for the consolidation of service providers.
- Creation of, or consolidation to a regional/multi-county service provider servicing two or all three counties.

Each option will be evaluated in terms of the following key areas of study and will fully assess the strengths, weaknesses, opportunities, and threats of each option. The assessment of each option should also include a detailed analysis of financial implications, including funding sources and implementation issues associated with consolidation or transfer of services; the sharing and/or use of existing and future physical assets; the organizational structure, staffing level needs, and union issues associated with a given option; and service performance and integration, evaluating the costs and coverage of each of the consolidation options to the status quo, and considering the level of connectivity between the proposed options and other available modes of transportation.

The Consultant will develop options to govern the transit operations outlined in each option:

- Summarize governance structures that are the most appropriate for each option and specifically propose and define a possible governance structure for each of the potential consolidation options.

Summarize an evaluation for each consolidation option based on the findings of Task 1, including:

- A comprehensive analysis of governance issues, financial status, service quality and operational efficiencies; and
- An evaluation of possible responses and reactions to the strengths and weaknesses identified by local agencies and other community stakeholders during the engagement process.

Task 4 – Guidance and Implementation Documentation

The Consultant will support the activities of the CUPPAD staff and the MDSCTC steering committee members (transit agencies and social service providers) by assisting with the following elements:

- Identify non-technical and technical “fatal flaws” of a consolidation option and determine if other alternatives can be developed.
- Participate in timely briefings related to the Study’s progress and findings.
- Determine the level of interest of the Coalition towards specific consolidation option(s).
- Participate in steering committee meetings.
- Develop and distribute public information; including but not limited to, meeting notices, press releases, and other forms of public information; and
- Present study findings in draft form in order to obtain feedback and revisions as deemed appropriate.

Choosing and implementing a particular option will require arriving at a certain degree of consensus at the decision-making level. To help facilitate this consensus-building, the Consultant will need to provide information and assistance as needed. Specific efforts are anticipated to include:

- Prepare and coordinate one presentation to policy makers and other key stakeholders for each of the transit service areas.
- Prepare and coordinate discussions with key regional agencies and potential state legislative contacts.
- Present study findings in draft form to obtain feedback and revisions as deemed appropriate; and
- Research and answer questions about details and assumptions involved with consolidation option(s) if needed.

Task 5 – Final Transit Efficiency and Regionalization Plan

A final document describing the preferred option(s) will be prepared, regardless of the outcome. Even if no consolidation is ultimately recommended, this Plan will include short-, mid-, and long-term strategies that can be used to achieve a more coordinated system for the users of the transit systems of the central Upper Peninsula region. The final document should include:

- Prepare a detailed explanation of the proposed organizational structure for the preferred option(s).
- Prepare informational materials about the preferred recommendation(s).
- Prepare a strategic plan of action to achieve the preferred option(s); and
- Prepare a high-level business plan designed to facilitate the creation and implementation of a regional public transportation agency. At a minimum, a business plan will include a

management and organization structure as well as financial, operating, service planning, and marketing plans.

Meetings, Reports, and Presentations

In addition to meetings required to perform previously mentioned task activities, the Consultant will facilitate and participate in the following meetings and presentations as outlined below:

- Meetings with CUPPAD staff (as needed)
- Meetings with the MDS Coordinated Transportation Coalition (as needed)
- Monthly progress reports delivered to CUPPAD staff

Proposed Schedule for Activities

Activity	Date
Request for Proposals Released	July 14, 2025
RFP Questions Due	July 25, 2025
RFP Answers posted to CUPPAD website	July 30, 2025
Deadline for Proposal Submittal	August 6, 2025
Interviews via Microsoft Teams with Selected Bidders	August 11-22
Notice to Proceed (Subject to MDOT Approval of Contract)	September 2025
Task 2 Deliverables Due	May 1, 2026
Final Deliverables Due	October 1, 2026*

*Negotiable subject to final consultant project plan.

Proposal Requirements

Proposal content and completeness are important. Clarity and conciseness are essential and will be considered in assessing the proposer's capabilities. All Consultant proposals submitted in response to this request will be screened by a review committee. The committee will determine, through the evaluation process, which consultants will be invited to make formal presentations and be interviewed by the selection committee. The selection committee reserves the right to make a final selection without an interview. This project is funded by FTA and MDOT grants, and federal and state guidelines apply. The Federal requirements are the Professional Services Less Than \$250,000, as attached (Attachment A) and Certification of Compliance with Federal Contract Clauses, as attached (Attachment B). The elected firm may have to execute an MDOT approved third-party contract.

One reproducible digital copy and two unbound paper copies of the proposal must be received at the Central Upper Peninsula Planning and Development office by August 6, 2025, at 5:00 P.M. ET. Proposals not received by that date and time *will not be considered*.

In order to simplify the review process and maximize the degree of comparative analysis, the proposal should be organized in the following manner:

- 1. Transmittal Letter**

The transmittal letter should be signed by an official authorized to bind the Consultant contractually and will contain a statement to the effect that the proposal is a firm offer for 90 days following the final date for submission. The letter accompanying the proposal will also provide the following: name, title, address, email address, and telephone number of individuals with the authority to negotiate and contractually bind the company. The transmittal shall contain a statement of understanding of the RFP.

- 2. Table of Contents**

Include identification of the material by section and page number.

- 3. Overview**

This section should clearly convey that the Consultant understands the nature of the work and the general approach to be taken to accomplish it. This section should include, but not be limited to, a discussion of the purpose of the project, the organization of the project effort, and a summary of the proposed approach.

- 4. Detailed Work Plan**

The prospective contractor shall provide a schedule for completing the project, within the schedule set forth in this RFP. The schedule shall identify the major tasks to be undertaken and the time frame for each task.

5. Task Description

Include a full description of each step to be followed in carrying out the project. The work description should be presented in sufficient detail (tasks, subtasks, etc.) to show a clear understanding of the work and the proposed approach.

6. Deliverables

A description of the format, content, and level of detail that can be expected for each deliverable. Products and deliverables of the Study will be:

- Detailed work plan (with timeline) for the multi-year planning process, including responsibilities of consultant, and responsibilities of steering committee members and staff.
- Identification of alternatives for transit coordination or consolidation.
- Detailed implementation plan for the advancement of the preferred alternative, including phasing, costs, funding, timelines, and legal agreements and.
- PowerPoint presentation incorporating the results of the case studies, interview/focus group/survey results, and implementation plan.

7. Management Approach

This section should describe the firm's management approach. If the proposal is a team effort, the distribution of work among the team members should be indicated. Describe the organization of the management, the structure of the work assignments, and any specific features of the management approach that require special explanation.

Designate by name the project manager to be employed who will oversee the project. No substitutions of the identified project manager will be allowed without prior approval of CUPPAD. Include the name and qualifications of all professional personnel to be employed, a resume for each professional (included in an appendix), a statement indicating how many hours each professional will be assigned to the contract and what tasks each professional will perform. Staffing assignments should be specific enough to demonstrate understanding of skills required and commitment of proper resources. No substitutions of the project team will be allowed without prior approval of CUPPAD.

One or two relevant samples of the firm or individual's past work may also be enclosed (one copy only).

8. Project Budget

A maximum of **\$170,000** has been budgeted for Consultant services for this project.

a) Budget and Cost Breakdown

The prospective Consultant will prepare a detailed cost breakdown for the work to be performed during the project regardless of the method of reimbursement chosen. This

will include all tasks required to complete the project including final reports and presentation.

- i. Direct Labor Costs- A schedule of billing rates and hours worked by employee or category of employee is required of the prime Consultant and all Subconsultants, if applicable. Billing rates shall be based on actual pay rates and should cover all costs associated with the employee (salary, benefits, and anticipated cost of living and/or merit increases during the term of the contract). Depending on the individual cost structure, overhead may be applied as a component of the billing rate or applied separately. The Consultant should be prepared to validate billing rates with payroll registers, wage agreements, or other payroll documentation.
 - ii. Overhead Rates- The overhead rate should include all indirect costs not readily assignable to cost objectives specifically benefited. Typically, an overhead rate is calculated on a company or division-wide basis by segregating expenses into direct cost and indirect cost categories and then dividing the indirect costs by a direct cost base such as direct labor to arrive at an overhead rate. The overhead rate is then applied on a contract-by-contract basis to recapture the indirect costs that are not chargeable directly to a final objective, such as: general and administrative costs, facilities, equipment, supplies, accounting, maintenance, materials, etc. Some cost structures may be broken into various overhead rates that are applied to different bases. The Consultant should be prepared to provide supporting documentation such as prior agreements with government agencies or audits of prior year activities to validate overhead rate structures.
 - iii. Direct Costs- Direct costs are those incremental costs that can be identified specifically with a particular final cost objective. Although in some instances direct cost and indirect cost may include similar categories, incremental direct cost attributable to final objectives must be separated and not included in the overhead calculation. All direct costs specifically attributed to the project and not included in the billing rates must be itemized by budget category to be eligible for reimbursement. Once contractually authorized, direct cost budgets may not be substituted without prior written consent of CUPPAD.
 - iv. Subconsultant Fees- Subconsultants must provide the same cost data detail as the prime Consultant (see Table 1 and Table 2).
- b) Travel- The consultant's travel expenses will only be reimbursed up to the State of Michigan rates. Please see Attachment C "Department of Technology, Management & Budget, Vehicle and Travel Services Schedule of Travel Rates for Classified and Unclassified Employees Effective January 1, 2025" for information on the current travel reimbursement rates.

The hypothetical cost format example given below is to illustrate required components of the cost proposal only and may have to be tailored to fit individual cost structures.

Cost Items	Task 1	Task 2	Task 3	Total
Direct Labor	3,700	17,053	5,502	26,255
Overhead (40%)	1,480	6,821	2,201	10,502
Total Salary Burden	5,180	23,874	7,703	36,757
Direct Expenses				
Telephone	35	28	15	78
Postage/Shipping	12	8	35	55
Graphics/Printing	11	11	75	97
Travel	350		500	850
Total Direct Expenses	453	92	670	1,215
Subconsultant Fees	4,244	22,276	2,726	29,246
TOTAL	9,877	46,242	11,099	67,218

Task No. and Description	Key Staff #1	Key Staff #2	Staff Support	Total Hours
Task 1. Establish Parameters	25	75		100
Task 2. Data Collection and Analysis		400	250	650
Task 3. Final Report and Presentation	15	50	175	240
TOTAL HOURS	40	525	425	990
Billing Rate	\$75.00	\$44.06	\$25.00	
MEMO TOTAL	\$3,000	\$23,131.50	\$10,625.00	

c) Insurance Requirements

Without limiting CUPPAD's right to obtain indemnification from the Consultant or any third parties, the Consultant, at its sole expense, shall maintain in full force and affect the following insurance policies throughout the term of the contract:

- Comprehensive general liability insurance with coverage of not less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Comprehensive general liability insurance policies shall name CUPPAD, its officers, agents, and employees, individually and collectively, as additional insured, but only insofar as the operations under the terms of the contract are concerned. Such coverage for additional insured shall apply as primary insurance or self-insurance and any other insurance, maintained by CUPPAD, its officers, agents, and employees, shall be given excess only and not contributing with insurance provided under the Consultant's policies herein.
- Comprehensive automobile liability insurance with limits for bodily injury of not less than \$25,000 per person, \$250,000 per accident, and for property damages

of not less than \$50,000, or such coverage with a combined single limit of \$250,000.

- Professional liability insurance of at least \$1,000,000. Worker's compensation insurance as required by law.

This insurance shall not be canceled or changed without a minimum of thirty (30) days advance written notice given to CUPPAD. The Consultant shall provide certification of said insurance to CUPPAD within twenty-one (21) days of the date of the execution of the contract. Such certification shall show, to CUPPAD's satisfaction, that such insurance coverages have been obtained and are in full force; that CUPPAD, its officers, agents, and employees will not be responsible for any premiums on the policies; that as and if required such insurance names CUPPAD, its officers, agents, and employees, shall be in excess only and not contributing with insurance provided under the Consultant's policies herein.

In the event the Consultant fails to keep in effect at all times insurance coverage as herein provided, CUPPAD may, in addition to other remedies it may have, suspend or terminate the contract upon the occurrence of such event.

d) Conflict of Interest

The prospective Consultant shall disclose any financial, business, or other relationship with CUPPAD that may have an outcome on the selection.

e) Summary of Qualifications

Proposals shall include a summary of the firm's qualifications, including resumes of assigned staff.

f) Signing of Proposal/Authorization to Negotiate

The proposal shall be signed by an official authorized to bind the Proposer and shall contain a statement to the effect that the proposal is a firm offer for a 90- day period. The Proposal shall also provide the name, title, address, email address, and telephone number of individuals with authority to negotiate and contractually bind the company.

g) Attachments

Signed copies of RFP attachments A and B must be attached to the proposal.

Proposal Submittal

A. Preparation of Proposal

The proposal shall be formatted in accordance with the requirements specified in the *Proposal Requirements* of this RFP. Proposal forms shall be executed by an authorized signatory as described in *Signing of Proposal/Authorization to Negotiate*. All proposals shall be prepared by, and at the expense of, the Proposer.

B. Examination of RFP Document

The Proposer shall be solely responsible for examining, with appropriate care, the RFP, including any addenda issued during the proposal period. The Proposer shall also be responsible for informing itself with respect to any and all conditions which may in any way affect the amount or nature of the proposal or the performance of the work in the event the Proposer is selected. Failure of the Proposer to examine and inform itself in this manner shall be at the Proposer's own risk and no relief for error or omission shall be given.

C. Submission of Proposal/Period of Acceptance

One reproducible (digital PDF) master and seven print copies of all proposals must be received at the CUPPAD offices no later than August 6, 2025, at 5:00 P.M. ET. Proposals should be emailed (in the case of digital copies), mailed or hand-delivered (for print copies) to:

Dotty LaJoye, Executive Director
CUPPAD Regional Commission
2950 College Avenue
Escanaba, MI 49829
dlajoye@cuppad.org

All proposals will remain firm for a period of ninety (90) days following the final date for submission. All proposals will become the sole property of CUPPAD and a part of its official records without obligation on the part of CUPPAD.

This RFP is not to be construed as a contract of commitment on the part of CUPPAD. CUPPAD reserves the right to reject all proposals, for sound, documentable, business reasons to seek additional information from each proposer, or to issue another RFP, if deemed appropriate.

D. Modification of Withdrawal of Proposals

Any proposal received before the date and time specified above for receipt of proposals may be withdrawn or modified by written request of the Proposer. To be considered, however, the modified proposal must be received by the proposal due date and time

specified previously.

All verbal modifications to these conditions or provisions are ineffective for proposal evaluation purposes. Only written changes issued by Proposer to CUPPAD are authorized and binding.

E. Rejection of Proposals

Failure to meet the requirements for the request for proposals will be cause for rejection of the proposal. CUPPAD may reject any proposal if it is conditional, incomplete, or contains irregularities. CUPPAD may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the Request for Proposals document or excuse the Proposer from full compliance with the contract requirements if the Proposer is awarded the contract.

Consultant Selection

All Consultant proposals submitted in response to this request will be screened by a selection committee. The committee members are made up of representatives from the three transit providers and CUPPAD staff. The committee will determine, through the scoring process, the consultants in a competitive range. Those consultants may be invited to make formal presentations to and be interviewed by the selection committee, made up of CUPPAD staff and representatives from each of the three transit providers. The presentations or interviews will be held virtually on Microsoft Teams. The original scoring of non-price criteria may be modified based on the results of the interview. The selection committee reserves the right to make a final selection without an interview. The selection committee also reserves the right to award selection to other than the lowest price proposal. Award will only be to a responsive and responsible firm.

The actual award of the contract will be by the Central Upper Peninsula Planning and Development Regional Commission Executive Committee. Proposal opening does not constitute the awarding of a contract. The contract is not in force until it is awarded by Central Upper Peninsula Planning and Development and executed by the CUPPAD Executive Committee designees.

The Consultant will be interviewed by a committee made up of CUPPAD staff and representatives from each of the three transit providers potentially including a: Finance Director, Transportation Coordinator, Transportation Director, Community Development Director, Grant Manager, and/or a County Commissioner. The following criteria will be used for the selection of the consultant, and are ranked in the order of importance:

Selection Criteria	Maximum Points
ITEM 1: A clearly exhibited understanding of the purpose of the project.	25
ITEM 2: A clearly exhibited understanding of how to go about performing the necessary work tasks.	25
ITEM 3: The capacity of performing the work necessary, as outlined in this RFP.	15
ITEM 4: Qualifications and relevant experience of each individual who will be working on the project, that are clearly evident in each of the following categories: <ul style="list-style-type: none">a. Transit operations and financeb. Legislation that governs public transit, both federally and in the State of Michiganc. Public outreach (particularly with underrepresented groups)d. Presentation in front of stakeholder agencies and the general public.e. Administration of public input methods	10

ATTACHMENT C

ITEM 5: A clearly exhibited understanding of the needs of a diverse range of transit riders or potential transit riders.	10
ITEM 6: The ability to develop and persuasively convey a vision for a future transportation system.	10
ITEM 7: Price is evaluated using the following formula: lowest proposal price/price being evaluated 5 available points.	5
TOTAL	100

Protests

A Proposer may object to any of the terms or provisions set forth in the RFP's Scope of Work or to the selection of a particular Proposer on the ground that CUPPAD's procedures, the provisions of this RFP, or applicable provisions of federal, state, or local law have been violated or inaccurately or inappropriately applied by submitting to CUPPAD a written explanation of the basis for the objection. Deadlines for submittal of objections are:

- Protests about solicitation specifications or processes must be received 10 business days prior to the solicitation due date.
- Protests received after the due date, but before award must be received before 3 business days after the due date.
- Post award protests must be received by CUPPAD no later than 3 business days after the award decision.

If the Proposer does not state any objections, CUPPAD will assume that the RFP scope of services is acceptable to the Proposer and has been fully factored into its response. If the Proposer intends to negotiate with CUPPAD concerning any part of the proposed scope of services that the Proposer finds objectionable, the Proposer must provide specific language in its response that will address or cure its objections.

Title VI Assurance

The Central Upper Peninsula Planning and Development Regional Commission, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d-4 and Title 49, Code of Federal Regulations and Article I, Section 26 of the Michigan Constitution, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration of an award.

Attachments

ATTACHMENT A: PROFESSIONAL SERVICES LESS THAN \$250,000

<https://mdotjboss.state.mi.us/webforms/GetDocument.htm?fileName=3168.pdf>

ATTACHMENT B: CERTIFICATION OF COMPLIANCE WITH FEDERAL CONTRACT CLAUSES

<https://mdotjboss.state.mi.us/webforms/GetDocument.htm?fileName=3139.pdf>

ATTACHMENT C: STATE OF MICHIGAN TRAVEL AND REIMBURSEMENT RATES, 2025

Enclosed

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET,
 VEHICLE AND TRAVEL SERVICES
 SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
 FY 2025 – Effective January 1, 2025**

MICHIGAN SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$98.00	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$28.00	\$31.00

MICHIGAN IN-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	\$98.00	
Breakfast	\$9.75	\$12.75
Lunch	\$9.75	\$12.75
Dinner	\$22.00	\$25.00
Lodging	\$66.00	
Breakfast	\$9.75	
Lunch	\$9.75	
Dinner	\$22.00	
Per Diem Total	\$107.50	

OUT-OF-STATE SELECT CITIES*

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	\$15.00	\$18.00
Lunch	\$15.00	\$18.00
Dinner	\$29.00	\$32.00

OUT-OF-STATE ALL OTHER

	Individual	Group Meeting (pre-arranged and approved)
Lodging**	Contact Conlin Travel	
Breakfast	\$11.75	\$14.75
Lunch	\$11.75	\$14.75
Dinner	\$27.00	\$30.00
Lodging	\$66.00	
Breakfast	\$11.75	
Lunch	\$11.75	
Dinner	\$27.00	
Per Diem Total	\$116.50	

Incidental Costs Per Day (with overnight stay): \$5.00

Mileage Rates	Current
Premium Rate	\$0.70 per mile
Standard Rate	\$0.440 per mile

Reimbursable Meal	Travel Begins Before	Travel Extends Past
Breakfast	6:00 a.m.	8:30 a.m.
Lunch	11:30 a.m.	2:00 p.m.
Dinner	5:30 p.m.	8:00 p.m.

* See Select Cities Listing

** Lodging available at State rate, or call Conlin Travel at 877-654-2179 or www.concursolutions.com

SELECT CITY LIST
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES
Effective October 1, 2024

Michigan Select Cities/Counties		
	CITIES	COUNTIES
	Ann Arbor, Auburn Hills, Beaver Island, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Midland, Muskegon, Petoskey, Pontiac, South Haven, Traverse City	Grand Traverse, Oakland, Wayne
Out of State Select Cities/Counties		
STATE	CITIES	COUNTIES
Alaska	All locations	
Arizona	Phoenix, Scottsdale, Sedona	
California	Arcata, Edwards AFB, Eureka, Los Angeles, Mammoth Lakes, McKinleyville, Mill Valley, Monterey, Novato, Palm Springs, San Diego, San Francisco, San Rafael, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Los Angeles, Mendocino, Orange, Ventura
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	
Connecticut	Bridgeport, Danbury	
District of Columbia	Washington DC (See also Maryland & Virginia)	
Florida	Boca Raton, Delray Beach, Ft Lauderdale, Jupiter, Key West, Miami	
Georgia	Brunswick, Jekyll Island	
Hawaii	All locations	
Idaho	Ketchum, Sun Valley	
Illinois	Chicago	Cook, Lake
Kentucky	Kenton	
Louisiana	New Orleans	
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sandford	
Maryland	Baltimore City, Ocean City	Montgomery, Prince George
Massachusetts	Boston, Burlington, Cambridge, Martha's Vineyard, Woburn	Suffolk
Minnesota	Duluth, Minneapolis, St. Paul	Hennepin, Ramsey
Nevada	Las Vegas	
New Mexico	Santa Fe	
New York	Bronx, Brooklyn, Lake Placid, Manhattan, Melville, New Rochelle, Queens, Riverhead, Ronkonkoma, Staten Island, Tarrytown, White Plains	Suffolk
Ohio	Cincinnati	
Pennsylvania	Pittsburgh	Bucks
Puerto Rico	All locations	
Rhode Island	Bristol, Jamestown, Middletown, Newport, Providence	Newport
Texas	Austin, Dallas, Houston, L.B. Johnson Space Center	
Utah	Park City	Summit
Vermont	Manchester, Montpelier, Stowe	Lamoille
Virginia	Alexandria, Fairfax, Falls Church	Arlington, Fairfax
Washington	Port Angeles, Port Townsend, Seattle	
Wyoming	Jackson, Pinedale	