

**CITY OF BULLHEAD CITY
NOTICE OF REQUEST FOR PROPOSALS
RFP No. 2026-00000039
BULLHEAD AREA TRANSIT SYSTEM SHORT RANGE TRANSIT PLAN**

DUE DATE:	May 1, 2026 AT 3:00 P.M. LOCAL AZ TIME
SUBMITTAL LOCATION:	City of Bullhead City Clerk's Office 2355 Trane Road Bullhead City, Arizona 86442
DIRECT QUESTIONS TO:	MICHAEL PELUSO Transit Manager (928) 763-9400 Ext. 8132 mpeluso@bullheadcityaz.gov

Notice is hereby given that the City of Bullhead City ("City"), is hereby issuing a Notice of Request for Proposals ("RFP") and conducting a competitive process with qualified vendors to provide a comprehensive Short Range (5-year) Transit Plan ("Project"). Project funding is provided by the Federal Transit Administration through the Arizona Department of Transportation with a local match provided by the City of Bullhead City. The purpose of the Project is to evaluate existing Bullhead Area Transit System services and gauge the need for enhanced or expanded service in the community, as well as to prepare for the possible transition from operating a rural transit system to that of a small urban transit system. The project must be completed no later than one year after contract award.

The City invites interested firms or individuals ("Respondents") to submit a written proposal ("Proposal") relating to this solicitation. A screening committee will evaluate Respondent proposals and ability to perform the Project, conduct interviews, and as may be appropriate, make an invitation for a City site visit for further evaluation. The Respondent determined to be the best qualified to perform the Project will then be invited to negotiate and enter into an agreement with the City.

A complete copy of this RFP and any amendments may be obtained by going to the City of Bullhead City website at <http://www.bullheadcityaz.gov/bidinfo> and clicking on the bid attachments or publicpurchase.com link to download this RFP. Brief procedural questions concerning the RFP can be directed to Danielle Bruch, Transportation Planner/Grant Administrator, (928) 201-5338, or at dbruch@bullheadcityaz.gov. Technical questions concerning the specifications listed within the RFP must be submitted in writing and directed to Michael Peluso at mpeluso@bullheadcityaz.gov. A copy of the RFP may also be picked up during regular business hours at the City Clerk's Office, 2355 Trane Road, Bullhead City, Arizona 86442. Respondents are invited to review the information and to submit Proposals in accordance with the criteria established within this RFP. Written questions regarding this RFP must be received by Michael Peluso no later than **April 8, 2026**. Questions may then be responded to by written amendment to this document. Oral statements or instructions do not constitute an amendment to the RFP.

All submittals (one original and five copies) must be sealed and received by **May 1, 2026, 3:00 P.M. Arizona time** at the City of Bullhead City Clerk's office. Submittals must be clearly marked "Bullhead Area Transit System Short Range Transit Plan", RFP No. 2026-00000039." **Any response received at the specified submittal location after the due date and time assigned will be returned unopened.** The City reserves the right to reject any or all submittals, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any submittal. All information regarding the content of the specific submittals will remain confidential until an agreement is finalized or all proposals are rejected.

**CITY OF BULLHEAD CITY
REQUEST FOR PROPOSALS
BULLHEAD AREA TRANSIT SYSTEM SHORT RANGE TRANSIT PLAN**

1. REQUEST FOR PROPOSALS

Written proposals (“Proposals”) are now being accepted by the City of Bullhead City (“City”) to be provided a Short Range Transit Plan for the City’s public transit system (“Project”) known as the Bullhead Area Transit System (“BATS”). The City is seeking qualified Respondents to provide a comprehensive Short Range (5-year) Transit Plan for BATS. The purpose of the Project is to evaluate existing BATS services and gauge the need for enhanced or expanded service in the community, as well as to prepare for the future possible transition from operating a rural transit system to that of a small urban transit system. The Project shall be completed no later than one year after contract award. Respondent proposals must address the various subject as set forth in this RFP and in accordance with the Scope of Work (Appendix A herein).

2. BACKGROUND

The Bullhead Area Transit System is a rural public transit service in the City which is located immediately adjacent to the Colorado River in Mohave County, Arizona. Public transportation services have been provided to residents and visitors of the local community since December of 2000. Services were previously funded through the federal Section 5311 grant program until recently when the system was designated a small, urbanized area and designated a Section 5307 recipient.

BATS is the exclusive public transportation provider within the City limits. The system performed its last major comprehensive evaluation of service of its efficiency in 2013 with the completion of a Short Range Transit Plan. A short and long range transit was in process in 2021 but with the City’s impending designation as a Section 5307 recipient, completion of the process was deferred. With the completion of that study’s purview of guidance and ever shifting landscape of present and future needs of the local community, there is a need to complete an operational review for a future guiding framework. The City is an Arizona municipal corporation and governed by an elected body of seven council members. The City Council supports, and has directed, through its City Manager, to prepare this RFP.

This Scope of Work (Appendix A) is provided as a guide to the type of work anticipated to be involved with this type of transit planning project. Respondents are highly encouraged to offer refinements to the Scope of Work in their responses and highlighting those suggested refinements.

3. QUALIFICATIONS

The following items must be addressed within the Proposal:

3.1 Objectives: A set of proposed technical objectives which the study efforts are to meet. The objectives should clearly and concisely state the intent of the project. They should reflect the Respondent’s creativity and understanding of the Project.

3.2 Content of Anticipated Products: A list of proposed Work Tasks that the Respondent has identified for the Project. Each Work Task should include applicable work, issues, problems and potential solutions. There should be an explanation how the anticipated results will be reported.

3.3 Final Scope of Work: The final Scope of Work will be included in the final agreement and potential refinements to the Scope of Work may occur.

3.4 Project Staff: Briefly describe how the Work Tasks will be completed through the use of staff assigned to the project. The information should include:

- A. Firm name and name of team members;
- B. Role of each member;
- C. Percentage of time each member is committed for the contract period;
- D. Percentage of effort scheduled for each team member on each element of work; and
- E. Provide an organizational chart including the project manager.

3.5 Qualifications and Experience of Staff: Provide a statement of relevant experience and qualifications of each project team member, as well as length of time with the firm. Any experience listed should be within the past ten (10) years. Any Registrations or Licenses must be in good standing.

3.6 Relevant Projects and References: A list of projects completed in the last ten (10) years must be provided by the Respondent and subcontractors, of similar projects proposed for this study. The information provided shall include the following:

- A. Project dates (state completed, in progress or planned);
- B. Name and address of organization for whom the project was performed;
- C. Name and current telephone number of an individual of the organization who is familiar with the work performed;
- D. Brief description of the study; and
- E. List of staff of the Firm who participated in the study or plan.

3.7 Disadvantaged Business Enterprise (DBE): This provision has a race neutral goal. A DBE without goal % has been established on this project. The consultant is still encouraged to obtain DBE participation above the goal on this project.

4. RFP FORMAT

4.1 Respondent's name, any entity reconfigurations with previous names, business domicile and address, telephone number, fax number, email address and website, if any.

4.2 Number of years providing the same general type of Service requested.

4.3 Description of any procurement debarment or litigation surrounding Respondent's interactions with other private or governmental entities.

4.4 Certificate of Good Standing from the Arizona Corporation Commission, if applicable (certificate must be issued after the date of this RFP and may be supplemented to the Proposal if not available upon date of submission).

4.5 Names of the agencies wherein the same or similar Service has been provided.

4.6 Three references from customers who have purchased the same or similar Service.

4.7 Comprehensive written response addressing the requirements outlined herein and the listed Scope of Work (Appendix A).

4.8 Executed copy of the Federal Clauses and Lobbying Certificate included herein as Appendix B. See pages 1-11.

4.9 Other information or data Respondent deems useful to the City in evaluating the quality of the Proposal.

5. PROCESSING OF RFP

5.1 Brief procedural questions concerning the details of submission can be directed to Danielle Bruch, Transportation Planner/Grant Administrator, (928) 201-5338, or at dbruch@bullheadcityaz.gov. Technical questions concerning the specifications must be submitted in writing and directed to Michael Peluso at mpeluso@bullheadcityaz.gov.

5.2 Technical questions not resolved by brief explanation or those requiring material clarification or additional information concerning the specifications listed within the RFP, must be submitted in writing to Michael Peluso and received by the City no later than **April 8, 2026**. Questions may then be responded to by written amendment to this document. Oral statements or instructions do not constitute an amendment to the RFP. A copy of this RFP may also be picked up during regular business hours at the City Clerk's Office, 2355 Trane Road, Bullhead City, Arizona 86442.

5.3 No pre-submittal meeting is anticipated.

5.4 City will assemble a review team for the analysis of all submitted Responses.

5.5 The City reserves the right to reject any or all Proposals or to accept the Proposal that in its sole judgment may be in the best interest of the City.

5.6 The Respondent selected will be notified as soon as possible by the City following completion of the evaluation by the review committee. An estimated 45 calendar days may elapse between the final date on which the RFP will be accepted and the date on which the review committee determines the Respondent selected.

5.7 Respondents not selected will be notified as soon as possible after a recommendation for selection is made.

5.8 Protests.

A. Protests must be in writing, filed with the City Clerk’s Office and addressed to the City Manager, and must include:

- i. The name, address and telephone number of the protestor;
- ii. The signature of the protestor or its representative;
- iii. Identification of the project and the solicitation number;
- iv. A detailed statement of the legal and factual grounds of protest including copies of relevant documents; and
- v. The form of relief requested.

B. Any protest must be filed within 10 days after the protestor knows or should have known the basis of the protest.

6. SELECTION

6.1 Qualifications. Respondents must show evidence of the technical and business ability to produce the Project effectively. Respondents must also be knowledgeable of and be capable of providing the Project in accordance with all applicable federal, state and local government laws and regulations as well as the accepted and most recent industry standards capable of being practically implemented. Further requirements of qualifications are outlined in the Scope of Work (Appendix A).

6.2 Criteria for Selection.

A. Selection among the RFP’s received will be based upon the following criteria:

Criteria Description	Maximum Points Allowed
Understanding of the Project and approach	25 Points
Identification of key issues with potential solutions	25 Points
Experience and capabilities in development of similar studies	25 Points
Respondent team and apparent ability to complete work load	10 Points
Schedule	10 Points
Estimate of costs	5 Points
Total Maximum Points	100

B. Interviews may be conducted based upon responses received. City will not be responsible for any expenses incurred by Respondents in preparation for or travel to interviews or site visits.

C. The selected Respondent will be invited to negotiate with the City as to reasonable terms and costs associated with the Project and in accordance with the Scope of Work; Appendix A. A sample agreement is provided as Appendix C. After the scope of work and the Project compensation to be provided is finally agreed upon, the selected Respondent will enter an agreement with the City which must be approved by the Bullhead City Council. As part of that contracting process, the selected Respondent will be required to certify compliance with the Federal Clauses, attached hereto as

Appendix B. Notwithstanding the preceding, if it is determined to be in the best interest of the City, all RFP's may be rejected and the City may reissue an RFP at a later date.

D. Estimated Schedule.

RFP Issued	March 18, 2026
Deadline for written questions	April 8, 2026
Addenda and answers to questions issued	April 15, 2026
Proposal due	May 1, 2026
Proposal review, possible interviews and negotiations	May 15, 2026
Agreement award	May 20, 2026
Agreement period begins	May 21, 2026