

RFP No. 2026-00000039
BULLHEAD AREA TRANSIT SYSTEM SHORT RANGE TRANSIT PLAN
Date of Issuance 04/15/2026

The following questions have been received and answers are provided in order of the questions presented.

Q: We plan to use a subconsultant for certain project tasks such as public / stakeholder engagement. Are subconsultants also required to sign the certifications on Appendix B?

A: Subconsultants will not be required to sign the certifications in Appendix B, but any selected consultant will be required to ensure any subconsultants used are meeting necessary certifications.

Q: Please confirm the timeframe is 12 months from receipt of a Notice to Proceed. Are there any additional/intermediate dates that should be considered when developing a schedule?

A: Yes, the timeframe for completion will be 12 months from Notice to Proceed and there are no other specific dates to consider in schedule development.

Q: Has a not-to-exceed budget been identified for this project? If so, what is it?

A: Budget is not part of the RFP at this point and will be discussed with the tentative selected awardee.

Q: Will interviews, if held, be in-person or virtual?

A: If interviews are held, they will likely be virtual interviews.

Q: When is the City's transition to a Section 5307 recipient expected to be completed?

A: While the City is now currently designated as a 5307 agency, the City should be completely through the transition with active grant awards early this summer.

Q: The RFP states that the 2021 Short and Long Range Transit Plan was not completed. How far along was the project before it was deferred?

A: The project was completed but not adopted due to the notification of becoming a designated UZA and subsequent transition to a 5307 agency, which the preparation for such an event was a large portion of the guidance included in the project.

Q: The RFP notes at least 3 public meetings at local events and public open houses early in the process followed by a second round after proposed solutions have been developed. Can two of the three first round local events be substituted with on-board surveys? We have found that on-board surveys are the best way to garner information such as origin/destination patterns.

A: While on-board surveying is important and desired as part of this project, it will not act as a substitute for public meetings.

Q: Can the meetings with local businesses, employers, tribal officials etc. be virtual?

A: Any meeting with stakeholders can likely be held virtually, but public meetings to specific bodies (Transit Commission, City Council, BHCMPO Board) will be in person.

Q: Will the presentations to the City Council and BHCMPO board also be virtual?

A: No, these will be in person public meetings.

Q: Transit stop improvements (Task 5 paragraph k) – Can you confirm that this task will not involve a complete survey of all bus stops in Bullhead City but rather recommendations for bus stops where one does not exist (if warranted) and/or improvements to high activity bus stops?

A: Yes, this is specific to recommendations for current or any potential future route stop locations. We have survey information of the current stops that can be shared with the selected awardee to assist in development of the recommendations.

Q: Access to transit stops (Task 5 paragraph l) – Can you confirm that a review of ADA compliant access routes will only apply to new potential bus stops recommended as part of the SRTP

A: Yes, this is specific to any new bus stop recommendations.

Q: Do you have a ballpark budget for the project in mind?

A: Budget is not part of the RFP at this point and will be discussed with the tentative selected awardee.

Q: Can you confirm that the provision of camera-ready marketing materials is not included in the scope?

A: Yes, there is no provision for camera-ready marketing in the scope.

Q: Is the Senior and Disabled Transportation Service listed in the paratransit ride guide still in service/ separate from the Bullhead Senior Enrichment Center Senior Transportation Program?

A: The Senior and Disabled Transportation is the only public transit passenger service offered by the City and that service is currently on hiatus due to lack of volunteer drivers for the program. The only transportation program the City's Senior Enrichment Center provides is related to Meals on Wheels and not passenger transport and operates out of a separate division from Transit.

Q: In terms of proposal format: Should the public outreach components outlined in the scope of work be outlined in a separate public participation plan or incorporated into the work tasks?

A: This is up to the submitter. There is no preferred format just as long as it is addressed.

Q: Does BATS maintain a database with existing amenities provided at each of its fixed route stops?

A: Yes

Q: Is boarding by stop data available?

A: Yes

Q: Is an overall project budget available?

A: Budget is not part of the RFP at this point and will be discussed with the tentative selected awardee.

Q: Are there any formatting requirements (page limit, font type/size, etc.) we should follow?

A: There are no specific format requirements.

Q: Is onboard rider data available for fixed routes—specifically boarding and alighting by bus stop?

A: Rider data is available for boardings, but our system does not currently track alighting data.

Q: For outreach, is there any expectation for translating materials into other languages or accessible formats?

A: Yes

Q: For the transit stop improvements and ADA access routes scope, is there any existing bus stop infrastructure or ADA assessment data available?

A: Yes

Q: Will all public meetings be in person? The scope mentions three meetings at local events and at least two additional meetings for presenting existing conditions and proposed alternatives.

A: Any meeting with stakeholders can likely be held virtually, but public meetings to specific bodies (Transit Commission, City Council, BHCMPO Board) will be in person.

Q: For the three informational presentations to elected officials (City Council, Commission, and BHCMPO Board), can these be conducted remotely, or is in-person attendance required?

A: No, these will be in person public meetings.

Q: What is the overall project budget that the City has established for all tasks identified in this RFP?

A: Budget is not part of the RFP at this point and will be discussed with the tentative selected awardee.

Q: What is the City’s anticipated budget range for the public outreach and marketing components?

A: Budget is not part of the RFP at this point and will be discussed with the tentative selected awardee.

Q: What existing data will be provided to support outreach (e.g., prior surveys, ridership data, demographic data, Title VI analyses)?

A: Data for all of the examples listed are available and can be shared with the awardee.

Q: Is there a target number of survey responses or engagement touchpoints?

A: While there is not a set number, a good target sample size for responses in our local area with over 50,000 people would be several hundred responses.

Q: Are there existing branding guidelines or outreach templates that must be used?

A: The City does have some branding guidelines that can be shared with the awardee, but no specific outreach templates.

Q: Are there defined LEP populations and required languages for translation?

A: Yes, Spanish.

Q: Will the City provide venues for outreach, or should all venue sourcing and costs be included in the proposal?

A: The City will provide all venues for outreach at zero cost.

Q: Does the City have existing contact lists for stakeholders, businesses, and community groups, or should the consultant develop these?

A: The City does already have existing contacts lists, but will likely need some updates.

Q: What level of detail is expected in documenting public input (summary vs. full transcripts/data logs)?

A: Summary and highlights will be sufficient. No full transcripts will be required.

Q: Is there a defined budget range for outreach activities (advertising, materials, translation, etc.)?

A: Budget is not part of the RFP at this point and will be discussed with the tentative selected awardee

Q: Should the proposal include paid media (social/digital ads), and if so, is there a target spend?

A: Budget is not part of the RFP at this point and will be discussed with the tentative selected awardee.

Q: Are there known community concerns, political sensitivities, or past outreach challenges we should be aware of?

A: No

Q: Have there been prior transit plans or outreach efforts that received limited participation or pushback?

A: During the 2021 Short and Long Range Transit Plan development, there was some significant pushback from sitting commission members and members of the public regarding rebranding efforts being done during the course of the project.

Q: Is the consultant expected to secure venues, audio/visual equipment, translation/interpretation and meeting set-up or will the City be providing these items?

A: The City will supply venues, AV equipment, and meeting setup but will not provide the translation/interpretation service which will be required of the awardee.

Q: What level of tribal coordination is anticipated and will outreach be led by the City with a consultant as supporting or directly led by the consultant?

A: Outreach for the project will be led by the consultant and tribal coordination will be desired.

Q: Does the City have revenue targets or expectations tied to marketing recommendations?

A: The City has not established any targets or expectations for the marketing recommendations.

Q: Are there specific geographic areas or populations that are priority markets for ridership growth?

A: No specific areas have currently been identified.

Q: Clarify the status, schedule and concept/design information for the future multimodal transit facility so consultants can understand the level of rollout marketing expected.

A: Design has been completed and working on securing funding to begin work on the project. We anticipate project will not be completed until 2029 at the earliest if funding is secured this year.

Q: What existing data or plans will be provided to support a new marketing plan (e.g., social media stats, past plans, ridership data, past survey data)?

A: Transit does not have a significant social media presence with the City, but all of the other listed sets of data and past plans can be made available to the awardee to assist in developing the marketing plan.

Q: Are there any submittal requirements for this solicitation, such as “Do you have any format requirements?” (e.g. page size, font size, margin, portrait, or landscape layout)

A: There are no specific submittal requirements.

Q: Do you have a page limit for this proposal?

A: No

Q: On page 4, Item 4.6 Three references from customers who have purchased the same or similar Service. What is required for these references? Is a Contact Name and Phone Number enough or do you need additional information?

A: Section 3.6 of the RFP details the information that needs to be included for these references including project dates, name and address of the organization, name and telephone number of an organizational contact, a brief description of the study, and list of staff that participated on that project.

Q: Is a cover letter allowed as part of the proposal?

A: Yes

Q: Can you provide an update of the new transit center design and construction process?

A: This information will be shared with the project awardee.

Q: Are consultants required to be registered in AZUTRACS?

A: This is not a requirement for submitting a response to this proposal, but likely a contract requirement for the selected awardee.

Q: If AZUTRACS registration is required, are consultants required to submit an ADOT BECO email with the Bidders List as part of this submittal?

A: No

Q: Notice of Request for Proposals, paragraph 1: The Notice identifies project funding from FTA through AzDOT. What is the total amount of external funding and what is the internal match that makes up the total project budget?

A: Budget is not part of the RFP at this point and will be discussed with the tentative selected awardee.

Q: Notice of Request for Proposals, paragraph 4: Is the City requesting only paper copies of the Proposal, or should an electronic copy be provided in addition to or in lieu of paper copies?

A: The RFP does only list paper copies necessary for the submittal. An additional electronic copy will also be accepted but not required.

Q: Request for Proposals, Section 1 Request for Proposals: Please clarify the statement, “to prepare for the future possible transition from operating a rural transit system to that of a small urban transit system.” The sections below indicate that this reclassification has already occurred.

A: While the City is now currently designated as a 5307 agency, the City should be completely through the transition with active grant awards early this summer.

Q: Request for Proposals, Section 5.6 Processing of RFP, sentence 2: This seems to conflict with the timeline presented in section 6.2; section 5.6 estimates 45 calendar days from proposal due date to selection of the winning proposer, while section 6.2 indicates award will be made 19 days after the due date.

A: This was a mistake. The schedule detailed in 6.2 D. is the correct expectation of the project award timeline.

Q: Appendix A, 1. Overview and Study Area: May we receive copies of the 2013 and draft 2022 plans, as well as the contract value and vendor(s) who prepared the plans?

A: Copies of the two previous plans will be made available to the awardee upon selection. Contract value and other vendor submission information can be secured by public records request at the conclusion of the contract award process.

Q: Appendix A, 4. Stakeholder and Public Involvement: Can we be provided with a current organizational chart for the transit system and how it sits within the overall City staffing?

A: This can be provided to the selected awardee of the project.

Q: Appendix A, 4. Stakeholder and Public Involvement, paragraph 1: Please clarify if AzDOT and FTA should be engaged as stakeholders as well, or if they are “silent” funding partners. In addition, do represented employees/unions constitute a stakeholder that should be involved?

A: For the purpose of this project, ADOT and FTA representatives should be engaged as stakeholders. City employees are not unionized but can be engaged as stakeholders in the project.

Q: Appendix A, 4. Stakeholder and Public Involvement, paragraph 3: The Scope requests gathering of information including intercity travel to Lake Havasu City and the City of Kingman. Please clarify if the proposed plan should consider including such intercity services.

A: The proposed plan should include information on intercity services, either options to implement such services or details as to why it would not be suggested.

Q: Appendix A, 4. Stakeholder and Public Involvement, paragraph 3: Please confirm that the project requires a total of five (5) in-person public meetings/open houses to be held during Plan development.

A: This is correct.

Q: Appendix A, 4. Stakeholder and Public Involvement, paragraph 4: The paragraph suggests possible financial incentives could be provided by a variety of local players. Are there any current incentive relationships in place?

A: There are not any current incentives in place specific to Transit and would need to be developed.

Q: Appendix A, 4. Stakeholder and Public Involvement, paragraph 5: Is it anticipated that the sets of informational meetings with the City Council, Transit Commission, and MPO would occur in the same time frame as the public meetings/open house? If not, does the City envision a particular order for these different series of meetings?

A: These meetings should occur within the same timeframe as the public meetings/open house.

Q: Appendix A, 5. Regulatory Compliance, paragraph 1: As all the regulations that are listed are federal, are that any specific state statutes that are known to apply to the study process and products?

A: There are no additional state statutes or requirements for the project.

Q: Appendix A, 5. Regulatory Compliance, paragraph 2: As E.O. 12898 was rescinded in January, 2025, must its provisions still be adhered to?

A: No, any rescinded provisions will not be required.

Q: Appendix A, 6. Work Tasks, section C.1., Goals, Objectives, and Standards: Are these to include only those identified by the City or should distinct goals that transit system funding partners may have be captured here as well?

A: These objectives will be primarily identified and geared towards the City, but additional partner goals can also be included when these are established.

Q: Appendix A, 6. Work Tasks, section D.1, System and Service Evaluation: Does BATS have current standards or benchmarks for any of the metrics listed in this section?

A: There is no current established metrics beyond industry best practices.

Q: Appendix A, 6. Work Tasks, section D.1.b., System and Service Evaluation/Qualitative: How are stop-level ridership and on-time performance data currently collected and measured?

A: Stop level ridership is tracked through manual rider count sheets input into a database. On time performance is tracked via GPS data through the City's ITS system.

Q: Appendix A, 6. Work Tasks, section D.1.b., System and Service Evaluation/Demand Response: Are these data currently held in an electronic system, and if so, what system? If not, what in format(s) are these data maintained?

A: Yes, this data is held in an electronic system and can be shared. That specific information will be made available to the selected awardee.

Q: Appendix A, 6. Work Tasks, section D.3., System and Service Evaluation: Does BATS have any specific agencies they wish to be in this peer review group, or should these be identified as part of this task?

A: This will be established as part of the work task.

Q: Appendix A, 6. Work Tasks, section E.1.a., Operations Plan: Mobile ticketing is specifically called out. Should the entire fare collection system be included in this Plan?

A: The City would like to explore any available options and include the best recommendations in the final plan.

Q: Appendix A, 6. Work Tasks, section E.2., Budget Plan: Please clarify what the audience is for the Budget Plan and how they will review and provide feedback on the information flows and conclusions. What information does the Council typically receive now and what information has the Council requested?

A: The budget plan's audience is mainly City Council, City Executive staff, and the public. Some of these members will be included on the TAC for the project and information will also be shared and feedback provided during the required public meetings. Council has not requested any specific information but are typically provided necessary details for any major service changes or improvements when requests are made to implement those changes.

Q: Appendix A, 6. Work Tasks, section E.5., Scenario Budgets: Please confirm what city internal resources and expertise are available to provide actuals from existing services and participate in consideration of various scenarios.

A: The current manager, and main point of contact for the project has served in the current capacity in this program for a decade and for a total of 15 years with this specific agency. The current Operations Supervisor has over 7 years and the Director has just under 10 years of agency specific experience. There is also additional administrative support that will be participating in the project. More than ample resources and experience that can provide necessary assistance and plan to participate in the project.

Q: Appendix A, 6. Work Tasks, section F.1.f., Short Range Plan Preparation/Fare Structure: Please confirm the approval structure for modifications to fare structures and levels, as well as the process for sharing information with all parties involved in the approvals.

A: Any modifications to the fare structure will need to be approved by the Bullhead City Council as part of the annual budget process.

Q: Appendix A, 6. Work Tasks, section F.1.j., Short Range Plan Preparation: Does BATS have an existing PTASP and/or SMS? If so, may we receive a copy(ies)?

A: The City does not yet have established PTASP or SMS.

Q: Appendix A, 6. Work Tasks, section F.1.l., Short Range Plan Preparation: Are bus stops available in a GIS alongside the City's sidewalk network, and if so can it be shared with the winning vendor?

A: The City does not currently have bus stops included in GIS data.

Q: Appendix A, 6. Work Tasks, section F.1.m., Short Range Plan Preparation: Is transit employee turnover information available? Do exit interviews currently occur for transit employees and would that information (suitably anonymized) be available during plan development.

A: Turnover data can be made available to the selected awardee. Interviews do occur and that information can be shared with the selected awardee.

Q: Appendix A, 6. Work Tasks, section G.4.a., Publish Short Range Transit Plan: Is there is a specific frequency of PMT and/or TAC meetings that is desired? Can some of these meetings be remote or will they all be in-person?

A: There is not an established frequency but this would be discussed and finalized with the selected awardee. These PMT and TAC meetings will mostly be virtual meetings but could be in person as necessary.