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LOWER SIMILKAMEEN
COMMUNITY SERVICES SOCIETY
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Request for Proposal (RFP)

Transportation Needs Assessment: Keremeos and Surrounding Area

Issued By: Lower Similkameen Community Services Society (LSCSS)

Date Issued: January 22, 2025

Submission Deadline: Wednesday, February 12, 2025

Introduction

Lower Similkameen Community Services Society (LSCSS) is seeking proposals from qualified consultants or firms to conduct a comprehensive Transportation Needs Assessment. This study will evaluate the current and future transportation needs of Keremeos and its surrounding areas, including connections to nearby urban centers such as Penticton, Kelowna, and other regional hubs. The assessment will help inform strategies to improve local mobility, accessibility, and connectivity, fostering economic growth and community well-being.

Background

Keremeos, located in British Columbia's Similkameen Valley, serves as a vital agricultural and residential hub. The region is characterized by its rural geographic isolation, a spread-out population, and a high proportion of senior residents. These factors make transportation a critical element in ensuring access to employment, healthcare, education, and other essential services. Additionally, the area includes unique populations such as modular, mobile and rv park dwellers and other seasonal or transient residents, whose transportation needs are not well-documented in existing data. This assessment will provide actionable insights to address these challenges.

Project Objectives

The Transportation Needs Assessment aims to:

1. **Identify Current Needs:** Evaluate the existing transportation infrastructure, services, and gaps within Keremeos and surrounding areas.
2. **Assess Connectivity:** Evaluate local transportation options and connections to nearby communities such as Cawston, Hedley, and Olalla, as well as urban centers like Penticton, Kelowna, and the Lower Mainland, with a primary focus on local travel and connectivity to Penticton.
3. **Engage Stakeholders:** Gather input from residents, businesses, and community organizations, including mobile/modular home park residents and seasonal workers, to understand diverse transportation needs.
4. **Develop Recommendations:** Provide actionable recommendations for improving transportation services, infrastructure, and policies.

Respectfully acknowledging that our work occurs on the ancestral homelands of the Smelqmix people. We respect their sovereignty and honour the tmx^wúla?x^w (land) upon which we live, learn, play and serve. We are committed to cultivating respectful, reciprocal relationships with all First Nations, Inuit, and Métis people.

5. **Promote Sustainability:** Ensure proposed solutions align with environmental and practical sustainability goals.
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Scope of Work

The successful proponent will:

1. **Conduct a Baseline Analysis:**
 - Review existing transportation infrastructure and services.
 - Analyze demographic, economic, and geographic data relevant to transportation needs.
 2. **Engage Stakeholders:**
 - Conduct surveys, interviews, and focus groups with residents, businesses, and key interest holders.
 - Facilitate public engagement sessions to gather diverse perspectives.
 - Ensure inclusion of modular, mobile and RV park dwellers and other transient or underserved populations in data collection.
 3. **Assess Regional and Local Transportation Systems:**
 - Evaluate transportation options within Keremeos and its connections to nearby communities, including Cawston, Hedley, and Olalla.
 - Analyze travel options to urban centers such as Penticton, Kelowna, and the Lower Mainland, with a primary focus on local travel and connectivity to Penticton.
 - Identify obstacles to efficient travel and propose practical, inclusive solutions to address accessibility and mobility challenges, especially for seniors.
 4. **Develop Recommendations:**
 - Provide short-term, medium-term, and long-term recommendations.
 - Include cost estimates and potential funding sources for proposed initiatives.
 - Address accessibility, sustainability, and inclusivity considerations.
 5. **Deliver a Final Report:**
 - Summarize findings, analysis, and recommendations.
 - Include maps, charts, and other visual aids to enhance understanding.
 - Present the report to LSCSS leadership and interest holders.
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Deliverables

1. Interim Report summarizing initial findings and interest holder feedback.
 2. Final Transportation Needs Assessment Report.
 3. Presentation of findings and recommendations to the LSCSS.
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Proposal Requirements

Interested proponents should include the following in their submission:

1. **Executive Summary:** Overview of the proposal.
2. **Qualifications and Experience:**

- Details of the proponent's expertise in transportation planning and community engagement.
 - Examples of similar projects completed.
 - 3. Methodology:**
 - Proposed approach to conducting the assessment.
 - Timeline and milestones.
 - 4. Budget:**
 - Detailed cost breakdown.
 - Justification for expenses.
 - 5. References:** Contact information for at least three references from similar projects.
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Evaluation Criteria

Proposals will be evaluated based on the following:

- 1. Understanding of Project Objectives (20%)**
 - Demonstrates a clear understanding of the project's goals, scope, and desired outcomes.
 - 2. Qualifications and Relevant Experience (30%)**
 - Includes experience with similar projects, relevant expertise, and familiarity with nonprofit operations.
 - 3. Proposed Methodology and Work Plan (25%)**
 - Outlines a practical, well-structured approach to achieving project objectives, including stakeholder engagement and deliverables.
 - 4. Cost and Budget Justification (15%)**
 - Provides a clear and reasonable budget aligned with project needs and organizational capacity.
 - 5. References and Past Performance (10%)**
 - Includes strong references and a proven track record of delivering high-quality work on time and within budget.
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Submission Details

Proposals must be submitted electronically in PDF format to Admin@LSCSS.com by **Wednesday, February 12, 2025**. Late submissions will not be considered. For questions or clarifications, contact Sarah Martin, Executive Director, at Admin@LSCSS.com.

Budget

The budget for this project is \$15,000, which includes all costs related to travel, stakeholder engagement, and data collection. Proponents are encouraged to propose innovative, cost-effective methodologies that maximize value while addressing the project's objectives.

Timeline

The project is expected to be completed within 4 to 5 months from the project start date. Below is the suggested timeline:

- 1. Project Kickoff and Planning (2-3 weeks):**
 - Initial meeting with LSCSS to clarify objectives, scope, and deliverables.
 - Finalize work plan and timeline.
- 2. Data Collection and Stakeholder Engagement (6-8 weeks):**
 - Review existing transportation data and demographics.
 - Conduct surveys, interviews, and focus groups with residents, including RV park dwellers and underserved populations.
 - Facilitate public engagement sessions.
 - In consideration of low digital literacy rates, in person engagement with residents, businesses and other interest holders is important.
- 3. Analysis and Draft Recommendations (4-6 weeks):**
 - Analyze collected data and identify gaps.
 - Evaluate regional connectivity and propose preliminary solutions.
- 4. Draft Report and Feedback (2-3 weeks):**
 - Submit a draft report to LSCSS for review.
 - Incorporate feedback from stakeholders and LSCSS leadership.
- 5. Final Report and Presentation (2 weeks):**
 - Deliver the final report with recommendations.
 - Present findings to LSCSS and other stakeholders.

Terms and Conditions

- Lower Similkameen Community Services Society reserves the right to reject any or all proposals.
- All materials produced under this contract will become the property of the LSCSS.
- Proponents are responsible for all costs associated with preparing their proposal.
- All collected data and findings are to remain confidential and property of the LSCSS.
- Failure to meet agreed-upon deadlines or deliverables may result in penalties, including financial deductions or contract termination.

We look forward to receiving your proposal and working together to enhance transportation solutions for the Keremeos community.