



Request for Proposal

Seneca Transit System – Consultant Services



Seneca Nation
Department of Transportation

Proposal Due: September 22, 2025

Issued Date: August 25, 2025

Request for Proposal (RFP)
Consulting Services
Cattaraugus Territory – Circulator Analysis

Finalize

Project Background

The people of the Seneca Nation today live and work on the same lands that Seneca people have inhabited for over 1000 years. The Seneca Nation holds title to five distinct territories located in the vicinity of Western New York State, an area of the state where communities are primarily rural in geographic location and are at considerable distances from the services and amenities available in urban locales. The territories are situated among portions of five counties: Allegany, Cattaraugus, Chautauqua, Erie and Niagara.

The aggregate total of Nation restricted fee lands is 55,824.15 acres, or 87.2 square miles, but the territories are not contiguous, and each is uniquely different in its geographic, economic, social, and environmental profile. The Allegany and Cattaraugus Territories are home to the Nation's administrative and community service functions; it is on these two territories where the majority of Seneca members reside.

The Nation's identity as a community: our history, population demographics, current and future land use, and governmental structure. Understanding this regional profile provides a comprehensive planning framework for interpreting community needs, trip destinations, accessibility and tourism, within a cohesive transportation network.

As of July 2025, there are 8584 enrolled members:

- 1730 members within the Allegany Territory,
- 2577 members within the Cattaraugus Territory,
- 1 member within the Oil Spring Territory, and
- 2209 dispersed throughout New York State.

Per the Nation's 2019 Comprehensive Economic Development Strategy (CEDS), "unemployment and poverty remain significant barriers to the economic health of the Seneca Nation and surrounding regions. Residents continue to experience unemployment and poverty rates significantly greater than the counties surrounding the Allegany and Cattaraugus Territories, New York State, and the United States as a whole."

Western New York State is home to extensive transportation infrastructure—including highways, waterways, railroads, airports, and more. The Seneca Nation has highway access to, from, and through its territories: Southern Tier Expressway, US 219, Route 417, NYS Thruway, US 20, State Route 5, Route 438, and more.

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As of July 2020, the Nation lists over 276.7 miles of roadway in their inventory database. The Allegany Territory includes 189.4 miles. The Cattaraugus Territory includes totaling 87.3 miles. All roadways on Nation territories are owned by the Nation though maintenance responsibilities are divided amongst several entities. There are 46 bridges within Nation territories; six are rated in poor condition as of their latest inspection.

Project Summary

The Seneca Nation provides a wide range of services and opportunities for its members and communities. Overall, the Nation employs 3,500 people in its varied enterprises. The Nation supports its own members and benefits the surrounding communities with a variety of cultural, educational and economic efforts. The Nation currently operates a fixed route/route deviation transit service between the Allegany and Cattaraugus territories. The service operates six days a week between the Hamlet of Irving, the Cattaraugus Territory, the Villages of Gowanda, Dayton, Cattaraugus, Little Valley, the City of Salamanca and the Allegany Territory.

The Seneca Nation is located in a region where economic distress is profound and well documented. Cattaraugus County is designated by the Appalachian Regional Commission as a Transitional County. Transitional Counties have rates worse than the national average for one of the three economic indicators, per capita income, poverty and unemployment, but do not meet the stringent criteria for the distressed or at-risk levels. Unemployment rates for the Allegany and Cattaraugus territories from March 2018 were 11.9% and 20.1 % respectively.

Planning and feasibility of public transit services has long been a priority of the Seneca Nation. Since the inception of the Seneca Transit System (STS), the program has seen sustainability and continued growth and is now looking to expand to meet the evolving needs of the local communities and region. STS currently connects with the Olean Area Transit System (OATS), which facilitates trips beyond the Nation to destinations in Olean and Cattaraugus County. OATS in turn connects with the Allegany Access transit services. In the Cattaraugus Territory, STS has a potential transfer point in Irving with a Coach USA route between Dunkirk and Buffalo, as well as with a Niagara Frontier Transportation Authority (NFTA) route between Irving and Buffalo. Residents of the Cattaraugus Territory area can also access CHQ Transit's public transportation service to travel throughout Chautauqua County.

The Nation recognizes that the economic initiatives advanced in recent years have been successful, but also result in increased transportation needs, for members, employees and patrons of the various businesses on the territories. The existing STS services have evolved over time to meet those needs and will continue to analyze how the service might fulfill the growing demands of the Seneca community.

Project Description

The next phase for STS is to assess the viability of incorporating a circulator service, expressly for the Cattaraugus Territory. The Seneca Nation Department of Transportation in conjunction with the Seneca Transit System is seeking to retain the services of a consultant to analyze the transportation needs of the Cattaraugus Territory and the surrounding region and evaluate if a circulator service is warranted.

Additional information about the full scope of the RFP can be found under the Scope of Work. Proposals can be submitted either electronically via email, or hard copies can be mailed to the contact address listed below (but are limited to a maximum of 8-10 pages and 10MB).

All communications regarding this bid shall be in writing, via email to the contact below.

Seneca Nation Department of Transportation

Attn: Timothy Waterman

90 Ohi:yo Way

Salamanca, NY 14779

Timothy.Waterman@SNI.org

Proposals must be received by the Seneca Nation Department of Transportation no later than September 22, 2025, by 12 p.m. Proposals received after the deadline will not be considered.

Clarification and Addendums

There will not be a pre-proposal meeting to discuss this request.

All questions regarding this RFP shall be directed to timothy.waterman@sni.org no later than 2:00 pm on September 12, 2025. All corrections or changes will be made as an official addendum through the SN Department of Transportation and emailed to all known bidders. It shall be the respondents' responsibility to ensure they have received all addendums before submitting their proposals.

RFP deadlines may be adjusted by the SNDOT to ensure quality responses.

SNDOT reserves the right to reject all responses, to waive any informalities or irregularities therein, and to make an award in whole or in part as deemed in the best interest of the Seneca Nation.

The successful bidder may work directly with the SN Department of Transportation Director, Deputy Director, Transportation Planner or Transit Administrator.

Sufficient and appropriate personnel, as agreed upon by the Seneca Nation, shall be assigned to each task and identified prior to work being completed.

Proposal Scope-of-Work:

Proposers are required to provide a proposed scope-of-work that does not exceed \$25,000 in total costs and details: tasks/activities; timeline; deliverables/performance measures; and costs per tasks/activities with administrative costs clearly detailed.

Scope of Services

The Nation is requesting proposals from consultants with expertise to analyze the viability of a Cattaraugus circulator service. The selected consultant will assess all transportation functions for the Cattaraugus Territory, noting gaps in service as well as operational strengths. In addition, the consultant will provide recommendations on any equipment/infrastructure that would be needed to provide a circulator for the Cattaraugus Territory.

Therefore, adherence to applicable FTA standards for the establishment and operation of a circulator service is required.

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The final report should:

- Identify gaps in existing STS, Cattaraugus Territory services
- Identify/edit obtainable performance measures
- Identify cost effective strategies
- Recommendations for route design and alternatives
- Recommended service days and operating times
- Identify activities/projects to address key issues
- Identify potential funding sources
- Identify data sources
- Utilize GIS maps to identify project locations
 - **Map included in Appendix B**
 - Any additional maps can be produced by the SN GIS Division
- Utilize previously submitted public comments, concerns, and area maps

Meetings/Dates:

- I. The consultant shall provide a proposed schedule (to be negotiated)
 - a. Key Progress Dates
 - b. Payment Schedule
 - c. Completion date
- II. Kick-Off Meeting – Consultants will review scope and task(s)
- III. Department Review – DOT will provide comments, changes, and recommendations
- IV. Official Review – final draft reviewed, and any final recommendations made
- V. Final Review/Closeout
 - *1 in-person meeting*
 - *Intermittent conversations, questions/comments/considerations, and meetings via phone, email, and video*
 - *Option for a public meeting/update*

Final Documents:

- Final Report (PDF)
- Final Report (Digital/Web File with Internal Links)
 - 3 Jump Drive Copies
 - Web Link
- The consultant shall provide copies and any working file(s)

Proposal Requirements and Qualifications

Proposals should be limited to 8-10 pages and 10 MB.

The proposal should contain the following:

- Company name, address, and phone number

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- Point of contact (name, title, email and phone number)
- Description of skills, experience, and ability to meet project requirements
- Identification and role/responsibility of key staff
- Project approach
- Scope of services
- Other information that the proposer deems relevant for consideration of this project
- Experience working on SN transportation projects and other tribal transportation projects
- 3 References
- Confirmation of sufficient financial and human resources to support the obligations under the Service Agreement
- Statement of acceptance, ability and willingness to:
 - enter into a Professional Services Contract, and
 - obtain a SN Business License
- Detailed project timeline and deliverables

Provided by Client

- Seneca Nation Transportation Safety Plan 2019
- Public Comments
- Any current and/or future maps
- Ridership data
- Any public meeting information: data, meeting minutes, identification maps, etc.
- Data: process, records, grants, etc.

Evaluation Criteria

SNDOT will evaluate proposals received and select the consultant. After selection SNDOT will enter any necessary negotiations to reach a final contract. The consultant providing the best value to SNDOT will be selected. Evaluation factors will include:

- Experience working on projects of similar scope and complexity
- Firm, staff, and subcontractors' strength and ability to complete the scope of services
- The ability and availability of the firm to provide a quick turn-around and direct consulting
- Project understanding
- Proposal layout and appearance

Included as separate attachment:

- Proposal cost/fee

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- Overall cost

Disclosure

If you, or any director, officer, employee or owner of your company has a business or personal relationship with a director, officer or employee of the Seneca Nation of Indians (or its affiliates) that may create a conflict of interest, or appearance of impropriety, for or relating to such director, officer or employee in connection with the entry into, or ongoing performance of, the transaction(s) or service(s) contemplated under this RFP, you are under an obligation to disclose such conflict to the Nation, to the extent that you have knowledge thereof. All work completed must be done in compliance with all SN laws and regulations as well as any funding source requirements.

Appendices

Appendix A: Sample Consultant Contract

Appendix B: Cattaraugus Territory Map

Appendix C: STS Bus Schedule

Appendix D: SN Business Code

Appendix E: SN Business License Application

Appendix F: SNI Standard Consulting Agreement

Cc: Angie Kennedy
Sharon Ray
Tammy Jimerson