



Flint Hills Metropolitan Planning Organization

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REQUEST FOR PROPOSALS: **FORT RILEY SAFE PASSAGE** **Rideshare Program**

All responses are due March 6, 2026, by 5:00 pm CST.

PURPOSE

The Flint Hills Metropolitan Planning Organization (FHMPO) in partnership with the Kansas Department of Transportation (KDOT) and 1st Infantry Division and Fort Riley (Fort Riley), is soliciting competitive sealed proposals from companies (Contractor) to provide software management for a rideshare program known as Fort Riley Safe Passage (Program). The goal of the Program is to address Impaired Driving by Fort Riley soldiers to increase safety for all road users. To maximize Program usage and impact, specific ranks of soldiers will be eligible for rides within a geofenced area select days and times.

BACKGROUND

Fort Riley soldiers have long travelled to Manhattan and Junction City for entertainment. However, due to distances between Fort Riley and these towns, driving has been the only option since the interurban railway closed in the late 1920s. This has resulted in decades of high rates of DUI incidents and numerous vehicle crashes and injuries.

In FFY25, DUI incidents rose to over 100 cases, averaging 9 to 10 per month, with 65% occurring off-post concentrated in Junction City, Manhattan, Grandview Plaza, and Aggieville nightlife areas. The most frequent incidents occurred in December, March, July, and August, aligning with holiday and summer periods. Junior enlisted soldiers made up 70% of the DUI cases. Offenders were predominantly male (90%), ages 19-44 with a median age of 25, and 55% of cases were single soldiers. Repeat offenses were significant and represented 25-30% of cases. Most incidents occurred between midnight and 4 a.m., with a secondary cluster from 10 p.m. to 1 a.m., strongly linked to nightlife and weekend activity. Military units represented in the data suggest systematic risk across the 1st Infantry Division, rather than isolated battalion-level issues

PROGRAM OVERVIEW

Per standard rideshare operations, Program rides for eligible soldiers that are provided via Contractor's rideshare mobile application (app) will be paid for by the soldier via the Contractor's app. To incentivize use of the Program, eligible soldiers will be provided with one voucher (flexible amount based on demand/budget) each month. This voucher will be generated by the Contractor, and available to eligible soldiers via the Contractor's app. The administration of the voucher program will be conducted via the Contractor's software or online portal. Data detailing eligibility for the voucher program will be provided and maintained by the FHMPO. Voucher costs will be reimbursed to the Contractor via monthly invoicing.

PROGRAM REQUIREMENTS

Start Date: The Program will launch on May 8th, 2026

Calendar & Schedule: The Contractor must ensure that vouchers are only eligible for use during the following days and times. Additionally, the Contractor must ensure drivers are available to provide rides during these days and times.

- Friday Nights: 1700 (5pm) Friday – 0500 (5am) Saturday
- Saturday Nights: 1700 (5pm) Saturday – 0500 (5am) Sunday

Eligible Area: Eligible rides are defined as those within a geofenced area including portions of Fort Riley, Manhattan, and Junction City. Detailed maps of the eligible area can be found in Attachment A. Upon signing the contract, the FHMPPO will provide maps, shapefiles, GeoJSON, etc. for the Contractor to set up geofencing for the Program.

- Fort Riley: The geofenced area of Fort Riley will include all housing areas where eligible soldiers live. As a large military installation, these locations are dispersed into several distinct areas.
- Manhattan: The geofence includes entirety of Manhattan, including the key Aggieville and Downtown areas.
- Junction City: The geofence includes entirety of Junction City, including key areas along Grant Avenue and Washington Street.

Eligible Soldiers: Open to Sergeants (E-5 and below) stationed at Fort Riley. In lieu of military ID cards, personal phone numbers will be used as identification for the Program. A list of eligible soldier phone numbers will be provided by the FHMPPO (see “FHMPPO Responsibilities – Voucher Eligibility List”).

Drop-Off & Pick-Up Locations: The Aggieville Business Association in Manhattan, KS requires that rideshare utilize North Manhattan Ave roadway between Laramie Street and the alley (in front of Chipotle [606 N. Manhattan Ave]) as the designated drop-off and pick-up location (see Attachment A). All other areas within the geofence do not have specific location requirements.

CONTRACTOR RESPONSIBILITIES

Mobile App: A publicly available mobile application that provides for:

- Rides to be ordered and paid for
- Hosting payment information (credit/debit cards)
- Generation and/or hosting of monthly voucher for eligible soldiers

Vouchers: All eligible soldiers (see “Program Requirements – Eligible Soldiers”, and “FHMPO Responsibilities”) will be issued one (1) voucher per month. The voucher will be available within the mobile app and apply towards the payment of a ride between two eligible locations (see “Eligible Locations”). Rides that do not start and end within “Eligible Area” cannot use the voucher as part of payment. The cost of the voucher will be covered by the Contractor. Vouchers will be tracked by the Contractor, who will provide summary via a monthly invoice. The FHMPO will then reimburse the Contractor for voucher costs (see “Reporting & Invoicing – Key Metrics”).

Capacity: The Contractor must make every effort to ensure that independent contract drivers who contract with the Contractor, are available to complete rides as needed during dates and times when the Program is open (see Program Requirements – Calendar & Schedule).

Reporting & Invoicing: All Program rides must be documented and reported monthly to the FHMPO via detailed invoice. After reviewing the invoice, the FHMPO will provide payment to the Contractor. The invoice must contain the following Key Metrics information:

- Key Metrics
 - Number of completed Program rides (voucher eligible rides)
 - Total voucher costs incurred by Contractor (# of Program rides x \$ value of voucher)
 - Administrative costs
 - Total Invoice Cost (Total voucher costs + Administrative costs)

While not required, other metrics the FHMPO would encourage the tracking of include:

- Number of rides requested to/from Fort Riley (both Program rides & non-program rides)
- Number of completed rides to/from Fort Riley (both Program rides & non-program rides)
- Number of rides that start and end by general location (Fort Riley, Manhattan, Junction City)
- Rider frequency data (data, such as phone numbers, etc. that can be used for tracking of repeat vs unique riders)

FHMPO RESPONSIBILITIES

Voucher Eligibility List: The FHMPO will work with Fort Riley staff to compile and maintain a list of phone numbers for eligible soldiers. This list will be provided to the Contractor (via portal, software, email, etc.) regularly (weekly/monthly) to ensure accuracy.

PROPOSAL SUBMITTAL REQUIREMENTS

All proposals must include the following information:

- Detailed responses to all “Program Requirements” and “Contractor Responsibilities” items and subitems, demonstrating an understanding of the Program and ability to fulfil.
- A timeline for implementation by the “Start Date” of the Program
- A cost structure for services, including
 - Administration, including:
 - One-time start-up costs (i.e. application set-up, portal license, etc.)
 - Voucher program costs (i.e. costs to administer Voucher program)
 - Reporting & Invoicing, including:
 - Key Metric data (monthly)
 - Other Metric data (monthly) - optional
 - Overhead:
 - Other items

All responses are due March 6, 2026, at 5:00 pm CST. Proposals shall be submitted electronically in PDF format via email sent to Tremblay@FlintHillsMPO.org

Questions

Questions regarding the RFP should be submitted in writing or by electronic mail. Questions and answers will be included as amendments to the RFP if deemed relevant and/or important. Questions should be addressed to Jared Tremblay at Tremblay@FlintHillsMPO.org.

Disadvantaged Business Enterprise (DBE) Firms

The Flint Hills Metropolitan Planning Organization, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § § 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair 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 for an award.

PROPOSAL EVALUATION & SELECTION PROCESS

Contractor proposals will be evaluated by a Selection Committee. The MPO Selection Committee may reject any and all proposals.

Evaluation Criteria

The proposal submitted by each contractor will be evaluated using a score sheet during the shortlisting and interview phases. The following criteria will be used (total of 30 points possible):

- Experience of project team with similar projects and scopes (max 10 pts.)
- Proposal addresses all Program Requirements and Contractor Responsibilities (max 10 pts)
- Project timeline and practicality (max 10 pts)

Disclaimer

The MPO reserves the right to reject all proposals. Receipt of the RFP by a contractor or submission of a proposal by a contractor confers no rights upon the contractor nor obligates the MPO in any manner. The MPO reserves the right to make an award based on the greatest benefit to the MPO and not necessarily the lowest cost. If the MPO and the first-choice contractor fail to reach a contract, the MPO may elect to negotiate a contract with the Selection Committee's second choice contractor. The MPO will not be liable for any costs incurred by contractors in the preparation and delivery of their responses to the RFP, nor for any subsequent discussions and/or product demonstrations. The MPO will not be liable for any costs incurred by contractors while becoming familiar with the particulars stated in this RFP. All proposals, including supporting documentation, shall become the property of the MPO.

Contract

The services will be procured through a contract between the MPO and the selected Contractor, if and when the desired services become necessary. The estimated date for entering into the contract is March of 2026. The contract is to span one year (365 days) from the contract signing date in Spring of 2026 through spring of

2027 and have maximum expenditures for the project. These details will be worked out during the contract negotiation.

Prompt Payment Clause (to be included in contract)

To be included in contract between the FHPMO and Prime Contractor: Upon receipt of each payment, [Insert name of Prime Contractor] shall (1) within ten (10) calendar days pay any sub-contractor or subcontractor engaged by it for satisfactory performance of their contract obligations and (2) within fifteen (15) calendar days submit a completed “Prompt Payment by Prime Contractor” Form together with supporting documentation to [insert name of local project sponsor] as verification that [Prime Contractor] has, in fact, promptly paid each sub-contractor or subcontractor. For any delay or postponement of payments to its sub-contractors or subcontractors hereunder, [Prime Contractor] shall justify the delay or postponement by showing good cause for it, or rectify the failure to pay. If [Prime Contractor], within fifteen (15) day period specified in (2) above, either (a) cannot verify prompt payment or (b) cannot show good cause for any delay or postponement of payment, then [local project sponsor] may withhold further payment to [Prime Contractor] until such time the delay in payment is rectified.

To be included in contracts between Prime Contractor and Sub-contractors (if any): Within ten (10) calendar days of [Prime Contractor’s] receipt of payment from [local project sponsor] for satisfactory performance of its contract obligations, [Prime Contractor] shall pay [insert name of sub-contractor or subcontractor] for satisfactory performance of its subcontract obligations.

Payments

The selected contractor will submit invoices for work completed to the MPO on a monthly basis. Upon MPO review and approval of the invoice, the MPO’s bookkeeper shall make payments to the contractor, after required services have been completed to the satisfaction of the MPO. Invoices shall contain all “Key Metric” (see Contractor Responsibilities) items.

Attachment A

