

**LITTLE SHELL TRIBE OF CHIPPEWA INDIANS OF
MONTANA**



**LONG RANGE TRANSPORTATION PLAN
DEVELOPMENT
REQUEST FOR PROPOSALS**

511 Central Ave West
Great Falls, MT 59404
August 2023

Proposals must be submitted on or before October 6, 2023 at 5:00 Mountain Time.

Proposals may be submitted to contracting@lstribe.org. Proposals received after the deadline above will not be considered.

Table of Contents

1. INTRODUCTION 3

2. SCOPE OF WORK 3

3. PROPOSAL REQUIREMENTS..... 5

4. ADDITIONAL INFORMATION & CONDITIONS..... 7

5. NOTICE TO CONSULTANT..... 8

1. Introduction

The Little Shell Tribe of Chippewa Indians is part of the historical Pembina Band of Chippewa Indians. The Pembina Band and the United States signed the 1863 Treaty of Old Crossing, together with the Red Lake Band of Chippewa. Later, the Turtle Mountain Indians entered into an agreement with McCumber Commission to establish a Reservation in present day North Dakota. The Little Shell Tribe refused settlement there, migrated to Montana and went more than 100 years without a reservation. Despite prior treaty relations with the U.S. and incredible support from across Montana, the Little Shell Tribe was not restored to federal recognition until 2019.

Today the Little Shell Tribe (LST) is headquartered in Great Falls, MT and has more than 6,500 enrolled members. Many tribal members live within LST's service area, which includes Glacier, Hill, Blaine, and Cascade County. The noncontiguous service area covers four counties roughly size of Maryland, spanning over 12,000 miles. Since recognition the Little Shell Tribal Council has worked to stand up centralized operations, including enrollment, housing, health, and language services and departments.

LST was recently awarded its first Tribal Transportation Program 638 contract from the Bureau of Indian Affairs ("BIA") to begin initial transportation planning efforts. As a result, LST is seeking qualified consultants to provide planning services, lead planning and evaluation activities, and coordinate stakeholder and partner engagement to develop the LST Long Range Transportation Plan ("LRTP"). In addition to the LRTP development, consultants will be asked to include development of the initial four-year Tribal Transportation Improvement Program ("TTIP") that would result from the LRTP and support updates to the National Tribal Transportation Facility Inventory ("NTTFI").

2. Scope of Work

The Scope of Work includes three primary objectives for the consultant 1) Development of an LRTP; 2) Development of TTIP; and 3) Population of LST Facilities in NTTFI. LST understands there are multiple tasks and processes associated with each object. Successful proposals will adequately describe the tasks related to each objective.

2.1. Development of the Little Shell Tribe's Initial Long Range Transportation Plan

a. Working with Tribal Council and Tribal Staff to establish Vision, Goals and/or Objectives.

This activity should include engagement with LST external entities, programs and departments to determine improved access, safety, economic development, public safety, and healthy environments.

b. Evaluate existing and future conditions of Little Shell Tribe's Transportation facilities.

Utilizing publicly available data, community input, and information gathered from LST sources, identify modes of travel, evaluate land use and socioeconomic conditions, and assess current facilities. Consolidate and evaluate available safety and accident data and perform crash data analysis using interviews and records. Organize information collected for future use.

- c. Identify project and maintenance needs and create an implementation plan.
Using data developed in the evaluation phase, develop a list of projects and maintenance needs, conduct a needs and benefits analysis to assign timeframes to each. Perform an analysis of funding sources and alternatives to carry out the LRTP improvement recommendations and identify implementation actions to execute the projects and/or activities.
- d. Gather public input.
Coordinate, plan and execute public input meetings as required under 25 CFR 170 in conjunction with LST leadership and staff. Analyze input and suggest changes to the LRTP.
- e. Present final plan and support submission to the Bureau of Indian Affairs.
In addition to monthly updates to elected leaders, the Consultant should prepare a final presentation for Tribal Council to review completed plan and adopt a resolution to finalize the plan for submission to the BIA.

2.2. Development and submission of the initial Tribal Transportation Improvement Program (TTIP)

- a. Pre-Project Planning and Project Identification Studies
Evaluate the viability of short-term project identified in the LRTP by exploring associated risks and defining a specific approach to project execution. These activities should include initial project scope, schedule, and estimated budget. The activities should include coordination with the State and Great Falls MPO regionally significant project. Finally, the consultant should with the LST staff and consultants to identify archeological and environmental review resources.
- b. Generate TTIP, plan and coordinate Public Input meetings.
Create a plans for the initial TTIP based on the work from 2.2a. Generate a public presentation, coordinate and plan required public input meetings as prescribed under 25 CFR 170. Analyze input and suggest changes to the TTIP.
- c. Seek Tribal Council final authorization and submit to the BIA.
Provide a final presentation and documents for submission to Tribal council for authorization.

2.3. Submission of LST Transportation Facilities to NTTFI

LST does not have currently have any facilities listed in the NTTFI. The Consultant should work with Tribal Council, LST Staff and consultants to develop documentation for submission to the Rocky Mountain Region BIA Transportation Staff. The Consultant should coordinate submission with the tasks identified in 2.1 and 2.2 and communicate with BIA staff to ensure timely submission and approval.

Before proceeding with work tasks, the selected consultant will be required to prepare a final work plan for inclusion into a contract agreement. The Tribe proposes to complete all work for

this project by December 31st, 2024. Consultants proposing alternative timetables should provide appropriate justification.

3. Proposal Requirements

Proposals must be submitted on or before Friday, October 6, 2023 at 5:00 Mountain Time. Electronic Proposals may be submitted as a PDF file to contracting@lstribe.org. Proposals received after the deadline above will not be considered.

Proposals shall, at a minimum, including the following items:

- A cover letter signed and dated by the person or an authorized representative of the organization making the submittal.
- A brief statement of the consultant’s understanding of the goals of this project and the services required of the consultant.
- A proposed work plan indicating tasks to be accomplished, work schedule, consultant personnel/subcontractors expected to perform each major task element, person/hours and estimated costs required to accomplish each task, and the involvement (and timing of that involvement) anticipated from the tribal staff and Tribal Council. The consultant shall identify possible activities to be performed by staff to coordinate public involvement, various meetings, etc.
- The proposed cost for services should be included in the consultant’s proposal. The total cost for services should include a breakdown of:
 - Individual personnel time commitment and cost.
 - Direct Costs
 - Overhead Rates
- A public participation program detailing consultant’s plan for obtaining public input and identifying the specific mechanisms to be employed in meeting the requirements identified in the scope of work.
- Qualifications of key individuals to be assigned to this project, their availability during the relevant time periods, and their recent experience on similar projects.
- Four (4) professional references, one must be a Tribe or Tribal Organization, for whom the consultant and/or key personnel have performed similar work within the last five years, including the following information:
 - Name and location of projects,
 - Names of proposed team members who worked on the sample projects,
 - Client name, including contact person, email and phone number,
 - Description of the work.
- Primary contact person(s) phone number and e-mail address

The proposal should be formatted as 8.5” by 11” pages (electronic); maps and other graph information may be included as 11” by 17” formatted pages.

3.1. Consultant Selection and RFP Schedule

The Tribe will convene a Selection Committee to evaluate and rank the consultants that respond to this RFP. This evaluation will be based on the proposals submitted. If necessary, the Committee may offer interviews to two or more consultants who appear to be well qualified based on their written proposals.

The Tribe anticipates the following schedule for the selection process (this schedule is subject to change; changes to the schedule will be shared online and/or electronically with the respondents).

RFP Activity	Date(s)
Issue RFP	August 31, 2023
Deadline to submit questions and request for clarification	September 13, 2023
Deadline for response to questions and request for clarification.	September 18, 2023
Proposals Due	October 6, 2023
Proposals reviewed and ranked by selection committee	October 13, 2023
Consultant interviews, if necessary and requested	October 17, 2023
Selection team recommends Consultant to Tribal Council	October 19, 2023
Complete Agreement Negotiations	November 9, 2023
Execute Agreement	November 17, 2023
Notice to Proceed	November 26, 2023

At a minimum, the Consultant(s) must meeting the following in order to be considered for this work:

- Have relevant tribal transportation planning experience.
- Have hardware, software, and trained technicians necessary to perform the elements described in the scope of services in an accurate and timely manner.
- Have the ability to create and share LST GIS and other media.

LST will use the following criteria to evaluate the proposals (110 points total):

	Possible Points
Consultant’s knowledge/understanding of the project and responsiveness and quality of consultant’s work plan.	25
Adequacy and feasibility of consultants’ public participation plan.	10
Understanding of LST’s unique transportation issues and opportunities.	15
Technical Skills, including use of industry software.	10
Qualifications of the key personnel and subcontractors identified in the work plan.	5
Previous experience completing similar projects.	10
References and additional information related to the project.	5
Propose costs.	20
Indian Preference (LST-owned – 10pts, Indian-owned – 5pts)	10

Cost Proposals

Cost proposals should include the following information:

- Total project cost.
- Cost per task or phase.
- Variable fee options, if any.
- List of staff working on the project, titles, and hourly rates.
- List of anticipated reimbursable expenses and the rate charged for each.
- Any other fees or changes

The consultant rankings will be assigned by the Consultant Selection Committee based upon review of the qualified responses. In the event the Selection Committee finds no clear difference in qualification, experience and other criteria between two or more proposals, interviews may be conducted with those firms with the top scores (maximum of 3). Interviews will be conducted remotely. Should interview take place consultants participating in the interview process will be rescored using the same criteria identified above.

4. Additional Information & Conditions

4.1. State of Noncommitment

Issuance of this RFP does not commit LST to award a contract or to pay any costs incurred in preparation of proposals responding to this RFP. LST reserves the right to reject any or all proposals and to re-advertise. All proposals will become property of LST.

4.2. Insurance

It is required that the Consultant performing work under this Contract to provide proof of the following insurance coverage prior to the date upon which work is to begin. The proof of insurance or exemption must be valid for the entire agreement period:

- Comprehensive general liability insurance, including vehicle liability insurance, in the minimum amount of \$500,000 per claim and \$1,000,000 aggregate/total liability for accidents occurring during service delivery or at the services delivery site that are attributable to the Consultant or its agents' conduct.
- Consultant shall maintain professional Errors and Omissions Insurance in the minimum amount of \$1,000,000 per claim.
- Workers Compensation Insurance coverage valid in the State of Montana or proof of exemption thereof.

4.3. RFP Authority

This RFP has been issued in accordance with 25 CFR 170. The RFP process is a procurement option allowing award to be based on stated criteria or evaluation factors. Cost will be a consideration. The evaluation factors to be utilized in this procurement have been specified in Section 3.1 of this RFP.

4.4. Questions Concerning RFP/No Contact Provision

Respondents are hereby notified not to contact any member of the Selection Committee, or any member of the LST Tribal Council, except as provided herein regarding this proposal until such time as a contract has been awarded. All inquiries pertaining to this RFP should be directed to the designated point of contact. Failure to abide by this condition of the RFP may be cause for rejection of the firm's proposal.

4.5. Clarification and Addenda to the RFP

It is incumbent upon each respondent to carefully examine these specification, terms, and conditions. Any inquiries, suggestions or request concerning interpretation, clarification or additional information shall be made in writing via email through the designated point of contact. LST shall not be responsible for any oral representation(s) given by any employee, representative, or others. This issuance of a written addendum is

the only official method whereby interpretation, clarification, or additional information can be given.

If it becomes necessary to revise or amend a part of this RFP, a good faith attempt will be made to notify all prospective respondents. All addendums will be posted on the LST website: <https://www.montanalittleshelltribe.org/>.

4.6. Additional Information

For more information regarding this RFP, please contact contracting@lstribe.org.

5. Notice to Consultant

5.1. During the performance of this agreement, the Consultant, for itself, its assignees and successors in interest, agrees as follows:

5.1.1. Compliance with Regulations: The Consultant will comply with all Acts and regulations of the United States and the Little Shell Tribe related to Indian Preferences in contracting, employment, and training as required in 25 USC § 5307(b) and (c).

5.1.2. Audit Requirements: LST is subject to audit requirements of 2 CFR 200 Subpart F. As a result of this requirement the Consultant may be required to provide additional documentation or support related to expenses in carrying out the contract.

5.1.3. Debarment and Suspension: The Consultant and any subcontracts must certify that they are eligible to receive federal funding and are otherwise compliant with the requirements of the Department of Transportation regulations.

5.1.4. Conflict of Interest: The Consultant and subcontractors must disclose in writing any potential conflict of interest to the LST Finance in accordance with the Department Transportation regulations and policy.