REQUEST FOR PROPOSAL
RENO SPARKS INDIAN COLONY
LONG RANGE TRANSPORTATION PLAN AND INDIAN RESERVATION ROAD INVENTORY UPDATE

PURPOSE

The Reno-Sparks Indian Colony (RSIC), in accordance with Tribal procedures, is requesting proposals from individuals or firms to assist with an update to its Long Range Transportation Plan (LRTP) and Indian Road Reservation (IRR) inventory. The RSIC is seeking a qualified professional with transportation planning and National Tribal Transportation Facility Inventory (NTTFI) experience to identify and evaluate present and future transportation needs of the RSIC commensurate with the community’s social, economic and development goals and objectives.

Enveloped proposals must be submitted no later than 2:00 p.m. local time, on Monday June 10, 2019 at the Administrative Office of the Reno-Sparks Indian Colony, 34 Reservation Road, Reno, Nevada 89502, Attention: “Cameron Smith, Procurement Officer”.

BACKGROUND

The RSIC was established in the early 1900’s and formed a federally recognized government in 1934 under the Indian Reorganization Act. Located in Reno, Nev., the RSIC consists of 1,163 members from three Great Basin Tribes – the Paiute, the Shoshone and the Washoe. The reservation lands consist of the original 28-acre Colony located in central west Reno and another 15,426 acres in Hungry Valley, which is 19 miles north of the Colony and west of Spanish Springs, NV.

The RSIC is a vibrant, expanding organization which balances our traditional teaching and rich culture with contemporary business methods and innovative governmental practices. We employ more than 300 people; more than 150 are our own tribal members. Our vision is for a strong community that promotes and encourages spiritual, physical, and emotional health to foster a long, abundant and prosperous life, which will lead to personal, family, and community responsibility and prosperity.

PROJECT DESCRIPTION

The RSIC is seeking a qualified consultant with extensive transportation planning and National Tribal Transportation Facility Inventory (NTTFI) experience to identify and evaluate present and future transportation needs of the RSIC commensurate with the community’s social, economic and development goals and objectives. The RSIC seeks technical support and expertise to update its road inventory and Long Range Transportation Plan in compliance with Bureau of Indian Affairs (BIA) regulations and Federal law.

The first goal of this project is to update the NTTFI routes on the reservation including new routes included in the RSIC’s expanded land base and new transportation facilities on the reservation. The last RSIC road inventory was completed in 2011 and includes roads and transportation facilities located both on and off the reservation. The selected contractor will coordinate with RSIC staff the investigation and collection of IRR Inventory Data regarding the ownership, jurisdiction, and legal status of rights-of-ways to satisfy new regulations.

The second goal of this project is to draft a new 20-year long range transportation plan which is responsive to short and long range community development projections, and takes into account proposed State and/or County transportation plans for the region. The plan shall establish a prioritized listing of road improvement/construction projects to meet current and projected
transportation needs of the RSIC. The RSIC’s Long Range Transportation was last updated in 2007, since that time the Colony has significantly expanded its land base, created new economic development projects, completed multiple road projects, and added to its Tribal membership.

SCOPE OF WORK

1. Update the RSIC Long Range Transportation Plan.
2. Update the RSIC road inventory.
3. Contractor will provide coordination and transportation planning assistance as directed by RSIC Planning Department.
4. Contractor will coordinate and provide technical assistance to the RSIC to complete FY-NTTFI Inventory update with priority given to new routes on RSIC expanded land base.
5. Contractor will provide training and technical assistance to RSIC staff to input the IRR Inventory update into the NTTFI database.
6. Contractor will advise and assist the RSIC staff on Road Inventory practices and methods of satisfying all BIA regulations and Federal law.
7. Contractor may be requested to attend and participate in meetings with Tribal Council, RSIC staff, and community.
8. The proposal must show the total cost for labor, travel, supplies, and other necessary costs to complete the project.
9. It is anticipated to have the project be completed within one-year.

LENGTH OF SERVICES

It is anticipated that the consulting services would potentially begin in April 2019 and continue through March 2020 or sooner. The length and amount service the consultant will provide to the RSIC will depend upon project timelines and BIA review needs.

PRELIMINARY PROJECT SCHEDULE

RFP Closes: June 10, 2019

Tribal Council Contract Review and Possible Approval: June 21, 2019

Tribal Council Review and Possible Approval of Road Inventory Update: Summer 2019

Submit Road Inventory Updates to BIA: Fall 2019

RSIC community meeting for LRTP update: 4th Quarter 2019

Draft LRTP: 1st Quarter 2020

Tribal Council Review and Possible Approval of LRTP: March 2020

MINIMUM QUALIFICATIONS

This RFP is directed to parties who have professional and technical experienced with Tribal Transportation Program (TTP) delivery and requirements. Qualifications will first be reviewed to determine if minimum
qualification requirements are met. At a minimum the selected contractor will have at least 5 years of transportation planning and NTTFI experience. Consultants and individuals with experience working within tribal communities and with the BIA are desired. Qualifications will be evaluated solely based upon information submitted; therefore, the proposal must include sufficiently detailed information to clearly establish that the Proposer meets the minimum qualifications. Any Proposals submitted that do not meet the minimum qualification requirements, as outlined below, will be disposed of in an appropriate manner, at the sole discretion of the RSIC, and without further review. All minimum qualifications must be held at time of submittal unless otherwise indicated.

**DBE REQUIREMENTS**

There are no Disadvantaged Business Enterprise (DBE) program goals for this procurement. However, DBE’s, other small businesses and Native American owned firms are strongly encouraged to submit a proposal.

However, the RSIC, in accordance with Title VI of the Civil Rights Act of 1964 and Title 49 Code of Federal Regulations Part 26, hereby notifies all bidders and proposers that it will affirmatively ensure that in regard to any contract entered into, certified DBE firms will be afforded full opportunity to submit bids and proposals in response to our invitation and will not be discriminated against on the grounds of race, color, sex, age, disability, or national origin in consideration for an award. Although there is no contract-specific goal associated, the RSIC encourages selected firm to make the same effort to ensure nondiscrimination in the award and administration of subcontracts, to help remove barriers to the participation of DBEs, and to assist in the development of firms that can compete successfully in the marketplace outside the DBE program.

**RSIC BUSINESS LICENSE REQUIREMENT**

The selected firm, prior to doing business with the RSIC must be appropriately licensed by the RSIC Tax Department pursuant to Tribal. Information regarding an RSIC business license is available at the RSIC Tax Department at [www.rsic.org/rsic-services/tax-and-revenue/](http://www.rsic.org/rsic-services/tax-and-revenue/) or at (775) 329-2936.

**PROPOSAL PREPARATION**

Proposer shall examine all scope for work, specific instructions, and terms and conditions of the Request for Proposal. Failure to do so will be at Proposer’s risk. All proposers will be notified of any new addenda and may be invited to a pre-submittal meeting. Any addenda issued shall forthwith become an integral part of the RFP; Proposer shall be required to acknowledge receipt of the same by signing and returning the addenda with the original RFP document. Failure to meet the proposal requirements may result in a proposal being deemed non-responsive. Proposals received after the specified deadline will not be considered.

**TITLE PAGE**

Show request for proposal (RFP) subject, name of proposer’s firm, address, telephone and fax numbers, name of contact person, and date of submission.

**TRANSMITTAL LETTER**

A one- or two page summary stating the proposer’s understanding of the work to be done and making a positive commitment to perform the work within the time period required.

**TABLE OF CONTENTS**

A clear identification of the material by section and page number.
PROFILE OF PROPOSER
Include background information on the firm, including location of office(s).

QUALIFICATIONS AND EXPERIENCE OF FIRM
Describe company experience that is relevant to the proposed services, such as recent similar project experience with other tribal governments, local governments, city, and county. Proposal shall include a list of organizations served by your firm in the last three years and types of services rendered to each.

REFERENCES
Proposers shall provide verifiable references for past similar experience. The information should include the name of the entity, contact person and information (email and phone), the services performed by your firm, period of time of services.

PROJECT SCHEDULE
Proposers should describe their work plan for producing the deliverables. This should include sequence of steps to complete the project, a timetable, proposed budget, staffing plan and any other relevant information germane to the RSIC assessment of where the proposer has a work plan that is well organized and achievable within the desired scope, time and budget guidelines.

EVALUATION PROCEDURES
The proposals will be evaluated by an evaluation committee consisting of representatives from the Reno-Sparks Indian Colony.

a) The evaluation of Proposals and the determination as to the quality of services offered shall be the responsibility of the Reno-Sparks Indian Colony and will be based on information furnished by the proposers in their responding proposal, as well as other information reasonably available.

b) Proposers are requested to be as complete as possible in their responses. The Reno-Sparks Indian Colony reserves the right to:
   1. Contact any proposer to clarify any response;
   2. Contact any of the proposer’s references;
   3. Solicit information from any available source concerning any aspect of the proposal; and
   4. Seek and review any other information deemed pertinent to the evaluation process.

EVALUATION CRITERIA
Proposals will be consistently evaluated on the basis of the following criteria and point ranges (criteria may not be listed in order of priority):

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<th>Project Knowledge:</th>
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<td>Past performance of comparable work, work completed with similar projects.</td>
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<td>Knowledge of team working with transportation planning and road inventory updates.</td>
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<th>Project Team:</th>
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<td>Experience of firm and or staff, structure of firm.</td>
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<th>Past Performance:</th>
<th>0-25</th>
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Reputation of the firm and satisfaction of the firm's services as expressed by References
Experience working with Federally recognized Indian Tribes.

**Availability and Capacity:**
- Availability and capacity of firm to perform project tasks. 0-10

**Indian Preference:**
- Documentation of Native American Ownership and completion of the “RSIC Application for Certification as an Indian Preference Firm.” 0-10

**Project Approach:**
- Ability to complete the contract on time and within budget 0-5
- Ability to achieve within desired scope, time and budget guidelines

**TOTAL POINTS** 0-100

**DEADLINE**
Sealed proposals for the “RSIC Reno Spaghetti Bowl Project” must be received by 2:00 p.m. local time, on Monday, June 10, 2019, at the Administrative Office of the Reno-Sparks Indian Colony, 34 Reservation Road, Reno, Nevada 89502, Attention: “Cameron Smith, Procurement Officer”.

**QUESTIONS**
All communications related to this RFP shall be directed in writing through the RSIC Procurement Office. For questions on this RFP, please submit questions in writing to Cameron Smith, at (775) 329-2936 and csmith@rsic.org.

Any protests to any selected bid or awarded contract will be handed by the RSIC Procurement Office in accordance with the RSIC Procurement policy.

The proposers shall not contact any other RSIC employee or members of the review committee and/or any official who will participate in the decision to award the contract except through the process identified above. Any communications determined to be improper may result in disqualification of the proposal. Failure to comply with these results of contact may result in a proposal being deemed non-responsive at the RSIC’s sole discretion.