

## NIJC Request for Proposals

Notice is hereby given that the National Indian Justice Center will receive bids as follows:

<b>BID DATE/TIME:</b>	Wednesday, January 9, 2019 by 5 p.m. PST
<b>SUBMIT BIDS TO:</b>	By <u>mail</u> to: Training Consultant Bid National Indian Justice Center 5250 Aero Drive, Santa Rosa, CA 95403 By <u>email</u> to Raquelle Myers, <a href="mailto:nijc@aol.com">nijc@aol.com</a>
<b>FOR:</b>	<b>Twelve Active Transportation Studies with California Native American Tribes</b>
<b>ESTIMATED CONTRACT COST:</b>	\$0.00 - \$117,600.00 for consulting services. Costs for the consultant(s) to travel to no more than twelve tribal communities to conduct Active Transportation Studies based on federal travel regulations.
<b>ESTIMATED TIMEFRAME TO COMPLETE WORK</b>	December 28, 2018 to September 30, 2020.
<b>ELIGIBILITY REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Consultant must have significant experience working with tribal communities or on projects benefitting tribal communities.</li> <li>• Consultant must have previous experience with transportation studies (active transportation studies, safety needs assessment studies).</li> </ul>
<b>PRE-BID CONFERENCE CALL:</b>	No Pre-Bid Conference Call
<b>FOR PRE-BID INFORMATION CONTACT:</b>	Ben Myers, Staff Attorney, 707-579-5507, <a href="mailto:benmyers@nijc.org">benmyers@nijc.org</a>
<p><b>About NIJC</b></p> <p>In operation since 1983, the National Indian Justice Center (NIJC) is a renowned and independent national resource for Native communities and tribal governments. Our mission is to improve the quality of life in Native American communities and the administration of justice in Indian Country. NIJC specializes in the design and administration of effective training, technical assistance and research programs for tribal courts, tribal governments, and various service providers.</p>	

**About the Active Transportation Studies with California Native American Tribes Project**

The National Indian Justice Center (NIJC) will conduct up to 12 Active Transportation Studies with California Native American Tribes pursuant to a contract with the Trinidad Rancheria. The studies will document the current and projected needs of pedestrians and bicyclists in the participating tribal communities; the available road, pedestrian, and bicycle infrastructure and conditions; and future short-term and long-term improvements (infrastructure and non-infrastructure) to meet tribal demand for active transportation options. The data from the studies will be used by participating tribal communities in their long-range transportation plans and transportation improvement plans to develop safe, multi-modal transportation systems. Tribes will use the studies to justify their needs and improve their ability to compete for Active Transportation Program funding and other funding to implement improvements. Data from the studies will be shared with the California Department of Transportation (Caltrans) so that it may be integrated into Caltrans' decision-making for infrastructure investments. Community input will inform the entire project process and deliverables. This input will be collected by engaging a tribal advisory committee to guide the project and develop or adapt active transportation assessment tools to tribal communities; conducting interactive regional community meetings about the project to engage tribal participants; local tribal community member participation in conducting the studies; tribal review and feedback on their respective draft studies; and advisory committee review and feedback on data delivered to CalTrans.

**Overall Project Objectives:**

1. Produce up to 12 Active Transportation Studies with California Native American Tribes, with studies distributed on a regional basis (Far North, North Central, Central, South Central, South and Desert) and according to need.
2. Collect data on tribal communities' active transportation needs to inform tribal transportation planning processes and increase transportation safety, mobility, and equity in tribal communities.
3. Collect and report on data on tribal communities' active transportation needs to inform CalTrans transportation infrastructure investments.
4. Document tribes' active transportation needs in a manner that is culturally relevant and helps them compete for Active Transportation Program and other funding to implement improvements.

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To implement the project objectives, NIJC is soliciting bids from Consultants to conduct and evaluate 12 Active Transportation Studies with California Native American Tribes. As part of the 12 Active Transportation Studies, Consultants will need to conduct a community scoping workshop (up to 1 day), meet onsite with tribal stakeholders, and assess existing conditions. The onsites may require up to 1 additional day after the scoping workshop for each tribe to complete the analysis of existing conditions for each tribe and other tasks. Prior to completion of the final assessment document, the consultant will conduct an on-site or online presentation of findings and recommendations for tribal representative to facilitate the Tribe's review of a draft document. Each final needs assessment document should incorporate changes suggested by the Tribe and NIJC. NIJC will announce the Active Transportation Studies program, distribute an application package, and receive/award tribal applications. NIJC will coordinate with each tribal community to gather data, identify key areas for the assessment, identify key stakeholders for initial meetings, determine potential onsite dates, and review draft and final documents and findings.

**Consultant Responsibilities:**

1. The Consultant shall participate in monthly conference calls with NIJC to coordinate project tasks, review progress on deliverables, discuss changes in the project timeline and/or approach, and consider all aspects of best practices for successful project delivery.
2. The Consultant shall develop a draft agenda for the community scoping workshop for review by NIJC. The purpose of the scoping workshop is to engage key stakeholders identified by NIJC (tribal leaders, personnel and members and representatives from inter-jurisdictional partner agencies as appropriate and including RTPs, MPOs and Caltrans) in identifying and documenting tribal active transportation needs and issues, goals and objectives; selecting focus areas (e.g. housing, school, tribal facilities, businesses, recreational facilities) for active transportation assessment by the project; and identifying and securing participants to conduct walk and bike audits and other assessment methods. The interactive workshops will be delivered over 1 day and include presentations about the Active Transportation Study process, methods, and reporting; mapping exercises to identify focus areas; roundtable discussions to define goals and objectives; and a question and answer period.
3. The Consultant shall participate in pre-assessment information and data gathering

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conference calls with the tribal communities that will be the subjects of Active Transportation Studies. Using the culturally relevant tools and methods established at project initiation, NIJC and the Consultants will conduct an intake survey online or over the phone, and conduct 1 or more web-conferences with the designated project representative and tribal leaders and personnel in each of the up to 12 participating tribes to gather information and data about tribal demand for active transportation and traffic volumes and existing road, pedestrian, and bike infrastructure and facility conditions. The pre-assessment information and data gathering will occur before the interactive community scoping workshops and will inform the workshops.

4. The Consultants shall conduct up to 12 active transportation assessments. Using the culturally relevant tools and methods established at project initiation and the pre-assessment and community scoping information, Consultants will conduct and document up to 12 active transportation assessments with the participating tribal communities. These 1-day assessments may include walk and bike audits with the designated tribal representatives, tribal leaders, tribal volunteers engaged at the workshops, other tribal members, and representatives from interjurisdictional partner agencies. The assessments will occur immediately following the interactive community scoping workshops to capitalize on the momentum of the workshops and for the convenience of tribal staff, community members, and inter-jurisdictional partners.
5. The Consultants shall produce draft active transportation studies. Using data and information gathered during the pre-assessment and assessment activities at each of the up to 12 participating tribal communities, the Consultants will develop a draft active transportation study for each of the up to 12 communities using the outline created during project initiation. They will then submit the drafts to the respective tribes and NIJC for review and feedback and conduct 1 web-conference with tribal leaders, personnel, and members, and personnel from inter-jurisdictional agencies (including RTPs, MPOs and Caltrans) from each of the up to 12 participating tribes to answer questions about the draft documents.
6. The Consultants shall produce final active transportation studies. They will incorporate feedback obtained during Task 4.1 into final edits of each of the up to 12 draft active transportation studies and produce final studies. Consultants will provide the final studies to the participating tribes for acceptance and dissemination in tribal communities and to inter-jurisdictional partners (as appropriate). They will produce a summary of the studies' findings for inclusion on the project webpage with contact information for each tribe and

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provide a GIS or Google Maps site map of the projects. NIJC will publish the full studies on the project webpage with tribal permission.

7. The Consultants shall submit invoices to NIJC for reimbursement for services at least quarterly, but no more frequently than monthly. Invoice packages should include the amount invoiced, timesheets, and descriptions of services for hours/days invoiced.

**Bids Shall Include the Following:**

1. Bids shall include a statement of experience and knowledge for (a) working with California Tribes, and (b) conducting active transportation studies or other relevant transportation related studies.
2. Bids shall include a brief presentation (video or webinar) sample or writing sample.
3. Bids shall identify the name and qualifications of the primary consultant and any secondary staff included in the bid.
4. Bids shall set forth, in a detailed budget, the hourly consultant rates and hours estimated for each identified person and for each task in the scope of work.
5. Bids shall set forth a total price for the consultant work.
6. Proof of insurance to indemnify the Cher-Ae Heights Indian Community of the Trinidad Rancheria and the National Indian Justice Center.

**Bid Information and Requirements**

- All bids and bidders must comply with the Tribal Transportation requirements in 25 CFR Part 170, Subpart B – Tribal Transportation Program Policy and Eligibility (<https://www.law.cornell.edu/cfr/text/25/part-170/subpart-B>).
- Modifications or corrections to bids may be submitted in accordance with the submission deadline for the bids.
- Bids and/or modifications received after closing time will not be considered.
- Bids will be opened by and reviewed by the Project Director and Project Manager. Bids that comply with requirements will be reviewed for selection.
- NIJC reserves the right to waive informalities and minor irregularities in any bids received and, in its discretion, NIJC may reject any and all bids presented and may advertise for additional bids.
- If two or more bids received are for the same total amount, quality and service being equal, NIJC may accept the one it chooses or accept the lowest bid made after negotiation with tie bidders.

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**Bid Scoring**

- Experience working with CA tribes (10 points)
- Experience working on tribal transportation projects (within or without CA) (10 points)
- Efficient use of project funds (10 points)
- Other information pertaining to projects relating to bike and pedestrian safety (10 points)
- Total amount of points available: 40

**Native American Preference**

- To the greatest extent feasible:
  - Preference and opportunities for training and employment shall be given to Native Americans; and,
  - Preference in the award of contracts and subcontracts shall be given to Native American organizations or Native American-owned economic enterprises.
- In connection with the contact between the bidder and NIJC, the bidder shall, to the greatest extent feasible, give preference in the award of any subcontracts to Native American-owned economic enterprises and preferences and opportunities for training and employment to Native Americans.
- Bidders must provide a statement describing how they will provide Native American preference in subcontracting, training, and employment, including the number or percentage of Native Americans to be employed and trained to NIJC after the bid is accepted.
- All requirements for a Native American preference are pursuant to the terms of the final contract between the bidder and NIJC.

**Additional Information and Questions**

Please direct pre-bid questions to Ben Myers, Staff Attorney, National Indian Justice Center, by phone at 707-579-5507 or by email at [benmyers@nijc.org](mailto:benmyers@nijc.org).