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REQUEST FOR PROPOSALS

RFP 2023 – 07

Sitka Tribe of Alaska

Tribal Transportation Safety Plan *Update*

Deadline to submit proposals: January 31, 2024 no later than 3:00pm Alaska time.

Overview

The Sitka Tribe of Alaska (STA), a federally recognized Tribal government, is seeking competitive proposals from qualified vendors to *update* its 2015 strategic Tribal Transportation Safety Plan in compliance with U. S. Department of Transportation Federal Highway Administration standards.

STA provides public transit and transportation services, including road construction and improvement, in the City and Borough of Sitka, a community of approximately 8,400 residents located on Baranof Island in Southeast Alaska, with no road connection to the mainland or other communities. STA operates the RIDE, a fixed-route public bus service, and contracts with a nonprofit agency to provide scheduled paratransit bus service. STA works collaboratively with the City and Borough of Sitka through a negotiated Memorandum of Understanding.

The Tribal Transportation Plan update must meet the following standards:

- Data driven
- Identify transportation safety issues
- Prioritize activities and include a cost to address identified safety issues



- Consider safety plans developed by other governments, including but not limited to the State of Alaska's strategic transportation safety plans
- Promote a strategic approach to addressing safety needs by including all safety stakeholders from many disciplines and entities
- Identify potential funding sources to implement the activities.
- Identify strengths and weaknesses in local coordination plans for natural and man-made disasters.

Vendors interested in bidding are encouraged to register by emailing STA Controller Nadia Riley, nadia.riley@sitkatriben-sns.gov. Questions about this RFP and expectations for the scope of work will be addressed in writing to all registered bidders until January 16th, 2024. Questions must be emailed to STA Controller Nadia Riley, nadia.riley@sitkatriben-sns.gov, with the subject line RFP 2023-07. STA will not accept questions by phone or text and will not respond to questions directed to any party other than the Controller.

Proposal Requirements

Proposals shall include the following required elements; vendors are advised to complete the checklist on page 5 of this RFP. Vendors shall respond with sufficient detail to facilitate the evaluation of all factors listed in the evaluation criteria. Failure to provide required items may result in proposals being considered non-responsive.

1. Vendor Information: Business name and DBA (if applicable), number of years in business, physical address, email address, phone number and website.
2. Project personnel: Name, title, qualifications, and roles and responsibilities of key project personnel assigned to the project, including the designated project manager.
3. Project plan: Narrative describing vendor's approach to the project in detail, including proposed workflow and timeline, compliance with standards, description of deliverables, proposed plan for interaction with STA staff, and presence on the ground in Sitka.
4. Sample of relevant work (recommended): Provide at least one sample of a transportation safety plan developed by vendor; either as a pdf or web link.



5. References: Contact information for at least three professional references that can speak to vendor's ability to complete the scope of work successfully, including name, business name, address, phone number and email address.
6. Documentation to support eligibility for Native preference or preference for minority or woman-owned business, if relevant. For individuals, partnerships, and for-profit corporations, submit Tribal ID or CIB for majority owner. For Tribally-controlled entities, submit articles of incorporation or bylaws documenting ownership or control by a Tribal entity, or requirement for board majority of Alaska Native and American Indian people.
7. Fee proposal using the bid form provided, including a summary of all costs to deliver the scope of services for the project. Cost shall not exceed \$10,000.
8. Certification of eligibility to receive federal funds: Statement attesting that the vendor and any subcontractors, if relevant, have not been disbarred, suspended, or otherwise determined to be ineligible to receive federal funds. STA is required to confirm that vendor and any subcontractors have not been disbarred, suspended or otherwise determined to be ineligible to receive federal funds on SAM.gov.
9. Signature: the signature of the vendor's authorized representative who can certify compliance with all proposal requirements.

Proposal Submittal

Proposals shall be submitted electronically by email to STA Controller Nadia Riley, nadia.riley@sitkatriben-sn.gov, with the subject line RFP 2023-07. Proposals will be accepted until 3:00 pm on January 31st, 2024. Proposals received by the deadline will be acknowledged by email. Late proposals will not be accepted.

Evaluation Criteria

Proposals shall be evaluated according to the following criteria:



Criterion	Max. Points
Qualifications of the team assigned to the project. Experience in developing transportation safety plans in Alaska and for small and rural communities is highly desirable.	25
Overall quality of the vendor's proposal, scope of work and plan to complete the scope of work requested in the RFP. Engagement with STA staff and partners Sitka is highly desirable.	45
Cost	10
Client references	10
Tribal/Native preference, available to firms with majority ownership by a STA citizen or citizen of another Alaska Native or Indian Tribe, and Tribally-owned or controlled entities, such as an Alaska Native corporation or Native CDFI.	5
Minority/Woman Owned Business preference, available to firms with majority ownership by women and minorities	5

The STA Controller or their designee will conduct contract negotiations with the vendor submitting the highest-scored proposal. If STA and the highest-ranked vendor cannot agree on contract terms, including fees, the Controller or their designee may negotiate with other vendors who submitted proposals, in order of their scores. STA reserves the right to negotiate the scope of work with the selected vendor based on available funds.

STA reserves the right to reject all proposals and waive any and all informalities, and the right to disregard all nonconforming or conditional proposals or counter proposals. STA reserves the right to reject any proposal if investigation of the proposer fails to satisfy STA that it is properly qualified to carry out the obligations and to complete the work contemplated by the contract documents. All proposals will be rejected if there is reason to believe that collusion exists among the proposers. The signature on the face of the proposal certifies that the proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person also submitting a proposal for the same services and is in all respects fair and without collusion or fraud. Proposer's signatory agrees to abide by all conditions of this proposal and certifies that he/she/they is authorized to sign the proposal for the proposer.



Proposal Checklist

- ☐ **Vendor information:** Business name and DBA (if applicable), number of years in business, physical address, email address, phone number and website.
- ☐ **Current contracts:** List of vendor's current contracts and those completed within the past three years, including client names, addresses, phone numbers and email addresses for a contact person.
- ☐ **Subcontractor information:** Business name and DBA (if applicable), number of years in business, physical address, email address, phone number and website.
- ☐ **Project personnel:** Name, title, qualifications, and role of key personnel assigned to project, including the designated project manager.
- ☐ **Project plan:** Narrative describing vendor's approach to the project in detail, including proposed workflow and timeline, research plan, proposed plan for interaction with STA staff, and presence on the ground in Sitka.
- ☐ **Sample of relevant work** (optional but recommended): Provide at least one sample of a business plan developed by vendor; either as a pdf or web link.
- ☐ **References:** Contact information for at least three professional references, including name, business name, address, phone number and email address.
- ☐ **Documentation of eligibility for Native preference, if applicable.** For individuals, partnerships, and for-profit corporations, submit Tribal ID or CIB for majority owner. For Tribally-controlled entities, submit articles of incorporation or bylaws documenting ownership or control by a Tribal entity, or requirement for board majority of Alaska Native and American Indian people.
- ☐ **Documentation of eligibility for preference as a woman- or minority-owned business, if relevant**
- ☐ **Firms' qualifications and experience performing similar engagement working with Tribal organizations,** include a list of current and/or former tribes for which the firm has provided similar services.
- ☐ **Fee proposal using the separate bid form provided.**
- ☐ **Certification of eligibility to receive federal funds:** Statement attesting that the vendor and any subcontractors have not been disbarred, suspended, or otherwise determined to be ineligible to receive federal funds.
- ☐ **Signature:** The signature of the vendor's authorized company representative.



Tentative Schedule for Selection Process

The following is a tentative schedule provided as a courtesy to potential vendors. The actual schedule may vary from the one provided above without notice to potential proposers. Any changes made to the proposal due date will be made in the form of an addendum provided to all registered vendors who have received RFP documents.

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| ■ RFP posted | December 19 th , 2023 |
| ■ Deadline to submit questions | January 16 th , 2024 |
| ■ Deadline to submit proposals | January 31 st , 2024 |
| ■ Project kickoff | Week of March 4 th , 2024 |