

## Request for Proposals

Transportation Safety Plan

Requested by the <<INSERT TRIBE NAME>>

### Call for Proposals

The <<INSERT TRIBE NAME>> is seeking a qualified individual or firm to develop a strategic tribal Transportation Safety Plan that will meet or exceed U. S. DOT Federal Highway Administration standards as detailed below.

**Proposal Due Date:** \_<<date>>\_2017 received by 3:00pm (late submissions are not considered)

**Proposal Submission Method:** Via email, fax, U. S. mail, other delivery services, or hand deliver

### Proposal Submission Address:

*ATTN: Transportation Director*

ABC Tribe

123 Mainstreet

Anytown, USA

E-mail: ABC@anytribe.com

Phone: 555-123-1555

Fax: 555-123-1515

**Professional Services Contract Executed:** by \_<<insert date>>\_2017

**Project Start Date:** by \_<<insert date>>\_2017

**Project Completion Date:** by \_<<date>>\_2018 <<3 to 6 months is adequate for most plans>>

### Project Description and Introduction

The Tribe has identified the need to formulate and implement the use of a strategic Transportation Safety Plan that will enable us to secure funding to improve our roads and save lives.

**Who We Are** << insert description of tribe location, history, culture, etc.>>

### Transportation Plan Requirements:

As stated above, the strategic tribal transportation safety plan must meet U. S. DOT-Federal Highway Administration standards as detailed in the latest Tribal Transportation Program Safety Funds Notice of Funding Opportunity.

Adherence to these standards is critical because the Tribe plans to apply for funding through this source and other funding opportunities for safety improvement project funds in subsequent years.

The development of the strategic tribal transportation safety plan must

- be data driven – using the best available incident history to support emphasis topics and hazardous locations
- identify transportation safety issues
- prioritizes activities with cost to address the issues
- considers safety plans developed by other governments such as State Strategic Highway Safety Plans
- promotes 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

**Proposal Requirements:**

Proposal must contain the following components. Additional information that may prove beneficial to the Tribe during the rating and awarding process is welcomed. Proposers are asked to refrain from submitting proposals that will not be easily duplicated such as those with spiral binding, photos and fold-out or other larger than letter-sized paper.

1. Contact name, address, telephone number, fax number and e-mail address.
2. Detailed description of skills, experience and ability to meet project requirements including identification and designation of roles/responsibilities of key project staff.
3. Client references including project type, dates, contact info and description.
4. Detailed description of approach to project including all of the requirements listed.
5. Detailed project timeline and deliverables.
6. Statement of acceptance, ability and willingness to: enter into a Professional Services Contract.
7. A break-down of proposal budget by task.
8. Statement addressing minority, women, Native American business ownership.

**Proposal Scope-of-Work:**

Proposers are required to provide a proposed scope-of-work that does not exceed <<<\$12,500>>> in total costs and details: tasks/activities; timeline; deliverables/performance measures; and costs per tasks/activities with administrative costs clearly detailed.

**Draft Scoring Criteria:**

Proposals will be scored based on the following criteria. The scoring criteria are subject to change without notice at the discretion of the tribe.

The following proposal components will be rated from 1-10 with 1 being the lowest:

- Demonstrated project experience and skills
- Capabilities of key project staff
- Experience working with Native American tribes
- Experience working in project vicinity
- Experience with Transportation Safety Programs and Strategic Safety Planning
- Proposed approach
- Proposed scope-of-work
- Proposed timelines
- Proposed deliverables
- Project budget
- Inclusion of required Statements
- Client references
- Minority, Women, Native American owned entity