

REQUEST FOR PROPOSALS

Fort Berthold Bridge Feasibility Study

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Published: August 1, 2016

Respond by: September 1, 2016

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REQUEST FOR PROPSALS

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Introduction/ Overview

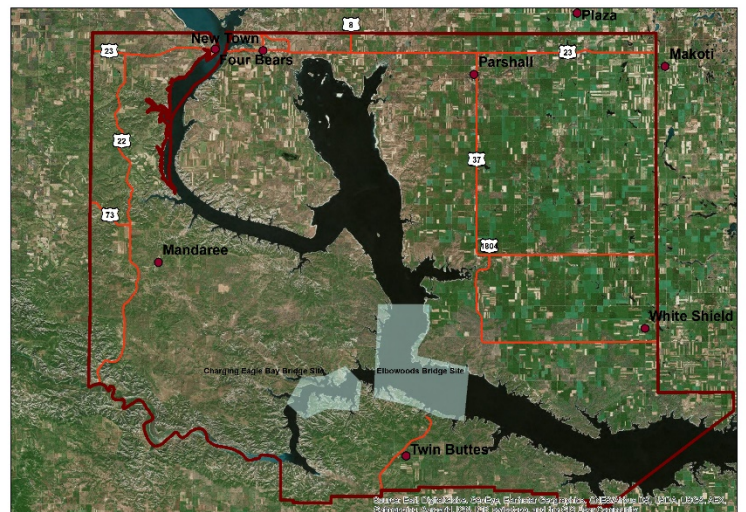
Purpose/Objective

The Three Affiliated Tribes (Mandan, Hidatsa and Arikara Nation) Planning and Grants Department is soliciting proposals from qualified companies to conduct two separate bridge feasibility studies. The resulting agreement shall be for the supply of professional services and related expenses required to perform data collection, analysis, public involvement, feasibility analysis, and economic impact assessment. The objective of this project is to create a process data collection and analysis that informs the Tribal leadership and community members about the feasibility of constructing either or both of the proposed bridge crossings, including the social, environmental, and economic trade-offs and impacts.

If awarded, the contract will commence immediately after the contract is signed and filed by the MHA Nation. An award, if made, will be made to the best responsive and responsible company whose proposal is most advantageous to the MHA Nation, taking into consideration all factors set forth in this RFP. The MHA Nation reserves the right to use at its discretion other factors or criteria in the evaluation or selection of the proposals received.

Project Location

The Fort Berthold Indian Reservation is the home to the Three Affiliated Tribes, also known as the Mandan, Hidatsa and Arikara (MHA) Nation. Fort Berthold consists of about 1 million acres and is located 100 miles south of the Canadian border in western North Dakota. Fort Berthold sits in the Missouri River basin and over the Bakken Shale Formation. Major cities and towns close to the reservation include Minot to the northeast, Williston to the northwest, Dickinson to the southwest, and Bismarck to the southeast. The two proposed bridge locations are Charging Eagle Bay crossing the Little Missouri River and the original Elbowoods area crossing the Missouri River. The two study areas are highlighted in the adjacent map.



Background

The Three Affiliated Tribes is conducting a Comprehensive Regional Transportation Plan to assist in the long range strategic development of infrastructure supporting the future needs and goals of the Fort Berthold Reservation residents and communities. This project is the result of a successful proposal to the U.S. Department of Transportation's Transportation Investment Generating Economic Recovery (TIGER) Discretionary Grant Program.

In 1953 the Fort Berthold Reservation was drastically changed by the construction of the Garrison Dam resulting in the creation of Lake Sakakawea. The reservoir is 178 miles long with 1,340 miles of shoreline at an elevation of 1,837.5 feet. Before the dam was constructed, the communities of Fort Berthold were largely connected. After the dam, the bridge at Elbowoods was inundated and traditional travel routes throughout the reservation were eliminated. Today the only crossing within the reservation is located between New Town and Four Bears at the far north edge of the Reservation.

The Corps of Engineers prepared a Draft Environmental Impact Study of the Charging Eagle Bay Bridge in the early 1970's. This document is available on the RFP website. There are no prior studies for a bridge crossing the Missouri River that would replace the bridge at Elbowoods. It is anticipated that the construction of either or both bridges will have local and regional impacts. The feasibility studies for each bridge should address local and regional social and economic impacts, overall constructability concerns, procurement and financing strategy and impacts on existing infrastructure.

Budget

The total budget for this project shall not exceed \$450,000 for the Charging Eagle Bay Bridge Study and \$430,000 for the Elbowoods Bridge Study for a total \$880,000.

Inquiries

All inquiries must be submitted in writing to ron@bubarhall.com by Friday, August 19, 2016 at 4:00 p.m. central standard time. The Project Manager will respond to all questions by posting answers on the MHA Bridge Feasibility Study website <http://bubarhall.com/rfp> by Tuesday, August 23, 2016. **Questions must be submitted via email** to Project Manager Ron Hall at ron@bubarhall.com. Questions and answers will be posted on the MHA Bridge Feasibility website on an ongoing basis until Tuesday, August 25, 2016.

Scope of Work

Work Task 1: Technical Memorandum 1 – Project Management Plan

Objective

The objective of Task 1 is to refine and finalize the Project Management Plan (PMP) for the study, in collaboration with the Project Management Team (PMT) and the Technical Advisory Committee (TAC). The PMP (Technical Memorandum 1) shall include a detailed description of work tasks,

associated deliverables, schedule and a project management framework to ensure that the objectives of the Three Affiliated Tribes are achieved. The PMP also includes the Public Involvement Plan (PIP) that will be developed by the contractor in coordination with the PMT.

Task 1 also includes project management and project coordination activities, such as regular communication with the Project Manager and submittal of monthly progress reports.

Work Activities

Develop a project schedule including the identification of project milestones and deliverables for all tasks. This schedule should address the creation of the final feasibility study, public involvement plan and all relevant data collection efforts.

Develop a project coordination plan, which will include communication and coordination processes to address tribal communications protocol, list of prospective stakeholders and specify in detail all project activities, roles, and responsibilities. This plan will also identify a study management structure which will include the PMT.

Coordinate/facilitate the kick-off meeting with the PMT to discuss the PMP and Public Involvement Plan.

The PMP will be produced within 30 days of Notice to Proceed.

Develop a meeting and a milestone presentation schedule for the TAC.

Address comments about the PMP made at the kick-off meeting and submit a revised PMP to the PMT for review and approval within two weeks of the kick-off meeting.

Attend the first TAC meeting to present the PMP.

Address TAC comments, prepare the final PMP, and submit the final PMP to the Project Manager for posting on the website within two weeks of said meeting.

General activities: Prepare meeting agendas and summaries, monthly invoices and progress reports.

Deliverables

Technical Memorandum 1 – Project Management Plan

Public Involvement Plan

TAC Meeting 1 agenda

TAC Meeting summary

Monthly progress reports

Work Task 2: Working Paper 1 – Bridge site assessment, corridor infrastructure needs, social, environmental, and economic issues and initial costs estimates

Objective

The objective of Work Task 2 is to identify and assess possible bridge sites, existing infrastructure in the area, traffic impacts, social, environmental and economic issues and create an initial cost estimate. This

information will be the foundation for the first public meetings. If the consultant feels that there is additional information that will aid in the public education and involvement process, that additional information should be collected during Work Task 2. Utilizing the most efficient bridge alignment to minimize new road construction should be identified as well as potential alternatives that require more new roads but better address long range strategic goals. An inventory of existing roads already exists and should be analyzed to determine if improvements will be necessary as a result of constructing a bridge. Analyze the impact of the bridges on various traffic metrics across Fort Berthold and the region.

It is important to note that a final site selection cannot be determined without a complete environmental review in accordance with the National Environmental Policy Act (NEPA). The proposal should identify the process and costs for moving the proposed project(s) forward.

Work Activities

Analysis of proposed bridge sites

- Geographic location
- Potential bridge and connecting road length
- Potential bridge type

Identify infrastructure needs and impacts

- Available infrastructure to minimize new construction
- Impacts on existing infrastructure if the bridge is constructed (additional truck traffic/general public traffic)
- Additional infrastructure needed to connect existing roads to the proposed bridges and potential specifications for new roads

Analyze the impact the proposed bridges will have on traffic patterns

- Traffic flow within the region
- Travel time between segments
- Changes in traffic patterns
- Road safety impacts
- Social and economic trade-offs (benefits and burdens) that result from the bridges including population changes, law enforcement, emergency medical services, and others

Analyze potential social, environmental and economic impacts the proposed bridges will have for Fort Berthold.

Initial cost estimate and process for bridge construction and infrastructure improvement.

The above list is neither an exhaustive nor final list, other parameters can be included in the PMP.

The goal of Work Task 2 is to complete as much of the feasibility study as possible in preparation

for the public involvement process to ensure that the community and stakeholders can provide meaningful input on all aspects of the project.

Attend the second TAC meeting to present Working Paper 1 and prepare a meeting summary;

Address TAC comments, prepare the final draft of Working Paper 1, and submit to Project Manager for posting on the project website within two weeks of said meeting.

General activities: Prepare meeting agendas and summaries, monthly invoices and progress reports.

Deliverables

Technical Memorandum 2 – Working Paper 1

TAC Meeting 2 agenda,

TAC Meeting summary.

Proprietary data collected

Work Task 3: Public Participation Process - Summary Report 1

Objective:

Provide a broad, community-wide forum and opportunity to inform and solicit feedback and support from interested residents, stakeholders, elected officials and other community leaders. It is important to address the following:

- Broaden the dissemination of project information and awareness to community residents and interested stakeholders through a variety of media and events.
- Describe what will/has occurred in the study process, future/present work tasks and present existing conditions, future projections and deficiencies
- Encourage active participation in the community area planning process.
- Solicit and document any feedback or guidance that may influence this study.

Work Activities

Develop public engagement material for use in public meetings, events and the project website.

Technical Advisory Committee (TAC) meetings – attend all TAC meetings to provide public involvement updates and post and/or publish minutes to the final agency and public summary report.

Public engagement and information – Technical Consultant will support a series of public meetings to present, review and discuss the two proposed bridges and their impact on the community. Meetings will take place in each of the six segments.

Officials Presentation(s) – Technical Consultant will present study details to tribal, state, federal and local officials.

Summary Report 1 – Provide a report that documents the Public Participation process.

Deliverables: Public engagement materials, public meetings, presentations and Summary Report
1

Work Task 4: Working Paper 2

Objective:

The objective of Work Task 4 is to use the information and data collected in the section Tasks 2 and 3 above and synthesize it into a Draft Fort Berthold Bridge Feasibility Study report. Public input will be vital to the Tribe's decision to pursue construction of the bridges and it should be reflected accurately within the study. This working paper and presentation to the Tribal Council will form the basis for developing the Final Report.

Work Activities

- Synthesize the work accomplished in Tasks 2 and 3, identify any additional work required to make findings and recommendations
- Develop presentation and report materials that support tribal leader understanding of options and a plan of action

Deliverables

- Technical Memorandum 2 – Working Paper 2.
- TAC Meeting agenda.
- TAC Meeting summary.
- Presentation to Tribal Council

Work Task 5: Final Report.

Objective

Provide a final report that accurately describes the process used to determine constructability, potential alignment, infrastructure needs, traffic impacts, social, environmental and economic impacts and projected costs. The final report should also contain any additional information and analysis that is identified in the PMP. The final report should accurately portray public input.

Work Activities

- Summary of Working Paper 1 and Working Paper 2.
- Summary of Reports that document the public involvement process.
- Recommendations regarding future studies in the study area.
- Recommendations for potential projects prioritized by 5-year time-frames.
- A brief executive summary.
- Draft circulated for review and comments
- Final Report based on review and comments

Incidental Elements - Discovery:

The consultant shall allocate a reserve budget to cover incidental elements. The contractor acknowledges that during the development of the Plan, additional issues and concerns may be

discovered that should be addressed as elements of the study. These additional work elements, critical to the study's efficacy and necessary for the attainment of the goals of the feasibility shall be submitted in writing by the Contractor to the Project Manager at the time of discovery. No work shall proceed without the express written approval of the Three Affiliated Tribes' Project Manager.

Method of Source Selection

The MHA Nation will use the Competitive Sealed Proposals Method as source selection for this procurement. The MHA Nation, as it deems necessary, may conduct discussions with individual proposers for information, fact-finding or for clarification to assure understanding of, and responsiveness to solicitation requirements.

Consultant Scoring and Selection Process

Responsiveness: Proposals will be verified for all submission requirements. Any proposal not meeting submission requirements will be deemed not-responsive and disqualified for review.

The selection process will be qualifications and price based. The effort (number of hours) indicated in the proposal will be a factor in the EVALUATION process to identify the most qualified firm for this project. Price will NOT be considered during EVALUATION. However, the PRICE will be considered for final award.

In allocating points the MHA TERO Regulations provision for Indian Preference in contracting will be applied. A copy of the TERO Regulations can be downloaded at the RFP Website. The following criteria will be used to evaluate and rank-order proposals, and select the most qualified consultant for the project:

Firm Profile (5 Points)

Proposing consultants shall include a brief profile of their firm(s). The profile should provide an overview of the firm's areas of expertise, its history and primary market areas. For consulting teams, each participating firm should provide a firm profile. This section will familiarize the selection committee with the proposing consultant firms.

Project Manager Experience and Commitment (25 Points)

The consulting team requires a strong project manager with extensive bridge feasibility related experience. The project manager must show experience managing multidisciplinary teams to properly address all of the bridge feasibility and community impact aspects of this study.

The project manager must also be highly skilled at managing complex processes and projects, particularly those that are dynamic and at times, subject to political forces. Extensive public and stakeholder involvement experience is important, as is a strong knowledge of the local planning environment. Demonstrated experience with Tribal Governments/Entities is desired.

The project manager must be highly skilled at managing projects to ensure that they are delivered within scope, according to schedule, and within budget. The proposal should also discuss how the project manager would ensure a high quality of work, preferably through a formal quality

assurance plan and process.

The proposal must also discuss the commitments of the project manager. Specifically, show the existing and 12-month future time commitments of the project manager and briefly describe his/her role in the projects or other commitments. Discuss how these commitments will affect the project manager's ability to manage activities. Also, indicate the primary work location of the project manager.

Expertise and Experience of Key Personnel (25 Points)

Project team members should possess strong expertise in infrastructure development in general and bridge feasibility in particular, and in a variety of economic and community planning projects. Specialists should be included in the proposal with expert knowledge in the following areas:

- Demonstrated experience with Tribal Governments/Communities;
- Bridge feasibility studies, infrastructure and economic analysis;
- Public and stakeholder outreach, education and involvement; and
- Any other area the consultant believes may be necessary to ensure the project success.

Proposals should clearly indicate the expertise, background, and availability of proposed project staff. Licenses and other professional credentials of proposed staff should be noted.

Work Plan / Hours of Effort (35 Points)

In this section the proposal should discuss in detail the proposer's approach and strategy to conduct the bridge feasibility study and how the required work tasks will be carried out. It should include such information as how proposed staff resources will be utilized during each task and how the consultant will coordinate with the Project Manager and MHA Nation staff. The consultant should indicate key milestones necessary to meet the Bridge Feasibility Study schedule and how the firm expects to meet them. The proposal should also discuss the expected relationship between the consultant and the Technical Advisory Committees. This section provides proposing consultants with the opportunity to discuss original and innovative ideas or concepts that they believe may be directly relevant to fulfilling the goals of the Study.

In addition to the criteria identified above, further evaluation of the firm's qualifications and experience may include an oral interview. Such interviews may be conducted in person or teleconference.

Price (10 points)

Proposals should clearly state a firm fixed price for the project. Note that the Price/Budget Sheet must be submitted as a separate document from the main proposal document.

Proposal Requirements

Proposal Content:

Identification: State the Title of this solicitation, Key Person Name, name and business address of the organization that will conduct the work, and the name, title, mailing address, email, telephone number of the firm's project manager.

Table of Contents: Include a table of contents referencing the page number for each content requirement at a minimum.

Project Understanding: Clearly and concisely communicate the Consultant's intent, creativity, resourcefulness, and understanding of the issues to be investigated by the project.

A minimum of three (3) references from projects similar in scope and nature.

Project Work Plan:

Describe in detail the methodology and all work tasks that will be included in the project. The work plan should also include:

- An organizational chart for the project team with all team members identified by name and functional role.
- A brief profile of the prime firm that describes each firm's areas of expertise and recent experience.
- The names, functional role, and labor classification of the project team members. For each team member, include relevant qualifications and experience.
- A breakdown of deliverable products by percentage of the project's overall cost. These products should be tied to project tasks whenever possible.
- A description and/or depiction of how the results of the project will be documented.

Cooperative Features: Provide a section that notes whether or not assistance in the form of sub-consultants, data, or equipment is required from other organizations, describe the assistance that will be needed for obtaining such help or information. Include a brief profile of each sub-consulting firm that describes the firm's areas of expertise and recent experience; mailing address, contact name, phone number, and email address; the names, labor classification roles, relevant qualifications, and experience of the project employee team members from the firm.

The Contractor shall perform greater than 51% of the work assigned. The volume of work performed by the sub-contractors shall not exceed 49% of the total contract value.

Sub-Consultant Appendix: Include single-page, signed letters of commitment from each sub-consultant, written on the sub-consultant's letterhead. **The letter of commitment must include a statement that the sub-consultant agrees to comply with all terms and conditions of the prime contract.** The letter must include the sub-consultant's mailing address, contact name, phone number, and email address.

Work Plan Schedule: Provide Gantt chart to illustrate the scheduling and interrelationships among the work plan tasks.

On-Going Projects: Provide a list of projects that the same staff being assigned to this task assignment are currently involved in, indicating the percentage of hours committed and duration for that project:

Agency	Project Title	Agency PM Name	Consultant Staff Member	% of Time Committed

Budget/Price Sheet – **submit as separate document**: The maximum not-to-exceed budget for this project is \$880,000.00. Provide a project budget/price sheet that reflects the costs expected to be invoiced to the Three Affiliated Tribes in each calendar quarter (Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec) beginning on the estimated proceed date through the expected completion date of as determined by your proposal. The budget must indicate each team member’s name (including sub-consultant team members) and the labor classification role to which they are assigned and the number of hours expected for that rate/role. Of the individuals listed, please indicate which individual(s) is/are “key personnel”: at least one individual should be considered “key” and have ultimate responsibility to ensure successful accomplishment of work to be performed.

Page Count: The proposal must not exceed 50 pages. This page limitation applies to all sheets in the response, including but not limited to: letter of transmittal, external protective or decorative cover sheets, cover letter, and table of contents, text, graphs, divider sheets, tab sheets, index and appendices. (Exception: Letters of commitment from sub-consultants included in the submission as an appendix will not be counted as part of the page count.) Do not double-side hard-copy proposals. All pages should be single-sided.

Page Size and Content: There is a 5-page limit for 11x17 pages, which may only contain graphs, images, maps, pictures, photographs, or tables that are relevant and necessary to the proposal. No general text is allowed on 11x17 pages. The remaining pages of the proposal must be no larger than 8½x11; there is no restriction of content on 8½x11 pages except that it must be relevant and necessary to the proposal.

Font on all pages must be no smaller than 12 point.

Deadlines and Proposal Submission

Proposal Submission Deadlines:

Hard copy submittals:

- If submitting by mail or courier, one (1) hard-copy original and five (5) hard-copies must be physically received no later than 5:00 PM Mountain Time on Thursday, September 1, 2016
- Hard Copies may be mailed to: Project Manager, Bubar & Hall Consulting, LLC, 2625 Redwing Road, Suite 305, Fort Collins, CO 80526.
- Hard Copies may be hand delivered to Bubar & Hall Consulting, LLC, 2625 Redwing Road, Suite 305, Fort Collins, CO 80526

Right to Reject or Cancel

The MHA Nation reserves the right to reject any and all bids, in whole or in part, and to waive minor irregularities and informalities therein, and further reserves the right to award the contract in the best interest of the MHA Nation.

Incorporation into Contract

The MHA Nation reserves the right to incorporate this RFP and the bidder's response (or portions of either) into subsequent contract by reference or otherwise.

Licenses, Permits and Fees

The Contractor is responsible for furnishing all proper licenses, fees, and permits required by law to do business in the MHA Nation and State of North Dakota in completion of the requirements stated herein, including but not limited to the MHA Nation Tribal Employment Rights Office. All work shall be done in accordance with the latest building codes, fire codes, electrical codes and all tribal, state and federal laws relative to this project.

Indemnification

The contractor shall guarantee and certify by submitting a response to this solicitation that if successful, they shall indemnify and defend the Tribe against any and all claims or legal actions arising as a result of their performance of the contract, whether or not such claims relate to damages or alleged damages sustained by physical injury to contractors personnel, subcontractors, utility employees or other persons, or against any lawsuits arising from alleged or actual patent infringements, and shall hold MHA , its various departments, employees, and any and all persons or entities acting on its behalf harmless from the same.