



## Request for Proposal (RFP) for a Benefit Cost Analysis for a Rural Tribal Transit Facility Construction Project for the FY2022 RAISE Grant NOFO

**ISSUE DATE:** February 21, 2022

**DUE DATE:** March 14, 2022

**SUBMIT TO:** Bois Forte Band of Chippewa  
Attn: Jennie Rowland  
Transportation Manager  
Big Woods Transit  
5344 Lakeshore Drive  
Nett Lake, MN 55772  
Email: [jrowland@boisforte-nsn.gov](mailto:jrowland@boisforte-nsn.gov)

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### 1. Background Information on the Bois Forte Band and Big Woods Transit

The Bois Forte Band of Chippewa (the “Band”) is a federally recognized Band situated in northern Minnesota. The Band’s governing body is comprised of a five-member Council. The Band delivers government services to over 3,600 enrolled members who are located on-reservation, across the United States, and abroad. The Band provides government services through a variety of departments, including Bois Forte Health Clinic, Human Services, Police Department, DNR, Tribal Court System, Realty, Housing, Enrollment, Public Works, IT services, Accounting, Education and Human Resources. As the owner and operator of the Boys and Girls Club, Fortune Bay Resort Casino, and several enterprises, the Band is one of the largest employers within its region. You can learn more about the Band by visiting our website at: <http://www.boisforte.com/>.

Big Woods Transit program has been in operation since 2011, providing public transportation services throughout the Arrowhead region of northern Minnesota for all Native and non-Native communities. Big Woods has a fleet of ten cutaway buses, four Non-Emergency Medical Transportation (NEMT) vehicles, and one wheelchair minivan.

In 2021, Big Woods in combination with its Volunteer Driver program provided: 23,553 passenger rides; 12,497 hours of service; and 348,554 miles of service.

## **2. RFP Overview**

The purpose of this Request for Proposal (RFP) is to identify and retain a qualified consultant or consultants to analyze the costs and benefits associated with a Rural Tribal Transit Facility Construction Project. The Benefits Cost Analysis (BCA) will be used as a critical party of the Band's RAISE grant application, and to potentially satisfy a BCA needed for other forms of Federal Transit Authority capital grant applications.

## **3. Scope of Services, Schedule & Deliverables**

The Band is seeking proposals from qualified, responsible, responsive consulting firms for the development of a Benefits Cost Analysis (BCA) pertaining to the construction of a Rural Tribal Transit Facility. The BCA will be included as an appendix to the project narrative in the Band's application for the FY 2022 RAISE Grant administered by the United States Department of Transportation.

- A. Scope of Services. The firm must develop a final BCA that enables DOT to evaluate the project's cost-effectiveness by comparing its expected benefits to its expected costs. Below is an outline of several elements that will be involved in developing the BCA. The goal of a well-produced BCA is to provide an objective assessment of a project and explain why a project sponsor has prioritized that specific project over other alternatives and proposals.
- The firm must coordinate with Big Woods staff and other Band stakeholders to gather information necessary to complete the BCA, including project information, applicable transit data, and other relevant Band data that will inform the BCA.
  - The BCA must include a full cost of a project, including Federal, State, local and private funding as well as expected operations and maintenance costs. All pertinent data and quantifiable benefit and costs calculations should be contained in a single spreadsheet tab. Alternatives must also be considered in the analysis. All assumptions must be clear, and the analysis can and should be both quantitative and qualitative, as recommended. Other resources that are required to be consulted in the development of the BCA include OMB Circulars.
  - Analysis should define how the BCA is unlike an economic impact analysis.
  - The Benefit Cost Analysis must include a project matrix describing the project and including anticipated changes over the analysis period, in either a Word or Excel format.
  - In addition to the matrix, the report should summarize all pertinent data and quantifiable benefit and cost calculations in a single spreadsheet tab (or table in Word). It should also summarize all other benefits that are difficult to quantify, and the applicant would also present this at the beginning of the BCA.
  - Analysis must establish a baseline.
  - Analysis must demonstrate that the proposed project has independent utility.
  - Analysis must make clear exactly what portions of the project form the basis of the estimates of benefits and costs.
  - Analysis should present and consider reasonable alternatives.
  - Analysis needs to carefully identify the different impacts a project will have, such as Affected Population & Types of Impacts, Benefits of Long-Term Outcomes, Types of Societal Benefits.
  - Analysis must include estimates of the project's forecasts of projected levels of usage, expected benefits with respect to each of the long-term outcomes, and so forth.
  - Analysis must include estimates of the project's expected benefits with respect to each of the long-term outcomes.
  - The BCA must be clear, concise, transparent, and reproducible.

The BCA must be developed in accordance with FY2022 RAISE Benefit Cost Analysis Guidance (<https://www.transportation.gov/office-policy/transportation-policy/benefit-cost-analysis-guidance-discretionary-grant-programs-0>), RAISE Benefit Cost Analysis Resource Guide and pertinent OMB Circulars. Additionally, the BCA must satisfy the BCA requirements outlined in the 2022 RAISE Grant NOFO, which can be found here: <https://www.transportation.gov/sites/dot.gov/files/2022-02/FINAL-2022-RAISE-NOFO.pdf/>.

- B. **Schedule.** Contractor will provide a conference call to report progress and to provide answers at least every week. A draft benefit cost analysis and report is to be submitted by March 28, 2022. The submittal date for all final deliverables is April 4, 2022.
- C. **Deliverables.** The key output required is a quantitative final benefit-cost analysis and report and underlying spreadsheets that describe, and attribute a value to, a full range of costs and benefits identified. The firm shall also be responsible for weekly conference calls and submission of a draft report by the deadlines noted herein.

#### **4. Proposal Submission Requirements**

To simplify the evaluation process and obtain maximum comparability, Bois Forte Band of Chippewa requires that all responses to the RFP be organized in the manner described below:

- A. **Executive Summary:**  
Describe your understanding of the work to be performed and your agency's ability to perform the work within the time frame provided.
- B. **Professional Experience:**  
Describe your experience of your agency in relation to the scope of work/services. Please also specifically describe if you have any experience working with RAISE Grants and development of BCAs, as well as experience working with Tribal Governments. This should include an explanation of the agency's philosophy, size, structure, and qualifications with serving organizations with a similar size and operations.
- C. **Project Management and Approach:**  
Describe how your firm will approach the proposed services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis, and the type of assistance that will be required from Bois Forte Band of Chippewa's staff. Also discuss the agency's use of technology.
- D. **Client References:**  
If possible, include a list of at least three of the relevant BCA clients served by your agency within the past three years. Please furnish the names and telephone numbers of any references whom we may contact.
- E. **Compensation:**  
Please provide a fee-based proposal. The proposed fee must be an all-inclusive, not-to-exceed figure, and include all out-of-pocket expenses. Provide detailed list of expenses expected to be incurred, i.e., mileage, per diem, telephone, etc. and any cost to produce statements and to print reports.
- F. **List of Deliverables:**  
Describe the deliverables to be created, including any technical reports, final recommendations, analysis document models, and any presentation media to be provided. Please provide a complete list of all your deliverables. Also include the following required deliverables:

- Project schedule that includes deliverables and dates
- Provide weekly progress status reports to the Bois Forte Band of Chippewa’s Transportation Manager
- Provide a draft and final BCA Report
- Provide ten (10) comb-bound color copies of the final BCA Report and one digital version.

G. Native Preference (if applicable).

This RFP is not restricted to companies owned by Native persons. However, preference will be given to Native and Alaska Native consultant/ contractors (“Native Consultant/Contractor”) that submit responses. Native Consultant/Contractor or “Indian-Owned Economic Enterprise” means any Indian-owned commercial, industrial, or business concern established or organized for the purpose of profit, provided that such Indian ownership shall constitute not less than 51 percent of the enterprise, and that ownership shall encompass active operation and control of the enterprise on a continuing basis for the duration of the project. A consultant/contractor claiming Native Preference may be required to submit evidence demonstrating qualification for that preference.

## 5. Selection Criteria

The selection process will consist of a Selection Committee that will evaluate the proposals and recommend a selection to the Tribal Council. The following information provides a description of the proposal evaluation process including the rating scale and the selection criteria. The proposal’s maximum total is 100 points. The following schedule of criteria and points scoring will be used to evaluate the proposal(s):

Possible Points 20 - Proposed Service. The Band will evaluate the firm’s proposed services and methods for providing those services, including whether the proposer provided a clear explanation and understanding of the services needed.

Possible Points 30 - Project Budget. The Band will evaluate the cost of services indicated in the proposal and all related expenses.

Possible Points 35 - Similar Projects and Proposer’s Experience and Capabilities. The Band will evaluate the extent of the firm’s experience developing BCAs, working with RAISE Grant application preparation, and working with Tribal Governments.

Possible Points 15 – Native Preference. The Band will evaluate whether the firm shall be afforded Native Preference as described in this RFP.

Any and all proposers may be asked to further explain or clarify, in writing, areas of their proposal before or during the evaluation process. Bois Forte Band of Chippewa will enter into negotiations with the proposers receiving the highest rating as determined by the total points assigned by all members of the evaluation committee. If such negotiations are not successful, Bois Forte Band of Chippewa will then enter into negotiations with the next ranked proposer.

## 6. Submission Detail

Proposals may be submitted by mail, by facsimile, or by email. The Band may deem a proposal that fails to address content that is applicable to the company as non-responsive and ineligible for consideration.

- Due date: March 14, 2021, by 4:00 p.m., Central Time.
- Submit to: Bois Forte Band of Chippewa  
Attn: Jennie Rowland  
Transportation Manager

Big Woods Transit  
5344 Lakeshore Drive  
Nett Lake, MN 55772  
Email: [jrowland@boisforte-nsn.gov](mailto:jrowland@boisforte-nsn.gov)  
Fax: [218-757-3312]

## 7. Inquiries

Questions about this RFP may be directed via email to Jennie Rowland, Transportation Manager, at [jrowland@boisforte-nsn.gov](mailto:jrowland@boisforte-nsn.gov). In the subject line for the inquiry, please insert “RFP – RAISE Grant”.

## 8. General Terms, Limitations, Reservation of Rights

The following terms, limitations, and reservation of rights apply to this RFP:

- Any award granted pursuant to this RFP shall be subject to the terms and conditions of a written contract between the Band and the contractor/consultant selected.
- The Band reserves the right to:
  - Modify or otherwise alter any or all requirements herein. If the Band modifies, consultant/contractor will be given an equal opportunity to modify their proposals as identified in writing by the Band.
  - Reject any proposals received for whatever reason.
  - Terminate this RFP at any time, without cause or reason.
- The Band shall not be responsible for any expenses incurred by the applicant to prepare or deliver a response to this RFP, or to attend a virtual pre-award conference with the Band.
- The Band’s determination on whether to make this award will be based solely on the Band’s best interests as understood by the Band.
- Prior to any award and upon the Band’s request, the apparent successful proposer must provide the information required of any consultant/contractor who does business with the Band, including the consultant/contractor’s legal name, address, federal tax identification number, and evidence of insurance policies that meet minimum insurance specifications for the award.
- The consultant/contractor must maintain for the duration of the agreement’s term a general liability insurance policy (with coverage limits of at least one-million dollars (\$1,000,000.00) each occurrence and two-million dollars (\$2,000,000.00) aggregate) and a workers’ compensation insurance policy (at the limits required by the state in which the company is situated).
- The consultant/contractor must disclose to the Band the use and identity of all subcontractors it uses in carrying out the requirements herein. The Band reserves the right to approve all subcontractors chosen (in its sole discretion). The consultant/contractor shall be solely responsible for the satisfactory performance of and compensation to all subcontractors.
- The laws and procedures of the Band shall govern all rights and duties under any contract that may result from the RFP.
- In the event of bankruptcy or receivership of any consultant/contractor, the applicable contract is null and void, and is terminated without further notice.
- This RFP shall not be construed as a waiver of the Band’s sovereign immunity.

- The Bois Forte Band of Chippewa reserves the right to waive formalities, irregularities, and defects in any or all proposals, except as otherwise required by law.
- Bois Forte Band of Chippewa reserves the right to: reject any or all proposals; to reject a portion of any or all proposals; to negotiate and execute or to not negotiate or execute a pricing agreement/contract with any proposer; and to solicit new or different proposals.
- Bois Forte Band of Chippewa reserves the right to negotiate and/or contract with one or more proposers for all or a portion of any proposal or proposed services.