

APPENDIX “A” - SCOPE OF WORK

RAMAH NAVAJO CHAPTER LONG RANGE TRANSPORTATION PLAN (LRTP).

The Ramah Navajo Chapter that under the guidance of 25 CFR 170, through the Office of Grants and Contracts and the Ramah Navajo Department of Transportation (RNDOT) is developing an updated LRTP. The Chapter will provide the following:

- The Chapter and through the Office of Grants and Contracts will provide the vision for meeting transportation needs;
- The plans shall identify short and long-range transportation improvement strategies that will address current and future transportation needs that should be consistent with Tribal, Federal, and State government policies;
- The plans will address various capital investments and inventory current facilities necessary in preserving existing infrastructure and the transportation system as a whole.
- The Chapter through the Office of Grants and Contracts shall provide Unit strip maps of the Tribal Transportation System inclusive of paved, graveled and earthen roadways.
- The Office of Grants and Contracts through the RNDOT will provide a Project Manager.
- The Office of Grants and Contracts will provide as much system information in GIS format that we have available to the selected consultant. This information can be assumed to be 80 percent accurate for road GIS features such as signs, culverts, two bridges, roadway safety appurtenances, roadway lengths. The GIS mapping available as a strip map can be assumed to be 100 percent correct in terms of listing roads by number.
- The Chapter will provide documentation we have available to the selected consultant which is reflective of our last LRTP.

TASKS FOR THE RAMAH NAVAJO CHAPTER LONG RANGE TRANSPORTATION PLAN

1. Project Management and Coordination
2. Public Involvement/Consultation with Planning Partners
3. Document and Assist in Establishing LRP Policy Goals and Objectives
4. Analyze Transportation System Conditions
5. Perform Needs Analysis
6. Assist in Establishing Set Priorities
7. Assist and provide Guidance in Establishing a Funding Plan
8. Develop the Plan

APPENDIX “A” - SCOPE OF WORK

9. Assist in Developing the Program
10. Provide guidance for Implementing and Monitoring the Long Range Transportation Plan.
11. Quality Control

TASK ONE: PROJECT MANAGEMENT AND COORDINATION

The selected engineering and planning firm shall provide a project manager as the single point of contact between the consultant and the Office of Grants and Contracts RNDOT Project Manager. The selected firm shall provide project management and project coordination efforts in support of the LRTP project scope of work.

TASK TWO: PUBLIC INVOLVEMENT/CONSULTATION WITH PLANNING PARTNERS

The TTP Rule and the FHWA/FTA statewide and metropolitan planning process specify requirements related to public involvement.

Public involvement is an opportunity to capture the Chapter’s community's values and perceived needs; Establish consensus; And identify issues and concerns. Public involvement is very important in the transportation planning process and a critical component of transportation planning. We expect that three public involvement meetings shall be held during the development of the LRTP. We expect that five stakeholder meetings shall also be held for key stakeholders within the Chapter and our regional planning boundaries.

Separate and equally important to the public involvement process is consultation with planning partners. There are consultation requirements specified in the Statewide, metropolitan and IRR statute and regulation. Consultation between planning partners is an opportunity to confer on needs of the larger community, to compare and coordinate planning approaches and generally, to communicate about the mutual vision for the transportation system that often will cross over multiple jurisdictions. The Chapter expects the consultant offerers to demonstrate their knowledge of the Chapter and the Office of Grants and Contracts stakeholders through research and review.

TASK THREE: ASSIST IN DOCUMENTING AND ESTABLISHING POLICY, GOALS, AND OBJECTIVES

APPENDIX "A" - SCOPE OF WORK

At this stage the Chapter through the Office of Grants and Contracts has identified several key goals for our updated LRTP. These goals are:

- Sustainability of the transportation system;
- Safety of the transportation system;
- All season access of the transportation system;
- Clear route guidance using current signage system components and standards;
- Planning new routes within the planning boundaries of the Ramah Navajo Chapter, through the Office of Grants and Contracts and the RNDOT.

Additional key items include all season access for school bus routes, roadway maintenance for the elderly and infirm, and special needs priorities. The goal of this LRTP for the Chapter and Office of Grants and Contracts is setting the overall goals for how the Chapter's transportation system should be designed, built, operated and maintained over the next 20 years.

Additional Goals should be specific enough to guide the development of the plan but at the same time flexible enough to respond to changing conditions and implementation priorities.

Policy statements are often developed in alignment with the LRTP goals. Additional goals and objectives for the Chapter through the Office of Grants and Contracts will be developed in a consultative manner, include public involvement, will be measurable, and will be used to guide plan development.

TASK FOUR: ANALYZE TRANSPORTATION SYSTEM CONDITIONS

To determine what future investments to make, the LRTP should include evaluations of the existing transportation system conditions. There are a variety of tools/techniques available to do this. Factors to consider include:

- Defining the geographic limits of the transportation system.
- Defining information needed about the overall system and the different elements of the system.
- Assessing which conditions are most important for the area's economic and social wellbeing.
- Determining who will use the information and why.
- Defining which measures of system conditions will be used.
- Maximizing existing tools and data.

APPENDIX "A" - SCOPE OF WORK

The RNDOT desires to integrate their BIA Tribal Transportation Program (TTP) Inventory into a user-friendly MSAccess Database and GIS system to facilitate BIA reporting, strip map development, TTP asset management and BIA Road Inventory Field Data System (RIFDS) input data management.

1. TTP Inventory Database Development. Develop an MSAccess Database that RNDOT transportation planning officials can utilize to view and modify the Tribe's TTP Inventory. The database shall include storage of all required RIFDS data included, but not limited to the following: roadway data, pavement rating data, strip maps, bridge inspection reports, roadway as-builts, ADT counts and locations, and roadway section photos.

The database shall include various reports to assist the Tribe in the asset management of their TTP Inventory and shall include the following: Route Summary Reports, Surface Condition Reports, Existing/Current Inventory Comparison Reports, and Traffic Count Data Summary Reports.

Access the RNDOT's current RIFDS inventory from the BIA RIFDS database and integrate the data into the new MSAccess database.

2. GIS Geodatabase Development. Put the RNDOT existing TTP Inventory routes into an ArcGIS database. Develop GIS layering to match FHWA color scheme suggestions and RNDOT preferences. Provide a dynamic link between the GIS geodatabase and the MSAccess database so that an "ID" of a route segment in ArcGIS returns the route segment's TTP Inventory data from the MSAccess database. This should be a dynamic link and the TTP Inventory data should not reside in the GIS geodatabase.
3. Strip Map Setup. Establish template for auto-generating TTP route Strip Maps from the ArcGIS Geodatabase. Center the template on each RNDOT TTP Route for simple future printing in a separate MXD file.
4. Staff Training. Come to RNDOT offices and train RNDOT staff on using the system for information and how to make future modifications. This encompasses two sessions with one session geared for general users of the system who only desire to read the data and the second session for users who will be making future modifications to the system.

APPENDIX “A” - SCOPE OF WORK

TASK FIVE: PERFORM NEEDS ANALYSIS

Transportation system requirements should be evaluated by comparing the goals and objectives for the transportation system with the existing baseline system conditions. The needs analysis addresses the gap between current conditions and the future. How much can be implemented over the planning horizon will depend in large part on finance levels. The Chapter’s updated LRP will include needs analysis for:

- Provide technical information for goal setting.
- Define the costs of meeting plan goals and objectives.
- Compare transportation plan needs with available funds.
- Provide information to evaluate tradeoffs between different needs.

TASK SIX: ASSIST IN SETTING PRIORITIES

Since transportation needs typically outweigh expected revenues, the selected consultant shall identify strategies for prioritizing the needs identified during the transportation planning process. Some key success factors for setting priorities are:

- Establish formal prioritization criteria.
- Apply the same criteria to all programs and projects.
- Attempt to use the same criteria used in the development of the statewide plan.
- Consider as many factors as possible in determining program priorities.

TASK SEVEN: ASSIST IN ESTABLISHING FUNDING PLAN

A financial analysis of the specific projects that implement the transportation plan will help to ensure that it is realistic. Without tying transportation projects to reliable funding sources, the recommended solutions that are developed can easily become a "wish list." The Chapter seeks to avoid “WishLists” and focus on delivery of Goals and Objectives.

The funding plan should be a multiyear financing plan based on identified needs. It should also include an analysis of the Chapter’s capabilities for financing such needs. If probable funding falls short of meeting identified needs, the funding plan should contain a discussion of how additional funding will be raised or how assumptions will be reassessed to ensure that level of service standards will be met or adjusted.

TASK EIGHT: PREPARE THE PLAN

APPENDIX "A" - SCOPE OF WORK

Developing or preparing the plan document or "putting it all together" shall be approached in a systematic fashion. Key success factors for developing plans include:

- Having clearly established roles and responsibilities for who will develop the plan,
- how and when it will be adopted,
- and how and when the plan can be amended.
- Using the planning team and the public consultation process to help develop the outline for the plan.

The selected consultant through the assistance of the Office of Grants and Contracts and the RNDOT shall ensure that the plan is a strategic and visionary document and not a "wish list."

After all the evaluation, analysis and public involvement, a recommendation by the consultant regarding the LRTP will be made to the leadership of the Office of Grants and Contracts and the Chapter. As decision makers for the Ramah Navajo Band, the Chapter Council and Office of Grants and Contracts leadership members will set the final direction of the LRP. A technical analysis and information presentation shall be provided to leadership in order to assist in the final direction the LRTP.

TASK NINE: ASSIST IN DEVELOPING THE PROGRAMS

Programming refers to a series of activities carried out by planners, including data assessment, appraisal of identified planning needs, and consideration of available or anticipated fiscal resources to result in the development, scheduling, and planning of a list of identified transportation improvements. The programming of projects for funding should consider timing of the need for improvements and timing for fund availability. The Chapter through the Office of Grants and Contracts, the RNDOT, the Controller's Office and the Procurement Office have established a programming tool. This tool will be updated to reflect modernization of the final LRP.

Plans frequently require more funds than are available from federal, state, and local sources traditionally dedicated to transportation funding. The Chapter through the Office of Grants and Contracts and RNDOT and where we engage in planning activities will identify funding mechanisms to support implementation of the transportation plan or reassess their desired levels of service.

TASK TEN: ASSIST AND PROVIDE GUIDANCE FOR IMPLEMENTING AND MONITORING THE PLAN

APPENDIX "A" - SCOPE OF WORK

For a plan to be successful, it must be implemented effectively. The selected consultant shall provide rating tools to be used in selecting projects to be advanced in the Transportation planning process. This will include processes to continually monitoring the performance of the transportation system and methodologies to ensure that plans are being implemented to meet the intended objectives. Success factors for implementation and monitoring of the transportation plan include:

- Developing an ongoing process for monitoring progress toward plan objectives;
- Establish a decision making process;
- Establish a process for tracking conditions;
- Establish a well-defined process for how priorities will be set.

The LRTP under the TTP Program needs to be reviewed annually and updated every five years as per 25 CFR 170.414.

TASK ELEVEN: QUALITY CONTROL

The selected consulting firm shall be responsible for the quality and accuracy of their work product and information presented as final in the accepted LRTP product. The chapter shall not verify data collected by the consultant and makes no statement concerning the completeness of any information the Chapter may provide to the selected consultant.

TASK TWELVE: ROAD SAFETY AUDITS

At the direction of the RNDOT, conduct Road Safety Audits (RSA), on transportation facilities to examine the safety performance of each. All RSAs should be conducted and completed within guidelines established by FHWA for Tribal Governments. Work for each identified project will encompass RNDOT initial consultation, outreach to other relevant local agencies, field review, analysis and report preparation, presentation to RNDOT, and formal response development.

SCHEDULE AND TYPE OF FUNDING

We expect this plan and process to be completed in six(6) to nine(9)months. Each offeror shall provide a project schedule inclusive of each consultants work plan and the nine major task items included in the scope ofwork. Each offeror must clearly indicate any perceived LRP processing issue that could affect the ability of the firm or team to meet the expected project delivery schedule. The funds we will use in support of this work are TTP.

APPENDIX "A" - SCOPE OF WORK

CONSULTANTS DEMONSTRATION OF THE TRIBAL PLANNING PROCESS

Each firm who chooses to submit a proposal in response to this RFP is encouraged to demonstrate their knowledge of the rules and requirements for tribal transportation planning for tribes that operate under PL 93-638 contract agreements. The Ramah Navajo Chapter through the Office of Grants and Contracts manages the transportation planning, design, construction, maintenance, and operations of the Chapter's transportation facilities.

We expect the offering consultants to demonstrate their knowledge of RIFDS and the road coding system for tribes. We expect the offering consultants to demonstrate their knowledge of the tribal road funding formulas currently in use. We expect the offering firms to demonstrate their knowledge of Long Range Transportation Planning for systems inclusive of paved, graveled, and earthen surfaces along with the appropriate transportation appurtenances used in support of the Chapter's transportation system.

THE LONG RANGE TRANSPORTATION PLAN GOAL

Transportation planning provides a framework for the community to make decisions about its transportation system. The LRTP is a tool for the Chapter and the Office of Grants and Contracts, RNDOT and chapter members as well as the tribal decision-makers. As the selected consultant develops the LRTP for the Ramah Navajo Chapter, remember that the process does not need to be complex to be successful. There is no set length of pages. Through a focused set of Chapter Meetings, a transportation plan will be developed that is suited to meet the unique needs of the Ramah Navajo Chapter and the Ramah Navajo Band within a reasonable budget.