



BISHOP PAIUTE TRIBE
REQUEST FOR PROPOSALS
Sustainable Transportation Planning

Bishop Paiute Tribe
50 N Tu-Su Ln
Bishop, CA 93514

Sustainable Transportation Plan RFP
Questions and Responses

Extended Deadline 6/8/26

Final Responses will be issued via email to all recipients of proposal on 6/9/26

<https://bishoppaiute.net/request-for-proposal-and-bids/>

Question: *The RFP states: “The cover page is the first page of this RFP document and should be completed in full and attached as the first page of the Proposal. Proponents are required to provide confirmation and evidence that they meet all the Mandatory Requirements as outlined in the Proposal Submission Requirements. It must be signed by an authorized representative of the Proponent.” Yet, the first page of the RFP document does not indicate what information would need to be entered and signed. It outlines an overview of important dates and rules governing the proposals. Is there a form that we need to include as the cover? May we include a cover letter that meets this requirement?*

Response: *Thank you for submitting this question. We recognize that the RFP contains an ambiguity in the statement “should be completed in full”. This is confusing as there is no form to be completed. Rather we are looking for a one (1) page cover letter that gives a short introduction to the firm and the attached proposal with reference to the RFP and includes a statement that the firm has submitted all elements of the proposal to meet the requirements of the RFP.*

Bishop Paiute Tribe – Dept of Urban Planning 50 Tu Su Lane Bishop, CA 93514	Attn: Brian Adkins Email brian.adkins@bishoppaiute.org Telephone: 760-873-3584 x 2100
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BISHOP PAIUTE TRIBE
REQUEST FOR PROPOSALS
Sustainable Transportation Planning
May 14, 2026

Bishop Paiute Tribe
50 N Tu-Su Ln
Bishop, CA 93514

The Bishop Paiute Tribe (the “Tribe”) is hereby requesting proposals from qualified transportation consulting firms for an update of the Bishop Paiute Sustainable Transportation Plan. Special attention in plan revision will be given to collection, analysis of traffic data and recommendations addressing increased traffic surrounding newly developed areas on the Bishop Paiute Reservation located in Inyo County, CA for increased sustainable multimodal transportation and GHG reduction and mitigation of increased impact of increased non-reservation traffic bypassing City of Bishop to avoid traffic impacts. A full copy of Request for Proposal (RFP) can be obtained by sending email to brian.adkins@bishoppaiute.org. Hardcopy proposals are available for pickup at Tribal Reception Office at address below.

Technical questions or requests for clarification shall be directed, in writing, at the email address no later than 5/28/2026. The deadline for receipt of proposals is 6/15/2026. All correspondence; questions; and proposals can be submitted to the address/contact info below:

Bishop Paiute Tribe – Dept of Urban Planning 50 Tu Su Lane Bishop, CA 93514	Attn: Brian Adkins Email brian.adkins@bishoppaiute.org Telephone: 760-873-3584 x 2100
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The Bishop Paiute Tribe (the “Tribe”) is requesting proposals from qualified transportation consulting firms for a update of Bishop Paiute Sustainable Transportation Plan. Special attention will be given to a) newly developed areas on Reservation and for increased sustainable multimodal transportation and GHG reduction and b) mitigation of increased impacts of increased non-reservation traffic bypassing City of Bishop to avoid traffic.

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Email Address: brian.adkins@bishoppaiute.org

1. General Information

Key Dates:

This RFP process and project is being expedited due to short timelines and funding constraints with key dates as follows:

5/14/2026	RFP available
5/28/2026	Questions and Answer Period
6/15/2026	Deadline for receipt of proposals – midnight Pacific time
6/29/2026	Work starts
5/30/2028	Final Plan submittal

2. Rules Governing Proposals

Confidentiality:

The content of all proposals will be kept confidential throughout the selection process and afterward. Copies of any proposal will not be shared with other respondents.

Late Submissions:

Proposals not received prior to the date and time specified will not be considered and will be returned to the proposer unopened – emails will be returned.

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Acceptance / Rejection of Submittal:

The Tribe reserves the right to reject any or all responses to this RFP, to waive minor irregularities in any proposal or in the RFP procedures, and to accept any proposal presented which meets or exceeds these specifications and which is deemed to be in the best interests of the Tribe. However, the requirements for timelines shall not be waived.

Proposal Evaluation:

A committee of individuals representing the Tribe will perform the evaluation of all proposals. Following this evaluation process, the committee may elect to ask certain respondents to complete an oral interview before the committee. The purpose of the interview is to allow those further selected firms expansion and discussion of their written responses.

Oral Interviews:

Oral interviews are provided at the sole discretion of the Tribe and are for the purposes of allowing the Tribe to broaden their understanding of certain selected respondents.

Tribal Employment Rights Ordinance

The Tribal Employment Rights Ordinance (TERO) regulations and a 4% TERO fee will apply for any work performed on the reservation. The awarded bidder will enter into an Independent Contractor Agreement with the Tribe and is required to submit a TERO Compliance Plan Agreement. For a copy of the TERO Ordinance and any questions regarding TERO, contact Seth Bergman, Compliance Officer at seth.bergman@bishoppaiute.org and/or (760)938-5067. More info found at <https://bishoptero.com/>

Final Selection:

The final selection of the successful respondent(s) is scheduled to be completed by **June 22th, 2026**. The successful respondent will assume their responsibilities on the start date of **June 29, 2026**.

Insurance Requirements:

Include Proof-of-Insurance furnished by the respondent's carrier to guarantee the respondent is properly insured. The respondent, once awarded, must file with the Tribe certificates of insurance prior to the commencement of work as additionally insured with Liability Insurance, Comprehensive General Liability insurance, and Professional Liability insurance.

Respondents shall require and verify all subcontractors, if applicable, maintain insurance, including workers' compensation insurance, subject to all the requirements stated herein prior to work.



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3. Selection Criteria: Proposal Format Requirements

Proposal page limit shall not exceed 10 pages and maximum section lengths as indicated below (with up to an additional 10 pages for staff resumes). Proposals' content should be organized in the following format to ensure proper evaluation (pages are maximum allowed):

Cover Page (1 page) – The cover page is the first page of this RFP document and should be completed in full and attached as the first page of the Proposal. Proponents are required to provide confirmation and evidence that they meet all the Mandatory Requirements as outlined in the Proposal Submission Requirements. It must be signed by an authorized representative of the Proponent.

Executive Summary (1 page)– The executive summary should present highlights of the Proponents Proposal and should be no more than one (1) page.

Qualifications and Experience (2 pages) – Proponents are to explain why they are the best choice to provide the professional services as described in the Request for Proposal. Key strengths should be clearly identified. Provide summary and related references for at least three (3) projects completed within the last five (5) years, for which the Proponent has provided prime consultant services. These reference projects must:

- Be similar in nature to the project for which the Proposals are being sought; and
- Have a required scope of services similar in nature to this project.

Proponents shall include, together with their sub-consultants (if applicable), a list of key staff that will be involved in the project. The Proposal should clearly identify the roles each key staff will be responsible for in the implementation of the anticipated contract. The location of the offices of the key team members shall be identified. Each employee's contribution to this project shall be identified as a percentage of the project. In addition, the percentage this project would represent of the individual employee's entire workload shall be provided.

A resume shall be provided for each staff member that includes, but is not limited to, qualifications, education, experience, capability, cultural competency and current workloads. Proponents are required to provide confirmation and evidence that they meet all the Mandatory Requirements as outlined in the Proposal Submission Requirements. (Resumes will not count towards qualification and experience or total pages)

Scope of Work (3 pages)– Proponents are to showcase their overall understanding and approach to the scope of work by:

- a. Sharing their methodology with a clear understanding of the objectives of the project.
- b. Providing a clear explanation of their proposed approach.
- c. Including any innovative comments and ideas pertaining to the project that may not have been addressed in the Request for Proposal as they see fit.
- d. Outlining the range of engagement tools, strategy and tactics to be used. The purpose and targeted interest-holders should be provided.



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Schedule and Fee Proposal (2 pages) –

- Schedule - Proponents are to provide a Project Schedule and site visit schedule for the duration of the project. A Gantt or flowchart outlining the major activities from initiation to completion of the project phase is required. The deadline for this project's completion is **May 30, 2028**. Proponents are required to provide their expected completion date for the project and interim tasks/steps towards completion.
- Fee - Proponents are to provide a detailed cost breakdown detailing each task, project team member, estimated hours, hourly rate and disbursements. The budget is to include all expenses, such as travel costs, as there are no other funds for the project. The financial evaluation will be calculated by taking the lowest proposal price divided by each other proponents' proposal price. The calculated point will then be multiplied by the weight indicated in the evaluation criteria and weighting table. **Maximum Proposal cost not to exceed \$455,000.00**
- Tasks - Proponent scope of work is for Task 1 - Existing Conditions; Task 2: Analysis; Task 3: Public Outreach and Task 4: Draft and final Plan only. *Scope does not include Tasks 01, Tasks 02 and Task 5 which are reserved for Tribal use*

Additional Content (1 page) – Proponents may at their discretion include additional information which they consider relevant to ensure a full and proper evaluation, provided that the specified maximum allowable number of pages is not exceeded.

4. Project Description

The successful proponent will be responsible for a sustainable transportation plan that takes into account existing Reservation transportation conditions; analysis; public outreach, draft and final plan as outlined in Funding Scope of Work (**Exhibit 1**) to be completed to Tribe in final version after through public comment and tribal review no later than **May 30, 2028**.

5. Evaluation of Criteria

The proposals will be evaluated based on the following criteria and point ranges:

Evaluation Criteria	Points
Quality of Proposal	10
Key Staff & Qualifications	10
Methodology	30
Project Schedule	20
Financial	15
Interview - (If no interviews are held it will be scored out of 85)	15
TOTAL	100



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6. Submission of Proposals

To be considered eligible for review proposals must be received by 12 midnight Pacific Time on 6/15/2026. Proposals will be accepted both email and hardcopy to the following address:

**Bishop Paiute Tribe
50 Tu Su Lane
Bishop, CA 93514
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Email Address: brian.adkins@bishoppaiute.org**

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Exhibit 1: Funding Scope of Work
attached

SCOPE OF WORK

Project Information	
Grant Category	Sustainable Communities Competitive
Grant Fiscal Year	FY 2025-26
Project Title	Bishop Paiute Sustainable Transportation Plan Development
Organization (Legal name)	Bishop Paiute Tribe

Disclaimer

Agency commits to the Scope of Work below. Any changes will need to be approved by Caltrans prior to initiating any Scope of Work change or amendment.

Introduction

The Bishop Paiute Tribe is located in the Owens Valley of Inyo County, CA, adjacent to the City of Bishop. While a very isolated, rural community, the region is a heavily traveled tourist destination near Yosemite National Park, Mammoth Mountain Ski Resort, Death Valley National Park, and numerous recreational, hiking, and scenic areas. The Tribe consists of approximately 2,235 members, with approximately 1,750 Tribal residents living on 875 acres. Most Tribal members are of low-to-median income. The nearest city is Reno, NV at approximately 205 miles. The Tribal Reservation is surrounded by U.S. Route 395 which extends north through CA to Washington and by Highway 168 which leads to many recreational areas.

In 2016, the Bishop Paiute Tribe was awarded a Caltrans Sustainable Transportation Planning, Sustainable Communities grant to study multi-modal transportation issues. Community input was gathered to develop a conceptual design to improve multi-modal mobility and accessibility on the Reservation. Data was collected during community meetings and surveys about problem areas and alternative solutions. A baseline of existing conditions was developed, including concerns and safety issues. Major findings from that grant were used to prioritize areas needing more attention and in-depth study. Since completion of the study in 2019, the Tribe has experienced significant economic and residential development including new homes, a gas station and travel center, and an expanded casino, with a hotel and retail center, both under construction. In addition, the Tribe has recently received funding for EV projects with chargers, a community broadband network, and a third gas station. This has increased the need for a re-evaluation of Tribal roads.

The current project will update the 2019 Tribal Sustainable Transportation Plan using Tribal community input on problem areas and potential solutions for increased sustainable, multi-modal transportation and GHG reduction. Previously noted areas of concern will be revisited. For example, safety around the Bishop Paiute Head Start, Gym/Community Center, Education Center, will be addressed, particularly for students biking or walking. Roads on the reservation lack striping, have poor signage, and no crosswalk. Conditions worsen at dusk and evening when youth are returning home or going to participate in sporting activities. With limited lighting and brushy overgrowth, it is almost impossible to see walkers or cyclists. The disabled are even more at risk. Horseback riding on the reservation is extremely hazardous and nearly impossible.

Another issue to be updated will be the mitigation of the impacts of increased non-reservation traffic bypassing the City of Bishop to avoid traffic. Some driving directional apps and devices

show reservation roads as the fastest route between southern and northern CA. If this study is not funded, the likelihood of collisions and vehicular-pedestrian accidents and injuries will increase. Additionally an increase in severity of chronic illnesses such as cardiovascular disease and asthma and an increase in comorbid conditions such as diabetes, obesity and overweight will result from lack of safe walking and biking. Transportation impacts from increased traffic to new and future commercial development such as the hotel, expanded casino, and new gas station on Highway 395 and gas station and retail center under construction on SR 168, pilot projects with EV shuttles and chargers, must be analyzed.

The Tribe currently lacks sufficient data because we are under-resourced. Under Public Law 280, Tribal Law Enforcement cannot exercise the full power of a traditional police force. Because of this and low wages, limited affordable housing, and high cost of living, the Tribe has difficulty acquiring sufficient staffing in police or other departments. The Tribe acquires limited data from the county or city. This project will increase opportunities to gain important data.

Project Stakeholders

This proposal encourages stakeholder involvement, input, and coordination. Stakeholders include all Tribal Community members, Bishop Paiute Tribal Council, Tribal Administration, First Responders, Toiyabe Indian Health Clinic, CA Rural Indian Health Board, Bishop Paiute Development Corporation, Tribal Elders Program, Bishop Indian Education Center, Bishop Indian Head Start, Tribal Information Technology Department, Community Development Department, Environmental Management Office (water, air, alternative energy, natural resources), Tribal Employment Rights Office, Bishop Paiute Tribal Police, Owens Valley Career Development Center, Owens Valley Paiute Shoshone Cultural Center, Bishop Tribal Court, Family Formation, City of Bishop Police, Inyo County Sheriff, CHP, ESTA, and Caltrans District 9.

Representatives of each of the above groups will be invited to attend and participate in annual community meetings. They will also participate in surveys and review draft and final documents. Community residents, being mostly indigenous, have lived in the Owens Valley and on Tribal land for all time, and thus have special information on travel and transport issues throughout history. The residents and departments will be asked about their experiences with transportation and invited to participate in discussion of solutions to issues and problem areas. Using survey instruments, they will prioritize areas of concern. This will be the Planning Team.

The Project will be managed by the Bishop Paiute Public Works Director, who will work closely with a procured consultant. The Public Works Director will report progress to the Tribal Council and will oversee payments of invoices and timely preparation of quarterly and annual performance and financial reports and actively participate in preparation of the draft and final plan with the consultant.

The consultant will prepare surveys and compile results as well as summaries of interviews and targeted meetings and review information and data gathered in local, state, and regional plans such as the CA Transportation Plan 2050, the Caltrans Strategic Plan, Tribal Safety Plans (currently being funded by DOT), road inventories and Tribal long range transportation plans. The consultant will assist in the preparation of charts and photos that clearly describe the project and will prepare the Draft and Final Transportation Plan. The consultant will convene 2 annual meetings of the Tribal community. The consultant will investigate funding sources for the prioritize projects.

Public Works staff will gather data door-to-door, as needed to the elderly or home-bound. Staff will prepare minutes of the meetings. Public Works staff will prepare meeting invitations and make sure the room is acquired and set up and will collect photos and graphic materials as needed. The Consultant will review the comments to the Draft Plan and prepare a final Plan.

Overall Project Objectives

- 1) Two annual community meetings for information-gathering and input and 1 final draft approval hearing will be held over the 2.5 year grant period in combination with targeted meetings of special impacted groups.
- 2) An assessment of the current state of tribal transportation including ranked areas of concern will be conducted using surveys, existing data collection, and listening sessions with targeted groups such as Elders, Bishop Paiute Head Start, Education Center, Bishop Paiute Tribal Police, and Community First Responders.
- 3) An assessment of desired conditions, particularly at areas of concern will be gathered in the same manner as Objective 2, and alternatives ranked and prepared.
- 4) Using the above data, the Planning Team will prepare a draft Sustainable Transportation Plan for community review and after any modification, prepare a final Sustainable Transportation Plan.

Summary of Project Tasks

Task 01: Project Administration

The Bishop Paiute Public Works Director will oversee the project and will manage and administer the grant project according to the Grant Application Guidelines, Regional Planning Handbook, and the executed grant contract between Caltrans and the Tribe.

The Director will plan a Kick-off Meeting to notify the community about details of the Project, how they can be involved, why their input is important, how it will be used, and the timeline of the Project. Public Works staff will arrange the meeting time and space, prepare and send out fliers, prepare notifications for radio, newsletter, and website. Staff will take and compile meeting notes. Staff will track expenses, prepare invoices, and progress reports for review by the Public Works Director.

Task Deliverables
Kick-off meeting with Caltrans
Meeting Minutes
Copies of quarterly invoices
Progress, Financial, and Final Reports

Task 02: Consultant Procurement

The Public Works Director will follow Tribal Procurement Policies in preparing a Request for Proposals for a Transportation Planning Consultant to assist the project team in preparation of the Draft and Final Plan. The consultant will prepare surveys and calculate survey results. The consultant will gather data from archival and existing sources and state, local, and Tribal plans, and make sure that all graphics, including maps and charts, are prepared accurately. The consultant will prepare a timeline and monitoring plan for tracking the project.

Task Deliverables
Copy of the Request for Proposals/Qualifications, executed consultant contract, copy of procurement policy.
Copy of Executed Consultant Contract
Copy of Tribal Procurement Policies and Procedures

Task 1: Existing Conditions

Public Works will schedule general and targeted meetings for input and discussion. The consultant will prepare a survey for use in this phase of the project. Input will be encouraged from the entire Team. Roadways, intersections and connectivity, pathways, parking lots, bus stops, and land-locked assignments will be addressed. Areas of new and planned development, including residential, commercial, and common areas will be photographed and described. Updated traffic and pedestrian counts and crash sites will be acquired. Status of conditions in areas of concern in the original plan 2016-2019 will be assessed. New areas of concern will be added. All areas of concern will be noted and ranked in priority using vote results. A draft of the Existing Conditions section will be distributed for comment.

Task Deliverables
Meeting fliers, minutes and sign-in sheets from meetings
Copy of survey
Copies of crash and accident sites
Map of pedestrian paths, bike paths, bus stops
Analysis of police reports and traffic counts
Maps and photos of road conditions and areas of concern
Summary of existing conditions

Task 2: Analysis

Existing conditions will be used to develop maps and charts to further explore any suggested solutions or improvements that could be made. The community will review the draft analysis document to give comment and to vote on format. Estimated costs of modifications and potential sources of funding will be researched and prepared for the Plan. After sufficient time to review and discuss the draft at the annual general and targeted meetings, a Final Draft will be made available to the community at a public hearing, and final comments or revisions will be added.

Task Deliverables
Meeting fliers, minutes, power points and sign-in sheets from the meeting
Summary of the Analysis, additional comments and results of surveys, copies of data graphics, list of potential funders, list of cost estimates of projects, copies of maps with improvements
Copies of maps, data graphics, and charts including improvements
Estimates of cost and potential funders for projects
Additional comments from Public Hearing
Summary of the analysis

Task 3: Public Outreach

An annual meeting will be held each year over the 2.5 year project. Targeted meetings of individuals and families particularly impacted will be held as needed to coincide with regularly schedule meetings. The meetings will be announced by flier, Bishop Paiute website, Bishop Paiute radio station, by announcement at general and regular Tribal Council meetings, by newsletter and newspaper. Public Works will schedule the meeting places and provide invitations. Pubic Works staff will gather information and comment door-to-door for the homebound or disabled. A satisfaction survey will be available to note the success of the Project approach.

Task Deliverables
Newsletter, newspaper, and website notices
PowerPoint Presentations
Receipts for light refreshments, if approved by Caltrans
Summary of attendance at meetings, comments, and number of comments

Survey of satisfaction with the Project

Task 4: Draft and Final Plan

A Draft Plan will be prepared by the Consultant and Team. An annual meeting and targeted meetings will be held to review and discuss the Draft Plan. A second annual meeting with targeted meetings will be held to review and discuss the Final Plan. Comments will be encouraged and taken at all times. Modifications will be made as needed. The Final Plan will be prepared and a Public Hearing will be held after copies are made available for examination by the public. After approval by majority vote of those present and/or voting, the Plan will advance to Tribal Council and Caltrans for approval.

Task Deliverables
Copy of Draft Plan
Final Plan that credits FHWA, FTA, and/or Caltrans on the cover or title page, submitted to Caltrans in an ADA accessible electronic copy.
List of next steps for implementation

Task 5: Board Review/Approval

Tribal Council will review and approve the Final Plan by resolution. The Final Plan and resolution will be forwarded to Caltrans. A final performance and financial report will be prepared and forwarded to Caltrans.

Task Deliverables
Tribal Council Agenda and presentation materials, including Tribal resolution, with any modifications of the Plan by Caltrans added
Tribal Council meeting minutes with approved resolution
Final Performance and Financial reports
Copy of Final Approved Plan