

REQUEST FOR PROPOSAL

Community Planning Services

Proposal Date: August 15th, 2024
Proposal Deadline: August 30th, 2024
Owner: Tanana Chiefs Conference, Tribal Development Division
Contact: Selina J Sam, Planning and Development Manager

SCOPE: Tanana Chiefs Conference, Planning & Development invites qualified and experienced community planners to submit a proposal for community planning services to update an existing community plan (community/communities to be determined) and/or train local community planners (hiring done at the Tribe's discretion), walking them through the community planning process in its entirety. At the conclusion of the project, the community planning document will become the exclusive property of the Tribe and Tanana Chiefs Conference.

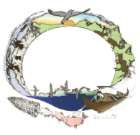
The community planner will produce a Community Plan to include, but not limited to:

- Community Profile
- History & culture
- Demographics & location
- Land description & land status
- Governance Entities
- Public Utilities
- Public Facilities
- Housing
- Economy
- Transportation
- Health & Wellness
- Climate Change
- List of accomplishments and projects completed from the past 5 years
- Values and Vision of community residents
- Top 5 Community Goals
- Top 5 Economic Development Goals
- Objectives and Implementation strategies for the goal

The community planner will provide, but not limited, to the following:

- Final community plan with adoption from tribal council
- Documentation of at least two community meetings with wide participation; or equivalent combination of public meetings, community surveys and interviews.
- Documentation of advertisement for community planning meetings
- Documentation of participation at meetings with sign in sheets
- Documentation of support from other entities, such as resolution from the City government

TERM: Awarded contracts will begin on October 1st, 2024 and end on September 30th, 2025. Please keep in mind that selected firm/individual will be utilized as needed, this contract is not a full time commitment.



SELECTION PROCESS: A community planner will be selected through a competitive process based on the most responsive bid with the qualifications indicated below. Final selection is planned after the 2024 deadline.

TCC retains the right to cancel the RFP process at any time, or postpone the date and time for submitting proposals at any time prior to the proposal due date, if it is in TCC's best interest. TCC reserves the right to not award or cancel the award of the contract to a Proposer who will not agree to all of the contract's terms. TCC also reserves the right to reject any or all proposals for budgetary, conflict of interest, past performance, federal contract disbarment, or other reasons.

NOTE: All contractors are required to comply with Alaska Native and American Indian Preference in accordance with Public Law 93-638. Contractors must be able to show business license and insurance documents if awarded.

SUBMITTAL REQUIREMENTS: Proposals must be received by 5:00pm, August 30th, 2024. The submittal package must be formatted on an 8.5 x 11 inch document. The proposal must include a cover letter that provides person responsible for this contract, including phone, email, and address.

Proposals should include the following:

- **HISTORY** – Describe history and size of community planning services, including its form as a sole proprietorship, partnership, or corporation, as well as its growth history and staff experience
- **AVAILABILITY OF STAFF** – List availability of designated staff and relevant resumes
- **CONTACT INFORMATION** – Provide all relevant contact information for the firm
- **TRIBAL INVOLVEMENT** – Describe experience working with tribal governments, TCC or other Alaska Native organizations, nations, tribes, or communities, and examples of Alaska Native or American Indian involvement on previous projects
- **PROJECT EXPERIENCE** – Describe experience in the preparation of community plans and deliverables
- **REFERENCES** – Provide references and contact information for previous community planning projects
- **PROPOSED PRICES/COSTS** – Detail the proposed prices/rates with consideration of the term of the contract (see term above) and the amount of work to be done for a updating an existing community plan

PLEASE SUBMIT PROPOSALS TO:

Tanana Chiefs Conference
Selina J Sam, Planning and Development Manager
Via email to selinaj.sam@tananachiefs.org
