

Trinidad Rancheria Sustainable and Comprehensive Long-Range Transportation Plan Project-RFP

Professional Engineering Services for Development of Comprehensive Long-Range Transportation Plan  
and TTP Roadway Inventory Update

Trinidad Rancheria, Project Owner  
Trinidad, California  
Addendum Number 1  
May 14, 2022

This is Addendum Number 1 to the Request for Proposals (RFP) for the Professional Engineering Services for the Development of Comprehensive Long-Range Transportation Plan and TTP Roadway Inventory Update, in Trinidad California. This addendum provides changes and/or clarifications to the original Request for Proposal, released March 30, 2022 which remains in full force and effect. Addendum 1, is hereby made part of the RFP.

Changes and/or clarifications to the document are as follows:

1. Clarification of:
  - 1) To provide Prospective Consultants with revised presentation date
  - 2) To provide Prospective Consultants with revised instructions relating to addenda
2. Request for Proposal- Trinidad Rancheria Sustainable and Comprehensive Long-Range Transportation Plan Projects has been revised to reflect Addendum #1, as well as all other addendum changes to date:
  - 1) Attachment #1 – “Red Lined Version” showing all changes

\*For revised sections of document please refer to the attached documents consisting of 3 pages.

Please sign the addendum and return to Leslie Sanders, [lsanders@trinidadrancheria.com](mailto:lsanders@trinidadrancheria.com) .

Receipt of Acknowledgement: My firm received Addendum No. 1, consisting of four pages, on Development of Comprehensive Long-Range Transportation Plan and TTP Roadway Inventory Update Project-RFP for the Trinidad Rancheria on May 14, 2022.

Name of Firm \_\_\_\_\_

Name (Print) \_\_\_\_\_

Name (Signature) \_\_\_\_\_

Date \_\_\_\_\_

## Introduction

The Cher-Ae Heights Indian Community of the Trinidad Rancheria (Trinidad Rancheria) is requesting proposals (RFP) for professional engineering services for developing a comprehensive Long-Range Transportation Plan and comprehensive TTP Roadway Inventory Update in accordance with guidelines and requirements established in 25 CFR Part 170 – Subpart D. (“Project”).

The Comprehensive Long-Range Transportation Plan and Comprehensive TTP Roadway Inventory Update (“Project”) will be funded with Tribal dollars requiring the Consultant to follow all pertinent Tribal and Federal laws and regulations.

It is anticipated that compensation under any contract resulting from this Request for Proposals (RFP) will be on a cost plus fee basis with a not-to-exceed amount. Negotiations to establish the contract amount shall take place after the consultant selection process is completed, with a contract performance period of eighteen months from the date approved by Trinidad Rancheria Tribal Council.

The proposals submitted in response to this RFP will be used as a basis for selecting the Consultant for this project. The Consultant’s proposal will be evaluated and ranked according to the criteria provided in Section C, “Proposal Evaluation,” of this RFP.

Addenda to this RFP, if issued, will be sent to all prospective Consultants that have provided Trinidad Rancheria with a Letter of Interest; and posted ~~on Humboldt Builders Exchange as well as~~ on the Trinidad Rancheria website at:

<http://www.humbx.com>

<http://www.trinidad-rancheria.org>

It shall be the Consultant’s responsibility to check ~~Humboldt Builders Exchange and/or~~ the Trinidad Rancheria website to obtain any addenda that may be issued. It is the proposer’s sole responsibility to monitor the websites for possible addenda to this RFP. Failure of proposer to retrieve addenda from the site shall not relieve him/her of the requirements contained therein. Additionally, failure of proposer to return a signed addendum, when required, may be cause for rejection of proposal. All addenda issued shall be signed by consultant and returned to Leslie Sanders via email at [lsanders@trinidadrancheria.com](mailto:lsanders@trinidadrancheria.com).

This RFP does not commit the Trinidad Rancheria to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The Trinidad Rancheria reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the Trinidad Rancheria to do so. Furthermore, a contract award may not be made based solely on price.

The prospective Consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the Trinidad Rancheria.

Pre-proposal questions regarding this RFP will only be accepted via email. All pre-proposal questions shall be submitted in writing to the attention of Leslie Sanders via email at [lsanders@trinidadrancheria.com](mailto:lsanders@trinidadrancheria.com).

users who will be making future modifications to the system.

## Proposal and Selection Process

These guidelines are provided for standardizing the preparation and submission of Proposal/Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

### A. Letter of Interest

A single page letter of interest on Consultant letterhead shall be transmitted via email to [lsanders@trinidadrancheria.com](mailto:lsanders@trinidadrancheria.com) no later than 5:00 pm (PST), **April 15, 2022**. The letter shall state the Consultant's intent to submit a proposal for the project and willingness to attend a proposal presentation.

### B. Proposal Requirements

Interested Consultants shall submit their introductory letter, information, qualifications and experience for the Transportation Planning Services for Development of the Long-Range Transportation Plan and TTP Inventory Update no later than 5:00 pm (PST) **May 13, 2022** via email to [lsanders@trinidadrancheria.com](mailto:lsanders@trinidadrancheria.com)

#### 1. Introductory Letter

The introductory (or transmittal) letter shall be addressed to:

Jacque Hostler Carmesin, CEO  
Trinidad Rancheria  
PO Box 630  
Trinidad, CA. 95570

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. ~~All addendums received must be acknowledged in the transmittal letter.~~

The letter shall be signed in blue by the individual authorized to bind the Consultant to the proposal. (maximum 2 pages)

#### 2. Consultant Information, Qualifications and Experience

- Provide a summary of Consultant Team, including organizational chart of sub consultants and key project team members. (maximum 5 pages)
- Submit a detailed example of a minimum of three (3) similar projects that are either current or completed within the last five (5) years. Each similar project example shall include at a minimum the Project Name, Contracting Agency, Contracting Project Manager, Funding Source, Date of Contract, End Date or Current, Consultant Project Manager. (maximum 10 pages)
- Include brief relevant information of the key project personnel for the Consultant Project Team. (maximum 5 pages)

3. Conflict of Interest Statement

The proposing Consultant shall disclose (on behalf of their firm or employees) any personal, financial, business, or other relationship with the Trinidad Rancheria that may have an impact upon the outcome of selection of this project. The Consultant shall also list current clients who may have a financial interest in the outcome of this project.

4. Litigation

Indicate if the proposing Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

5. Contract Agreement

Indicate if the proposing Consultant has any issues or needed changes to the proposed contract agreement included as Attachment A.

The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.

6. Insurance Coverage

The prospective Consultant shall provide a summary of the firm’s insurance coverage for comprehensive, general liability, professional liability, automotive liability and worker’s compensation insurance. Indicate the limits of coverage on each policy. The Tribe requires a minimum of \$1 million of general liability coverage during the contract period.

C. Proposal Evaluation

All qualifications for Professional Engineering Services shall be reviewed by the Trinidad Rancheria Selection Committee (Committee). The Committee shall short-list three (3) Consultants that are deemed most qualified to complete the project. A representative from the Committee will contact each Consultant in writing to inform the Consultant if they are on the short-list.

The scoring system used to short-list the three consultants shall be based on the following:

Evaluation Criteria	Weight
Completeness of Response	Pass/Fail
Introductory Letter	10
Consultant Team Organization	25
Similar Projects	40
Project Personnel	25
Conflict of Interest Statement	Pass/Fail
<b>Total:</b>	<b>100</b>

Each of the short-listed consultants shall prepare for and present to the Committee on ~~Tuesday, May 24, 2022~~ Monday, May 23, 2022 at a time to later be determined. The presentation from each consultant shall last no more than 60 minutes and include at a minimum the following:

- Consultant Team Overview
- Project Organization
- Project Approach