



REQUEST FOR PROPOSALS
TRINIDAD RANCHERIA
NATIVE PLANT PLANNING AND STREAMSIDE REVEGETATION PROJECT

Release Date: September 14, 2023

Deadline for Submission:
September 27, 2023 at 5:00 PM

Cher-Ae Heights Indian Community of the Trinidad Rancheria
Attn: Ron Sundberg, Environmental Program Director
1 Cher-Ae Lane, PO Box 630
Trinidad, CA. 95570
Telephone: (707) 677-0211 x 2731
Email: ronsundberg@trinidadrancheria.com

REQUEST FOR PROPOSALS

TRINIDAD RANCHERIA – NATIVE PLANT PLANNING AND STREAMSIDE REVEGETATION PROJECT

I. INTRODUCTION and Project Overview

The Cher-Ae Heights Indian Community of the Trinidad Rancheria (Trinidad Rancheria) is seeking written proposals to stabilize soil through replanting and reseeding of hillslope in the project area. Outcomes of the project are to reduce erosion and sedimentation into Cher-Ae Creek, assist in the reestablishment of native plant communities, and restore ecological benefits provided through native plant revegetation. The project site is located within Trinidad Rancheria tribal land and a site assessment is necessitated to view site conditions and terrain to formulate an adequate proposal. The project requires the use of manual control techniques involving the use of hand tools and hand-operated power tools with minimal ground disturbance.

Additional work may be performed according to project budget:

- Continued native revegetation along Cher-Ae Creek as determined during assessment
- Planting of native grass and shrubs in the vicinity of the entry to Trinidad Rancheria
- Removal of a colony of invasive plants and replanting with native species along the bluff adjacent to the Tribal Office. Invasive plants include pampas grass and Scotch broom
- Replanting of approximately 10 shrubs within the vicinity of a streamside restoration site

II. PROJECT PROFILE

The work to be performed under this RFP is paid for through a Bureau of Indian Affairs (BIA) invasive species grant. All work performed will be in accordance to the grant agreement and methods identified within the Trinidad Rancheria Noxious Weed Management Plan. The use of pesticides is not permitted on lands within Trinidad Rancheria jurisdiction.

TRINIDAD RANCHERIA PROFILE

The Trinidad Rancheria is a federally-recognized Indian Tribe located in Humboldt County that is comprised of both Federal Trust Lands and tribally owned property. The Tribe's core land holdings total approximately 108.1 acres, including 9.4 acres of tribally owned property adjacent to Trinidad Bay within the City of Trinidad.

TENATIVE SCHEDULE OF EVENTS

The anticipated project timeline is as follows:

- | | |
|---|--------------------|
| • Release of RFP | September 14, 2023 |
| • Letter of Intent to Participate | September 21, 2023 |
| • Site and Project Feasibility Assessment | September 25, 2023 |
| • Proposals Deadline | October 6, 2023 |
| • Contractor Selection | October 13, 2023 |

- Contract Execution/Notice to Proceed
- Project Completion Date

October 20, 2023
December 31, 2023

III. SCOPE OF SERVICES AND DELIVERABLES

The contractor will be held to the reporting and deliverable standards the Tribe determines suitable for the Tribe's long term goals. The contractor must furnish all labor, equipment, transportation, testing, and incidentals necessary for the performance of the work specified in this Statement of Work. The contractor will need to address the following specific tasks and any other duties as necessary to complete the scope of services:

➤ **Task 1: Invasive Plant Treatment and Disposal**

- Evaluate project area and develop a site plan and planting plan addressing hillslope stabilization
- Develop and propose alternative treatments to reduce soil erosion and sedimentation through restorative revegetation techniques
- Coordinate with tribal staff in the selection of restoration treatments and in selection of native plants
- All native plants used in restoration must be of local genetic stock

➤ **Task 2: Restoration Project Implementation**

- Perform removal of invasive species within project area if necessitated
- Provide treatment of project area by replanting or reseeding with native plants
- Perform other restoration project activity as determined by project budget

Deliverables

Deliverables under this contract shall include the following:

1. Any site assessment findings and best management practices identified.
2. Restoration project site plan with description of project activities
3. Planting list and restoration design plan

IV. PROPOSAL REQUIREMENT

The proposal narrative for this project shall be no more than 10 pages in length and brevity will be appreciated, (this length requirement does not include any necessary attachments). A letter format is acceptable. The proposal should be organized to cover the points listed following. Within the length limitation, the consultant may provide other pertinent information, including pre-printed material.

1. Consultants shall submit a Proposal Narrative describing unique approaches and the ability to accomplish the scope of work by the proposal deadline
2. Provide mandatory attachments as requested and described below
3. Detailed Project Budget in MS Excel
4. Statement of Qualifications, this should provide a one-paragraph description of the Project Manager's qualifications, to include:
 - Name
 - Pertinent certification and/or education

- Brief description of Project Management experience most pertinent to the proposed project
5. Statement of Qualifications, this should provide the following information about the lead Planning expert expected to complete most of the work (This should not be the Project Manager's qualifications unless the project manager is expected to complete most of the work):
- Name
 - Pertinent certification and/or education
 - Brief description of two projects most pertinent to the proposed project, including the following:
 - Dates of completion
 - List of the tasks the individual was responsible for
 - Project references (name & phone #)
 - Note: If any of these projects were completed prior to employment with your company, please note.

V. SUBMISSION REQUIREMENTS

Proposals may be either e-mailed or hand delivered to:

Proposals submitted via email:

Ron Sundberg, Environmental Program Director
ronsundberg@trinidadrancheria.com

Proposals hand delivered:

Ron Sundberg, Environmental Program Director
Trinidad Rancheria
1 Cher-Ae Lane
Trinidad, CA 95570

One copy in pdf or MS Word format of the proposal must be received no later than 2:00 p.m. on Friday, October 6, 2023.

Questions

Pre-proposal questions regarding this RFP will only be accepted via email directed to ronsundberg@trinidadrancheria.com. The final date for question submittal will be 5:00 p.m. PST on October 5, 2023. All questions will be responded to in a group addendum format to all bidders. Written questions should include the individual's name, the name of the firm, address, and telephone number.

Other Requirements:

1. The proposal shall be signed by an authorized official of your firm.
2. The proposal shall be valid for a minimum of 90 days.

* All written electronic submittals shall be in pdf or MS Word format.

VI. CONTRACTOR AWARD

Proposal Review

Each proposal will be reviewed to determine if it meets the proposal requirements contained in Section IV. Failure to meet the requirements for the Request for Proposals may be cause for rejection of the proposal.

The Trinidad Rancheria may reject any proposal if it is conditional, incomplete, or contains irregularities. The Trinidad Rancheria may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the Request for Proposals documents or excuse the proposer from full compliance with the contract requirements if the proposer is awarded the contract.

Proposal Evaluation

A committee will evaluate the submittals that meet the proposal requirements. Evaluation will be based on the criteria shown below. Each criterion shall not necessarily carry equal weight in the proposal evaluations contractor selection has traditionally been based on evaluation that gives primary consideration to the qualifications, experience, proposed work scope as well as budget and cost considerations.

1. Adherence to intent of RFP.
2. Responsiveness and comprehensiveness of proposal to RFP.
3. Design of proposed work program.
4. The firm's qualification and reputation in general.
5. Qualifications of staff. The firm's experience in the type of work that the project requires.
6. Related experience of the proposed project engineer and project team.
7. Suitability of the project schedule.
8. Proposed project budget.
9. Past performance on related assignments
10. Current workload of contractor and ability to complete on time.
11. Objectivity of proposal.
12. Information obtained from references.
13. Experience in dealing with public agency staff.

A contract will be negotiated with the firm determined in the proposal evaluation process to be best suited to accomplish the task of the study. The Trinidad Rancheria will award a contract at their office in Trinidad, CA.

If a contract cannot be negotiated with the firm submitting the highest rated proposal that is in the best interest of the Trinidad Rancheria, then staff shall commence the renegotiation process with the firm submitting the second highest rated proposal.

The award will be made to the company that proposes a team with the strongest and most pertinent experience to implement the scope of work.

This contract will be between Trinidad Rancheria and Contractor. Contractor will disclose all sub-contracts and must receive Trinidad Rancheria approval for such subcontract.

The successful bidder shall provide both a certificate of liability and a certificate of worker's compensation, each in the amount of \$1,000,000 and each naming the Trinidad Rancheria as an additional insured.

VII. INDIAN PREFERENCE

1. The Trinidad Rancheria shall grant preference to certified Indian-owned firms, whose principal places of business are located within the lands of the Trinidad Rancheria, without regard to tribal affiliation, over certified Indian-owned firms whose principal places of business are located outside of Tribal Lands, in awarding contracts and subcontracts.
2. The Trinidad Rancheria shall grant preference to certified Indian-owned firms, without regard to the location of their respective principal places of business, over non-certified firms with some Indian ownership, in awarding contracts and subcontracts.

VIII. GENERAL INFORMATION

Proposal Submittal

Proposals must be received no later than 2:00 p.m. on Friday, October 6, 2023

Late Submittals

Late submittals will not be accepted

Modification or Withdrawals of Proposals

Any proposal received to the date and time specified above for receipt of proposals may be withdrawn or modified by written request of the proposer. To be considered, however the modified proposal must be received by the date and time specified above.

Time Constraints

Time constraints are critical; therefore, prospective contractors are advised that a schedule must be maintained. The contractor should consider **December 31, 2023** as a **firm** deadline for completion of project tasks.

Property Rights

Proposals received within the prescribed deadline become the property of the Trinidad Rancheria and all rights to the contents therein become those of the Trinidad Rancheria.

Amendments to Request for Proposal

The Trinidad Rancheria reserves the right to amend the Request for Proposals by addendum prior to the final date of proposal submission.

Fee

The fee will be negotiated with the top-ranked proposer. The Rancheria reserves the right to negotiate with other proposers depending on the outcome of fee negotiations with the top-ranked proposal.

Non-Commitment of the Trinidad Rancheria

This Request for Proposal does not commit the Trinidad Rancheria to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services of supplies. 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 firm, or to modify or cancel in part or its entirety the Request for Proposals if it is in the best interest of the Trinidad Rancheria to do so.