

REQUEST FOR PROPOSALS
SITE #4 LOW IMPACT DEVELOPMENT PROJECT
SITE ASSESSMENT AND DESIGN

Release Date:	September 12, 2024
Deadline for Submission:	October 16, 2024 at 2:00 PM

Cher-Ae Heights Indian Community of the Trinidad Rancheria
Attn: Ron Sundberg | Environmental Program Director
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Trinidad, CA. 95570
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REQUEST FOR PROPOSALS

TRINIDAD RANCHERIA ENVIRONMENTAL PROGRAM SITE # 4 LOW IMPACT DEVELOPMENT PROJECT DESIGN AND ENGINEERING

I. INTRODUCTION

The Cher-Ae Heights Indian Community of the Trinidad Rancheria (Trinidad Rancheria) is seeking written proposals from firms with aptitude in sustainable design and engineering for services related to the design of low impact development (LID) stormwater infrastructure as described in the scope of work. Maps and photographs of the area that will be the subject of design and engineering services are attached. The work to be performed under this Request for Proposals (RFP) is paid for through a Clean Water Act Section 319 grant award from the Environmental Protection Agency (EPA). All work performed must be in compliance with applicable EPA requirements, Tribal Environmental Program requirements, and all applicable Federal, State, and Tribal statutes, mandates, guidelines, ordinances, and directives.

Proposed projects will design low impact development (LID) stormwater infrastructure at the selected site to address persistent nonpoint source pollution associated with stormwater runoff to McConnahas Mill Creek, a tributary of Trinidad Bay.

II. PROJECT PROFILE

The Trinidad Rancheria is seeking sufficient design, engineering, and bidding documents to select and procure general consulting services as part of the Trinidad Rancheria Site No. 4 Low Impact Development Project.

The project will address three categories of nonpoint source pollution impacting an unnamed tributary of McConnahas-Mill Creek: 1) Pollution from urban runoff, 2) Habitat alteration from the proliferation of invasive plant species, and 3) Increased erosion from impervious surfaces.

The area directly upstream of the project site is dominated by impermeable surfaces including roads, rooftops, parking lots, sidewalks, and driveways that increase stormwater runoff rates and nonpoint source pollution levels. The commercial and residential development within the watershed has been undertaken in stages including the construction of a social services center & emergency operations center, maintenance shop, machine and equipment storage shed, and parking facilities. A single grated drop inlet in a highly urbanized area of tribal property receives stormwater from a large parking area directly to the northeast. The contributing drainage area is approximately .84 acres and lies on a 7% slope. Common pollutants include sediment, hydrocarbons from diesel and motor-oil, and heavy metals –presumably from vehicle brakes, litter, e-coli bacteria – from nearby onsite wastewater treatment systems, and increased water temperature.

The project has been selected from the *2022 Trinidad Rancheria Nonpoint Source Assessment and Management Program Plan* based on observations and monthly Water Quality Reports developed through the Tribe's Water Quality Monitoring Program. These documents and data are not available during the proposal phase and will be provided to the selected Consultant.

TRINIDAD RANCHERIA PROFILE

The Cher-Ae Heights Indian Community of the Trinidad Rancheria is a federally-recognized Indian Tribe located in northern California in the County of Humboldt. The Trinidad Rancheria is comprised of Federal Trust Lands with the core land holdings located on a coastal bluff east of U.S. Highway 101, just southeast of the town of Trinidad, CA, which is located approximately 25 miles north of the City of Eureka, CA. The Tribe has expanded their land holdings to include 82 acres south of the City of Trinidad, 8 acres within the community of Westhaven, 27.5 acres in the nearby town of McKinleyville, and 9.2 acres adjacent to Trinidad Bay neighboring the nearby City of Trinidad.

PROJECT PURPOSE

The purpose of the *Trinidad Rancheria Site #4 Low-impact Development Project* is to reduce the impacts of nonpoint source pollution to address the persistent problems of flooding, stream channelization, deposition of sediment, pollution, and decreased water quality within the watershed and neighboring Trinidad Bay.

TENATIVE SCHEDULE OF EVENTS

The anticipated project milestone schedule is as follows:

Release of RFP.....	September 12, 2024
Walkthrough	September 25, 2024
Proposals are Due	October 16, 2024
Consultant Selection	October 30, 2024
Contract Execution/Notice to Proceed.....	November 6, 2024
Kick-off Meeting	November 13, 2024
Site Assessment	November 20, 2024
Project Design Meeting.....	November 27, 2024
30% Design and Engineering Check-in Meeting.....	December 18, 2024
75% Design and Engineering Check-in Meeting.....	January 15, 2024
100% Design Plans, Engineering, and Bid Documents.....	January 29, 2024
Bidding, Review, and Construction Services	July 24, 2025
Close-out Meeting.....	August 14, 2025

Once the notice to proceed has been given the Consultant will complete a 30% Design and Engineering milestone by December 18th, 2024. The Consultant will complete a 100% Design Plans, Engineering, and Bid Documents milestone no later than January 29th, 2024. The Consultant’s services will be retained during the construction pre-bid, and construction bidding phase to answer contractor’s questions and provide a recommendation. The Consultant’s services will be retained during the construction phase to answer design-related questions, review material, or drawing submittals for conformance. Multiple site visits may be required.

III. PROJECT SCOPE OF WORK

The Consultant will be required to meet the reporting and deliverable standards which the Trinidad Rancheria determines are suitable for the Tribe’s long term goals. The Consultant must furnish all labor, equipment, transportation, testing, and incidentals necessary for the performance of the work specified in this Statement of Work.

All products and services produced by the Consultant shall be subject to approval by key stakeholders and co-signed by the Project Manager, upon completion. Approval criteria shall be co-developed by the Consultant and the Trinidad Rancheria Project Team. All tasks shall not be considered complete until the associated products and services have been approved.

Task 1: Project Kick-off Meeting

The Consultant shall attend a kick-off meeting to discuss the goals and objectives of the Project and define the project development process. The Project Manager will convene the meeting and provide an overview of the project background, relevant documents, and project constraints, i.e. cost, schedule, scope, quality, and risk. The Consultant will propose actions to balance these constraints to ensure successful project completion. The Consultant will arrange to collect all information relevant to the project, including all existing project files, utility information, maps of the affected area, etc. The Consultant will document the preferred communications approach to engage with stakeholders throughout the project. The Project Manager will coordinate and schedule this meeting, provide an agenda, take roll, take minutes, and adjourn the meeting. The Consultant will take notes to document the discussion and decisions made.

MILESTONE SCHEDULE: 11/13/24

DELIVERABLES: Project Kick-off Meeting documentation includes the following:

- Copies of presented materials
- Copies of notes documenting the discussion and decisions made.

Task 2: Site Assessment

Consultant shall perform a thorough site assessment to collect data and assess environmental conditions including land use, pollution sources, topography, soil conditions, vegetation, and other relevant factors for the development of engineering, design, and construction plans and documents. Consultant shall identify all existing overhead and underground utilities that may be affected by project construction detailing the location, type, and size of structures on project plans. Prior to initiating new studies or surveys, the Consultant will utilize existing topographical maps, technical studies and other data to the fullest extent possible.

MILESTONE SCHEDULE: 11/20/24

DELIVERABLES: Site Assessment documentation will include (at a minimum):

- Copies of all information collected.

Task 3: Project Design Meeting

The Consultant shall attend a Project Design Meeting to select design features and ensure selected design features satisfy the project requirements. The Project Manager and key stakeholders will participate in the meeting and provide input to the Consultant, clarify requirements, share design considerations, request changes, and share ideas. The Project Manager will coordinate and schedule this meeting, provide an agenda, take roll, take minutes, and adjourn the meeting. The Consultant will take notes to document the discussion and decisions made.

MILESTONE SCHEDULE: 11/27/24

DELIVERABLES: Project Design Meeting documentation will include (at a minimum):

- Copies of presented materials
- Copies of notes documenting the discussion and decisions made.

Task 4: Preliminary Design and Engineering

The Consultant shall prepare a 30% design plans and specifications including preliminary design criteria, an assessment of environmental factors and technological requirements, preliminary plans and specifications, preliminary construction cost estimate, preliminary work plan, and preliminary schedule. Design plans and specifications shall include all of the design features selected during the Project Design Meeting. Preliminary Design Plans and Engineering will be prepared in accordance with applicable regulations within the Federal Clean Water Act, Code of Federal Regulations, and Federal Procurement regulations and resources, and the Trinidad Rancheria Integrated Development Standards Guide. The preliminary construction cost estimate shall be prepared utilizing individual items and unit prices consistent with Buy America Sourcing Requirements and Trinidad Rancheria's Procurement Policy.

MILESTONE SCHEDULE: 12/18/24

DELIVERABLES: Preliminary Design and Engineering documentation will include (at a minimum):

- Cover Page
- Preliminary design criteria
- Assessment of environmental factors and technological requirements
- Preliminary work plan and schedule
- Preliminary construction cost estimate
- Layout sheets showing existing and proposed design features
- Preliminary profiles and cross sections
- Approximate Right-of-way (ROW) extents, construction limits, and access paths with supporting documentation addressing how ROW extents were determined.
- Typical sections for the proposed improvements

The Consultant will submit two full size copies of the Preliminary Design and Engineering documentation to the Project Manager along with one set of the plans and estimate in .pdf format. The Project Manager will distribute documentation to key stakeholders and the Project Team for review and approval.

Task 5: 30% Preliminary Design and Engineering Check-in Meeting

The Consultant shall attend a Preliminary Design and Engineering Check-in Meeting to review the project design and ensure design plans and specifications satisfy the project requirements. The meeting will be scheduled to coincide with a 30% completion milestone based on cost. The Project Manager and key stakeholders will participate in the meeting and provide input to the Consultant, clarify requirements, share design considerations, request changes, and share ideas. The Project Manager will coordinate and schedule this meeting,

provide an agenda, take roll, take minutes, and adjourn the meeting. The Consultant will take notes to document the discussion and decisions made.

MILESTONE SCHEDULE: 12/18/24

DELIVERABLES: 30% Preliminary Design and Engineering Check-in Meeting documentation will include (at a minimum):

- Copies of presented materials
- Copies of notes documenting the discussion and decisions made.

Task 6: 75% Preliminary Design and Engineering Check-in Meeting

The Consultant shall attend a Preliminary Design and Engineering Check-in Meeting review the project design and ensure design plans and specifications satisfy the project requirements. The meeting will be scheduled to coincide with a 75% completion milestone based on cost. The Project Manager and key stakeholders will participate in the meeting and provide input to the Consultant, clarify requirements, share design considerations, request changes, and share ideas. The Project Manager will coordinate and schedule this meeting, provide an agenda, take roll, take minutes, and adjourn the meeting. The Consultant will take notes to document the discussion and decisions made.

MILESTONE SCHEDULE: 1/15/24

DELIVERABLES: 75% Preliminary Design and Engineering Check-in Meeting documentation will include (at a minimum):

- Copies of presented materials
- Copies of notes documenting the discussion and decisions made.

Task 7: Final Plans, Engineering, and Bid Documents

The Consultant shall prepare the final (100%) construction plans of the Project. Final Plans, Engineering, and Bid Documents will include final plans, an updated construction cost estimate, and Bid Documents including instructions to bidders, bid form and all required federal documents for review and concurrence. Final Design, Engineering, and Bid Documents shall incorporate all changes selected in the Preliminary Design and Engineering Check-in Meeting. The Consultant will take all the necessary steps to provide the Trinidad Rancheria with a complete package which can be put out to bid.

MILESTONE SCHEDULE: 1/29/24

DELIVERABLES: Final Plans, Engineering, and Bid Documents will include (at a minimum):

- Cover Page
- Project design criteria
- Assessment of environmental factors and technological requirements
- Project work plan and schedule
- Updated construction cost estimate
- Layout sheets showing existing and proposed design features

- Profiles and cross sections
- ROW extents, construction limits, and access paths with supporting documentation addressing how ROW extents were determined.
- Sections for the proposed improvements
- Bid documents for review and concurrence.
- Construction contract terms
- The Consultant will submit two full size copies of the Final Plans, Engineering, and Bid Documents to the Project Manager along with one set of the plans and estimate in .pdf format. The Project Manager will post notice to contractors advertising the contract.

Task 8: Bidding, Review and Construction Services

The Trinidad Rancheria is responsible for the bid advertising process. The Consultant will be available during the bidding process to answer any technical questions about the project design. Once bids are opened, the Consultant will confirm that all required components of the bid have been submitted. The Consultant will conduct an analysis of the bids and will provide a recommendation to the Trinidad Rancheria. Bid analysis will follow Trinidad Rancheria Procurement Policy.

The Consultant will provide limited assistance during the construction phase, primarily to answer design questions that come up. The Consultant will also review any required material or drawing submittals for conformance. It is estimated that one to three site visits during construction will be required.

MILESTONE SCHEDULE: 07/24/25

DELIVERABLES: Bidding, Review, and Construction Services documentation will include (at a minimum):

- Responses to questions
- Bid Analysis
- Recommendation for award

Task 9: Close-out Meeting

The Consultant shall attend a Close-out Meeting to review contractual obligations, project performance, lessons learned, and project documentation. The meeting will include final acceptance of the delivered scope and confirmation that all requirements have been met. The Project Manager will coordinate and schedule this meeting, provide an agenda, take roll, take minutes, and adjourn the meeting. The Consultant will take notes to document the discussion and decisions made.

MILESTONE SCHEDULE: 08/14/25

DELIVERABLES: Close-out Meeting documentation will include (at a minimum):

- Copies of presented materials
- Copies of notes documenting the discussion and decisions made.
- Final approved deliverables
- Lessons learned documentation

IV. PROPOSAL REQUIREMENT

Responses to this RFP must include all of the following:^[1]

1. Introduction. The proposal shall include a brief introduction describing the firm and principal's professional history including the firm's level of expertise in sustainable design and engineering, LID stormwater infrastructure, and familiarity with the stakeholder engagement processes. The introduction must include the following additional information:
 - a) Name of proposer, address, email address, telephone number of main office and any branch office that will be involved in any way with the services provided.
 - b) Size of the organization and an organization chart of the Consultant's proposed project team.
 - c) Include the name, title and address of the individual in your firm with the authority to negotiate contracts with the Trinidad Rancheria.

2. Project Personnel. Clearly describe the staff and proposed project team that will be providing services to the Trinidad Rancheria and include the names of the Project Manager and all lead and professional support personnel. The following information shall be furnished for each member of the proposed project team:
 - a) Education;
 - b) Professional affiliations;
 - c) Any professional licenses or certifications (PE, PMP, CCM, PLA/CLA, etc.);
 - d) Qualifications and relevant experience with similar projects;
 - e) A description of the responsibilities the individual will assume on the project, and;
 - f) This section shall also include information about the availability of all professional staff who will be involved with the project. If the proposal involves a joint venture, subcontractors, or outside subject matter expertise identify the firm(s) and describe related experience working on a multi-firm team.

3. Experience. The proposal shall provide the following information on one or more similar projects to verify relevant experience:
 - a) Name of client;
 - b) Project title and address;
 - c) Name and telephone number of contact person of client;
 - d) Name of Project Manager;
 - e) Project description;
 - f) Amount of original contract amount, final project cost, any actual fees paid by client, and;
 - g) Actual time to complete the process (from contract award to document completion).

4. Scope of Work. The proposal shall include a statement regarding the anticipated approach for this project and a scope of work outlining and describing each task or activity and its associated product, service or result. This section must include:

- a) A hierarchical decomposition of the total scope of work to be carried out by the project team to create the required work products. Also known as a work breakdown structure (WBS);
 - b) A brief description of the characteristics of each task or activity;
 - c) Identification of any information, materials, and/or work assistance required from the Trinidad Rancheria, for this project;
 - d) If the proposal involves a joint venture, subcontractors, or outside subject matter expertise (SMEs) identify the firm(s) and/or individuals responsible for each task or activity.
5. Project Schedule. The proposal shall include a project schedule, including the anticipated duration of each task or activity. This section must include:
- a) A visual representation of the project schedule depicting the start and end dates of individual tasks or activities and their dependencies, commonly known as a Gantt or Bar-chart;
 - b) Anticipated completion dates of project milestones as described in the Project Scope of Work;
 - c) A description of the method(s) used as the basis of estimates;
 - d) Relevant dates of significant gaps in personnel or material resource availability^[2];
 - e) Indicate the method(s) the proposer will use to maintain timelines, and;
 - f) The firm shall demonstrate via past performance its ability to monitor and control project schedule(s).
6. Project Cost. The proposal shall include the anticipated project cost, including:
- a) A not-to-exceed total budget amount. Also known as the Budget at Completion (BAC);
 - b) The estimated cost for each major task or activity identified in the scope of work;
 - c) The hourly rates for each person who will be involved in the work;
 - d) A brief description of the method(s) used as the basis of estimates;
 - e) Indicate the method(s) the proposer will use to monitor and control project costs, and;
 - f) The firm shall demonstrate via past performance its ability to monitor and control project costs.
7. Project Risk. The proposal shall include a description of the firm's general approach to managing risk on the project, a qualitative description of anticipated project risks, and possible responses to address the project's overall risk exposure. The proposer shall demonstrate via past performance its ability to monitor and control project risk.
8. Project Quality. The proposal shall include a description of the firm's general approach to managing quality on the project. The proposer shall demonstrate via past performance its ability to monitor and control project quality.

[1] All information provided by the proposer will be subject to verification by the Trinidad Rancheria.

[2] A gap is considered significant if the total effect on the project schedule is greater than ten (10) consecutive business days/or five percent (5%) of the project schedule baseline, whichever is lesser.

V. SUBMISSION REQUIREMENTS

Proposals shall be submitted via email only to:

Ron Sundberg, Environmental Program Director ronsundberg@trinidadrancheria.com

One copy of the proposal^[1] must be received no later than 2:00 p.m. on October 16th, 2024

The contact person for this project is Ron Sundberg, Environmental Program Director.

[1] All written electronic submittals shall be MS Word or .pdf format.

QUESTIONS

Pre-proposal questions regarding this Request for Proposal will only be accepted via email. Send questions to ronsundberg@trinidadrancheria.com. The final date for question submittal will be 2:00 p.m. PST on October 2nd, 2024. All questions will be responded to in a group addendum format to all bidders on the Trinidad Rancheria Website. Written questions must include the individual's first name, last name, the name of the firm, address of the firm, email 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.

VI. CONTRACTOR AWARD

PROPOSAL REVIEW

Each proposal will be reviewed to determine if it meets the proposal requirements contained in Section III. 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 inconsistencies or 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. Consultant selection has traditionally been based on evaluation that gives primary consideration to the qualifications, experience, proposed work scope as well as budget, schedule, and cost considerations. The committee shall deliver a recommendation to the Trinidad Rancheria Tribal Council for action.

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 Consultant and ability to complete on time.
11. Objectivity of proposal.
12. Information obtained from references.
13. Experience in dealing with public agency staff.

Contract award will be made to the qualified and responsible responder providing the lowest quote, and meeting the specifications of the solicitation in accordance with Trinidad Rancheria's Procurement Policy. The Trinidad Rancheria will award a contract at their offices 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.

The contract will be between Trinidad Rancheria and Consultant. The Consultant 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.

VI. 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.

VII. GENERAL INFORMATION

PROPOSAL SUBMITTAL

Proposals must be received no later than 2:00 p.m. on Wednesday, October 16th, 2024.

Proposals shall be submitted via email only to:

Ron Sundberg, Environmental Program Director ronsundberg@trinidadrancheria.com

One copy of the proposal^[1] must be received no later than 2:00 p.m. on October 16th, 2024

The contact person for this project is Ron Sundberg, Environmental Program Director.

[1] All written electronic submittals shall be MS Word or .pdf format.

LATE SUBMITTALS

Proposals received after 2:00 PM on Monday, October 16th, 2024 will not be considered.

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 Consultants are advised that a rigorous schedule must be maintained. The Consultant should consider January 30th, 2024 as a firm deadline for the Project Design and Engineering milestone completion and submittal to the Project Team and must submit a proposal with a schedule meeting this constraint.

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.

ATTACHMENT 1: MAPS AND SITE PHOTOS

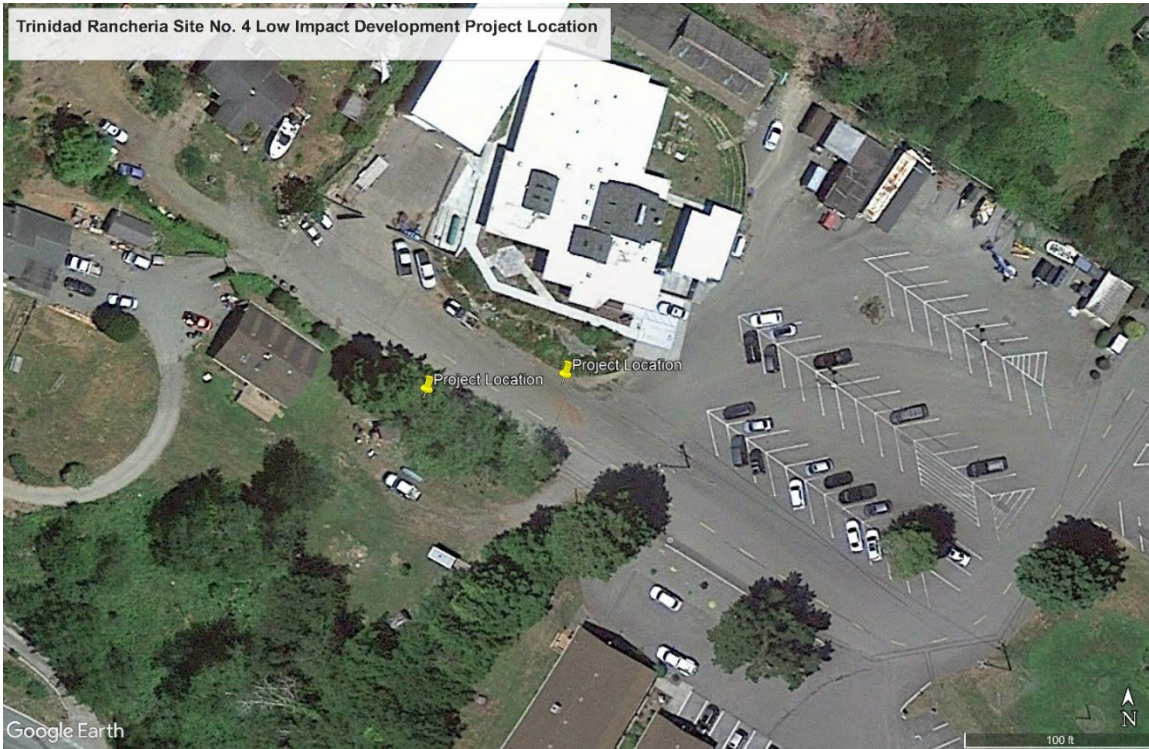


Figure 1: Project Location Map

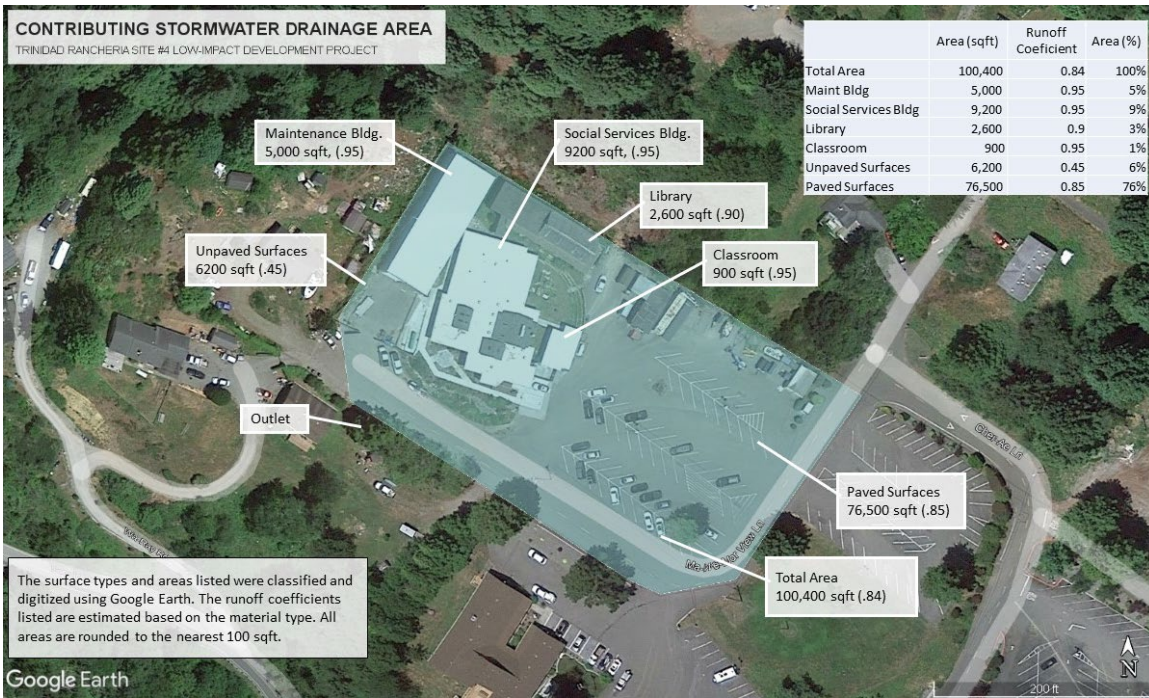


Figure 2: Contributing Drainage Area Map

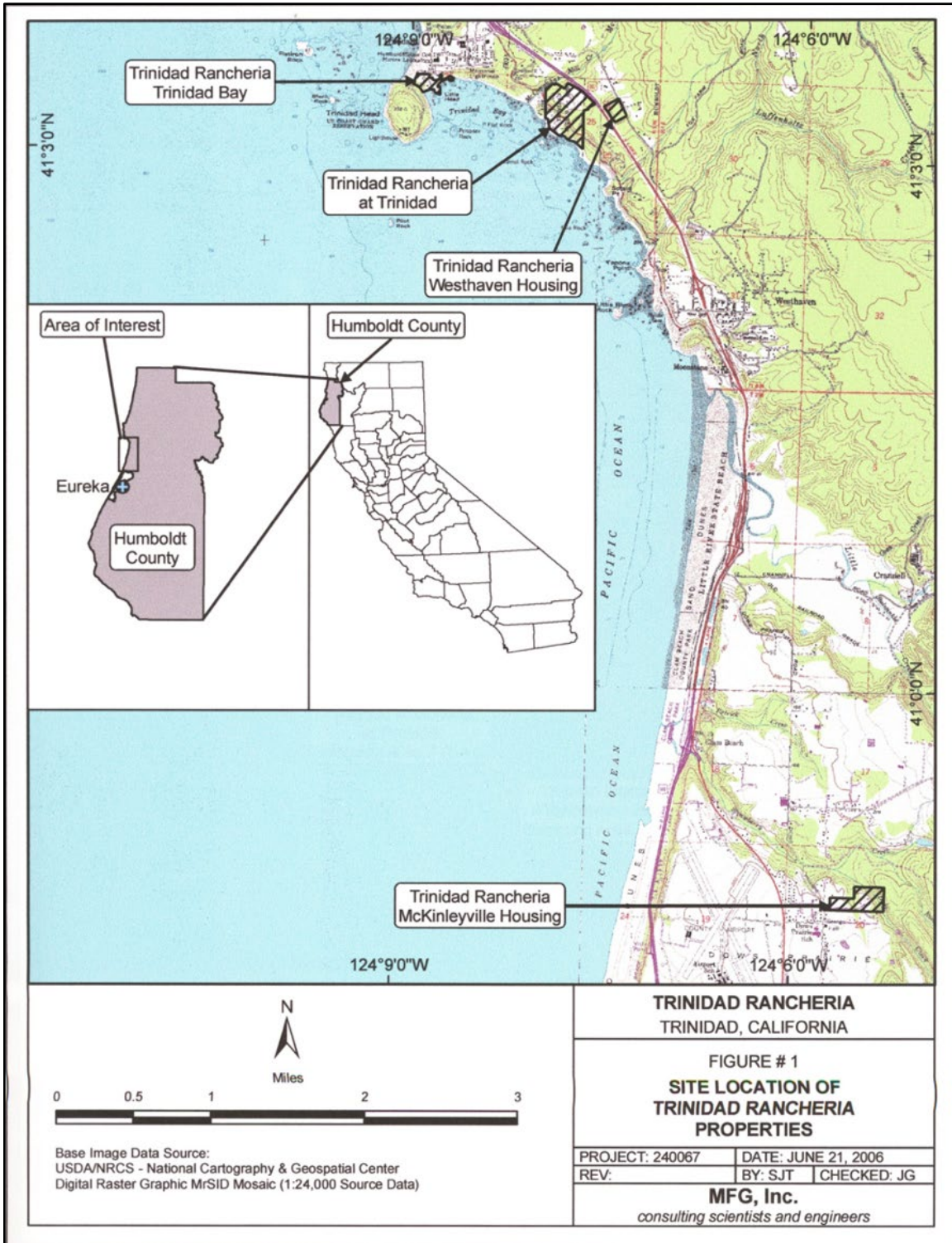


Figure 3: Trinidad Rancheria Properties



Figure 4: Contributing Drainage Area South of Inlet, Stormwater Runoff, South side of Ma-We-Mor View



Figure 5: Contributing Drainage Area South of Inlet, Water surfacing from hydrostatic pressure, North side of Ma-We-Mor View Ln



Figure 6: Inlet, North side of Ma-We-Mor View Ln



Figure 7: Rain Garden, South side of Ma-We-Mor View Ln



Figure 8: Rain Garden, South side of Ma-We-Mor View Ln – Alternate view