



REQUEST FOR PROPOSALS

THE TRINIDAD RANCHERIA NATIVE HABITAT RESTORATION AND INVASIVE PLANT MANAGEMENT PROJECT

Release Date:	01/08/25
Deadline for Submission:	02/10/25

Cher-Ae Heights Indian Community of the Trinidad Rancheria
Attn: Ron Sundberg | Natural Resources Department Director
1 Cher-Ae Lane, PO Box 630
Trinidad, CA. 95570
Telephone: (707) 825-2731
Email: ronsundberg@trinidadrancheria.com

REQUEST FOR PROPOSALS

TRINIDAD RANCHERIA NATURAL RESOURCES PROGRAM

BIA INVASIVE SPECIES (IS) GRANT

TRINIDAD RANCHERIA NATIVE RESTORATION AND INVASIVE PLANT SPECIES MANAGEMENT

I. INTRODUCTION

The Cher-Ae Heights Indian Community of the Trinidad Rancheria (Trinidad Rancheria) is seeking written proposals from firms with demonstrated interdisciplinary knowledge and experience in federal-tribal partnerships, tribal environmental priorities for services related to the update of strategic planning documents, community engagement, and habitat restoration as described in the scope of work. The work to be performed under this Request for Proposals (RFP) is paid for through a Bureau of Indian Affairs (BIA) Invasive Species Grant. All work performed must be in compliance with applicable BIA requirements, Tribal Natural Resources Program requirements, and all applicable Federal and Tribal statutes, mandates, guidelines, ordinances, and directives.

[1] It is recognized that the Consultant may utilize sub-consultants and/or approach the project as a team with other firms; however, the Tribe will contract with one (1) firm that will act as the lead for the project. Upon submitting this proposal, include a list of potential subcontractors and their estimated costs.

II. PROJECT PROFILE

The Cher-Ae Heights Indian Community of the Trinidad Rancheria is dedicated to the stewardship of its tribal lands. This commitment is guided by comprehensive management plans, including the Trinidad Rancheria Forest Management Plan (FMP 2011), Integrated Resource Management Plan (IRMP 2014), Invasive Species Management Plan (2017), and Noxious Weed Plan (2019). These plans collectively guide Trinidad Rancheria's approach to invasive species management, balancing ecological preservation with cultural values. The IRMP is currently being updated to include recent findings from these newer plans, with an increased emphasis on the protection of tribal trust land resources from the impact of invasive species.

Recent assessments from 2020 to 2022 have identified several invasive species including English Ivy, Himalayan Blackberry, and Pampas Grass as significant threats to the biodiversity and ecological balance of Trinidad Rancheria's natural habitats. These species have several ecological impacts on trust land resources, by altering the physical process, disrupting plant and animal communities, and changing vegetation structure. Consequently, native plants that are traditionally used for food, medicine, and spiritual purposes including Salal, Pacific Blackberry, huckleberry, thimbleberry, elderberry, Oregon grape, and wild ginger have been widely displaced. The proliferation of invasive plants has also contributed to soil erosion and water quality issues, posing additional land management challenges throughout tribal trust lands and making forest access difficult for tribal recreation and traditional practices.

Previous BIA Invasive Species program funding has helped remove a substantial amount of invasive plant material from 4.61 acres of tribal land, contributing significantly to the eradication of these

species and aiding in the restoration of native ecosystems. Building on these accomplishments and informed by recent assessments and positive tribal feedback, the Tribe is committed to continuing progress in meeting the objectives of our invasive species management program.

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 both Federal Trust Lands and tribally owned property, with the core land holdings located on a coastal bluff west 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 58.5 acres within the City of Trinidad, 12.3 acres within the community of Westhaven, and 28.3 acres in the nearby town of McKinleyville,

Project Purpose

The Trinidad Rancheria Native Habitat Restoration and Invasive Plant Management Project seeks to address the escalating threat of targeted invasive species on tribal lands. This initiative aims to reduce these invasive species by 70-80% across 4 acres, employing GPS/GIS technology for enhanced data collection, mapping, and monitoring. Central to this project is the reestablishment of native plant communities, incorporating culturally significant species traditionally used for tribal practices. A Comprehensive Ecological and Community Impact Report (CECIR) needs to be developed to ensure the early detection and effective management of invasive species, as well as long-term project sustainability. The project will engage tribal youth through an internship program to foster environmental stewardship, and will also include tribal community meetings for a strong focus on community engagement and collaboration.

TENATIVE SCHEDULE OF EVENTS

The anticipated project milestone schedule is as follows:

Release of RFP.....	January 8, 2025
Prebid Walkthrough.....	January 20, 2025
Proposals are Due.....	February 10, 2025
Consultant Selection.....	February 14, 2025
Contract Execution/ Notice to Proceed.....	February 24, 2025
Kick-Off Meeting.....	April 3, 2025
Project Design Meeting.....	April 14, 2025
Comprehensive Ecological and Community Impact Report (CECIR) Rough Draft Due.....	May 5, 2025
Site Assessment for all sites	May 13, 2025
CECIR Rough Draft Review (by Natural Resources Program).....	May 27, 2025
Quarterly 1 Meeting.....	June 20, 2025
First Community Council Meeting Presentation.....	June 21, 2025
Begin Eradication and Replanting Efforts Year 1.....	July 7 2025
Quarterly 2 Meeting.....	October 6, 2025
Post Removal/ Replanting Updates to CECIR Rough Draft Due.....	October 31, 2025
Updates to CECIR Review (by Natural Resources Program).....	November 3, 2025
GIS-Based Mapping and Visual Project for Future Removals added to CECIR	January 20, 2026
Begin Eradication and Replanting Efforts Year 2.....	February 2, 2026
Quarterly 3 Meeting.....	May 25, 2026
Post Removal/ Replanting Updates to CECIR Final Draft Due.....	July 20, 2026
CECIR Final Draft Review (with Tribal Council).....	August 13 or 14 (TBD), 2026
Second Community Council Meeting discussing All Completed Work Efforts.....	August 15, 2026
Close-out Meeting/ Quarterly 4 Meeting.....	September 1, 2026

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 and co-signed by the Trinidad Rancheria's Project Manager, and Consultant Project Lead 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.

All deliverables must be in provided Microsoft word .docx format, unless otherwise specified.

Task 1: Project Kick-Off Meeting

1.1: The Consultant will participate in a kick-off meeting to outline the Project's goals and objectives and establish the development process at the Trinidad Rancheria Tribal Office. The Consultant will suggest strategies to balance these constraints for successful project completion. Additionally, the Consultant will gather all relevant information from the Trinidad Rancheria Project Manager, including existing project files, utility data, and maps of the affected area.

MILESTONE SCHEDULE: [April 3, 2025]

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

- Ensure that all meeting attendees sign the attendance sheet provided by Trinidad Rancheria's Project Manager to collect contact information and identify the primary point of contact for project correspondence.

Task 2: Project Design Meeting

2.1: The Consultant will participate in a Project Design Meeting with Trinidad Rancheria's Project Manager, Natural Resources Director, and Cultural Monitor. The Consultant will present a plan or written report outlining the approach for removals and replanting. Additionally, the Trinidad Rancheria Project Manager will share the vision and goals for the Comprehensive Ecological and Community Impact Report, as the Consultant Lead/Consultant Team will document them.

2.2: The Consultant Project Lead will coordinate and schedule the meeting, provide an agenda, record attendance, take minutes, and adjourn the meeting. The Consultant will take notes to document the discussion and decisions made.

MILESTONE SCHEDULE: [April 14, 2025]

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

- Consultant must provide copies of presented materials, copies of notes documenting the discussion and decisions made, and create a presentation that uses the milestone timeframe to plan for removals and replanting.

Task 3: Establish a Comprehensive Ecological and Community Impact Report (CECIR) on the current state of invasive plant species on tribal lands. This report must include a comprehensive

monitoring and evaluation plan with GIS-based mapping and visual project documentation for continuous improvement and sustainable invasive species management. This report will serve as an electronic living document that can be edited, changed, and added to throughout the entire project process. Once completed, a hard copy will be printed for our records, and the electronic version will be submitted to Trinidad Rancheria's website for review by tribal community members. With each submission to the Natural Resources Department, the consultant is required to attend a virtual meeting to discuss any edits, changes, or additions needed by the department.

Task 3 Objectives:

3.1: The consultant must develop and implement a short-term monitoring program plan within (60) days of project start, emphasizing early detection and rapid response protocols. Within this time, the CECIR will also include GIS-based mapping of existing invasive plant species. During the final six months of the project, GIS-based mapping tools will be introduced to two Tribal youth interns to locate and document future eradication efforts **(identified in Task 7)**. This document will ultimately highlight biodiversity enhancements and the resurgence of culturally significant plants as a result of **five (5) eradication and restoration efforts (identified in Task 5)**. The report will also highlight the impact of community engagement. Key metrics will include: frequency of invasive species sightings, response times for new infestations, and effectiveness of eradication methods.

3.2: Within the CECIR, the consultant must also establish a written long-term monitoring protocol by project's end for ongoing ecosystem health and invasive species management in order to predict and mitigate future infestations. Simultaneously, it must include plans to maintain a consistent level of native species health and biodiversity. These protocols should incorporate best management practices for the removal of key invasive species and be transparent enough to serve as educational tools for tribal community members.

MILESTONE SCHEDULE: [May 5, 2025; October 31, 2025; July 20, 2026]

DELIVERABLES:

- CECIR should include a monitoring and evaluation plan detailing the control treatments that will be used for invasive plant eradication and native species replanting.
- There will be six (6) meetings with the Consultant's Project Lead, Trinidad Rancheria's Project Manager, and the Trinidad Rancheria Natural Resources Programs Director for this report: two (2) that discuss the long and short term rapid response protocols/ best management practices to remove invasive species, two (2) to discuss GIS/GPS updates that need to be made to the report, and two (2) more meetings with Trinidad Rancheria Project Manager, Natural Resources Director, and Tribal Council for the finalized version that includes pre and post removal/replanting actions taken with before and after photos. Meetings can be held virtually, except for the final two (2) meetings, which require in-person attendance at the Trinidad Rancheria Tribal Offices for the presentation of the finalized version. Each report submission will allow a two-week review period for the Trinidad Rancheria Natural Resources Department to make edits or changes.
- Consultant will provide Trinidad Rancheria's Project Manager any copies of notes documenting the discussion and decisions made, activities planned, meeting agendas, attendance logs, and copies of presentations/ report materials.

Task 4: Site Assessment

4.1: At projects outset, the Consultant will conduct a comprehensive site assessment and create a report of existing treatment areas to gather data and evaluate environmental conditions, including land use, pollution sources, topography, soil quality, vegetation, and other relevant factors related to removal and replanting efforts. The Consultant will ensure all factors are identified, and schedule a meeting with Trinidad Rancheria Project Manager, Natural Resources Director, and Tribal Historical Preservation Officer (TPHO) discussing these efforts. Before initiating any new studies or surveys, the Consultant will make full use of existing topographical maps, technical studies, and available data that the Trinidad Rancheria's Project Manager provides. Upon completion of the site assessment, the Consultant Team will discuss the milestone schedule, and provide a more accurate timeline for the eradication and replanting efforts mandatory within this project.

MILESTONE SCHEDULE: [May 13, 2025]

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

- Consultant will provide the report and copies of all notes collected from parameters listed above.
- Consultant will provide any GIS/ GPS material documented.
- Consultant must provide an updated milestone schedule of project, specifically for planting and replanting efforts.

Task 5: Quarterly 1 Meeting

5.1: The Consultant will attend a meeting with the Project Manager, Natural Resources Director, and Tribal Council of Trinidad Rancheria to discuss the entire project. The presentation will cover key metrics, including the updated milestone schedule and the content included in the CECIR document to date (such as monitoring and eradication plans, and short term protocols). Based on this meeting, the Consultant will then use the same presentation to provide a summary of efforts completed thus far/ planned future efforts to the Tribal Community Council the following day.

MILESTONE SCHEDULE: [June 20, 2025 (Tribal Council Meeting); June 21, 2025 Community Council Meeting]

DELIVERABLES: Quarterly 1 documentation will include (at minimum):

- Consultant must provide copies of presented materials, notes documenting the concerns from both tribal council and community council, as well as decisions made.
- Consultant will create a presentation on the projects entirety. Key metrics for the presentation can include timeframe for eradication and replanting efforts, as well as short term protocols for removing invasive species on tribal lands.

Task 6: Reduce the presence of invasive species and enhance native habitats across tribal trust land.

Task 6 Objectives:

6.1: The consultant must achieve a 70-80% reduction in targeted invasive species across 4 acres of tribal land, focusing on English Ivy, Himalayan Blackberry, Pampas Grass, or any others identified as regional targets and high-risk according to the California Invasive Plant Council (Cal-IPC) risk matrix. **This will total five (5) eradication efforts.** Project sites are preselected from those identified as priorities from prior tribal land assessments and planning documents that the Trinidad Rancheria Project Manager will provide to the Consultant. **One (1) of five (5) removal processes must be a retreatment eradication effort within the McKinleyville parcel.** *Trinidad Rancheria mandates that all removals be conducted manually, as the use of herbicides and pesticides is strictly prohibited.*

6.2: **The consultant must restore native vegetation in at least three (3) project areas where land has been cleared of invasive species.** These replanting efforts must be of ecologically and culturally significant species to the Tribe. The consultant will work with the Tribal Historical Preservation Officer (THPO) who will assign a cultural monitor to ensure adherence to cultural standards including monitoring ground-disturbing activities, safeguarding cultural and archaeological resources, and providing guidance on culturally sensitive areas. The specific replanting sites have not yet been identified and will be discussed with the consultant and the THPO prior to initiating a given eradication process.

6.3: **A meeting must be conducted before and after each eradication effort with Trinidad Rancheria's Project Manager, THPO, and Natural Resources Director.** Before an eradication effort, a small presentation is sufficient to show key metrics such as the type of invasive species they will be working with, how the consultant plans to remove a given invasive species, if there will be a replanting process after that removal, and what kind of native species will be planted. Following the eradication effort, a report must be prepared that includes the following key metrics: the amount (in lbs.) of the particular invasive species removed, what native plant species (if any) has been replanted, lessons learned, photo documentation throughout the duration of a given removal process, and a before-and-after photo to effectively demonstrate the results of the removal.

MILESTONE SCHEDULE: [July 7, 2025; February 2, 2026]

DELIVERABLES:

- A meeting must be scheduled and conducted before/after each invasive species removal with the Consultant, Trinidad Rancheria Project Manager, Trinidad Rancheria Natural Resources Programs Director, and the Trinidad Rancheria Cultural Monitor. Consultant Lead will provide Trinidad Rancheria Project Manager copies of all meeting notes documenting the discussion and decisions made.
- The Consultant will prepare a written report documenting each removal and replanting process.

Task 7: GIS-Based Mapping and Visual Project for Future Removals added to the Comprehensive and Ecological Community Impact Report (CECIR).

7.1: In the final six months of the project, the Consultant must perform a comprehensive GIS/GPS-assisted assessment report of Tribal lands to identify new priority management areas and update the inventory of invasive and native plants. This data will be integrated with the existing invasive plant species inventory maintained by Trinidad Rancheria from previous studies.

7.2: Two Tribal youth interns will be introduced to basic GIS data collection and recording methods, and directly participate in the monitoring process for future eradication efforts. The

two Tribal youth interns will be hired by the consulting firm. Trinidad Rancheria has a total stipend of \$1,200 for each intern.

MILESTONE SCHEDULE: [January 20, 2026]

DELIVERABLES:

- Consultant will provide proof of hours completed by youth interns.
- Consultant will provide GIS/GPS Report that will be added into the CECIR
- Consultant will provide copies of presented materials, and notes documenting the discussion and decisions made.

Task 8: Quarterly 2 & 3 Meetings

Task 8 Objectives:

8.1: The purpose of quarterly meetings is for the Trinidad Rancheria Natural Resources Department to discuss updates to the CECIR with the Consultant. It will also serve as a check-in on the progress of eradication and replanting efforts, ensuring that the milestone timeline remains on track.

MILESTONE SCHEDULE: [Q2 Meeting: October 6, 2025; Q3 Meeting: May 25, 2026]

DELIVERABLES:

- Consultant will provide Trinidad Rancheria Project Manager with copies of presentation materials, notes documenting the discussion and decisions made, and provide agendas and attendance logs that will be sent to the Project Manager.

Task 9: Tribal Community Council Meetings Discussing Planned/ Completed Eradication Efforts

9.1: The Consultant will prepare two (2) PowerPoint presentations detailing the project's future eradication and replanting efforts and showcase them to Trinidad Rancheria's Tribal Council and then to Community Council. The first presentation will take place at the project's outset (**identified in Task 5**), and include opportunities for the community to assist and get involved with eradication efforts. This presentation will include metrics such as: planned removal locations, methods, and ask questions about what culturally significant plants that the tribe wishes to promote on Tribal lands. The second will occur before project completion. This presentations will cover key metrics such as before-and-after photos of the eradication and replanting efforts, how many invasive plant species (in lbs.) has been removed, and where future eradication efforts should be conducted on Tribal Lands. Additionally, the Consultant will record any concerns or questions raised by the Community Council.

MILESTONE SCHEDULE: [June 21, 2025; August 15, 2026]

DELIVERABLES:

- The Consultant will provide copies of any PowerPoint presentations.
- The Consultant will provide copies of notes documenting the discussions, concerns, and decisions made.

Task 10: Close-Out Meeting/ Quarterly (4) Meeting

10.1: By the end of the project, the Consultant will have a finalized version of the CECIR. An evaluation of the entire project will be conducted, along with discussions about any necessary future eradication plans.

MILESTONE SCHEDULE: [September 1, 2026]

DELIVERABLES:

- Consultant Lead will provide a finalized electronic and hardcopy version of the CECIR.
- Consultant Lead will provide agendas and attendance logs that will be sent to Trinidad Rancheria's Project Manager.

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 the removal of invasive plant species, establishing comprehensive monitoring reports, GIS/GPS Data collection, and replanting 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 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
 - d) Qualifications and relevant experience with similar projects;
 - e) A description of the responsibilities the individual will assume on the project.
 - 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 two 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 Lead;

- 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 detailed 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 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.
 - 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 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.
 - 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, Natural Resources Program Director ronsundberg@trinidadrancheria.com

One copy of the proposal ^[1] must be received no later than **[2/10/25], 5:00 PM (WST)**

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

[1] All written electronic submittals shall be Microsoft 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 **[01/28/25], 5:00 PM (WST)**. All questions will be responded to via addendum by **[1/31/25], 5:00PM (WST)** and posted to the Trinidad Rancheria Website and Humboldt Builders Exchange.

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 120 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. NATIVE AMERICAN PREFERENCE

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

VII. GENERAL INFORMATION

Proposal Submittal

Proposals must be received no later than **[02/10/25], 5:00 PM (WST)**

Pre-bid Walkthrough

The pre-bid walkthrough will take place **[1/20/25], 10:00 AM (WST)** located at 1 Cher-Ae Lane, Trinidad, CA 95570. This is not a requirement for submitting a proposal.

Late Submittals

Proposals received later than **[02/10/25], 5:00 PM (WST)** 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 **[02/10/25], 5:00 PM (WST)** as a **firm** deadline for the project 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.

