

Request for Proposals (RFP) for Environmental Assessment
for the

Blue Lake Rancheria
Transportation / O.E.S. Complex



Proposals Due: September 2nd, 2019

Contact Person /
Submit Proposals to:

Douglas Brown
Project Manager / Tribal Architect
Blue Lake Rancheria

Office # (707) 668-5101 x1059

Cell # (707) 362-7461

email: dbrown@bluelakerancheria-nsn.gov

NOTE: Proposals may be submitted electronically or in hard copy form.

Blue Lake Rancheria
Request for Proposals (RFP) for Environmental Assessment
for the **Transportation / O.E.S. Complex** Project

I. Introduction and Background

The Blue Lake Rancheria is soliciting proposals from qualified individuals, firms and enterprises (the “Consultant”) to conduct an Environmental Assessment (“EA”) of the Transportation / O.E.S. Complex Project site in compliance with the National Environmental Policy Act (NEPA), 42 U.S. C. § 4321 et. seq., and compliance with any grant special conditions.

II. Site Description and Infrastructure

The project site is located within the boundary of the Federally recognized Blue Lake Rancheria. The project in question will be placed on land “In Trust” and completely within the Jurisdiction of the Blue Lake Rancheria. The proposed project includes the construction of a new Transportation / O.E.S. Complex, consisting of a Tribal Transportation Office and Garage, the Tribal Department of Justice, Fire Hall & Garage, and Tribal Offices. The area of the Rancheria that will be influenced and affected by the new construction project is roughly 1 acre.

Construction plans are in development for a Transportation / O.E.S. Complex consisting of two structures. A 4,338 s.f. Transportation Facility and a 10,750 s.f. OES Facility. This new project involves the addition of 58 parking spaces, and newly paved areas for vehicular circulation. See section XI for Depictions of the new project and area of the projects influence over the existing Site.

III. Scope of Work and Deliverables

The selected Consultant will prepare an Environmental Assessment for the Transportation / O.E.S. Complex as required for compliance with NEPA. Original fieldwork and travel to the site will be required. Consultant shall be responsible for conducting necessary resource surveys to support the Environmental Assessment. The Consultant shall provide the following services to the Tribe:

1. Provide a list of data needed to develop the EA.
2. Meet with Tribal representatives at the Court Facility to conduct a site visit and discuss the Transportation / O.E.S. Complex.
3. Outline additional data needed for EA based on site visit and meeting with Tribal Representatives, and provide list of additional data to the Tribe.
4. Participate in conference calls with the Tribe, technical consultants as needed to discuss the Transportation / O.E.S. Complex.
5. Conduct additional site visits, as needed.
6. Prepare an EA that includes, at minimum, the following components:
 - A. Purpose and Need of the Project
 - B. Proposed Action and Alternatives
 - C. Description of Affected Environment
 - D. Mitigation Measures (if needed),
 - E. Cultural Resources Survey and Biological Assessment
 - F. Compliance with Section 106 of the National Historic Preservation Act

- G. Environmental Consequences
 - H. Provide Public Notice of Availability for Public Review and Comment and respond to all public and agency comments
 - I. List of Agencies Contacted
 - J. References
 - K. List of Preparers
 - L. Figures, Tables and Appendices
7. Consultant shall prepare an administrative draft EA for internal review, prepare a draft EA for publication, respond to comments and modify EA accordingly for final approval, and prepare a draft Finding of No Significant Impact. Consultant shall provide eight (8) hard copies of the final EA, along with a digital copy (In pdf format), as well as supporting documentation, to the Tribe.

IV. Project Timeline

RFP Release Date:	August 19 th , 2019	
RFP Due Date:	September 2 nd , 2019	<i>(14 Days)</i>
Award Date:	September 9 th , 2019	<i>(7 Days of internal review)</i>
Date of completion:	September 23 rd , 2019	<i>(14 Days)</i>

V. Proposal Content

A proposal in response to this RFP shall contain the following information

1. Full name and address of organization and contact person for Project.
2. A brief description of your firm including the technical qualifications, experience and ability to perform the scope of work in this RFP. Identify specific experience with tribal EAs and projects involving grant work. Identify any other experience working with Indian tribes.
3. A list and description of similar EA projects that your firm has completed and at least three references for such projects whom the Tribe may contact.
4. A detailed scope of work for the engagement, including a list of assumptions and deliverables for each task, estimated hours by task and schedule.
5. The names and technical qualifications of all lead professional personnel to be assigned to the project and a description of their respective roles. Please include resumes of lead professionals that document similar experiences.
6. A proposed fee arrangement. An all-inclusive proposed fixed fee is preferred.
7. Include any other topics not covered in this RFP which you believe to be relevant to the project and which further describes your firm's qualifications.

VI. Evaluation Factors

The Blue Lake Rancheria Tribal Council will review and evaluate all proposals in consultation with technical consultants. Based on this preliminary evaluation, the Tribal Council may ask one or more Consultants to make an oral presentation to Tribal Council. Travel expenses will be the responsibility of the Consultant. Tribal Council will then conduct a final evaluation of proposals and negotiate a contract with the most qualified Consultant. If a satisfactory contract cannot be negotiated with the most qualified Consultant, negotiations will be terminated. Negotiations will then be undertaken with the next most qualified Consultant.

Each proposal will be evaluated in accordance with the criteria below:

Environmental assessment experience (25 points)

- Describe all past projects conducted by the Consultant firm that involved production of EAs, include project description, dollar value, year completed.
Proposed management fees and services (20 points)
- Describe services provided during EA phase and management fee structure. Provide information about management approach to project.
Project Performance (20 points)
- Describe past projects and performance in meeting budgets and timelines while maintaining quality of work.
Project team (20 points)
- Describe experience and expertise of project team including location of team members and office from which work will primarily be conducted.
Experience working with Indian tribes (10 points)
- Describe EAs and other project experience working with Indian tribes and how the Blue Lake Rancheria would benefit from your firm being selected.
Indian preference (5 points)
- If requesting Indian preference, provide extent of Indian ownership of the firm and staff.

VII. Suspension and Disbarment

The Consultant certifies that it is not suspended or debarred under federal law and regulations or any state's laws and regulations.

VIII. Insurance

The Consultant will be expected to maintain adequate insurance throughout the entire term of the Transportation / O.E.S. Complex including comprehensive general liability, professional liability, automotive liability, workers compensation and employer's liability insurance. Consultant will agree to provide the Tribe with a certificate of insurance demonstrating the insurance is in effect.

IX. Submission of Proposals

All proposals may be submitted electronically or in hard copy to the addresses on the cover of this solicitation no later than 5:00 p.m. On **September 2nd, 2019**.

X. Contact

For more information about this project, please contact:

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