

# REQUEST FOR PROPOSALS

U.S. Fish and Wildlife Service  
"QVIR Walking Trail Planning Project"

**ISSUED BY**  
*Quartz Valley Indian Reservation*

***Proposal Submittal Deadline: By 4:30 pm on May 15, 2014***

## *SECTION I Goals and Objectives*

Quartz Valley Indian Reservation (QVIR) requests a Statement of Qualifications and a Cost Schedule from qualified consultants who can:

- Facilitate a minimum of two (2) scoping meetings with Tribal stakeholders and other interested parties.
- Evaluate trail corridor access and identify regulatory and non-regulatory processes required for trail construction.
- Provide a written report detailing community input, research findings, preliminary design, cost estimates and recommendations.
- Develop Request for Proposals for any surveys required to complete the project design – i.e. Topographic Survey and Geotechnical Report.
- Develop preliminary trail design – field stake and review in the field with stakeholders.
- Conduct spot elevation survey, identify trees in path, and tie trail alignment to property boundary. Assist in the development of any necessary easements required for use areas that may encroach on adjacent lands.
- Develop final trail design drawings and specifications; including all required construction drawings, specifications, test requirements and cost estimates.

## *SECTION II - Project Summary*

The purpose of this project is to complete a comprehensive written plan including a spot elevation survey, detailed community input, research findings, cost estimates, regulatory requirements and recommendations for trail construction of an approximate 3300 L.F. paved, accessible walking and biking trail which connects housing, recreation and administrative resources located on QVIR Tribal properties.

## *SECTION III - ELIGIBLE APPLICANTS*

This request is directed to qualified professionals with the ability and expertise to complete the project goals and objectives.

Applicants must have the ability to ensure fiscal accountability.

## SECTION IV - DURATION

The contractual period will extend from the date of award through September 30, 2014.

## SECTION V - FORMAT

We are requesting a Statement of Qualifications and a Cost Schedule only.

## SECTION VI – EVALUATION FACTORS

- A. Past Experience of Firm (30%): Submitter must demonstrate experience completed in the past ten years of similar size and complexity in design review and construction. Emphasis will be given to specialized experience in walking trail design.
- B. Past Performance (30%): Submitter must provide tangible evidence such as certificates, awards and letters of recommendation on key personnel who completed projects of similar size and complexity in the past fifteen years.
- C. Professional Qualifications (10%): Education, experience and background, qualification, professional licenses and affiliations of principal team members, and the team's demonstrated ability of working together to provide similar relevant services to public, Tribal and private sector clients.
- D. Management Strategies (10%): Submitter must provide visual and narrative presentation of the management approach to a project of this size and complexity; including anticipated milestone methods employed for cost and schedule control claims avoidance, and communication and reporting procedures.
- E. Evidence of Indian Ownership of the proposing firm and/or inclusion of Indian preference in hiring (10%).
- F. Location of Firm (5%): Convenience of firm's location to the project site in Fort Jones, Siskiyou County, as well as familiarity with the locality of the project. QVIR will not consider extra compensation due to the firm's location.
- G. Demonstrated Capability to Accomplish the Work in the Required Time (5%): This project has a specific planning and design period. **Firm will specify a proposed timeline to complete the above goals and objectives.**

## SECTION VII - NOTICES

**Award is contingent upon Tribal approval.**

**The contract is not to exceed \$12,000**

## SECTION VIII – CONTACT PERSON AND DEADLINES

Questions regarding this Request should be addressed to:



Kim Mattson, Environmental Director  
Quartz Valley Indian Reservation  
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