

REQUEST FOR PROPOSALS

Environmental Assessment & Preliminary Site Master Plan

Hopland Land Acquisition and Housing Development Project

INTENT

The Northern Circle Indian Housing Authority (NCIHA) requests proposals from qualified individuals, firms, and enterprises for developing an Environmental Assessment and Preliminary Site Master Plan for the project described below

FUTURE PROJECT INFORMATION

Description: The proposed project consists of acquisition and development of low-income rental and homeownership housing. The work may include land acquisition and conversion from fee land to trust land with the Bureau of Indian Affairs, the development of infrastructure (including roads, water, sewer, power, gas, easements, parking, etc.), single family and multifamily residential housing development, green space, playground, walking path(s), gathering center (i.e. Senior Center, Recreational Center, Youth Building, etc.), and other activities related to housing development.

Funding: The proposed project, to be built in phases, may be funded with Native American Housing Assistance and Self Determination Act Indian Housing Block Grant, Low Income Housing Tax Credits, Indian Community Development Block Grant, HOME Investment Partnership Program, Title VI Loan Guarantee Program, Section 184 Indian Home Loan Guarantee Program, and other funding sources still to be determined.

Location: The two proposed, vacant, parcels of land are located on approximately 2.87 (Accessor's Parcel No. 050-580-13) and 3.99 (Accessor's Parcel No. 050-580-08) acres within the Hopland Band of Pomo Indians' Reservation boundary in Hopland (Mendocino County), California, 95449.

STATEMENT OF WORK

The proposer will oversee and coordinate all activities required to successfully complete an Environmental Assessment (EA) and Preliminary Site Master Plan.

Environmental Assessment: The Environmental Assessment process for this project is required to contain but is not limited to:

1. Establish the parameters of the project in compliance with National Environmental Policy Act (NEPA) requirements and HUD regulations (24 CFR 58). Conduct a scoping session with the NCIHA, Tribal representative and pertinent agencies to determine central issues surrounding the project.

2. Research existing environmental data and compile into narrative of existing conditions. Notify cognizant agencies (i.e.) State Historic Preservation Office, U.S. Fish and Wildlife Service, Environmental Protection Agency and any other requisite agency that the Environmental Assessment is being undertaken. Research may include a document search, expert studies and/or personal contact for information concerning the following aspects of the project and any others required to produce the environmental assessment.

- Land Use and Zoning
- Access and Circulation
- Terrain/Topography
- Soils
- Geology
- Natural Hazards
- Hydrology
- Climate
- Visual/Scenic Quality
- Noise
- Air Quality
- Vegetation
- Wildlife
- Archaeological and Historical Resources
- Fire Protection Service
- Police Services
- School Services
- Solid Waste Services
- Other Considerations

3. Original field work will be required. No preliminary environmental work has been completed for this proposed project.
4. Complete the Environmental Assessment checklist, including source documentation of each affected element of environmental law. Draft and finalize an environmental review narrative that describes the project, its projected impacts, suggested mitigation measures and project alternatives and any other required information. Consolidate into a single EA document that meets the requirements of applicable HUD regulations and any other pertinent regulation or law.
5. Provide the NCIHA with an original and digital copy of the drafted and finalized EA. The NCIHA will submit to the Certifying Officer for review, comment and signature.

Finding of No Significant Impact: If a Finding of No Significant Impact is determined for the project, the NCIHA will prepare and submit the required documentation to HUD. It is the responsibility of the proposer to review and respond to all public comments received within the public review period.

Environmental Impact Statement: If a Finding of No Significant Impact is not made, the NCIHA shall determine the course of action. Additional work, if consider, can be established within a detailed change order.

Preliminary Site Master Plan: The plan design is to include but not be limited to:

1. Prepare two preliminary site master plan designs based on the provided future project description, geotechnical evaluation services and land survey (both to be completed by the proposer), findings and determinations based on other site investigations and NCIHA and Tribal Council input.
 - a. Geotechnical Evaluation Services: includes identifying and evaluating the soil and groundwater conditions at the sites and using the information to generate design-level soil engineering recommendations for the future project
 - b. Land Survey: Surveying services work including establishing horizontal and vertical control at the project sites, field verification, utility research, and generation of topographic base mapping and site boundary staking.
 2. The NCIHA will review and approve one design to be used for the EA and future project architect and engineering services
 3. A cost estimate, based on the approved plan design, is to be determined for the entire development.
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PROVISIONS

1. Termination: This Request for Proposal can be terminated by the NCIHA at any time.
2. Non-Collusive Understanding: Each person and firm submitting a proposal is certifying that he/she has not colluded with any other person, firm, or corporation in regard to securing the services being solicited.
3. Communication: Any notice regarding this solicitation shall be directed to the NCIHA at the address provided.
4. Access to Records: The Tribe, HUD, the Comptroller General of the United States, or other authorized representative, shall have access to all books, records, and papers of the professional and subcontractors pertinent to their contract for a period of not less than 3 years after completion of the project.
5. Disclosure of Interest: No Board member, officer or employee of the NCIHA, no member of the governing body of member tribes of NCIHA, and no other public official of such locality or localities who exercises any function or responsibilities with respect to the project, shall during this tenure or for 1 year thereafter, have any interest, direct or indirect, in the project or in any property included or planned to be included in the project, or in this contract or any other contract or proposed contract relating to the project.
6. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
7. Agreement: The selected professional will enter an enforceable agreement
8. Selection Procedures: The NCIHA has decided to utilize the Competitive Proposal method of procuring services under this RFP. This request contains the scope of services to be provided, identifies significant evaluation factors, provides a format for responses, and explains the method of evaluation of the proposals which are received. The NCIHA reserves the right to reject any or all proposals based upon the documented reason including the determination that any or all proposals are non-responsive.
9. Method of Review: The NCIHA and its authorized representatives will review all proposals received, and may contact proposers to request further information, either in written form or in the form of a presentation. The NCIHA may accept any given proposal as submitted or may negotiate with a proposer to establish terms most

advantageous to the NCIHA. The decision of the NCIHA shall be final and not subject to appeal.

SCORING CRITERIA

- (40 points) the technical qualifications of the firm and of the proposed technical staff, as indicated by their experience with emphasis on current experience. The qualification section of the proposal should reflect demonstrated ability and the offering of professional services covered by the statement of work. Consideration will be given to the offeror's relevant experience and to any proposed designs provided with the proposal or subsequent interview.
 - (20 points) A record of integrity, judgment, performance, and timeliness in the execution of previous contracts.
 - (15 points) Experience of the firm and familiarity of the proposed staff with the unique challenges of successfully completing similar Environmental Assessments for federally recognized Indian Tribes.
 - (15 points) Cost considerations such as the rates charged for each category of employee under the contract, overhead notes, and costs of reimbursable and total fee proposed.
 - **(10 points) Evidence of Indian ownership of the proposing firm and inclusion of Indian preference in hiring.**
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PROPOSALS

Format: The following is the preferred format for proposal submissions:

1. Name, contact person, business address and contact information
2. Type of Organization (i.e. individual, sole proprietorship, partnership or corporation)
3. Experience – demonstrate the prospective proposer has the technical administrative, and financial capability to perform the proposed work
4. Record of Performance – list of previous comparable projects, the full amount paid for the services by the client and include current contact information for obtaining a reference
5. Personnel – Statement of qualifications for each principal member for the project. Ensure that you designate a single contact person for your firm
6. Project Schedule – Provide a detailed anticipated project schedule. Take into consideration the NCIHA's intent to have the work completed within 90 days
7. Statement of Indian Preference – State if Indian Preference is being claimed
8. Fee Breakdown – Include a detailed breakdown for the project that includes all of the work described in the Statement of Work

Submission: NCIHA encourages offerors to submit proposals electronically; however, if the offeror wishes to submit hard copy proposals, NCIHA request that offeror provide three (3) copies. All proposals, electronic or hard copy, are to be received by NCIHA no later than 5pm on Friday, May 10, 2019. Proposals are to be directed to Moriah McGill, NCIHA Construction Department Program Specialist.

SITE VISIT

A pre-proposal site visit will be held on Friday, April 12, 2019 at 11am. Attendance to this site visit is not mandatory for submitting proposals; however, is recommended by the NCIHA. Interested proposers are to RSVP in advance.

FOR ADDITIONAL INFORMATION CONTACT

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