

REQUEST FOR PROPOSALS

Provide National Environmental Policy Act (NEPA) Environmental Analysis for the Questa to Red River Trail Corridor on the Carson National Forest

Response Due: January 31, 2024

PURPOSE OF THIS REQUEST FOR PROPOSALS

The Town of Red River (Fiscal Entity) seeks a qualified contractor to provide professional services in specific resource areas, GIS, and NEPA/writing/editing to prepare the appropriate level of NEPA documentation for the Carson National Forest (Agency) and fulfill requirements of the National Environmental Policy Act (NEPA) for the Questa to Red River Trail on the Questa Ranger District.

Services include but are not limited to data collection; modeling and analyses; development of public notification documents; project record maintenance; coordination of meetings; documentation of all aspects of the NEPA process; and completion of services needed to fulfill any associated or relevant laws, regulations, policies, and agency, regional, and forest goals, directions, and requirements.

The successful offeror will be selected through a competitive Request for Proposals (RFP) process. The period of performance will be 18 months from the contract start date.

PROCUREMENT MANAGER AND CONTACT

This RFP will be coordinated and managed on behalf of the Fiscal Entity and Agency by the Enchanted Circle Trails Association (Manager). All correspondence regarding this RFP should be addressed to:

Loren Bell
Enchanted Circle Trails Association
575-770-9804
lbell@enchantedcircletrails.org

All supplemental application materials mentioned in this RFP are available for download at:

www.enchantedcircletrails.org

PROJECT BACKGROUND

The Q2RRT is an approximately 14-mile multi-use sustainable recreation trail that connects the communities of Questa and Red River to the land, the water, and the people. The trail will enhance the quality of life for locals and visitors, attract and bolster tourism, and spur economic activities in both communities. The trail concept was developed by the Carson National Forest in collaboration with the Town

of Red River, the Village of Questa, Chevron Mine, Questa Economic Development Fund, Amigos Bravos, the National Forest Foundation, and the Enchanted Circle Trails Association.

The trail is located in Taos County and will fall primarily on public land (the Carson National Forest) along the NM38 corridor. Trail design will follow USFS guidelines for ADA-accessibility as much as feasible with a corridor width of approximately 72"-120" and a tread width of 48"-72". The trail will cross the Red River approximately 10 times utilizing bridges.

CONTRACT SCOPE

The purpose of the project is to prepare a NEPA analysis document on behalf of the Agency. The level of NEPA analysis expected is an environmental assessment/finding of no significant impact (EA/FONSI) with a decision notice (DN). The contractor's general role as an independent contractor will be to work cooperatively with Manager, Agency, Fiscal Entity, and stakeholder groups to provide an Environmental Assessment of the project to the Agency and to prepare environmental documents that meet the standards set forth in the National Environmental Policy Act, and relevant laws, regulations, policies, and agency, regional, and forest goals, directions, and requirements.

The contractor shall furnish all labor, personnel, supervision, materials, supplies, tools, equipment, computers, transportation, travel, and incidentals to perform all work necessary for the completion of the environmental documents.

For detailed requirements, refer to:

- *Appendix A: NEPA Statement of Work*
- *Appendix A.1: Cultural Assessment Scope of Work*
- *Appendix B: General Requirements*
- *Appendix C: Insurance Requirements*

ACTIVITIES AND RELATED DELIVERABLES

Major activities included in the scope of work for this project will include (for a complete list of activities and deliverables, refer to the attached *Appendix A: NEPA Statement of Work*):

- Coordinate closely with The Agency's point of contact and specialists.
- Develop & maintain the timeline and work plan.
- Organize & facilitate internal and public meetings.
- Maintain consistency among documents.
- Maintain the project record and an administrative record.
- Submit a work plan for Agency review.
- Develop and maintain public participation plans, and mailing lists.
- Coordinate the development of the purpose and need, proposed action, and range of reasonable alternatives.
- Collect data and survey information needed for the analysis.
- Conduct required modeling and analysis.

- Coordinate development of specialist reports and other effects analysis documents (e.g. BA and SCC).
- Coordinate the development of the Environmental Assessment.
- Plan and conduct public scoping and comment period.
- Create public notification documents.
- Complete content analysis on all comments received.
- Coordinate development of final EA/FONSI and Draft Decision Notice (DN).
- Develop and distribute final NEPA documents and objection period notice letter.
- Draft responses to objections received.
- Provide all process materials.
- Complete services needed to fulfill any associated or relevant laws, regulations, policies, and agency, regional, and forest goals, directions, and requirements.

CRITERIA FOR COMPETITIVE APPLICATIONS

The evaluation criteria listed below will be used to evaluate proposals for the purpose of ranking them based on how fully each proposal meets the requirements of this RFP. Offerors may be asked to modify objectives, work plans, or budgets prior to the final approval of the award.

Understanding of the Scope of Work. A statement demonstrating a thorough understanding of field surveys and data analysis requirements for NEPA, providing technical expertise in completing environmental effects analysis, and drafting NEPA supporting documents for federal agency review and approval. (25%)

Technical Approach. The proposed technical approach for fulfilling the scope of work must demonstrate familiarity and proficiency in understanding the survey and analysis requirements of the NEPA process, including a Proposed Project Plan (25%)

Qualifications of Proposed Personnel. The proposal should describe the relevant professional experience in the following areas: (a) experience dealing with Federal, state, and local governmental agencies, as well as national and local NGOs involved with NEPA, and experience completing surveys, analysis or other services in support of NEPA compliance for the Forest Service, if any; (b) an understanding of conducting NEPA generally, and preparing NEPA documents, specifically; (c) biographies including resumes and/or vitae of key staff and their role in your proposed work area. (25%)

Contractor's Past Performance. Preference will be given to those who have specialized in NEPA compliance on U.S. Forest Service lands and have experience writing resource reports for Northern New Mexico forest ecosystems. In addition, the applicant needs to showcase their experience working cooperatively with the U.S. Forest Service and have examples of NEPA documentation that they have provided the agency. The proposal should include (a) information on the principal investigator(s)'s past performance related to the NEPA technical expertise you will be offering; (b) list recent (last 2-5 years) accomplishments, events, and previous services related to the NEPA technical expertise you will be offering; (c) references including a list of three clients who have received services from your organization that is similar in nature to the proposed work; include names, postal and email addresses, and telephone numbers. (20%)

Local Presence. Provide evidence of local presence which may include a physical office within Northern New Mexico or Southern Colorado, employees residing within New Mexico, and/or documentation of established operations within Northern New Mexico or Southern Colorado for at least 5 years prior to the submission of this proposal. (5%)

SUBMISSION REQUIREMENTS

Submission requirements will include three distinct and separate documents: 1) Technical Proposal, 2) Evidence of Corporate Capability, 3) Campaign Disclosure Form.

Interested parties will submit proposals via email to Manager and provide the information as described below:

1. Technical Proposal (5-page limit for entire Technical Proposal), to include:
 - a. Narrative - Concise (5-page limit) description of the work plan to include the following sections from the Criteria for Competitive Applications: Understanding of the Scope of Work, Technical Approach and Proposed Project Plan, Qualifications of Proposed Personnel, Contractor's Past Performance, and local presence.
 - b. Contact Information - Primary contact person, company name, address, phone, email, website, and Federal ID#.
2. Evidence of Corporate Capability. The offeror shall provide proof of financial stability in the form of an income statement and balance sheet.
3. Campaign Disclosure Form. The offeror shall complete and sign the Campaign Disclosure Form (*See Appendix D*).
4. Cost Proposal: The cost proposal will not be submitted with the proposal. Once submitted proposals are scored and ranked, the top-ranked firm will be contacted for the submittal of the cost proposal.

QUESTIONS

Applicants should submit questions regarding this RFP via e-mail to Manager. Manager will respond to all offerors at the same time and with the same answer. In order to provide equitable responses, all questions must be received no later than the deadline listed below and will be answered via Manager Response to Offerors' Questions document. The Offerors' Questions document will be available for viewing on the deadline listed below on Manager's website. A pre-proposal meeting will be held on the date listed below.

SCHEDULE

January 2, 2024	Request for Proposals (RFP) released.
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January 11, 2024	Deadline for Offerors' Questions to be sent to the Manager. Offerors should submit questions regarding this RFP via email to the Manager. The Manager will respond to all Offerors at the same time and with the same answers. In order to provide equitable responses, all questions must be received no later than 5:00 PM Mountain Time.
January 16, 2024	A pre-proposal meeting will be held via Zoom at 10am-noon Mountain Time.
January 19, 2024	The Offerors' Questions document will be available for viewing at Manager's website
January 31, 2024	Deadline for responses to RFP. Proposals must be received electronically as per the above-stated Submission Requirements to the Manager by 5:00 PM Mountain Time. Proposals must be provided in Word format or searchable PDF, with the exception of the Cost Proposal Template which may be submitted in Excel format.
February 7, 2024	All Offerors will be informed of their status. Notice of award to selected contractor.
February 19, 2024	Contractor's approximate start date.