

# **Request for Proposal for National Environmental Policy Act [NEPA] Document Development Services**

## Introduction

An Environmental Assessment [EA] is needed to be developed to fulfill National Environmental Policy Act [NEPA] compliance for the Navajo Nation Forestlands Integrated Resources Management Plan [IRMP] strategic plan; with a preferred management option being the proposed action, and the other management options being the other actions.

Proposals should be based on developing an EA that will stand up to all environmental scrutiny. The Proposals will address all expenses and fees that capture the public's input, addresses all environmental concerns, and stands up to legal review. Development of the EA requires a high degree of capability and commitment. The Navajo Forestry Department and other resource professionals are committed to collaborate with the consultant in order to achieve a successful outcome for all involved parties.

Any additional questions should be sent by email to [fdthompson\\_nfd@frontiernet.net](mailto:fdthompson_nfd@frontiernet.net) and will be responded to, in the Nation's discretion, at the earliest opportunity. Please further be advised that the Navajo Business Opportunity Act applies to this request.

## Proposal Submittal Requirements

- 1) *Cover Letter: Signed by an authorized representative of the firm committing to provide the services in accordance with all project requirement*
- 2) *Demonstration of development of past EA(s) only: Brief summary or narrative delineating the general understanding of the project and the approach the firm believes is most appropriate to complete the required work.*
- 3) *Qualifications of individuals: Provide resumes, no longer than 2 pages, of your Project Team structure, including the designated Project Manager who will be the main point of contact. Also include the names of staff who will be assigned to this project, their relevant qualifications, and experience with similar projects. Similar information is to be provided for each sub-consultant, if any.*
- 4) *Firm Qualification: Professional experience and qualifications of the firm and sub-consultants.*
- 5) *References: Please provide a minimum of three references for projects similar in scope.*
- 6) *Provide: A copy of W-9, Suspension/Disbarment Form and Certificate of Insurance*
- 7) *Project Schedule: Provide an estimated project timetable.*
- 8) *Fee Proposal: The elements of the fee proposal shall include an itemization of the expense and fee costs that will be incurred during the development of the NEPA document.*
- 9) *Navajo Preference*

### Process for Submission

Please email the proposals to:

Mr. Frankie Thompson, Program Manager II  
Navajo Forestry Department  
E-mail: [fdthompson\\_nfd@frontiernet.net](mailto:fdthompson_nfd@frontiernet.net)

The email sender may ask for confirmation e-mail from Mr. Thompson that the statement has been received. If no receipt is received within 48 hours, please call (928) 729-4007 to speak with Mr. Thompson and confirm that the proposal was received. All other inquiries should be directed in writing to the email above.

### Deadline for Submission

Proposals are due by close of business on March 06, 2020.

The Navajo Forestry Department thanks you for your interest in this exciting and important project opportunity.