



IIPAY NATION OF SANTA YSABEL

Tribal Council Office

Phone (760) 765-0845

P.O. Box 130 Santa Ysabel, CA 92070

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REQUEST FOR PROPOSAL

PROJECT NAME: INSY Green House Gas Inventory

The Iipay Nation of Santa Ysabel is seeking proposals from qualified persons to conduct a Green House Gas Inventory in the rural area of the Santa Ysabel Reservation, Santa Ysabel CA. Details are specified in the SCOPE OF WORK (attachment A) below. You are invited to submit a proposal to be received by IIPAY NATION OF SANTA YSABEL no later than February 15th, 2024. This is a closed bid.

SCHEDULE OF EVENTS

*Release of RFP: February 1st, 2024

*Pre-Bidders conference & site visit: February 12th, 2024 10am
100 SCHOOLHOUSE CANYON ROAD
SANTA YSABEL CA 92070

*Bids due: February 15th, 2024 by 1pm.

The funding for this project is from a federal grant. Change order will only be considered as or if needed due to project support and accommodations. Davis Bacon ACT costs DO NOT APPLY. SBA AND VETERAN APPROVED.

Iipay Nation of Santa Ysabel expects to sign a contract for this proposal no later than **February 21st, 2024** and to provide the selected firm or persons an AWARD on or thereabout. **NOTICE TO PROCEED WILL FOLLOW THEREAS AS OF February 22nd, 2024**. All services within this scope of work should be predicated on the above date.



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The firm or person(s) shall perform professional services as follows:

1. **Attachment A** defines the SCOPE OF WORK REQUESTED.
2. The proposal must provide a detailed description of work performed by each SURVEY, PLAN AND PROFILE PLANS.
3. If applicable, A Contractor License number will be verified upon receipt of the proposal, and if significant findings are found against the contractor, the proposal will not be accepted nor proceed to the evaluation phase. Workman's compensation insurance must be current.
4. A bidder's site survey conference will be held on February 12th, 2024 at 10:00 am. No additional site visits will be permitted.

GENERAL SPECIFICATIONS

A. Notice of Rights:

1. Iipay Nation of Santa Ysabel reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if it is deemed to be in its best interest.
2. Iipay Nation of Santa Ysabel reserves the right not to award a contract pursuant to this RFP.
3. Iipay Nation of Santa Ysabel reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon ten (10) days written notice to the successful proposer.
4. Iipay Nation of Santa Ysabel reserves the right to determine the days, hours, and locations that the successful bidder shall provide the services called for in this RFP.
5. Iipay Nation of Santa Ysabel reserves the right to retain all proposals submitted.
6. Iipay Nation of Santa Ysabel reserves the right to negotiate the fees proposed by the bidder.
7. Iipay Nation of Santa Ysabel reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to: incomplete Proposals and/or Proposals offering alternate or non-requested services.
8. Iipay Nation of Santa Ysabel shall have no obligation to compensate any bidder for any costs incurred in responding to this RFP.
9. The award from this RFP is dependent entirely upon federal funding. Therefore, no change orders will be accepted. The amount bid is a firm-fixed price.

The award is to the bidder with the highest points and/or lowest bid.

Indian Preference Requirements/Section 20 points: 1. The work to be performed under this proposal is subject to Section 7(b) of the Indian Self-Determination Act (25 U.S.C. 450 e (b)). Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in



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the award of contracts and subcontracts shall be given to Indian Organizations or Indian-owned Economic Enterprises. 2. The parties to this contract shall comply with the provisions of section 7(b) of the Indian Act. 3. In connection with this contract, the contractor shall, to the greatest extent feasible, give preference in the award of any subcontracts to Indian Organizations or Indian-owned Economic Enterprises, and preferences and opportunities for training and employment to Indians. 4. The contractor shall include this section 7(b) clause in every subcontract in connection with the project and shall, at the direction of the recipient, take appropriate action pursuant to the subcontract upon a finding by the recipient of HUD that the subcontractor has violated the section 7(b) clause of the Indian Act.

Proposal Evaluation Criteria: An award will be made competitively in accordance with the selection criteria herein. The factors for ratings and the points for each factor are provided below. A maximum of 100 points may be given under Rating Factors 1 through 4. To expedite the review of your proposal and ensure that your proposal is given a thorough and complete review of all responses to each of the components of the selection criteria, keep the responses in the same order as the selection factors listed below. Only include documentation that will clearly and concisely support your response to the rating criteria.

Rating Factor 1. Capacity and Capability (45 Points)

This factor addresses the extent to which you have the organizational resources to successfully perform the Scope of Work in accordance with your implementation schedule. This rating factor is made up of three subfactors as follows:

A. Technical Qualifications (15 Points)

Evidence of the firm or person's ability to perform the Scope of Work, as indicated by profiles of the principal(s) and staff's professional knowledge and technical competence. The extent to which your proposal describes the roles and responsibilities of your project team and that of your overall principal and staff in charge, including the day-to-day manager, consultants (if any), and subcontractors involved in implementing the Scope of Work.

(15 Points) The proposal describes the firm or person's specialized professional training and technical competence to perform the Scope of Work, as indicated by a profile



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of the principal(s) and staff's professional knowledge and technical expertise and adequately describes the roles and responsibility of the overall proposed principal in charge and staff, including the day-to-day manager, consultants (if any), and subcontractors involved in implementing the Scope of Work. *The site description exceeds the required specifications.*

(10 Points) The proposal describes the firm or person's specialized professional training and technical competence to perform the Scope of Work, as indicated by a profile of the principal(s) and staff's professional knowledge and technical expertise but the proposal does not adequately describe the roles and responsibilities of the overall proposed principal in charge and staff, including the day-to-day manager, consultants (if any), and subcontractors involved in implementing the Scope of Work. *The site descriptions are adequately defined.*

(0 Points) A profile of the principal(s) and staff's professional training and technical competence is not included, or a profile of the principal(s) and staff's professional training and technical competence is included but is not relevant to the type of services to be performed as identified in the Scope of Work. *No site descriptions were provided.*

B. Experience (15 Points)

With respect to those listed in Rating Factor 1(A) above, experience will be judged in terms of recent, relevant, and successful experiences like that to be undertaken in the Scope of Work. In rating this factor, experience within the past 3 years will be considered recent; experience pertaining to the specific activities performed similar to those to be undertaken in the Scope of Work to be relevant; and experience producing specific accomplishments achieved similar to those to be undertaken in the Scope of Work to be successful. *Grading for manufactured homes, coordination with Indian Health Services on water/wastewater, coordination with the manufactured home supplier and SDG&E.*

(15 Points) The proposal adequately demonstrates that the principal and staff in charge, including the day-to-day manager has recent, relevant, and successful experience pertaining to specific activities performed like those to be undertaken in the Scope of Work.

(10 Points) The proposal adequately demonstrates that the principal and staff in charge, including the day-to-day manager has recent, relevant experience similar to those specified



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to be undertaken in the Scope of Work but has not shown specific accomplishments achieved similar to those to be undertaken in the Scope of Work.

(0 Points) The proposal does not adequately demonstrate that the principal and staff in charge, including the day-to-day manager has recent, relevant experience like those specified to be undertaken in the Scope of Work.

C. Past Performance (15 Points)

This factor addresses the firm or person's past performance record on similar work as to be undertaken in the Scope of Work in terms of work quality, sensitivity to tribal concerns, timely delivery of products, and reports as reported by other clients. As a part of your response, provide a list of all clients over the past three years, including contract dates, contact names, and telephone numbers.

(15 Points) A list of at least two tribal clients over the past three years, including contract dates, contact names, and telephone numbers, is included in the proposal, and evaluations of a sampling of referenced client responses indicate client's satisfaction with past performance in terms of work quality, sensitivity to tribal concerns, and timely delivery of products and reports.

(15 Points) A list of all clients over the past three years, including contract dates, contact names and telephone numbers, is included in the proposal and evaluations of a sampling of referenced client responses indicate the client's partial satisfaction with past performance in terms of work quality, or sensitivity to tribal concerns, or timely delivery of products and reports.

Rating Factor 2. Timely Performance (15 Points)

This factor addresses the approach to providing and managing the Scope of Services by the extent and detail to which your implementation schedule identifies the specific tasks, benchmarks and timelines by you and others as listed in Rating Factor 1(A) above, that will be undertaken to complete the Scope of Work within the time(s) specified. If awarded, this schedule will be incorporated into the contract as an attachment and used for monitoring the performance of the contract.

(15 Points) The proposal includes a project implementation plan that clearly specifies tasks and timelines. The document identifies specific tasks and subtasks, milestones, assigned individuals, duration, and interdependences between tasks to ensure deliverables,



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outputs and outcomes as identified in the Scope of Work and within the overall timeframe specified. The document identifies the steps in place to adjust the work plan if tasks fall behind to meet the overall completion date.

(10 Points) The proposal includes a project implementation plan that clearly specifies tasks and timelines. The document identifies specific tasks and subtasks, milestones, assigned individuals, duration, and interdependences between tasks to ensure deliverables, outputs and outcomes as identified in the Scope of Work and within the overall timeframe specified, but the document did not identify the steps in place to make adjustments to the work plan if tasks fall behind in order to meet the overall completion date.

(0 Points) The proposal did not include a project implementation plan, or the proposal included a project implementation plan but does not clearly specify the tasks and timelines, including specific tasks and subtasks, milestones, assigned individuals, duration, and interdependences between tasks to ensure deliverables, outputs and outcomes as identified in the Scope of Work.

Rating Factor 3. Indian Preference (20 Points)

This factor satisfies the Indian preference requirements as stated above. This rating factor is made up of two subfactors, as follows:

A. Indian organization/Indian-owned Economic Enterprise (15 Points)

Provide evidence showing the extent of Indian ownership and interest by submission of the Indian Enterprise Qualification Statement fully.

- 1. Documentation of 51% or greater ownership in the company.**
- 2. Valid Tribal Enrollment Card.**
- 3. No points will be given if preference cannot be evidenced.**

B. Employment and Training Opportunity Statement (5 Points)

Describe the extent of employment and training opportunities you will provide to Native Americans under this proposal. Use a separate attachment. No points will be given for an incomplete or unsigned statement.

Rating Factor 4. Price (30 Points)

This factor addresses the total lump sum costs for services identified to carry out the Scope of Work. Provide a detailed cost breakdown by phase or task for each home site. This is a fixed-fee contract. This project's funding is from Federal Funds, so no contract changes or



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price modifications will be allowed upon Notice to Proceed. *A separate line item is required in the event work is halted for Cultural monitoring.*

(25 Points) The proposal's Fixed Fee price is within 5% of the lowest proposal received and the submission included a detailed cost breakdown.

(20 Points) The proposal's Fixed Fee price is within 10% of the lowest proposal received and the submission included a detailed cost breakdown by phase or a task.

(10 Points) The proposal's Fixed Fee price is within 20% of the lowest proposal received and the submission included a detailed cost breakdown by phase or a task.

(5 Points) The proposal's Fixed Fee price is over 20% of the lowest proposal received or the submission did not include a detailed cost breakdown by phase or a task.

Submittal of Proposals and Additional Information:

An original of the proposal must be received at the location and time specified above, in a sealed packet and clearly marked, "Proposal for Iipay Nation of Santa Ysabel Green House GAs Inventory". The date and time received will be recorded on each proposal. Proposals received after the deadline will **not** be considered for review. Proposals can be accepted via email to jwier@iipaynation-nsn.gov. Award of the proposal will be based on the evaluation criteria above by a selection panel and within available funds. The use of interviews to further evaluate the proposal will be at the discretion of the EPA Director. If deemed appropriate, negotiations will be conducted with selected firms or person(s) found acceptable and will include at least one principal and the proposed project manager. Selection and award will be made to the firm or person(s) with the best and final offer most advantages to the Iipay Nation of Santa Ysabel.

The Iipay Nation of Santa Ysabel reserves the right to reject any or all proposals, and to waive technicalities that serve the best interest of the EPA DEPARTMENT.



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Scope of Work

Attachment A

Greenhouse Gas (GHG) Inventory

Contractors will provide the Iipay Nation with both a simplified GHG inventory and a Comprehensive GHG inventory which will include the following sections:

- Scope
 - General Description of work performed will conducting GHG inventory and the desired outcomes of performing that work.
- Data collection
 - Data Collection for PCAP: Use of existing data, including EPA's US GHG Reporting Program data, particularly for supporting development of the PCAP, is acceptable. Other potential data sources include Inventory of U.S. Greenhouse Gas Emissions and Sinks by State and National Emissions Inventory.
 - Data Collection for CCAP: A comprehensive inventory must include all 7 GHG emissions and 8 sinks by emission source and sink category following commonly accepted protocols for the following sectors, if applicable: industry, electricity generation and/or use, transportation, commercial and residential buildings, agriculture, natural and working lands, and waste and materials management.
 - For more information on GHG Inventory development and available tools, data, and technical assistance, see <https://www.epa.gov/inflation-reduction-act/cprg-tools-and-technical-assistance-greenhouse-gas-inventory>
- GHG accounting method
 - General details about how data was collected in accordance with grant guidelines and the Iipay Nation of Santa Ysabel 2024 CPRG QAAP.
- GHG emission results by source and sector
 - 5 Source Categories
 - Electricity Use.
 - Transportation.
 - Residential, Commercial, and Industrial Fuel Combustion.
 - Land Use, Land Use Change, and Forestry
 - Waste and Waste Management
 - 7 sectors of GHG:
 - Carbon dioxide (CO₂)
 - Methane (CH₄)
 - Nitrous oxide (N₂O)
 - Hydrofluorocarbons (HFCs)



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- Perfluorocarbons (PFCs)
- Sulphur hexafluoride (SF₆)
- Nitrogen trifluoride (NF₃)
- Recommended strategies to reduce or eliminate the immediate and long-term effects of GHG Pollution
 - Develop best practices for the Iipay Nation of Santa Ysabel Tribal Government, Tribal Business, and Tribal Households to reduce GHG emissions
 - Develop a timeline and set milestones to achieve or come close to net zero carbon emissions by 2035.
- Develop a benefits analysis based on recommended reduction strategies and best practices.

The GHG inventory should document emissions from activities within the geographic boundaries of the Iipay Nation of Santa Ysabel.

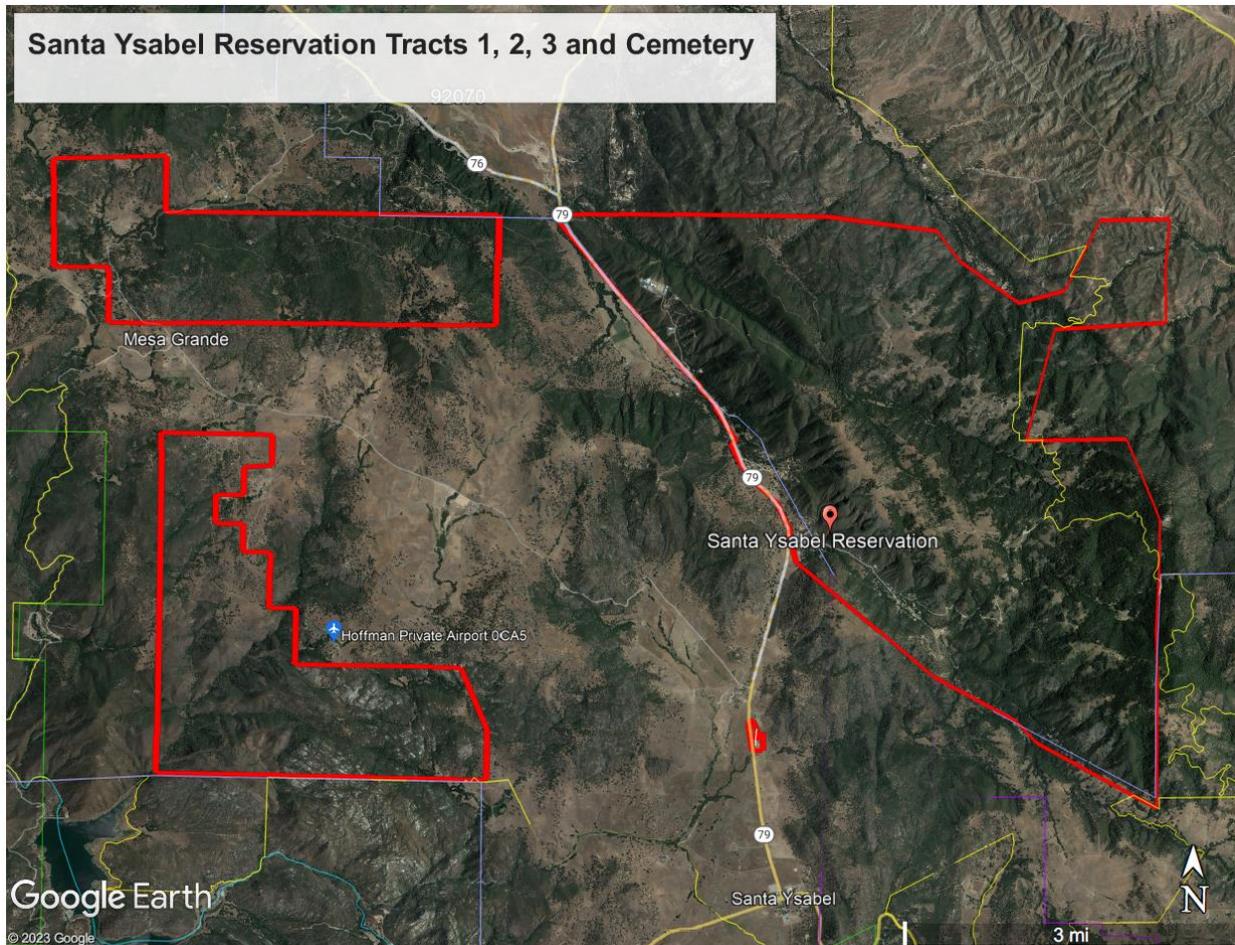


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Contractors may use any available data (e.g., EPA’s National Emissions Inventory) to produce their inventories. Make sure to provide a list of data sources used. An extended list of potential data resources and examples can be found in Priority Climate Action Plan: Helpful Resources for Tribes and Territories.

Provide a brief description of the methods used to estimate GHG emissions. Note that method selection may depend on the data available, and no one method is “correct”. There are several widely accepted methodological frameworks contractors may use to estimate greenhouse gas inventories, such as the Global Protocol for Community-Scale GHG Emissions Inventories or the Local Action Framework from EPA; see Priority Climate Action Plan: Helpful Resources for Tribes and Territories for more information. Contractors may select any reasonable base year given the availability of emissions data. A base year is the starting year for the historic inventory, and targets for GHG emissions are often defined in relation to the base year. When selecting a base year, consider:



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- Is the selected base year representative of general emissions patterns (e.g., not uncharacteristically high or low)?
- Are the data for this base year available?

The GHG inventory should include:

- Economy-wide anthropogenic emission estimates for primary GHGs (e.g., CO₂, CH₄, N₂O, HFCs, PFCs, SF₆, and NF₃)
- Emissions reported in CO₂ equivalent units
- Both direct (e.g., power generation) and indirect (e.g., purchased electricity) emissions

The distinction between direct and indirect emissions may be derived from the Tribes or Territories authority or ability to reduce those emissions. For example, the Iipay Nation of Santa Ysabel may categorize emissions from a Tribally owned power source as direct emissions but categorize purchased power from SDGE as indirect emissions.

[Tribal Greenhouse Gas Inventory Tool](#)

<https://www.epa.gov/statelocalenergy/download-tribal-greenhouse-gas-inventory-tool?token=7NWnybong2qnAglJwoAgt5SJg-5gFn8pxGdxZbGRZBM>