

# **REQUEST FOR PROPOSALS**

## **LAND USE PLAN**



**NOVEMBER 2025**

RFP Issued by:  
Pit River Tribe  
36970 Park Avenue  
Burney, CA 96013

RFP Closing date and time: One (1) digital copy to be sent via email to [grants@pitrivertribe.gov](mailto:grants@pitrivertribe.gov) must be received by 5:00 pm Pacific Time on December 19, 2025.

# REQUEST FOR PROPOSAL – PLANNING CONSULTANT LAND USE PLAN

The Pit River Tribe ("Tribe") is seeking proposals from qualified professionals to help conduct a Comprehensive Land Use Plan within its original 3.4 million acre ancestral homelands, located in parts of Shasta, Siskiyou, Modoc, and Lassen Counties (the "Project"). The Land Use Plan is funded by the California Jobs First - California Regional Investment Initiative Tribal Investment Phase Pre-Development Fund.

## BACKGROUND

The Pit River Tribe's Comprehensive Land Use Plan Project is designed to support the Pit River Tribe in developing a plan that will guide our actionable economic opportunities and strengthen long-term self-sufficiency for Tribal members. Through this effort, we aim to assess our current assets, gather economic data, address gaps, and establish a roadmap that supports small business growth, and new sectors such as tourism, working lands and water and more. Our specific project goals, outputs, and outcomes for this project are as follows.

### **Engage in data-driven surveys and maps that improve visibility of available land assets.**

The Tribe currently lacks comprehensive maps identifying all of its land held in trust. It also lacks site-specific surveys such as environmental assessments, traffic studies and flood plain identification which are necessary to inform our economic decisions. Consultant(s) will lead the data surveys as well as the development of detailed maps that will be included in the Land Use Assessment, specifically highlighting land-designated data for business development (i.e. commercial). These enhanced data surveys and mapping resources will improve visibility of available land assets, facilitating more effective planning and attracting investment.

Deliverables include:

- Studies/surveys
- Territory acreage assessment
- Maps
- Aerial photos

**Develop an inclusive Land Use Assessment document that reflects the Tribe’s economic landscape and strengthens future vision.**

The Consultant will work with the Tribe’s Tribal Planner and Land Use Committee to analyze land studies, traffic studies, flood plain identification and draft a final Land Use Plan and Assessment. The Land Use Plan and Assessment will be presented to Tribal membership, Tribal Council and adopted by year two of the grant period. Assessment will present:

- # of potential economic sites identified (i.e. commercial, agriculture, etc.)
- # of economic projects identified for each land site
- Results of traffic studies, flood plain identification and more
- Completed comprehensive Land Use Plan document

## LOCATION

The Tribe’s Trust land is located in two counties of California— Shasta County just South of Burney, California on the eastern side of Highway 299, and Modoc County, in Alturas, California.

## SCOPE OF SERVICES

The intent of the scope of services and tasks provided below is to serve as a framework which the Respondents can use to develop a more detailed scope of work based on their professional expertise and knowledge. Respondents are encouraged to contact the Grants Manager, Tribal Administrator and appropriate department before submitting final proposals if necessary. The final scope of services will be negotiated with the Successful Respondent.

(a) Project Management – the Successful Respondent will take the lead in managing their team's time, staffing, resources, budget, and related activities to ensure the Project goals are met.

(b) Information and Data Gathering – Gather, review, and analyze all pertinent, previously prepared studies, reports, and maps of the existing land base and Trust lands.

- Deliverable: Provide a summary report of the current land use and development potentials, restrictions, and limitations. The report should also identify opportunities for potential land acquisition within the Tribe’s ancestral territory and assess possible uses for those lands to support long-term community, cultural, and economic goals.

(c) Stakeholder Meetings –

(i) Meet with the Tribal Council and other stakeholder groups 12 times to discuss the objectives of the Comprehensive Land Use Plan, discuss data gathering requirements, identify major issues to be addressed, and obtain initial development and infrastructure concepts.

(ii) Meet, as specifically directed by the Tribal Council, with public utility and other agencies or organizations to discuss technical issues that may impact the plan.

(iii) Conduct presentations at meetings of the Tribal Council, which shall include, at a minimum, 25%, 50%, 75%, and final design of the plan.

(iv) Conduct presentations at full tribal membership meetings, as requested by the Tribe.

(d) Vision and Goal Setting – Based on the information and feedback gathered through information and data gathering and the various stakeholder meetings, work with the Tribal Council to develop a feasible vision and other related development goals for the Project, including long-term goals.

- Deliverable: Provide a summary document of the Tribe’s vision and development goals to present to Tribal Council and Tribal Membership.

(e) Comprehensive Land Use Plan Development – Using the information and development concepts gathered from the stakeholder meetings, perform the technical and engineering analysis needed to develop a plan that can be adopted by the Tribe. The final master plan should be a single unified plan.

- Deliverables: Land Use Plan, which: – Details the planning process and outlines any assumptions, analyses, results, conclusions, and recommendations; – Includes civil engineering, MEP engineering, and landscape architecture; location and square footage of existing buildings, future buildings, and specific programs that might occupy current and future buildings, parking and circulation concepts.

## SCHEDULE

- November 19, 2025: RFP Announcement
- December 19, 2025: Deadline for Proposals Submission
- December 19, 2025 – January 23, 2026: Evaluation of Proposals & Selection of Vendor
- January 30, 2026: Contract Award Announced & Kick-Off

## EVALUATION CRITERIA

Respondents to this RFP will be evaluated in accordance with the following criteria and are requested to include the following information:

### **Approach and Schedule**

Proposals shall include a timeline to complete the work under this RFP.

### **Technical Capabilities**

- Detail the technical resources and equipment your firm possesses to execute this project efficiently. Include information on specialized machinery, software tools, and any innovative technologies your firm utilizes.
- Explain your firm's quality assurance and control processes to ensure adherence to project specifications, timelines, and budget constraints. Provide examples of how these processes have been successfully implemented in past projects.
- Describe your firm's safety policies, protocols, and track record in ensuring a safe working environment on construction sites. Provide statistics on safety incidents and any recognition or awards received for safety excellence.

### **Past Performance**

Proposals shall demonstrate relevant experience of the firm in completing similar work in the past to include providing examples of work with references. The work presented should be within the last five years from the date of RFP deadline to include size of project, scope of work completed, highlights of the project, and any additional information that would help Pit River Tribal Council determine the ability of vendor performing on this work.

### **Qualifications of the Team**

Proposals shall include a description of the key personnel working on this project and any subcontractors that will support the effort. This description shall include a breakout of the roles and responsibilities of the identified personnel and subcontractors. Resumes should be included and be no more than two (2) pages in length. The resume shall be presented as an appendix at the end of the document and are not included in the page count.

## AWARD

The Pit River Tribe will make the contract award to the most qualified offeror, or the firm deemed the most advantageous to completing the project. The Pit River Tribe reserves the right to reject all proposals if the responses are deemed non-responsive or unqualified. The award will only be made to a firm that recognizes, and respects, the special relationship that the Tribe shares with the land, its people, and the United States government.

The Tribe will make a good faith effort to ensure small businesses and minority owned businesses, women's business enterprises, and firms located within or near the Tribe's area are used whenever possible.

## TYPE OF CONTRACT

### **WAGES**

The resulting construction contract is regulated by the Davis-Bacon Act, as amended (40 U.S.C. §§ 3141– 3144, and §§ 3146–3148) as supplemented by Department of Labor regulations (29 C.F.R. Part 5.5a, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, the Contractor must comply with the minimum rates for wages for laborers and mechanics as determined by the Secretary or Labor in accordance with the provisions of the Davis-Bacon and Related Acts. Contractor must pay wages not less than once a week. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 C.F.R. Parts 1, 3, and 5 are hereby incorporated by reference in this contract. All lower tier subcontractors shall comply with all Davis-Bacon Act requirements. The Prime Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with these requirements. The contract shall include all language provided in USDA RD Instruction 1940 105(a) and DOL website language. The labor standards provisions from 29 CFR 5.5(a) meet the USDA requirements.

### **Copy of Certificate of Insurance**

Contractors shall submit a Certificate of Insurance (photocopy) demonstrating compliance with the insurance requirements. Workers' Compensation Insurance with the limits established and required by the State of California; Employers' Liability Insurance with the limits set forth below; Comprehensive General Liability, Product / Completed Operations Liability, Contractual Liability, Independent Contractors Liability, and Automobile Insurance with at least the following limits of liability: Primary Bodily Injury Liability limits of \$1,000,000 per occurrence; Primary Property Damage Liability limits of \$1,000,000 per occurrence.

Additionally, this contract will be a firm-fixed price contract that will have established payment terms that are negotiated with the firm selected. final payments of the contract will be held until the final report is provided to Tribal Council.

## **PROPOSAL FORMAT**

Proposals should adhere to the following requirements:

- Cover Page
- Name of Organization
- Address
- Point of Contact
- Email and Phone Number
- EIN
- Full Proposal
- No more than 10 pages that are 8.5” x 11” with 1” margins
- Should clearly cover the following aspects that will be evaluated
- Technical Capabilities (as listed above).
- Past Performance (description of other projects that the firm has completed that is similar in scope within the last five years; please provide a reference for the projects

included as part of past performance; include size of project, contact email and phone number, and location of project)

- Qualifications of Team (e.g. – resumes no more than 2 pages each; qualifications of any subcontractors; description of structure to include who will be responsible for which pieces of the work)
- Resumes are not included in the 10-page limit and should be included as an appendix at the end of the document.
- Approach and Schedule (e.g. – timeline of work to be completed; how you proposed to execute the work/plan/meet timelines; identify key aspects of your firm’s approach to completing the work).

## PROPOSAL DEADLINE

RFP Closing date and time: One (1) digital copy to be sent via email to [grants@pitrivertribe.gov](mailto:grants@pitrivertribe.gov) must be received by 5:00 pm Pacific Time on December 19, 2025. All proposals may be submitted by mail or sealed and hand delivered to:

Stevie Geopfert, Grants Manager  
Pit River Tribe  
36970 Park Avenue  
Burney, CA 96013

## Method of Review

Attention is called to the fact that Indian Preference is incorporated into the evaluation of all submitted proposals under Section 7(b) of the Indian Self Determination and Education Assistance Act (25 U.S.C. 450e(b)).

Statement of Work: The proposer will oversee and coordinate all activities required to successfully complete the services and products that are the subject of this Request for Proposal.

In the event that only one proposal is received by the Tribe, the Tribe is not required to accept the proposal; however, the Tribe may accept the proposal. Proposals will be accepted if they meet the criteria set out above and if a mutually acceptable contract can be negotiated. The Tribe may make a selection of the professional within 15 working days after the presentation of the proposal.

The Tribe reserves the right to reject any or all proposals based upon the documented reasons including the determination that any or all proposals are non-responsive. The Tribe will review all proposals received, and may contact offerors to request further information, either in written or digital form or in the form of a presentation to the Tribe. The Tribe may accept any given proposal as submitted or may negotiate with an offeror to establish terms most advantageous to the Tribe. The decision of the Tribe shall be final and not subject to appeal.