

**TAHOE REGIONAL PLANNING AGENCY  
REGIONAL PLANNING DEPARTMENT  
REQUEST FOR PROPOSALS (RFP)**

West Shore Tahoe Trail-Meeks Bay to DL Bliss  
Planning, Public Engagement, and Environmental Analysis  
RFP #250008

**Announcement:** December 20, 2024

**Project Description:** TRPA seeks qualified consultant(s) to prepare technical studies, conduct facilitation and outreach, and prepare a joint CEQA/NEPA/TRPA environmental analysis of a 6-mile shared use path between Meeks Bay and DL Bliss State Park.

**Evaluation:** Proposals will be evaluated according to the criteria in section 4 of this document.

**Deadline:** Bidding Firms' Questions Due – January 8, 2025  
Deadline for Proposal Submissions – January 16, 2025

**Questions:** All questions should be submitted in writing to the RFP Coordinator:

Rebecca Cremeen  
Tahoe Regional Planning Agency  
PO Box 5310  
128 Market Street  
Stateline, NV 89449  
775-589-5214  
[rcremeen@trpa.gov](mailto:rcremeen@trpa.gov)

# 1. Introduction and Agency Background

## **Introduction:**

The Tahoe Regional Planning Agency (TRPA), United States Forest Service Lake Tahoe Basin Management Unit (LTBMU), and California Department of Parks and Recreation request proposals from qualified professionals and consulting firms to prepare technical studies, facilitation and outreach, and a joint California Environmental Quality Act (CEQA) Environmental Impact Report (EIR), National Environmental Policy Act (NEPA) Environmental Impact statement (EIS), and a TRPA (Article VII(a)(2) of the TRPA Bi-State Compact) EIS for the next phase of the West Shore Tahoe Trail. Services requested include 1) Technical Studies to inform environmental alternatives and the Proposed Action 2) Public Engagement and Facilitation 3) Preparation of the EIS/EIS/EIR.

Through this RFP, TRPA is seeking a consultant or consultant team to:

- Prepare technical studies including reconnaissance level biological and cultural surveys, and scenic simulations to inform the environmental scoping document.
- Lead facilitation and engagement with agencies, stakeholders, and the public.
- Prepare the Joint Environmental Document meeting all agency requirements.

The response to this RFP can include a proposal to complete all or part of the above tasks described in more detail in the Scope of Work below.

## **TRPA Background Information:**

Established in 1969, by a Federally sponsored, interstate compact between California and Nevada, TRPA is authorized under California law (California Government Code sections 66800 through 66801), Nevada law (NRS 277.190 through 277.200), and Federal law (PL 96-551).

The mission of TRPA is to “lead the cooperative effort to preserve, restore, and enhance the unique natural and human environment of the Lake Tahoe Region, while improving local communities, and people’s interactions with our irreplaceable environment.” TRPA is the leading partner for plans and actions to preserve the environment of the Tahoe region. TRPA establishes transportation and land use policy as the region’s Metropolitan Planning Organization and works with local, regional, state, and Federal organizations and governments to facilitate a cooperative approach in implementing these plans and programs. The TRPA Regional Plan is designed to maintain a healthy natural environment, meet adopted environmental thresholds, maintain social and economic health, and allow orderly growth in the Region.

TRPA is governed by a 15-member Board. California and Nevada each have seven members comprised of elected officials and governmental appointees. In addition, a non-voting member is appointed by the President of the United States. Further information can be obtained at TRPA’s website at [www.trpa.gov](http://www.trpa.gov).

TRPA is granted environmental planning and regulatory authority at Lake Tahoe pursuant to the Tahoe Regional Planning Compact (Public Law 96-551). TRPA requires all projects to be consistent with the applicable development and environmental standards found throughout the TRPA Regional Plan package.

## 2. Project Description

### Background:

The southwest shore of Lake Tahoe rewards visitors and residents with access to some of the most breathtaking portions of the Lake Tahoe basin. These include several of the most popular beaches, parks, recreation sites, and overlooks, such as Emerald Bay State Park, Bayview Trailhead, Inspiration Point Overlook, Eagle Falls Trailhead and Desolation Wilderness, D.L. Bliss State Park, and Meeks Bay Resort. The area is also home to several west-shore residential communities, LTBMU managed lands, and important tribal sites for the Washoe Tribe of Nevada and California.

The Highway 89 Recreation [Corridor Management Plan](#) (CMP), completed in 2020, identified a variety of necessary transit, parking, roadway safety, and recreation infrastructure to address congestion in this highly visited corridor and meet the needs of the area's diverse users. The subsequent [Cascade to Meeks Trail Feasibility Study](#), completed in 2022, considers a multi-use trail between Spring Creek and Meeks Bay. This proposed trail would complete a critical gap of the West Shore Tahoe Trail, which runs from Tahoe City to Camp Richardson, and provide an active transportation alternative to access extensive State Parks and national forest lands. The trail segments are integral to realizing the envisioned Tahoe Trail, a complete multi-use path around the entirety of Lake Tahoe. The feasibility study identified a potential alignment, divided the corridor into trail segments, and identified engineering, environmental, design, and cost estimates. The study was led by a multi-agency Steering Committee comprised of the USFS, CA State Parks, TRPA, El Dorado County, and the Washoe Tribe of Nevada and California.

Since the study was completed, the LTBMU secured Lake Tahoe Restoration Act funding and entered into a cooperative agreement with TRPA to complete the next phase of planning for corridor. The agencies determined that the trail segment between Meeks Bay and DL Bliss would be the timeliest to complete, connecting DL Bliss and campground with Meeks Bay, USFS trailheads, and West Shore communities. This project complements the Meeks Bay Restoration Project and the Caltrans Meeks Creek Bridge Replacement projects. The LTBMU will be restoring Meeks Creek and redesigning elements of the recreation site, including adding a shared use path and bridge over the creek that will connect with the Tahoe Trail. The environmental analysis for the restoration and recreation improvements at Meeks Bay was completed in August 2024.

Caltrans is currently preparing a CEQA analysis and design for the SR 89 bridge replacement. The new bridge would have a wider span to improve hydrologic function, which is a critical component of the stream restoration project. The bridge conceptual designs include sidewalks and a Class II bicycle path on both sides of the highway. The public draft environmental document is scheduled for publication at the end of 2024.

### Project Description

The agencies are proposing to focus this next phase of planning and environmental analysis along 6.5 miles of the corridor from Meeks Bay to the entrance of DL Bliss State Park. This project builds from the Cascade to Meeks Trail Feasibility Study and would complete some of the technical studies recommended in that report.

In the feasibility study, the trail is described in buildable segments, the following of which would be included in this project:

- Meeks Bay, Rubicon Forest, Paradise Flat, DL Bliss North

The infrastructure analyzed under this project (at a conceptual level) includes:

- Transit stops/shelters at Meeks Bay and DL Bliss
- Parking and neighborhood access to the trail at segment termini
- Pedestrian connections from the Meeks Bay bridge to the recreation site and resort at Meeks Bay and the trail
- Vista points and rest areas
- Restrooms and trash facilities at key locations
- Winter access locations coordinated with the LTBMU Winter Recreation and Over Snow Vehicle Travel Management Plan

Proposed locations and some conceptual designs for these amenities are identified in the Trail Feasibility Study.

#### Related Plans and Projects

El Dorado County, Caltrans, TRPA, LTBMU, CA State Parks, the Tahoe Transportation District, South Shore Transportation Management Association, and the CA Highway Patrol convened a working group in 2024 to address parking management and launch a transit pilot at Emerald Bay, where unsafe traffic congestion and resource impacts necessitate immediate action. This is the most congested location in the SR 89 Corridor, due to its stunning scenery and access to CA State Park and USFS LTBMU scenic viewpoints and trails.

TRPA is updating the Lake Tahoe Regional Transportation Plan (RTP), incorporating new policies, programs and projects planned through 2050. The plan will be completed in Fall 2025. It will be important to coordinate the RTP with this focused corridor planning project.

Plans, projects, processes, and analyses that have been completed or are underway that will inform the project and environmental analysis include, but are not limited to the following:

- [State Route 89 Corridor Planning \(2020\) and Cascade to Meeks Trail Feasibility Study \(2022\)](#)
- [Meeks Bay Restoration Project \(2024\)](#)
- [Caltrans Meeks Creek Bridge Replacement Draft IS/MND \(2024\)](#)
- [Active Transportation Plan \(2024\)](#)
- [Vision Zero Strategy \(2024\)](#)
- [Transportation Equity Study \(2023\)](#)
- [Regional Trails Strategy \(2022\)](#)
- [Destination Stewardship](#) (ongoing)
- [Basin Wide Trails Analysis](#) (2024)
- [Winter Recreation and Over Snow Vehicle Travel Management](#) (ongoing)
- [Tahoe El Dorado Area Plan](#)

## **Scope of Work**

### **Task 1: Technical Studies**

The following services are requested:

- a) **Biological Survey:** A reconnaissance level biological survey following the recommended alignment of the trail focused on identification and mapping of sensitive and common resources, verifying resource conditions identified by review of existing data, and identifying key biological constraints. This task will include compiling existing survey data collected by the various landowners in the project area and documenting the protocols required prior to construction. Note that a biological survey/assessment was completed, and resource protection measures developed for the Meeks Bay Restoration Project at the northern terminus of the trail; an Initial Study is being prepared by Caltrans for the Meeks Creek Bridge; and CA State Parks has completed surveys in DL Bliss State Park.
  
- a) **Cultural Resource Survey:** A reconnaissance level cultural resource survey following the recommended alignment of the trail. A cultural resource report will also be prepared to comply with CEQA Guidelines and Section 106 of the National Historic Preservation Act. This task will include compiling existing survey data collected by the various landowners in the project area and documenting protocols required prior to construction. Note that a cultural resource survey and report were prepared for the Meeks Bay Restoration Project; an Initial Study is being prepared by Caltrans for the Meeks Creek Bridge; and CA State Parks has completed surveys in DL Bliss State Park.
  
- b) **Scenic Simulations:** The contractor will work with the agencies to develop scenic simulations for up to four locations. The locations will be selected based on visibility of the trail from State Route 89, neighborhoods, Lake Tahoe, or recreation areas. Scenic simulations will be an important communication tool during the development of alternatives and will inform the environmental analysis.

### **Task 2a. Project Facilitation, Engagement & Outreach**

TRPA and consultants conducted extensive public outreach and engagement through development of the CMP and Trail Feasibility Study. A summary of this outreach, key concerns, and stakeholders involved is included in Chapter 1 of the CMP and Appendix E of the Trail Feasibility Study.

The agencies would like to build on relationships established during previous phases of the project and continue outreach to residents, visitors, and disadvantaged communities. Tahoe residents, homeowners that would be affected by the trail, as well as conservation and recreation organizations have been heavily engaged in the process to date and will continue to provide valuable input. The selected contractor would work closely with the agencies to develop outreach strategies and materials to engage key stakeholders and the public. The consultant should prepare a schedule and budget that includes a proposed number of steering committees and stakeholder briefings/workshops. The agencies anticipate

the contractor would provide key staff to facilitate meetings and partner with TRPA in the following engagement activities. (The proposal should assume in-person attendance, unless otherwise specified):

- Facilitate Agency Steering Committee Work Sessions (alternative in- person/virtual based on frequency)
- Facilitate Stakeholder Group Briefings and Workshops
- Presentation and/or attendance at TRPA Governing Board, Committee meetings, and hearings for Draft and Final Environmental document (4 meetings)

Deliverables: Documented Action Items and Agreements, briefing memos, meeting agendas and materials.

#### Optional Task 2b. SR 89 Recreation Corridor Facilitation

The agencies are seeking a skilled facilitator to coordinate implementation of the next phase of SR 89 CMP implementation. This involves convening the land management agencies, transportation providers, and CHP to prioritize, fund, and implement projects identified in the plan, including developing interlocal agreements, if necessary. The coordinator will build and maintain working relationships with each partner organization, playing a liaison role in the operation and management of the transportation corridor for travel and access to recreation amenities. The group has agreed that the first task will be to implement a transit pilot program and parking management at Emerald Bay, beginning in Summer 2024.

This work is complimentary to the West Shore Trail project and could identify the next phases of the trail or other active transportation solutions throughout the corridor. The agencies anticipate the facilitator role would transition to agency staff once the organizational structure is established and funding is secured. The term of the consultant facilitation for this optional task should therefore not extend beyond the timeframe for this solicitation. The facilitator for this optional task could be a member of the project level team for the West Shore Trail or could be a separate contractor.

Deliverables:

- The facilitator will prepare meeting materials, facilitate meetings, and clearly document decisions and action items. The facilitator will be in regular communication with key representatives from the agencies and act as a liaison between regularly scheduled meetings with the larger group. The agencies anticipate that the facilitator would convene monthly meetings, with a minimum of 50% of these meetings being in person.
- The facilitator will coordinate the agencies to align decision making, people, and resources to work together and fulfill interlocal agreement goals and responsibilities for managing operations and projects in the corridor. The consultant scope and budget should therefore include a maximum number of hours per month dedicated to informal consultation and coordination between agency staff.

### Task 3: Develop Proposed Action and Scoping Document

#### a. Proposed Action for Scoping

Once the technical studies are complete, the contractor will work with the agencies to develop a Proposed Action and Scoping Document. The Trail Feasibility Study identified a preferred alignment for the West Shore Tahoe Trail based on criteria developed through stakeholder outreach and known environmental, engineering, and operational constraints. Some locations along the preferred alignment include variant alignments as well. The agencies anticipate that the preferred alignment and variants would be included in the Proposed Action and evaluated for this project.

#### Deliverables:

- 1-2 facilitated workshops/meetings with the agencies to develop the Proposed Action
- Scoping Document for publication

### Task 4: Joint Environmental Document

#### a. Document Preparation Approach

The contractor will prepare environmental documents compliant with CEQA, NEPA, and TRPA requirements. The Council on Environmental Quality (CEQ) has implemented new timelines and page limits to streamline and expedite the NEPA process that would apply to this project. The time limits would begin once the agencies publish the scoping document. Prior to beginning the environmental document, the contractor will work with the agencies to develop an outline and approach to meet the page and time limits.

NEPA Type	Timeline	Page Limit
Categorical Exclusion (CE)	6 months	25
Environmental Assessment (EA)	1 Year	75
Environmental Impact Statement (EIS)	2 Years	150 pages (300 for proposals of unusual scope or complexity)

#### b. Alternatives Development

The contractor will facilitate meetings and workshops to develop 2-3 alternatives to the proposed action based on responses from the scoping period. Transit stops, trail access points, parking, and construction staging locations were recommended in the 89 CMP and Trail Feasibility Study but should be refined through the environmental alternatives process given current conditions and anticipated operational scenarios for transit.

#### Deliverables:

- Alternatives Development meetings/workshop with agencies
- Alternatives Narrative with conceptual designs

c. Environmental Impact Analysis

The agencies anticipate that an EIS/EIS/EIR would be required; however, a NEPA Environmental Assessment (EA), TRPA Environmental Assessment, and CEQA Initial Study/Mitigated Negative Declaration could be considered. The level of environmental analysis will be based on the potential environmental effects identified through the technical studies phase, scoping, ability to mitigate or modify the project, and the level of controversy.

The project is in an environmentally sensitive area and must be designed to comply with Tahoe's rigorous environmental threshold standards. Based on the preliminary work completed for the Trail Feasibility Study and the CMP, the agencies anticipate the environmental analysis would focus on the following resource areas:

**Biological and Aquatic Resources:**

The trail alignment crosses multiple streams and would be located through or near habitat for protected species including northern goshawk, California spotted owl, Bald eagle, and Osprey. The alignment crosses two streams, Sierra Creek and a tributary of Rubicon Creek. Soil disturbance, vegetation, and tree removal would be extensive in some areas. Biological resource surveys are typically required as permit conditions, prior to construction. The feasibility study identified the approximate number of trees removed along each identified trail segment along the trail corridor, which should be sufficient to describe the potential level of significance.

**Scenic/Visual Resources:**

The proposed trail alignment could affect scenic resource areas. Given the steep slopes and potential for the trail to be viewed from scenic roadway corridors and Lake Tahoe, visual simulations would be required as described in Task 1. This element of the environmental analysis will be critical to better understand visual impacts to inform land managers and engage with the public for input prior to project decision.

**Cultural Resources:**

Known historic and prehistoric sites are present along the project alignment. A formal cultural resources investigation and report would be required to support the environmental analysis and regulatory permitting.

**Transportation:**

The transportation analysis should incorporate research and recommendations from the CMP and Feasibility Study and more recent traffic and visitation data related to the Regional Transportation Plan update and any other relevant studies. While the trail would provide an alternative transportation option through corridor, the analysis must also describe temporary construction impacts, and the potential for the trail to be an attractant as each phase is completed. The analysis should describe the potential impacts to neighborhoods and along the highway from parking to access the trail.



**Safety/Hazards:**

Exposure to avalanches, landslides, wildfire, and the ability to evacuate during emergencies will be important to disclose through environmental analysis. The improvements associated with this project are intended to improve transportation safety; however, this must be analyzed alongside the effect of new transportation infrastructure and changes to circulation/visitation patterns in a wildfire evacuation scenario.

**Recreation:**

The recreation analysis should describe how the trail would affect the project area and the project vicinity. This includes recreation sites through the area, including DL Bliss, Emerald Bay, and Sugar Pine Point State Parks, and Meeks Bay. The potential for user conflicts and increases/changes in visitation patterns should be addressed.

**Deliverables:**

- Administrative Draft EIS/EIS/EIR,
- Public Draft EIS/EIS/EIR
- Response to Comments Document
- Final EIS/EIS/EIR

Proposed Project Schedule: The following schedule is an estimate. The proposal should include a refined and detailed timeline that is realistic given the contractor’s expertise and resources.

<b>Date</b>	<b>Task</b>
February -September 2025	Complete Technical Studies and Reports
October-December 2025	Develop Proposed Action and Scoping Document
January 2026	Publish Scoping Document (Begin NEPA Timelines)
February -April 2026	Develop Environmental Alternatives
April -September 2026	Prepare Administrative and Public Draft EIS/EIS/EIR
October 2026	Formal Public Review Period Draft EIS/EIS/EIR
December 2026	Publish Final Draft Documents
January 2026	NEPA Objection Period
February-March 2026	Adoption Hearings

### **Term of Engagement**

It is the intent of the Agency to contract for services presented herein for a maximum 2 ½ -year term effective February 15, 2025 and expiring on June 30, 2027.

Contract renewal is subject to the annual review of the Agency, the satisfactory negotiation of terms (including a price acceptable to both the Agency and the selected firm), and the annual availability of an appropriation.

### **TRPA Budget**

As a public agency, TRPA's annual operating budget is constrained. Please take this into account when responding to this call for qualifications.

## **3. RFP Schedule & Submission Process**

### **Public Records:**

The documents submitted in response to this RFP should be considered public information and subject to disclosure. Restrictions on any information submitted, with the exception of the detailed breakdown of hourly rates, may render a bid non-responsive.

TRPA assumes no contractual obligation to enforce any exemption on behalf of a respondent to the RFP.

### **RFP Coordinator:**

Upon release of this RFP, all communications concerning this proposal request should be directed to the RFP Coordinator listed below. All written questions and requests for clarification must be received by the deadline on the RFP schedule listed below. Email shall have the subject stating: "**RFP INQUIRY – #250008 West Shore Tahoe Trail.**" Responses will be posted to the website [trpa.gov/contact/request-for-proposals/](https://trpa.gov/contact/request-for-proposals/) in accordance with the RFP schedule listed below. The respondent should rely only on written statements issued by the RFP Coordinator:

Rebecca Cremeen  
Tahoe Regional Planning Agency  
PO Box 5310  
128 Market Street, Suite 3A  
Stateline, NV 89449  
775-589-5214  
[rcremeen@trpa.gov](mailto:rcremeen@trpa.gov)

**Request for Proposal Schedule:**

TRPA anticipates the following schedule, which is subject to change:

Date of Announcement:	December 20, 2024
Bidding Firms' Questions Due:	January 8, 2025
Questions and Answers posted to <a href="http://www.trpa.gov">www.trpa.gov</a>	January 10, 2025
Deadline for Proposal Submissions:	January 16, 2025
Sealed Proposals Opened:	January 17, 2025
Selection of Consultants for Interviews (if necessary):	January 22, 2025
Consultant Interviews (if necessary):	January 27-31, 2025
Anticipated Award of Contract:	February 7, 2025
Commencement of Work:	February 17, 2025

Late proposal submissions will not be considered and will be returned unopened to the sender.

**Proposal Submission:**

Electronic submission of proposals via email, file transfer, or other method is preferred. RFP and cost proposals are submitted separately, and the cost proposal is only opened for proposals that meet format requirements. Send electronic submittals to [bids@trpa.gov](mailto:bids@trpa.gov) with the subject line “**DO NOT OPEN – RFP #250008 West Shore Tahoe Trail RFP Response [lead firm name]**” and “**DO NOT OPEN #250008 West Shore Tahoe Trail RFP Cost Proposal [lead firm name]**”.

All opened proposals and accompanying documentation become the property of TRPA and will not be returned. Any late proposals will be returned unopened.

**Terms and Conditions:**

- TRPA reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. TRPA also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. TRPA reserves the right to request clarification of information from any bidder or to request supplemental material deemed necessary to assist in the evaluation of the proposal. TRPA reserves the right to accept any agreement deemed by the agency to be in its best interest. This RFP does not obligate the TRPA to accept or contract for any expressed or implied services.
- In the event that the bidder to whom any services are awarded does not execute a contract within thirty (30) calendar days after TRPA approval, TRPA may give notice to such bidder of intent to award the contract to the next most qualified bidder or to call for new proposals and may proceed to act accordingly.
- TRPA will not reimburse any bidder for any of the costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews.
- Selected consultant(s) will be expected to sign the TRPA Standard Two-Party Contract listed on [trpa.gov/contact/request-for-proposals/](http://trpa.gov/contact/request-for-proposals/). Any desired edits to this agreement should be included in the Contractor’s proposal. Desired edits may not be accepted by TRPA.

- The Consultant or its employees may be subject to the provisions of Article III (a)(5) of the Tahoe Regional Planning Compact (P.L. 96-551, 94 Stat. 3233, Cal. Gov't Code Section 66801, N.R.S. 277.200), which requires disclosure of any defined economic interest and prohibits such persons from attempting to influence Agency decisions affecting certain economic interests.
- Bidder shall thoroughly examine and be familiar with these terms and conditions of the TRPA Standard Two-Party Contract. The failure or omission of any bidder to receive or examine this document shall in no way relieve any bidder of obligations with respect to this proposal or the subsequent contract. If Bidder proposes any deviation from the terms of the Standard Two-Party Contract, such deviations must be submitted with the proposal, and proposed changes may not be approved by TRPA. Bidders shall assume that the legal terms set forth in the Standard Two-Party Contract will apply.
- Bidder must certify to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. TRPA will verify bidders' status by checking the SAM system.
- All subcontractors, if any, used by the selected consultant will require prior written consent of TRPA and will be subject to all provisions stipulated in the TRPA Standard Two-Party Contract.
- This contract will be funded by federal and state grant awards and is subject to federal and state grant award requirements including, but not limited to, cost principles and administrative regulations including but not limited to travel and per diem rates, mileage rates, and allowable cost requirements.

#### 4. Required Proposal Contents

All proposal responses should address the following:

**Main Proposal** – Max Page Limit: 8 (Cover letter, title page, relevant project experience, and resumes can be included as attachments)

1. Definition of the Project: Indicate your understanding of the Project objectives.
2. Project approach and Scope of Work: Describe how the Project will be managed, implemented, and evaluated to accomplish the objectives and requirements outlined in this RFP. Provide a description of how each task will be accomplished to meet the goals of the project. Please break out each task to describe the process and deliverables. Bidder may include optional tasks as desired.
3. Team Organization: Describe how the project team will be organized to facilitate effective management and implementation of the project. Each team member's role should be clearly described. If multiple firms are included in the proposal, please describe the reporting hierarchy, staff lead, and responsibilities of each firm. Please describe how qualified alternates would be identified in the event of a team member's resignation or re-assignment.

4. Team Experience: Based on the components of this project that your team is bidding on, Describe the team's experience with:
  - Biological, Cultural, and Scenic Studies and Evaluation
  - Environmental Analysis, including joint documents with TRPA, NEPA, and CEQA requirements
  - Facilitation
  - Public Engagement and Outreach
  - Understanding of Lake Tahoe's recreation, transportation, and environmental issues and regulatory environment.
5. References: Provide a minimum of three (3) client references of similar sized and/or governmental accounts which the bidder has served in a similar capacity over the past two years and/or is currently serving. Provide a contact person, telephone number, and email address for each reference customer. References should be submitted as an attachment to this response.

**Cost and Schedule Proposal – Max Page Limit: 3**

1. Schedule and Cost: Provide a timeline and itemized cost estimate for each task described in the Scope of Work. Cost estimates should be based on hourly rates and/or milestones and deliverables. Please provide a "Not to Exceed" cap and a bid guarantee through June 30, 2027.

**W-9 and Proof of Insurance**

Submit a completed IRS form W-9. Proof of Insurance will be required if selected under this RFP for a contract award. TRPA contract insurance requirements are outlined in the TRPA Standard Two-Party Contract, available here <https://www.trpa.gov/wp-content/uploads/documents/archive/TRPA-Standard-Two-Party-Contract.pdf>.

## **5. Notification and Selection Process**

**Review of Proposals**

After the deadline date the Agency shall review and evaluate all proposals for responsiveness to the RFP in order to determine whether the bidder possesses the professional qualifications necessary for the satisfactory performance of the services required. The Agency shall also investigate qualifications of all bidders to whom the award is contemplated, and the Agency may request clarifications of proposals directly from one or more bidders. In reviewing the proposals, the Agency may consider the following:

1. The experience and past performance of the bidder and its agents, employees, and sub-consultants in completing projects of a similar type, size, and complexity. The agency may consider Bidder's timely and accurate completion of similar projects within budget.
2. The ability to streamline and leverage previous planning work, engagement, and existing studies

to complete the tasks.

3. The feasibility of the proposal based on the performance and cost schedules, and the methodology to be used by the bidder.
4. Bidder's understanding of the work to be completed based upon the clarity of the proposal and responsiveness to this RFP.
5. Bidder's proposed deviations (if any) from the Standard Two-Party Contract.
6. TRPA agrees to make a good faith effort to contract with small, minority, disabled, and women owned business enterprises. Accordingly, the TRPA strongly encourages small, minority, disabled, and women owned businesses to reply to this RFP and submit Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE), Women Business Enterprise (WBE), Disabled Veteran Business Enterprise (DVBE), or similar certifications as an attachment to this RFP.

### **Award of Agreement**

Upon completion of the review period, the Agency shall notify those bidders whose proposals will be considered for further evaluation and negotiation. All notified bidders may be required to make presentations and negotiate in good faith in accordance with direction from the Agency. Any delay caused by bidder's failure to respond to direction from the Agency may lead to a rejection of the proposal.

If the Agency determines, after further evaluation and negotiation, to award the Agreement, the TRPA Two-Party Contract Agreement shall be sent to the successful bidder for the bidder's signature. No proposal shall be binding upon the Agency until after the Agreement is signed by duly authorized representatives of both the bidder and the Agency.

Should the selected bidder and TRPA be unable to agree to the terms of a contract within thirty (30) calendar days after TRPA approval, TRPA will reserve the right to disqualify the consultant and select another qualified bidder. Should this process not result in the hiring of a consultant, the RFP may be reissued.

The Agency reserves the right to reject any or all proposals, and to waive any irregularity. The award of the Agreement, if made by the Agency, will be based upon a total review and analysis of each proposal and projected costs.

TRPA will contract with the bidder that will best accomplish the project objectives for the best value and in the best interests of the Agency.