

Request for Proposals
Forest-Wide NEPA and Interdisciplinary Team (IDT) Lead
Shoshone National Forest, Wyoming

Addendum 1: issued 9/8/26 replaces Description of Work, C. PHASE 1, TASK 3

NFF Background:

The National Forest Foundation (NFF) is a congressionally chartered nonprofit organization with the simple mission of bringing people together to restore and enhance National Forests and Grasslands. The NFF is the leading organization inspiring personal and meaningful connections to our National Forests, the centerpiece of America's public lands. Working on behalf of the American public, the NFF leads forest conservation efforts and promotes responsible recreation. We believe these lands, and all they provide, are an American treasure and are vital to the health of our communities.

Project Background:

The National Forest Foundation (NFF), in partnership with the United States Forest Service (Forest Service), is soliciting proposals for National Environmental Policy Act (NEPA) planning services and preparation of an Environmental Assessment (EA) for a forest-wide project on the Shoshone National Forest (SNF). This Request for Proposals (RFP) seeks a qualified Prime Consultant to provide interdisciplinary team (IDT) lead services, project management, coordination, and technical writing support for the preparation of NEPA and related compliance documents.

The purpose of this project is to assess the suite of integrated actions that maintain or improve overall watershed condition. In effect, this will increase the efficiency of restoration planning and implementation across the SNF. The proposed action is expected to use components of condition-based, programmatic, and adaptive management approaches. It includes vegetation and fuels management, silvicultural treatments, water resource and aquatic restoration, wildlife habitat enhancement, road and trail maintenance, and other integrated restoration activities. Implementation of future activities will remain subject to available funding and staffing, site-specific conditions, and applicable laws, regulations, and agency policy.

The planning area encompasses approximately 2,469,000 acres within the boundaries of the SNF, as shown in Appendix A. The resulting decision is intended to provide implementation direction for at least the next 15 years and support projects that increase forest and watershed resilience in the face of drought, insects, disease, climate change, and wildfire risk.

The Landscape Assessment analysis tool (i.e., tabular, spatial, and narrative) developed by SNF staff is the foundation for the NEPA. The analysis within the tool is both site specific and forest wide in its scope. It will be used by the IDT to complete the

NEPA analysis. At project initiation, the tool and its outputs will be made available to the selected Contractor.

Statement of Work:

This RFP is for a Prime Consultant to act as the IDT lead and prepare an EA for the SNF in partnership with the NFF. SNF staff, in consultation with Forest Service regional planning experts, have determined that an EA is the appropriate level of NEPA analysis given the expected effects for the project.

The Prime Consultant will lead and coordinate the interdisciplinary process among Forest Service personnel. The work will include project management and quality control; IDT coordination and meeting facilitation; review and use of existing data; preparation, compilation, and formatting of the EA and associated compliance documents; analysis of public comments; maintenance of the project and administrative records; and support for the objection process. Detailed tasks, quality standards, and deliverables are provided in Section I and Appendix C.

This planning effort will result in documents that comply with NEPA, the National Forest Management Act, applicable Forest Service regulations and policies, and other relevant planning guidance. Timelines for project completion must be consistent with those detailed within current regulations.

The EA, titled Landscape Assessment and Management Project (LAMP), will disclose environmental effects to the public and establish sideboards for future actions within the forest-wide planning area. It must be clear and accessible to Forest Service staff, Tribes, other federal agencies, state and local governments, interest groups, and members of the public. The analysis completed by the IDT must be grounded in reliable science, with sources properly referenced, summarized, or otherwise documented. It must clearly identify key issues, evaluate alternatives, include relevant project design features, and disclose environmental effects sufficient to logically and defensibly support the Forest Service's decision.

The Forest Service will retain responsibility for project oversight, agency decisions, and compliance with applicable laws, regulations, and policy. The successful proposal will present a practical and defensible approach for completing the EA on schedule while supporting future implementation of projects that improve forest and watershed resilience across the SNF.

Timeline:

This Request for Proposals will close and all proposals will be due on October 23, 2026. In order to understand the project foundations, **bidders must attend an online session**, 'Introduction to the Landscape Assessment Tool' hosted by US Forest Service Staff from 9:00am to 11:00am MST on October 14, 2026. A Questions and Answers (Q&A) session will be hosted later that day online from 1:00pm to 3:00pm MST on October 14, 2026 to provide prospective bidders the opportunity to interface with both NFF and SNF staff prior to bid submission. The NFF anticipates being able to enter into

a contract with any selected bidder(s) by November 16, 2026, with a projected contract start date of November 30, 2026. Changes in the closing date for this Request for Proposals will be updated on the NFF website at <https://www.nationalforests.org/rfp> under the link for this project's Request for Proposals. All contract related dates are estimates and subject to change at the NFF's sole discretion.

I. PROJECT OVERVIEW AND REQUIREMENTS

General Specifications

(a) Description of Work – This Request for Proposals is for NEPA planning and IDT lead services related to the project, located on the Shoshone National Forest (SNF). Work on this project will require the prime consultant to engage IDT members as early as November 2026. At this time, the IDT will share all draft materials, GIS data, and other relevant documents. The selected contractor(s) will be responsible for performing the deliverables outlined in Appendix C – Deliverables Matrix. While the deliverables outlined in this RFP are non-negotiable, alternative methods and strategies may be proposed. NFF encourages prospective bidders to demonstrate innovative approaches to achieve overall project goals. The scope of work includes the following:

A. PHASE 1, TASK 1: INITIATE PROJECT MANAGEMENT AND COORDINATION; KICKOFF MEETING

a. Purpose of the Kickoff Meeting is to:

- Make introductions between the teams.
- Review and explain the details of the contract to all parties.
- Clarify/define the roles and responsibilities of key parties/individuals between the NFF, SNF, and Prime Consultant. (Appendix C – Deliverables Matrix)
- Confirm and finalize the list of deliverables for all phases and tasks.
- Determine primary Point of Contact (POC) for the NFF, SNF, and Prime Consultant.
- Develop schedules and processes for accomplishing the project, including key milestones. Discuss workflow pinch points, potential vulnerabilities and troubleshooting contingencies.
- Layout the purpose of the project and its basis in the SNF Land Management Plan (LMP) and other applicable laws and regulations.
- Develop a plan for the Prime Consultant to meet with the Project Leads to more deeply understand the Landscape Assessment tool, its components, and preliminary information necessary to refine key issues and build an analysis framework.
- Discuss the spatial nature of the Landscape Assessment and how it, in addition to other specific resource data, should be documented and maintained throughout the EA process. Identify resource areas that have data existing outside of the Landscape Assessment tool.
- Develop a plan for the Prime Consultant to meet with key SNF

resource specialists for the transfer of current information and information gaps for the analysis. Resource specialty areas include but are not limited to cultural, wildlife, silvicultural, and fuels.

- Discuss how the administrative record will be kept and submitted.
- Discuss how sensitive data will be used and protected.
- Agree on content, frequency, and date(s) for Prime Consultant's management report submissions to the NFF and SNF; and,
- Any other items that may need to be added to the agenda.

The meeting should occur within 10 business days of the contract being finalized. The Prime Consultant will develop an agenda covering the topics above which will be approved by the NFF and SNF prior to meeting. The meeting will be facilitated by the Prime Consultant. All Prime Consultant team members will attend the kickoff meeting.

- b. *Quality Standard:* The meeting will accomplish the desired outcomes in the task list above and on the developed agenda that is agreed to before the Kickoff Meeting.
- c. *Deliverables:* An agenda to cover the topics mentioned above, Prime Consultant team member attendance and participation in the meeting.

B. PHASE 1, TASK 2: MEETING MINUTES

- a. A record of important aspects of the Kickoff Meeting and all subsequent meetings will be reported in meeting minutes.
- b. *Quality Standard:* All issues, questions, and answers, needs for clarification and need for further coordination, etc. will be recorded and followed up on.
- c. *Deliverable:* A meeting minutes document for all meetings.

C. PHASE 1, TASK 3: ADMINISTRATIVE RECORD PLAN

- a. The Prime Consultant will be responsible for organizing, managing, and completing the administrative record. The Prime Consultant is expected to utilize Forest Service online file-sharing platforms and databases compatible with both NFF and Forest Service to exchange and edit documents. At the end of

the project, the Prime Consultant shall finalize the administrative record and project record files in PDF format within the file sharing platforms. Administrative Record guidelines and templates will be provided.

The administrative record should include but is not limited to:

- Draft versions of all documents showing changes or comments leading to significant changes
- Final versions
- All forms of internal and external comment (email, comment forms, letters to the public, etc.)
- Supporting materials and references (professional papers, website information etc.)
- Maps and GIS data
- Meeting notes
- Documents should have a final .pdf format that are all searchable.

The Prime Consultant will follow all applicable guidance from the SNF on what materials should be included. Additionally, the Prime Consultant will identify any materials that may include privileged information. The Prime Consultant shall label and identify documents with appropriate file naming conventions identifying the date, author, and content where necessary.

- b. *Quality Standard:* The administrative record will *conform* to the file structure created in a shared collaborative digital folder.
- c. *Deliverable:* Completed Electronic Administrative Records

D. PHASE 1, TASK 4: PROJECT MANAGEMENT, QUALITY CONTROL, & WORK SCHEDULES

- a. Submission of the following:
 - Project Management & Quality Control Outline of how the Prime Consultant will approach the scope of work.
 - Work schedule to meet project development timeline and related 1-year NEPA regulation timeline ([7 CFR 1b.5 -- Environmental assessments](#)).
- b. *Quality Standard:* All issues, questions, and answers, need for more clarification or further coordination, etc. will be recorded

and updated in the submissions.

c. *Deliverables:*

- Submit and Finalize Project Management & Quality Control Outline and Work Schedule for all phases;
- Quality control will be discussed at the kickoff meeting, reviewed and modified as necessary to suit the specific SNF requirements, and finalized.

E. PHASE 1, TASK 5: INTERNAL RESPONSE MATRIX

- a. The Prime Consultant will receive and analyze comments from SNF reviewers about the consultant's work plans in Phase 1, Task 4. The Prime Consultant will discuss recommendations with SNF and NFF primary POCs established in the kick off meeting to reach an agreement on changes to be made to the text and make changes ready for incorporation into the plans received.
- b. *Quality Standard:* 100% of the internal review comments received shall be discussed with SNF and NFF primary POCs. Changes discussed and agreed to for incorporation into the plans will be made by the Prime Consultant. All changes to be incorporated into the plans shall be clear, understandable, and documented to the administrative record. A comment/response matrix of the comments shall be prepared and submitted to the SNF and NFF POCs. The summary shall include a breakdown on issues, concerns, requests, or other information requested by the SNF and NFF.
- c. *Deliverable:* A document with written analysis and table/matrix of all review comments displaying each comment, origin, and recommendations to SNF on changes to be made and incorporated into the plans plus a final clean copy of all plans.

F. PHASE 2, TASK 1: ISSUE IDENTIFICATION AND ANALYSIS
FRAMEWORK DEVELOPMENT

- a. The Prime Consultant will facilitate a session with the SNF Project Leads and POC to develop and refine key issues and define the analysis framework. The Prime Consultant and Project Leads will facilitate sessions with the larger IDT to convey key issues and analysis framework.
- b. *Quality Standard:* The issues identified needing further

analysis will be clear and concise, capturing a complete list. The analysis framework will be detailed enough for specialists to understand the analysis sidebars relevant to their resource area.

- c. *Deliverable*: A defined document that includes the list of issues to analyze as well as an analysis framework that builds on the foundation of the Landscape Assessment.

G. PHASE 2, TASK 2: DESIGN FEATURE DEVELOPMENT FOR PROPOSED ACTION

- a. The Prime Consultant will facilitate several sessions with the IDT to coach the team through developing design features to be included with the proposed action. The purpose of these sessions will be to mentor specialists in creating design features that are site specific enough for NEPA compliance requirements and general enough to apply broadly across the forest. These sessions may occur concurrently with key issues and framework analysis coaching sessions.
- b. *Quality Standard*: All issues, questions, answers, needs for clarification and need for further coordination, etc. will be recorded and followed up on.
- c. *Deliverable*: A compilation of design features that will be included with the proposed action.

H. PHASE 2, TASK 3: COORDINATION WITH IMPLEMENTATION SUB-TEAM

- a. The Prime Consultant will meet regularly with the sub-team IDT lead (SNF District NEPA Lead and Project Leads) who are concurrently facilitating the first implementation project using this NEPA analysis. The sub-team lead will be developing an implementation checklist that ensures compliance with the parent NEPA documents, design features, applicable law, policy, regulation, etc. as well as any other implementation specifications that ensure design features can be executed during implementation. The Prime Consultant will provide a feedback link between the two teams to ensure the parent NEPA addresses analysis requirements and ensures the implementation team is demonstrating compliance, validating the implementation process is sound, and ensuring proper implementation documentation for the project record.

- b. *Quality Standard:* All issues, questions, answers, needs for clarification and need for further coordination, etc. will be recorded and followed up on.
- c. *Deliverable:* Prime contractor will ensure checklist development is consistent with NEPA requirements and is incorporated into the NEPA project record.

I. PHASE 2, TASK 4: DRAFT EA PREPARATION MEETING

- a. The Prime Consultant will set up a meeting with the NFF and SNF POC to review the agency template for the proposed Draft EA. The purpose of the meeting will be to review the EA format and ensure the Prime Consultant understands the format and context requirements for all EA documents.
- b. *Quality Standard:* All issues, questions, answers, needs for clarification and need for further coordination, etc. will be recorded and followed up on.
- c. *Deliverable:* An electronic record of the meetings to all attendees within 5 business days after completion of the meeting.

J. PHASE 3, TASK 1: DRAFT EA

- a. The Prime Consultant will coordinate with the IDT team to help focus their analysis on the key issues and framework analysis identified in Phase 2.
- b. The Prime Consultant will draft the EA from the analysis completed by the IDT based on the key issues, the design features, and the range of alternatives provided by the SNF after completion of Phase 2, Tasks 1 and 2. The Prime Consultant will also compile and format the whole EA. Once the Prime Consultant has drafted, compiled, and formatted the EA, the document will be released to the SNF for a 10-business day review. If needed, flexibility in all review timeframes will be discussed and agreed upon by each party if a window overlaps a holiday period or emergency incident response.
- c. *Quality Standard:* The draft EA shall contain 100% sufficient information and analysis of issues, alternatives, and potential environmental impacts and benefits from implementing each alternative.

- d. *Deliverables:* Draft EA, including appropriate maps needed to communicate effects analysis. Format will be discussed, reviewed and agreed upon for content within draft EA.

K. PHASE 3, TASK 2: INTERNAL RESPONSE MATRIX

- a. The Prime Consultant will receive and analyze comments from the SNF reviewers on the Draft EA in Phase 3, Task 1.
- b. *Quality Standard:* 100% of the internal review comments the Prime Consultant receives shall be analyzed, discussed, and agreed to for incorporation with SNF POC. All changes to be incorporated into the final Draft EA shall be clear, understandable, and documented for the administrative record. A response matrix of the comments shall be prepared and submitted to the SNF; the summary shall include a breakdown of issues, concerns, requests, or other information requested by SNF.
- c. *Deliverables:* A document with written analysis and table/matrix of all review comments displaying each comment, origin, and recommendations to SNF on changes to be made and incorporated into the final Draft EA.

L. PHASE 3, TASK 3: FINAL DRAFT EA

- a. The Prime Consultant will complete a final Draft EA to be released by the SNF for public comments.
- b. *Quality Standard:* The final Draft EA shall be adequate so that (1) the SNF is adequately prepared for the review and comment period and (2) the SNF and/or the public do not find any misstatements and/or lack of information addressing each environmental impact in the document.
- c. *Deliverables:* Final Draft EA, including appropriate and necessary maps that follow the agency template.

M. PHASE 3, TASK 4: PUBLIC COMMENTS RESPONSE MATRIX

- a. The Prime Consultant will receive and analyze public comments provided from the SNF pertaining to Final Draft EA in Phase 3, Task 3. The Prime Consultant will discuss recommendations with SNF POC to reach an agreement on changes to be made to the text and map(s) and make changes ready for incorporation into the Proposed Final EA to

be distributed.

- b. *Quality Standard:* 100% of the public review comments received shall be analyzed, discussed with SNF POC, and appropriate changes discussed and agreed to for incorporation into the Final Draft EA. All changes to be incorporated into the Proposed Final Draft EA shall be clear, understandable, and documented for the administrative record. A comment/response matrix of the comments shall be prepared and submitted to the SNF; the summary shall include a breakdown on issues, concerns, requests, or other information requested by SNF.
- c. *Deliverables:* A document with written analysis and table/matrix of all review comments displaying each comment, origin, and recommendations to SNF on changes to be made and incorporated into the Final EA.

N. PHASE 4, TASK 1: PRELIMINARY FINAL EA

- a. The Prime Consultant will develop the Preliminary Final EA for internal review and comment. Once completed, the document will be released to the SNF for up a 10-business day review. If needed, flexibility in all review timeframes will be discussed and agreed upon by each party if a window overlaps a holiday period or emergency incident response.
- b. *Quality Standard:* The Preliminary Final EA shall contain 100% sufficient information and analysis of issues, alternatives, and potential environmental impacts and benefits from implementing each alternative. The Preliminary Final EA shall be adequate so that SNF does not find any misstatements and/or lack of information in addressing each environmental impact in the document.
- c. *Deliverables:* A Preliminary Final EA, including maps necessary to communicate effects analysis.

O. PHASE 4, TASK 2: INTERNAL RESPONSE MATRIX

- a. The Prime Consultant will receive and analyze comments from SNF reviewers on the Phase 4, Task 1 deliverables. The Prime Consultant will discuss recommendations with SNF to reach an agreement on changes to be made to the text and map(s) and make changes ready for incorporation into the Final EA to be distributed publicly.

- b. *Quality Standard:* 100% of the internal review comments received shall be analyzed and discussed with the SNF POC to determine changes for incorporation into the Final EA. All changes to be incorporated into the Final EA shall be clear, understandable, and documented for the administrative record. A comment/response matrix of the comments shall be prepared and submitted to the SNF POC; the summary shall include a breakdown on issues, concerns, requests, or other information requested by SNF.
- c. *Deliverables:* A document with written analysis and table/matrix of all review comments displaying each comment, origin, and recommendations to SNF on changes to be made and incorporated into the Final EA.

P. PHASE 4, TASK 3: FINAL EA AND DRAFT FONSI

- a. After the SNF and Prime Consultant reach an agreement on changes to be made to the Preliminary Final EA, the Prime Consultant shall prepare (with SNF input and review) and complete a SNF-approved print-ready copy of the Final EA and Draft FONSI.
- b. *Quality Standard:* The versions of the Final EA and Draft FONSI shall be 100% accurate and follow the templates provided by the SNF POC.
- c. *Deliverables:* A print-ready copy of the EA and Draft FONSI.

Q. PHASE 5, TASK 1: OBJECTIONS

- a. The Prime Consultant and SNF POC will collaborate in the identification of objections reviewed in whole or in part, identification of objections set aside in whole or in part, identification of changes the responsible official will make prior to finalizing the FONSI in response to issues raised or recommendations made, and development of the objections response document.
- b. *Quality Standard:* The objections response document will conform to a format that will be discussed, reviewed and agreed upon and accessible via the digital collaboration folder.
- c. *Deliverables:* Completed response document that identifies objections reviewed in whole or in part, identifies objections set

aside in whole or in part, and documents changes the responsible official will make prior to finalizing the FONSI in response to issues raised or recommendations made from those objections that were reviewed in whole or in part.

R. PHASE 6, TASK 1: COMPLETION OF PROJECT AND ADMINISTRATIVE RECORD

- a. The Prime Consultant will be responsible for finalizing the project record and administrative record.
- b. *Quality Standard:* The administrative record will conform to a format that will be discussed, reviewed and agreed upon between the Prime Consultant, SNF and NFF. This folder structure will be placed in the shared collaborative digital folder. 100% accurately identify and separately categorize any potentially privileged documents.
- c. *Deliverables:* Completed Project and Administrative Records.

S. PHASE 6, TASK 2: PROJECT CLOSEOUT

- a. Closeout will complete the final step of the project. The Prime Consultant will be responsible for ensuring that all deliverables, records, produced documents, and materials have been appropriately transmitted to the SNF POC.

The Prime Consultant and SNF will conduct a lessons-learned meeting to share thoughts and concerns about the progress of the project, schedule, deliverables, project management, and performance.

The NFF will ensure that all invoices have been processed and reconciled with confirmation of deliverable requirements met by the SNF. Payment of the final invoice shall constitute final closeout.

- b. *Quality Standard:* Delivery of project materials shall be timely and complete. Lessons learned input will be constructive and qualitative.
- c. *Deliverables:* All remaining project materials, documents, and records, including a 'Lessons Learned' report.

DELIVERABLES

- A. All documents shall be published to SNF standards as identified by the SNF POC. All deliverables will follow all publication, printing, or mapping standards provided by SNF and will be received by the SNF POC on time and in the formats and quantities specified. Deliverables for publication will be 508 compliant. 508 compliance is not required for Internal deliverables.
- B. Deliverables shall be paper copies and/or electronic copies as specified. Electronic word processing documents shall be in Microsoft Word format. If copy media is unspecified, it will be the option of the NFF and/or SNF to require the materials by either paper copy or electronic copy. For enhanced communication and to minimize time constraints, it is anticipated and desired that many transmittals will be via electronic means.
- C. All deliverables will be reviewed by the SNF POC, as well as other members of the SNF Inter-disciplinary (ID) Team, other SNF managers and staff, and SNF's cooperators as determined by the NFF and SNF POC.
- D. The SNF will review all documents within 10 business days of receipt unless otherwise noted and agreed upon in the project work schedule. Based upon the amount or complexity of revision comments, SNF shall have the option of reviewing drafts until they are revised to satisfaction. The Prime Consultant, upon receipt of revision comments, will generally have 10 business days to respond (unless otherwise specified) with the necessary written revisions.
- E. The first review draft of any deliverable must be of sufficient quality that only one revision is needed to meet quality standards. Any additional revisions required will result in a financial penalty to the Prime Consultant.
- F. With each published document, the Prime Consultant shall deliver all data and metadata to the online project collaborative folder. The metadata shall include detailed process steps such that the process could be recreated from these steps if necessary.
- G. All spatial data used shall comply with applicable Forest Service data standards. The SNF GIS Specialist and supporting Enterprise GIS Support Specialist will maintain and edit spatial data and

metadata used in the project.

- H. Each deliverable shall include a section identifying spatial and non-spatial datasets that were included in the preparation of that specific document, its source, its version, and its web location or point of contact for public distribution or should be incorporated by reference. This data may be existing, altered or new information. All data approved by the SNF for use in the preparation of each document is not releasable to third parties by the Prime Consultant without explicit approval of the appropriate SNF official.
- I. All maps for inclusion in the various deliverables including those for display, presentations (other than regularly scheduled planning meetings), etc. should be generated via the SNF GIS Specialist and supporting Enterprise GIS Support Specialist. Maps are subject to a quality control inspection by the SNF GIS Specialist. Requests for map creation should be made 10 business days in advance of need to the staff mentioned above.
- J. All internal working draft documents, data, and information for the development of any portion of any deliverable of this contract are pre-decisional. The Prime Consultant will not make any documents, data, or information available for review by individuals or entities other than SNF and/or NFF. The Prime Consultant will forward all requests for documents, data, or information to the NFF POC for appropriate action. Any release of pre-decisional information by the Prime Consultant will be cause for financial penalty and/or termination of the contract.

The Prime Consultant shall identify what they can supply in terms of materials, labor, equipment, supplies, supervision, quality control, and incidentals required to complete the work described. The Prime Consultant shall perform all work in a safe and conscientious manner.

(b) Specifications. Project work shall be accomplished in accordance with the following specifications:

- 1. Appendix A – Project Area Map
- 2. Appendix B – Federal Flowdown Provisions
- 3. Appendix C – Deliverables Matrix

(c) Project Location – The majority of the work will be remote. The Prime Consultant may need to travel to the SNF Supervisors Office in Cody, WY for key milestones in the project schedule to be determined at the Project Kick-off Meeting. Public meetings will be held in Cody (Park County), Dubois, and Lander (Fremont County).

(d) Work Schedule –

1. Work Start: November 30, 2026
2. Project Completion: November 30, 2028

Other Requirements

Minimum Insurance. In accordance with the terms of the Services Agreement, prior to the start of any work, the successful bidder (the “Contractor”) will be required to maintain, and ensure that its subcontractors performing work described in the proposal (Subcontractors) maintain, the minimum coverages and comply with the insurance requirements indicated below.

a. Coverage Requirements

- i. Commercial General Liability Insurance. Commercial general liability insurance written on an occurrence basis, including bodily injury, property damage, personal injury, advertising injury, products and completed operations and contractual liability in the amount no less than:
 - \$1,000,000 each occurrence;
 - \$1,000,000 products/completed operations limit;
 - \$1,000,000 advertising injury and personal injury limit; and
 - 2,000,000 general aggregate.
 - ii. Business Automobile Liability Insurance. If using motor vehicles (owned, hired, or borrowed) to deliver or perform the work described in the proposal, business automobile liability insurance with a minimum limit of \$1,000,000 combined single limit each accident for bodily injury and property damage for all owned, rented leased or hired vehicles used in conjunction with the performance of the services.
 - iii. Workers’ Compensation Insurance. Statutory workers’ compensation insurance in accordance with all state and local requirements of the state(s) in which services will be performed.
 - iv. Professional Liability Insurance. Professional or errors and omissions liability insurance with combined single limits of \$1,000,000 per occurrence and \$1,000,000 aggregate, per year, covering the performance of the successful bidder and any of its Subcontractors under the Services Agreement.
- b. Waiver of Subrogation. All insurance policies shall include a waiver of any and all rights of subrogation or recovery of the insurers thereunder against, inter alia, the NFF, and its assigns, successors, undertakings and their subsidiaries, affiliates, employees, insurers and underwriters, and of any right of the insurers to any set-off or counterclaim or any other deduction, whether by attachment or otherwise, in respect of any liability of any such person

insured under any such policy or in any way connected with any loss, liability or obligation covered by such policies of insurance.

- c. Primary and non-contributory. With the exception of Workers' Compensation and Professional Liability insurance (if applicable), all insurance required to be maintained by Contractor shall be primary with respect to all claims arising out of Contractor's performance and/or activities under this Agreement, and any insurance or self-insurance maintained by the NFF shall be excess only and not be required to contribute with it.
- d. "Claims Made" Coverage. Any liability insurance purchased on a "claims made" basis must be continuously maintained for a period equal to the applicable statute of repose, but in any case, not less than 3 years, following final performance or termination of Services, either through the continued purchase of insurance or the purchase of an extended reporting period. The retroactive date applicable to such "claims made" insurance, if any, must precede the first date on which Services are to be performed.
- e. Verification of Coverage. Contractor, for itself and any permitted Subcontractors, will have furnished to the NFF original certificates of insurance and amendatory endorsements or copies of the applicable policy language effecting coverage required herein prior to or at the time of execution of the Agreement, and shall further provide evidence that the foregoing is in place and will not be cancelled or reduced during the term of the agreement. Contractor's and any Subcontractors' certificates of insurance will list "The National Forest Foundation" as an Additional Insured on its or their commercial general liability policy and business automobile liability policy (as applicable). Contractor and any of its Subcontractors will submit updated certificates of insurance upon expiration of the required policies.

Additional Insurance Requirements. In addition to the minimum insurances set-forth above, the NFF reserves the right to request additional coverage as reasonably necessary based on the scope, nature, and risks associated with the services to be performed, including, but not limited to:

- a. Aviation/Aircraft Liability Insurance covering bodily injury or property damage caused by aircraft operations.
- b. Commercial/Contractor's Pollution Liability Insurance covering clean-up costs, legal fees, and third-party damages from environmental contamination.
- c. Herbicide Applicator Endorsement restoring liability protection for chemical-related pollution and property damage to Contractor's CGL policy.
- d. Loggers Broad Form Endorsement restoring liability protection for specific property damage and operational risk inherent to forestry operations.
- e. Umbrella/Excess Liability Insurance raising the limit on existing primary policies.

Payment/Performance Security. If selected, Bidder(s) shall be required to provide performance security in the form of cash, a letter of credit, bond, or other financial

security that is easily convertible into cash in a form acceptable to the NFF, in its sole determination. The security will be used to ensure completion of the work required under any subsequent agreement and payment of all amounts lawfully due to all persons. All persons shall include, but not be limited to, those supplying or furnishing to the Bidder or Bidder's Subcontractors with labor, laborers, materials, rental machinery, tools or equipment used or to perform the work. Bidders may incorporate required associated costs into mobilization costs or other approved expenses. Payment or Performance security will be required in the following amounts as applicable:

- a. For work that is classified as construction in accordance with the Miller Act or Little Miller Act or if required per conditions of the funding source, payment and performance bonding will be required in the full amount of any Agreement. For the purposes of this Request for Proposal, construction is defined as "any contract greater than \$100,000 for the construction, alteration, or repair of any public building or public work where the federal government is the owner"; or
- b. If Contractor is subcontracting 15% or more of the total contract value, or if the cost of materials is in excess of the larger of \$100,000 or 50% of the contract total, payment and performance bonding will be required in the full amount of the agreement; or
- c. If the value of the agreement is in excess of \$250,000, Contractor will be required to post financial security in a form acceptable to the NFF in the amount of 5% of the total agreement value up to \$250,000 in total financial security.

The NFF will not provide blanket waivers of payment/performance security requirements though reserves the right to negotiate payment and performance security terms and conditions with selected contractors based upon legal requirements and organizational needs and policies.

Prohibited Telecommunications Services and Equipment

NFF contractors are responsible for compliance with the prohibition on certain telecommunications and video surveillance services or equipment identified in 2 CFR 200.216.

Federal Exclusion Verification

The selected Contractor will be required to affirm that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Federal Flowdown Provisions

NFF funding for projects may vary but will frequently include public funds. As such, any Agreement associated with this RFP may be subject to flowdown requirements under associated federal or state funding agreements, which are included and made part of by

this reference. Flowdown requirements are not negotiable and will not be removed or edited. While flowdown provisions may change depending on funding, the NFF has identified the following flowdown provisions as currently being required for this any Work performed under this RFP and any resulting contract: Appendix B

II. PROPOSAL REQUIREMENTS

Technical Proposal

Bidders shall submit a technical proposal for the work described in this RFP. Bidders shall consider all relevant factors when submitting proposals for this work. Bidders shall identify in their proposals what they can supply in terms of materials, labor, equipment, supplies, supervision, quality control, and incidentals required to complete the work as described. Proposals should account for the need of the selected contractor to make its own arrangements for temporary utilities and facilities, if required. Proposals shall be sufficient to guarantee that the selected contractor shall be able to perform all work in a safe and conscientious manner and in accordance with all industry standards. At a minimum, each proposal **must** include the following:

1. An overview and description of the services provided by the Bidder that align with the requests in this RFP.
 - a. Technical approach and work plan, including IDT facilitation and coordination, and schedule
2. A description of the project management or administration approach that will be followed by the Bidder to ensure that the identified work is completed on time and within budget.
 - a. Experience with similar NEPA and forest-wide planning, including references. Include experience and willingness to effectively incorporate creative non-traditional NEPA approaches compliant with [Code of Federal Regulations Title 36, Chapter 2, Part 218](#).
3. A project work plan and schedule that lists in detail the stages of work expected to be completed in this project, all identifiable deliverables, and the dates on which the Bidder would anticipate being able to complete delivery of the work.
4. A project personnel overview identifying key personnel to be utilized if selected to perform the work described in this RFP and any relevant or required credentials or certifications held by the key personnel.

Bidders may also include the following items in proposals as applicable:

1. Any change or risk management approaches utilized by the Bidder when completing projects of the type described in this RFP. NFF encourages prospective bidders to propose creative, innovative, and non-traditional strategies that advance the project's goals while meeting all applicable requirements.
2. Successful bidders will be required to provide a Unique Entity Identifier (UEI). If you have a UEI, please provide it in your proposal or quote.

Bidder Qualifications

Bidders shall submit a statement of their qualifications for the work described in this RFP. The statement should include the following items in narrative format:

1. Experience –
 - a. Please provide a brief explanation of previous work experience with land management agencies, noting specifically any work performed on National Forests or Grasslands.
 - b. Please provide a listing of relevant projects of similar size, scope, and total value performed by the Bidder within the past 5 years.
2. References –
 - a. Please provide three professional references, identifying as applicable any government or conservation nonprofit references.
 - b. Provide the name, email address, and telephone number for each reference, as well as the dates of the projects during which the Bidder worked with each reference.

Failed Projects or Legal Actions

Bidders shall identify any past failed projects and the reasoning behind the failure or incompleteness. Bidders shall also identify any and all current or pending legal matters in which the Bidder or any of its principals is involved.

Pricing Schedule

Bidders shall price work according to the schedule below. If Bidders believe that an alternative method of pricing is more applicable, they may also provide an alternative pricing schedule in addition to the format requested below. The NFF, in its sole discretion, reserves the right to utilize any alternative pricing schedule proposed by any Bidders.

Due to the dynamic and changing nature of NFF funding, the NFF reserves the right to negotiate an increased cost with the selected Bidder in the event that prevailing wages become required for the work described in this RFP.

All quantities and measurements identified in this RFP are based upon the best knowledge available to the NFF and are subject to change. Payment will only be made for actual work completed. If the opportunity to add additional funding to the work described in this RFP arises, the NFF may increase the quantities of work to be performed as part of this project, as agreed upon by the NFF and the selected Bidder.

	Task/Item	Units	Unit Cost	Extended Cost
(a)	Phase 1	1		
(b)	Phase 2	1		
(c)	Phase 3	1		
(d)	Phase 4	1		
(e)	Phase 5	1		
(f)	Phase 6	1		
(g)	**OPTIONAL** Public Meetings	3	Daily Rate / Hourly Cost	
(h)	**OPTIONAL** Items Not Listed		Daily Rate / Hourly Cost	
			Total Bid	

**** Environmental Assessment (EA) - A concise public document for which a Federal agency is responsible that provides sufficient evidence and analysis for determining whether to prepare an environmental impact statement (EIS) or a finding of no significant impact (FONSI), aids an agency's compliance with the National Environmental Policy Act (NEPA) when no EIS is necessary, and facilitates preparation of a statement when one is necessary ([40 CFR 1508.9\(a\)](#)).**

Payment Schedule

The payment schedule will be as follows:

- Phase 1 = 15% of contract value
- Phase 2 = 15% of contract value
- Phase 3 = 20% of contract value
- Phase 4 = 30% of contract value
- Phase 5 = 10% of contract value
- Phase 6 = 10% of contract value

Insurance

Bidders must identify the insurance coverage currently in place. If available, please attach a sample certificate of insurance.

III. SUBMISSION, EVALUATION, AND CONTACTS

Bidder Selection Process:

Bid Submission

Bidders shall submit proposals containing all the required information described above via email at the address specified below by the stated deadline:

Submission Address: Ckinkead@NationalForests.org

Submission Deadline: October 23, 2026

Proposals submitted after this RFP closes will not be considered unless approved by the NFF. The NFF will review all proposals determined to be responsive using the evaluation factors listed below. Proposals may be deemed non-responsive for failure to submit any required information or for failure to comply with any terms of this RFP. Non-responsive proposals may be disqualified from evaluation in the sole discretion of the NFF.

Notification

If a proposal is selected by the NFF to advance to the contracting stage, the NFF will notify the successful Bidder via email by October 30, 2026. Once the selected Bidder has been notified, the NFF project representative will coordinate the drafting and negotiation of an NFF agreement outlining the terms and conditions of the work to be performed.

Unsuccessful Bidders will be notified via email as soon as possible after the closing date of this RFP. Please Note: The NFF **will not** share any information about the organizations submitting proposals nor any information regarding the proposals submitted by other organizations. If a Bidder has questions about its proposal, the Bidder may ask the NFF Point of Contact identified below. If an answer can be provided, the NFF will respond via email as soon as it is able to do so.

Request for Proposals Only

This is a request for proposals only and bids furnished do not bind the NFF in any way. Selection of a bid will result in the opportunity to contract with the NFF but will not guarantee a resulting contract or any amount of work. The NFF reserves the right to disqualify any incomplete or improper proposal submitted as non-responsive. The NFF may also decide not to select any proposals submitted to this RFP for advancement to contract negotiations. This request does not commit the National Forest Foundation to pay any costs incurred in the preparation or submission of the proposal or to contract for supplies or services.

Evaluation Factors and Scoring

The following factors will be used to evaluate any responsive submitted proposals. The factors, as listed, are ordered from highest priority (Level 3) to lowest priority (Level 1). Each factor can receive a score from 1 point to 3 points. The number of points awarded

will be multiplied by the priority level to determine the total score for each factor. (Example: If Price/Cost (level 3) is awarded 2 points, the total score for price would be 6 points.)

Level 3 Criteria

- Price / cost
- Contractor capability
- Technical proposal / proposed approach to project
- Timing of when contractor can begin and/or finish the project
- Past performance, references, and Forest Service feedback

Level 2 Criteria

- Overall strategic benefits to meeting NFF goals and grant needs, requirements, and timelines

Level 1 Criteria

- Benefits to the local community
- Relationship to local community

Point of Contact

Any questions about this Request for Proposals shall be submitted in writing to the NFF contact identified below. Questions determined to be of importance to all potential Bidders will be posted as an attachment to an updated version of this RFP at <https://www.nationalforests.org/rfp>.

Carter Kinkead
National Forest Foundation, Rocky Mountain Program Manager
CKinkead@NationalForests.org

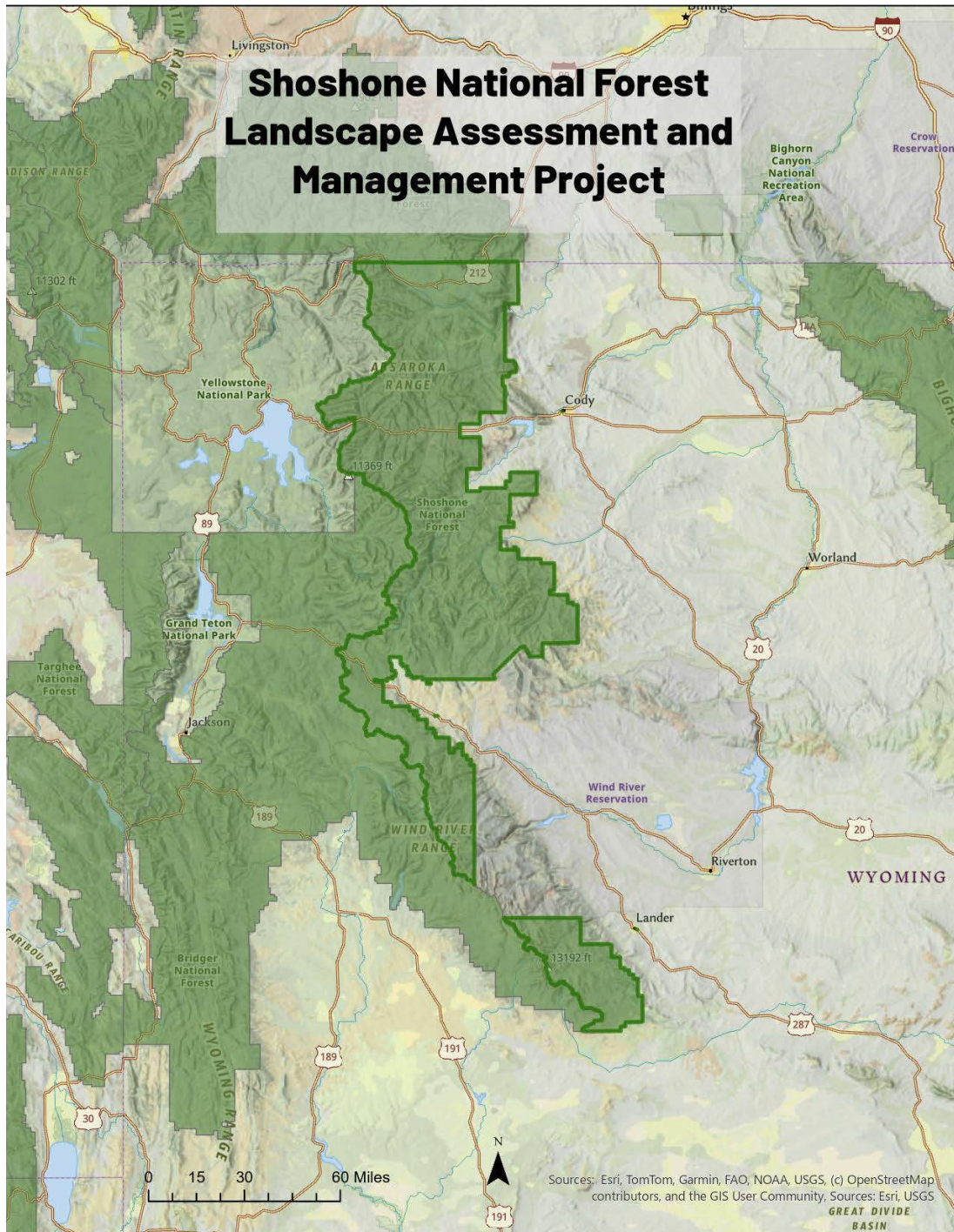
Bid Submission

Submit bids via email to CKinkead@NationalForests.org by October 23, 2026 .

Equal Opportunity Provider

In accordance with Federal law and U.S. Department of Agriculture policy, the National Forest Foundation is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability.

APPENDIX A – Project Area Map



Appendix B

Federal Flowdown Provisions

NFF Funding Code: 1596109

NFF Funding Name: SA SPA Wildfire Risk RRS (SHF)

Funder Agreement ID: 24-SA-11020000-022

DAVIS BACON WAGES FOR CONSTRUCTION.

Following the requirement in Section 41101 of the Bipartisan Infrastructure Law, P.L. 117-58, Davis-Bacon wage rates must be applied for all laborers and mechanics employed by contractors or subcontractors in the performance of construction, alteration, or repair work on a project assisted in whole or in part by funding made available under this Act. Laborers and mechanics shall be paid wages at rates not less than those prevailing on similar projects in the locality, as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (commonly referred to as the “Davis-Bacon Act”).

U.S. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS AND ELECTRONIC MEDIA.

Award Recipient or Contractor shall acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this agreement.

COPYRIGHTING.

Award Recipient or Contractor is/are granted sole and exclusive right to copyright any publications developed as a result of this agreement. This includes the right to publish and vend throughout the world in any language and in all media and forms, in whole or in part, for the full term of copyright and all renewals thereof in accordance with this agreement. No original text or graphics produced and submitted by the U.S. Forest Service must be copyrighted. The U.S. Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Federal Government purposes. This right must be transferred to any sub-agreements or subcontracts.

This provision includes:

- The copyright in any work developed by Award Recipient or Contractor under this agreement.
- Any right of copyright to which Award Recipient or Contractor purchase(s) ownership with any Federal contributions.

APPENDIX C – Deliverables Matrix

Task		Anticipated Duration (to be finalized in Project Kick-Off Meeting with selected Prime Consultant)
Phase I		
1	Initiate Project Management & Coordination; Kickoff Meeting	10 business days after contract finalization and in coordination with NFF & SNF
2	Kickoff meeting minutes	5 business days after the Kick-off Meeting completion
3	Administrative Record Plan	10 business days after Kick-off Meeting completion
4	Project Management, Work Schedule & Quality Control Plan	10 business days after Kick-off Meeting completion
5	Internal Comment Response Matrix	5 business days after SNF revisions are submitted to Prime Consultant
Phase II		
1	Issue Identification and Analysis Framework Development	TBD in Project Kick-Off Meeting
2	Design Feature Development for Proposed Action	
3	Coordination with Implementation Sub-Team	
4	Draft EA Preparation Meeting	
Phase III		
1	Draft EA	TBD in Project Kick-Off Meeting
2	Internal Comment Response Matrix	
3	Final Draft EA *	
4	Public Comment Response Matrix	
Phase IV		
1	Preliminary Final EA	

2	Internal Comment Response Matrix	TBD in Project Kick-Off Meeting
3	Final EA and Draft FONSI **	
Phase V		
1	Objections	TBD in Project Kick-Off Meeting
Phase VI		
1	Completion of Project and Administrative Record	TBD in Project Kick-Off Meeting
2	Closeout – Lessons Learned	

* Estimated start date of 1 year time limit per regulation.

** Must be completed at or before 1 year time limit.

Addendum 1

C. PHASE 1, TASK 3: PROJECT AND ADMINISTRATIVE RECORD PLAN

- a. The Prime Consultant will be responsible for organizing, managing, and completing the project and administrative record.

The Prime Consultant is expected to utilize Forest Service online file-sharing platforms and databases compatible with both NFF and Forest Service to exchange and edit documents. The project record should include all documents prepared, assembled, reviewed, and considered during the project development and analysis, including programmatic and background documents, as well as cited references. Any information that may be confidential, privacy protected, privileged or deliberative to facilitate review of these materials in the event of a Freedom of Information Act (FOIA) request or litigation should be marked and segregated. At the end of the project, the Prime Consultant will finalize the project and administrative record files in PDF format within the file sharing platforms. Administrative Record guidelines and templates will be provided.

The project record should include but is not limited to:

Deliberative documents may include:

- Drafts of project documents with track changes or comments.
- Internal documents discussing or evaluating various recommendations, policy options, or decision
- drafts.
- Documents generated during the administrative review process.
- Final versions
- All forms of internal and external comment (email, comment forms, letters to the public, etc.)
- Supporting materials and references (professional papers, website information etc.)
- Maps and GIS data

- Meeting notes
- Documents should have a final .pdf format that are all searchable.

Privileged documents may include:

- Documents with attorney-client privilege which protects confidential communication between an attorney and client.
- The work product/doctrine privilege (protects records and documents prepared by an attorney or at an attorney's direction in contemplation of litigation).
- Deliberative or mental process privilege (protects records and documents that reflect internal agency or interagency communications, discussions, and deliberations).
- Confidential information protected by law, regulation, or executive order, such as:
 1. Personally Identifiable Information (PII) protected by the Privacy Act
 2. Nature and location of archaeological resources, protected under the Archaeological Resources Protection Act, and sacred sites

The Prime Consultant will follow all applicable guidance from the SNF on what materials should be included. Additionally, the Prime Consultant will identify any materials that may include privileged information. The Prime Consultant shall label and identify documents with appropriate file naming conventions identifying the date, author, and content where necessary.

1. *Quality Standard:*

The project and administrative record will *conform* to the file structure created in a shared collaborative digital folder.

2. *Deliverable:* Completed Electronic project and Administrative Records