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NATIONALFORESTS.ORG

Request for Proposals

Jacks Gulch Campground Reconstruction

**Arapaho and Roosevelt National Forests and Pawnee National Grassland,
Colorado**

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 NFF and the United States Forest Service (USFS), Arapaho and Roosevelt National Forests and Pawnee National Grassland (ARP), are partnering to reconstruct the Jacks Gulch Campground. The Jacks Gulch campground is located approximately 40 miles west of Fort Collins, Colorado, within the Canyon Lakes Ranger District on the ARP. The campground is located off Highway 14 on Pingree Park Road / County Road 63 E in Larimer County, Colorado.

The Jacks Gulch Campground was impacted by the 2020 Cameron Peak Fire and has been closed since the fire. The project will reconstruct existing Jacks Gulch campsites and add new sites, modernize the campground to meet current USFS standards, and enhance the public recreation experience for users. The overall reconstruction includes up to approximately 90 campsites that are spread across 4 loops (two existing loops, an equestrian loop, and a new loop), two group sites, and associated utilities including electric and water. Note there are two options for work at the Columbine Loop, of which only one will be awarded. There are also additional optional items (see Appendix F, Pricing Table for more information). The project will require close coordination with the Poudre Valley Rural Electric Association (PVREA) for electrical installation (see Appendix G. PVREA Narrative for more information).

The NFF and USFS ARP recently hired DJ&A, an Architecture and Engineering firm, for construction administration and oversight support. NFF and USFS ARP will work with DJ&A and the selected contractor to ensure that reconstruction results in a high-quality recreational amenity that is in compliance with USFS design and specifications and meets long-term USFS operational needs. Refer to Appendix D. Project Team Anticipated Roles for additional details.

Statement of Work:

This project seeks to reconstruct the Jacks Gulch Campground by repairing, upgrading and adding infrastructure and amenities, including but not limited to: improving and expanding roads and parking areas; resurfacing road and campground spurs; realigning and adding new campsites (ranging from deluxe sites to standard sites and walk-in sites); improving campground with new facility pads and trails; replacing campsite and site furnishings, such as vault toilets, picnic tables, fire rings, bear proof lockers, dumpsters, stairs, kiosks, gates, and signs; reconstructing water and electrical systems; installing new wells and pumphouse; and installing equestrian infrastructure and amenities.

Competitive Range

The expected competitive range for bids to this solicitation is \$6.5 to \$11M, depending on options awarded. Optional items may include all work related to the Mariposa Loop, the replacement of two toilets, two EV charging stations, water fill station, horse ramp and corrals, hitch post, and a portion of work in the Columbine Loop.

Anticipated Timeline:

This Request for Proposals will close and all proposals will be due on Friday, December 11, 2026 by 5 pm MT.

A mandatory onsite pre-bid conference will be held on Tuesday, October 27, 2026. If you would like to attend the pre-bid onsite conference, please RSVP to Elise Martinez (emartinez@nationalforests.org) on or before Thursday, October 22, 2026, by 12 pm MT.

The NFF anticipates being able to enter a contract with any selected bidder(s) by late March 2027 , with a projected work start date of April 2027, or as soon as weather allows.

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.

Summary of Anticipated Timeline:

Thursday, October 22, 2026 (5:00 pm MT)	RSVP for mandatory onsite pre-bid conference
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Tuesday, October 27, 2026 (9:30 AM - 1:30 PM)	Mandatory onsite pre-bid conference
Friday, November 6, 2026 (5:00 pm MT)	Questions Due via email to NFF for Q&A
Friday, December 11, 2026 (5:00 pm MT)	RFP Closes and Proposals Due
Tuesday, January 19, 2027	Contractor Selected/ Contract Awarded
Late March 2027	Contract Finalized and Signed
April 2027 (or as soon as weather allows)	Work begins
Spring/Summer 2027-October 2028	Work continues

I. PROJECT OVERVIEW AND REQUIREMENTS

A. Project Overview

1. Description of Work. This Request for Proposals is for construction services related to the Jacks Gulch Campground Reconstruction project, located on the ARP. The selected contractor(s) will be responsible for performing the following deliverables. Approximate quantities for each applicable deliverable are included in the pricing schedule in "Section II. Required Components" and are further detailed in Appendices C and F:

a) **General Items:**

- i. Mobilization.
- ii. Temporary construction signage, barricades and fencing for public closures and tree protection, construction surveying and staking, demolition.
- iii. Construction surveying and staking.
- iv. Clearing and grubbing of small vegetation and removal of trees greater than or equal to 6 inches.
- v. Demolition including but not limited to existing vault toilets, sidewalks, corrals, curb stops, gates, hydrants, posts, signs, garbage enclosures, pumphouse, electrical features and site furnishings. Reclaim campsites no longer used and salvage topsoil, boulder, curb stops and other items as applicable.
- vi. Erosion control measures to protect streams, wet and dry, during construction activities and development of an approved erosion control and stormwater management plan.
- vii. Prepare As-built drawings.
- viii. Conduct all well performance testing and water analysis associated with the water supply wells construction and installation.
- ix. Seeding with government furnished seeds as indicated on plans.
- x. Primary Electrical will require coordination with PVREA. PVREA is responsible for all primary power excavation, conduit, installation, equipment, and backfill with Contractor coordination and NFF and Forest Service approval. The selected contractor will pay PVREA for their fees associated with the PVREA Primary Power installations.

1. All aspects of the secondary power, after the meters to the points of use, and inspection(s) by a certified electrician are the responsibility of the Contractor.
2. Installation of new electronic fee station & EV charging.
3. Move PVREA primary overhead power to underground, as indicated on the plans; PVREA is responsible for all primary power excavation, conduit, installation, equipment, and backfill with Contractor coordination and NFF and Forest Service approval. The Contractor will pay PVREA for their PVREA fees associated with the PVREA Primary Power installations.

b) Yarrow Loop:

- i. Regrade Yarrow Loop road.
- ii. Add overflow parking and regrading along Yarrow Loop road.
- iii. Restructure camping spurs to enhance public recreation experience.
- iv. Install new signs, kiosk, curb stops, and barrier rocks.
- v. Install new crushed aggregate surfacing.
- vi. Install timbers to designate unit & tent pads, camping unit paths, and parking spurs.
- vii. Install new site furnishings including picnic tables, fire rings, and bear proof food lockers.
- viii. Install new precast vault toilet.
- ix. Install dumpster pads.
- x. Reconstruct water and electrical systems.

c) Paintbrush Loop:

- i. Regrade Paintbrush Loop road.
- ii. Regrade turn around loop at optional water fill station.
- iii. Restructure camping spurs to enhance public recreation experience.
- iv. Install new signs, kiosk, curb stops, hitch rail, and barrier rocks.
- v. Install new road gate.
- vi. Install new crushed aggregate surfacing.

- vii. Install timbers to designate unit pads, camping unit paths, parking spurs, and tent pads.
- viii. Reconstruct water and electrical systems.
- ix. Install new site furnishings including picnic tables, fire rings, and bear proof food lockers.
- x. Install new precast vault toilet.
- xi. Install dumpster and manure concrete pads.
- xii. Install accessible horse ramp, hitching post, and new corrals at designated locations.

d) Group Sites:

- i. Construct two group sites with a variety of camping including tent camping to larger RVs.
- ii. Install new signs, kiosks, gates, and barrier rocks.
- iii. Install restrooms with precast structures.
- iv. Construct new roads, pavilions and associated group site furniture.
- v. Install new crushed aggregate surfacing.
- vi. Install group amenities as indicated in the Drawings.
- vii. Reconstruct water and electrical systems.
- viii. Install dumpster concrete pads

e) Columbine Loop: Option A – *Note two options are included for pricing for Columbine Loop. NFF will only move forward with contracting for one of the options for the Columbine Loop.*

- i. Regrade Yarrow Loop road, adjusting for minimal grading on Columbine Loop road.
- ii. Install new site furnishings including picnic tables, fire rings, and bear proof food lockers at sites 3 and 5 and bear boxes where damaged on site.
- iii. Install timbers to designate unit pads, camping unit paths, parking spurs, and tent pads for walk in sites and sites 3 and 5.
- iv. Reconstruct overflow parking on Columbine Loop road.
- v. Restructure camp spurs 3 and 5 to enhance public recreation experience.

- vi. Reconstruct existing camp spur 22 for walk-in site parking.
- vii. Install new signs, kiosk, curb stops, and barrier rocks.
- viii. Install new crushed aggregate surfacing.
- ix. Reconstruct water and electrical systems.
- x. Install new additional well and pumphouse.
- xi. Install new precast vault toilet.
- xii. Install dumpster pads.
- xiii. Install walk-in tent camping with unit and tent pads.

f) Columbine Loop: Option B

- i. Regrade Columbine Loop road.
- ii. Install new site furnishings including picnic tables, fire rings, and bear proof food lockers.
- iii. Install timbers to designate unit pads, camping unit paths, parking spurs, and tent pads.
- iv. Reconstruct overflow parking on Columbine Loop road.
- v. Reconstruct/align all camp spurs and replace all site amenities.
- vi. Install new signs, kiosk, curb stops, and barrier rocks.
- vii. Install new crushed aggregate surfacing.
- viii. Reconstruct water and electrical systems.
- ix. Install new additional well and pumphouse.
- x. Install new precast vault toilet.
- xi. Install dumpster pads.
- xii. Install walk-in tent camping with unit and tent pads.

The following deliverables will be considered optional as funding allows:

g) Mariposa Loop: Option C

- i. Construct new road.
- ii. Construct twenty new campsites with three of the twenty being deluxe sites with full utility connections.
- iii. Construct new host site with full utility connections.
- iv. Install new signs, kiosk, curb stops, and barrier rocks.
- v. Install new road gate.

- vi. Install new crushed aggregate surfacing.
- vii. Install timbers to designate unit pads, camping unit paths, parking spurs, and tent pads.
- viii. Construct water and electrical systems.
 - ix. Install new well, equipment, and connect to water system.
 - x. Install wastewater holding tanks.
 - xi. Install new site furnishings including picnic tables, fire rings, and bear proof food lockers.
 - xii. Install new precast vault toilets.
 - xiii. Install dumpster pads.

h) Water Fill Station Site: Option D

- i. Construct new water fill station and access.
- ii. Install new crushed aggregate surfacing.
- iii. Install new signs and barrier rocks.

i) Equestrian Amenities: Option E

- i. Construct new horse loading ramp.
- ii. Install new corrals.
- iii. Install new horse hitching post.

j) Existing Toilet replacements: Option F

- i. Demolition of two functional stick-built toilets.
- ii. Dispose of two functional stick-built toilets.
- iii. Install two new precast concrete toilets.
- iv. Install location is near Columbine Loop & Host #2

k) Electrical Options: Option G

- i. Install EV charging for V1 and V2 in Columbine loop.
- ii. Provide excavation, backfill, conduit and PVREA coordination to bury overhead power line where it crosses the campground.
- iii. Install an electric fee station.

2. Specifications – Project work shall be accomplished in accordance with the following:

- a) Appendix B. Jacks Gulch Campground Drawings

- b) Appendix C. Jacks Gulch Campground Reconstruction Specifications
- c) Appendix D. Project Team Anticipated Roles
- d) Appendix E. Fire Plan
- e) Appendix F. Pricing Table
- f) Appendix G. PVREA Narrative
- g) Appendix H. Wage Determinations for Larimer County, Colorado

Use this link to view and download all
appendices:

<https://nff.box.com/s/tw86izomb308t5f8ngf7x9tfh6cp9d3l>

3. Project Location.

- a) Project Location: Larimer County, Colorado. Location details are further detailed in Appendix C. Jacks Gulch Campground Reconstruction Specifications in Section C 1.2 Project Location.
- b) Site Conditions: Sites will be closed to the public during construction.
- c) Utilities: Utilities are not available at the site.
- d) Project Location is further detailed in Appendix C. Jacks Gulch Campground Reconstruction Specifications Section C 1.3 Site Information and Limitations.

4. Work Schedule. The project site is located at approximately 8,100 feet in elevation and has seasonal access due to winter conditions, generally between late May and October. Construction, including work items such as demolition in the campground area and stockpiling material, may begin as early as conditions allow in spring 2027. Work should be completed by the end of Fall 2028.

The selected contractor's working hours must align with the availability of the Construction Administration and Oversight (CA) Contractor's hours for any major milestones. The CA Contractor's working hours are currently designated as Monday through Friday, excluding holidays (both actual and observed). Any arrangements for the Contractor to complete work outside of weekday hours must be coordinated with the CA Contractor and will be subject to review and approval by the USFS and the NFF.

B. Other Requirements

1. 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 (“CGL”). Commercial general liability insurance, 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/Errors and Omissions 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 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 will submit updated certificates of insurance upon expiration of the required policies.
2. **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) Commercial/Contractor’s Pollution Liability Insurance covering clean-up costs, legal fees, and third-party damages from environmental contamination.
 - b) Umbrella/Excess Liability Insurance raising the limit to \$3,000,000-\$5,000,000 on existing primary policies.
3. **Payment/Performance Security.** If selected, Bidder(s) shall be required to provide 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) This work is classified as construction in accordance with the Miller Act or Little Miller Act. **Payment and performance bonding will be required in the full amount of the 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.”
 - b) A bid bond is not required for this project.

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 a selected Bidder based upon legal requirements and organizational needs and policies.

4. Liquidated Damages for Delay. Time is of the essence for this Project. The resulting contract will include liquidated damages for each day Substantial Completion is delayed beyond the required Substantial Completion Date. Liquidated damages will not accrue until the project site is physically accessible, as determined by the U.S. Forest Service. Total liquidated damages will be capped at a specific % of the contract value, to be determined at contracting. The Substantial Completion Date may be extended for excusable delays, including Owner or U.S. Forest Service actions, Owner-directed changes, Force Majeure events, or other approved causes beyond the contractor's control.
5. Force Majeure. The resulting contract will include a Force Majeure provision for delays caused by events beyond the Contractor's reasonable control, including acts of God, labor disruptions, war, epidemics, government actions, utility failures, and severe unseasonable weather. For this Project, substantial snowfall affecting site access between spring melt-out and October 31 will be considered unseasonable weather; snowfall occurring on or after November 1 through seasonal melt-out will not. Approved Force Majeure delays may result in a corresponding extension of contract time.
6. Prevailing Wage. Work performed under this RFP and any resulting contract is subject to prevailing wage regulations under the Federal Davis-Bacon Act. All contractors and subcontractors bidding on this project must factor prevailing wage rates, including mandatory fringe benefits, and the maintenance of certified payroll into their cost proposals. Wage Determinations for Larimer County, Colorado are included as Appendix H for reference only. Wages are subject to change and will be re-evaluated at the time of contracting.
7. Prohibited Telecommunications Services and Equipment. If selected, Bidder(s) are responsible for compliance with the prohibition on certain telecommunications and video surveillance services or equipment identified in 2 CFR 200.216.
8. Federal Flowdown Provisions. This project is funded by federal disaster recovery funding. As such, any Agreement associated with this RFP will be subject to flowdown requirements under associated federal funding agreements, which are included and made part of by this reference. Federal flowdown requirements are not negotiable and will not be removed or edited.
 - Appendix A. Federal Flowdowns for 1596071

II. PROPOSAL REQUIREMENTS

A. Technical Proposal.

1. Minimum Requirements. 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. To be considered responsive, each proposal must include at minimum the following:
 - a) A technical proposal for the work described in this RFP. The technical proposal must be no longer than 20 pages, not including the cover page.
 - b) An overview and description of the services provided by the Bidder that align with the requests in this RFP. Identify all assumptions and exclusions made regarding the existing conditions and the selected services.
 - c) A description of the project management and administration approach that will be followed by the Bidder to ensure that the identified work is completed on time and within budget. Bidders should disclose all proposed subcontracted services and material sources in their proposal.
 - d) A project work plan and a detailed project schedule that lists 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. Bidders should clearly identify project-specific critical path items, milestone dates, seasonal weather buffers, and any other potential project risks as part of the comprehensive work plan and schedule. The Bidder should clearly identify site logistics and environmental controls, including staging locations, traffic control and access management, spill prevention, and environmental protection measures. The detailed project schedule Gantt Chart can be included as **Attachment A** in 11x17 format.
 - e) Any risk management approaches utilized by the Bidder when completing projects of the type described in this RFP.
 - f) 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. Subconsultants shall be included. Provide full professional resumes for each key personnel in **Attachment B**.

- g) Please provide a list of equipment and relevant details such as type and size, et cetera, that will be used on site to construct the project. Please confirm the availability of all equipment in the list.
 - h) Bidders must demonstrate a commitment to safe field execution by providing a copy of their written corporate safety program and a statement of safety record for the past three years in **Attachment C**.
- 2. Optional Requirements.
 - a) Bidders are invited to identify and propose alternate innovative construction solutions or material concepts that offer cost savings, schedule reductions, or improved long-term durability for the campground reconstruction.
- 3. Submission Guidelines.
 - a) Conforming Base Bid Required: Bidders must submit a fully responsive base proposal and pricing that satisfies all baseline drawings and specifications outlined in this RFP.
 - b) Any suggested alternate concepts must be submitted as a separate, optional addendum in **Attachment D**. Include a brief description of the change, the estimated construction savings or life cycle cost savings, and any impact on project completion dates.
 - c) Submitting suggestions is entirely voluntary and will not affect the evaluation of the base proposal. Accepting or rejecting a proposed concept is at the sole discretion of the NFF and will not negatively impact the evaluation of the Bidder's conforming base proposal.
- 4. Allowed Proposal Attachments. (Exempt from 20-Page Limit)
 - Attachment A: Detailed Project Schedule - Gantt Chart
 - Attachment B: Key Personnel & Subconsultant Resumes
 - Attachment C: Corporate Safety Program & Safety Record
 - Attachment D: Voluntary Constructability Alternates (optional)
 - Attachment E: Pricing Schedule Notes (optional)

B. 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 any government or conservation nonprofit references, as applicable.

References are encouraged from a variety of past projects versus from only one specific past project.

- b) Provide the name and current contact information (email address and telephone number) for each reference, as well as the dates of the projects during which the Bidder worked with each reference.
3. UEI. 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.
4. Federal Exclusion Verification. Bidder(s) 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.

C. 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.

D. Pricing Schedule. Bidders shall price work according to the schedule found in **Appendix F. Pricing Table** (note that this appendix is an Excel sheet). If an alternate format is needed or if bidders have questions, please contact emartinez@nationalforests.org. Bidders are encouraged to utilize the “Contractor Bid Notes” sections found on the Pricing Table Excel sheet to make any notes supporting pricing table calculations, including but not limited to, assumptions, large price risks, or other details to highlight.

Alternatively, but optionally, other similar notes may be included as a separate attachment (no more than 1 page) to the full bid proposal (see Attachment E: Pricing Schedule Notes, under Allowed Proposal Attachments).

The NFF, in its sole discretion, reserves the right to utilize any alternative pricing schedule proposed by any Bidders.

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.

E. Payment Schedule. Bidders shall submit a proposed payment schedule consistent with their proposed pricing structure. Lump sum proposals should identify invoicing milestones tied to deliverables or project phases, while time-and-materials proposals should identify the anticipated invoicing frequency, cost of materials/supplies, and the applicable rates for invoicing. Proposed payment schedules are for evaluation purposes only. The final payment structure and invoicing terms will be negotiated with the selected Bidder and incorporated into the executed agreement.

Invoice Number	Milestone/Deliverable	Corresponding Cost
1.		
2.		
3.		
4.		
5.		
	Agreement Total	

F. Insurance Information. Bidders must identify the insurance coverage currently in place. If available, please attach sample certificates of insurance.

III.SUBMISSION, EVALUATION, AND CONTACTS

A. Bidder Selection Process:

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

Submission Address: Emartinez@nationalforests.org

Submission Deadline: 5 pm MT on Friday, December 11, 2026.

Please email Elise Martinez to confirm receipt of your proposal due to limitations and potential issues with file size attachment.

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.

2. Notification. If a proposal is selected by the NFF to advance to the contracting stage, the NFF will notify the successful Bidder via email. 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.

3. 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.

B. 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.)

The NFF, at its sole discretion, may choose to conduct interviews as part of its proposal evaluation process. If interviews are conducted, selected Bidders will be notified on or before Friday, December 18, 2026, with interviews taking place the week of January 4, 2027.

Level 3 Criteria

- Price / cost
- Technical proposal / proposed approach to project
- Timing and Schedule of when contractor can begin and/or finish the project
- Past performance, references, and USFS 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

C. Point of Contact

Any questions about this Request for Proposals shall be submitted in writing to the NFF contact identified below no later than 5 pm MT on Friday, November 6, 2026. 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> and also distributed via email.

Elise Martinez
National Forest Foundation
Northern Colorado Program Coordinator
Emartinez@nationalforests.org

D. Bid Submission

Submit bids via email to emartinez@nationalforests.org by 5 pm MT on Friday, December 11, 2026.

E. 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.