



YUROK TRIBE
SEALED BID
EV CHARGING STATION INSTALLATION

Yurok Tribe
190 Klamath Blvd.
Klamath, CA 95548

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Dear Prospective Bidder:

The Yurok Tribe (the "Tribe") is seeking **a contractor to design and build an EV Charging Station Installation project located in Tulley Creek, Humboldt County, CA, 95546.** Technical questions or requests for clarification shall be directed, in writing, to the email address below. The Tribe's responses to a proposer's question(s) will be provided via return email only to the proposer asking the question(s) and not shared with other respondents.

RFP Bid Response Representative:

- Name: Springwind Marshall
- Company: Yurok Tribe
- Address: 190 Klamath Blvd.
- City, State, Zip: Klamath, CA 95548
- Telephone: 707-445-2422 x1925
- Email Address: smmarshall@yuroktribe.nsn.us

Owner's Response Representative:

- Name: Brandi Natt
- Company: Yurok Tribe
- Address: 190 Klamath Blvd.
- City, State, Zip: Klamath, CA 95548
- Telephone: 707-482-1350
- Email Address: bnatt@yuroktribe.nsn.us

1. General Information

Key Dates:

The following table outlines the Tribe's key dates and events in this RFP process:

Date	Event
07/24/25	RFP is Available
07/24/25 – 08/21/25	Questions and Answer Period
08/21/25	Deadline for receipt of proposals to the Tribe's Office
08/28/25	Selection completed/contract negotiations begin

Proposal Submission Instructions:

Each bid must be submitted electronically to the Bid Response Representative above, no later than 3:00 PM (PTS) on the deadline date. The subject line should read: BID FOR EV CHARGING STATION INSTALLATION PROJECT.



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2. Rules Governing Proposals

Confidentiality:

The content of all proposals will be kept confidential throughout the selection process and afterward. Copies of any proposal will not be shared with other respondents.

Late Submissions:

Proposals not received prior to the date and time specified will not be considered and will be returned to the proposer unopened.

Acceptance / Rejection of Submittal:

The Tribe reserves the right to reject any or all responses to this RFP, to waive minor irregularities in any proposal or in the RFP procedures, and to accept any proposal presented which meets or exceeds these specifications and which is deemed to be in the best interests of the Tribe. However, the requirements for timelines shall not be waived.

Proposal Evaluation:

A committee of individuals representing the Tribe will perform the evaluation of all proposals. Following this evaluation process, the committee may elect to ask certain respondents to complete an oral interview before the committee. The purpose of the interview is to allow those further selected firms expansion and discussion of their written responses.

Oral Interviews:

Oral interviews are provided at the sole discretion of the Tribe and are for the purposes of allowing the Tribe to broaden their understanding of certain selected respondents.

Final Selection:

The final selection of the successful respondent(s) is scheduled to be completed by **Thursday, August 28th, 2025**.

Insurance Requirements:

Include Proof of Insurance furnished by the respondent's carrier to guarantee the respondent is properly insured. The respondent, once awarded, must file with the Tribe certificates of insurance prior to the commencement of work as additionally insured with Liability Insurance, Comprehensive General Liability insurance, and Professional Liability insurance.



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Respondent shall require and verify all subcontractors, if applicable, maintain insurance, including workers' compensation insurance, subject to all of the requirements stated herein prior to work.

The successful team will be required to furnish Bid bonds totaling no less than 5% of the total bid and payable to the Owner shall accompany any bid.

The successful team will be required to furnish Performance, and Payment bonds in the amount of 100% of the total contract price before construction.

3. Selection Criteria

- Specialized experience, capabilities, and technical competence, which the individual may demonstrate with the individual's proposed content and requirements to meet the project requirements.
- The prospective contractor shall have a valid California Class A or Class B Contractor's license.
- If a qualified Native American-owned company comes within 5% percent of the lowest qualified bidder's total bid, that company may match the lowest bid and receive the award unless the original lowest bidder is a Native American-owned business. A Native American-owned business must be a non-profit or for-profit entity where an Indian or Indians own at least 51% interest and where such Indian or Indians have managerial and operational control of the business operations. Other factors can be found in section 4403 of the Tribal Employment Rights of the Yurok Tribe. The ordinance and other TERO documents can be found at the following link <https://www.yuroktribe.org/tero> . Any contractor claiming Native American preference shall fill out and submit the Application for Contractor/Business Certification.
- Contractors must comply with the YTC for work funded by or conducted on behalf of the Yurok Tribe, including the contractor providing the TERO Office with an Indian Preference Plan, describing how the contractor intends to meet those obligations. See [YTC4501-4602](#).
- All construction contracts are subject to the Tribe's Employment Rights Ordinance (TERO) and policies and a 5% TERO fee will be assessed on services. See [YTC4601-04](#).

4. Response Format

- a) Letter of Interest (1 page)
- b) Qualifications of the Respondent (2 pages)
- c) Presentation of the Respondent's Team (2 pages)
- d) Specific Project Expertise that relates to the Project Description (5 pages)
- e) Quality Control (1 page)
- f) Any claims/disputes/litigation (1 page)



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- g) Statement of Assurance that the firm is not in violation of any regulatory statutes (1 page)
- h) Fee Schedule (1 page)
- i) An authorized representative must sign the proposal

5. Project Description

The Yurok Tribe Transportation Department is seeking a contractor to design and install two Level Three and one Level Two EV Charging Station, located at Tulley Creek, Weitchpec, Humboldt County, CA. Contractor will develop design plans to establish the precise parameters of the project, estimate final construction costs based on final designs, and secure approval for construction.

SCOPE OF WORK:

SITE ASSESSMENT:

Conduct a design kickoff meeting and provide meeting agenda and minutes. Conduct preliminary site engineering including records research, field review, and lady survey. Coordinate with local utilities. Develop a set of 30% design plans for review and comment. Develop and provide a set of 100% design plans and specifications that include:

- Schematics and Wiring Diagrams
- Bill of Materials
- Construction Schedule
- Operations and Maintenance Manuals
- Training Materials

Compile a bill of materials specifying all necessary components and materials for the installation. Develop construction schedules and project timelines to coordinate installation activities and ensure timely completion. Coordinate with third parties such as PG&E, to oversee the construction process and ensure compliance with design plans and regulatory requirements.

EQUIPMENT & CONSTRUCTION IMPLEMENTATION:

Purchase equipment and mobilize to implement construction activities to install two (2) dual port Level 3 and one (1) Level 2 electric vehicle charging stations at the Tulley Creek site. Develop an Equipment Checklist that includes a list of the required purchase orders of major equipment needed for the site. Receive written



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approval to proceed. Take and provide at least six (6) high-quality digital photographs of preconstruction at each site. Mobilize and complete necessary site work and equipment installations of four EV charging spaces (three (3) EV charging stations with a minimum of five (5) ports total) at the Tulley Creek site. Conduct site inspections and quality assurance checks during construction to verify adherence to specifications and address any issues or concerns. Document as-built drawings and specifications upon completion of the installation for future reference and maintenance purposes. Provide as-built construction documents.

6. Evaluation of Criteria

The proposals will be evaluated based on the following criteria and point ranges:

Evaluation Criteria	Points
Proposed approach and timeframe to scope of work	0-20
Level of experience of the individual(s) identified to work on this matter	0-20
The Offeror's experience with similar clients	0-20
Response from references	0-20
Cost	0-20
Native American preference	0-10
Veteran preference	0-10
Interview, if conducted	0-20
Met all proposal requirements in Request for Proposal	0-10
Total:	0-150