



---

# KENAITZE INDIAN TRIBE REQUEST FOR PROPOSAL

## Beetle Kill Mitigation

Issued: Date July 3, 2025

### 1. INTRODUCTION

#### 1.1 ORGANIZATION

1.1.1 The Kenaitze Indian Tribe is a federally recognized tribal government, re-organized in 1971 under the statutes of the Indian Reorganization Act of 1934, as amended for Alaska in 1936. The Tribe serves over 5,000 community members, Alaska Natives, and American Indians in the central and upper Kenai Peninsula. The Tribe's Headquarters is at 150 N Willow, Kenai, Alaska 99611. Nothing in this RFP is a waiver of the Tribe's sovereign immunity.

#### 1.2 MISSION STATEMENT

1.2.1 To assure Kahtnuht'ana Dena'ina thrive forever.

### 2. OVERVIEW

The Kenaitze Indian Tribe ("Tribe") is seeking proposals from Offerors to remove and mitigate at-risk and already affected beetle-killed spruce trees on approximately 150 acres of a Tribe-owned 160-acre parcel (the "Parcel"), including tree felling, brush, and hazardous fuel removal (the "Project").

The Parcel is located in the City of Kenai at 1400 East Redoubt, and is further described as follows: Kenai Peninsula Borough Parcel ID 04101002, T 6N R 11W SEC 30 SEWARD MERIDIAN KN SE1/4. Roughly 150 Acres of the Parcel are subject to the Project (Attachment A).

The purpose of this Request for Proposal ("RFP") is to solicit responses from competent and experienced Offerors capable of providing the services specified herein in a prompt, cost-effective, and efficient manner. The selected Offeror is expected to enter into a legally binding Agreement with the Tribe based on a relationship of trust and confidence. The chosen Offeror is further expected to use its highest skill and judgment on the Project while remaining in close consultation with the Tribe to ensure the successful completion

of the Project. The selected Offeror shall provide the professional oversight and delivery of all aspects of the services required to complete the Project successfully, on time, and within the Project's budget, in accordance with the terms and conditions of the Tribe's Standard Professional Service Agreement (Attachment B).

The Tribe is conducting the Project under its federal financial assistance award ("Funding Agreement") with the U.S. Forest Service ("Funding Agency"). The Project shall be conducted in accordance with all applicable Tribal, Federal, State, and Local Laws and Regulations and the terms of the Funding Agreement. This institution is an equal opportunity provider.

### **3. INQUIRIES**

Questions regarding this RFP must be directed to Tami Murray, Procurement Manager, [TMurray@kenaitze.org](mailto:TMurray@kenaitze.org). All emails must identify the RFP title in the subject line, include the contact information for the person submitting the question, and indicate the relevant RFP or Exhibit section number.

**All questions must be submitted using this format and received no later than 5:00 p.m. (Alaska Standard Time) on 7/25/2025. Responses will be posted on the Kenaitze website on or before the close of business on 7/28/2025 and emailed to inquiring parties.**

The post will provide every question received and each accompanying response. This will ensure all potential Offerors receive the same information. Questions will only be answered in writing. Revisions to this RFP shall only be made through formal written addenda that will be made available to all interested Offerors as described above. Oral and other interpretations or clarifications will be without legal effect. Offerors are responsible for ensuring they are on the Tribe's list to receive all addenda.

Offerors must read the RFP thoroughly. Any ambiguity, conflict, discrepancy, omission, or other errors in this RFP must be reported in writing. Any changes or corrections to the RFP will be made only by a written addendum issued by the Tribe. Failure to report ambiguities, conflicts, discrepancies, omissions, or other errors promptly before submission of the proposals will result in a waiver of those issues.

### **4. PROPOSAL SUBMISSION DEADLINE**

To be considered, a complete proposal package must be received by the Tribe by the deadline via either of the following methods:

Hand-delivered or mailed to: Kenaitze Indian Tribe  
Attention: Tami Murray  
Procurement Manager  
150 N Willow St  
Kenai, Alaska 99611

Electronically transmitted to: [tmurray@kenaitze.org](mailto:tmurray@kenaitze.org)

**The deadline for submission is 5:00 pm Alaska Time, 8/05/2025.** Any proposals received after the deadline may not be accepted. Proposals sent via email should be sent in a single PDF document format, with the RFP title noted in the subject line. The **Notice of Award is anticipated on 8/15/2025.**

By submitting a proposal, the Offeror represents that the Offeror has become familiar with local conditions and has correlated that knowledge with the requirements in this RFP. To make a site visit, please contact Tami Murray, Procurement Manager, [TMurray@kenaitze.org](mailto:TMurray@kenaitze.org).

The submitted proposal shall remain valid for at least sixty (60) days after the closing date for receipt of proposals. Modifications to or withdrawals may be allowed only if received prior to the deadline for receipt of the proposal. No changes to or withdrawals of the proposal will be permitted after the time for receipt specified.

## **5. SCOPE OF WORK**

The selected Offeror will provide a plan to reduce the risk of fire danger by removing and mitigating at-risk and already affected beetle-kill spruce trees on approximately 150 acres. The 10-acre area on the corner of N. Forest and Redoubt is exempt, as described in Attachment A. The Offeror will process fallen trees by burning or mulching brush and will stack logs in manageable piles/sizes (6-8ft) at the marked area on site to provide fuel to Tribal households in the future.

**5.1 Objectives** – The Tribe has identified the following objectives and services for the selected Offeror for the project:

- a) Survey land and preferentially remove trees impacted by the spruce bark beetle outbreak, including standing or fallen dead trees, infected living trees, and those trees most likely to be susceptible to infestation that could spread the epidemic to other portions of the forested area.
- b) Brush and other potential flash fuels will be mulched or removed from the site to a pre-identified location along with felled trees appropriate for processing into wood fuel and or garden mulch.
- c) Work is to be done using the U.S. Fish and Wildlife Service timing recommendations to help minimize impacts to nesting birds. It's recommended to avoid vegetation clearing and ground-disturbing activities between May 1 and July 15. <https://www.fws.gov/alaska-bird-nesting-season>

## 6. SCHEDULE

Interested Offerors should to consider their workload and capability of meeting Project schedules.

Contract Award	August 15, 2025
Kick-off Meeting	TBD
Project Completion	March 30, 2027

## 7. PROPOSAL SUBMISSION REQUIREMENTS

All Offerors interested in submitting a proposal in response to this RFP must adhere to the following requirements. Failure to do so may result in the Tribe deeming the proposal to be non-responsive and therefore not eligible for consideration.

Cover Letter:	1-page maximum
Resumes:	2 pages maximum (each)
Rate Sheets and Attachments:	As required
Scope of Work:	As required

One page is defined as one side of a standard 8 ½” x 11” sheet of paper.

### 7.1 **Proposal Submittal Items**

Offerors must only submit one proposal, following the format outlined below, and clearly identifying each of the following four criteria within the submittal.

- a) **Cover Letter** – submit a cover letter on company letterhead that is no more than one (1) page and includes the following:
  1. The company's legal name and contact information.
  2. An overview of the company's qualifications and experience relevant to the scope of work defined herein.
  3. The letter must be signed by an authorized company representative and include that person's contact information.
  4. Confirmation that all addenda have been received and considered. Addenda can be found on the Kenaitze website: <https://www.kenaitze.org/about/procurement/>
  
- b) **Scope of Work** – submit a written, detailed description of how each component of Section 5, Scope of Work, will be accomplished. Please refrain from using marketing information in this part of the proposal submittal. The Scope of Work document will not count toward the narrative page limit.

**c) Qualifications and Experience**

1. Describe the qualifications of the persons to perform these services.
2. Names and contact information for three (3) references from clients of a similar size/nature. Include a brief description of the scope of work provided for each.

**d) Price** – submit a written price proposal to provide the services as specified herein. The proposed price must include all of the Offeror's costs associated with providing the services as called for within this RFP and including, but not limited to, wages, administrative overhead, travel, transportation, lodging, and other similar costs unless stated otherwise. No other costs will be considered for payment.

**e) Other Required Documentation**—the documentation listed below is required for this proposal, and a bid will be considered incomplete if these documents are not submitted.

1. A copy of the company's business license.
2. A list describing the company's equipment for the project, including, at minimum, the make, model, year, and description.
3. Proof of liability insurance.
4. Proof of workman's comp insurance, if applicable.

**f)** All proposals will become the property of the Tribe and may be returned only at the Tribe's option. Any information marked as proprietary or confidential will be held in confidence to the greatest extent possible.

**7.2 Proposal Preparation Cost**

The issuance of this RFP, the submission of a response by any Offeror, and the acceptance of such response do not obligate the Tribe in any manner before the award of an agreement to the Offeror selected as a result of the RFP process. The Tribe shall not be responsible for any costs incurred by any Offerors associated with preparing and/or submitting a proposal in response to this RFP, in any manner, for any reason. All proposal preparation costs shall be the sole responsibility of the Offerors, including the selected firm.

**7.3 Proposal Validity**

Offeror's proposal will remain valid for sixty (60) calendar days from the RFP submission deadline or until an award is made to the successful Offeror, whichever is sooner.

**8. EVALUATION AND SELECTION**

Proposals will be evaluated by staff based upon the responsiveness to the submission requirements described in Section 7, and/or the following point system,

and/or any other manner deemed appropriate by the Tribe to determine the proposal most advantageous to the Tribe.

**Point System:**

**Capability and Experience (30 points)**

Provide a summary of the proposed project team, identifying the primary point of contact for the Tribe throughout the project and relevant experiences for the identified individual. List all subcontractors that will play a key role in the project and describe their relevant experiences as it pertains to this project.

**Work Schedule with Milestones (25 points)**

Provide a detailed schedule of scoped work that outlines the timeline for all phases of the project, including, but not limited to, the starting date and other milestones/deadlines for each phase.

**Proposal and Professionalism (10 points)**

Provide a comprehensive and professional proposal with all key elements as stated herein.

**Value Proposal (35points)**

The Tribe will award these points based on the Offeror's quoted price.

**Alaska Native, American Indian AN/AI Member (15 points) or Tribal Member (25 points) Preference**

Provide proof of AN/AI membership or Tribal membership for the Offeror's owner to receive preference. In order to be considered for preference, proof of membership and at least 51% ownership must be submitted with the proposal.

The Tribe reserves the right to waive informalities and minor inaccuracies and reject any and/or all proposals that it deems to be not in the best interests of the Tribe and to proceed with the next proposer or to utilize an entirely different process at any time during the process.

**9. TYPE OF AGREEMENT**

Within thirty (30) calendar days after the Notice of Award is issued, it is expected that the Selected Offeror will sign the Tribe's Standard Professional Service Agreement, which is included with the RFP information as Attachment B. Offerors are expected to carefully review the Tribe's Standard Professional Service Agreement and advise the Tribe in their proposal if any of the terms or conditions of the Standard Professional Service Agreement are objectionable. If any provisions are objectionable, the Offeror must provide in redline format alternative terms and conditions which are acceptable to it, along with the reasons for the proposed changes. These pages will not count against the proposal page limit. The Tribe reserves the right to reject any proposal that fails to indicate that the Offeror is willing to execute the Tribe's Standard

Professional Service Agreement or fails to propose alternative terms and conditions that are acceptable to the Tribe.

## **10. INSURANCE, CERTIFICATIONS, AND OTHER REQUIREMENTS**

**10.1 Insurance:** If Offeror is selected, Offeror must agree to maintain the level of insurance coverage specified in the Agreement for the duration of the Project.

**10.2 Certifications Required for Federally Funded Projects:** By submitting a proposal, the Offeror assures that:

**10.2.1** Neither it nor any of its principals is presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from participation in this transaction by any state or federal department or agency; and that Offeror will complete and submit the form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered Transactions (Attachment C).

**10.2.2** Offeror will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352;

**10.2.3** Neither the Offeror nor any of its representatives has been required, directly or indirectly, as an express or implied condition in obtaining or carrying out this contract, to employ or retain any organization or person or to make a contribution, donation, or consideration of any kind;

**10.2.4** Its prices were independently arrived at and without collusion.

**10.3 License:** All Offerors are required to hold a valid Alaska Business License and any valid professional licenses sufficient to perform the work required by the Project. All services performed under the Agreement resulting from this RFP which may require a professional license shall be performed by or under the supervision of a person licensed and registered in the State of Alaska to provide the services contemplated under the Agreement. Offerors must submit copies of all licenses, certificates, registrations, and other credentials required

for performance under the contract when submitting proposals in response to this RFP. Documentation must be current and must have been issued by or under authority of the State of Alaska or, if documentation is from an outside jurisdiction, such documentation must be accepted as valid by the State of Alaska for performance in Alaska.

## **11. ADDITIONAL REQUIREMENTS:**

The Offeror is responsible for conducting necessary research and becoming familiar with the organization. **A site inspection is required** to submit a proposal on this project, verify existing conditions, and familiarize the Offeror with the full scope of work. Contact Tami Murray, Procurement Manager, to arrange an inspection at 907-335-7213 or [TMurray@kenaitze.org](mailto:TMurray@kenaitze.org).

## **12. GENERAL REQUIREMENTS**

### **12.1 Term of Service**

The agreement resulting from this RFP shall be effective from the date of execution of the contract through the completion of services. The Tribe anticipates that the Project will be completed by March 30, 2027.

### **12.2 RFP Modification**

Offerors should be aware that the project information presented in this document is preliminary. Descriptions of the project and proposed schedule are subject to refinement and change to meet the project's ongoing needs. The Tribe reserves the right to accept or reject any or all submittals, consider alternatives, waive informalities in evaluation procedures and RFP requirements, and may make its selection based on any factors deemed to serve its own best interest. This includes the right to reject any or all proposals and the right to proceed utilizing a different procurement process. The Tribe, in its sole discretion, may cancel the solicitation at any time if such cancellation is in the best interest of the Tribe.

### **12.3 Sub-consultants**

The Selected Offeror must disclose to the Tribe the use and identity of sub-contractors it intends to use in carrying out the requirements herein. The Tribe reserves the right to approve all sub-contractors if it so chooses. The Selected Offeror is solely responsible for the satisfactory performance of and compensation to any sub-contractors.

### **12.4 TERO**

The Tribe has adopted a Tribal Employment Rights Ordinance (TERO), Ordinance No. 2017-01. In accordance with the TERO, the Selected Offeror shall make best efforts to employ and subcontract with Tribal members, Tribal members' spouses, and other Alaska Native and American Indians. The Selected Offeror shall review and consider the Tribe's preferred vendor list and index of Tribal members and eligible Indians seeking employment that is maintained by the TERO office.

### **12.5 Other**

The Tribe may require, seek, and utilize all information it deems appropriate to assess the qualifications of individual Offerors. Unless otherwise specified by Offeror in writing, all proposal information submitted in response to this RFP shall be considered public information and may, at the Tribe's sole discretion, be released to the public at the conclusion of the procurement process, except for the rate information submitted in response to the pricing criteria. Any other information related to pricing or capacity that Offerors consider confidential or proprietary must be clearly identified in writing, as part of the Proposal response.

### **ATTACHMENTS:**

Attachment A – Parcel Map with excluded 10 acres

Attachment B – Standard Professional Service Agreement

Attachment C – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

**END OF PROPOSAL**

# N. Forest Dr/Redoubt Ave Beetle Kill

## Attachment A

### Goal:

Reduce the risk of fire danger by removing and mitigating at risk and already effected beetle kill spruce trees on approximately 150 acres. The 10 acre parcel located on the corner of N. Forest and Redoubt is exempt (Highlighted in green). Process fallen trees by burning brush as well as stack logs in manageable piles/sizes (6-8ft) at the marked area on site to provide fuel to Tribal households in the future. (Red circled area)

### Location:

End of Redoubt Ave and N. Forest Dr. at T 6N R 11W SEC 30 SEWARD MERIDIAN  
KN – RS SE1/4.



Excluded Area

Log stacking area



**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
 Lower Tier Covered Transactions**

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.*

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.*

***(Read instructions on page two before completing certification.)***

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

### **Instructions for Certification**

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it may not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.