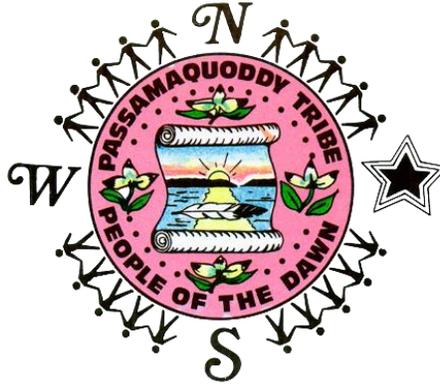


Passamaquoddy Tribe of Pleasant Point

Department of Finance

Request for Proposals (RFP)



RFP #001 YEAR 2025

The Passamaquoddy at Pleasant Point Tribal Government (PPPTG) are soliciting proposal for land use planning and related services.

Questions and Submissions	<p><u>Please reference the RFP Number in the subject line.</u></p> <p><i>All communication regarding the RFP <u>must</u> be made through the procurement email procurement@wabanaki.com. All questions <u>must</u> be received by May 2nd, 2025, no later than 11:59 p.m., local time.</i></p>
Proposal Submission Deadline	<p><i>Proposals <u>must</u> be received by the Division of Procurement Services by:</i></p> <p><u>Submission Deadline:</u> May 16th, 2025, no later than 11:59 p.m., local time.</p>

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1. About our Community

The Passamaquoddy Tribe is a federally recognized tribe that is part of the Wabanaki Confederacy with two reserve communities in Maine and a separate component in southeastern New Brunswick, Canada. The Passamaquoddy were one of the earliest tribes to have been exposed to and impacted by European explorers. One of the first European settlement attempts occurred adjacent in close proximity to Sipayik on St. Croix Island in 1604, three years before the founding of the Jamestown (Virginia) Settlement, and sixteen years before the pilgrims landed at Plymouth Rock.

The two US Passamaquoddy tribal reserves in Maine are *Indian Township*, near the town of Princeton and *Pleasant Point*, which is near the town of Perry and is named after the peninsula upon which it is located. These two reserves feature their own Chiefs and constitutional governance structures that interact through a joint tribal council. Each of the tribal reserve governments oversees its own set of tribal departments and programs focused on education, health services, social services, housing, natural resources, and other vital community needs.

This Request for Proposals (RFP) is being issued by the *Passamaquoddy at Pleasant Point Tribal Government (PPPTG)*

The Pleasant Point tribal community is known as Sipayik and the Pleasant Point Reserve encompasses approximately 200 acres of land, which is held in trust by the federal government for the Tribe. In addition to the “trust” lands, the tribe at Pleasant Point owns purchased lands, which are often referred to as “fee” lands because they are subject to land taxes. The Passamaquoddy name refers to the people who spear pollock – a coastal marine fish in the region. Not surprisingly then, fishing for eels, lobsters, urchins, halibut, and scallops provides an important economic base for the tribe.

The Passamaquoddy Tribe at Pleasant Point faces many of the same challenges as other Indigenous communities, including economic disparities, health disparities, and cultural preservation. Despite these challenges, the Tribe continues to work to strengthen their sovereignty, economic self-sufficiency, their food security, culture, and overall community health and resilience.

2. General Provisions

Businesses must carry at a minimum of \$500,000.00 in general liability insurance as verified by a Certificate of Insurance with the Passamaquoddy Tribe Pleasant Point listed as the covered party.

Evidence of the business being a legal entity through either insurance listed as a business and/or letter from the Maine Workers’ Compensation Board stating the entity is an approved self-employed business.

From the time the RFP is issued until award notification is made, all contact with the Tribe regarding the RFP must be made through the RFP Coordinator as designated by PPPTG Planning and Resilience Director. No other person/ Tribe employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the Tribe's discretion.

Issuance of the RFP does not commit the Tribe to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.

All proposals must adhere to the instructions and format requirements outlined in the RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Tribe. Proposals are to follow the format and respond to all questions and instructions specified below in the "Proposal Submission Requirements" section of the RFP.

Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, we will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal information of previous contract history with the Bidder (if any).

The proposal must be signed by a person authorized to legally bind the Bidder and must contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.

The RFP and the awarded Bidder's proposal, including all appendices or attachments, will be the basis for the final contract, as determined by the Tribe.

The Tribe, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.

All applicable laws, whether or not herein contained, are included in this reference. It is the Bidder's responsibility to determine the applicability and requirements of any such laws and to abide by them. [OB]

Pleasant Point Tribal Government (PPTG) in awarding the bid will give preference to a Native American owned business. The Native American business must provide evidence that the ownership of the enterprise is owned 51 percent by a tribal member to be considered a Tribal owned entity.

(1) The Indian Self-Determination and Education Assistance Act [25 U.S.C. 450b] defines "Indian" to mean a person who is a member of an Indian Tribe and defines "Indian Tribe" to mean any Indian Tribe, band, nation, or other organized group or community including any Alaska native village or regional or village corporation as defined or established pursuant to the Alaska Native Claims Settlement Act, which is recognized as eligible for the special programs and services provided by the United Tribes to Indians because of their status as Indians.

(2) In section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452) *economic enterprise* is defined as any Indian - owned commercial, industrial, or business activity established or organized for the purpose of profit, except that Indian ownership must constitute not less than 51 percent of the enterprise. This act defines *Indian organization* to mean the governing body of any Indian Tribe or entity established or recognized by such governing body.

The Bidders will be required to submit the necessary paperwork to show that the business is 51 percent owned by a Tribal member to be considered a Native Owned Business.

(3) Contractor must use Davis Bacon Wages and fill out form WH-347 before payments are made.

PPTG reserves the right to reject any or all Proposals with or without cause, to waive any and all irregularities with regard to the specifications and to make awards in the best interest of PPTG.

Please be advised that solicitations issued are subject to the Code of Ethics and Procurement Policies of Pleasant Point Passamaquoddy Reservation Tribal Government.

3. Scope of Work

- **Community Engagement Report**
 - Work with the PPTG Planning and Resilience Department to develop and implement a PPTG engagement strategy to define land use plan objectives.
 - Conduct workshops, focus groups, and public meetings to continually involve community members, and stakeholders.
 - Document and incorporate feedback into the planning process.
- **Data Collection and Analysis Report**
 - Collect and analyze existing data, including topographic, soil, hydrological, and ecological information.
 - Conduct site visits and field surveys to gather additional data as needed.
 - Identify constraints and opportunities related to land use and development.
- **Land Use and Suitability Maps**
 - Analyze current land use patterns and trends.
 - Assess land suitability for various uses that account for PPTG and community needs to include residential, commercial, industrial, agricultural, working waterfront, and ecosystem service needs as well as specific building sites that can accommodate existing or emerging needs for services to be delivered through facilities that might include:
 - a wastewater treatment plant, a boys and girls club, a public works building, a culture center, a shellfish seed hatchery, a safe and secure domestic water supply, a daycare center, and agriculture activities.
 - Use Geographic Information System (GIS) tools and georeferenced data to map and visualize PPTG lands, land characteristics, and best use strategies.
- **Draft Land Use Plan**

- Develop a draft land use plan with recommendations, visualizations, and rationale that describe how to best utilize PPTG lands to meet the land use and community goals that emerged in the early phases of this study.
- Ensure recommendations align with both community goals and regulatory requirements.
- **Data-rich and interactive visualization tools**
 - Develop web-based tools that will allow community members and PPTG decision-makers to explore land use characteristics, infrastructure, and proposed land use scenarios.
- **Final Land Use Plan and Report**
 - **Conduct PPTG decision-maker and community engagement meetings to gather input and specifications to guide the evolution of the draft land use plan into a final draft, *Pleasant Point Tribal Government and Sipayik Community Land Use Plan*.**

4. Proposal Requirements

- **Company Information:** History, size, and experience of the firm.
- **Team Composition:** Key team members, their roles, and relevant experience.
- **Relevant Projects:** Examples of similar projects completed by the firm.
- **Design Approach:** Description of the firm's approach to design and project management.
- **Project Schedule:** Proposed timeline for the project.
- **Fee Proposal:** Detailed fee structure, including any additional costs.
- **References:** Contact information for past clients.

5. Evaluation Criteria

- **Experience and Qualifications:** Experience with similar projects and qualifications of key team members (30%).
- **Design Approach:** Understanding of the project and the proposed approach (25%).
- **Cost:** Reasonableness and transparency of the fee proposal (20%).
- **References:** Feedback from previous clients (15%).
- **Creativity and Innovation:** The firm's ability to bring innovative solutions to the project (10%).

6. Contract Terms

The Tribe is seeking a cost-efficient proposal to provide services, as defined in this RFP. The actual contract term (start, end dates) will be established by a completed and approved contract. The Tribe is seeking the Respondent's position and point of view on their recommended approach and timeline that will be most beneficial to the Tribe and lead to a successful and cost-effective implementation.

The Tribe anticipates making one (1) award to fulfill the work outlined in this solicitation (RFP).

7. Safety Requirements

The contractor must comply with all Federal, Tribe and local safety laws and regulations applicable to work performed under this contract

8. Changes in Contract

All changes in the work, including any increase, decrease, or other equitable adjustment in the Contract price or in the time for performing the Contract, shall be authorized in writing by the Board and or Executive Director.

9. Payment Terms

Invoices will be made out the Passamaquoddy Tribe and paid net 30 from the time the Tribe receives the invoice.

10. Conflict of Interest

The Contractor covenants, that:

1. Presently, there is no financial interest and shall not acquire any interest in the Tribal Government.
2. In the performance of this contract, no person having any such interest shall be employed by the contractor
3. No partner or employee of the firm is closely related to any Board member or employee of the Tribal Government. PPTG defines an "Identity of Interest" as any relationship where the Contractor and PPTG are related, and/or affiliated through a business relationship. This could, for example, be contractor works for PPTG or closely related to someone who works for PPTG and/or Board of Commissioner. Closely related defined as follows; Father, mother, father-in-law, mother-in-law, Grand parent, brother sister, brother-in-law, sister-in-law, Aunt, Uncle, stepfather, stepmother, stepsister, stepbrother and any significant other of any of the mentioned closely related family member.

Any identity of interest must be notified to the Tribal Government with submittal of bid. This does not preclude you from bidding, but all identity of interest must not be involved with the bid process. Any identity of interest must also be submitted along with the bid.

11. Termination

The Passamaquoddy Tribal Government may terminate this contract for cause if it determines that any of the following circumstances have occurred:

1. Work has been abandoned
2. Contractor has sublet or assigned the work without written consent
3. The Contractor no longer has the necessary insurance required
4. The Contractor has substantially violated any provisions of the Contract.