

**EWIIAAPAAYP BAND OF KUMEYAAY INDIANS (EBKI)
REQUEST FOR PROPOSALS (RFP)
EBKI RFP-2025-04-PROTECT
PLANS, SPECIFICATIONS AND ESTIMATES
FOR
EVACUATION ROAD RECONSTRUCTION PROJECT**

RFP Proposal Submission Checklist

This checklist is provided to assist proposers in ensuring that all required documents and forms are included in their proposal submission for the EBKI DOT PROTECT PS&E RFP 2025-04. Incomplete proposals may be deemed non-responsive. All items listed below must be included at the time of submission.

- ☐ Cover Letter – Signed by an authorized official of the firm.
- ☐ Executive Summary – Brief description of firm’s understanding of the project and approach.
- ☐ Proposal Form – Fully completed and signed proposal form including IRS EIN, CA Secretary of State registration, and License Number.
- ☐ Cost Proposal – Itemized cost schedule including total project cost, labor, materials, and any optional tasks.
- ☐ Proof of Insurance – Certificates showing required liability, professional, and workers’ compensation coverage.
- ☐ Debarment and Suspension Certification – Completed Appendix A form.
- ☐ Indian Preference Documentation – If applicable, documentation verifying eligibility under EBKI Tribal Code.
- ☐ Section 3 Job Creation Form – Details on anticipated new job creation as part of the project.
- ☐ Firm Profile and Experience – Background information, relevant project experience, and qualifications of key staff.
- ☐ References – Minimum of three (3) references for similar projects completed within the past three years.
- ☐ Schedule/Timeline – Proposed project schedule including milestones for 60%, 90%, and 100% PS&E submissions.
- ☐ Quality Assurance/Quality Control (QA/QC) Plan – Description of internal review and verification procedures.
- ☐ Environmental Compliance Plan – Statement confirming adherence to DOT PROTECT and NEPA requirements.
- ☐ Completed Appendices – Appendix A (Debarment Form), Appendix B (Sample Contract), Appendix C (Scope of Work).
- ☐ Signed Acknowledgment – Confirmation that the proposer understands and agrees to all RFP terms and conditions.

Note: All proposals must be submitted electronically in Adobe PDF and/or Microsoft Word format to:
Will Micklin, CEO – ceo@ebki-nsn.gov
Ewiiapaayp Band of Kumeyaay Indians, 4054 Willows Road, Alpine, CA 91901
Deadline: November 11, 2025, at 2:00 PM Pacific Time.