

# **Mattole Restoration Council Request for Proposals**

## **Cultural Resources Survey for the Mattole Resilience, Education and Research Center Planning Project**

### **1. Project Description**

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Through its Mattole Resilience, Education and Research Center Planning Project, the Mattole Restoration Council (MRC) plans to construct a new Community Resilience Center facility and implement ecological restoration including invasive plant removal, native plant installation, prescribed and cultural fire, salmonid habitat enhancement, and public access amenities development on 76 acres of conserved land adjacent to the facility site. The facility construction would involve demolition of a barn on the site and construction of a new community building. The project aims to increase rural community resilience through the creation of a land-based education and workforce development center, enhanced access to conserved open space, and improved habitat for native plants and wildlife. Cultural resources survey is needed as part of CEQA compliance for the project.

### **2. Scope of Work**

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#### ***Task 1. Background Research and Literature Review***

MRC consultant will perform a records search at the California Historical Resources Information System, Northwest Information Center (NWIC). The purpose of archival research is to identify any previously conducted archaeological surveys or known archaeological sites located on the subject properties and within a one-quarter mile radius of the project area(s). In addition, ethnographic and historic literature will be reviewed to create background contextual information relevant to the project area.

#### ***Native American Outreach***

MRC cultural consultant will contact the Native American Heritage Commission (NAHC) to request a search of the Sacred Lands file for the area and project a list of tribal contacts with ancestral affiliations to the area. They will provide the list of individuals and groups identified by the NAHC and will conduct tribal outreach to solicit their input. MRC cultural consultant (TBD) will also provide a draft tribal outreach letter for the MRC's use in conducting AB 52 consultation. Follow-up phone calls may be made to ensure that letters were received and to discuss any potential concerns with the project. Interested parties may be invited to participate in the field survey. Comments and information provided by the Native American community and government agencies will be provided in the draft and final reports.

We understand that the MRC will conduct AB 52 consultation with interested tribes to inform them of the proposed project and solicit input regarding tribal knowledge of cultural resources that may be within the project area. A tribal representative will be invited to participate in the field survey. Comments and information provided by the Native American community and government agencies will be provided in the report.

## **Task 2. Field Survey**

MRC cultural consultant will conduct an on-site field archaeological resources reconnaissance of the site. In accordance with established standards, field reconnaissance will be conducted using transects spaced no more than 10 meters apart. Any artifacts or cultural materials identified will be logged in the field prior to returning them to the hole for reburial. No materials will be collected as part of the field work.

All resources identified within the project area will be recorded using the standard *State of California Department of Parks and Recreation Archaeological Site Forms*. (Note: recordation would be an optional task) As cultural resources are located during survey, approximate boundaries will be delineated and the location of the resource plotted on topographic maps. Site recordation will include site and feature mapping, completion of site record forms, and digital photography. An evaluation of the potential impacts will be conducted for each resource in the project areas.

## **Task 3. Archaeological Survey Report**

MRC cultural consultant will prepare an Archaeological Survey Report (ASR) in accordance with the standard guidelines in *Archaeological Resource Management Reports*. The ASR will include a summary of the identification efforts undertaken in the study, consultation with agencies and local governments, provide a summary of archaeological methods and findings, and make preliminary recommendations for appropriate treatment and/or evaluation of resources. The report will meet section 106 compliance to allow for federal permit processing.

This report will be summarized in the IS/MND cultural resources section, along with any recommended mitigation measures.

## **Task 4. Historic Resources Evaluation and Forms**

MRC consultant will conduct a database review and survey of the barn proposed for removal at part of the project to determine its potential historical significance. The surveys and historic potential evaluation will be adequate to prepare DPR 523A and 523B forms if needed.

The consultant will then prepare applicable DPR 523A and/or DPR 523B record forms for the building as applicable, including evaluations of significance.

## **3. Project Information**

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**Project Name:** Mattole Resilience, Education and Research Center Planning Project

**Project Location:** This project is centrally located in the community of Petrolia, Humboldt County, CA, at 29295 Mattole Road, Petrolia CA 95558. APNs 105-051-013-000, 105-051-024, 105-051-019, 105-193-003, 105-193-004, 105-193-015, 105-193-014, 105-051-021, 105-051-022, and 105-051-023.

**Project Dates:** Tasks 1-4 work will take place between 11/13/2026 – 04/01/2027.

### **Project Proposal Timeline**

8/28/2026: Request for Proposals

10/12/2026: Questions due

10/19/2026: Answers to all questions publicly posted

10/26/2026: Proposals are due at 9:00 AM on 10/26/2026. Email completed proposals to:

[erp@matttole.org](mailto:erp@matttole.org)

11/02/2026: Award Notification

11/13/2026: Contract Execution

11/13/2026 – 04/01/2027: Scope of Work for this RFP

## 4. Bidding Information

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### . Project and Proposal Questions

Please email project and proposal questions to: [erp@matttole.org](mailto:erp@matttole.org) by 10/12/2026.

All questions and answers will be posted on the Matttole Restoration Council website.

### Bid Proposal

The proposal must include the following information in one PDF document:

- **General Qualifications:** Business Name, address, email, and phone number. Provide a brief description of the Respondent's firm, including the number of years in business and size of the firm. Describe how and why Respondent is qualified to provide the Services, including demonstration of current licenses and certifications required in the state of California.
- A completed bid and estimated timeline:
  - **Experience:** Identify services Respondent has provided in the last five (5) years that are similar in scope and nature to the Services required by this RFP.
  - **Staffing:** Identify by name and title Respondent's key personnel that will be assigned to provide the Services and for each, include a resume with their education, licenses, certifications, and experience.
  - **Price:** Provide a lump sum price, and a pricing schedule, for the Services that lists the costs to provide the Services, including hourly billing rates, all labor, materials, equipment, supplies, etc.
  - **Proposed Approach:** Briefly describe Respondent's proposed approach to providing the Services. Provide a work plan and proposed schedule for the tasks described in the Scope of Work. Provide details on how licensed architect may subcontract to licensed engineer for provision of finalized, structurally engineered plans.

The proposal must be signed by a representative that is authorized to bind Respondent by Agreement and must state name, title, and email address.

### Bid Selection

Contractor will submit a complete proposal. After reviewing proposals, the contract will be awarded to the Contractor that a) provides the most cost-effective pricing b) demonstrates past experience and c) is available to complete the project in a timely manner. Specific bid selection criteria will include:

Provided all requested documents for the solicitation – 10 points possible

Demonstrates all required licenses/certifications are current and active – 10 points possible

Demonstrates experience with projects of similar scope – 10 points possible

Reputation, history with organization, and ease of working with – 20 points possible

Personnel working on the project are qualified – 10 points possible  
Total estimated cost compared to other bids – 20 points possible  
References – 5 points possible  
Minority/Women owned – 5 points possible

The awarded contract will be between the Mattole Restoration Council and chosen Contractor.  
Contractor will be paid upon completion of project tasks.

The issuing party reserves the right to award or not award a contract in response to this bid, at its sole discretion.

## 5. Bid Sheet

| Bid Item | Item Description and Instructions                                                                                |
|----------|------------------------------------------------------------------------------------------------------------------|
| 1        | Conduct Background Research and Literature Review and Native American Outreach. See Scope of Work Task 1, above. |
| 2        | Complete Field Surveys. See Task 2, above.                                                                       |
| 3        | Complete Archaeological Survey Report. See Task 3, above.                                                        |
| 4        | Historic Resources Surveys and Evaluation Forms. See Task 4, above.                                              |