

SOBOBA BAND OF LUISEÑO INDIANS

Soboba Tribal Environmental Department

Request for Proposal (RFP)

Soboba Tribal Wildlife Planning Project

PROJECT NAME: SOBOBA Tribal Wildlife Planning Project

SOBOBA BAND OF LUISEÑO INDIANS (SBLI)

SOBOBA TRIBAL ENVIRONMENTAL DEPARTMENT (STED)

607 Donna Way,

San Jacinto, California 92583

PH: (951) 654-5544

caceves@sooboba-nsn.gov

October 2026

Introduction

SOBOBA BAND OF LUISEÑO INDIANS (hereinafter referred to as the "SBLI") issues this Request for Proposal (RFP). The purpose of this RFP is to obtain a consultant that is capable of assisting in the implementation of the awarded U.S. Fish and Wildlife Service Tribal Wildlife Grant. The awarded consultant will assist the tribe in implementing grant tasks: 1) Project Initiation 2) Riparian Habitat & Vegetation Survey plan 3) STED trainings, 4) Riparian Habitat & Vegetation Surveying 5) Wildlife Monitoring and 6) Habitat, Vegetation, & Wildlife Assessments. The project area is located within the Soboba Indian Reservation, which is more than 8,000 acres, and located in the lower San Jacinto Mountains, across the San Jacinto River from the city of San Jacinto.

Existing environmental conditions of oak groves and aquatic habitats will be evaluated using the best available data from environmental models and scientific literature. Riparian and wildlife surveys will be able to provide a broader understanding of the current environmental conditions on the Soboba Reservation. Adaptation strategies will be obtained by working with Tribal leadership and outreach to the Tribal community to better guide restoration, mitigate threats and maintain ecological integrity. This information will be synthesized into an adaptation plan that will serve as a roadmap for implementing improvement projects to protect fish, wildlife, and plant habitats across the Soboba Reservation. Sensitive and confidential information will be redacted from project deliverables at the Tribe's discretion.

Upon receiving and reviewing the proposals, the Owner may elect to interview selected consultants. Interview dates and times are to be determined. The Owner reserves the right to accept or reject any proposal at its sole discretion and is under no obligation to interview all candidates.

Written proposals must be submitted to the SBLI by any of the following methods:

FedEx/UPS/In Person Delivery:

**Soboba Band of Luiseño Indians
Soboba Tribal Administration
Attn: Christian Aceves
23906 Soboba Rd.
San Jacinto, CA 92583**

USPS Mail Process:

**Soboba Band of Luiseño Indians
Attn: Christian Aceves
P.O. Box 487
San Jacinto, CA 92581**

Digital Submission Process:

Soboba Band of Luiseño Indians

Attn: Caceves@soboba-nsn.gov

CC: dbejar@soboba-nsn.gov

Subject line:

RFP Submission “insert your agency name”

**All documents must be submitted as one file
in PDF format**

All proposals must consist of the requested sealed components, and a Bid, clearly marked as follows:

- Bid Proposal for the Soboba Tribal Wildlife Planning Project

Submissions should adhere to the above listed directions. Any submissions that fail to meet the above standards will not move past the review stage. Proposals must be received by **November 2, 2026 5:00 PM local time**. Late proposals may be rejected. Submittal of proposals is at the individual's or company's sole cost and expense, and unless otherwise agreed in writing by SBLI, such proposals shall become the sole property of SBLI and shall not be returned to the proposer.

Written questions (E-mail preferred) must be received no later than **October 26, 2026 at 5:00 PM local time**. They should be directed to **Christian Aceves** via E-mail at caceves@soboba-nsn.gov and **DeAnn Bejar** via E-mail at dbejar@soboba-nsn.gov. Phone calls may not be accepted. Answers to all questions of general applicability will be posted via addendum or responded to prior to the final submission deadline.

General Project Information

1. **Project:** Soboba Tribal Wildlife Planning Project
2. **Project Owner:** SOBOBA BAND OF LUISEÑO INDIANS "SBLI"
3. **Location Coordinates:** 33.772816, -116.910292
4. **General Project Description:** The Soboba Band of Luiseño Indians (Tribe) seeks a consultant to provide technical support to execute the Tribal Wildlife Grant (TWG) program to perform riparian habitat and vegetation surveys, wildlife monitoring, and habitat, vegetation, and wildlife assessments. The Soboba Tribal Environmental Department (STED) is actively working on raising awareness for all aspects of the environment.

Contractual Arrangements:

SBLI expects to enter into a contract with a single company (“Provider”) to provide technical assistance in implementing the Tribal Wildlife Grant to develop a Soboba Wildlife Monitoring Plan (“Project”). The Provider will have sole contractual responsibility for completing the Project and paying all costs for labor, materials, equipment, supplies, and all other expenses required to deliver a complete Project as specified herein. The Provider may contract with firms acceptable to SBLI to fulfill its obligations under the contract; however, SBLI will not be a party to any such contracts. Notwithstanding anything to the contrary in this RFP, nothing shall require SBLI to enter into any contract relating to or arising from this RFP or to pursue otherwise the Project (in whole or in part).

Background:

The Soboba Band of Luiseño Indians is a federally-recognized tribal government that exercises our right to self-governance and self-determination. The results of exercising these rights can be seen in both our tribal government and our business enterprises. Diversification within our many business enterprises have allowed us to support the well-being of our Tribal Members by providing a wide range of services through tribal government programs. This is seen through our Tribal Administration such as the Soboba Fire Department, Public Works, Environmental Programs, Cultural Programs and many others.

Project Map:

See Appendix 1 Project Map

Reference link [here](#) for updated maps regarding this parcel of land. Please note, the imagery on the Google Earth website may not be reflecting the most recent landscape.

Scope of Work:

See Appendix 2 SOW

Proposal Submittal Requirements, Bid Portion:

The following items **must be submitted** as a part of the Bid portion of the proposal:

1. Detailed methodology, technical approach, or management plan
2. Project schedule showing major milestones
3. Detailed itemization of costs and expenses included in bid amount
4. Identification of a single key point of contact representing the proposer
5. Identification of special certification(s) or designation(s) for the Proposer’s company
6. The apparent winning proposer will be asked to provide a sample of post-project documentation

Selection Process:

1. All qualified proposals will be reviewed for completeness, clarity, and conformance with submittal requirements identified in the section entitled "**Proposal Submittal Requirements, Bid Portion.**" The selection of the successful bidder shall be at the sole and absolute discretion of the Soboba Tribal Council & Executive Board.

Evaluation Criteria:

See Appendix 3

Approximate Schedule:

Issue Date for RFP	10/05/2026
Pre-Bid Meeting	10/22/2026
Last Day to Submit Questions	10/26/2026
Proposals Due	11/02/2026
Award	11/23/2026
Kickoff Meeting	12/03/2026
Project End Date	02/28/2028

Cooperation by SBLI:

Upon notice of award, SBLI will provide any reasonable and available information and plans regarding the Project to assist with the process and provide reasonable assistance to the Provider during Project.

Notification of right to protest contract award:

Proposers have the right to protest the contract award. A written protest must be filed with Soboba's Environmental Director, within five (5) working days after posting of the Notice of Intent to Award. Soboba will not accept any verbal protests. The protest must be a detailed, written statement of the protest grounds and reference the RFP number and name of the designated Contracts Administrator. The protest must be submitted to Soboba via E-mail using the following address: CAceves@soboba-nsn.gov.

The contract award is held up when Soboba's Environmental Director receives the protest on time. The contract may not be awarded until the protest is either withdrawn or Soboba's Environmental Director has rendered a decision.

Project Points of Contact

Christian Aceves
Environmental Director
caceves@soboba-nsn.gov

DeAnn Bejar
Environmental Administrative Assistant
dbejar@soboba-nsn.gov

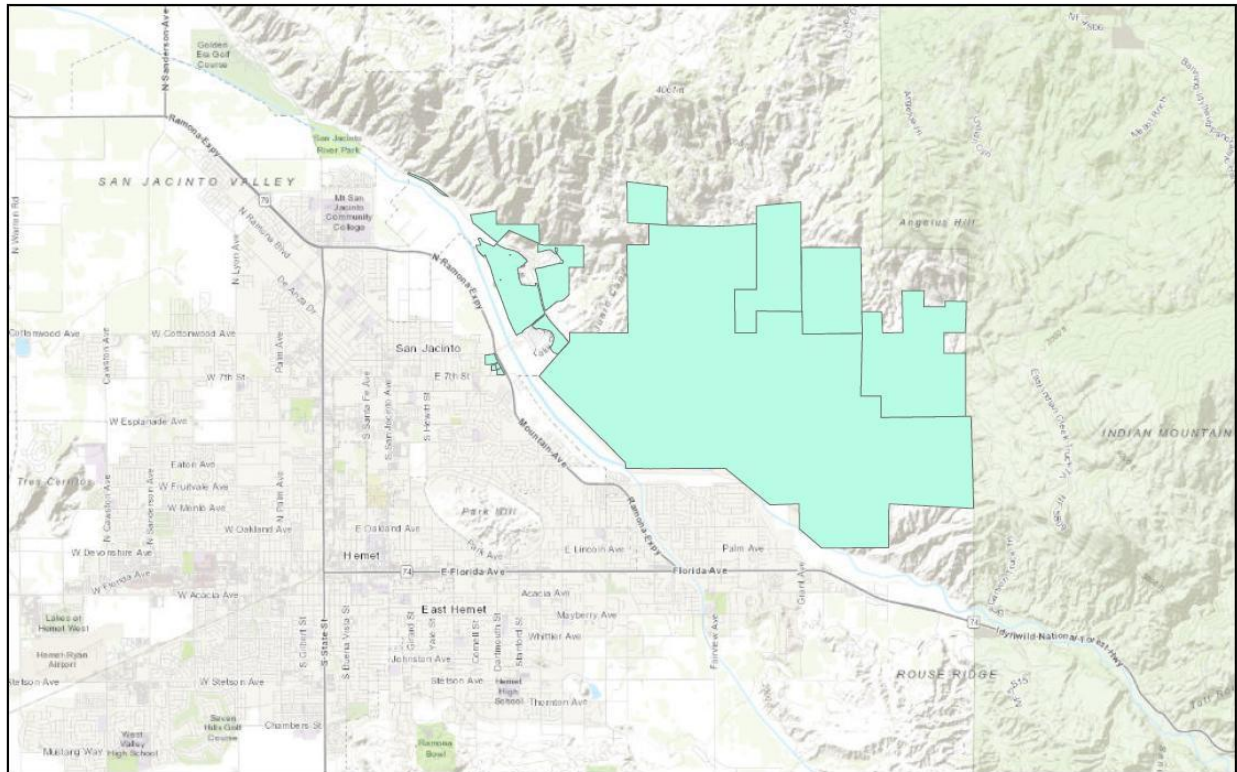
List of Appendices

1. Project Map
2. Scope of Work
3. Evaluation Table
4. Bidder Information
5. Bidder Questionnaire
6. References

Appendix 1:

Project Map

Boundary Map



8/1/2024

1:108,185
0 0.75 1.5 3 mi
0 1.25 2.5 5 km
Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri

Project Map illustrates the most recent Reservation boundaries.

Appendix 2:

Scope of Work

SCOPE OF WORK

Project Information	
Grant Category	Tribal Wildlife Grant
Grant Fiscal Year	2026-2028
Project Title	Soboba Tribal Wildlife Planning Project
Organization (Legal name)	Soboba Band of Luiseno Indians

Disclaimer

Agency commits to the Scope of Work below. Any changes will need to be approved by Caltrans prior to initiating any Scope of Work change or amendment.

Introduction

The Soboba Band of Luiseño Indians (Tribe) seeks a consultant to provide technical support to execute the Tribal Wildlife Grant (TWG) program to perform riparian habitat and vegetation surveys, wildlife monitoring, and habitat, vegetation, and wildlife assessments. The Soboba Tribal Environmental Department (STED) is actively working on raising awareness for all aspects of the environment. This includes solid waste issues, pollution prevention, water and air quality, conservation measures, and household hazardous waste disposal. They are also involved in community outreach and education efforts including participating in community events, annual Tribal Earth Day, and community clean-up days.

Despite all of this, the Soboba Tribe still faces numerous threats to natural resources and sovereignty. One of the largest encroaching threats to Soboba's natural resources, and much of Southern California, is the loss of oak and associated woodlands surrounding the riparian corridors. Two invasive pests – the gold-spotted oak borer (*Agrilus auroguttatus*) and sudden oak death. The gold-spotted oak borer is an invasive pest that burrows deep into the oak tree, lays larvae, cuts off water supply, and attacks each branch until the entire tree dies. Sudden oak death is a water mold pathogen that affects a variety of plants and spreads easily. The Soboba Reservation lies in the foothills of San Jacinto Mountains near the city of San Jacinto. The area is facing an increase in intensity and duration of droughts, which is affecting water quality through an increase in containments. This is resulting in an increase of aquatic weeds, making it harder for native plants and animals to survive.

As these environmental threats are increasing, it is important to protect the habitat, vegetation, and wildlife located on the Soboba Reservation. The Soboba Reservation is home to a large population of California Coastal Oak trees (*Quercus Agri folia*) and they offer significant shade during summer months and attract a wide variety of wildlife. These trees stabilize soil on slopes, reduce erosion, and provide organic litter with their leaves, providing nutrients to sustain other plant life. The Soboba Reservation is also home to riparian areas and habitats that supply food, cover, and water for a large diversity of animals and serve as migration routes for wildlife. These areas are important for energy flow, nutrient cycling, water cyclic, hydrologic function, and plants and animal population which helps reduce other environmental issues including nonpoint source pollution and improve recreation and scenic values.

Developing habitat, vegetation, and wildlife assessments is needed to evaluate current conditions of species and habitat. The assessments will also identify areas in need of restoration and include recommendations for future restoration, mitigation, and protection measures. These assessments will help guide implementation of activities that will protect and enhance culturally important wildlife and habitats on the Soboba Reservation.

Summary of Project Tasks

Task 1: Project Initiation

December 2026

A kick-off meeting will be held to cover the plans and logistics for surveys, assessments, and training that will be conducted through this project. The objective of the meeting will be to review the project goals, identify data needs and constraints, and schedule activities. The meeting will involve Soboba staff and consultants. Existing data and assessments, that will be analyzed through Tasks 2, 3, and 4, will be identified and circulated among the project team at the onset of the project.

Task Deliverables and/or Outcomes
Project Team meeting/minutes

Task 2: Riparian Habitat & Vegetation Survey Plan

January 2027-February 2027

STED staff and technical consultants will conduct a site visit to identify potential survey areas and collect information to include in the survey plan. Data will be collected on current conditions, initial observations, and measurements to inform the habitat and vegetations surveys.

A detailed survey plan will be developed prior to undertaking survey activities. Any previous surveys and environmental data will be reviewed and included in the survey plan, as needed. The survey plan will include observations from the site visit and information from previous surveys. Survey protocols will also be included in the survey plan, along with objectives, supplies and equipment, timeline, and data quality controls and assurance measures.

Task Deliverables and/or Outcome
Development of survey plan document by technical consultants that includes standard operating procedures for use during habitat and vegetation surveys. Plan document can be used by STED for future surveys to compare with baseline data collected in this project.

Task 3: STED Training

January 2027- April 2027

In preparation for the surveys and wildlife monitoring, Soboba staff members will be trained on how to conduct each survey, use the wildlife monitoring equipment, data recording, and data QA/QC. Two (2) training days in total will be held in-person by the technical consultant.

The first training will cover riparian habitat and vegetation surveys, so STED staff have the necessary knowledge to help with project surveys and conduct future biological surveys and assessments. The second training will train STED staff on wildlife monitoring and how to set up and maintain the equipment. For both trainings, STED staff will learn how to record and analyze the necessary data and how to present this data to community members.

These trainings will support capacity building for the Soboba Tribe and will take place before the surveys and wildlife monitoring tasks are conducted.

Task Deliverables and/or Outcomes
Two days of training provided by technical consultant to support capacity building for the Soboba Tribe and will take place before the surveys and wildlife monitoring tasks are conducted

Task 4: Riparian Habitat & Vegetation Surveys

April 2027-July 2027

The primary objective of this task is to gather information and baseline assessments of wildlife and plant species in the Soboba Indian Creek stream corridor.

In preparation for the riparian habitat and vegetation surveys, the necessary survey supplies will be purchased and (or) organized. STED staff will be provided with the proper equipment for conducting each survey, including a GPS device. GPS handheld data loggers will be used to record vegetation data and a data dictionary will be developed and loaded onto the GPS handheld device. Data sheets for attributes that cannot be logged on the GPS will be drafted and printed. Surveys will be conducted by both STED staff and the technical consultants to enhance the training and capacity of the Soboba Tribe.

Surveys will include information that could inform future restoration activities including plant disease, invasive species, native species, wildlife encountered, and oak tree health. After surveys are conducted, the data will be downloaded, categorized, and mapped using ArcGIS.

Task Deliverables and Outcomes
- 4 weeks of surveys conducted by technical consultant alongside STED staff. Data will be collected by technical consultant using protocols contained in the Survey Plan. After surveys are conducted, STED staff will have technical capacity to continue to collect additional survey data for future analyses.

Task 5: Wildlife Monitoring

April 2027-March 2028

The primary objective of this task is to set up wildlife cameras to capture images and videos over a long period of time to gather data that can be used to study and protect wildlife.

In preparation for the wildlife monitoring, the exact coordinates of where the cameras will be located will be discussed. Factors involved may include the size of the wildlife to be targeted and the most frequent spots for the specific wildlife. Wildlife cameras will then be purchased and

installed in the chosen locations. Other monitoring data collected may include descriptive data on wildlife behavior, disease prevalence and habitat selection, and quantitative data on population size.

Task Deliverables and/or Outcome
▪ – A template will be provided by technical consultant to standardize data collection. All data will be collected by STED staff. Installed cameras to capture wildlife.

Task 6: Habitat, Vegetation, & Wildlife Assessments

May 2027- March 2028

Data collected from the habitat and vegetation assessments and wildlife monitoring will be mapped using ArcGIS. A habitat, vegetation, and wildlife assessment report will be produced, and maps will be made to support the analysis and provide visual aids for areas most in need of restoration or protection. Recommendations will be included in the assessments that focus on future restoration or mitigation measures that can be implemented to improve habitat and protect important native plants and wildlife on the Soboba Reservation.

Task Deliverables and/or Outcome
▪ Final technical report that includes spatial and statistical analyses of all data collected from Task 4 & 5. Restoration, BMP, and other mitigation actions will be identified to provide STED roadmap for implementation projects.

Appendix 3:

The SBLI will use the following criteria in evaluating proposals received in response to this RFP. The successful proposal will be submitted in response to this RFP by the submittal deadline that is the most advantageous to the Tribe. A review and selection committee composed of key government officials will evaluate proposals. The evaluation of proposals and the selection of the successful proposal will be based on the information provided by the proposer in its proposal, including, without limitation, the proposer's qualifications. Consideration may also be given to any additional information helpful to the Tribe. The Tribe is not bound to accept the lowest-priced proposal if that proposal is not the most advantageous to the Tribe as determined by the selection committee.

Completeness of Proposal: Any submission that does not contain each element described in this RFP, fully completed, initialed, or executed, as appropriate, may be judged incomplete and may not be considered further.

Evaluation Criteria	Maximum Points
Firm Experience and Staff	30
Proposed Fee	30
Technical Approach and Management Plan	25
Sample Deliverables	5
Proposed Schedule	5
Native Preference	5
Total:	100

Appendix 4:

Bidder Information

Please complete this form and attach it with your proposal:

Date Submitted: _____

CONTACT INFORMATION

First Name: _____ Last Name: _____

Job Title: _____

E-mail Address: _____

Phone: _____

COMPANY INFORMATION

Company Name: _____

Street Address: _____

City: _____

State: _____

Zip code: _____

Company Web Address: _____

Number of employees: _____

What is your primary business? _____

Length of time in business: _____

Appendix 5:

Bidder Questionnaire

Please answer the following questions:

1. Provide a brief description of your company history.
2. Describe the services your company offers.
3. Describe any previous services (if any) you have provided to the Soboba Band of Luiseno Indians; Include project names and dates.
4. Describe any services (if any) you have provided to any Tribal Nations; Include project names and dates.

Appendix 6

REFERENCES:

Reference #1: Name: _____

Phone: _____

E-mail Address: _____

Reference #2: Name: _____

Phone: _____

E-mail Address: _____

Reference #3: Name: _____

Phone: _____

E-mail Address: