Spokane Tribe of Indians
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REQUEST FOR PROPOSAL

FOR

Continuous Forest Inventory Re-measurement

PROPOSAL NO. FY25-018

BY

SPOKANE TRIBE OF INDIANS
PURCHASING/PROPERTY DEPARTMENT
6195 FORD/WELLPINIT RD
PO BOX 100
WELLPINIT WA 99040

KEY INFORMATION

		Contact:	Phone
Opening Date	9/23/2025		
Closing Date	**10/7/2025**		
Return Location	Purchasing/Property Manager	Raynee St. Pierre	509-458-6550
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	PO Box 100		

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Continuous Forest Inventory Re-measurement

I. Spokane Tribe of Indians Background Information

The Spokane Tribe is located on the Spokane Indian Reservation in Washington State; about 1 hour northwest of Spokane Washington. The Spokane Indian Reservation is 157,376 acres in size with approximately 111,000 acres of forest land.

The Spokane Tribe of Indians seeks to retain a reliable, responsible, responsive vendor who can accomplish the entire scope of work as listed below and according to this RFP. The Spokane Tribe is a Sovereign Native American Indian Tribe located in Washington State. The tribe operates under its own governmental system and has established its own tribal court system.

More information on the Spokane Tribe of Indians is available on our website at www.spokanetribe.com

II. Services to be provided

This document describes the inventory data collection specifications and is one part of the comprehensive forest carbon inventory methodology used for the project.

Finite Carbon Corp. has commissioned the following forest inventory for The Spokane Tribe of Indians. on their privately held lands in the State of Washington, including lands in Stevens County. Together the lands selected for the project total approximately 95,598 forested acres. The project boundary is defined by the boundary shapefiles provided with this specification document.

This effort is defined as an inventory re-measurement and consists of revisiting existing data points installed approximately 7 years ago. You will note that this document describes the inventory data collection specifications as though the plots were to be installed without finding the original pin, or as initial plots. This is meant to give cruisers the information needed to install a new plot should an old plot center be missing. This document includes all field procedures or references to procedures and is one part of the comprehensive forest carbon inventory methodology used for the project.

The purpose of this forest inventory is to quantify the forest carbon stocks of the standing living and dead tree carbon pools in the project area for enrollment as an improved forest management carbon offset project. The procedures herein shall also be the guiding basis for the collecting future inventory data annually and/or periodically throughout the project life. This inventory shall be conducted in a manner that is verifiable, facilitates modeling, and is replicable. All inventory data collected will be audited for accuracy. As all carbon claims for this project site will be independently verified at a later date, the accuracy and precision of the data collection for this project is paramount to project success for the forest owner.

The following documentation is intended to give the cruiser all the detail necessary to fully implement the measurements required for carbon accounting. In the event an issue or situation is not clear, cruisers and verifiers shall reference procedures, figures, and reference tables included in the USDA FS FIA Manual (most recent version) and or the USDS FS Timber Measurements Field Book 2008 Edition.

DESIGN

The proposed inventory design is based on the requirements for volume and biomass calculation as listed in the volume and biomass equations approved for use by the California ARB U.S. Forests Compliance Offset Protocol. Finite Carbon developed the following sampling design in an effort to reduce overall sampling error and thereby optimize the carbon results for the forest owner:

Sampling Method for all samples involved with this inventory will be a 1/9-acre (39.25-foot radius) acre fixed radius sample plot for all stems 5.0 inches DBH and larger and a 1/150 acre (9.6-foot radius) fixed radius plot for all stems equal to or greater than 1.0-inch DBH and less than 5.0 DBH. All eligible standing living and standing dead trees shall be tallied. Definitions for eligibility are provided later in this document. All borderline trees will be measured to the geometric center of the base or point of origin of the tree using approved devices, including slope adjustments for slopes of 10% and greater in accordance with guidance provided later in this specification document. Walk though plot techniques will be used for samples on mapped non-forest edges or boundaries.

Plot Radius	Tally Measurement
1/150 (9.6' radius)	All live trees: equal to or greater than 1.0" and less than 5.0" DBH; All dead trees: equal to or greater than 1.0" and less than 5.0" DBH and total height equal to or greater than 15'
1/9 (39.25' radius)	Live trees: equal to or greater than 5.0" DBH; Dead trees: equal to or greater than 5.0" DBH and total height equal to or greater than 15'

Sampling Intensity has been determined as **471** total nested samples across the project site. Sample intensity was established based on the variability of existing plot data. All sample locations have been pre-determined randomly on field maps and have been assigned GPS coordinates.

Statistical Standards of Inventory will be a minimum of +/- 5% of total carbon volume expressed at the 90% confidence interval for forest stratum on the project. If, after processing, the original sample does not yield the target statistical targets, additional samples may be commissioned on a per plot basis until the target statistical results are realized. All additional samples will be located randomly using GIS forestry tools.

Edge Plots shall be collected using the "walk through" procedure described later in this document. Obvious walk-through plots will be labeled on the plot map for cruisers in

advance of field activities. In order to be eligible for this procedure, the hard edge must fall within two plot radii of the edge. If a plot falls wholly within the sample frame but within two plot radii, use the walk-through method and denote the plot as being within the sample frame in the notes. Cruisers are directed to implement the walk-through technique on hard edges such as mapped non-forest areas, strata boundaries where the timber type change is abrupt (i.e. pine plantation to hardwood, etc.), marked property boundary lines, etc.

Monumentation of walk-through plots shall include a flagged line where the edge is declared. When declaring an edge location, cruisers should look for obvious physical features like the top of the ditch line on a road, edge of a river bank or lake shore, or in cases where the edge is forest to forest, the drip line or edge of the canopy for the polygon the plot center falls in. It is impossible to escape the use of good judgement on the part of the cruiser in this task as edges take many configurations. In some instances, the edge location may be an estimate based on these principles. Any trees double tallied using the attached procedures shall receive two tree numbers painted above DBH. The tree will be entered twice in the tally in accordance with the assigned tree numbers.

Cruisers may also run into plot locations where non forest area (5 acres or greater) or strata edges are incurred unexpectedly (not previously designated on mapping). If a cruiser questions whether or not to install a walk-through plot at any location they are to cruise, monument, and tally the plot normally (no walk-through trees), flag the potential edge, and designate any potential double count trees in the notes section of the tally only. All plots executed in this manner must be brought to the attention of Finite Carbon at the completion of the inventory. On any plot where a walk-through procedure is used, the cruiser is asked to provide a bearing and distance to the shortest point to the declared edge as a note for the plot.

Some edge plots may be located next to marked property lines. In this instance, trees bisected by the line as evidenced by fence, blazes, or signage are considered out of the sample frame. Trees bisected by the line are considered the property of both landowners and are not in the direct control of the project owner, therefore they are not cruised.

FIELD PROCEDURES

Plot Records shall include the following information: plot number, date measured, cruiser name or initials, slope aspect, percent slope, and comments as needed.

Tools/Materials required include: 3 to 5-meter accuracy GPS unit, laser hypsometer, diameter tape/calipers, calculator, hammer, paint, surveyors' ribbon, grease pencils or permanent markers, and metal tree tags. Tools selected for height and diameter measurements can be determined prior to field data collection, but must be consistent

for all trees and plots unless a device failure is experienced (note, laser hypsometers and steel loggers' tapes are preferred).

Navigate to all sample plots using GPS units. Cruisers not able to use their GPS due to reception or other reasons may locate and collect data using compass and pacing. When plots are located in this manner, the declination, bearing, and distance from a key starting point (i.e. road intersection, other data samples located with GPS, etc.) should be noted in the notes section of the tally file. Appropriate declination for the subject tract shall be pre-determined by the contractor and provided to all parties collecting data, including Finite Carbon foresters at the beginning of the project. When using GPS for plot location, the cruiser is instructed to establish the plot at the first indication from the GPS receiver that they have reached the target location using a 15-foot perimeter alarm. Cruisers are also asked to collect a GPS point at the location of the pin and provide that to Finite Carbon as a shapefile at the end of the inventory. This requirement is meant to ensure non-bias in sample location. Should a cruiser navigate to assigned coordinates for a sample plot and find that it is across a marked boundary line the cruiser should drop the plot and make notes to indicate the nature of the line. The cruiser should also collect at least two GPS points on the marked boundary or preferably nearby corners so that the GIS representation of the project area can be addressed post cruise.

Monumentation of sample locations is critical to project success. The contractor shall select one uniform, brightly colored paint for use in all plot markings. Colors that may be used include blue, orange, bright red, or yellow. Paint should be of high quality to persist into the future.

> Best Practice: Cruisers are encouraged to use paint marks to help check cruisers and verifiers understand the process used to address tree measurements. Monumentation such as a paint dot at the geometric center of an edge tree that was measured, a dot at the estimated junction of the piths on a forked tree, arrow showing that a dbh was moved above some defect, a paint dot at the root collar location for a stilted tree dbh measurement starting point, etc. are all good practices and are encouraged in the inventory.

Plot Center shall consist o**f** a highly visible 3/8 to ½ inch diameter by 24-inch-long painted metal stake inserted into the ground at plot center with 4 to 6 inches of the pin visible above ground level. Above (or as close as possible to) the marker the cruiser shall also hang a 2 to 3-foot-long highly visible survey ribbon. On the survey ribbon the plot identification and cruisers initials will be written with black waterproof markers or grease pencils. Some samples will fall on or near rocky outcrops, talus slopes, or other rocky areas. Cruisers shall do their best to place the steel pin in the ground at each sample. Should the site preclude the placement of the pin, a heavily painted X shall be painted on the sample center with the pin placed in an area nearby that facilitates placement. Cruisers shall record the offset of the pin in feet along with the bearing and

distance to the sample center along with witness tree data as specified below. Cruisers are asked to make a reasonable effort to locate the existing pin. If no pin can be found a new pin can be set using witness tree data and or gps coordinates.

Witness Trees. At each sample two witness trees shall be selected. The witness trees should (preferably) be a living and large diameter tree for the area that is easily seen from plot center. All witness trees will have a metal tag at stump height with the plot number etched on it. Witness trees shall also have a highly visible painted ring around the stem at eye level. The species and size of the witness trees will be recorded in the notes section of the tally, as will the azimuth from the tree (stump level tree tag) to the pin, and slope distance to plot center from the stump level tree tag. Ideal witness tree selection should consider the angle created from each witness tree to the plot center. Ideally an angle near 90 degrees will be created facilitating accurate plot center replacement should the center pin be disturbed in the future.

Tree Numbering. Cruisers will tally all trees 1.0-inch dbh and greater beginning with the first stem clockwise from due north from plot center. The measurement of the rest of the plot will proceed clockwise around the plot center. All eligible standing living stems and standing dead wood measured as “in” trees will be tallied. On all trees in the larger overstory plot the tree number and location of the measurement of dbh will be marked with spray paint. Smaller trees (>=1.0’ through <5.0’) may only be designated with a dbh mark. Cruisers may also use paint to indicate alternative measurement locations such as the junction of the piths on forked trees, indications that dbh was moved up the tree due to a swell, etc.

Borderline Trees. The most sensitive part of the plot measurements are borderline trees. Cruisers should be very diligent in their measurement and assessment of these trees to avoid failed plots. All borderline trees will be determined in or out based on the critical distance and slope correction in compliance with USDA FS procedures. (Note: the critical measurement on borderline trees is the point of origin or stump of the tree. It is possible that a tree has a point of origin inside the plot while being outside the plot at dbh.) All trees measured for critical distance and found to be “out” should be marked with an “X” facing plot center. Best practice on borderline trees is to determine the measurement point on the tree, mark it with paint or a lumber crayon, then measure the distance to plot center.

> Best Practice: Cruisers measuring an edge tree that is close to the plot radius should measure the distance on two sides of the stump and average them before concluding that a tree is in or out. Make paint marks at the two measurement locations to indicate that this was the process used.

TALLY MEASUREMENTS

Tree List Audit

Cruisers are asked to provide an updated measurement of the plot location for every plot. In addition, cruisers are to record any trees in the original measurement that have now fallen out of the tally. Cruisers are asked to record cause for these trees in the tree notes such as “fallen over”, “broken off below 15 feet tall”, etc. Cruisers are also asked to designate these trees in the tally as Status 3, Removed from tally. Likewise, new trees that were not tallied in the first measurement shall be noted as a Status 4.

Live Trees

Live trees are defined as those having living buds, foliage, and or living cambium. The tree must be attached to the stump and the stump must be partially rooted. Living trees may be downed or leaning in other trees provided they are living as defined above.

Species shall be recorded in accordance with the USDA FS FIA numerical three-digit species codes. No miscellaneous species codes should be used. Cruisers should make their best assessment of species possible. This can often be inferred by other species on or near the plot. All tree species within the project area must be measured regardless of the merchantability of the trees.

Tree Status (FOR ALL TREES) shall be recorded for every tallied tree. All standing live trees with a DBH of 1.0” inch and larger shall be designated as a tree status one (1) indicating it is a “Live” tree.

Diameter at breast height (4.5’) on the high side of the stump, measured with a diameter tape to the nearest 0.1 inch. Should the tree have a defect, swell, branch or other deformity at diameter at breast height (dbh) the cruiser shall take the dbh measurement just above the defect.

Trees will be measured to the nearest 0.1-inch diameter class using standard rounding rules (≤0.04 rounds down, ≥ 0.05 rounds up).

DBH Rounding Examples:

DBH Measurement	Recorded Diameter Class	Plot Eligibility
0.97 inches	None, as it is absolutely less than 1.00 inches.	Not eligible
1.04 inches	1.0 inches	1/150th fixed radius plot

1.05 inches	1.1 inches	1/150th fixed radius plot
4.95 inches	5.0 inches	1/9th fixed radius plot

Alternative DBH Locations.

All trees should be measured with a steel diameter tape at dbh (4.5 feet above the ground on the high side of the stump). Exceptions include:

1. There are swells, branches or other abnormalities at the required location. In this case, measure the tree just above the abnormality.
2. The tree forks below 4.5 feet. In this case measure each fork 3.5 feet above the estimated junction of the piths. In this case each fork is recorded as a separate tree. Trees that join within a foot of the ground level can be measured at 4.5 feet.
3. The tree has a distinct butt swell. In this case, measure the tree 1.5 feet above the swell.
4. For leaning trees measure the dbh location (4.5 feet) from the underside of the lean or the face of the tree closest to the ground. Trees are considered leaning when the angle of the tree to the ground in the direction of the lean is less than 90 degrees.

Note: For oddly shaped trees please reference the USFS FIA diameter location document included with this specification. Interference at dbh by other plants or features must be considered by the cruiser. Moss, vines or abnormal large bark ridges must be removed or otherwise accounted for in the measurement of diameter. Make a note if necessary. Cruisers should keep in mind that the spirit of the dbh location is to measure the stem 4.5 feet above highest side of the root collar location. Odd tree configurations at the root collar can sometimes give the cruisers more than one possible location. Use the location that pushes the dbh location the furthest up the stem.

Height of each stem shall be measured with a clinometer or preferably a laser hypsometer in one-foot increments for all height measurements. Note: for leaning trees, the total tree length shall be the measurement objective, not height off the ground. Leaning tree height can be calculated using the A^2+ B^2=C^2 formula. When this method is used, please note such in the comments section of the tally. Cruisers are cautioned to be sure they get back a sufficient distance from the stem to get an accurate height measurement. A good rule of thumb is 2/3 to 1 tree height away from the stem to be measured at grade or slightly uphill of the tree.

Height to a 4" top diameter outside bark (FHT). Record height to a 4" top diameter outside bark (FHT) in one-foot increments for all standing live trees >= 5" DBH.

Height to a 4" top diameter outside bark (FHT) **does not** need to be measured for trees < 5" dbh.

Top diameter can be difficult to assess. In the best-case scenario, the tree will taper cleanly to a 4" top which will be relatively obvious (i.e. yellow poplar), in this case record the height to the 4" top. In other cases, the tree may taper normally to a point and then branch or bush out significantly effectively stopping any further reasonable assessment of 4" top position. In this case keep following the largest branch and record the height that the stem holds the 4-inch diameter.

Total Height (THT). Estimate or measure total height (THT) in one-foot increments for all standing live trees >= 5.0" dbh. Total height is recorded to the most vertical tip of the stem or crown. Note, on hardwood trees with large broad crowns, this will entail shooting through the crown to measure, as best you can, to the top of the middle of the crown.

Total height (THT) does not need to be measured for trees < 5" dbh.

Soundness/Defect deductions for any missing biomass and visible possibilities of rot or cavities in the bole (including bark) shall be recorded. When estimating loss, only consider missing portions on the merchantable bole/portion of the tree, from a 1-foot stump to a 4-inch top. It should not consider missing branches or estimated missing/broken tops. Deductions for blemishes such as "cat faces" should not be made unless the blemish has caused visible rot or cavities. Deductions should be made using the USDA Forest Service Table provided with this document. For example, a tree that is 90% sound should be recorded as a 10 in the deduction column.

Standing Dead Trees

Standing dead trees greater than or equal to 1.0" dbh are eligible to be tallied only if they are a minimum 15 feet in total height, connected to the stump, with the stump at least partially rooted. Standing dead trees that are leaning at more than a 45-degree angle from vertical shall not be tallied.

Species shall be recorded in accordance with the USDA FS FIA numerical three-digit species codes. Species must be recorded for dead stems. If the tree has no bark or other identifiable features, the cruiser must make a best guess as to the species. No miscellaneous species codes should be used. Cruisers should

make their best assessment of species possible. This can often be inferred by other species on or near the plot.

Tree Status (FOR ALL TREES) shall be recorded for every tallied tree. All standing dead trees tallied shall have a tree status of two (2),

Standing Dead Tree Decay Class. Each standing dead trees shall be given a Decay Class (1 through 5) as defined below:

> **1:** All limbs and branches are present; the top of the crown is still present; all bark remains; sapwood is intact, with minimal decay; heartwood is sound and hard.
>
> **2:** There are few limbs and no fine branches; the top may be broken; a variable amount of bark remains; sapwood is sloughing with advanced decay; heartwood is sound at base but beginning to decay in the outer part of the upper bole.
>
> **3**: Only limb stubs exist; the top is broken; a variable amount of bark remains; sapwood is sloughing; heartwood has advanced decay in upper bole and is beginning at the base.
>
> **4:** Few or no limb stubs remain; the top is broken; a variable amount of bark remains; sapwood is sloughing; heartwood has advanced decay at the base and is sloughing in the upper bole.
>
> **5:** No evidence of branches remains; the top is broken; <20 percent of the bark remains; sapwood is gone; heartwood is sloughing throughout.

Note: Cruisers should start with Class 5 with every standing dead tree. If the tree does not meet all qualities of that class, move upward in the scale until the most accurate designation is reached. Cruisers are also reminded that in addition to the categories above, soundness deductions for structural loss are also required on all standing dead trees.

Diameter at breast height (4.5') on the high side of the stump, measured with a diameter tape to the nearest 0.1 inch. Should the tree have a defect, swell, branch or other deformity at diameter at breast height (dbh) the cruiser shall take the dbh measurement just above the defect. <u>The cruiser shall comply with the rounding rules described for live trees above</u>.

Height of each stem shall be measured with a clinometer or preferably a laser hypsometer in one-foot increments for all height measurements. Note: for leaning trees, the total tree length shall be the measurement objective, not height off the ground. Leaning tree height can be calculated using the A^2+ B^2=C^2 formula. When this method is used, please note such in the comments section of

the tally. Cruisers are cautioned to be sure they get back a sufficient distance from the stem to get an accurate height measurement.

Height to a 4" top diameter outside bark (FHT) Record height to a 4" top diameter outside bark (FHT) in one-foot increments for all standing dead trees >= 5" dbh and >= 15' in total height.

Height to a 4" top diameter outside bark (FHT) **does not** need to be measured for trees < 5" dbh.

Top diameter can be difficult to assess. In the best-case scenario, the tree will taper cleanly to a 4" top which will be relatively obvious (i.e. yellow poplar), in this case record the height to the 4" top. In other cases, the tree may taper normally to a point and then branch or bush out significantly effectively stopping any further reasonable assessment of 4" top position. In this case keep following the largest branch and record the height that the stem holds the 4-inch diameter.

If the top is broken below a 4" diameter outside bark (e.g. broken at a height of 6" top diameter outside bark) then record FHT at the height the top is broken.

Total Height (THT) Estimate or measure total height (THT) in one-foot increments for all standing dead trees >= 5.0" dbh and >= 15' in total height. (Note, a total height of 15.0 or greater is required for a standing dead tree of any diameter to be eligible for tally). Total height is recorded to the most vertical tip of the stem.

Total height (THT) does not need to be measured for dead trees < 5" dbh, however, the tree must be at least 15 feet tall to be eligible for tally.

Soundness/Defect deductions for any missing biomass and visible possibilities of rot or cavities in the bole (including bark) shall be recorded. When estimating loss, only consider missing portions on the bole portion of the tree, from a 1-foot stump to a 4-inch top. It should not consider missing branches or estimated missing/broken tops. Deductions for blemishes such as "cat faces" should not be made unless the blemish has caused visible rot or cavities. Deductions should be made using the USDA Forest Service Table provided with this document as a guide along with the cruiser's judgement. For example, a tree that is 90% sound should be recorded as a 10 in the deduction column.

Inventory Audit (QA/QC):

In order to verify the quality of the data collection, the contractor shall perform an internal audit of the data. Finite Carbon may also contract with a local forestry firm to

conduct joint and or independent auditing on the project. Contract auditor representatives will work cooperatively to ensure that the data quality meets the standards of the CA ARB program and Finite Carbon expectations.

The audit will consist of a minimum of 7% of the samples collected. Initially, audits will address all cruisers equally. If however, individual cruisers are found to be consistently out of compliance, the auditor or audit team may focus on individuals in order to verify compliance with the specifications. Additional audits may be conducted by Finite Carbon or their assigns. Any such audits will be completed jointly with the successful inventory contractor whenever possible.

Initially and periodically throughout the inventory, Finite Carbon may at its discretion, join the contract auditor on field verification of data.

The audit report shall consist of two parts. First a tabular report in excel that lists audited points per cruiser, per cruiser error percentage, and total project error percentage. Second, a narrative report summary per audit day that details observed errors, auditor comments, and corrective actions taken.

Audit procedure:

Audit results will be based on a per cruiser assessment of plot tally on a percent error basis. Error will be expressed as the number of errors (as noted below) divided by the number of trees sampled on a minimum of 6 randomly selected sample plots. The maximum acceptable error threshold for accuracy is 1 error in 10 trees or 10%.

Error Calculations:

Missed Species	1 error
Missed Diameter (tolerance +/- 0.2”)	1 error
Missed Height (tolerance of +/-5 feet) on THT	1 error
Missed Height (tolerance of +/- 5 feet) on FHT	1 error
Incorrect tree status designation	1 error
“In” tree marked “Out” (tolerance 0.2 foot)	2 errors
“Out” tree marked “In” (tolerance 0.2 foot)	2 errors
Plot location (greater than 1.0 chains from map location)	1 error
Incomplete tally file label	.5 error

When an audit of a cruiser is completed, the total number of errors will be divided by the total number of trees included in the audit plots and expressed as a percent. Error ratings at or below 10 percent require no further action. Error ratings above 10% should

result in further investigation and corrective actions. If the error rate is close to 10% and no trend in errors is evident (i.e. consistent height problems) the auditor may choose to select another 2 to 4 samples for the non-compliant cruiser in order to fully assess the errors before determining corrective action.

Corrective actions: Re-training non-compliant cruisers and correcting erroneous samples are the minimum corrective actions to be implemented. Based on the results of audits, if a cruiser repeatedly cannot or did not meet the quality standards (fails two consecutive audits) for allowable error, all plots for that cruiser must be re-done at the expense of the contractor by a cruiser that can consistently meet quality thresholds.

RFP SUPPLEMENTAL ATTACHMENT

Inventory Deliverables:

- Shape files showing final stratification, project bounds, non-forest areas such as roads, water, borrow pits and other as needed, and final inventory plot locations.
- Electronic data files for both the raw field tally and screened tally with an edit log summarizing changes to the data set in the screening process. These files will be submitted in Excel, or Access formats providing the full tally and notes. All electronic files shall be screened for obvious errors such as missing data, and data outside of normal parameters for forests of the region. If paper tally is done, scanned copies of the tally cards must be submitted.
- Audit field files, notes, and full summary report.
- Summary report of all cruiser comments, including field maps with noted plot relocations and natural disturbances noted.
- A description of the methods used to screen completed data files and otherwise ensure data quality and integrity.

Review and Approval:

- Once received, Finite Carbon representatives will also screen and edit any mapping and data files for approval to the written requirements. Following the screening process, the work will be deemed acceptable or unacceptable. Contractors will be provided with feedback on any omissions or deficiencies in the product and will be granted the opportunity to correct any issues in a timely fashion. Pending final approval of the data, all outstanding fees will be paid to the contractor as per the terms of the Services Agreement.

III. Time and Duration of Services

Inventory work on this contract shall be initiated after September 15, 2025, and must be completed by May 1, 2026.

IV. Submission Instruction

All proposals must be received by the purchasing/property manager before the date of October 7, 2025 at 4:00 P.M. All proposals must be mailed or e-mailed; no faxed documents will be accepted. Any proposals received after this time and date or sent to other individuals shall be disqualified. All proposals will be held valid for a period of 60 days from the closing date and time. The Spokane Tribe may reject any proposals that are not complete and/or does not comply with all requirements as stated in this proposal. All complete proposals should be addressed to the following individual.

Raynee St. Pierre
Purchasing/Property Manager, Spokane Tribe of Indians
P.O. Box 100
Wellpinit, WA 99040
Tel: (509) 458-6550
Email: raynee.stpierre@spokanetribe.com

V. Required Information for Proposal

When responding to this proposal, please provide the following information.

1) Your experience and familiarity in providing the type of services requested.
2) Provide at least 3 references of tribes or other clients for whom you have performed the type of services requested.
3) Describe what your company will undertake to satisfy the requirements of the services to be provided to the tribe.
4) Describe any unique services that your company will offer the tribe that will distinguish your company from other proposers.

Also, the offeror shall prepare a proposal for the work to be performed under this contract. The proposal package shall include the following items.

- A discussion outline of the offerors proposed conduct of the required work.
- A schedule for field data collection.
- A listing of the key personnel responsible for carrying out the project in the field, along with their qualifications and experience in performing similar inventories. Key personnel include the party chief and all crew chiefs.
- Offeror's resume of completed inventory projects with references.
- A per-plot price quote for re-measurement
- Any other information the offeror considers pertinent to the conduct of the work.

VI. Proposal Deposit

All offerors must submit a proposal deposit in the amount of $1,000 to ensure the offeror will faithfully accept this contract. The deposit for the selected offeror will be held and be counted towards the performance bond as required in the contract. In the event the selected offeror declines the contract, the deposit will be forfeited to the Spokane Tribe.

The deposit of unsuccessful offerors will be returned upon award of this contract to the selected offeror. Unsuccessful offerors may choose to have their deposits held by the Tribe until all contract documents have been signed by the selected contractor. In the event that the selected offeror declines the contract, another offeror may be selected provided their deposit is still held by the Tribe.

VII. Proposal Evaluation and Award

Please enclose 4 original copies of your proposal submission. All proposals must be reliable, responsive, and from responsible companies.

All proposals will be reviewed by Tribal Purchasing and Spokane Tribal Forestry staff. Each proposal will be evaluated according to the criteria below on a point scale of 100. The contract for the complete project will be awarded to the offeror who submits the proposal which is most advantageous to the Tribe considering all terms, conditions, and prices.

The following criteria will be used to determine the most advantageous offer to the Tribe. The relative weights that will be given to each criterion for evaluating the proposals are: Criterion #1 - 35%; Criterion #2 - 25%; Criterion #3 - 25%; and Criterion #4 - 15%.

#1 Per plot cost. The basis for computing this total will assume up to 471 remeasured plots. The Spokane Tribe may measure some plots in house in order to meet the project deadline.

#2 Qualifications and experience of the specific key personnel who would be assigned to the project. Relevant experience includes stand exam and timber inventory work, as well as general familiarity with the timber species, forest habitats, and forest health conditions of Eastern Washington. Resumes should be included in proposals.

#3 Demonstrated experience by the offeror in accurate and timely completion of field inventory projects. A minimum of three references should be included.

#4 Technical approach from the standpoint of organization of work, methods, procedures, and timetables.

After review of each proposal the Spokane tribe may or may not elect to meet with one or all companies that have provided their proposal according to the requirements listed in this proposal. There is no special format required for submission of proposals but it is recommended that responding companies do not provide costly bindings, color plates, glossy brochures, etc.; they are not necessary or required. All cost incurred in the preparation of the proposal and any requested meetings shall be the responding company’s responsibility. All submittals will become the property of the Spokane Tribe and will not be returned.

VIII. Questions

Any questions regarding this proposal should be directed to Raynee St. Pierre/Property Manager at 509-458-6550 or by e-mail at raynee.stpierre@spokanetribe.com. All technical questions will be relayed to the project manager for direct answers. All questions and answers will be forwarded to all other vendors who are responding to this RFP. All questions will be answered up to, but not after, October 6th 2025.

IX. General Contract Requirements

Performance Bond

The contractor shall furnish the Tribe with a performance bond to ensure satisfactory completion of the project. The bond amount shall be $35,000 or 10% of the total contract value, whichever is more. This bond may be provided in one of two ways.

Option 1

Fifteen (15) percent of any partial payment will be retained to serve as the performance bond. The funds retained shall accrue until total amount of the required bond is held.

Option 2

The bond shall be provided at the time the contract is signed in the form of a cashier's check, irrevocable letter of credit, or cash in the amount of the required bond less the proposal deposit.

The performance bond shall be returned to the contractor following the satisfactory completion of the contract.

Contractor Personnel

The contract requires that all field work will be supervised by a party chief. This contractor employee shall have, at a minimum, a Bachelor's degree in forestry and 3 years' experience in timber inventory work. Each field crew will be headed by a crew chief qualified as a forester or forestry technician with a minimum of a 2-year college degree in forestry and 2 years' experience in timber inventory work.

In hiring additional personnel, the contractor is encouraged to employ tribal members. The Spokane Tribe has an Indian Preference Labor Ordinance and an Administrative Fee in effect. All offerors are urged to contact the TERO Office to obtain full information before preparing a proposal at the following address:

Spokane Tribal Employment Rights Office
Rhonda Thurman, Director
P.O. Box 100
Wellpinit, WA 99040
509-258-7100
rhonda.thurman@spokanetribe.com

The performance period shall commence when this Contract has been signed by the Tribal representative and the Contractor's representative. All work under this contract shall be completed and all required material furnished to the Contracting Officer on or

before the concluding date shown in the "Technical Provisions", below. Day-to-day operations conducted under this contract will be managed by the Tribe's Technical Representative. The Contractor will report to the Technical Representative.

It is expected that the Contractor will diligently prosecute the work to completion. If the Contractor persistently or repeatedly refuses or fails to proceed with the work (except in cases for which extensions of time are provided due to any unforeseen problems), has untrained personnel, and/or fails to show experience and familiarity with the type of work to be accomplished, or if the Contractor refuses or fails to prosecute the work or any part thereof with such diligence as will insure its completion dates, the Tribe's Contracting Representative may present written notice to the Contractor and without prejudice to any other right or remedy of the Tribe, terminate the contractor's right to proceed with work as to which there has been delay, arrange for completion by other sources and methods, and hold the Contractor liable for any excess costs incurred by the Tribe as a result of such action.

Any property furnished by the Spokane Tribe (see Technical Provisions) shall be given reasonable care while in possession of the Contractor. All such property will be returned to the Tribe at the end of the contract work and prior to final payments for satisfactory contract conclusion.

Contractor Responsibility

Other than items specifically stated in the Technical Provisions to be supplied by the Tribe, all equipment with maintenance and repair costs incidental thereto; labor; transportation; tools; fuel; supplies; etc. shall be provided by the Contractor.

Risk and Damage

The Contractor shall assume all risks in connection with the performance of the contract, and shall be liable for and save the Spokane Tribe harmless on account of any damages to persons or property in connection with the prosecution of the work.

The contractor agrees to indemnify the Spokane Tribe, its successors and assignees, from any loss, damage, cost, charge, or expense, whether direct or indirect, and whether to persons or property, which the Spokane Tribe may be subjected to by reason of any action, omission, or default of Contractor or any subcontractor or any officer, agent, or employee of Contractor or subcontractor.

The Contractor shall maintain the following insurance: professional liability insurance with limits of at least $1 million per claim and $1 million in aggregate; statutory workers compensation insurance as required by law; commercial automobile liability coverage providing bodily injury and property damage liability coverage with a combined single limit of $1 million; Employer's liability insurance with limits of at least $1 million per claim and in the aggregate; commercial general liability insurance with limits of at least $1 million per occurrence/ $2 million annual aggregate.

Subcontracting

Nothing in these specifications shall prohibit the Contractor from subcontracting portions of the work to reliable individuals, partnerships, companies or corporations, provided that such subcontractors shall be approved by the Technical Representative.

Should the Contractor opt to subcontract any portion of the work to be performed under the Contract, a subcontracting plan must be submitted by the Contractor. The subcontracting plan must require adherence to this Contract by all subcontractors, specify the name of the subcontractor(s), what work will be performed, and the percentage of work to be performed under each subcontract. Furthermore, the subcontracting plan must list the names and qualifications of all subcontractor employees who will work on the Contract, provide resumes of such employees, and list the work to be performed by each employee. All subcontracted personnel shall be subject to the minimum qualifications specified for Contractor personnel.

The subcontracting plan is subject to approval by the Technical Representative and upon approval shall be included as an exhibit to this Contract.

Payments to Contractor

Payments to the Contractor will be made on invoice for each batch of plots that have been submitted and accepted by the Technical Representative. Payments will be made based on the contract rates and allowing for any deductions for quality deficiencies as stipulated in the Technical Provisions.

The Contractor will not be required to furnish a cash performance bond, but may opt for a bond in the form of retainage. In that event, there will be a 15% retainage deducted from all partial invoices, until the required bond amount is satisfied. The 15% retainage will be released at the end of the contract after satisfactory completion of all contractor obligations.

All material and work covered by partial payments shall thereupon become the sole property of the Spokane Tribe. However, these provisions shall not relieve the Contractor of the responsibility (prior to delivery) for the care and protection of materials and work upon which payments have been made, or the restoration of any damaged work, or as a waiver of the Spokane Tribe to require the fulfillment of the Contract.

Upon final completion of inspections, acceptance of all work required under the contract, satisfactory return of equipment and supplies furnished by the Tribe, and a release of all claims against the Tribe arising under and by virtue of the Contract, the retainage (less any amount due as liquidated damages, etc.) shall be released to the Contractor with the final payment.

Inspection and Acceptance

The procedures and standards for quality control are defined in Exhibit B and hereby included as part of the Contract.

X. Supplier Diversity

If your company is at least 51% owned by a Native American, Minority or Woman (NAE/M/WOB)? (Minority group members are United States citizens who are African-American, Asian-Indian American, Asian-Pacific American or Hispanic-American)

please indicate in your proposal and provide documentation. Ownership means the business is at least 51% owned by such individuals and the management and daily operation are controlled by them as well.

XI. Covenants against Kickbacks

Vendor represents, warrants, covenants and agrees that neither Vendor nor its affiliates or any subcontractors (including any of their officers or employees) has provided or attempted to provide, either directly or indirectly, any Kickback to any employee of the Spokane Tribe or to any member of the Tribe. Vendor further warrants, covenants and agrees that neither Vendor nor its affiliates nor any subcontractors (including their officers or employees) will, in the future, provide or attempt to provide, either directly or indirectly, any Kickback to any employee of the Spokane Tribe and/or according to 48CFR ch.1- 52.203-7.

Reservations: THE SPOKANE TRIBE RESERVES

1) The right to reject any and or all proposals, to serve in the best interest of the Spokane Tribe.
2) The right to negotiate with all or one respondent when such action is deemed in the best interest of the Spokane Tribe.
3) The right to cancel any agreement, if in its opinion there is a failure at any time to perform adequately the stipulations of the Scope of Work, or if there is any attempt to willfully impose upon the Spokane Tribe equipment or services which are, in the opinion of the Spokane Tribe, of an unacceptable quality. The supplier agrees to hold harmless the Spokane Tribe from any and all liabilities, obligations, damages, penalties, claims, costs, charges and expenses (including, without limitation, reasonable fees and expenses for Attorneys, expert witnesses and other contractors at the prevailing market rate for such services) which may be imposed upon, incurred by or asserted against the Spokane Tribe by reason of any of the following:
    - Any negligent or tortuous act, error, or omission attributable in whole or in part to the Vendor or any of their employees, vendors, or agents, now existing or hereafter created.
    - Any failure by the Supplier or their employee to perform their obligations either implied or expressed under this contract/agreement.
4) The Supplier agrees that it is their responsibility, not the responsibility of the Spokane Tribe, to safeguard the property and material that is used in performing this contract/agreement. Further, the Supplier agrees to hold the Spokane Tribe harmless for costs and expenses resulting from any loss of such property and material used pursuant to the Supplier in performance under the contract.