

# REQUEST FOR PROPOSAL

**OVERVIEW:** California Four Wheel Drive Association, Inc. has been in existence since 1959 and is active throughout the state of California. We are a not-for-profit 501(c)(7) association subdivided into three districts; north, central and south. We have an association President, Board of Directors, and one Vice President per district. We are known for our political stances on OHV use, our seven state-wide major 4wheeling events, and our annual raffle vehicle. Our goal is to work with city, county, state, and government agencies in an effort to preserve the use of California lands currently available for OHV.

The California Four Wheel Drive Association, Inc. hereinafter referred to as the Association and/or CA4WDA is accepting proposals for a Natural Resource Consultant. Contract is for a term of up to one-year commencing on the anniversary date of hire, or multiple years on approval of the Board of Directors.

**OBJECTIVE:** To find an NRC (Natural Resource Consultant) who will provide consulting services for Cal4Wheel regarding current issues involving California lands available for OHV through research and analysis of pending city, county, state, and government agency action, including but not limited to National Forests and BLM properties. The prospective NRC shall advise the Association of OHV/land use issues and provide recommendations regarding where resources should be expended. The successful contractor must be able to effectively communicate with government agencies and other OHV organizations to promote the Association's land use positions.

## PROPOSAL SUBMISSION:

Written proposals should be submitted to the attention of the President of CA4WDA at 8120 36<sup>th</sup> Avenue., Sacramento, CA 95824

## QUESTIONS AND ANSWERS

Questions and requests for additional information should be submitted in writing to the President of the Association at 8120 36<sup>th</sup> Ave., Sacramento, CA 95824 or by e-mail to [jack@cal4wheel.com](mailto:jack@cal4wheel.com). This includes, but is not limited to, agreements on positions for land use issues.

## PROPOSALS SHOULD ADDRESS:

- Qualifications to execute contract.
- Experience history, give examples of past accomplishments.
- Specify subjects usually covered in reports.
- Fees and payment schedule to execute contract.
- Specific services to be performed under the proposal, as a minimum address the points included in the requirements below.

## NATURAL RESOURCE CONTRACTOR SELF-REQUIREMENTS

- Must have business license.
- Must possess business insurance.
- Must provide consulting services to more than one client and/or be actively seeking additional clients.
- Must operate through a legal entity.

## REQUIREMENTS OF NATURAL RESOURCE CONTRACTOR

1. Research and report on current OHV land use litigation.
2. Advocate on behalf of CA4WDA, including political/legislative work as necessary.
3. Recommend to the Board appropriate action on matters of land use and related subjects.
4. Serve as liaison between CA4WDA and Federal, State, and local agencies.
5. Inform and advise the Association of outside actions that may affect the interests of the Association and its membership, especially regarding OHV land use matters.
6. Submit an article detailing land use issues and activities for each issue of the Association's *In-Gear* publication.
7. Represent the Association before various governmental agencies, other organizations, press, elected officials, and others when necessary.
8. Inform and advise the Board of Directors of governmental planning and regulations, whether imposed or proposed, which affect the interests of the Association.
9. Research and maintain contact with other organizations where mutual interests exist and update the Association regarding issues of interest as they occur.
10. Have knowledge and keep abreast of the programs and procedures of the U.S. Forest Service (USFS), BLM (Bureau of Land Management), National Park Service, Fish and Wildlife Service, California Department of Fish and Game, California Department of Parks and Recreation, as well as other agencies and advise the Association regarding the same.
11. Attend and submit written reports for all Board of Directors and district meetings.
12. Maintain files, maps, photographs, plans and videotapes related to land use matters.
13. Submit a monthly report to the Association.

## AGREEMENT

- Confidentiality/Non-disclosure agreement is to be signed.
- All items as well as all written work and/or exhibits prepared for CA4WDA will be relinquished and become the property of CA4WDA upon termination of contract.

## TERM

One-year term, or as agreed to by BOD.