



# Confederated Tribes of the Colville Reservation

P.O. Box 150, Nespelem, WA 99155 (509) 634-2277

## Request for Proposals:

Confederated Tribes of the Colville Reservation

Title: Long-term Methow habitat status and trend monitoring plan

### **General Information**

Posted Date: 2/19/2024

Deadline for Questions: 3/4/2024

Final Answers Posted: 3/6/2024

Closing Date: 3/18/2024

Opening Date: 3/19/2024

### **1.0 Introduction**

The Confederated Tribes of the Colville Reservation is a Sovereign Nation. Presidential Executive Order established the Colville Indian Reservation in 1872, with a land base of 1.4 million acres, located in North Central Washington State and additional off-reservation trust lands. The Administrative Headquarters are located at the Colville Indian Agency Campus, approximately 2 miles south of Nespelem, WA with offices located throughout our reservation.

Our business hours are Monday thru Thursday 7:00 and 5:30 p.m. excluding Friday, Saturdays, Sundays, Tribal and Federal holidays.

### **1.02 Proposal Deadline/Address/Contents**

The deadline for receipt of proposals is 3/18/2024 and must be received by the Tribes, either by hand delivery, express delivery, electronic submission or regular mail no later than 5:00 p.m. on that day Pacific Standard Time. Proposals are to be sent to: John Arterburn, Principal Biologist, 25B Mission Road, Omak, WA, 98841 or by electronic submission to [john.arterburn@colvilletribes.com](mailto:john.arterburn@colvilletribes.com). All proposals and accompanying documentation will become the property of the Colville Tribes and will not be returned. Consultant accepts all risk of late delivery of mailed proposal regardless of fault.

### **1.03 Proposal Preparation Instructions and Information Required in Your Proposal**

Please provide (3) copies of your proposal. In order to facilitate the review process and obtain the maximum degree of comparison, proposals should include the following information presented in the order and format shown below: (Federal funded projects need to be identified for Davis Bacon wages).

#### **1.04 Required Format/Information**

- **Title Page:** Show Request for Proposal (RFP) subject, name of Respondent/Respondents firm(s), address, telephone and fax numbers, name of contact person and date of submission. (**Attachment A**)
- **Transmittal Letter:** A one or two-page summary stating the Responder's understanding of the work to be done and making a positive commitment to perform the work within the time period required.
- **Table of Contents:** A clear identification of the material by section and page number.
- **Profile of the Respondent/Respondents:** Include location of office(s), number of partners, managers, supervisors, seniors, and other professional staff. Describe the range of activities performed by your firm, including capability for determining cost/feasibility.
- **Approach:** Provide a detailed and clear description of the approach and methodology for implementing the work outlined in section 4.01. This will be the most important and heavily weighted section of the proposal so please provide the necessary detail to clearly convey your vision.
- **Qualifications and Experience of Staff:** Include a list of personnel to be used for this work and their qualifications. Résumé, including education, licensing information, background accomplishments, relevant continuing professional education and any other pertinent information must be included for each of the key personnel to work on the project. The Responder/Responders must include a statement in the proposal to the effect that "the key personnel assigned to this project as described in this proposal will not be removed from the Project without prior approval of the Tribes' COR."
- **Qualifications and Experience of Firm:** Company experience which is relevant to the proposed work, i.e. experience with other Tribal entities. References: (**Attachment C**)
- **Indian Preference:** CTCR shall, to the greatest extent feasible, provide preference to Indian-owned economic enterprises and Indian organizations. Projects developed and operated with assistance under 25 CFR Part 1000 are subject to Section 7(b) of the Indian Self-determination and Education Assistance Act (25 U.S.C. 450e (b)). Section 7(b) provides that to the greatest extent feasible, preference shall be given to Indian organizations and Indian-owned economic enterprises in the award of all contracts and subcontracts. If applicable, please include documentation of Indian enrollment and TERO certification. Preference must be provided in accordance with the requirements set forth in 24 CFR 1000.48 and Chapter 10-1 Tribal Employment Rights. If applicable, provide documentation of Indian enrollment and TERO certification. In accordance with the adopted TERO Compliance, to be eligible as a tribally owned or Indian owned business, the business shall apply for certification with the Tribal Employment Rights Office (TERO) and must be eligible for certification prior to submitting a proposal. Contact TERO for more information: TERO Director, P. O. Box 150  
Nespelem, WA 99155. Phone 509.634.2200
- **Cost Proposal:** Include a detailed itemized cost statement showing estimated staff hours and rate(s), delineated by task. Also, include an itemized listing of all other expenses or fees that are anticipated.
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#### **1.05 Questions Regarding the Project**

Requests for interpretation/clarification of this RFP must be emailed to [john.arterburn@colvilletribes.com](mailto:john.arterburn@colvilletribes.com). Unauthorized contact with other tribal employees regarding this RFP may result in disqualification. All oral communications will be considered unofficial and non-

binding on the Tribes.

All questions must be submitted no later than 7:30 A.M.PST on 3/4/2024. All responses will be posted on the Tribes' web site at: <https://www.colvilletribes.com/rfp> within two business days after receipt of the question.

## **2.0 Evaluation Procedures**

The evaluation factors reflect a wide range of considerations. While cost is important, other factors are also significant. Consequently, the Colville Tribes may select other than the lowest cost solution. The objective is to choose the Contractor capable of providing a reliable and effective solution within a reasonable budget.

An award will be made to a responsible Indian Bidder if within 10% of the lowest non-Indian Proposal Price and defined experience.

**Evaluation Criteria:** The proposals will be evaluated on the basis of the following criteria and point ranges. Maximum Points: (100)

- 1) Responsiveness of the proposal, vision for the final monitoring plan, and clear direction for how this will be achieved and implemented. (0-25)
- 2) Reasonableness of overall time estimates and the time estimates for each major section of the work to be performed (0-5)
- 3) Size and structure of firm and ability to maintain continuity of work (0-5)
- 4) Experience of Responder/Responders in developing monitoring plans for Tribes or other government entities. (0-15)
- 5) Qualifications and experience of staff to be assigned. Education, position in the firm, and years and types of experience will be considered (0-15)
- 6) Indian preference (0 – 10)
- 7) TERO certification documented & included (5)
- 8) Cost (0-20)

## **3.0 Acceptance/Rejection of Proposals**

The CTCR reserves the right to reject any and all proposals, whether or not within applicable cost limits, and to waive any information in the proposals received, whenever such rejection or waiver is in the best interest of the CTCR. In the event of disagreement or grievances regarding contract, it is the CTCR policy to resolve all contractual issues per adopted Procurement Policy.

## **4.0 Required Descriptions and Specifications**

### **4.01 Purpose**

The purpose of this RFP is to contract with Respondent or Respondents who best demonstrate expertise to provide a broadly acceptable habitat status and trend monitoring plan for the Methow subbasin for implementation by the Colville Tribes Fish and Wildlife Department in conjunction with cooperative agencies in future years. The following description provides the specific details and specifications each bidder should attempt to fully address as it will be the responsiveness to this description and additional value that will weigh most heavily in our scoring. The contract to be used for this work will be the Colville Tribes' standard form consultant contract, which will include a "no assignment" provision indicating that the contract may not be assigned without written consent of the Tribes. Any increase in

contract price following execution of the contract will not be made without written modification signed by both parties.

The Colville Tribes Fish and Wildlife Department is looking to develop an actionable plan for coordinated, cost effective, long-term (20+ year) status and trends monitoring of ESA-listed spring Chinook salmon and summer steelhead habitat in the Methow subbasin. The selected contractor, along with Colville Tribal staff, will coordinate with a working group of cooperating entities, fisheries agencies, non-profit organizations, and other tribal governments to develop a collaborative monitoring plan. This plan will provide the basis for the continuance and further implementation of habitat monitoring actions by the collective group through leveraging existing monitoring efforts and addressing critical habitat status and trends data collection gaps to fill all identified needs for status and trend habitat monitoring within the Methow subbasin.

The draft plan should include, but is not limited to, the following sections: 1) **Past habitat monitoring** including data type, location, scale and data access; 2) **Existing habitat monitoring** including a review of existing and planned partner entity commitments and funding status; 3) **Habitat monitoring needs/gaps** (what type, when, where...); 4) **Sampling design** for systematic monitoring efforts capable of providing data for all existing Methow subbasin reaches identified by the Upper Columbia Salmon Recovery Board and the Colville Tribes existing reach structure; 5) **Data collection methodologies** specific to data needs; 6) **Collaboration and funding** should layout potential responsible parties for collecting specific data and how each item would best be funded; and 7) **Data management and analysis** will detail how these data will be archived, analyzed, and made available for commonly needed information (i.e. level 2 habitat function matrix).

Prior investments made by the Colville Tribes and BPA to develop a Methow subbasin EDT model and associated habitat status and trend reporting tool (<https://ecosystems.azurewebsites.net/hstr-methow/>) should be leveraged to provide the basic spatial structure of the plan and as an existing reporting platform for results. However, this plan must also, to the extent possible, align with other regional efforts including but not limited to: 1. Upper Columbia Regional Salmon Recovery Plans; 2. the Bonneville Power Administration's Tributary Habitat Monitoring Strategy; 3. Okanogan Basin Monitoring and Evaluation Program protocols and methodologies and related Independent Scientific Review Panel (ISRP) comments and guidance; 4. Existing and planned bathymetric LiDAR applications in the Methow subbasin; 5. NMFS Habitat Assessment and Restoration Planning (HARP) modeling, <https://www.fisheries.noaa.gov/resource/tool-app/habitat-assessment-and-restoration-planning-harp-model>; 6. Existing and future reach assessments; and 7. the Upper Columbia Salmon Recovery Board's Habitat Action Prioritization Strategy.

The draft plan will be provided to and reviewed by the following agencies: BPA, BOR, NOAA fisheries, USFWS, Colville Tribes, USFS, UCSRB and RTT, Chelan PUD, Douglas PUD, Grant PUD, WDFW, Yakama Nation, Cascade Fisheries, and Methow Salmon Recovery Foundation. Once all review comments are compiled and responded to by the contractor a second review by OBMEP staff will occur before the plan is finalized. A final written plan will be produced in electronic form (Word and Adobe formats). The final plan should also include documentation of options considered when competing options existed, and the logic used to make decisions on what was chosen as the best path forward at the time of plan development.

#### **4.02 Respondent Capacity to Conduct the Project**

The Respondent/Respondents shall provide evidence of its ability to furnish all qualified personnel, facilities, equipment, and supplies to conduct an organization-wide financial and compliance audit in accordance with appropriate standards on behalf of the Confederated Tribes of the Colville Reservation.

#### **4.03 Reports Required**

The Respondent/Respondents shall provide at least monthly (or more often if requested by the Tribes' COR) reports on the progress of the work.

#### **4.04 Contract**

Prior to any binding agreement with the successful Respondent(s) for services under this RFP, the successful Respondents will be required to enter into a Tribal Consulting Contract for the requested services under this RFP. This RFP does not constitute an obligation or agreement on the part of the Tribes. A labor hour type contract is anticipated. It provides for the procurement of services on the basis of direct labor hours at specified hourly rates.

#### **4.05 Governing Law**

This RFP and the project identified shall be subject to the laws of the Confederated Tribes of the Colville Reservation. The proposer consents to the jurisdiction of the Colville Tribes. Nothing in this document, including attachments and exhibits, shall be deemed to waive the sovereign immunity of the Colville Tribes, which is hereby expressly re-affirmed. The terms of this paragraph shall supersede any conflicting or contrary provisions in this RFP, including attachments and exhibits.

#### **4.06 Period of Performance**

Any contract let from this RFP shall be in effect upon the date of award and shall continue to be in effect until the termination of the Contract. It is anticipated that the Project should require less than 1 year to complete and must be completed before 2/28/2025.

#### **4.07 Key Personnel**

The personnel specified in the Responder/Responder's proposal are considered to be essential to the work being performed hereunder. Prior to changing any of the individuals specified in the proposal, the Responder/Responders shall notify the Contracting Officer reasonably in advance and submit a justification for the proposed substitutions in sufficient detail (including names, titles and résumés) to permit the evaluation of the impact on the quality of work performed. No personnel changes shall be made by the Contractor without the prior written consent of the COR.

#### **4.08 Payment and Submission of Invoices**

Payment for work performed under the contract shall not exceed the agreed upon amount, unless otherwise agreed upon, in writing, by both parties. Payment shall be made to the contractor based on progress achieved. The contractor must submit each invoice in sufficient detail to document progress. Invoices will not be accepted on more frequent intervals than once a month. Invoices requesting payments shall be prepared and submitted in duplicate and contain the following information: Purchase Order number, Contract number, detailed description of services, and total cost.

In the event of abandonment of the work or termination of the contract for any cause, under the respective sections of the contract, the terms of any settlement shall be subject to approval by CTCR

Contracting Officer or designee. The CTCR shall not disburse monies after giving notice of abandonment or termination. A settlement may be reached to include restitution of funds disbursed for services not performed.

## **5.0 Terms and Conditions**

### **5.01 Site Visitations**

The Contractor site visit is not required. By submitting his/her proposal, the Consultant acknowledges that he/she has satisfied him/herself as to the nature of the work.

### **5.02 Contractor's Cost to Develop Proposals**

Costs for developing proposals in response to the RFP are entirely the obligation of the Consultant and shall not be chargeable in any manner to the Colville Tribes.

### **5.03 Completeness of Proposal**

The Consultant must submit a completed Proposal (Form 1) signed by a Contractor representative authorized to bind the proposing firm contractually. The Consultant must identify on the form any exceptions the Contractor takes to the Tribes RFP, or declare that there are no exceptions taken

### **5.04 RFP Amendments**

The Colville Tribes reserves the right to request any respondent clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the proposal.

The Colville Tribes reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The Colville Tribes also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP. It is the consultant's responsibility to check the Tribe's website ([www.colvilletribes.com](http://www.colvilletribes.com)) for the issuance of any amendments prior to submitting a proposal response.

### **5.05 Insurance Requirements**

The Colville Tribes will require the selected Consultant to comply with the insurance requirements as listed in the RFP. Questions regarding insurance requirements can be discussed with the Tribes Risk Management Office, (509) 634-2447.

### **5.06 Equal Opportunity Requirements**

The Colville Tribes is an equal opportunity employer and requires all Contractors to comply with policies and regulations concerning equal opportunity. The contractor, in the performance of the Contract, agrees not to discriminate in its employment because of the employees or applicant's race, religion, national origin, ancestry, sex, age, or physical handicap.

### **5.07 Other Compliance Requirements**

In addition to the nondiscrimination and affirmative action compliance requirements previously listed, the Contractor awarded a Contract shall comply with Federal, State, Tribal and local laws, statutes and ordinances relatively to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subject.

### **5.09 Ownership of Documents**

All documents, reports, studies, conclusions and summaries prepared by the Consultant shall become the property of the Colville Tribes.

**5.10 Confidentiality of Information**

All information and data furnished to the Contractor by the Colville Tribes and all other documents to which the Contractor's employees have access during the term of the Contract, shall be treated as confidential to the Colville Tribes. Any oral or written disclosure to unauthorized individuals is prohibited.

**5.11 Hold Harmless**

The Contractor shall hold harmless, defend, and indemnify the Colville Tribes and the Tribes officers, agents, and employees against any liability that may be imposed upon them by reason of the Contractor's failure to provide worker's compensation coverage or liability coverage.

**5.12 Safety**

All applicable regulations pertaining to safety, the Contract Manager shall strictly adhere to including Tribal Occupational Safety and Health Act (TOSHA) standards and regulations. Particular care shall be exercised in connection with the operation of vehicle and other equipment on the site.

**5.13 DEBARRED**

Selected consultant must sign a Certification Regarding Debarment and Suspension stating that they are not presently debarred or suspended or declared ineligible for the award of contracts by any Federal, State or any Tribal Government. (**Attachment B**)

ATTACHMENT A:

PROPOSAL COVER PAGE: \_\_\_\_\_ Project Title \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email address \_\_\_\_\_

Length of time in business \_\_\_\_\_

Gross revenue for the prior fiscal year (in US dollars). \_\_\_\_\_

Total number of similar clients served in similar capacity \_\_\_\_\_

TOTAL ESTIMATED PRICE OF SERVICES (Attach detailed budget if necessary)

Cost of Services (Anticipated Total Hours x Rate) \_\_\_\_\_

Overhead costs (describe) \_\_\_\_\_

Necessary travel \_\_\_\_\_

TERO Fees \_\_\_\_\_

Other (describe) \_\_\_\_\_

Total Price \$ \_\_\_\_\_

Authorized Respondent Signature \_\_\_\_\_

Telephone \_\_\_\_\_



ATTACHMENT B:

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS.

- A. The Firm/Respondent certifies, to the best of its knowledge and belief, that:
1. The Firm/any of its Principals-
    - (a) Are ( ) are not ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency or any Tribal Government.
    - (b) Have ( ) have not ( ), within a 7 year period preceding this offer, been convicted or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, ore receiving stolen property; and
    - (c) Are ( ) are not ( ) presently indicted for, or otherwise criminally or civilly charged by a government entity with, commission of any of the offenses enumerated in subdivision (A)(1)(b) above.
    - (d) The Firm has ( ) has not ( ), within a 7-year period preceding this offer, had one or more contracts terminated for default by any Federal agency or any Tribal Government.
  2. Principals for the purposes of the certification, mean officers; directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager, head of a subsidiary, division, or business segment, and similar positions). If this certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under 18 U.S.C. § 1001.
- B. The Firm shall provide immediate written notice to the Contract Officer if at any time prior to contract award the Firm learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- C. A certification that any of the items in paragraph (A) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Firm's responsibility. Failure of the Firm to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Firm's proposal non-responsive.
- D. Nothing contained in the foregoing shall be construed to require establishment of a system or records in order to render, in good faith, the certification required by paragraph (A) of this provision. The knowledge and information of a Firm is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- E. The certification in paragraph (A) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Firm knowingly rendered an erroneous certification, in addition to the remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

I hereby certify that the information above is true accurate and complete under penalty of fraud.

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Authorized Signature

ATTACHMENT C:

CLIENT REFERENCES (Include additional pages if desired)

Client Reference # 1

Name of Entity/Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

Date when work performed: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

Client Reference # 2

Name of Entity/Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

Date when work performed: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

Client Reference # 3

Name of Entity/Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

Date when work performed: \_\_\_\_\_

Description of work performed: \_\_\_\_\_