

BACKGROUND INFORMATION

The Smith River Rancheria (“Tribe”) is a federally recognized Indian tribe of Tolowa Indians that is located three miles south of the Oregon–California border in northwest California.

The Smith River Rancheria has received funding from the U.S. Department of Commerce National Oceanic and Atmospheric Association for “Building Capacity of West Coast Tribes to Coordinate and Engage in Ocean Regional Governance and CMSP”.

The Smith River Rancheria (Tribe) is the recipient of the Department of Commerce Cooperative Agreement in the amount of \$225,000 of which \$90,000 (40% of award) has been budgeted for this project.

The Tribe is soliciting proposals for the “Building Capacity of West Coast Tribes to Coordinate and Engage in Ocean Regional Governance and CMSP” (“Project”) from qualified Contractors that will enable the SRR governing body to conduct a two–day Indigenous Ocean Science Forum, which will be held with West Coast Tribes across California, Oregon, and Washington and transition to the successful completion of a Tribal Coastal Marine Spatial Planning Project.

Interested parties shall comply with the Smith River Rancheria Tribal Employment Rights Ordinance (“TERO”).

The Smith River Rancheria is located adjacent to the Pacific Ocean in the far northwest tip of California and three miles south of the Oregon border. The Rancheria is checkerboard and consists of approximately 600 acres, some of which is awaiting trust status. Highway 101 bisects the Rancheria and the west side properties include Prince Island, a portion of lower Lopez Creek, and a site at the mouth of the Smith River. The existing Rancheria is within the aboriginal territory of the Tolowa People and includes many sacred and culturally significant areas. The Federally established service area for the Smith River Rancheria includes Del Norte and Humboldt counties in California and Curry, Josephine and Jackson counties in Oregon.

The Tribe encourages proposals from small businesses, disabled veteran–owned businesses, women–owned businesses, firms owned by under–represented ethnic groups and local firms.

SCOPE OF WORK

The Tribe deems it expedient to issue this Request for Proposal (“RFP”) for the Project in order for applicants (“Respondents”) to submit proposals to the Tribe.

It is expected that the successful Respondent's deliverables will include, but not necessarily be limited to the following:

- Develop comprehensive analysis for Marine Spatial Planning in relation to West Coast Tribal Priorities and the West Coast Governors Agreement.
- Collaborate with tribal staff to develop a comprehensive survey and evaluation tool for the Ocean Science Forum.
- Develop a mechanism for up to nine (9) tribes to work collaboratively in a CMSP pilot project. Must demonstrate the ability to analyze documents submitted by other tribes for the project.
- Prepare comprehensive analysis from all notes/records compiled during the Forum to the planning committee in order to move on to the next steps.
- Facilitate meetings between the selected Pilot Tribes and communicate information to the West Coast Governors Association
- Provide detailed information to the Tribe for Media and advertisement of the Summit to be hosted on the Tribe's Website and Social Media Pages
- Conduct a two-day Indigenous Ocean Science Forum for 30 tribal participants

Contractor will also:

- Agree to a twelve (12) month commitment to the project.
- Have the flexibility to Travel and attend meeting pertaining to the Project.
- Provide Monthly written reports to the Principle Investigator on the status of the Project
- Coordinate efforts between Tribal Staff and Forum Facilitator Consultant to fully implement a two day Indigenous Ocean Science Forum.
- Meet stringent timelines while working with Tribal Staff and third party consultants.

All work done to support this RFP should be considered "custom" tailored to meet the needs of the Tribe. The Tribe desires that all deliverables requested in the development, design, and implementation of Project allow changes and modifications without the need for additional consulting services.

RFP RESPONSE FORMAT AND CONTENT

All Respondents are required to follow the RFP response ("Response") format specified below. The content of the Response must be clear, concise, and

complete. Each section of the RESPONSE shall be tabbed according to the numbering system shown below to aid in expedient information retrieval.

1. Cover – Include the RFP title, due date, and principal contact information (name, address, telephone, fax numbers, and e-mail address).
2. Table of Contents – Include a complete and clear listing of headings and pages to allow easy reference to key information.
3. Cover Letter – The cover letter should be brief (two pages maximum) and any changes to the format or deletions of requested materials should be explained in the cover letter. Please include the following in your cover letter:
 - Describe why your firm considers itself to be best qualified to master the project strategy and perform the work required in a responsive manner; identify any previous experience and knowledge of the objectives for the National Governance Coordinating Committee of the National Ocean Policy, the West Coast Governors Alliance (WCGA), the National Oceanic and Atmospheric Association (NOAA) and West Coast Tribal representatives.
 - Describe how the delivery of services will be provided to the Tribe including the location of the Respondent's offices and expected response times to the Tribe's requests;
 - Describe those conditions, constraints, or problems that are unique to the scope of work that may adversely affect either cost or delivery dates;
 - Identify team members and include the title and signature of the Respondent's contact person for this project. The signatory shall be a person with official authority to bind the Respondent.
 - If the Respondent is proposing to joint-partner with another principal firm, the cover letter must specify the type of services to be provided by each firm.
4. Methods and Strategic Plan – Describe your preliminary approach, methodology and plan to carry out the Scope of Work. Describe the anticipated interaction with the Tribe. Provide an outline of your anticipated schedule for completing activities proposed within the scope

of work beginning with issuance of a Notice to Proceed.

5. Qualifications and Experience – This section shall contain the following:

- Relevant information regarding previous experience related to the Project, including names and addresses of previous and existing clients (especially tribal and/or local governments); and
- Prior experience and knowledge of the objectives for the National Governance Coordinating Committee of the National Ocean Policy, the West Coast Governors Alliance (WCGA), the National Oceanic and Atmospheric Association (NOAA) and West Coast Tribal representatives; and
- Prior experience in the design and delivery of projects funded by Federal and State Agencies for the benefit of a Tribal Government; and
- Prior experience in conducting mid-size level workshops, conferences and meetings; and
- The Respondent's experiences in the past five (5) years specifically related to the scope of work. These should be listed consecutively with the awarding and completion dates noted for each work effort. Each listed experience shall include the name(s) and telephone number(s) of the Respondent's project manager and the client's project manager. When listing sub-consultants, describe the listed experience and the exact tasks that each performed.

6. List of Project Personnel – This list should include the identification of the contact

person with primary project responsibility, the personnel proposed for this project, if any, and any supervisory personnel, including co-venture partners and/or sub-consultants (if any), and their individual areas of responsibility. The persons listed will be considered as committed to the project. A résumé for each professional and technical person assigned to the project, including partners and/or sub-consultants, shall be submitted. The résumés shall include at least two references from previous assignments.

7. Organization Chart/Proposed Project Team – An organization chart containing the names of all key personnel, joint venture partners (if any) and sub-consultants, if any, with titles and their specific task assignment for this contract shall be provided in this section.

8. Other Information – This section shall contain all other pertinent information regarding this submittal in the following order:

- A. Description of insurance coverage for prime respondent and co-venture partner(s) (types of coverage and policy limits, deductible, exclusions, and outstanding claims);
 - B. Description of in-house resources for prime respondent (i.e., computer capabilities, software applications, and modeling programs, etc.);
 - C. Copy of valid DBE/DVBE/MBE/SBE/WBE certification certificates of listed firms to be utilized in this project for prime Respondent, co-venture partner(s), subconsultants, and/or vendors.
9. Schedule of Rates – The Respondent shall provide one Schedule of Rates in a sealed envelope. Please include projected overall project cost and hourly rates of all team members assigned to this endeavor including those costs associated with sub-consultants or joint-venture partners.

RESPONSE EVALUATION CRITERIA

Submittals received by the Tribe will be evaluated according to the criteria listed below:

- 1. Conformance to the specified RESPONSE format;
- 2. Organization, presentation, and content of the RESPONSE;
- 3. Specialized experience and technical competence of the contractor, including principal firms, joint venture partners (if any), and subcontractors (if any) considering the types of service required including relevant work related to the Project Scope of Work;
- 4. The presence of a Project manager or team member having relevant experience to the Project;
- 5. Proposed approach, methodology and plan to provide the proposed services in a timely and competent manner;
- 6. Knowledge and understanding of the local environment and a local presence for interfacing with the Tribe;

Incomplete Responses, incorrect information, or late Responses shall be cause for disqualification. Copies received by FAX or email shall **not** be deemed received.

REVIEW COMMITTEE

The review committee will be comprised of Tribe staff.

INCURRED COSTS

The Tribe shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Respondent(s) prior or subsequent to or by reason of the acceptance or non-acceptance by the Tribe of any proposal by reason of any delay in the acceptance of a proposal.

ERRORS AND OMISSIONS

The Tribe shall not be held liable for any errors or omissions in any part of this RFP. While the Tribe has used considerable effort to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for Contractors. The information is not guaranteed or warranted to be accurate by the Tribe, nor is it necessarily comprehensive or exhaustive.

LICENSING AND REPORTING

Contractor must submit a completed Internal Revenue Service W-9 for Tax purposes.

FINAL CONTRACT AGREEMENT

The Contractor selected to provide the scope of services shall use the Tribe's standard Professional Services Agreement. A template copy of this agreement is attached to this RFP. By submitting a proposal for the work, the Consultant agrees to utilize the Tribe standard agreement form for the contract. Contractually required insurance coverage and endorsement information is shown in the body of the document

RIGHT TO WITHDRAW RFP OR REJECT RFP RESPONSE(S)

Issuance of this RFP does not commit the Tribe to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure a contract for services.

The Tribe retains the right to reject any or all Responses for any reasons. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful Respondent.