

## **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. Fish and Wildlife, Tribal Wildlife Grant for the Project, “Surf Smelt Habitat Assessment and Conservation Plan.”

The Smith River Rancheria (Tribe) is the recipient of the US Fish and Wildlife, Tribal Wildlife Grant in the amount of \$200,000 of which \$20,000 (10% of award) has been budgeted for this project.

The Tribe is soliciting proposals for the “Surf Smelt Habitat Assessment and Conservation Plan” (“Project”) from qualified Contractors that will enable the SRR governing body to provide a complete habitat assessment and conservation plan that will inform management and educational outreach based on scientific research, assessment of the habitat, traditional ecological knowledge, and community participatory research to ensure the protection and restoration of spawning habitat and species recovery of surf smelt, particularly within our territory known as Tr’uu-luu-k’wvt.

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:

- Conduct a habitat assessment and evaluation of key ecological indicators related to surf smelt, through the analysis of data collected during project including the mapping of

gravel beds and shading, water quality samples, air temperature, and substrate temperature.

- Within the assessment create a platform to inform potential impacts to species decline and return to Tr'uu'lou-k'wvt.
- Draft the Surf Smelt Conservation Plan, incorporating research findings gathered through the project that may be used as a management advisory tool for conservation policy and ordinance development by the Tribe.
- Utilize Literature review and annotated bibliography as well as oral history interviews to develop Best Management Practices for habitat protection and fishing protocol.
- Develop scientific recommendations for future studies to enhance the understanding of research needed to be conducted to create a tribally approved conservation plan.

Contractor will also:

- Agree to up to a six (6) month commitment to the project.
- Have the flexibility to Travel and attend meeting pertaining to the Project.
- Provide Monthly written reports with invoice to the Principle Investigator on the status of the Project
- Coordinate efforts between Tribal Staff to effectively complete the assessment and plan.
- Meet stringent timelines while working with Tribal Staff.

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;
  - 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 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), sub-consultants, 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. For email submission, include this info on a separate document.
10. Indian-Owned Preference - Firms or individuals claiming Indian-owned preference must complete the TERO contractor's questionnaire, available by request and on [www.tolowa-nsn.gov](http://www.tolowa-nsn.gov).

## **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;
7. A willingness to make meaningful wide-ranging subcontracting and employment opportunities available to all interested and qualified firms and individuals in the marketplace, as appropriate;
8. Financial stability of the Respondent, which can include annual financial reports or any such financial information that would indicate the financial condition of the firm;
9. Ability to meet the insurance requirements as stated in the "Other Information" section of this RFP unless the Tribe, at its sole discretion, decides to modify or waive the insurance requirements
10. If a responsive bid is received from at least one qualified Indian organization or Indian-owned economic enterprise and this bid is within 10 percent of the bid of the lowest responsible bidder, the contract will be awarded to the Indian organization or Indian-owned economic enterprise.
11. Respondents claiming Indian preference will be required to submit a completed questionnaire/statement to the Owner in accordance with the TERO Contractors Questionnaire.

## **SELECTION PROCESS**

A Pre-Selection Committee will review the proposals and "short-list" the most qualified Respondents utilizing the evaluation criteria listed above. A Selection Committee will be formed to interview the short-list Respondents.

## **PRE-SUBMITTAL MEETING**

None

## **PROJECT TIMELINE- Revised**

*The following timeline has been established for the RFP selection process:*

- RFP Issued Tuesday, September 23, 2014
- Responses received by 5:00 p.m., Wednesday, October 15, 2014
- Evaluate Proposals Thursday, October 16, 2014
- Notification of Award Monday, October 20, 2014

## **RFP DEADLINE AND CONTACT INFORMATION**

One (1) original and three (3) copies of the RESPONSE shall be delivered no later than 5:00 PM, Wednesday, October 15, 2014. If submitting by e-mail, send one (1) complete pdf document.

Tim Hoone, Grants and Contract Manager	Smith River Rancheria
(707) 487-9255 x1230	140 Rowdy Creek Road
tim.hoone@tolowa.com	Smith River, CA 95567

Incomplete Responses, incorrect information, or late Responses shall be cause for disqualification. Copies received by FAX 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 form 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.