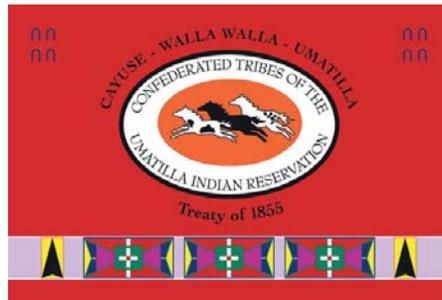


# REQUEST FOR PROPOSAL (RFP)

*Confederated Tribes of the Umatilla Indian Reservation  
Umatilla Basin Anadromous Fish Habitat Project  
Department of Natural Resources*

## UmaBirch In-Stream Design & Construction Oversight



**DATE ISSUED:** January 9, 2019

**RFP No. 2019/01-401**

**CONTRACTORS INVITED TO BID THE PROJECT:** All licensed contractors with and without Indian preference.

Technical Contact: Richard L. Christian ([richardchristian@ctuir.com](mailto:richardchristian@ctuir.com))  
541-429-7283 (Office & Fax)

Administrative Contact: Julie A. Burke ([julieburke@ctuir.com](mailto:julieburke@ctuir.com))  
541-429-7292 (Office & Fax)

### **Critical Dates:**

Site Tour	<b>January 24, 2019– 9:00 am PST</b>
Deadline to Submit Questions:	<b>February 6, 2019 – 4:00 pm</b>
Response to Clarification Deadline:	<b>February 11, 2019 – 4:00 pm</b>
Proposal Submission Deadline:	<b>February 28, 2019 – 2:00 pm PST</b>
Tentative Award Selection (est.):	<b>March 8, 2019</b>
Contract Award (est.):	<b>March 15, 2019</b>
Project Initiation (Design Phase):	<b>March 18, 2019</b>
Project Completion (Design Phase):	<b>January 31, 2020</b>

# Request for Proposal

## Part I – General Information and RFP Process UmaBirch In-Stream Design & Construction Oversight

---

### 1.1 *Project Purpose and Location*

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR), Department of Natural Resources Fisheries Program is currently requesting proposals for an in-stream design and construction oversight for restoration efforts near the confluence of Birch Creek and the Umatilla River (Attachment A). Proposals that present creativity, efficient, and/or novel approaches are strongly encouraged and will be weighted more heavily. The implementation of this project will improve in-stream habitat for Endangered Species Act (ESA)-listed and non-ESA-listed fish species, while benefiting channel morphology and in-stream processes and protecting existing infrastructure. The products from this effort will improve:

- base flow and capability of functional connection and interaction with the floodplain through hyporheic flow;
- channel form, sinuosity, complexity, geomorphic and hydrograph stability;
- the quality and diversity of in-stream and off-channel habitat for resident and anadromous fish;
- diversity and restoration of sediment routing processes; and,
- In-stream temperature, thus reducing channel dewatering, associated fish mortalities and improving passage.

These products are expected to diversify stream temperatures, improve floodplain connectivity and water quality, and ultimately improve aquatic habitat conditions. Proposed actions are expected to specifically increase floodwater access to the floodplain, allowing for the evolution of a more natural geomorphic channel and streambed condition.

### 1.2 *Scope of the RFP*

The products from this contract should include development of a design surface including completion of a complete channel profile and topographic survey integrated with available LiDAR capable of supporting a suitable design. The design will be based on concepts discussed in the CTUIR River Vision (Jones et al 2008 and Quaempts *et al* 2018) (i.e. process-based) and consider all restoration possibilities within the floodplain and active channel, given existing on-site hydrologic, geomorphologic, and land management constraints and with respect to those different processes. This includes specification drawings, schematics, detailed project design and representations of expected changes in habitat available to summer steelhead-rainbow trout. The selected firm will be expected to analyze existing data and collect other data as necessary, including the completion of a formal wetland delineation, for describing and predicting specific hydrologic conditions related to floodplain connectivity, water quality, channel morphology, aquatic habitat, and riparian and upland vegetation. Existing site conditions shall be assessed and adequately described for planning team evaluation.

The completed product is to include a cost for the design firm's involvement with completing all necessary permits, technical review and input, environmental compliance, project monitoring

plans, and implementation compliance of the final design. It will be essential that the selected firm demonstrates a comprehensive understanding of the project. Part of the proposal will need to focus on an implementation plan that clearly identifies the **suggested sequencing for implementation**. Additionally, firms are expected to provide an itemized cost for their involvement during 2020 construction oversight. The construction contract for implementation efforts shall be led by CTUIR.

The Contractor shall provide an estimated cost of construction and associated quantities necessary for permitting. The Contractor shall prepare the U.S. Army COE and DSL permits necessary to implement the design. CTUIR will pay all associated fees for permit applications, as well as any Umatilla County permitting requirements. Please note that a 408 permit will be required for breaching the two levees contained within the project area. Obtaining this permit will be the responsibility of the selected firm.

The Contractor's bid will demonstrate diligence and focus in bid preparation with specific effort directed at the evaluation, identification and suggested resolution of any discrepancies, lack of clarity, or other questions arising from the evaluation of the design plans, specifications, permit or supplementary project materials that may affect the timing, schedule, execution or unforeseen expenditures related to the project.

### ***1.3 Project Timeline:***

The kick-off meeting is scheduled to begin as close to **March 18, 2019** as possible. Project construction, which will be completed under a different contract, is anticipated to begin in 2020.

### ***1.4 Closing Date for Submissions***

The closing date for submissions will be on **February 28, 2019 at 2:00 pm.**, Pacific Standard Time (PST). Proposals received after the specified time will not be considered. **Contractors must submit one (1) hard copy and an electronic copy to:**

Rick Christian, [richardchristian@ctuir.org](mailto:richardchristian@ctuir.org)

AND

Julie Burke, [julieburke@ctuir.org](mailto:julieburke@ctuir.org)

**Please include the RFP Title in the subject line:** *UmaBirch Instream Design & Construction Oversight*

### ***1.5 In Writing***

Proposals must be prepared by computer. No oral, handwritten, telephone, or facsimile Proposals will be accepted.

### ***1.6 Necessary Information***

Proposals must contain all information requested in the RFP. The CTUIR will not consider additional information submitted after the Closing Date and may reject incomplete proposals.

### **1.7 *Cost of Proposals***

The CTUIR shall not be liable for any expenses incurred by Contractors in either preparing or submitting Proposals, evaluation/selection, or contract negotiation process, if any.

### **1.8 *Request for Clarification***

Contractors may submit a written request for clarification via mail or email by **February 6, 2019**. The CTUIR will not consider any requests submitted after the time period specified above. Questions regarding the RFP or request for clarification shall be sent to the RFP contact listed in Part 1.4.

### **1.9 *Response to Requests for Clarification***

Responses to questions will be provided no later than **February 11, 2019**.

### **1.10 *Proposals Constitute Firm Offers***

Submission of a Proposal constitutes Contractor's affirmation that all terms and conditions of the Proposal constitute a binding offer that shall remain firm for a period of ninety (90) days from the Closing Date.

### **1.11 *Signature Required; Proposer Affirmations***

An authorized representative of the Contractor must sign the original Proposal in ink. Contractor's signature and submission of a signed Proposal in response to the RFP constitute Contractor's affirmation that the Contractor agrees to be bound by the terms and conditions of the RFP and by all terms and conditions of the Contract awarded.

### **1.12 *Type of Contract***

The CTUIR shall execute a Subcontract for Technical Services.

### **1.13 *Confidential Information***

Proposals are confidential until the evaluation and selection process has been completed and the CTUIR has issued a notice of tentative award. Any information a Contractor submits in response to the RFP that the Contractor considers a trade secret or confidential proprietary information, and Contractor wishes to protect from public disclosure, must be clearly labeled with the following:

*"This information constitutes a trade secret or confidential proprietary information and is not to be disclosed except in accordance with applicable public disclosure laws."*

### **1.14 *Requests for Further Clarification of Proposals***

The CTUIR may request additional clarification from Contractors on any portion of the Proposal.

### **1.15 *Cancellation of RFP***

The CTUIR may cancel this RFP at any time upon finding that it is in the CTUIR's best interest to do so.

### **1.16 *Rejection of Proposals***

The CTUIR may reject a particular Proposal or all Proposals upon finding that it is in the CTUIR's best interest to do so.

### **1.17 *Tentative Award and Contract Negotiations***

The CTUIR will provide a written tentative award notice to the responsible Contractor whose proposal is deemed to be most advantageous and of best value towards meeting the project objectives. The CTUIR will enter into negotiations with the Contractor on the following contract terms: (a) Contract tasks; (b) Staffing; (c) Performance Schedule; and (d) A maximum, not to exceed Contract price, which is consistent with the Quote and fair and reasonable to the CTUIR, taking into account the estimated value, scope, complexity, and nature of the services to be provided. The CTUIR may also negotiate the statement of work and, at its discretion, add to the scope of services based on a Contractor's recommendations (but still within the scope of this RFP) or reduce the scope of services.

Final award will be contingent upon successful negotiation of a contract within 10 days after the tentative award.

The CTUIR may terminate negotiations with the Contractor if they fail to result in a contract within a reasonable time. The CTUIR will then enter into negotiations with the second responsible Contractor, and if necessary the third responsible Contractor. If the second or third round of negotiations fails to result in a contract, the CTUIR may formally terminate the solicitation.

### **1.18 *Protest of Tentative Award Selection***

A Contractor who claims to have been adversely affected by the selection of a competing Contractor shall have seven (7) calendar days after receiving the tentative notice of selection to submit a written protest of the selection to the RFP contact listed in Part 1.4. The CTUIR will not consider protests submitted after the date established in this Part. The protest must specify the grounds upon which the protest is based.

### **1.19 *Award***

After expiration of the seven (7)-calendar day selection protest period and resolution of all protests, the CTUIR will proceed with final award.

### **1.20 *Investigation of References***

The CTUIR reserves the right to investigate the references and past performance of any Contractor with respect to its successful performance of similar services, compliance with RFP and contractual obligations, and its lawful payment of suppliers, sub-contractors, and employees. The CTUIR may postpone award or execution of the contract after the announcement of the apparent successful Contractor in order to complete its investigation. The CTUIR reserves the right to reject any proposal at any time prior to the execution of any resulting contract.

### ***1.21 Amendments***

The CTUIR reserves the right to amend the resulting Contract from this RFP. Amendments could include but are not limited to, changes in the statement of work, extension of time and consideration changes for the Contractor. All amendments shall be in writing and signed by all approving parties before becoming effective. Only the CTUIR has the final authority to execute changes, notices or amendments to Contract.

### ***1.22 Tour of Site***

A **voluntary** tour of the site will be provided on **January 24, 2019 at 9:00 am**. Interested contractors should meet in Mission in the lobby of the Nixyáawii Governance Center, located at **46411 Timíne Way, Pendleton, OR 97801**. Please RSVP attendance by the Close of Business **January 18, 2019**, with contacts as noted in 1.4 above.

## PART II – SERVICES TO BE PROVIDED

---

### 2.1 *Scope of Work*

This RFP is for developing and evaluating design alternatives, producing the final design, construction oversight and As-Built design for in-stream and floodplain restoration efforts within the focus area. The prospective contractors are strongly encouraged to review the previous *Birch Creek Watershed Action Plan*<sup>1</sup> for this particular reach to gain a better understanding of current site conditions, as well as limiting factors/ecological concerns specific to the Birch Creek portion of the project.

#### **Project goal:**

The goal of the project is to address the Primary Limiting Factors identified for the Umatilla River and Birch Creek in the 2008 Fish Accords,<sup>2</sup> incorporating the primary touchstones described in the 2005 Umatilla River Vision<sup>3</sup> (Jones *et al* 2008), and consistent with the Mid-Columbia Steelhead Recovery Plan, Birch Creek Watershed Assessment and Action Plan (CTUIR 2016) and the Umatilla Subbasin Plan.

#### **Project objectives:**

Quantifiable design criteria that will result in an increase in all of the following:

- **Channel complexity**, with **channel morphology** closer to historical and functional form;
- Quantity and quality of **habitat diversity**, especially large wood and pools;
- **Sediment sorting** and routing;
- **Stream velocity diversity** at both low and high flows;
- In-stream **thermal diversity** throughout the year;
- **Floodplain connectivity** and frequency of inundation;
- **Riparian function** with site-appropriate native vegetation;
- Area suitable for **adult spawning**; and,
- Area suitable for **juvenile rearing**.

Communication/collaboration

- Work closely with the CTUIR and the landowner at each stage of design and obtain consensus before proceeding to the next design iteration. At a minimum consensus will need to be obtained for each design iteration identified in Section 2.2.2, below.
- Prepare materials for and communicate with several appropriate audiences – core technical group, secondary and tertiary groups (example of secondary groups includes the US ACOE, local land management agencies, county, cities and other governments)

---

<sup>1</sup> For the *Birch Creek Watershed Action Plan*, please see:

<http://data1.ctuir.org/GISInternet/BirchCreekAssessment/BirchCreekActionPlan.pdf>

<sup>2</sup> Those PLFs are: In-channel Characteristics; Passage/Entrainment; Riparian/Floodplain. See <http://www.salmonrecovery.gov/Files/BiologicalOpinions/3-tribe-AA-MOA-Final.pdf>, p. G-42.

<sup>3</sup> See <http://data1.ctuir.org/GISInternet/documents/RiverVision.pdf>

Required competencies to address these objectives include both technical and communication/organizational skills and experience. This will be ranked as part of the final contractor selection process. Please include a detail communications plan with your proposal.

## **2.2 Project Tasks**

### **2.2.1 FOCUS AREA:**

The focus area for the solicited work is located at the confluence of Birch Creek and the mainstem Umatilla River, near the city of Reith, Oregon, in T02S, R33E, in portions of sections 13, 14, 19 and 30, Umatilla County, Oregon (Attachment A). Portions of Birch Creek are a significant consideration in this effort. The project area is privately owned. The landowner has signed an agreement to complete this work and is in support of the project. Both the mainstem Umatilla River and Birch Creek have been channelized within the project area. The stream's confinement reduces channel connectivity to the flood plain. They both lack structure or large wood necessary to create and maintain complex in-stream habitat. Stream flows are perennial in the Umatilla River and intermittent in Birch Creek. Elevated Birch Creek stream temperatures and low base flows are problematic during late summer with respect to adequate rearing, holding, and spawning habitat (CTUIR 2016).

### **2.2.2 TASK – SURVEY PROJECT FOCUS AREA:**

Contractors will be expected to analyze existing data, which CTUIR will provide, and collect additional geomorphic and hydrologic survey data as necessary for describing and predicting specific hydrologic conditions related to floodplain connectivity, water quality, channel morphology, aquatic habitat, and riparian and upland vegetation.

We anticipate restoring in-stream and floodplain function and connectivity through the addition of structural features, levee breaching and/or removal, channel re-alignment, off-channel habitat creation, reactivation or creation of historical primary and secondary channels, wood installation and pool creation, wetland creation or enhancement, and riparian plant community enhancement and restoration. The final approach will depend on a collaborative evaluation by CTUIR and Contractor of long term success, based on data analysis, modeling results, and professional judgment. The selected Contractor will work closely and collaboratively as a part of a design team with CTUIR staff and the landowner at each level (Kickoff/Conceptual, 15%, 30%, 60%, 90%, final design and implementation plan). Frequent and open communications, including onsite and offsite meetings as well as phone and internet meetings, will be imperative to project success. *It is anticipated that there will be a minimum of five meetings on site throughout the design.*

CTUIR expects the Contractor to provide survey data and analysis describing the existing conditions of the project area that depict the following features.

#### **D) Existing Conditions**

##### **a. Channel Transects depicting:**

- Bank full width & depth
- Thalweg location
- Flood plain features
- The 2, 10, 50, 100 and 200 year flow dimensions and elevation

**b. Longitudinal Profile Depicting:**

- Bank full depth at riffle and pool locations
- Water surface elevation (at the time the survey is conducted)
- Channel slope
- Riffle slopes
- Pool to pool spacing
- Pool slopes
- Tail out slope (the slope of the downstream portion of the pool)
- Any abrupt changes in slope or significant bed features
- Elevations for the 2, 10, 50, 100 and 200 year interval flow events

**c. Site Map:**

The engineer will be required to produce a detailed map of the project area that, at minimum, depicts all of the following:

- the current road prism locations;
- the current active channel, as well as all ephemeral channels;
- existing site conditions, including but not limited to:
  - main channel and off-channel habitats;
  - wood;
  - levee;
  - pumping station and infrastructure; and,
  - other significant project element locations.
- construction access routes;
- locations of mature riparian trees and other riparian plant communities that will be protected during construction; and,
- Other significant physical features.
- Current and potential spawning and rearing habitat for the targeted fish species (i.e. steelhead/rainbow, Coho, and spring and fall Chinook).

**d. Wetland Delineation:** Complete a formal Wetland Delineation that will meet the requirements of all permitting agencies (e.g. the US ACOE).

Proposals should detail survey methodologies, data products, and modeling methods that will be used to develop and evaluate the proposed design. Measurement must be adequate to show change on the site to meet project objectives.

The design is to be rigorous, data-driven, constructability-focused, and permit-ready. The Contractor is expected to complete and submit all of the appropriate permits for constructing the project, as well as ensuring that all permits are finalized and any agency questions are addressed throughout the permitting process. Due to the presence of two US ACOE levees, a 408 permit will be required and is the responsibility of the selected design firm. We will be using a separate Environmental Assessment (EA) to obtain necessary environmental clearances and completion of NEPA.

We anticipate that the actual approach will depend on a collaborative evaluation by the Design Team and Contractor of long term success based on data analysis, modeling results, and professional judgment. The selected Contractor will work closely and collaboratively as a part of a design team. The contractor will include CTUIR staff at all stages of design to obtain consensus on a particular design stage before moving ahead to the next stage. Frequent and open

communications, including onsite and offsite meetings as well as phone and internet meetings, will be imperative to project success.

CTUIR expects proposals to include the need for comprehensive geomorphic and hydrologic surveys within the work area in order to complete hydrological modeling, project design, digital design surface, design specifications and implementation recommendations. The Contractor is solely responsible for providing all of the equipment and personnel for the completion of surveys. CTUIR maintains the ownership of all work products collected for the purpose of project design and implementation under this proposal.

### **2.2.3 TASK - DESIGN:**

A design for in-stream restoration efforts (including specification drawings, schematics, detailed project designs, estimated quantities and representations of expected changes in habitat, digital data, etc., required for permits and construction) shall be developed in coordination with the CTUIR design team for the project site. The plan should draw from existing and collected information regarding on-site hydrologic, geomorphologic, and land management constraints and deferent processes (bedload/sediments, woody debris, and such) to address deficiencies with existing in-stream processes, channel morphology, and available habitat; especially during periods of base flow. The over-arching goals of this effort is to create dynamically stable features (with an emphasis on a process-based approach) to improve limiting factors/ecological concerns over time.

Proposals should detail proposed survey methodologies, data products, and modeling methods that will be used to develop and evaluate the proposed design. Measurements must be adequate to show site-level changes to meet project objectives. This will be accomplished by the Contractor analyzing existing and collected survey data for describing and predicting specific hydrologic conditions related to floodplain connectivity water quality, channel morphology, aquatic habitat, and riparian and upland vegetation. This analysis will include the development of the proposed hydrological model (HEC-RAS, or equivalent) and identification and modelling of historic, existing and idealized geomorphic and habitat features.

Some of the necessary pre-project and expected/modelled physical data to be collected and/or analyzed are anticipated to include: woody material counts, the number of rock and wood structures, habitat unit types, frequency and percentage, complexity of channel conditions, braided channel ratios, average meander patterns, sinuosity, width/depth ratio, bankfull width, depth and cross-sectional area, primary and secondary channel lengths and areas, floodplain connectivity, channel migration rates, relative abundance of floodplain habitats, sediment size distribution by size classes and position within the channel/floodplain, erosional/depositional areas, and relative abundance of spawning/rearing habitat. Some of the existing conditions can be obtained from the recently completed *Birch Creek Watershed Action Plan* (CTUIR 2016) for the Birch Creek portion of the project. Additional surveys that are anticipated to be required for completion of the design include: fisheries, hydrologic, geomorphic, and topographic longitudinal profile and cross sections, and fish presence and abundance. Please note that the previous data collection effort occurred during the 2015 field season.

All horizontal and vertical positions should be based on data gathered from Global Positioning System (GPS) receivers using positions generated from real time kinematic corrections from the previously established project survey reference control points. Use of the existing LiDAR data<sup>4</sup> can be utilized for verification but has been found to be too coarse for use alone in preparing the final designs. NOTE: all GIS data will follow the guidelines established in *CTUIR GIS Standards & Requirements* document (Attachment B).

The contractor will be responsible for developing and describing desired future conditions. The desired conditions should take into consideration the potential benefits and risks associated with any structure and how they may affect out of bank flows, aquatic habitat, and the landowner's infrastructure. The plan definitely needs to focus on in-stream fish habitat enhancement, the creation of off-channel habitat areas and wetlands, large wood additions to the channel, riparian vegetation enhancement, levee removal, floodplain reconnection, and quantifying improvements in available habitat.

#### **2.2.4 TASK – IMPLEMENTATION PLAN:**

An implementation plan shall be developed, which incorporates the final design, to provide suitable guidance for implementation efforts and summarize recommended construction methods and/or protocols necessary to create stable and effective morphology and structures. The implementation plan should be developed to maximize project efficiency and effectiveness, as well as working within regulatory constraints such as in-water work windows, erosion controls, and fish passage requirements.

The implementation plan will need to detail and describe:

- The most effective order for construction sequencing to reduce disturbances and cost.
- A suggested implementation schedule by specific project area or type of activity.
- Where the areas of disturbance (terrestrial & aquatic) should occur and to what extent will they occur.
- Where are the most effective staging areas?
- What Best Management Practices will be required during implementation?
- Detailed plans for sediment/erosion control during and after construction.
- How stream bypass/dewatering and fish salvage will occur, as well as how they will be coupled.
- Estimated material volumes and all associated costs.

#### **2.2.5 TASK – STAKING & CONSTRUCTION OVERSIGHT:**

The proposal should provide pre-project staking and design addenda during pre-project construction meetings and construction. Proposals should also include oversight during project implementation to ensure that constructed in-stream structures and floodplain modifications meet design specifications standards. This is anticipated to require 2 days per week during construction activities. If a phased construction approach is selected, construction oversight will continue over more than one year. CTUIR shall let the construction contract for any implementation effort; thus communication between all parties shall be of paramount importance. The proposal should include all costs associated with completion of this task.

---

<sup>4</sup> The last LiDAR flight was completed in 2013 for Birch Creek and 2016 for the Umatilla River.

## 2.2.6 Environmental Considerations

### a. Work Area Isolation Plan

In order to successfully complete the project, any water will be diverted around the work area to allow construction to occur “in the dry”. Please note that dewatering of the entire stream is not considered an acceptable approach. It is anticipated that this could be accomplished by installing physical barriers (e.g. large sandbags) and pumps to redirect any active flows during construction. To enable this action the successful engineering firm will be required to provide detailed drawings and written documents describing the proposed typical dewatering plan.

Please note that this is an area where potential Contractors could provide a novel approach that has less impact on native fauna. For example, please consider in your proposals not rewatering any newly created channels - a more passive approach of “letting the water do some of the work for us” would be viewed favorably, if it is feasible. The rewatering would occur during the next high flow event.

### b. Fish Salvage Plan

The Work Area Isolation Plan will be coupled to the Fish Salvage Plan. The selected engineering firm will provide a typical, recommended Fish Salvage Plan for this project. This will include a lamprey and freshwater mussel salvage plan. All salvage will be completed by CTUIR qualified fisheries biologists.

### c. Sediment and Erosion Control Plan

The successful Contractor will be required to produce typical sediment and erosion control plans that prevents sediment generated by the project from entering the stream that adheres to all state and federal guidelines. This will also need to include a detailed description of the re-watering plan, which is essential to controlling turbidity.

### d. Consultation

It is expected that all environmental compliance will be covered by a separate EA. The selected Contractor must work with CTUIR staff to ensure all Terms and Conditions are met during the design process.

### e. Permits and Environmental Clearance

The selected Contractor will supply all necessary documentation and apply for all pertinent and necessary permits. It is anticipated that the following list will be required for this project:

- i. EA – already discussed. The selected Contractor will work with and provide any needed assistance to the team to navigate through this process.
- ii. US Army Corps of Engineers Section 404 and 408 Permits and the Oregon Division of State Lands Removal/Fill Permit– the Contractor will apply for the Joint Permit Application
- iii. Oregon Department of Environmental Quality – The Contractor will apply for the Clean Water Act, Section 401 certification and NPDES permit. CTUIR will provide the application fee for the CWA certification.

- iv. ODFW Fish Passage – The Contractor should work with the local District Biologist to obtain fish passage clearance.
- v. FEMA and/or County Flood Permits – the selected Contractor will be expected to complete any necessary permits related to FEMA.
- vi. Any additional Umatilla County permits CTUIR will apply for and obtain – Conditional Use Permit, Floodplain Development Permit, LUCS and/or Zoning permits.

## **2.3 Team Competencies**

The following are expected minimum Contractor team competencies. One person might fill more than one role, and it is expected that proposals will include additional competencies as required. Please note that your proposals must clearly demonstrate team competencies that insure strong communications and organizational skills.

- Project Manager
- Fish Biologist
- Geomorphologist/Hydrologist
- Riparian Ecologist
- Botanist
- Civil Engineer (with current Oregon PE license)
- Land Surveyor (with current Oregon PLS license)
- GIS Analyst

## **2.4 Deliverables and Timeline**

The following are expected minimum deliverables and a proposed partial timeline. Final deliverables and timeline will be negotiated in the contracting process, and proposals that present creativity, efficiency, and/or novel approaches are strongly encouraged.

Meetings:

- Kickoff meeting (CTUIR Offices in Mission);
- Site walkthrough;
- Conceptual design documenting the relevant concepts and constraints. This project will require careful examination of historic conditions compared to an analytical solution to the new channel design. The approach, or hybridization of approaches, will be discussed and documented.
- 15% design review by the project technical team (comprised of CTUIR, the landowner and the Contractor); and,
- 30%, 60%<sup>5</sup>, 90%, and 100 % design final site walkthrough.

Products:

- Raw data and results of site analysis, following standardized CTUIR GIS Department requirements provided as an attachment herein.
- Project area map in PDF and designs in AutoCAD format version 2000 or newer, using dwg or dxf formats.
- Plan view map of the channel reconstruction area.

---

<sup>5</sup> NOTE: The 60% design will also require an itemized cost estimate for construction implementation, and the production of the Area of Potential Effect Shapefiles.

- A complete and comprehensive survey of the project area.
- Written specifications and drawings describing the channel de-watering plan.
- Flow analysis.
- Sediment analysis.
- Shear Stress, Velocity and Scour Depth analysis.
- Estimates of the total amount of cut and/or fill volume of earthen material. Must meet the US Army Corps of Engineers/Oregon Division of State Lands Joint Permit Application requirements.
- Completion of all necessary permits and other environmental compliance documents.
- Signed and stamped drawings (Oregon Engineer License required). Drawings and written technical specifications that describe each aspect of the channel restoration work to be accomplished during construction. Drawings, technical reports and written specifications should provide sufficient detail to enable regulatory agency permitting and construction of the project.
- Engineering assistance and availability for the consultation process.
- Cost estimates of the proposed actions.
- A price quote for the work to be completed under this document.

The selected Contractor will work closely with the CTUIR in understanding concerns and goals for the project. The Contractor will review existing geomorphic data and collect additional data as needed to meet the requirements listed below. This effort will ultimately provide background assessment information and specific recommendations for restoration and protection actions for each of the following areas.

## **2.5 *Payment***

One lump sum request for payment per bid item may be submitted to the CTUIR upon successful completion of that project task. Ten percent of the total contractual cost will be withheld until completion and acceptance of the all tasks, including the FINAL design and all associated documents. Final acceptance will be provided in writing the Contractor by the CTUIR. The CTUIR will make the final payment within 30-60 days of receipt of an invoice following a final inspection that approves all work product.

## PART III – PROPOSAL REQUIREMENTS

---

For the purpose of this RFP, each interested Contractor will submit a proposal package to the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) Department of Natural Resources, Fisheries Program that includes the following sections and tabbed as follows:

- I) Cover letter
- II) Firm summary
- III) Organizational structure
- IV) Firm qualifications and experience
- V) Proposed approach of scope of work
- VI) Project Schedule and itemized cost
- VII) References

### ***1. COVER LETTER***

A cover letter must express the Contractor's interest in the project and commitment to the obligations expressed in the RFP. This letter should include the original signature of an authorized representative of the Contractor and indicate that the Contractor accepts all of the terms and conditions contained in the RFP.

### ***2. FIRM SUMMARY***

The Contractor will provide general information regarding their particular firm. This should include information about the company size, location, contracting experience within the region, areas of expertise and types of services, staff longevity, staff capabilities and training, and experience with natural resource restoration work and associated construction.

### ***3. ORGANIZATION STRUCTURE***

Identify the individuals responsible for managing the project, conducting specific project tasks, and their experience conducting those tasks for your firm. The Contractor should also include an organizational chart showing lines of communication and decision-making hierarchy as well as any sub-contractors. If a team of individuals from multiple contracting firms are assembled, adequately describe the role of each team member.

### ***4. FIRM QUALIFICATIONS AND EXPERIENCE***

The proposal will list the qualifications and relevant project development experience of the Contractor and each team member in relationship to completing projects of similar nature and size. Contractor must demonstrate experience in stream restoration projects involving site assessment with data analysis, restoration planning, and multi-agency coordination and permitting.

Please identify a minimum of three stream restoration design projects that are similar to the proposed projects which have been successfully completed within the last five years, where the Contractor worked closely with stakeholders to reach a design consensus. Provide a brief description of each project, including the complexity of the project, size and dollar amount of project, completion date of project, and references for each of the projects. Reference information shall include the name and phone number of owner's representatives for the particular projects.

CTUIR will also consider past performance as a Selection Criteria. Therefore, please provide all of the information listed below in **Past Performance** (Part III, Section III), below. Failure to provide this information may result in zero points being awarded for this Selection Criteria.

### ***5. PROPOSED APPROACH OF SCOPE OF WORK***

Describe the approach the Contractor proposes to complete construction of the project as defined in the design drawings and specifications. The contractor should provide enough detail in the proposed approach to fully articulate the Contractor's understanding of the scope and complexities of the project. Describe the method and approach the Contractor proposes in order to complete the tasks outlined below from conception through final design. This section should include a description of the steps used to collect necessary data and information and the analysis and summary that will be completed. A method for prioritizing alternatives based on a set of evaluation criteria derived through a cooperative effort with the Planning Team should be identified.

### ***6. PROJECT SCHEDULE AND ITEMIZED COST***

Provide a detailed schedule describing how the individual tasks will be completed, as well as a schedule for the overall project. Provide evidence that adequate management effort, support staff, technical compliance, and resources will be committed to the timely completion of the project. The **total price** and the **cost per hour** prices for individual work items will be considered as part of the evaluation factors. The CTUIR project staff welcomes cost-effective alternatives to expedite the proposed implementation schedule and reduce costs; these alternatives **must** be provided as an additional line listed below the original cost of the completed proposal. If approved by CTUIR, the project design and specifications will be revised through design change and/or field change notices as applicable. **Each proposal must also include a detailed communications plan.**

### ***7. REFERENCES***

References are required from at least three (3) projects similar to the proposed project. Include project name, contact name, address, and telephone number, a description of the project, project completion date, and the relationship of the contact person to the project referenced.

## PART IV – SELECTION CRITERIA

---

Proposal selection will be completed through a quality-based selection process (QBS) by a review team. Please note the Technical merit and Past Performance are more important than price in this solicitation. The following selection criteria will be used to evaluate the content of the written proposals based on a weighted scoring method:

- I. **COST: 80 points**
  - a. The total potential price of all items combined and the prices for individual items will be considered as part of the evaluation factors (30); and,
  - b. Cost is further evaluated through a cost/benefit analysis based on proposed work, technical compliance of the RFP project specifications, and technical expertise (50).
  
- II. **Adequacy of Technical Proposal: 100 points**
  - a. Proposal content and applicability of the approach for addressing and completing tasks (30);
  - b. Creative, efficient, and/or novel approaches presented (30);
  - c. Approach explicitly connected to project goal/objectives (25); and,
  - d. Adequacy of survey, modeling, and data proposals (15).
  
- III. **Contractor Qualifications and Experience: 165 points**
  - a. Past Performance on similar projects (75);
  - b. Qualifications of Contractor (prior experience with all aspects of stream restoration projects similar to the proposed project, project references and technical experience (40);
  - c. Project management experience in planning, implementing and managing stream restoration projects of this magnitude (40); and,
  - d. Company resources available (10); (organization of company, equipment and staffing, and abilities to meet budget and timelines).
  
- IV. **Personnel Qualifications: 40 points**
  - a. Technical experience of principal project staff related to the project performance (15); (Priority will be given to contractors who demonstrate knowledge and experience of the integration of physical and ecological principles in a restoration plan);
  - b. Experience in similar design projects (15); and,
  - c. Educational qualifications related to the project performance (10).
  
- V. **Indian Preference: 5 points**

Must meet these factors in order to secure Indian Preference status;

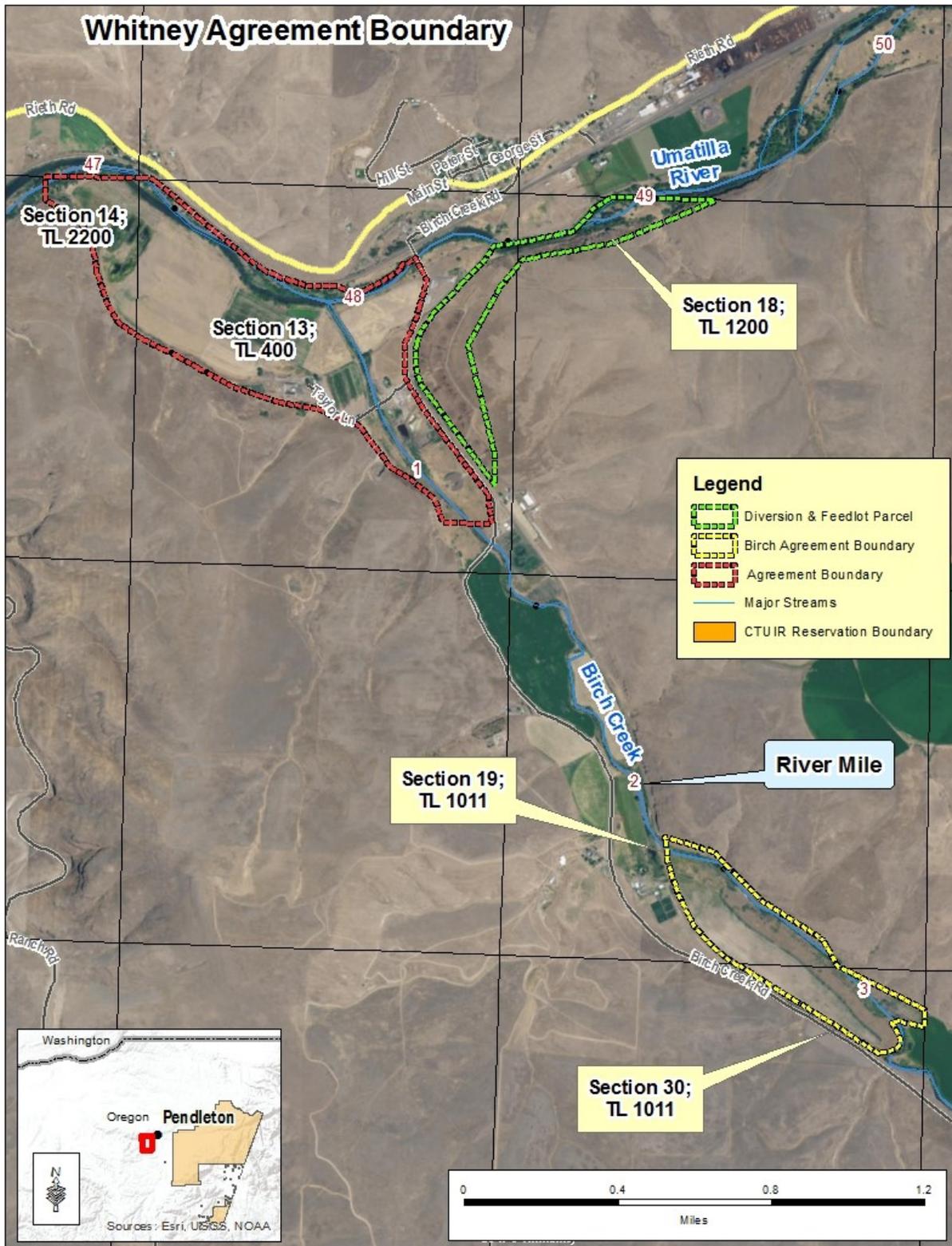
  1. Membership in a Federally recognized Tribe;
  2. Indian Ownership of 51% or more;
  3. Indian Control;
  4. Indian Management;
  5. Financing obtained by Indian person;
  6. Equipment obtained by Indian person.

The RFP process is designed to result in the selection of a contractor who demonstrates the capability to complete the work at the best value. The CTUIR reserves the right to contract all or portions of the work to individual contractors. Upon completion of the review and selection process, the CTUIR will negotiate with the most responsive/responsible Contractor, as determined by the CTUIR, for the contract scope and price. The negotiated contract will be based on fair and reasonable compensation for the services required.

## **PART V – Attachments**

- *Attachment A: Project Site Vicinity Map*
- *Attachment B: GIS Standards and Requirements*

Attachment A: Project Site Vicinity Map



## ***Attachment B: GIS Standards and Requirements***

The CONTRACTOR shall provide the TRIBES with a digital copy of all finished products that include geographic information. All geographic information shall be delivered in a digital, georeferenced format. Metadata shall be included with all deliverables. The TRIBES use ESRI ArcGIS software as its standard GIS platform, SQL server as its primary database software. This schedule provides a minimum set of requirements for the delivery of GIS files being created for CTUIR. Further requirements may be included in the project implementation plan. All geographic data shall be expected to meet these minimum levels of standards.

If attribute information are collected in addition to geographic positions the CONTRACTOR shall provide a digital data dictionary file that has been approved by the persons responsible for the contract for CTUIR in terms of expected content and format. The data dictionary file must describe all the associated attribute information. Included in the data dictionary must be a definition of each table and each column within the table. The table definition must include the purpose, structure, and a list of any associated features. The column definition must include the data type, data precision, and a brief description of each of the values that may be included in the column (including an explanation of any abbreviations or codes that are utilized). If an extensive number of abbreviations or codes will be utilized to populate a column, a separate domain list shall be provided. All domain list values must be accompanied by a description especially in the case of abbreviations. The preferred delivery format for all GIS attribute tables is a comma delimited, ASCII text file format with all column headings specified.

### **1. Data Collection Standards.**

#### **1.1. Survey Data Standards. CONTRACTOR shall:**

- 1.1.1. use known Tribal survey monuments if working within the reservation boundary,
- 1.1.2. meet a minimum level or accuracy for all survey work (1/100<sup>th</sup> of a foot),  
and
- 1.1.3. submit a digital file of all survey points and a digital file of their associated attribute descriptions.

#### **1.2. GPS Data Standards. CONTRACTOR shall ensure:**

- 1.2.1. all geographic features collected have a unique identification which links it with its attribute information in an associated table,
- 1.2.2. all attribute tables have a digital data dictionary file,
- 1.2.3. horizontal coordinates are documented and meet a minimum level of accuracy as is appropriate for the scope of work. To determine appropriateness, the following guidelines shall be used:
  - 1.2.3.1. Survey Grade are the most accurate and most commonly used in situations where accuracy is essential (engineering applications, property boundary determinations, etc.), as such they are the preferred method. They typically provide true positional accuracy within a centimeter in the horizontal direction and elevation accuracies within 10 centimeters.
  - 1.2.3.2. Mapping Grade receivers must be differentially corrected GPS to reduce positional errors. Differential correction is the process of improving fixed positions utilizing data from a base station. With differential correction, horizontal accuracies from one to two meters can be achieved, while vertical

accuracy is around 3 meters. These receivers are most commonly used by GIS professionals for gathering data for inventories, resource mapping, environmental management and infrastructure management. This method is permissible if Survey Grade cannot be provided.

- 1.2.3.3. Recreational Grade are the least accurate units, and are not permitted without express authorization from the TRIBES' Office of Information Technology. This is typically used for outdoor recreational activities, these receivers can have up to 20 meters in positional error.

### 1.3. Georeferencing.

- 1.3.1. Survey grade information must be georeferenced to the approved coordinate system as adopted by the Oregon Legislature in the Oregon Revised Statute 93.330:

Oregon State Plane North  
Projection: Lambert\_Conformal\_Conic  
False\_Easting: 8202099.737533  
False\_Northing: 0.000000  
Central\_Meridian: -120.500000  
Standard\_Parallel\_1: 44.333333  
Standard\_Parallel\_2: 46.000000  
Latitude\_Of\_Origin: 43.666667  
Linear Unit: Foot (0.304800)

Geographic Coordinate System: GCS\_North\_American\_1983  
Angular Unit: Degree (0.017453292519943299)  
Prime Meridian: Greenwich (0.000000000000000000)  
Datum: D\_North\_American\_1983  
Spheroid: GRS\_1980  
Semimajor Axis: 6378137.000000000000000000  
Semiminor Axis: 6356752.314140356100000000  
Inverse Flattening: 298.257222101000020000

- 1.3.2. Geographic data including data other than survey grade information, such as CAD, GIS, Aerial Imagery, and Photography must be georeferenced using the following coordinate system:

NAD83 UTM Zone 11 North Projection:  
Transverse\_Mercator False\_Easting:  
500000.000000  
False\_Northing: 0.000000  
Central\_Meridian: -117.000000  
Scale\_Factor: 0.999600  
Latitude\_Of\_Origin: 0.000000  
Linear Unit: Meter (1.000000)

Geographic Coordinate System: GCS\_North\_American\_1983  
Angular Unit: Degree (0.017453292519943299)  
Prime Meridian: Greenwich (0.000000000000000000)  
Datum: D\_North\_American\_1983  
Spheroid: GRS\_1980

1.3.3. All aerial photography and satellite imagery must be georeferenced and orthographically rectified unless otherwise authorized by the TRIBES' Office of Information Technology.

## 2. Data Development Requirements.

### 2.1. ArcGIS data.

- 2.2.1. All intersecting lines shall be processed to remove overshoots and undershoots.
- 2.2.2. Lines, polygons, points and annotation must not be duplicated.
- 2.2.3. Polygons must have only one label per feature.
- 2.2.4. Polygons must edge match without slivers.
- 2.2.5. Polygons must not overlap.
- 2.2.6. Polygons must close without overshoots or undershoots

### 2.2. CAD data.

- 2.2.1. Zero length segments shall be removed.
- 2.2.2. Different feature types shall not share a common line segment.
- 2.2.3. Snapping shall be set such that lines intersect.
- 2.2.4. All block definitions shall be provided.
- 2.2.5. A detailed layer list shall be provided.

### 2.3. LiDAR data. CTUIR follows the Oregon Airborne LiDAR Data Standard

2.4. A project report describing the processing steps shall be provided.

## 3. Data Delivery Requirements:

- 3.1 Vector Data. Points, polygons and lines (parcels, roads, streams, buildings, etc.) – shall be delivered in the following formats:
  - ESRI Shape file format,
  - ESRI File Geodatabase format,
- 3.2 CAD data. Electronic files of all developed CAD data as DWG shall be provided including a PDF of survey or as-built.
- 3.3 Raster Data. (aerial photos and other remote sensing imagery) shall be in the following formats: TIFF, JPEG, ERDAS IMAGINE, GRID, GEOJPG.
- 3.4 LiDAR Data. CTUIR follows the Oregon Airborne LiDAR Data Standard. All LiDAR data collections must meet those standards. Unless otherwise stated in the project implementation plan CONTRACTOR shall provide:
  - 3.4.1 LAS files, containing classification values.
  - 3.4.2 Intensity grid.
  - 3.4.3 Highest hits grid.
  - 3.4.4 Bare earth digital terrain model as a DEM
- 3.5 Metadata. A metadata file shall be submitted for each digital file delivered to CTUIR.

Metadata must provide sufficient information to allow a reasonable understanding of the source, accuracy, modifications to, and applicability of the data provided. All submitted metadata shall follow Federal Geographic Data Committee (FGDC) Standards specified in *Content Standard for Digital GeoSpatial Metadata (FGDC-STD-001-1998)* (FGDC 1998). All metadata should be submitted in text (\*.txt), Microsoft Word (\*.doc), or the ESRI compatible XML format.).

3.5.1 Minimum metadata standards for geographic information. The CONTRACTOR shall:

- 3.5.1.1 Provide a purpose statement identifying the project for which the data was created,
- 3.5.1.2 Identify the original source of the data,
- 3.5.1.3 Identify the creator of the data,
- 3.5.1.4 Indicate the date that the data was input into a GIS system,
- 3.5.1.5 Provide confidence of attribution data,
- 3.5.1.6 Provide positional confidence of the object location (horizontal and vertical),
- 3.5.1.7 Identify hardware used to collect and process the data,
- 3.5.1.8 Identify software used to collect and process the data,
- 3.5.1.9 Identify the attributes associated with the data.