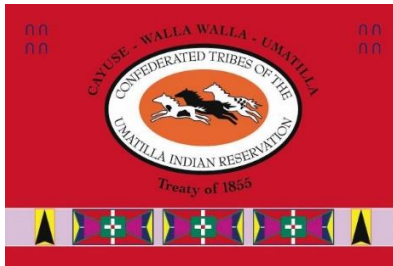


REQUEST FOR PROPOSALS (RFP)

Confederated Tribes of the Umatilla Indian Reservation
Department of Natural Resources

Project Title:
CTUIR Water Conservation Plan – Phase I



DATE ISSUED: Sept 10th, 2024

Administrative Contact: RaeAnn Oatman, DNR Administrative Manager
541-429-7289
Email: RaeAnnOatman@ctuir.org

Technical Contact: Jeremy Wolf, Water Resources Program Acting Manager
Phone: (541) 429-7291
Email: JeremyWolf@ctuir.org

Critical Dates:

Question Submission Deadline:	Mon Oct 8th, 2024, 2:00 PM PST
Proposal Submission Deadline:	Thurs Oct 10th, 2024, 4:00 PM PST
Tentative Award Selection (estimated):	Mon Oct 16 th , 2024, 2:00 PM PST
Contract Award (estimated):	Fri Nov 1 st , 2024, 2:00 AM PST
Project Initiation (estimated):	Mon Nov 18 th , 2024
Project Completion:	Mon Jun 30, 2025

Attachments:

Attachment A – Bid Sheet and Bidder’s Qualifications

PART I – GENERAL INFORMATION and PROCESS

1.1 Project Location and Purpose

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) is seeking proposals for contractor services to prepare a CTUIR Water Conservation Plan-Phase I (Plan) for the Umatilla Indian Reservation, Umatilla County, northeast Oregon. In addition, the plan will address potential conservation and drought mitigation actions that can be implemented for the First Foods in CTUIR's Aboriginal area. This Phase I of the Plan will serve as a foundation with drought-mitigation options and opportunities to share with CTUIR policy makers and the UIR community for their input from which to finalize the Plan in a Phase II.

The Plan tasks will include:

- Reviewing and synthesizing existing CTUIR documents for drought response information and actions.
- Preparing a Plan with background, goals and objectives, policies and codes, existing supply and demands, regional and local climate, drought triggers and potential actions and recommendations for conservation and further policy development for drought.
- Communicating with CTUIR staff on input to the Plan.
- Developing graphics to assist in communication of Plan elements and objectives to CTUIR staff, policy makers, and the UIR community.

1.2 Project Timeline

- Implementation is expected to begin in November 2024 and continue through June 30, 2025, with a final version of the Plan.
- The contractor will submit two drafts of Plan for CTUIR staff to review and provide input before February 28, 2025, and again for final review before April 30, 2025.
- The contractor shall submit all invoices before July 30, 2025.

1.3 Scope of the Request for Proposals

This Request for Proposals (RFP) provides the specific services to be contracted, information concerning the preparation and submittal of proposals, an explanation of how proposals will be evaluated, and terms and conditions for the contract that may be awarded as a result of the RFP.

1.4 Closing Date for Proposal Submissions

The closing date for proposal submissions will be **Thurs Oct 10th, 2024, 4:00 PM**, Pacific Standard Time (PST). Proposals received after the specified time will not be considered. Contractors must submit an electronic version of the proposal by email to:

Jeremy Wolf, JeremyWolf@ctuir.org

- Proposals should be in PDF format.
- Email subject line should read: **Request for Proposals: CTUIR Drought Conservation Plan-Phase I**

1.5 In Writing

Proposals shall be prepared by printer or typewriter. No oral, handwritten, or telephone 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 proposal packages.

1.7 Cost of Proposals

The CTUIR shall not be liable for any expenses incurred by Contractors in 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, no later than Tues Oct 8th, 2024, 2:00 PM PST. The CTUIR will not consider any requests for clarification after the time period specified above. Any Contractor taking exception to RFP provisions may be deemed non-responsive and rejected. Questions regarding the RFP or request for clarification shall be sent to the CTUIR's Technical Representative listed on the RFP's cover page.

1.9 Response to Requests for Clarification

The CTUIR will respond to properly submitted written requests for clarification no later than Wed Oct 9th, 2024, at 4:00 PM PST.

1.10 Proposals Constitute Firm Offers

Proposal submission 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 Type of Contract

The CTUIR will execute a subcontract for contractor services for the project *CTUIR Water Conservation Plan-Phase I*.

1.12 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."

1.13 Requests for Further Clarification of Proposals

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

1.14 Cancellation of RFP

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

1.15 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, and/or if the Contractor fails to meet eligibility requirements.

1.16 Proposal Evaluations and Tentative Award

The CTUIR will provide a written tentative award notice to the responsible Contractor whose proposal is deemed the most advantageous and best value towards meeting project objectives. The CTUIR will enter into negotiations with the responsible Contractor on the following contract terms: (a) Contract task; (b) Staffing; (c) Performance Schedule; and (d) a maximum, not to exceed contract price, which is consistent with the proposal and fair and reasonable to the CTUIR. This negotiation will take 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 Contractor recommendations (but still within the scope of this RFP) or reduce the scope of services. The final award will be contingent upon successful negotiation of a contract within 14 days after the tentative award.

1.17 Protest of Tentative Award Selection

A notification of tentative award will be communicated to all Contractors that submitted a Proposal in response to this RFP. 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 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 clearly state the grounds upon which the protest is based.

1.18 Award

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

1.19 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 the award or execution of the contract after the announcement of the apparent successful Bidder to complete its investigation. The CTUIR reserves the right to reject any bid at any time prior to the execution of any resulting contract.

1.20 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 the Contract.

PART II – SERVICES AND MATERIALS TO BE PROVIDED

CTUIR Water Conservation Plan-Phase I

Scope of Work: The selected Contractor will work closely with CTUIR staff on the project. The CTUIR will negotiate a final contract based on the Contractor's proposal and implementation plan. Work will include:

1	Review existing CTUIR documents related to drought
2	Coordinate with CTUIR Staff to facilitate review and contribution to the Plan
3	Develop a CTUIR Water Conservation Plan-Phase I with drafts and final Plan
4	Develop graphics for the Plan
5	Project Administration

CTUIR staff will provide the following information electronically to assist in development of the Plan:

- Documents:
 - Public Works Water System Master Plan with layout and water-use estimates for the CTUIR municipal water system,
 - Public Works project description for construction of a recently funded sanitation facility for wastewater,
 - Department of Natural Resources planning and guidance documents,
 - CTUIR Administrative Rules and Standards to the Water Code, and
 - CTUIR’s description of water use on the Umatilla Indian Reservation.
 - ArcGIS layers as requested by Contractor
- Links: CTUIR Water Code, Historic Preservation Code, Hazard Mitigation Plan, Comprehensive Plan and Climate Adaptation Plan.

It is recommended that the Contractor review CTUIR documents located on CTUIR’s website ctuir.org, particularly the CTUIR Hazard Mitigation Plan (2016 adopted, and 2021 draft) [CTUIR - Hazard Mitigation Plan Update \(DRAFT\)](#), Climate Adaption Plan (2022) ([CTUIR - CTUIR Climate Adaptation Plan ~ FINAL ~](#)), and the 2012 Comprehensive Plan (Updated 2018) https://ctuir.org/media/sychezsg/2018updated-2010_comprehensiveplan-webversion.pdf for background information on the CTUIR, UIR community, and First Foods.

Work Item 1: Review existing CTUIR materials related to drought

- Review CTUIR documents, policies, data, and other sources of existing information and strategies on drought response. This work item will include review of CTUIR’s Water System Master Plan, Water Code, Fish and Wildlife Code, Historic Preservation Code, Emergency Operations Plan, Climate Adaptation Plan, Forest Management Plan, Range Management Plan, Agricultural Lands Management Plan, Weed Management Plan, and Comprehensive Plan.
- Synthesize a review of existing strategies within CTUIR documents that address water use, code enforcement, drought response for UIR and Aboriginal area, and conservation initiatives.
- Keep records of documents reviewed and notes of where drought response information is located within each CTUIR document reviewed.

Work Item 2: Coordinate with CTUIR Staff to facilitate review and contribution to the Plan

- Communicate with CTUIR staff to schedule times to meet (in person, virtual, or hybrid) to discuss Plan development and staff contributions with deadlines for contributions.

- Keep meeting notes and distribute notes electronically to participating CTUIR staff in a timely manner to allow for feedback.

Work Item 3: Develop a CTUIR Water Conservation Plan-Phase I with drafts and final Plan

- Content should include but not limited to:
 - Goals and objectives
 - Background on UIR community and Aboriginal area, First Foods, government structure, policies, climate, hydrology, UIR land use, UIR sources- and beneficial-uses of water, and definitions of terms used in Plan
 - Summary of water supply and demand
 - Types of drought and classifications
 - Drought vulnerability- UIR water use (domestic, commercial, municipal and irrigation) and First Foods (instream flows and upland/forest habitats)
 - Drought monitoring
 - Drought declaration and response criteria
 - Drought mitigation strategy for community and First Foods
 - Enforcement (conservation measures before, during and after drought declaration)
 - Coordination with local and regional partners
 - Public education and notification
 - References
 - Information gaps
 - Recommended actions to finalize a CTUIR Water Conservation Plan-Phase II
- Provide two working drafts to CTUIR staff for review and input by February 28 and April 30, 2025, to ensure adequate opportunity for staff assistance in Plan development.
- Incorporate edits following staff reviews into Plan as they are received.
- Incorporate modifications, additions, or subtractions of draft Plan content provided by CTUIR staff into a final version.
- Provide a final CTUIR Water Conservation-Phase I Plan by June 30th, 2025.

Work Item 4: Develop graphics for the Plan

- Develop graphics to illustrate the water cycle for the Umatilla River Basin, precipitation, and hydrology, and history of drought.
- Develop a graphic map for the Umatilla Indian Reservation and Umatilla River basin that highlights drought response/mitigation opportunities and concerns.
- Develop at least two (2) additional graphics that address some aspect of water conservation, First Foods, Tribal culture and governance that are identified by CTUIR staff.

Work Item 5: Project Administration

- Contractor will communicate in a timely manner with CTUIR Water Resources Program (WRP) staff and other relevant CTUIR staff on development of materials.
- Contractor will submit monthly invoices by the end of the first full week of the following month by 4 pm PST.
- Contact CTUIR staff with any questions or concerns about project development or timeline.
- Final invoices due 60 days after contracts end, to be paid in a timely manner.

PART III – PROPOSAL REQUIREMENTS

CTUIR Water Conservation Plan

3.1 Proposal Requirements

Proposals must contain information about the Contractor's qualifications and ability to complete this project. For the purposes of the CTUIR Water Conservation Plan-Phase I RFP, each interested Contractor will submit a proposal package in electronic format by email to the CTUIR Department of Natural Resources contact Jeremy Wolf, JeremyWolf@ctuir.org, that includes the following sections:

- a. Cover letter**
- b. Firm summary**
- c. Organizational structure**
- d. Firm qualifications and experience**
- e. Project schedule and budget – Include completed Attachment A: Bid Sheet**
- f. References**

Each section of the proposal shall contain the following:

Cover letter

The 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 signature of an authorized representative of the Contractor and indicate that the Contractor accepts all terms and conditions contained in the RFP.

Firm Summary

The Contractor will provide general information regarding their 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 drought mitigation and water conservation.

Organizational 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.

Firm Qualifications and Experience

The proposal will list the Contractor's and employee qualifications and experience in relationship to completing projects of similar nature. Please identify projects similar to the proposed project which have been successfully completed by the contractor. Contractor must demonstrate experience in and the availability to provide food waste management and community outreach activities.

Project Schedule and Budget

All proposals must include costs for completing all tasks described in the project scope. Provide a detailed timeline or schedule describing tasks to be completed, project milestones, time necessary to complete each task and the overall project. Provide evidence that adequate management effort, supportive staff, and resources will be committed to the timely completion

of the project. **Provide price quotes according to the Bid Sheet, included as Attachment A to this RFP.** The total potential price of all items combined and the prices for individual work items will be considered as part of the evaluation factors.

References

Proposals are required to include at least two (2) professional references. References are preferred from projects similar to the proposed project. Include project name, contact name, address, and telephone number, a brief description of the project, project completion date, and the relationship of the contact person to the project referenced.

PART IV – REVIEW AND SELECTION
CTUIR Water Conservation Plan-Phase I

4.1 General Information

Proposal selection will be completed through a quality-based selection process by a review team. The CTUIR will issue a contract agreement to the responsible Contractor whose proposal is deemed to be most advantageous and of best value towards meeting the project objectives. The criteria to be evaluated and weighted are outlined below.

4.2 Selection Criteria

The criteria to be evaluated and weighted are:

A. Adequacy of Technical Proposal: 20 points

- a. Proposal content and applicability of the approach for completing the project.

B. Contractor Qualifications and Experience: 50 total points

- a. Qualifications of Contractor including prior experience similar to the proposed project, project references, and technical expertise (25 points).
- b. Project management experience in drought conservation planning and ability to meet budget and timelines (25 points).

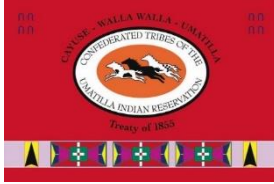
C. Aggregate Bid Price: 20 points

- a. The total potential price of all work items combined and the prices for individual items will be considered as part of the evaluation factors. Cost is further evaluated through a cost/benefit analysis based on proposed work and technical expertise.

D. Indian Preference: 10 points

- a. Contractor must demonstrate that they meet the following factors to secure Indian Preference status:
 - i. Membership in a federally recognized Tribe;
 - ii. Indian ownership of 51% or more;
 - iii. Indian control;
 - iv. Indian management;
 - v. Financing obtained by Indian person; and
 - vi. 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.



Attachment A: Bid Sheet

Project Title: CTUIR Drought Conservation Plan

Work Item	Item/Activity	Hours	\$/Hour	Amount
Work Item 1: Review existing CTUIR materials related to drought				
	Review CTUIR documents			
	Synthesize a review of strategies related to drought and conservation			
	Keep records of documents and pertinent notes			
Work Item 2: Coordinate with CTUIR Staff to Facilitate Review and Contribution to Plan				
	Communicate with CTUIR staff to schedule meeting dates, times, deadlines			
	Keep meeting notes and distribute to CTUIR staff in a timely manner			
Work Item 3: Develop a CTUIR Drought Conservation Plan-Phase I				
	Develop content for the Plan			
	Prepare two working drafts for CTUIR staff input			
	Incorporate modifications			
	Provide final draft			
Work Item 4: Develop graphics for the Plan				
	Develop graphics - water cycle, precipitation, and hydrology			
	Develop graphic map – UIR and Umatilla Basin			
	Develop at least two (2) additional graphics			

Work Item 5: Project Administration				
	Communicate in a timely manner with CTUIR			
	Submit monthly invoices			
	Contact CTUIR staff with questions			
	Submit final invoice			

TOTAL PROJECT COST NOT TO EXCEED:	\$45,000
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Bidder's Qualifications for the project must be attached to the Bid Sheet

CONTRACTOR'S FULL LEGAL NAME:	
AUTHORIZED SIGNATURE:	
PRINTED NAME AND TITLE OF PERSON SIGNING:	
DATE:	
COMPANY ADDRESS:	
COMPANY PHONE NUMBER:	
COMPANY EMAIL ADDRESS:	
BID PRICES VALID FOR DAYS:	