



Confederated Tribes of the Umatilla Indian Reservation

Department of Natural Resources – Range, Agriculture & Forestry Program

CTUIR Forest Inventory Analysis 2025

Request for Proposal

Technical Contacts:

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Critical Dates:

Site Tour:	None Planned
Proposal Request Release:	November 1 st , 2024
Proposals Submission Deadline:	December 2 nd , 2024
Tentative Award Selection (est.):	December 13 th , 2024
Contract Award (est.):	December 20 th , 2024
Project Initiation:	January 1 st , 2025
Project Completion:	April 15 th , 2025

Part 1 – General Information and RFP Process

CTUIR Forest Inventory Analysis – 2025

1.1 Project Purpose and Location

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) located east of Pendleton, Oregon is seeking proposals from qualified firms or individuals to conduct a comprehensive Forest Inventory Analysis (FIA) of its forestlands. The CTUIR forestlands play a vital role in the cultural, environmental, and economic wellbeing of the Umatilla Tribes. These forestlands are managed consistent with the Bureau of Indian Affairs Code of Federal Regulations, which require consistent and thorough inventory and monitoring practices to ensure sustainable forest management. Forest inventory data is essential for planning, monitoring, and implementing forest management activities, including timber harvesting, wildlife management, habitat preservation, and carbon sequestration efforts.

1.2 Scope of Work

This analysis will use CTUIR's forest inventory database (**Forest Projection and Planning System (FPS) by Forest Biometrics Research Institute (FBRI)**) and CTUIR Geographical Information Systems forest stand layers and will be carried out in compliance with the **Bureau of Indian Affairs (BIA) Manual 53 IAM 8: Forest Inventory and Monitoring**. The purpose of the FIA is to inform updates to the CTUIR Forest Management Plan completed in 2010. The selected firm or individual will provide technical expertise and support in ensuring the data meet adequate standards to inform forest management on the Umatilla Indian Reservation (UIR).

The CTUIR FPS databases store forest inventory data on over 1,797 stands that, over the last 14 years, have had approximately 15,876 cruise plots measured. The selected firm or individual must be a current member of the Forest Biometrics Research Institute and therefore have a functional license to operate the FPS.

1.3 Project Timeline

CTUIR requires the project to be initiated by January 1st, 2025. FPS databases, GIS layers, previous FIA reports and example cruise contracts (if applicable) shall be shared with the selected firm or individual shortly after contract award. The project is expected to be completed by April 15th, 2025. A draft FIA report and updated GIS layers (if applicable) shall be made available to CTUIR for review by April 1st, 2025. Reviews shall be completed by April 10th, 2025, to enable final edits to be incorporated into the FIA report.

1.4 Closing Date for Submission

The closing date for proposal submission shall be December 2nd, 2024. Proposals received after the specified deadline will not be considered. Contractors must submit a digital copy (via email, thumb drive, CD, etc.) or hard copy of their proposal to:

gordyschumacher@ctuir.org

Confederated Tribes of the Umatilla Indian Reservation

DNR Range, Ag & Forestry Program

Attn: Gordy Schumacher

46411 Timine Way

Pendleton, OR 97801

The outer envelope or email subject line shall clearly read **“Umatilla Indian Reservation Forest Inventory Analysis – SEALED BID, DO NOT OPEN”**.

1.5 In Writing, CD, or Thumb-drive

Proposals shall be prepared by computer, or by typewriter. No oral, telephone, facsimile, or handwritten proposals will be accepted.

1.6 Necessary Information

Proposals must contain detailed information concerning meeting the intent of this 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 Requests for Clarification

Contractors may submit a written request for clarification via mail or email by **November 20th, 2024**. The CTUIR will not consider any request submitted after the period specified above. Questions regarding this RFP or requests for clarification must be sent to the CTUIR contacts listed on Page 1. Any substantive responses or clarifications made by CTUIR to an individual contractor will be made publicly available to all the contractors in the CTUIR Forestry contractor list via email.

1.9 Response to Requests for Clarification

Responses to questions will be provided no later than **November 26th, 2024**.

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 definite amount Subcontract for the selected proposal.

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 under ORS 192.501(2) 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 under ORS 192.501(2) or confidential proprietary information and is not to be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."

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 highest-ranking Contractor, selected based on the process described in Part IV and V. The CTUIR will enter into negotiations with the highest ranking Contractor on the following contract terms: (a) Contract tasks; (b) Staffing; (c) Performance Schedule; and (d) A maximum, not to exceed Contract price (Schedule B of this Proposal), 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 highest ranked Contractor if they fail to result in a contract within a reasonable time. The CTUIR will then enter into negotiations with the second ranked Contractor, and if necessary, the third ranked 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 notification of tentative award to the highest-ranked Contractor will be mailed 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 five (5) 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 specify the grounds upon which the Protest is based.

1.19 Award

After expiration of the five (5)-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 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 the Contract.

1.22 Tour of Site

No formal tour is organized for this project.

1.23 Applicable Documents and Digital Copies

Arney, J. 2000, 1990 Forest Inventory Analysis for the Confederated Tribes of the Umatilla Indian Reservation.

Fairweather, S.E., 2009, 2003 Forest Inventory Analysis for the Confederated Tribes of the Umatilla Indian Reservation.

Adessi, A. 2024 Draft Report: Forest Inventory Analysis for the Confederated Tribes of the Umatilla Indian Reservation.

Powell, D. 1999, Suggested Stocking Levels for Forest Stands in Northeastern Oregon and Southeastern Washington: An Implementation Guide for the Umatilla National Forest, 1999.

Bureau of Indian Affairs, 2020, 53 IAM, Chapter 8. Forest Inventory and Monitoring

FPS Manual 2015, The Forester's Guidebook, by Forest Biometrics Research Institute. (Other helpful documents may be found on the FBRI website)

CTUIR 2024, Forest Inventory FPS Stand layers

CTUIR 2024, FPS Forest Inventories (MS Access)

Part II – Services to be performed

2.1 Overview

The Forest Inventory Analysis, a technical report created for Tribes in collaboration with the Bureau of Indian Affairs (BIA) that summarizes and interprets data from forest inventory to provide objective information for land managers to support the development of a forest management plan. An FIA report shall include:

- a. Forest-wide stocking summaries.
- b. Stocking, growth, and mortality trends.
- c. Projections for future growth and volume.
- d. Targets for forest regulation.
- e. Calculations of an indicated annual cut (IAC) and a regulated annual cut (RAC).

CTUIR has developed and maintained a stand-based inventory (FPS) for approximately 14 years. Approximately 15,876 cruise plots have been measured on approximately 1,797 stands over 42,247 acres of forestland. CTUIR has also developed and maintained a Geographical Information Systems stand layer to correspond with tables in the FPS database. CTUIR Forest Inventories are currently in two FPS databases and two GIS stand layers. The UIR FPS database and stand layer includes everything except the Rainwater Property in Columbia County Washinton.

2.2 Objectives:

- a. Analyze CTUIR forest inventory data on all CTUIR owned forestlands (UIR, Rainwater, Looking Glass, McCoy Meadows, Wheelhouse etc.)
- b. Consolidate UIR and Rainwater FPS databases and GIS stand layers.
- c. Stratify stands into logical units (Timber type, plant association, ownership) for summary.
- d. Complete analysis for both Trust land and tribally owned fee lands that have been timber typed, stratified and cruised, or otherwise forests inventoried, captured in the current CTUIR FPS database.
- e. Complete a sustained yield analysis (Annual Allowable Cut).

- f. Identify management constraints in terms of slope, aspect, soils, elevation, access and market limitations.
- g. Provide summaries for forest management planning and decision-making.
- h. Utilize USFS Publication, *Suggested Stocking Levels for Forest Stand in Northeastern Oregon and Southeast Washington*, to summarize number of stands and acres currently not meeting stocking guidelines.

2.3 CTUIR Shared Data

- i. **Stand-Based Inventory:** Review of cruised and monitored inventory of approximately 1,797 stands in MS Access FPS relational databases.
- ii. **Spatial GIS stand data:** including but not limited to streams layer, roads layer, stands layer, ownership layer, etc.
- iii. **Plot Design and Layout:** Past forest inventory contracts (if applicable).
- iv. **Previous FIA reports** (if applicable).

2.4 Data Analysis

- a. **Volume and Biomass Calculation:** Utilize standard equations and models specific to the Blue Mountains of Oregon to summarize forest stand conditions.
- b. **Basal Area (BA) and Stand Density Index (SDI):** Calculate and categorize forested stands in terms of BA and SDI. Include summaries of BA and SDI by timber type (veg label) and plant association stratification.
- c. **Growth and Yield Modeling:** Predict future forest conditions. Utilize applicable models to predict forest conditions under management regime identified in Powell's Stocking Guidelines for at least 4 decades.
- f. **Annual Allowable Cut (AAC) / Sustained Yield Analysis:** Calculations of an indicated annual cut (IAC) and a regulated annual cut (RAC).
- d. **Harvest Scheduling:** Develop a harvest plan that balances growth and removal.
- e. **Manageable Area:** Analyze stand characteristics (slope, elevation, aspect, access, logging method, market feasibility) to estimate management potential for forested stands included in the CTUIR forest inventory.

2.5 Reporting: The CTUIR FIA report shall include sections, sub-sections, tables, charts and graphs of the analysis outlined in section 2.4.

- a. **Inventory Report:** Summarize methodologies findings and recommendations.
- b. **AAC Report:** Detailed analysis and recommendations for a responsible and sustainable annual allowable cut.
- c. **Sustainability Plan:** Long-term strategy for sustainable forest management.
- d. **Health and Condition Assessment:** Identify disease, pests, and other stress factors.
- e. **Summary of manageable acres:** Spatial map and tabular data of manageable acres (stands).
- f. **GIS Mapping:** Spatial representation of summarized data (stands).
- g. **Database Management:** Ensure forest inventory data is stored and accessible for future use.

3 Deliverables

- a. **Interim Reports:** Monthly progress updates.
- b. **Final Report:** Comprehensive FIA report including AAC analysis as outlined above.
- c. **GIS Maps:** Spatial data representations as outlined above.
- d. **Database:** Complete inventory data in digital format loaded into CTUIR FPS database if applicable.

Part III – Proposal Requirements

Proposals should include the following information:

- i. Cover letter demonstrating expertise and experience in forest inventory and analysis.
- ii. Familiarity with BIA 53 IAM 8 guidelines and tribal forest management.
- iii. Soundness of technical approach and methodology.
- iv. Proposed timeline and ability to meet project deadlines.
- v. Competitive and detailed cost proposal.
- vi. References and past performance.

Part IV – Selection Criteria

Proposal selection will be completed through a quality-based selection process (QGS) by a review team. A score of 0-10 will be given to each of the following selection criteria to evaluate the content of the written proposals:

- 1) Plan/timeline for completing FIA (20% weight given to this criterion)
- 2) Project dedicated resources and technical support members. (15% weight given to this criterion)
- 3) Quoted price for completing FIA (please provide this information on Schedule B of this Document) (40% weight given to this criterion);
- 4) References / qualifications, including record of previous experience and employer references from similar projects (20% weight given to this criterion);
- 5) Completeness and professionalism of proposal (5% weight given to this criterion).

These criteria will be used to calculate a weighted grade of up to 100 total points.

*CTUIR provides for qualified Indian Owned Business preference consistent with policies set forth in CTUIR Tribal Employment Rights Office (TERO) code¹.

Please review Section 5 of the TERO code to learn about the process of being certified as an Indian Owned Business and the bid preference scale used to evaluate Indian Owned Businesses against non-Indian owned businesses.

All contractors claiming Indian Owned Business preference must be certified by CTUIR TERO Office (or have submitted a complete application to TERO office) prior to the bid closing date.

¹<https://ctuir.org/departments/office-of-legal-counsel/codes-statutes-laws/tero-code/>

PART VI - SCHEDULE B (Bid Sheet)

BID FORM

CTUIR Forest Inventory Analysis CONTRACT

ITEM/ACTIVITY

TOTAL BID

Completion of FIA as described above		\$ _____
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Firm Name:

Address:

Phone Number:

E-mail Address

Signature & Printed Name

Date:
