REQUEST FOR PROPOSAL (RFP)

Professional Engineering Services

Catherine Creek Acclimation Water Intake Structure Design

CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION

Department of Natural Resource Fisheries Program Grande Ronde Supplementation Operations and Maintenance



RFP NO. 2025-04/034-444

Date Issued: May 12, 2025

Administrative Contact: Julie A. Burke (julieburke@ctuir.org) (541) 429-7292

Technical Contact: Mike McLean (<u>mikemclean@ctuir.org</u>) (541) 429-7960, (541) 786-5735 (cell)

PROJECT SCHEDULE		
Field Site Visit (Voluntary)	June 3, 2025, Tuesday at 1:00 PM PST	
Question Submission Deadline	June 16, 2025	
Question Responses	June 20, 2025	
Proposal Submission Deadline	June 27, 2025, 3:00 PM PST	
Tentative Award Selection (est.)	July 3, 2025	
Contract Award (est.)	July 18, 2025	
Project Initiation	July 18, 2025	
Project Completion	January 16, 2026	

Table 1. Critical Proposal and Project Dates:

1.1 Project Purpose and Location

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR), Department of Natural Resources (DNR) Fisheries Program is requesting proposals from professional engineering firms to design a water intake structure at the Catherine Creek Acclimation Facility (CCAF) located at Rivermile 52.5 of Catherine Creek (Figure 1). The facility, operated by the CTUIR's fish production program, is integral to the Basin's fish production efforts that are managed to restore Snake River spring Chinook salmon. When the facility was designed there was a water intake structure in the plans, however, it was eliminated during final construction. The facility is located on private land within a Bonneville Power Administration (BPA) easement secured for facility siting and operations.



Figure 1. Catherine Creek Acclimation Project Location.



Figure 2. Site Overview

Project objectives include:

- 1. Design water intake structure for the facility (near red circle above).
- 2. Improve operational and facility needs for water supply.

1.2 Scope of the RFP

This RFP describes the specific services to be contracted and provides information for preparation and submittal of proposals. An explanation of the proposal evaluation process is provided with terms and conditions of the contract that may be awarded as a result of the RFP.

Tasks and products from this engineering services contract will include: design a water intake structure at the Catherine Creek Acclimation Facility, coordination with National Oceanic and Atmospheric Administration (NOAA) and ODFW fish passage/screening programs, construction drawings and specifications, design reports, and a preliminary construction cost estimate.

The Contractor's proposal will demonstrate diligence and focus, identify any discrepancies or lack of detail, articulate assumptions, and present suggestions to resolve any questions.

1.3 **Project Timeline**

Project design is scheduled to begin July 18, 2025 with completion by January 16, 2026.

1.4 Closing Date for Proposal Submissions and Proposal Opening

The closing date for submissions will be <u>June 27, 2025, 3PM</u> prevailing local time. Proposals received after the specified time will not be considered. Contractors must email their proposals as a PDF attachment to:

Julie Burke Email: julieburke@ctuir.org

The subject line of the email shall clearly state "Catherine Creek Acclimation Water Intake Structure Project Design."

1.5 In Writing

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

1.6 Necessary Information

Proposals must contain all the 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 will 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 email by COB (4pm) <u>June</u> <u>16, 2025.</u> Questions regarding the RFP or request for clarification should be emailed to the technical contact noted on the cover page. The CTUIR will not consider any request submitted after the time specified above.

1.9 Response to Requests for Clarification

Responses to questions will be provided no later than COB June 20, 2025.

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 manually (then scanned) or by electronic signature. 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 A&E 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 for meeting the project objectives. The CTUIR will enter into negotiations with the responsible 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 Proposal 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.

The final award will be contingent upon successful negotiation of a contract within 14 days after the tentative award.

The CTUIR may terminate negotiations if they fail to result in a contract within a reasonable time. The CTUIR will then enter into negotiations with the next 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 notification of tentative award to the responsible bidder will be sent 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 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

Site Tour scheduled for June 3, 2025, Tuesday at 1:00 PM PST, contact Mike McLean, (541) 786-5735, (541) 429-7960.

Interested Contractors will meet Project technical contact at the acclimation site on State Highway 203 (Medical Springs Highway) approximately 11 miles SE of the City of Union, Oregon (45° 7'21.42"N 117°41'36.45"W).

2.1 Scope of Work

Project design scope includes field survey, hydrologic and hydraulic analyses and modeling, and development of design, including 15% concept, and 100% design with accompanying hydraulic model and sediment analysis, and construction cost estimate.

The CCAF currently meets program needs, though upgrades to the current water intake are desirable to improve operations and safety and reduce maintenance needs. Currently a screened box is placed in the creek with a 30 hp submersible pump to supply water to the facility (Figure 3). Initially the facility was to have a more permanent intake structure (Figure 4).



Figure 3. Photos of the Catherine Creek Acclimation Facility. Red circle shows the location of the intake box and pump.



Figure 4. Catherine Creek Acclimation water intake structure design found in Montgomery Watson 90% design submittal to Bonneville Power Administration, 1997.

Below is an example of the water intake structure at our Grande Ronde Acclimation which was similar in design to the Catherine Creek planned structure.



Figure 5. Grande Ronde gravity water intake structure design was built in 1998.

2.2 Project Tasks and Milestones

The scope of work will require gathering available information and data for the site. Design will be developed and evaluated with a selection that meets NOAA and ODFW fish passage/screening criteria, addresses operational needs of the CTUIR Fish Production Program, and meets water right/POD needs. It must be sustainable, permittable, easily maintained, and constructible at a reasonable cost. Existing 90% design drawings from 1997 are available.

Project planning includes scoping, communication with partners, and selection of a preferred design. The design will be further developed through an iterative process, with design intervals of 15, 60 and 100%. Requirements of the ESA will be completed through the BPA and will begin with the 15% Conceptual Design and continue through Final Design. This process will also include review by the ODFW Fish Passage/screening Program, NOAA Hydraulic Engineer, and landowners. A draft Basis of Design Report will be developed at the 60% design stage. Review comments will be considered and incorporated into the 60% Preliminary Design.

2.21 TASKS

Anticipated tasks for the conceptual development and analysis include:

Task 1 – Data Collection and Analysis of Existing Data

- Conduct an initial site visit and review existing topographic survey data.
- Conduct survey work and data collection as needed.
- Review hydrologic analyses and determine recurrence flows for design.

Task 2 – Develop Conceptual Design (15% Design)

- Conduct hydraulic and sediment analysis, prepare and present results to support planning.
- Create 15% conceptual design drawings that address project objectives.
- Include project descriptions in written report.
- Develop initial cost estimates for design and build.

Task 3 – Conceptual Design Written Report

- Summarize data collection and assessments of existing data.
- Document calculations, technical analyses, and hydraulic modeling.
- Discuss and detail design and implementation costs.
- Provide conceptual engineering drawings (15%) of existing conditions and concepts. Drawings shall identify:
 - Landowners and relevant boundaries,
 - Expected Area of Potential Effects (APE),
 - Roads and infrastructure,
 - o Profiles and cross sections with water surfaces relevant to designs,
 - Structural conceptual-level details,
 - North arrows and flow directions,
 - Wetlands and ordinary high water delineations, and
 - Structural dimensions.
- Address environmental compliance comments.

Task 4 – 60% Design and Basis of Design Report

- Summarize data collection and assessments of existing data.
- Document calculations, technical analyses, and hydraulic modeling.
- Update estimated implementation cost.
- Provide engineering drawings (60%). Drawings shall identify:
 - Landowners and relevant boundaries,
 - Expected Area of Potential Effects (APE),
 - Roads and infrastructure,
 - o Profiles and cross sections with water surfaces relevant to designs,
 - o Structural details,
 - North arrows and flow directions,
 - Wetlands and ordinary high water delineations, and
 - Structural dimensions.
- Address environmental compliance comments.

Task 5 – 100% Design and Basis of Design Report

- Summarize data collection and assessments of existing data.
- Document calculations, technical analyses, and hydraulic modeling.
- Provide a description of the preferred alternative.
- Update estimated implementation cost.
- Provide engineering drawings (100%). Drawings shall identify:
 - Landowners and relevant boundaries,
 - Expected Area of Potential Effects (APE),
 - Roads and infrastructure,
 - o Profiles and cross sections with water surfaces relevant to designs,
 - o Structural details,
 - North arrows and flow directions,
 - Wetlands and ordinary high water delineations, and
 - Structural dimensions.
- Address environmental compliance comments.

Task 6 – Construction cost estimate of the 100% Design

- Develop the construction cost estimate based on the 100% design.
 - Use information from all required laws and permitting requirements which may include, and are not limited to: Davis-Bacon, Build America Buy America (BABA), and Section 404 and 401 permits.

2.3 Deliverables and Timeline

Title	Brief Description and Completion Date	Responsible Party
Site visit and Kick Off	Conduct site visit with Planning Team. (July 25,	CTUIR, Partners, Consulting firm
Planning Meeting	2025). Project scoping, refine goals and	
	objectives, and initiate concept development	
Compile Site Information	Exchange data and information with consulting	CTUIR, Partners, Consulting firm
and Data	firm that supports project planning, design and	
	build, CTUIR Fish Production Program	
	operation/needs, NOAA/ODFW screening	
	requirements (salmonids/lamprey), research	
	needs, landowner uses, and site history (August	
Tanagraphia and	1, 2023) Callest aurices data (Develop hydroulia model	Conculting firm
hothymotric auryov	Collect survey data / Develop hydraulic model.	
Decign Macting	Evaluate existing condition (August 16, 2025)	CTUID Dorthoro Conculting firm
Design Meeting	Finalize preferred concept (September 1, 2025)	CTUR, Partners, Consulting firm
15 Percent conceptual	Prepare concept design, hydraulic modeling,	Consulting firm, and CTUIR.
drawings and review and	(September 30, 2025)	Complete review by BPA and ODFW
selection of alternatives		and NUAA Fish Passage Program
60 Percent design	60 Percent Design Package including	Consulting firm, CTUIR. Complete
drawings, and Basis of	Basis of Design Report, drawings, draft	review by Landowners, BPA, ODFW
Design Report with	Construction Specifications, estimated	and NOAA Fish Passage Program.
Construction Cost	materials quantity and cost estimate	Need adequate information for
Estimate.	(October 31, 2025)	construction funding proposal
100 Percent design	100 Percent Design Package including	Consulting firm, CTUIR.
drawings, and Basis of	Basis of Design Report, drawings, final	
Design Report with	Construction Specifications, estimated	
Construction Cost	materials quantity and cost estimate	
Estimate.	(January 2, 2026)	
Construction cost estimate	Develop the construction cost estimate	Consulting firm, CTUIR.
	based on the 100% design. (January 16,	
	2020)	

Table 2. Required Project Milestones.

2.4 Team Competencies

The following are expected minimum consultant team competencies. One person might fill more than one role, and it is expected that proposals will include additional competencies as required.

- Project Manager (Coordination and Planning)
- Civil/Hydraulic Engineer (with current Oregon PE License)
- Geomorphologist/Hydrologist

2.5 Required Proposal Components

For this RFP, prospective contractors will submit a proposal package (maximum 40 pages) to the Administrative Contact (see Section 1.4) that includes the following components:

A. Cover letter

B. Executive summary

C. Proposed method of task completion

- a. Describe proposed methods, approach, and expected deliverables to assess conceptual alternatives that address project goals and objectives. Creative and innovative approaches and alternatives are encouraged.
- b. Include the development of baseline and proposed conditions.
- c. Describe the final design outputs and products.

D. Qualifications and experience

- a. Company background and available resources: Provide information regarding the areas of specific expertise and types of services offered by the company and technical staff that relate directly to this scope of work. Describe engineering experience and expertise within the region related to designing improved intakes/fish screening.
- b. Design team: Provide a description of the specific design team members and their qualifications, relevant to intake design and improving fish screening design. Staff biographies for each member should be included and demonstrate experience in hatchery intake design and fish screening.
- c. Project examples: Identify and describe a minimum of three engineering design projects that are similar to the proposed project, which have been successfully completed within the past five years.

E. Project Schedule

- a. Provide a detailed project schedule consistent with meeting milestones and dates identified in Table 2.
- b. Modifications to the timeline within the stated initiation and completion dates for improved effectiveness and/or efficiency are encouraged.

F. Price Quote

- a. Provide a project planning and design budget that details hours and rates for each primary design team member to complete the proposal tasks.
- b. Include costs for all subcontractors.

G. References

- a. Provide at least three client references.
- b. Include contact information (names, physical and email addresses, phone numbers), project type, general project actions, and cost.

PART III – Selection Criteria

Proposal selection will be completed through a quality-based selection process (QBS) by a review team. The criteria to be evaluated and weighted are: 1) Adequacy of Technical Proposal, 2) Personnel and Company Qualifications, 3) Costs, and 4) Indian Preference.

I. Adequacy of Technical Proposal: (180 points) 45%

- Proposal content and applicability of the approach and methodologies for addressing and completing tasks and milestones in Section III (100)
- Creative, efficient, and/or novel approaches presented (55)
- Adequacy of proposed modeling and data analysis methods (25)

II. Personnel and Company Qualifications: (120 points) 30%

- Technical experience of principal project staff related to the project performance (50)
- Experience in developing and engineering similar intake design projects (50)
- Educational qualifications related to the project performance (20)
- III. Cost: (80 points) 20%

Design cost and value will be considered for addressing all questions and completion of all tasks described in Section 2

VI. Indian Preference: (20-points) 5%

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

- Membership in a Federally recognized Tribe;
- Indian Ownership of 51% or more;
- Indian Control;
- Indian Management;
- Financing obtained by Indian person; and,
- Equipment obtained by Indian person.

The CTUIR will issue a contract award to the responsible Contractor whose proposal is deemed to be most advantageous and of best value towards meeting the project objectives. The contract will be based on fair and reasonable compensation for the services required.