

Request for Proposal (RFP)

Confederated Tribes of the Umatilla Indian Reservation (CTUIR)

Department of Natural Resources – Energy and Environmental Sciences Program

CTUIR Toxics Inventory

Administrative Contact

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Critical Dates

RFP Issued:	March 15, 2024
Clarification Request Deadline:	March 31, 2024 at 4:00 PM
Proposal Submission Deadline:	April 26, 2024 at 4:00 PM
Award Selection Notification:	May 1, 2024
Target Project Start:	May 15, 2024
Target Project Deadline:	February 27, 2026

Contents

Background and Project Purpose.....	1
Proposal Guidelines.....	3
Project Scope	4
Project Tasks	5
Deliverables	6
Subcontracting Process	7
RFP and Project Timeline	7
RFP Timeline	7
Project Timeline	7
Budget	8
Bidder Qualifications	8
Proposal Evaluation Criteria and Submission Instructions.....	8
References	9

Tables

Table 1. Deliverables.....	6
Table 2. Proposal Scoring Rubric	8

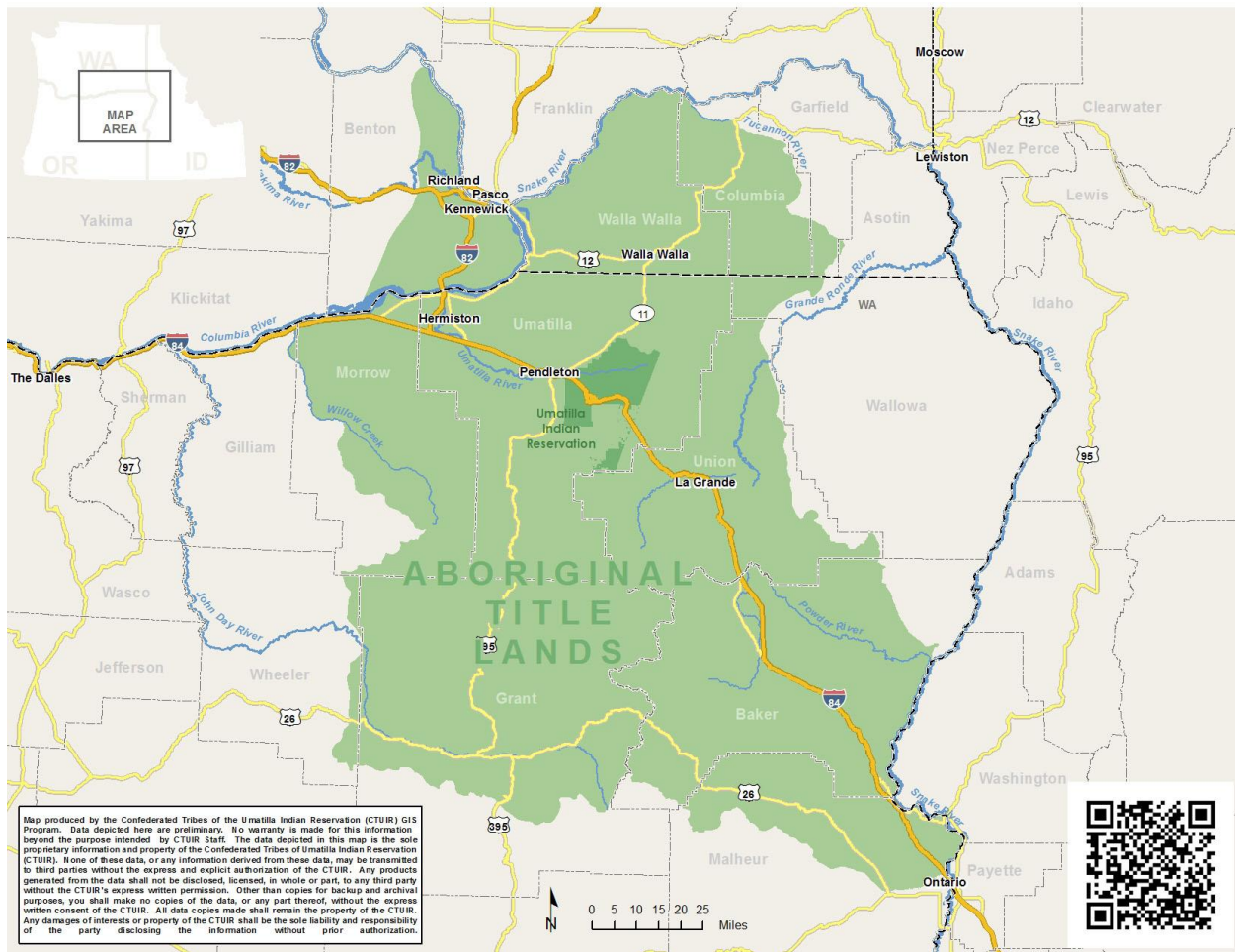
Figures

Figure 1. Aboriginal Title Lands (CTUIR GIS Program).....	1
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Background and Project Purpose

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) is located in northeastern Oregon which has over 3,100 tribal members and is home to three tribes- the Umatilla, Cayuse and Walla Walla tribes (CTUIR, 2020). Figure 1 shows the Aboriginal Title Lands (light green) and current reservation boundaries (dark green). The reservation consists of 172,000 acres mainly within the Umatilla River watershed. CTUIR is located near several small communities including Pendleton, Adams, Athena, Weston, and Pilot Rock, which represent a combined population of over 20,000 people. CTUIR provides a broad range of services to its citizens and community, including management of natural resources, tribal health, First Foods, cultural resources, education, and economic development, as CTUIR is one of the largest employers in northeastern Oregon.

Figure 1. Aboriginal Title Lands



The basis for defining health of the eco-cultural system of CTUIR lands is known as *Tamánwit*, which is an unwritten natural law developed over 10,000 years of experience maintaining a balance between human and non-human systems, and practiced by the Umatilla, Walla Walla, and Cayuse since time immemorial (Schure et al., 2013). Protection of First Foods, principally water, is a cornerstone of *Tamánwit*. In 2007, the Confederated Tribes of the Umatilla Indian

CTUIR Toxics Inventory Plan

Reservation (CTUIR) Department of Natural Resources (DNR) adopted the following First Foods mission:

To protect, restore, and enhance the First Foods – water, salmon, deer, cous, and huckleberry – for the perpetual cultural, economic, and sovereign benefit of the CTUIR. We will accomplish this utilizing traditional ecological and cultural knowledge and science to inform: 1) population and habitat management goals and actions; and 2) natural resource policies and regulatory mechanisms.

To aid in achieving this mission, the CTUIR River Vision (Jones et. al, 2008) and Upland Vision (Endress et. al, 2019) describe the necessary touchstones for a functioning river system capable of supporting First Foods which include hydrology, geomorphology, connectivity, aquatic biota, and riparian vegetation. Reciprocity is a core value in maintaining the connectivity of these systems and is necessary to manage for a dynamic and resilient watershed while supporting the members of CTUIR to meet their cultural, spiritual, economic and physical needs (Quaempts et al., 2018).

The Confederated Tribes of the Umatilla Indian Reservation are committed to reducing toxics in the Columbia River Basin. CTUIR completed an energy strategy that was adopted in 2022 by the Board of Trustees aimed at mitigating the effects of climate change and reducing pollution (Sanders et al., 2023). CTUIR have also been working on a Level IV air contaminant inventory and has an environmental laboratory with numerous analytical capabilities. To expand on these efforts and achieve the goal of reducing toxics to the Columbia River, the tribe is seeking to develop and implement a comprehensive toxics inventory for CTUIR. This work will support the Energy and Environmental Science Program as well as the First Foods Policy Program to inform indigenous and Western science- based policy decisions that support First Foods and tribal health.

Since the Treaty of 1855, land use changes and resource extraction that followed have substantially impacted tribal people through environmental degradation and contamination. For CTUIR members and other indigenous people, ways of life are embedded in and emergent from the land. Contaminant free water, soil, and air is fundamental to the sustainable procurement of foods, medicines, tools, materials for housing, arts and personal care, which were guaranteed to the Tribes through the treaties in exchange for ceding vast tracts of land and resources. Today, tribal members encounter a number of health disparities and hazards from maintaining their traditional livelihoods and cultures in ways that are often unaccounted for in conventional risk assessments (Harper et al., 2012). Federal, state, tribal and local agencies and organizations are working together to identify contaminant sources, such as those coming from roadways, railroads, cattle ranches, agriculture, campgrounds, mines, decommissioned coal power plants- many of which are in close proximity to sensitive waterways and First Food gathering areas (ODEQ, 2003, August). CTUIR lands, community and resources are also affected by contamination and cleanup actions at the Hanford Nuclear Reservation and Umatilla Army Depot Superfund sites, where CTUIR must be consulted on remedial actions under the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (ODEQ, 2023, April). CTUIR involvement in every stage of evaluating sources of contamination, identifying routes of exposures for tribal members, assessing contaminant risk to cultural, physical, social, ecological and economic well-being, and prioritizing containment cleanup and pollution prevention actions is crucial to the health of First Foods, the CTUIR community and the Columbia Basin as a whole.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations and provide the information necessary for toxic inventory development. A fair and extensive evaluation of proposals will be conducted based on criteria and review processes

CTUIR Toxics Inventory Plan

listed herein. The candidate that submits the highest scoring proposal and who best represents the goals and objectives of the CTUIR will be selected. The selected contractor will work closely with a CTUIR toxics project manager and support staff, as well as other CTUIR committees and commissions, including but not limited to: the CTUIR Fish and Wildlife Commission, Water Commission, Land Planning and Protection Commission, Science and Technology Committee, Yellowhawk Tribal Health Center, and the Farm Committee. An effective working relationship with these groups is essential for gathering input from the broader CTUIR community and building capacity at CTUIR to carry out toxics reduction actions.

Proposal Guidelines

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until the Proposal Submission Deadline shown on the cover page of this RFP. Any proposals received after this date and time will not be reviewed; the sender will be notified as such. Submission of a proposal constitutes the contractor's affirmation that all terms and conditions contained in the proposal constitute a binding offer that shall remain firm for a period of ninety (90) days from the Proposal Submission Deadline. All proposals must be signed by an official agent or authorized representative of the contractor submitting the proposal.

The CTUIR shall not be held liable for any expenses incurred by RFP respondents prior to and during the selection process. This includes, and is not limited to, preparing and submitting proposals and participating in contract negotiations.

Contractors must submit written requests for clarification, in email, by the Clarification Request Deadline on the cover of this RFP. The CTUIR will not consider any requests submitted after the specified time period. Questions regarding this RFP and/or requests for clarification shall be sent to the administrative contact listed on the cover page. All respondents will be given access to CTUIR responses to questions. CTUIR may request clarification from RFP respondents on any portion of their proposal during the evaluation period.

If the organization submitting a proposal must subcontract any work to meet the requirements contained herein, it must be clearly stated in the proposal. Additionally, all costs included in the proposal must be all-inclusive for any work that will be subcontracted. Any proposals that call for subcontracting work must include the name and description of the organization(s) being subcontracted, or clearly describe the approach that will be implemented for hiring subcontractor(s) following project initiation. See RFP Section 3.3 (Subcontracting Process) for details.

Proposals must contain all information requested in this RFP. The CTUIR will not consider additional information submitted after the Proposal Submission Deadline and may reject incomplete proposals. Refer to RFP Section 7 for specifics regarding proposal submission.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be included in a Professional Services Agreement (template attached) subject to review by the CTUIR Office of Legal Counsel.

Required Proposal Components:

1. Cover Letter
2. Executive Summary
3. Respondent Background and Qualifications - Individuals (e.g., consultants), organizations, and teams shall describe, at a minimum:

CTUIR Toxics Inventory Plan

- a) ownership structure
 - b) quantity of staff (parttime and fulltime)
 - c) contractor/project partner network
 - d) area(s) of expertise and experience with similar projects
 - e) length of time in the industry
 - f) financial stability.
4. **Scope Statement and Approach:** Discuss the work to be performed for each scope task, respective deliverables, assumptions, and constraints. The level of detail should be sufficient for reviewers to assess the feasibility of the proposed approach and gauge the bidder's level of project understanding.
 5. **Schedule:** Provide a Gantt Chart or similar figure indicating the relative order of execution and duration of each project activity. Refer to RFP Section 4 (RFP and Project Timeline) for additional information.
 6. **Budget:** The project budget must include all individual costs with a clear description summarized on a per task basis. Refer to RFP Section 5 (Budget) for additional information.
 7. **Project Team -** Specifically for staff that make up the project team, respondents shall provide, at a minimum:
 - a) biosketch and/or resume
 - b) respective project roles
 - c) full-time equivalents (FTEs) respective staff will dedicate to the project.
Communications protocol that will be employed by project staff (internally, with project stakeholders, etc.) should also be addressed.
 8. **Quality Assurance Statement:** Provide a description of the protocols, measures, and processes that will be implemented to assure all final deliverables are completed to the highest degree of quality possible.

Project Scope

The scope of the CTUIR Toxics Inventory is to identify contaminants of concern and their sources that may be adversely affecting the health of CTUIR community and First Foods. The toxics inventory will be essential for development of the CTUIR Strategic Toxics Reduction plan to guide toxics reduction actions. EPA Region 10 has taken the lead to organize an interagency effort to identify contaminants of concern within the Columbia Basin (EPA, 2020). While priority contaminant lists for the Columbia Basin have been generated by state and federal groups, they may not fully reflect contaminant sources specific to CTUIR lands, CTUIR conceptions of community and ecological health, or consider all tribal uses of land and resources that contribute to their combined exposure risk. These must be taken into consideration to develop a CTUIR Toxics Inventory and prioritization plan. This work will inform a tribally derived approach to toxics reduction and environmental stewardship in the Columbia basin and facilitate CTUIR's active engagement in the EPA's Columbia River Basin Restoration Working Group to coordinate interagency cooperation.

CTUIR Toxics Inventory Plan

First Foods are a critical component of CTUIR tribal member diets, spirituality, sovereignty, and governance. All humans, including CTUIR tribal members and non-natives, depend on a healthy and functioning river and floodplain. The CTUIR Toxics Inventory will utilize the CTUIR Strategic Energy Plan (CTUIR, 2020, September 28), Climate Adaptation Plan (Sanders et al., 2023), River Vision (Jones et. al, 2008), Upland Vision (Endress et. al, 2019), First Foods Policy, Water Code (CTUIR, 2020, September 28), Environmental Health and Safety Code (CTUIR, 2022, November 23), and other policies to inform reduction of toxics in the Umatilla, Walla Walla, Snake, and John Day River basins. Protecting these rivers through agricultural best practices, green infrastructure, pollution prevention, cleanup actions, research influence, and community outreach will ensure that the Columbia River basin, and all the impacted communities that depend on the Columbia River basin as a whole benefits from these pollution reduction actions.

The Toxics Inventory Plan should accomplish the following goals:

1. Eliminating or reducing pollution.
2. Cleaning up contaminated sites.
3. Improving water quality.
4. Reducing runoff.
5. Protecting habitat.
6. Promoting tribal engagement and Traditional Ecological Knowledge (TEK)

Project Tasks

The Toxics Inventory will include the following tasks.

Task 1 – Administration and Task Management

1. Adhere to all CTUIR policies and procedures.
2. Submit regular progress reports and updates to the project committee as billed.
3. Coordinate with the CTUIR internal team for regular reviews and feedback.
4. Maintain all necessary documentation, licensing, and permits through the project duration as required.
5. Ensure strict confidentiality and data protection throughout the project through a data sharing agreement.

Task 2 – Toxics Inventory

1. Compile literature on contaminants of concern and toxics databases relevant to the Columbia Basin with a focus on Umatilla, Walla Walla and John Day River basins to gather information on toxics sources, monitoring data, and toxicology information.
2. Review current literature on tribal contaminant exposure scenarios and risk assessment methods that discuss toxics risks to tribal ecological, cultural, physical and economic wellness. (For example, Donatuto et al., 2016; Harper et al., 2012; Harper & Harris, 2008)
3. Review current literature on CTUIR values, conceptions of community wellness, and contaminant concerns (Schure et al., 2013).

CTUIR Toxics Inventory Plan

4. Review existing toxics strategic plans from key partners in the Columbia Basin and identify their contaminant prioritization schemes.
5. Identify areas where existing toxics strategic plans in the Columbia Basin may be lacking in adequately protecting CTUIR and First Foods, particularly in regard to cultural risk and understudied vulnerable species.
6. Recommended updates to currently applied prioritization schemes of contaminants in the Columbia Basin that would be adequately protective of CTUIR lands, members and First Foods.
7. Create an inventory of contaminants affecting CTUIR lands and waterways that indicate the level of risk to tribal ecological, cultural, economic and future resources. Include potential toxics reduction actions, where applicable.
8. Create an inventory/map of contamination sites and sources, associated pollutants and potential effects on CTUIR members and First Foods.
9. Coordinate with CTUIR staff to develop public friendly reports to communicate contaminants risks, cleanup and pollution prevention priorities.
10. Begin development of a Quality Assurance Project Plan to evaluate quality of data that is likely to be used in CTUIR decision making on toxics reduction and prevention actions.

Task 3 – Permitting

The selected contractor will provide assistance and guidance to CTUIR with the permitting process as needed. Contractor will be responsible for compliance with all applicable regulations throughout the study. These may include, but are not limited to, NEPA, ESA, AAHPA. Contractor will also be required to coordinate sampling events with CTUIR cultural resources staff as needed.

Deliverables

Table 1 summarizes the deliverables to be produced through completion of the tasks within the Project Scope.

Table 1. Toxics Inventory Deliverables

Task	Associated Deliverable(s)
1	<ul style="list-style-type: none"> • Progress Reports as invoiced to admin contact.
2	<ul style="list-style-type: none"> • Draft Toxics Inventory for review by CTUIR program staff and implement community identified toxics needs. • Assess point source and non-point sources of contamination. • Develop a prioritization tool for toxics contamination within the sub-basins. • Develop a list of priority toxics with tribal community input in mind. • Develop public friendly reports for use in community engagement and partnerships. • Complete a final Toxics Inventory with input from CTUIR staff.

CTUIR Toxics Inventory Plan

	<ul style="list-style-type: none">• Draft a Quality Assurance Project Plan (QAPP) for strategic planning and decision-making process.
3	<ul style="list-style-type: none">• Permit Applications (as required)

Subcontracting Process

In cases where the selected prime contractor will solicit services from qualified subcontractors, the prime contractor shall use an RFP developed with CTUIR input. A complete subcontractor RFP packet will also be prepared and provided to the CTUIR for consideration. Complete subcontractor RFP packets will contain the subcontractor RFP, no less than three (3) acceptable (i.e., complete) respondent proposals along with companion scores and reviewer notes, plus a written summary of proposal scores with selection recommendation for CTUIR consideration. Written authorization from the CTUIR must be provided before subcontractor costs are incurred.

RFP and Project Timeline

RFP Timeline

The closing date for proposal submissions is listed on the front cover under Proposal Submission Date. Evaluation of proposals will be conducted within three (3) weeks of the Proposal Submission Deadline. If additional information or discussions are needed with any bidders during the proposal evaluation period, those bidder(s) will be notified. After the proposals are evaluated, a formal request will be made to obtain funding from the CTUIR Board of Trustees for the dollar amount proposed in the selected proposal. If the funding amount is unavailable at that time, select components of the highest rated proposal, or a less expensive proposal, may be selected. If no funding is available at that time the bidders will be notified that the project will not commence.

The winning bidder will receive a Tentative Award Selection Notification issued no later than the date indicated on the cover of this RFP. Bidders not selected will be notified within three (3) weeks of the Award Selection Notification date. Upon notification, contract negotiations with the winning bidder will begin immediately and conclude as soon as practically possible with intent to initiate project work no later than the Target Project Start Date indicated on the cover of this RFP. The CTUIR may terminate negotiations with the highest ranked bidder if a mutually agreeable contract is not completed within a reasonable timeframe. The CTUIR will then enter into negotiations with other RFP respondents in order of next highest-ranking proposal. However, if negotiations continue to fail, the CTUIR may formally terminate the solicitation.

Project Timeline

The Target Project Start Date has been set in consideration of the RFP process and internal contracting procedures as set forth in CTUIR Fiscal Management Policy Part VII (Procurement). The Target Project Deadline was set based on the estimated amount of time required to complete all scope tasks.

Budget

All proposals must include individual costs for completing all tasks described in the project scope summarized on a per task basis. Specifically, individual costs to include in proposed budgets for each task are:

1. hourly rates for staff,
2. estimated task completion time (e.g., number of hours),
3. salaries/labor total,
4. travel expenses, and
5. other/miscellaneous expenses (e.g., supplies and materials, overhead, etc.).

Additionally, proposal budgets shall be accompanied by a supplementary budget narrative clearly describing costs associated with each task.

Bidder Qualifications

Qualifications of individuals, organizations, and teams responding to this RFP will be evaluated primarily based on proposal contents and must be deemed adequate. Using the list of Required Proposal Components found in Section 2, make sure to include the following items where applicable.

- Information on the ability to perform biological and inorganic data analysis, QA/QC, and the associated permitting processes needed for this study.
- Description of experience working with Alaska Native and/or Native American Tribes and culturally sensitive species.
- Proof of successful and timely completion of past projects with scope similar to that of this RFP, including past relevant publications.
- Contact information for at least one past client who may serve as a reference (more are preferred).
- Willingness to sign CTUIR Professional Services' Agreement and provide Insurance (Certificate of Liability Insurance naming CTUIR as the insured)

Proposal Evaluation Criteria and Submission Instructions

Proposals will be evaluated based on the following criteria (100 total points available). Key factors influencing scores include quality and comprehension, feasibility, identification of and solutions to potential challenges and risks, and overall value. The proposal scoring rubric is provided in Table 2.

Proposal Scoring Rubric

Proposal Component	Points
Respondent Background and Qualifications	35
Scope Statement and Approach	40
Schedule	10

CTUIR Toxics Inventory Plan

Budget	5
Project Team	5
Quality Assurance Statement	5
Total Points Available	100

Proposals must be submitted no later than the Proposal Submission Deadline, Pacific Standard Time (PST) shown on the cover of this RFP to be accepted. Submit proposals in PDF format electronically via email to the CTUIR contact(s) shown on the cover of this RFP with the subject containing the name of the candidate prime recipient followed by “Response to RFP for Hyporheic Study of Hanford Reach of the Columbia River”. Upon receiving submittals, RFP respondents will be issued a notification of receipt confirmation by the CTUIR project manager. Proposals delivered by conventional mail (hardcopy) or facsimile will not be accepted.

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CTUIR Toxics Inventory Plan

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