

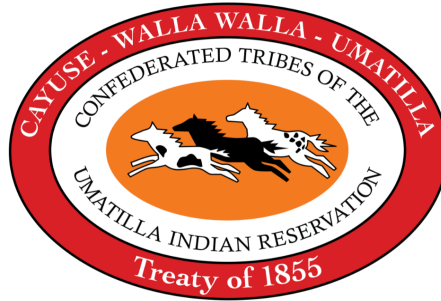
# REQUEST FOR PROPOSAL (RFP)

Professional Engineering Services

## Nursery Bridge Adult Fish Trap Re-Design

### CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION

Department of Natural Resource Fisheries Program  
Grande Ronde Watershed Restoration Project



RFP NO. 2025-06/034-444

**Date Issued:** July 15, 2025

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Table 1. Critical Proposal and Project Dates:

PROJECT SCHEDULE	
Field Site Tour (Voluntary)	July 25, 2025, Friday at 1:00 PM PST
Question Submission Deadline	August 1, 2025
Question Responses	August 8, 2025
Proposal Submission Deadline	August 22, 2025, 3:00 PM PST
Tentative Award Selection (est.)	August 29, 2025
Contract Award (est.)	September 11, 2025
Project Initiation	September 22, 2025
Project Completion	May 1, 2026

### 1.1 Project Purpose and Location

The ʔImtwaha Fish Hatchery (IFH) is located on the South Fork Walla Walla River (Figure 1). In the late spring and early summer, when spring Chinook adults are returning to the basin and hatchery, the upper Walla Walla River has low flows. To aid in the capture of returning adults for broodstock a collection facility, Nursery Bridge Fish Trap, is operated lower in the system (Figure 2). Nursery Bridge is located 11.0 miles downstream of IFH on the mainstem of the Walla Walla River (Figure 3). This facility requires updates to allow it to handle the collection of large numbers of returning fish for broodstock.



Figure 1. ʔImtwaha Fish Hatchery.





Figure 2. Nursery Bridge Fish Ladder and Trap.



Figure 3. Nursery Bridge location in comparison to Imtwaha Fish Hatchery.

This proposal will solicit an engineered re-design of the trapping facility with a cost estimate of the construction.

**Project objectives include:**

1. Design a fish trapping and sorting system to minimize handling of threatened species (e.g. Bull Trout, Steelhead Trout) and maximize trapping efficiency.
2. Design Improved facility for trapping of adult fish.
3. Obtaining any necessary permits required to complete the construction (e.g. Section 408 permit).

**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/improvement of adult trapping and sorting structure at the Nursery Bridge Adult Trapping Facility, coordination with National Oceanic and Atmospheric Administration (NOAA) and ODFW fish passage/screening programs, construction drawings and specifications, design report, and 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 and build is scheduled to begin **September 22, 2025 with completion by April 17, 2026.**

**1.4 Closing Date for Proposal Submissions and Proposal Opening**

The closing date for submissions will be **August 22, 2025, 3PM** 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](mailto:julieburke@ctuir.org)

The subject line of the email shall clearly state **"Nursery Bridge Adult Trap Re-Design"**.

**1.5 In Writing**

Proposals shall be prepared by printer or typewriter. 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 email by COB **August 1, 2025**. Questions regarding the RFP or request for clarification shall be emailed to the RFP technical contact. The CTUIR will not consider any requests submitted after the time period specified above.

**1.9 Response to Requests for Clarification**

Responses to questions will be provided no later than COB **August 8, 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 towards 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.

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**

See Table 1 for Critical dates and site tour information. Site Tour scheduled for **July 25, 2025, Friday at 1:00 PM PST.**

Interested Contractors should meet Project technical contacts at the Nursery Bridge Adult Trap site, at the Eastside Bridge , on Eastside Road, in Milton-Freewater, OR (45.945427, -118.384263).



## PART II – SERVICES AND MATERIALS TO BE PROVIDED

### 2.1 Scope of Work

Project design scope includes re-design of the existing adult trap to include a novel way of sorting trapped fish that will limit their handling while remaining in the footprint of the current facility. The work will also increase efficiency and safety of CTUIR personnel working the trap. The design will include 15% concept, 60% proposed, and 100% design with accompanying cost estimate for construction.

The Nursery Bridge Adult Trap currently meets program needs, though upgrades to the current trapping mechanism are desirable to improve operations and safety, and reduce handling of fish species. Previous operational improvements and changes have been made in-house to improve efficiencies, however more permanent solutions are being sought as adults from recent hatchery supplementation projects begin to return in improved numbers.

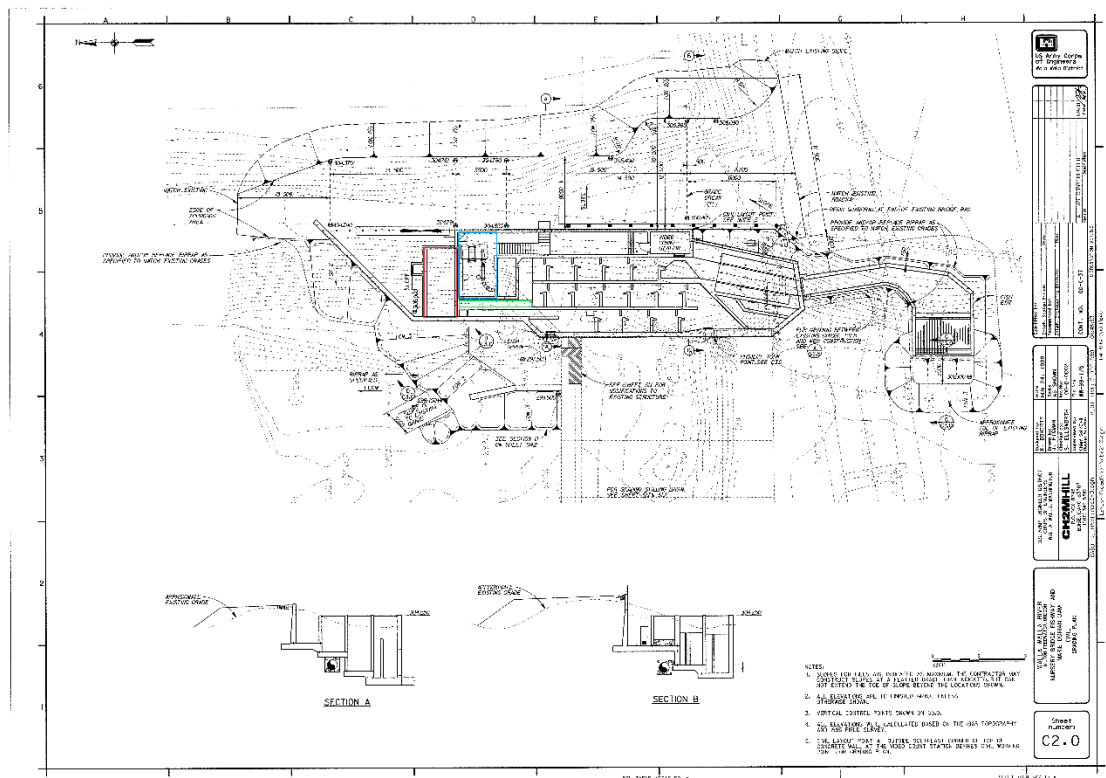


Figure 1. Overview of Nursery Bridge Facility. Trap is outlined in red, and the handling area in blue. An Alaskan Steeppass connects the fish ladder to the fish trap and is outlined in green.



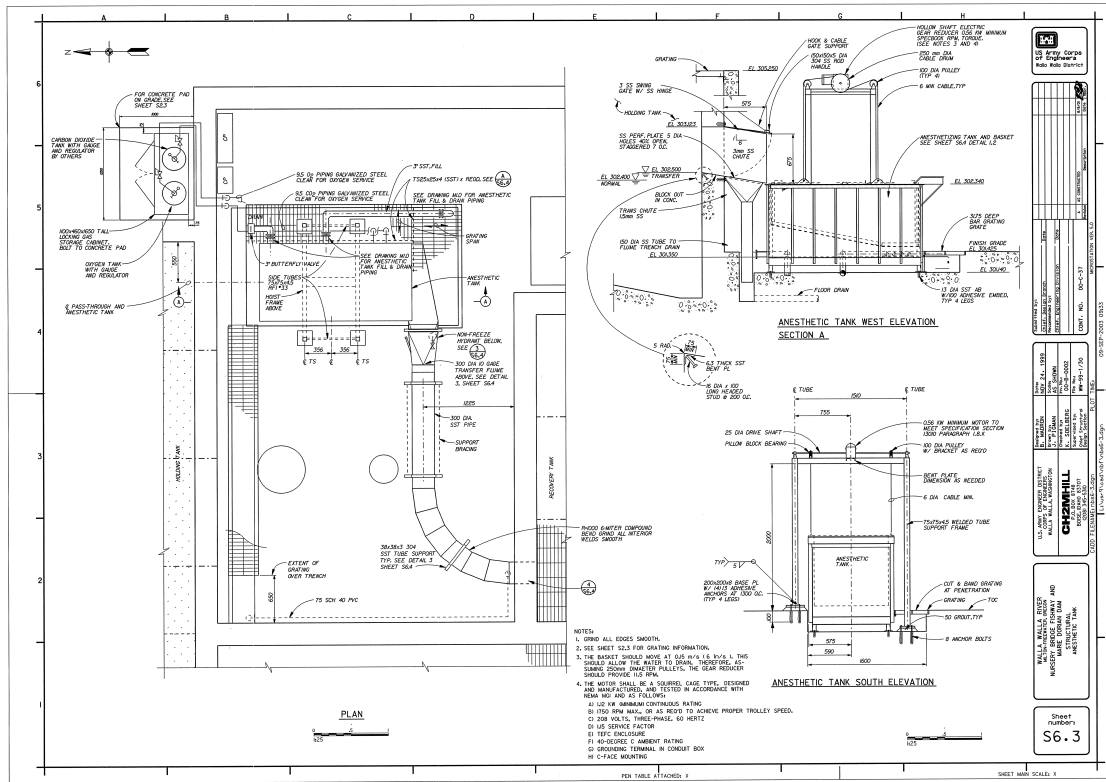


Figure 2. Detail of the handling area. Current operations do not utilize the fish transfer flume or recovery tank. The anesthetic tank has also been modified and is not used as designed.

In addition to designing and installing a system to sort incoming adult fish by species, the trapping facility needs to be updated to improve fish and staff safety. Increased smolt releases will result in increased adult returns and increased handling strain on staff. The current facility has the handling area below ground. Fish to be returned to the ladder due to not being the target species, or being excess to collection goals must be netted and carried up stairs to an open grate and dropped back into the fish ladder, or placed in a return tube that has very low slope and ends in a recovery space that tends to collect sediment and debris and doesn't release fish well. Fish to be collected for brood can be sent to the truck via a Whooshh fish cannon, or manually carried up stairs and handed to staff on the truck. Both of these options are labor intensive, either in setting up the Whooshh system or in manually moving every fish. The tribe is interested in redesigning the handling portion of the trap to allow for more efficient fish movement, both to the truck for transport back to the hatchery and to the fish ladder for spawning escapement.

## **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/trapping criteria, addresses operational needs of the CTUIR Fish Production Program, meets water right/POD needs, is sustainable, permittable, easily maintained, and constructable at a reasonable cost.

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%. The requirements of the contracting partners 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/trapping/screening Program, NOAA Hydraulic Engineer, and landowners. A draft Basis of Design Report will be developed and applications for required permits will be submitted 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 mechanical structure.
- Conduct survey work and data collection as needed.
- Review trapping procedures.

#### ***Task 2 – Develop Conceptual Design (15% Design)***

- Conduct site survey with current trapping procedures, 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 construction.

#### ***Task 3 – Conceptual Design Written Report***

- Summarize data collection and assessments of existing data.
- Document calculations, technical analyses, modeling.
- Discuss and detail design and implementation costs.
- Provide conceptual engineering drawings (15%) of existing conditions and concepts. Drawings shall identify:
  - Expected Area of Potential Effects (APE),
  - Structural conceptual-level details,
  - North arrows and flow directions,
  - 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 modeling.
- Update estimated implementation cost.

- Provide engineering drawings (60%). Drawings shall identify:
  - Expected Area of Potential Effects (APE),
  - Structural conceptual-level details,
  - North arrows and flow directions,
  - Structural dimensions.
- Address environmental compliance comments.

***Task 5 – Obtain permits for construction***

- Apply for required permits (404, 401, 408, etc.).

***Task 6 – 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:
  - Expected Area of Potential Effects (APE),
  - Structural conceptual-level details,
  - North arrows and flow directions,
  - Structural dimensions.
- Address environmental compliance comments.

***Task 7 – Cost estimate of Construction of the 100% Design***

- Detail cost estimate for the construction of the 100% design.

***Task 8 – Construction Oversight***

- Assist with technical questions during the build bid process.
- Provide Construction Management of the project during construction (desired timeframe: July-October 2026).
- Provide as-built designs when the project is complete.

## 2.3 Deliverables and Timeline

Table 1. Required Project Milestones.

Title	Brief Description and Completion Date	Responsible Party
Site Tour and Kick Off Planning Meeting	Conduct site visit with Planning Team. <b>(September 22, 2025)</b> . Project scoping, refine goals and objectives, and initiate concept development	CTUIR, Partners, Consulting firm
Compile Site Information and Data	Exchange data and information with consulting firm that supports project planning, design and build CTUIR Fish Production Program operation/needs information, NOAA/ODFW screening requirements (salmonids/lamprey), research needs, landowner uses, site history) <b>(October 20, 2025)</b>	CTUIR, Partners, Consulting firm
Mechanical and operational survey	Collect mechanical and operational data. Evaluate existing condition <b>(October 31, 2025)</b>	Consulting firm
Design Meeting	Finalize preferred concept <b>(November 17, 2025)</b>	CTUIR, Partners, Consulting firm
15 Percent conceptual drawings and review and selection of alternatives	Prepare concept design, <b>(January 5, 2026)</b>	Consulting firm, and CTUIR. Complete review by BPA and ODFW and NOAA Fish Passage Program
60 Percent design drawings, and Basis of Design Report with Construction Cost Estimate.	60 Percent Design Package including Basis of Design Report, drawings, draft Construction Specifications, estimated materials quantity and cost estimate <b>(February 27, 2026)</b>	Consulting firm, CTUIR. Complete review by Landowners, BPA, ODFW and NOAA Fish Passage Program. Need adequate information for construction funding proposal
100 Percent design drawings, and Basis of Design Report with Construction Cost Estimate.	100 Percent Design Package including Basis of Design Report, drawings, final Construction Specifications, estimated materials quantity and cost estimate <b>(May 1, 2026)</b>	Consulting firm, CTUIR.

## 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)

## 2.5 Required Proposal Components

For the purpose of 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:

- Cover letter**
- Executive summary**
- 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 fish handling and collection facilities.
- b. Design team: Provide a description of the specific design team members and their qualifications, relevant to fish trapping and improving handling and collection facilities. Staff biographies for each member should be included and demonstrate experience in fish trap/collection facility design.
- 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

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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.