



## **Request for Proposals (RFP)**

### **Confederated Tribes of the Umatilla Indian Reservation**

Department of Natural Resources – Range, Ag & Forestry Program

### **Forest Management Environmental Assessment (EA) & Management Plan**

CONTRACTORS INVITED TO BID THE PROJECT: **Qualified Consultants**

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### **Critical Dates:**

Proposal Submission Deadline:	September 2 <sup>nd</sup> , 2025 (3:00pm)
Tentative Award Selection (est.):	September 15 <sup>th</sup> , 2025
Contract Award (est.):	September 19 <sup>th</sup> , 2025
Project Initiation:	Upon Contract Approval
Estimated Project Completion:	December 1 <sup>st</sup> , 2026

## **1. Background**

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) manage natural resources in accordance with their First Foods Mission, which guides stewardship practices based on cultural traditions and ecological relationships. The First Foods—water, fish, big game, roots, and berries—hold deep significance in CTUIR ceremonies and lifeways. According to Tribal tradition, fish, big game, roots, and berries are served in a specific order that reflects the order in which these foods offered themselves to care for the Indian people. Water, the fifth First Food, is served both before and after the others, honoring its unique role as the life-giving element that sustains all other First Foods, people, and the land itself. Many of these First Foods are found within landscapes managed under the direction of the CTUIR Forest Management Plan, which integrates cultural values with ecological goals to ensure the continued health and availability of these vital resources.

The Umatilla Indian Reservation includes approximately 245,700 acres of reservation land. The CTUIR and its members own approximately 108,906 acres in trust status and 29,294 acres in fee status within Northeast Oregon and Southeast Washington. Some Tribal trust and fee lands are managed under Bonneville Power Administration mitigation agreements or other conservation agreements.

The Forest Management Program has been active since the 1970s with special emphasis applied to management of timber and fire on the Umatilla Indian Reservation (UIR) range and forestlands. Over half of forested lands have elevated stocking densities exhibiting isolated defects, disease and insect outbreaks. Past land use and management activities have led to overstocked forest conditions and colonization and expansion of aggressive non-native plant species throughout the Reservation.

The Confederated Tribes plan to complete an update to the current Forest Management Plan. Bureau of Indian Affairs (BIA) policy requires National Environmental Policy Act (NEPA) compliance. Management alternative will be analyzed and summarized by an Environmental Assessment (EA) for the Umatilla Indian Reservation. The Confederated Tribes shall develop strategies that promote and enhance the frequency and abundance of First Foods including habitats and ecological processes that sustain First Foods. The desired outcomes are healthy natural ecosystems to support the First Food Mission of protecting forest lands and associated riparian systems for the perpetual cultural, economic, and sovereign benefit of the CTUIR.

## **2. Scope**

The CTUIR currently manages 36,503 gross acres (32,303 net of roads and buffer acreage) of forested lands. It is categorized into three ownership classes, including Tribal Trust, Allotted Trust and Tribal Fee. The Forest Biometrics Research Institute, Forest Planning and Project System currently retains the CTUIR Forest Inventory, where over 15,000+ non-permanent forest inventory plots are stored. The forested lands are scattered between Southeast Washington (Columbia County) to Umatilla and Union Counties in Northeast Oregon. The CTUIR forest is made up of a variety of forest types and experience high variability in climate ranging from low elevation dry pine stands to higher elevation mixed conifer stands.

CTUIR plans to complete a NEPA analysis of management alternatives and an associated plan that details responsibilities and strategies to manage forest lands on the UIR.

An EA documents the environmental consequences (positive and negative) of potential management alternatives. The EA is a concise document that provides sufficient evidence and analysis for determining the significance of effects from proposed management alternatives. The corresponding management plan shall detail the selected alternative or combination of alternatives described in the EA. The Superintendent of the Umatilla Indian Agency and Board of Trustees (BOT) of the Confederated Tribes will provide decision making support concerning alternative selection and approval of the final management plan. A CTUIR Interdisciplinary Team (IDT) shall work closely with the selected contractor to provide oversight and coordination to produce the forest management EA and Forest Management Plan that shall be implemented over 15 years.

### **3. Applicable Documents**

The Confederated Tribes and Bureau of Indian Affairs have completed several management plans since 2001. The management plans may be used to provide reference as to what resource managers consider when outlining management actions associated with each alternative.

Applicable documents that may aid in the development of the EA and management plan include:

- 3.1 Bureau of Indian Affairs NEPA Handbook
- 3.2 CTUIR Comprehensive Plan (as amended)
- 3.3 CTUIR Forest Management Plan, 2010 ([CTUIR - Range, Agriculture and Forestry](#))
- 3.4 2025 Forest Inventory and Analysis Report for the CTUIR, 2025
- 3.5 CTUIR Invasive Weed Management Plan ([CTUIR - Range, Agriculture and Forestry](#))
- 3.6 Aligning environmental management with ecosystem resilience: a First Foods example from the Confederated Tribes of the Umatilla Indian Reservation, Oregon, USA
- 3.7 The Umatilla River Vision
- 3.8 First Foods Upland Vision ([CTUIR - Range, Agriculture and Forestry](#))
- 3.9 Suggested Stocking Levels for Forest Stands in NE Oregon and SE Washington: An Implementation Guide for the Umatilla National Forest. Powell, D.C., 1999.
- 3.91 Suggested Stocking Levels for Upland Forests of NE Oregon and SE Washington. Powell, D.C., 2024

The contractor will utilize other relevant documents and publications but must reference all source material in the EA and management plan.

### **4. Requirements**

The selected contractor will provide the following:

- 4.1 Written analysis with associated chapters of an Environmental Assessment as outlined by the NEPA and Bureau of Indian Affairs NEPA Handbook. The EA must include chapters that detail:

- 4.1.1 Executive Summary
- 4.1.2 Table of Contents
- 4.1.3 Purpose and Need
- 4.1.4 Management Alternatives including proposed action.
- 4.1.5 Affected Environment
- 4.1.6 Environmental Consequences
- 4.1.7 List of Preparers & Contributors
- 4.1.8 Literature Cited
- 4.1.9 Glossary
- 4.1.10 Associated Appendices
- 4.1.11 Notice of Availability (NOA)
- 4.1.12 Finding of No Significant Impact (FONSI)

4.2 Written document with associated chapters of a Forest Management Plan. The management plan must include chapters that detail:

- 4.2.1 Executive Summary
- 4.2.2 Introduction
- 4.2.3 The Management Situation
- 4.2.4 The Management Direction
- 4.2.5 Implementation of the Management Plan
- 4.2.6 Benefits
- 4.2.7 Literature Cited
- 4.2.8 Glossary
- 4.2.9 Associated Appendices.

#### **4.3 THE CONFEDERATED TRIBES WILL:**

- 4.3.1 Schedule and conduct at least 5 but not more than 7 scoping meetings to provide a detailed list of issues and concerns specific to forest management on the Umatilla Indian Reservation (UIR).
- 4.3.2 Document in writing public involvement and review of plan development.
- 4.3.3 Provide relevant documents (reports, data summaries, maps, management plans, etc...) to selected contractor.
- 4.3.4 Provide relevant Geographical Information Systems data, maps and summaries that may be included in the EA and FMP.
- 4.3.5 Convene a CTUIR Interdisciplinary Team (IDT), as required by NEPA, to principally function as a review team, providing technical guidance to the contractor.
- 4.3.6 Provide review and editing of all draft analysis throughout EA and plan development.
- 4.3.7 Provide copies of resolutions, statutes, regulations, executive orders, manuals and handbooks which may guide develop of the EA and management plan.
- 4.3.8 Provide relevant letters, comments and other materials received concerning development of the EA and management plan.

- 4.3.9 Meet with contractor throughout the preparation of the EA and management plan to discuss:
  - 4.3.9.1 The significant issues that will be addressed in the analysis.
  - 4.3.9.2 The scope of the plan and preferred and proposed alternatives.
  - 4.3.9.3 The alternatives to be analyzed in detail and alternatives that will not be analyzed.
  - 4.3.9.4 Proposed mitigation measures and analysis and disclosures required by those measures.
- 4.3.10 Make its own independent evaluation of the information submitted by the contractor, subcontractors and have responsibility for its accuracy. Make determination of the inclusion or deletion of material from the analysis and plan.
- 4.3.11 Coordinate the release of the Decision Document (Notice of Availability, NOA).

#### **4.4 THE CONTRACTOR WILL:**

- 4.4.1 Be the principal in charge of drafting the EA and management plan and be receptive to incorporate review and comments provided by the CTUIR.
- 4.4.2 Provide monthly written updates on progress towards finished work products.
- 4.4.3 Participate in scoping meetings (virtual available) and provide a summary of results.
- 4.4.4 Assist with designing visual aids for meetings, mailers, handouts, poster boards, etc.
- 4.4.5 To the fullest extent possible, utilize existing information, inventories, studies, and reports to support the analysis.
- 4.4.6 Maintain all records used for development of the EA and management plan until such decision document is signed. Upon approval of a decision document and management plan all records shall be delivered to the CTUIR.
- 4.4.7 Be responsible for complete, error-free documents with all components required by NEPA and detailed chapters of the management plan.
- 4.4.8 Assemble the EA and management plan in an organizational system which will make it possible for the responsible officials to refer conveniently to specific documents or pages within the documents. The source documents shall be listed and show date, author, addresses, subject and/or page number. The list shall be an appendix to the analysis and management plan and used to incorporate by reference the items on the list in the analysis and plan.
- 4.4.9 In the management plan include relevant day to day operational topics including:
  - 4.4.9.1 Tribal Goals and Objectives
  - 4.4.9.2 Appropriate landscape level inventory
  - 4.4.9.3 Other inventory needs
  - 4.4.9.4 Compliance with all applicable Federal laws, executive orders, Tribal; Codes, Policies, Resolutions and other relevant mandates.
  - 4.4.9.5 Relevant management practices
  - 4.4.9.6 Monitoring protocols, documentation and records
  - 4.4.9.7 Plan modification time frames
  - 4.4.9.8 Organization and funding requirements.

- 4.4.9.9 Scope of the management plan.
- 4.4.9.10 Plan applicability and term.
- 4.4.10 Be responsible for drafting the FONSI.
- 4.4.11 Provide EA and management plan in an electronic format that is easily reproduced, printed and distributed.
- 4.4.12 Be solely responsible for fees, costs and expenses associated with the responsibilities outlined in 4.4.

#### **4.5 PROPOSAL EVALUATION CRITERIA FOR AWARD**

- 4.5.1 The contract will be awarded to that contractor who submits the proposal, which is the most advantageous to the CTUIR, considering all terms, conditions and prices.
- 4.5.2 The CTUIR may negotiate contract terms and conditions with each contractor whose proposal is within the competitive range. However, the CTUIR may award the contract without further negotiation to that contractor who submits the most advantageous proposal.
- 4.5.3 Evaluation Criteria: The following criteria will be used to determine the most advantageous offer to the CTUIR. Failure on the part of any contractor to satisfy any one of the criteria may be used as a justification for not awarding a contract to that contractor.
  - 1. Demonstrated experience on the part of the contractor and their subcontractors in forest management. Factors such as length of time working in forest management field, types of projects performed and client references will be considered. 15% scoring weight shall be applied.
  - 2. Direct experience in Natural Resource Management Plan development with emphasis on Indian land planning. Consideration will include the role the firm had in developing NEPA documents and/or management plans. Previous client's name, phone number and addresses should be provided. 20% scoring weight shall be applied.
  - 3. Total project cost. 30% scoring weight to be applied.
  - 4. Professional qualifications of the staff, including subcontractors who will perform the work. Qualifications of the actual personnel assigned to this project will be given maximum review. Personnel assigned to less than 5% of the time schedule are to be given little or no review. 15% scoring weight shall be applied.
  - 5. Technical approach presented by the contractor. Evaluations will consider the scoping effort presented. Contractor's completion schedule is to be considered as a primary factor in relationship to the approach presented. Contractor should propose a reasonable time table for completion of the two documents. 20% scoring weight shall be applied.

The IDT will examine the approach in relationship to the contractor's actual site-specific knowledge of the Umatilla Indian Reservation lands.

#### **4.6 Questions**

- 4.6.1 Written questions concerning this RFP will be answered in writing up until August 26<sup>th</sup> 2025.

## SCHEDULE B: Project Budget/Quote

### I. PAYMENT TERMS.

*The CONFEDERATED TRIBES shall reimburse the CONTRACTOR according to the following terms, **which amount is limited to a maximum of \$**\_\_\_\_\_.*

Contractor may submit invoices for the following products during the contract period. CTUIR shall hold back 20% of the contract value to assure project completion.

- 1) After completion of draft EA is accepted by CTUIR (20% of contract total)
- 2) After completion of final EA is accepted (20% of contract total)
- 3) After completion of draft Management Plan is accepted (20% of contract total)
- 4) After completion of final Management Plan is accepted (20% of contract total)
- 5) Conclusion of contract (20% of contract total)

<i>Item/Activity</i>	<i>Amount</i>
<i>Analysis and writing of Forest Management Environmental Assessment with outlined chapters and reference documents</i>	\$
<i>Writing of Forest Management Plan with outlined chapters and reference documents</i>	\$

**Total Contractor Budget:** \$\_\_\_\_\_

**Name of Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**By:** \_\_\_\_\_

(Signature)

**Title:** \_\_\_\_\_

**Price Valid for** \_\_\_\_\_ **days**

## II. PAYMENT PROCEDURES.

A. CONTRACTOR shall submit invoices for reimbursement of work performed on a quarterly basis to:

CTUIR DNR-RAF  
ATTN: Gordy Schumacher  
46411 Timine Way  
PENDLETON, OR 97801

B. Invoices must conspicuously indicate they are for cost center: 034-280

C. Invoices must be complete and accurate to qualify for reimbursement.

D. CONTRACTOR shall submit a progress report with each invoice. The progress report must include a summary of results or activities for each task identified in the Scope of Work and any major problems encountered in accomplishing those tasks.

E. Final invoices must be submitted by *12/1/2026*

F. The CONFEDERATED TRIBES will reimburse the CONTRACTOR for correctly submitted invoices within thirty-five (35) days of receipt.

G. Invoices needing correction will be reimbursed within thirty-five (35) days of receipt of the corrected invoice.

Payment on disputed invoices will be delayed until the dispute has been resolved to the CONFEDERATED TRIBES' satisfaction.