

**Request for Proposal (RFP)**  
Completion of the Upper Klamath Basin Watershed Action Plan  
Klamath Tribes NR/Research Station Department  
RFP # 18-05-NRRS

**Introduction:**

A. **Scope of Work:**

Described below are the technical requirements for the material, product, or service to be procured, including the minimum essential characteristics and standards which it must meet to satisfy its intended use.

**Background and Purpose**

The Klamath Tribes, in collaboration with key Klamath Basin restoration entities, is developing the Upper Klamath Basin Watershed Action Plan. The Tribes and its partners have organized in to the Upper Klamath Basin Watershed Action Plan Team (WAP Team). Currently, the WAP Team includes The Nature Conservancy (TNC), Trout Unlimited (TU), Klamath Watershed Partnership (KWP, recognized by the state of Oregon as the watershed council for the Upper Klamath Basin), The Klamath Tribes (TKT), Oregon Department of Environmental Quality (ODEQ), the US Fish and Wildlife Service Partners for Fish and Wildlife Program (USFWS), and the North Coast Regional Water Quality Control Board (Regional Water Board) in California.

The WAP Team is committed to collaborating on developing a strategic approach to habitat restoration in Oregon's Upper Klamath Basin to increase the pace and scale of habitat improvements that benefit native fish and wildlife and improve water quality. The geographic extent of the Upper Klamath Basin is shown in Exhibit A. The importance of completing this work in a timely manner has been elevated due to the scheduled removal of four dams on the Klamath River by 2020. Upon removal of the dams, over 400 miles of waterway in the Upper Klamath Basin will be accessible to anadromous fish species for the first time in 100 years.

The WAP Team has started developing the **Upper Klamath Basin Watershed Action Plan (UKB WAP)**, which is currently in detailed outline form. The UKB WAP will be science-driven and will focus on addressing watershed processes. The UKB WAP will include information about types of restoration projects necessary to address specific impairments to aquatic ecosystem process and function, reach-scale maps identifying candidate sites for specific riverine restoration projects, and a prioritization framework to assist the project team and other implementers in prioritizing areas for restoration work, including in wetlands and agricultural lands. The WAP Team has significant experience incorporating such concepts into restoration planning and implementation.

The Project Team seeks to achieve the following ecological outcomes through development and implementation of the UKB WAP:

- Water quality improvements, namely by meeting the objectives of the Upper Klamath Lake Drainage TMDL and the water quality-related objectives of the USFWS Recovery Plan for the Lost River sucker and shortnose sucker (*Deltistes luxatus* and *Chasmistes brevirostris*).
- Habitat improvements for Lost River and shortnose suckers, namely by meeting the habitat-related objectives of the USFWS Sucker Recovery Plan.

- Habitat improvements for bull trout (*Salvelinus confluentus*), namely by meeting the habitat-related objectives of the USFWS Bull Trout Recovery Plan.
- Habitat improvements for redband trout (*Oncorhynchus mykiss newberrii*; a Federal species of concern, an Oregon state sensitive vulnerable species, and a cultural and subsistence resource for The Klamath Tribes) to benefit both adfluvial/resident trout and anadromous salmonids anticipated to return after dam removal.

Additional outcomes expected from the UKB WAP include:

- A clear path to reach habitat improvement goals by restoring key processes and watershed function
- Improved coordination of restoration actions and implementation
- More funding and resources/leverage for the project types identified in the UKB WAP, undertaken by multiple parties and groups internal and external to the WAP Team

Currently the WAP Team is meeting monthly for 2-4 hours. The Team's performance goals include: (1) a high-functioning collaborative partnership to guide restoration planning and implementation in the Upper Klamath Basin, (2) engaging partners in productive and meaningful discussions, and (3) producing an action plan in a format that is accessible to both Team members and the broader restoration community.

The proposed UKB WAP aligns with the goals and objectives laid out in the Upper Klamath Lake Drainage TMDL, the Lost River and Shortnose Sucker Recovery Plan, and Bull Trout Recovery Plan. These documents identify many of the primary issues facing the Upper Klamath Basin. Over-allocation of water, loss of lake-fringe wetlands, and poor water quality are major challenges preventing restoration and recovery of endangered suckers and aquatic ecosystem process and function. Water quality in Upper Klamath and Agency Lakes and their tributaries exceeds standards established under the Clean Water Act. Excessive phosphorus loading enables extensive cyanobacterial blooms that produce algal toxins and are detrimental to native fish in the lakes as well as fish living downstream in the Klamath River. Recreational and cultural uses of the river and lakes are also impacted by poor water quality. The Wood, Sprague, and Williamson Rivers contribute approximately 74% of Upper Klamath Lake's external phosphorus load, and ODEQ has determined that reducing the external load is the best approach for improving water quality conditions in the lakes. Additionally, the recovery plan for federally-listed Lost River and shortnose suckers identifies a number of restoration actions that may assist in population recovery, including improving water quality and habitat conditions (USFWS 2012).

*Previous plans, reports, and research have informed restoration planning and prioritization and were a critical step toward our current efforts. By consolidating and updating past work, tying in valuable new partner efforts and interests from across the basin, and identifying/prioritizing candidate sites for restoration actions, the UKB WAP will expedite planning, design, implementation, and acquisition of external funds for restoration work.*

We are seeking an experienced consultant to help guide our efforts in completing the UKB WAP. Specifically, we are seeking a consultant to facilitate WAP meetings, engage other partners to gain buy-in to the plan, and write and publish the plan document. The consultant will further improve and enhance our level of performance to complete the Plan itself, including partner outreach and publication strategies by translating the Team's data, knowledge, and expertise into a product that effectively communicates a shared vision and priorities and provides a path to action. We are seeking a second consultant to continue ongoing efforts at identifying and mapping, in a Geographic Information System (GIS), various resource issues, identifying priority

areas for restoration, and producing high quality map products for use in the plan. It is expected that the consultant for facilitation and document writing will work closely with the consultant for GIS and technical services to complete the plan.

Documents and products referenced in this Request for Proposals can be provided upon request.

### Desired Project Outcomes

The following project outcomes are intended to guide development of the *Upper Klamath Basin Watershed Action Plan*:

1. Identify and engage key partners, including active conservation organizations and land management agencies from within the Upper Klamath Basin to provide input and expertise for the planning process and to strengthen partnerships for future land management and conservation activities.
2. Identify and summarize key conservation and natural resource related plans, studies, and data, highlight key findings, and identify data gaps.
3. Describe ecological priorities (target fish communities and habitats) that are consistent with state and regional conservation strategies and recovery plans, basic principles of conservation biology, and the WAP Team goals.
4. Identify and prioritize candidate sites for restoration activities to facilitate future planning and implementation, including for the implementation of PacifiCorp's Interim Measure 11 Priority List of Projects for water quality improvements in the Upper Basin.

### Planning Framework

Consultant: will perform tasks described below in close coordination with the WAP Advisory Team and WAP Team.

WAP Advisory Team: Comprised of key WAP participants and will be available to provide input and guidance to the Contractor. The team will have representatives from TU, TNC, KWP, and TKT.)

WAP Team: Other participants would be available to provide assistance and input as needed. (Advisory Team plus USFWS, DEQ, and NCRWQCB)

Technical Advisory Pool: Would be made up of key Klamath Basin conservation partners such as NRCS, SWCD, ODFW, BOR, USFS, USGS, OWRD, OSU Extension, BLM, and others as necessary. The Technical Advisory Pool would be consulted as needed.

### Proposed Project Tasks

We are currently seeking proposals in support of the development of the Upper Klamath Basin Watershed Action Plan (UKB WAP) as outlined below.

**Ideally, two contracts will be developed for this work. The first will be for group facilitation, writing and publishing the UKB WAP, and convening partner meetings (Contract I), while the second is for technical**

**GIS/mapping product development and data visualization (Contract II). This RFP is for Contract I only. There is a separate RFP for Contract II. Contractors can choose to respond to the RFPs as a team or individually. Since the two components identified in Contract I and II are key to developing the UKB WAP, contractors will be expected to maintain access to and share their ongoing work products at the request of the WAP Team to ensure each party is working with the latest information, in the most efficient way possible. Communication between both contractors will be key to the success of this work.**

**The contractor will confer on a regular basis (i.e., every 2-3 weeks depending on work progress) with the WAP Advisory Team throughout the course of the contract, and make a diligent effort to establish and maintain strong working relationships with the WAP Team members. Early on, project meetings with the WAP Advisory Team will occur more frequently (every week to two weeks) as work starts and relationships build, and may become less frequent as work progresses and relationships mature.**

### **Contract I: Facilitation and Draft Development**

- a. Facilitate monthly WAP Team meetings, including developing the agenda, leading the meeting, and providing follow up notes/action items. Work with WAP Advisory Team to determine meeting location, A/V set up, and conference call/remote presentation setup.
- b. Develop project schedule/timeline based on feedback provided by the WAP Team.
- c. Revise/Reorganize UKB WAP outline based on feedback provided by the WAP Team. Work with WAP Team to assign all plan content and identify areas where outside expertise is needed (from Technical Advisory Pool or others) including identification of data gaps, additional sections needed, etc. Ensure that existing priorities are included in the plan.
- d. Summarize key related plans, studies, and data (provided by WAP Team) to complete Chapter 1 of UKB WAP. This section will rely and refer heavily on past produced products as opposed to recreating new content.
- e. Write narrative for conceptual models to complete Chapter 3 of UKB WAP based on feedback from WAP Team. Models are already developed but lack the associated text to describe the theory of change and associated details (metrics) of the models in readable format.
- f. Work with Contractor II and WAP Team to develop prioritization framework and incorporate into draft UKB WAP.
- g. Develop generalized cost estimates and ecological return on investment for prioritized projects. General cost estimates have already been developed (KBRA Table C-2) but will need to be reviewed and potentially updated. In some cases, new costs based on updated or more current information will need to be developed.
- h. Coordinate with Contractor II to ensure technical aspects of the plan, such as GIS data and maps, are being produced in a timely matter and within the goals and objectives of the plan and Team.
- i. Develop and implement outreach strategy to facilitate plan feedback and development from Technical Advisory Pool and other groups or agencies outside the identified Technical Advisory Pool.
- j. Ongoing coordination with WAP Advisory Team.
- k. Complete draft narrative for all chapters of the UKB WAP.
- l. Produce final version of the UKB WAP based on feedback from WAP Team and Technical Advisory Pool. Final version will be bound and published for dissemination to parties within and outside the WAP Team and Advisory Pool.

### Schedule:

The general timeline for accomplishing the responsibilities listed above will occur as follows:

- Meeting facilitation will begin immediately and continue through the entire contract period (approximately 15 months).
- Draft UKB WAP should be completed by January 31, 2019.

- Outreach strategy identified and implemented within 10-12 months.
- Final UKB WAP completed by June 30, 2019.

The party will be required to meet with the WAP Team, whose responsibility include;

- Provide summary (by obtaining materials from Contractor I and any other meeting notes or information) of WAP Team meetings and accomplishments. Provide notes to Team and grantors monthly.
- Provide contact information for all WAP Team members and Technical Advisory Pool and work with Consultant to determine meeting schedule
- Provide UKB WAP outline, in its current form (draft) to Consultant
- Provide key related plans, studies, cost estimate tables, and other data to Consultant
- Provide annotated list of available GIS data to Consultant (see Exhibit C)
- Provide completed conceptual models to Consultant
- Provide additional data as needed, or work with Consultant to determine best approach to getting needed data and information.
- Review and edit project materials and other deliverables produced by Contractor
- Actively participate in meetings and in developing components of the UKB WAP.

The proposal must show the total cost for labor, travel, supplies, and any other necessary cost to complete the project.

Project to be completed by June 30, 2019; however, if the timeline is not feasible, the proposal must include the next earliest date to complete project.

The party must understand that this project is confidential and The Klamath Tribes privacy must be protected at all times during the project.

The Final Report is due no later than 90 days after project ends.

The party must be respectful to the Klamath Tribes and their possessions at all times. The party is encouraged to ask questions at any time for clarification or ask for a meeting to clarify processes.

**B. Quality Requirements:**

The Klamath Tribes and Natural Resources/ Aquatics Department will award contracts to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a party, the Natural Resources /Aquatic Department will consider such matters as the party's

- Strong communication skills, including written and verbal; attention to detail.
- Experience managing complex issues with multiple interests, groups, and partners.
- Experience in preparing comprehensive restoration planning documents.
- Integrity;
- Compliance with public policy;
- Record of past performance;
- Financial and technical resources

### Required

1. Must have minimum of 5 year's work experience in related field of Restoration Planning.
2. Must have a Master's Degree or certification in Environmental Sciences or related field.
3. A cover letter describing the applicant's qualifications, including prior successful experience in similar endeavors.
4. Must provide resume of all consultants involved in the projects.
5. A proposal describing how tasks in the scope of work will be carried out.
6. A budget estimate for the tasks and deliverables shown in the scope of work for the period covered.
7. Must provide 3 references for the last 2 relevant jobs completed (Name and number).
8. Must provide proof of being bonded from a Guarantee or Surety Company acceptable to the U.S. Government and authorized to do business in the State of Oregon.
9. Must not be debarred or suspended from doing business with the federal government.

### Preferred or If Applicable

1. Provide Federal ID#, Social Security or TIN # and State Registry# or equivalent.
2. Provide certificate of insurance for Professional liability and automobile insurance. If selected, party will be required to provide information at time of contract signing.
3. Must provide proof to claim Indian preference (if applicable).
4. It is preferable if the party is registered with the System for Award Management (sam.gov).

### **C. Evaluation Factors and Scoring:**

1. Selection Procedures: The Klamath Tribes' Administration utilizes this formal advertising of Request for Proposals to award to the most highly rated proposal subject to negotiation of fair and equitable compensation. All timely responses to this RFP will be considered. Klamath Tribes' Administration and Natural Resources reserves the right to reject any and all proposals based on documented reasons including determining any or all proposals to be non-responsive.
2. Method of Review: The Klamath Tribes' Administration and its authorized representatives will review all proposals received and may contact the party to request further information. The Klamath Tribes' Administration may accept any given RFP as submitted or may negotiate with the party to establish terms most advantageous to the Tribes. The decision of the Klamath Tribes' Administration and Natural Resources shall be final and not subject to appeal.
3. Method of Scoring: All proposals received on time will be evaluated and scored as follows:
  - a. (0-55 points) Proposal Preparation and Requirements. The RFP must fully demonstrate ability to carry out each requirement listed in Sections A-C of the RFP.
  - b. (0-35 points) Cost: Cost will be determined by formula method.
  - c. (0-10 points) References: A record of integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.
  - d. Indian preference: At minimum 15% of the evaluation points shall be granted to bidders who demonstrate entitlement to Indian Preference, which points shall not be available to non-Indian bidders when using Method #3 of the Klamath Tribes Procurement Policy.

- e. In the case of duplicate proposals the earliest postmarked envelope will be awarded unless otherwise advised in writing by the applicant that the later proposal is the appropriate one to review.

**100 TOTAL POINTS POSSIBLE** (without Indian Preference)

**D. Instructions for Submitting Proposals:**

1. Return proposal in an envelope clearly marked according to the following instructions below. One original and three (3) copies must be submitted. Alternate proposals will not be accepted.
2. Sealed Proposal can be submitted in person, through US Postal Service, or by ground delivery to:

The Klamath Tribes  
Administration Office  
**Attention: Jackie Galbreath, Purchasing Agent**  
P.O. Box 436  
501 S. Chiloquin Blvd.  
Chiloquin, OR 97624

3. Do not submit RFP by email or Fax.
4. On outside of sealed envelope write:  
**RFP #18-05-NRRS**  
**“UKB Watershed Action Plan”**
5. Questions on the RFP can be directed to Stan Swerdloff at (541)783-2219, ext. 222 or email [stan.swerdloff@klamathtribes.com](mailto:stan.swerdloff@klamathtribes.com)
6. Schedule of RFP activities :
  - 01/29/2018 Advertise RFP # 18-05-NRRS
  - 02/09/2018 3:00 pm Deadline for questions regarding RFP.
  - 02/16/2018 4:00 pm Closing Date for RFP to be submitted via method outlined above.
  - 02/19/2018 10:00 am Opening and review of RFP’s submitted on time.

**E. Closing/Opening Date and Time and Method of Solicitation:**

1. Proposals will be accepted at the address above up to **4 p.m. on Monday, February 16, 2018**. All timely responses to this RFP will be considered. The Klamath Tribes reserve the right to reject any and all proposals including those proposals received after the closing date and time. If, at the time of the scheduled closing date, The Kamath Tribes Administration is closed due to uncontrolled events or administration closures, RFP’s will be accepted until 4:00 p.m. on the next normal business day.
2. Proposals will be opened at **10:00 a.m. on Monday, February 19, 2018** at the Klamath Tribal Administration office, 501 S. Chiloquin Blvd., Chiloquin Oregon. If, at the time of the scheduled opening date, The Klamath Tribes Administration is closed due to uncontrolled events or administration closures, RFP’s will be opened at 10 a.m. on the next normal business day.
3. This RFP has been published by:

	Publication in a Newspaper of general circulation
X	Direct solicitation of proposals from an adequate number of known sources
X	Klamathtribes.org

**F. Indian Preference:**

1. To the greatest extent feasible, preference and opportunities for training and employment shall be given to Indians, and preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises.
2. Certain federal laws allow for the application of a Tribal-specific preference, and where those laws apply the Tribes will provide preference for Klamath Tribal members or businesses owned by Klamath Tribal members.
3. Preference and opportunities for training and employment in connection with the administration of these activities shall be given to Indians and Alaskan Natives.
4. The Klamath Tribes Procurement Policy shall be followed for any individual/firm claiming Indian Preference.

**G. Provisions:**

1. All contractors must observe the Klamath Tribes' Indian preference policy as set forth in the Klamath Tribes Procurement Policy.
2. The Klamath Tribes shall conduct all procurement transactions in a manner that provides fair and open competition.
3. The Klamath Tribes shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
4. The Klamath Tribes wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
5. The Klamath Tribes shall take reasonable affirmative steps to assure that DBE's, WBE's and MBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
6. The Klamath Tribes shall not use federal grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
7. Request for Proposals may be terminated by The Klamath Tribes' Administration at any time for cause.
8. Each party submitting a proposal is certifying that he/she has not colluded with any other person, firm or corporation in regard to securing the services being solicited.
9. No employee, officer, or agent of the Klamath Tribes may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
10. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
11. Agreement: The selected professional will comply with Klamath Tribes Procurement Policies.