

## **Request for Proposal (RFP)**

Consultant –Williamson River Drought Resiliency Project at the Klamath Tribes Rocky Ford Ranch  
Klamath Tribes Ambodat Department  
RFP # KTAD22-43-3WRDRP-RFR

### **Introduction:**

The Klamath Tribes have several departments that facilitate the implementation of The Klamath Tribes mission to protect, preserve and enhance the spiritual, cultural, and physical values and resources of the Klamath Peoples. The Ambodat, Natural Resources, and Cultural and Heritage Departments are the primary departments that work to protect and restore land, water, and treaty resources within the former reservation. Accordingly, The Klamath Tribes would like to improve the coordination of our environmental related efforts between the Ambodat, Natural Resources, and Cultural and Heritage Departments.

The Ambodat Department is seeking qualified and experienced consultants to perform a variety of tasks in the Upper Klamath Lake watershed.

### **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.

1. This RFP will enable The Klamath Tribes to enter into a binding contract with the most qualified contractor that can demonstrate their ability and experience to complete an assessment, planning, and restoration engineering design for the Williamson River at the Klamath Tribes Rocky Ford Ranch.
2. The consultant selected will complete the five (5) Tasks described in Attachment 1 - Detailed Scope of Work Proposal should show how consultant will carryout each task and give estimated timeline and estimated cost with hourly wages
3. The consultant will complete an assessment report, hydrology and hydraulic technical memorandum, engineering design drawings, and monitoring plan based on the five (5) Tasks and entire project requirements.
4. The consultant must have experience with environmental data collection and analysis, HEC-RAS modeling, and stream restoration engineering design. Proposal must demonstrate experience and ability for each.
5. The consultant must be willing to travel and perform work at the Rocky Ford Ranch, near the Klamath Marsh, Oregon.
6. The consultant must be willing to work with the Ambodat Department.
7. The Klamath Tribes Tribal Council would like the project to be completed by July 31, 2024 and deliverables are due to the Ambodat Project Manager within timeframes given.
8. The consultant must be respectful to the Klamath Tribes and their possessions at all times. The consultant 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 Ambodat 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 consultant, the Ambodat Department will consider such matters as the consultant's

- Integrity
- Compliance with public policy
- Record of past performance
- Financial and technical resources

**Required**

1. Must have minimum of 5 years work experience in related field of environmental data collection, analysis and stream restoration engineering design.
2. Must have a Master's Degree or certification in an environmental engineering or related field.
3. Must provide resume or job qualification papers showing 5 years' experience in field.
4. Must provide 3 references for the last 2 relevant jobs completed (Name, email and telephone number).
5. Must not be debarred or suspended from doing business with the federal government.
6. Provide TIN, or EIN or SSD number and State Registry #, if registered with State Corporations Board.
7. Provide a copy of Certificate of Insurance (COI) for general liability, or professional liability, and automobile insurance.
8. Must provide proof to claim Indian preference. (Request the Indian Enterprise Qualification Statement (IEQS).
9. It is preferable if the consultant is registered with the System for Award Management (sam.gov).

**Cost**

- 1 The proposal must show the reasonable and necessary total costs to complete the project. The Total costs should be in budget format with brief narrative of each cost line item:
  - a. Salaries/fringe including hourly and total project costs (all staff who will be working on the project);
  - b. Travel at the federal Per Diem rate including mileage, hotel, airfare, rental car, taxi, uber, gratuity, etc.;
  - c. Supplies needed to complete the project;
  - d. Equipment needed to perform the project duties;
  - e. Contingency; and
  - f. Any other necessary costs to complete the project

**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 Ambodat Department 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 consultant to request further information. The Klamath Tribes' Administration and Ambodat Department may accept any given RFP as submitted or may negotiate with the consultant to establish terms most advantageous to the Tribes. The decision of the Klamath Tribes' Administration 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. (0-30 points) Scope of Work. The RFP must fully demonstrate ability to carry out each requirement listed in Section A.
  - b. (0-35 points) Quality Requirements. Response to RFP should demonstrate education, experience and ability to carry out a contract for services.
  - c. (0-20points) Cost: Cost will be determined by formula method, if possible .
  - d. (0-15 points) References: A record of integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.
  - e. 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.
  - f. In the case of duplicate proposals, the earliest postmarked envelope will be opened and reviewed 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 one unbound, single-sided proposal in an envelope clearly marked according to the following instructions below. **No Alternate, faxed or emailed proposals will be accepted.**
2. Sealed Proposal can be submitted in three ways: 1) In person; 2) Through US Postal Service; or 3) By ground delivery (UPS, FedEx) to:

The Klamath Tribes  
Administration Office  
**Attention: Jackie Galbreath, Purchasing Agent**  
P.O. Box 436  
501 S. Chiloquin Blvd.  
Chiloquin, OR 97624
3. **At this time RFPs cannot be accepted by email or Fax.**
4. On outside of sealed envelope write:  
**“KTAD22-43-3WRDR-RFR and your company name”**
5. Questions on the RFP can be directed to Mark Buettner, Project Manager at Ambodat Department at (541) 783-2219, ext. 227 or email [mark.buettner@klamathtribes.com](mailto:mark.buettner@klamathtribes.com) Schedule of RFP activities:
  - 01/03/2023 Advertise RFP # **KTAD22-43-3WRDR-RFR**
  - 01/11/2023 4 p.m. Deadline for questions regarding RFP. Email [mark.buettner@klamathtribes.com](mailto:mark.buettner@klamathtribes.com). A response to all questions will be emailed within 2 business days.
  - 02/02/2023 4 p.m. Closing Date for RFP to be submitted via method outlined above.

- 02/4/2023 Opening will be started by Zoom with a review panel during the week of February 4, 2023. It may take up to two weeks to review and make an offer. All responders will receive an email from the Grant and Contract Compliance Officer.

**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 February 2, 2023**. 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 the closing date fall on a day the Klamath Tribal Offices are closed (Holiday or Administrative) the proposal can be submitted by 3 p.m. on the next regular business day.
2. Proposals will be opened during the week of February 4, 2022 via Zoom. The Grant and Contract Compliance Officer will coordinate the Zoom meeting with a panel to review, score, and select. All responders will be notified by email once an offer is made.
3. This RFP has been published by:

	Publication in a Newspaper of general circulation
<b>X</b>	Direct solicitation of proposals from an adequate number of known sources
<b>x</b>	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 consultant 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.

## **Williamson River Drought Resiliency Project at Rocky Ford Ranch Detailed Scope of Work Description**

### **Project Description**

The Klamath Tribes have a responsibility to restore and steward tribal treaty resources in the Upper Klamath Lake watershed including a variety of fish, wildlife, and plant species. The Williamson River is an important aquatic habitat within the historic homeland of the Klamath Tribes. It provided an abundance of tribal trust resources including salmon, suckers, and trout that have declined severely due to habitat degradation from past grazing management and channel modifications that have removed bank-protecting riparian vegetation, increased bank erosion and sediment inputs and homogenized fish habitat. In the Upper Williamson River above the Klamath Marsh the channel is incised and disconnected from the floodplain. As a result, late summer baseflows are lower than they were historically, and floodplain areas dry out as a result of lower groundwater levels.

The Klamath Tribes recently purchased a 1,700-acre property on the Upper Williamson River (Rocky Ford Ranch) with 3.7 miles of river frontage. The Tribes are in the process of developing a land management plan to guide future uses of the property. However, a major objective of the land purchase was to protect and restore ecological conditions to support tribal treaty resources. The Tribes propose a drought resiliency project to assess instream restoration alternatives, develop engineering design drawing, and develop a monitoring plan for the Rocky Ford Ranch.

### **Project Location**

The Rocky Ford Ranch is located on the Upper Williamson River approximately 10 miles east of the Klamath Marsh National Wildlife Refuge Headquarters on Forest Service Road 49.

GPS coordinates for the property at the NF49 bridge crossing are 42°54' 39.88" North 121°28'32.11" West.

### **Tasks**

1. Site Survey - Complete a topographic/bathymetric survey of the Williamson River on the Rocky Ford Ranch and collect drone imagery, and field notes on the riparian vegetation, bank condition, soils/geology and confining features (levees, irrigation network).
2. Geomorphic assessment, alternatives assessment, and integration with the Upper Klamath Basin Watershed Action Plan (WAP) - Perform a historic assessment by evaluating the historical channel alignment and land use. Alternatives will be developed with a framework for process-based restoration including floodplain reconnection. Techniques may include BDAs, grade control structures, and armored riffles. Integration of the WAP conceptual models and framework and site and alternatives assessment report.
3. Hydrology and hydraulics analysis – Complete a design flow analysis (1, 5, 10, 25, 50, 100-year discharge); HEC-RAS model for the 3.7-mile reach and Technical memorandum.
4. Engineering Design - Complete 30, 60, 90, and 100% engineering design drawings and design report.
5. Monitoring Plan – Develop a pre- and post-project monitoring plan that includes shallow groundwater monitoring (observation wells); river stage height (pressure transducer); vegetation composition and coverage; cross section profiles; longitudinal channel profiles; and permanent photo points.

