

Request for Proposal (RFP)
Klamath Tribes Upper Klamath Basin Water Quality Data Analysis and Technical Assistance
Klamath Tribes Ambodat Department
RFP # KTAD2723-1UKBWQDA-TA

Introduction:

The Klamath Tribes have a responsibility to restore and steward tribal treaty resources in the Upper Klamath Lake watershed including a variety of fish species like redband trout, Lost River suckers, and Shortnose suckers. The populations of these species have declined and their habitat has been degraded due to decades of poor water and land use practices. Upper Klamath Lake, an important habitat for these species experiences poor water quality conditions every summer that are stressful and lethal to fish. Poor water quality including high pH, low dissolved oxygen, and high un-ionized ammonia result from large blooms and crashes of cyanobacteria. Excessive nutrient and sediment loading from the watershed and recycling from the lake sediments fuels the cyanobacteria blooms.

Nutrient load reduction activities in the watershed and lake level management have been implemented over the last 30 years to address Upper Klamath Lake water quality and endangered sucker survival. The Klamath Tribes have been monitoring water quality in Upper Klamath Lake since 1990 and major tributaries since 2001 to document water quality conditions and assess trends over time. Water quality data have been described and summarized to varying degrees in a series of reports and manuscripts including annual water quality summary reports.

The Ambodat Department is seeking a technical assistance in analyzing our Upper Klamath Lake and Tributary data and preparing data summary reports for data from 2022-2023. In addition, we seek technical assistance in water quality matters potentially impacting Tribal Trust resources.

SCOPE OF WORK

The Klamath Tribes Ambodat Department has been collecting water quality data in the Upper Klamath Basin for over 30 years. This long-term data set helps the Tribes assess long-term trends in water quality associated with climate change, habitat restoration, and land management. We need assistance with the technical analysis of our Upper Klamath Lake and tributary water quality data to provide updated information to assess the progress to meeting the Tribes goals of healthy and productive habitats to support tribal trust species including the C'waam, Koptu, Redband Trout and other aquatic species.

Task 1. Upper Klamath Lake Water Quality Data Compilation, QA, and Reporting

Task 1a. Compile and perform QA analyses for all relevant Klamath Tribes data (total phosphorus, soluble reactive phosphorus, total nitrogen, ammonia nitrogen, nitrate-nitrite, silica, total suspended sediment, turbidity, temperature, dissolved oxygen, pH, and conductivity) for Upper Klamath Lake. Data will include bi-weekly samples from April through October. Bi-weekly sampling from November through March will be available for once site (Fremont Bridge).

Task 1b. Provide tabular and graphical analyses of bi-weekly time series showing seasonal variations in water quality parameters.

Task 1c. Provide seasonal and water column trends in profile water quality data (temperature, pH, dissolved oxygen).

Task 1d. Provide comparison of annual data for 2022 and 2023 to previous 1990-2021 data.

Task 1e. Summarize Microcystin sampling.

Task 1f. Prepare annual data summary report.

Task 2. Tributary Nutrient Water Quality Data Compilation, QA, and Reporting

Task 2a. Compile and perform QA analyses for all relevant Klamath Tribes data (total phosphorus, soluble reactive phosphorus, total nitrogen, ammonia nitrogen, nitrate-nitrite, silica, total suspended sediment, turbidity, temperature, dissolved oxygen, pH, and conductivity) for Upper Klamath Tributaries. Data will include all annual bi-weekly samples from the Klamath Tribes' long-term tributary monitoring program.

Task 2b. Provide tabular and graphical analyses of bi-weekly time series showing seasonal variations in water quality parameters.

Task 2c. Provide comparison of annual data for 2022 and 2023 to previous 2000-2021 data.

Task 2d. Prepare annual data summary report.

Task 3. Technical Assistance on Tribal Water Quality Matters

Task 3a. At Tribes request interface with State and Federal Agency personnel on water quality related matters such as TMDLs, ESA, restoration, and other lake and tributary water quality issues. Examples include: USFWS wetland restoration, IFRMP, Bureau of Reclamation Natural Flow Study, and analyzed data as necessary to support efforts. At the Tribes request prepare various Power Point presentations and present results at Klamath Basin water quality forums and to Tribal staff.

Task 4. Extend Klamath Tribes' Long-term Upper Klamath Lake and Tributary Water Quality Databases

Task 4a. Once the Upper Klamath Lake databases are updated for Water Year 2022 (Tasks 1 and 2), a methodology will be developed for combining the Tribes and USGS water quality databases to fill in sampling gaps in the Tribes' data using USGS data and to ensure a consistent dataset over the full period of record. The deliverable will be comprised of two spreadsheets containing the timeseries for tributary and Upper Klamath Lake water quality data for the years of 1990-2022. Due to a gap in Klamath Tribes sampling in 2019 and sampling only a subset of stations in subsequent years, the current long-term database only extends through 2018. This task is necessary to ensure the integrity of lab methods and stations sampled by USGS.

B. Quality Requirements:

The Klamath Tribes and Aquatic Resources 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 Aquatic Resources Department will consider such matters as the party'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 Aquatic Ecology.
2. Must have an advanced Degree or Certification in Environmental Science or related field, copy accepted.
3. Must provide resume or job qualification papers showing 5 years of experience in field.
4. Must provide 3 references for the last 2 relevant jobs completed (Name telephone number and email).

Preferred or If Applicable

1. Provide Federal ID number, Social Security number or TIN number and State Registry number or equivalent.
2. Provide a copy of certificate of insurance for general liability and automobile insurance.
3. Must provide proof to claim Indian preference (if applicable).
4. Provide UEI # and Cage Code if 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 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 on time or may negotiate with the party 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. (0-35 points) Proposal Preparation and Requirements: The RFP must demonstrate ability to carry out each requirement from Scope of Work Tasks 1 through 4.
 - b. (0-35 points) Quality Requirements: The RFP must provide required information and any documentation asked for.
 - c. (0-15 points) 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 receive higher points.
 - e. Indian preference: At minimum 15% of the evaluation points shall be granted to responders who demonstrate entitlement to Indian Preference, which points shall not be available to non-Indian responders when using Method #3 of the Klamath Tribes Procurement Policy.
 - f. In the case of duplicate proposals, the earliest postmarked envelope will be 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 instructions below. Alternate, faxed or emailed proposals will not be accepted.
2. Proposal can be submitted by one of three ways 1) In person at 501 S. Chiloquin Blvd. Chiloquin OR; 2) Through US Postal Service to PO Box 436, Chiloquin, OR 97624; or 3) By FedEx or UPS ground delivery to 501 S. Chiloquin Blvd., Chiloquin Oregon 97624:
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:
“KTAD2723-1UKBWQDA-TA and company or Individual Name”
5. Questions on the RFP can be directed to Mark Buettner at (541)783-2219, ext. 227 or email mark.buettner@klamathtribes.com
6. Schedule of RFP activities :
 - 5/1/2023 Advertise RFP # KTAD2723-1UKBWQDA-TA
 - 5/8/2023 Deadline for questions regarding RFP to mark.buettner@klamathtribes.com.
 - 5/15/2023 Closing Date for RFP to be submitted via method outlined above.
 - The Week of 5/16/2023 Grant and Contract Compliance Officer(GCCO) will provide documents to a Review Team to review, rate and select. Review and selection may take up to two weeks. After an offer is made, GCCO will email all responders.

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

1. Proposals will be accepted at the address listed above up to **4 p.m. on Friday, May 15, 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 Tribal Administration is closed for a holiday or administrative closure on the closing date the RFP will be accepted up to the 3 p.m. on the next regular business day.
2. Grant and Contract Compliance officer (GCCO) will schedule a Review Team to meet via Zoom to review, rate, discuss and select a responsible and prospective contractor who best meets all the requirements of this RFP. Review will start the week of **May 16, 2023 and depending on schedules may take up to two weeks** to complete the review process. The GCCO will notify all responders after an offer is made.
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.
5. If claiming Indian Preference, responders should contact jana.degarmo@klamathtribes.com or call Jana DeGarmo, Grant and Contract Compliance Officer at 541-827-5155 and request the required Indian Enterprise Qualification Statement (IEQS).

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 and 2 CFR

