

# YUROK TRIBE



## REQUEST FOR QUALIFICATIONS (RFQ)

### Technical Services: Climate Change Adaptation Planning for Klamath Estuary

**Bid Release Date:** January 25, 2016

**Bid Closing Date:** February 5, 2016

**Bid Contact Person:** Sarah Beesley-Fisheries Biologist II  
Yurok Tribal Fisheries Program  
Phone: (707) 482-2841 ext. 1041  
Fax: (707) 482-0310  
Email: [sbeesley@yuroktribe.nsn.us](mailto:sbeesley@yuroktribe.nsn.us)

The Yurok Tribe is soliciting qualifications for technical services to assist the Yurok Tribe in their on-going efforts to assess and plan for climate change in the Klamath River estuary, California.

One of the primary needs of the Yurok Tribe is an integrated resource management plan for the Klamath River estuary that includes a prioritization of potential habitat restoration and/or protection measures to aid recovery of Klamath Basin anadromous fish populations and thus help ensure the Yurok Tribe can sustain their health, culture and way of life. To help address this need, the Yurok Tribe's Fisheries (YTFP) and Environmental (YTEP) Programs have been conducting physical and biological assessments in the Klamath estuary and associated habitats since the late 1990s. Studies include characterizing historic and current habitat conditions and changes through time, and assessments of fish use, hydrology, water quality, and topography; as well as assessment of potential Sea Level Rise (SLR) effects on coastal wetland habitats and associated flora and fauna using the Sea Level Affecting Marsh Model (SLAMM). For SLR models, the Tribe has created a detailed digital elevation model (DEM) for the Klamath estuary derived from highly accurate LiDAR and recently collected bathymetric and land-based survey data.

The Tribe is seeking technical input from regional experts to help us build capacity and gain additional expertise, refine and expand our current climate change vulnerability assessments, and integrate pertinent information into resource planning. Given the complexities associated with developing and interpreting climate change effect models and vulnerability assessments, the Tribe recognizes the need to bring more expertise into our coastal resource planning efforts. This project is intended to be a collaboration among the contractor and Tribal staff from multiple departments to build Tribal capacity. The selected contractor will be a member of the Tribe's Klamath Estuary Assessment Team (KEAT) and **work in collaboration** to:

- Identify/collect information necessary to inform assessments of climate change effects (i.e. SLR),
- Conduct several critically needed estuary mapping efforts and climate change assessments,
- Review and refine existing models to further characterize potential climate change effects,
- Integrate information and assessment results into coastal resource management strategies,
- Engage other tribes and stakeholders along the Pacific coast to promote information sharing and help build capacity for climate change assessments and coastal resource management.

Specifically, YTFP is seeking a qualified consultant and/or team to provide the following deliverables:

- Coordinated development of Sea Level Rise (SLR) scenarios for the Klamath Estuary.

Task includes working with Tribal staff to 1) review the Tribe's SLAMM and existing data, 2) identify data gaps and provide input on how to fill those gaps, 3) improve and/or refine existing models, 4) interpret SLAMM or other SLR model results, and 5) translate results into effective climate change adaptation and resource conservation and habitat enhancement strategies.

- Coordination with larger-scale coastal and marine planning initiatives and outreach to tribal communities and other interested stakeholders living along the Pacific coast.

Task includes engaging with: 1) Pacific Marine and Estuarine Fish Habitat Partnership (PMEP) to incorporate Yurok studies into PMEP's assessment and prioritization efforts, and 2) other coastal entities to encourage PMEP participation and facilitate information sharing and coastal resource planning capacity building opportunities. Task also includes refining PMEP's estuary habitat mapping using local data for the Klamath River estuary and other local estuaries where possible.

- Assessment of the Klamath Estuary Spit and integration of the information into Tribal modeling and planning efforts (e.g. SLR scenario modeling, climate change adaptation).
- Comprehensive training and capacity building opportunities focused on estuarine habitat assessment, resource and climate change adaptation planning, and restoration science.

The professional services contract will be for a period of two years to ensure all tasks can be complete; however, we are hoping to accomplish a majority if not all project tasks within a **twelve month** period. The selected consultant will work closely with YTFP to determine specific assigned tasks to assist the contractor in completing the tasks and final products. Tasks may vary from the above list depending on the needs of the Tribe as this project develops with communication with the consultant and Tribal staff.

### **Proposal Requirements & Submittal Instructions**

This request is directed to qualified scientific professionals who have a strong familiarity with estuarine habitat mapping and restoration science, experience working with collaborative teams to develop innovative and practical approaches to estuarine climate change planning, and demonstrated leadership in state and/or regional climate change adaptation work within estuaries.

Proposals to this Request for Qualifications should include the following:

1. Describe your understanding of the project, the work to be performed, and a description of key issues and concerns (particularly with respect to SLR modeling & SLAMM development/interpretation).
2. A summary of the project team organization including the project manager and actual staff that will perform the work. The summary should identify project team members by name, areas of expertise, and their specific responsibilities in relation to the project.
3. A statement of qualifications of actual staff that will perform the work; resume and work experience, published works, and coordination with Tribal and other regional stakeholders.
4. References and descriptions of three projects comparable to the above listed tasks; as well as a brief description of your team's direct experience with estuary restoration science.
5. Hourly rates and a total price to be charged for the project team members.
6. Expected time of year to perform the work or description of availability over contract timeframe.

This RFQ is issued by the Yurok Tribe. The Yurok Tribe is the sole point of contact for the purpose of discussion regarding this RFQ. All interested parties **MUST** provide their contact information (name of contact person, email address, and phone number) via email to [dbowers@yuroktribe.nsn.us](mailto:dbowers@yuroktribe.nsn.us) **ASAP**. The Tribe will address questions from potential interested parties. Questions need to be submitted in email format to the above listed email address by **January 29th**, responses will be provided to all interested parties by **February 1st**. Proposals are due by **5 p.m. on February 5, 2016**.

**Proposals (One Copy) may be mail, hand, fax, or email delivered by February 5, 2016 at 5pm to:**

All proposals should be directed to the Yurok Tribe c/o Diane Bowers – Estuary RFQ

Mail (USPS) will be accepted at: PO BOX 1027, Klamath, CA 95548

Hand delivery, Fed Ex, UPS will be accepted at: 190 Klamath Blvd, Klamath, CA 95548

Faxes will be accepted at: (707) 482-0443

Emails will be accepted at: [dbowers@yuroktribe.nsn.us](mailto:dbowers@yuroktribe.nsn.us)

**Tribal Employment Rights Ordinance**

The Yurok Tribe has adopted a Tribal Employment Rights Ordinance (TERO) and as such any person or firm contracting with the Yurok Tribe is required to follow the terms and conditions identified by the ordinance, including applicable fees, forms, and hiring practices. The resulting contract from this RFQ will be subject to a ½ % TERO fee. For your referral, a copy of the Yurok Tribe's TERO ordinance can be found at the following location: <http://www.yuroktribe.org/departments/TERO/>

**Indian Preference**

Indian preference in employment means that if a qualified Native American (Indian) is available, that person will be given preference over a qualified non-Indian in any phase of employment. Indian preference in Contract Award and equal employment opportunities shall apply. All firms requesting Indian preference shall submit their request for Indian preference along with their bid (Attachment 1).

# **ATTACHMENT 1**

**Application for Contractor/Business Certification**

**YUOK TRIBE**

**TRIBAL EMPLOYMENT RIGHTS OFFICE**

190 Klamath Blvd., P.O. Box 1027 Klamath, California 95548 (707) 482-1350 ext1388 (707) 482-1377 Fax



A Contractor/Business must pre-register with the Yurok Tribe TERO to be placed on a “bidders” list certified as Indian Preference. A Contractor’s/Business certification must be submitted by each contractor/business interested in bidding on a job within the jurisdiction of the Yurok Tribe. If a Contractor/Business intends to subcontract any portion of the work on which it is bidding, it may only utilize subcontractors that are also registered. Thus, each prospective contractor/business, and all subcontractors it will employ, must complete a separate certification.

This certification is not a public record and is not open to public inspection. All information provided will be kept confidential to the extent permitted by law. The Yurok Tribe reserves the right to reject any and all “certification forms” and to waive any irregularities in the information contained therein. Each certifying contractor/business shall be required to re-submit a new certification annually, although the Yurok Tribe reserves the right to require a contractor to submit a new certification at any time. An individual who has the legal authority to bind the contractor or subcontractor on whose behalf that person is signing must sign each certification under penalty of perjury. If any information provided by a contractor/business or subcontractor becomes inaccurate, the party that provided the information must immediately notify the TERO and provide updated accurate information in writing and under penalty of perjury.

**INDIAN PREFERENCE CERTIFICATION**

**This certification is also intended for certification of a majority or wholly-owned Native American business interested in providing their services and/or products via contracting opportunities under the purview of the TERO program as provided for by the Indian Self-Determination and Education Assistance Act, (P.L. 93-638), specifically 7(b), and other applicable federal and tribal laws.**

**Certification of Native American-owned businesses is designed to: 1.) Verify that the applicant is Native American; 2.) That the applicant is majority owner, if not 100% of the business, and; 3.) That the applicant is the primary beneficiary of the business being certified. Documentation and information required is essential to fulfill the criteria. Any deliberate or intentional effort to misrepresent the ownership of the business applying for certification will result in exclusion of contract opportunities by the Yurok Tribe.**

**GENERAL INFORMATION:**

1. **Firm Name and Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail or Web Site: \_\_\_\_\_

Contractors/Business License # \_\_\_\_\_

**Please Provide Proof of Licensing:  
California State Licensing Board (CSLB) Include all licenses  
E.g. Electrical, Plumbing, Roofing, etc.**

Has License been revoked at any time in the last five years? Yes  No   
If yes, please use a separate sheet to explain.

Has Contractor filed bankruptcy within the last 10 years? Yes  No

**Federal Identification No:** \_\_\_\_\_

**Please Provide Proof of Certification:  
From any state Minority Business Enterprise (MBE), Women Business Enterprises (WBE),  
Disadvantaged Business Enterprises (DVBE), or Emerging Small Business (ESB) program.**

**State(s) Certified:** \_\_\_\_\_

Small Business Administration 8(a) Certification No.: \_\_\_\_\_ Expires: \_\_\_\_\_

**Yurok Tribe Incorporation I.D. No.:** \_\_\_\_\_

2. **Type of Business:** \_\_\_\_\_

3. **Organizational Structure:**  
\_\_\_\_\_ SOLE PROPRIETOR  
\_\_\_\_\_ PARTNERSHIP  
\_\_\_\_\_ CORPORATION  
\_\_\_\_\_ JOINT VENTURE  
\_\_\_\_\_ OTHER

4. Name of Owner/Owners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Tribal Affiliation of Owner Claiming Indian Preference: \_\_\_\_\_  
Please Provide Proof of Tribal Enrollment

(Must be supported by documentation from the Bureau of Indian Affairs and/or Tribal Chief or Chairman). Please attach a copy of Indian Preference Verification for each officer, partner, or individual designated as an Indian if filing as a Partnership or Corporation.

If your company is either a Partnership or Corporation, explain in narrative form, the stock ownership, structure, management, control, financing, and salary or profit sharing arrangements of the enterprise. Attach copies of all shareholder agreements, including voting trust, employment contracts, agreements between owners and enterprise. Include information on salaries, fees, profit sharing, material purchases, and equipment lease or purchase agreements. Evidence relating to structure, management, control, and financing should be specifically included. Also, list the specific management responsibilities of each principal, sole proprietor, partner, or party to a joint venture.

6. Ownership Interest: \_\_\_\_\_ PARTIAL (List percentages of Ownership)  
\_\_\_\_\_ 100% OWNERSHIP

7. Provide a listing of individuals and organizational structure of your firm's management staff. Also, provide resumes for Key Personnel. Indicate the core crew employees in your work force, their job titles, and whether they are Indian or Non-Indian. Core crew is defined as an individual who is either a current bonafide employee or who is not a current employee but who is regularly employed in a supervisory or other key skilled position when work is available. \*\*\*Attach a separate list to this questionnaire.

8. Specify, what type of construction/contracting your firm engages in:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Geographical Area of Interest: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Magnitude of Project on which you desire to bid (If Applicable):

Under \$25,000	_____
Up to \$200,000	_____
Up to \$500,000	_____
Up to \$1,000,000	_____
Over \$1,000,000	_____

11. Experience:

Please list at least five (5) of your most recent projects. Give name of an Individual for your Reference:

<u>PROJECT</u>	<u>AMOUNT</u>	<u>REFERENCE</u>	<u>PRIME/SUB</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

12. SUBCONTRACTORS:

List six subcontractors with whom your company currently does the most business.

<u>COMPANY</u>	<u>CONTACT PERSON</u>	<u>PHONE #</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

13. SUPPLIERS:

List four or more major suppliers from whom you purchase construction materials. Include names and phone numbers.

<u>SUPPLIER NAME</u>	<u>PHONE NUMBER</u>
_____	_____
_____	_____
_____	_____
_____	_____



## CERTIFICATION

I CERTIFY THAT ALL STATEMENTS MADE BY ME ON THIS CONTRACTOR'S CERTIFICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I HEREBY GRANT PERMISSION TO THE YUROK TRIBE AND TERO TO CONFIRM BY PERSONAL INQUIRY OR OTHERWISE, THE INFORMATION I HAVE PROVIDED. I UNDERSTAND THAT ANY WILLFUL MISREPRESENTATION OF FACTS GIVEN TO THIS PROCESS IS GROUNDS FOR REJECTION OF THIS QUALIFICATION FOR INDIAN PREFERENCE CONTRACTOR'S CERTIFICATION OR DISMISSAL IF EMPLOYED. I RELEASE ALL PERSONS CONNECTED WITH ANY REQUESTS FOR INFORMATION FROM ALL CLAIMS, LIABILITY, AND DAMAGES FOR WHATEVER REASON ARISING OUT OF FURNISHING THE INFORMATION.

***I hereby acknowledge that I have read and understand the above statement.***

\_\_\_\_\_  
OWNER/CONTRACTOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARTNER'S SIGNATURE (IF APPLICABLE)

\_\_\_\_\_  
DATE

IF APPLICANT IS A CORPORATION

AFFIX CORPORATE SEAL:

\_\_\_\_\_  
CORPORATE SEAL

BY: \_\_\_\_\_

PRESIDENT'S SIGNATURE

\_\_\_\_\_  
DATE

ATTESTED BY: \_\_\_\_\_

CORPORATE SECRETARY

\_\_\_\_\_  
DATE

APPROVED FOR INDIAN PREFERENCE BY:

\_\_\_\_\_  
Donald Barnes - TERO Compliance Officer  
TRIBAL EMPLOYMENT RIGHTS OFFICE

\_\_\_\_\_  
DATE

**Office Use Only:**

Indian Preference

**Expiration Date:**