

YUROK TRIBE

REQUEST FOR QUALIFICATIONS (RFQ)

Trinity River Long-term Data Analyses and Development of Database and Statistical Packages

Bid Release Date: May 15, 2016

Bid Closing Date: June 30, 2016

Bid Contact Person: Nathan Harris – Fisheries Biologist
Trinity River Division, Yurok Tribal Fisheries
Email: njharris30@gmail.com

1.1. Introduction

The Yurok Tribe is currently accepting proposals for development and/or modification of an existing database, statistical analyses, and development of statistical packages to incorporate more than fifteen years of out-migrant trapping data, redd/carcass data, dam releases, water temperatures, water year types, and other parameters. The final product should be user-friendly to allow staff to update analyses with future years' data. The final terms of the contract will be negotiated with the selected consultant.

1.2. Issuing Office

This RFQ is issued by the Yurok Tribe, which is the sole point of contact for discussion regarding this RFQ. Questions need to be submitted by June 13, responses will be provided to all parties by June 21. All questions regarding RFQ should be in email format. Any and all questions pertaining to this RFQ should be directed to:

Nathan Harris, email: njharris30@gmail.com AND
Diane Bowers, email: dbowers@yuroktribe.nsn.us

Interested parties are asked to email to the above addresses and submit their contact information, including: contact name, e-mail address, and phone number.

1.3. Response Deadline

Submittals will be accepted via mail at:

Yurok Tribe
190 Klamath Blvd
PO Box 1027
Klamath, CA 95525
C/O Diane Bowers

Or through email at: njharris30@gmail.com AND dbowers@yuroktribe.nsn.us
No later than: 5pm, June 30, 2016

2. Project Scope of Work

2.1. Project Location

All data to be analyzed were collected from the Trinity River in northern California, downstream of Lewiston Dam to the mouth near Weitchpec, CA, where it joins the Klamath River. The redd and carcass data were collected from annual surveys of the river below Lewiston to the confluence with the Klamath, with the exception of the Pigeon Point reach (in some years) and Burnt Ranch reach due to hazardous conditions, and the out-migrant data were taken from rotary screw traps operated at the Willow Creek site (rkm 34) and Pear Tree site (rkm 118).

2.2. Project Description

The consultant/statistician will investigate long-term relationships between out-migrating juvenile salmonid estimates and total redd and carcass abundance by spawning year, water temperature, juvenile growth and condition, survival, and other parameters.

Ideally, these relationships would be compiled in a standalone database developed by the consultant/statistician with desired queries included and in an R statistical package, so numbers can be updated annually to aid managers in creating annual experiments and otherwise enhancing resource management.

Task #1 Compile Data and Create Database

- Compile all yearly rotary screw trap data and redd/carcass data available, discharge, and water temperature data.
- Build database with these interests in mind, specifically out-migrant timing, temperature as it relates to growth, total production numbers, water-year type, hydrology, etc.
- Brainstorm other needed features given available data.

Task #2 Statistical Analyses

- Develop statistically sound means to annually evaluate relationships between: redd/carcass numbers and population estimates of out-migrating juveniles; accumulated thermal units (ATUs) from the average spawning date to average fork length at time of out-migration past the trap site; out-migration timing; fish condition, growth, and total numbers vs. temperatures, water-year type, etc.; compare these conditions with other systems within the Klamath Basin.
- Evaluate metrics like “RT80” (date of 80% cumulative migration past the trap site) versus other possible metrics for relevance.
- Consider other species (green sturgeon, brown trout, Pacific lamprey) and what management actions can be evaluated with available data, and evaluate needed sampling effort/numbers in order to improve statistical power.

2.3. Project Duration

- July 1, 2016 to July 1, 2017.

3. Submittal Requirements

3.1. Minimum requirements

Submit three (3) sets of:

- Letter of interest
- List of a minimum of three (3) examples of similar work and documentation relevant to the proposed project demonstrating prior experience providing data analyses of large long-term data sets and building databases. Include project description, location, project budget, and a contact person.
- Schedule of Rates- Provide a schedule of hourly rates for the principal firm and any proposed sub-consultants. The schedule of hourly rates shall consist of a list of project staff that will be assigned to the project and will include their title and hourly billing rates. It shall also indicate: (1) whether support services are billed as direct costs or are included in overhead; and (2) if handling charges or profit are added to other direct costs (e.g. reimbursable, sub-contractor’s costs, etc). This is not a fee proposal.
- Key resumes for project staff should be included.
- A written statement of the firm’s qualifications that is responsive to the selection criteria described in Section 3.2

3.2. Selection Criteria

Qualifications will be evaluated using the following process:

Technical Expertise (40%):

- Education of key personnel to be assigned.
- Demonstrated expertise in statistics, R programming, and database construction.
- Ability to work with existing datasets.
- Knowledge of applicable standards, regulations, and technology associated with the services required.

Experience (40%):

- Professional experience of the prime consultant in performing services of similar nature and scope.
- Prior experience with fisheries management and biometrics.
- Experience working for Native American Tribes.

Responsiveness (10%):

- Ability to have key personnel interact regularly with Yurok staff to provide feedback, share information, and brainstorm possible analyses.

Past Performance (10%)

- Contractor to provide written statements of past performance from the client point of contact for the example projects requested in section 3.1. Written statements to describe contractor technical expertise, cost performance, problem solving approach, and reliability.

Native American Firm Preference

- Preference will be given to qualified firms that can substantiate a claim of Native American preference.

Firms shall respond in writing indicating how they believe their experience fulfills the requirements of these criteria. These factors shall be weighed according to the nature of the proposed project, complexity, and special requirements of the specific services and needs of the Yurok Tribe.

3.3. Contract Administrative Process

Submittals will be evaluated and scored based upon the above selection criteria for those firms who have complied with the minimum requirements.

Upon review of all the qualifications, the firms will be rated in order of preference. The Tribe will attempt to negotiate a satisfactory contract and reasonable fee for services. In the event a satisfactory agreement cannot be negotiated with the highest rated firm, the negotiation shall be terminated and continued with the remaining qualified firms in order of ranking.

3.4. TERO

The Yurok Tribe has a Tribal Employment Rights Ordinance, according to which any person or firm contracting with the 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 0.5% TERO fee. For your referral, a copy of the ordinance can be found at the following location: <http://www.yuroktribe.org/departments/TERO/>

3.5. Indian Preference

Indian preference in employment means that if a qualified 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 apply. All firms requesting Indian preference must submit the request along with their bid. The contractor/business certification is provided in attachment one.

Commented [DH1]: Is this clause copied/pasted from somewhere? I ask, because the Tribe's policy basically states that Indians will be given contract if they are qualified and their bid is within 5% of a non-Indian.

ATTACHMENT NUMBER 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 or business must pre-register with the Yurok Tribe TERO to be placed on a list of bidders certified as Indian preference. A contractor/business certification must be submitted by each contractor or business interested in bidding on a job within the jurisdiction of the Yurok Tribe. If a contractor or 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 or 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 or 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:

PROJECT	AMOUNT	REFERENCE	PRIME/SUB
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

12. SUBCONTRACTORS:

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

COMPANY	CONTACT PERSON	PHONE #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

13. SUPPLIERS:

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

SUPPLIER NAME	PHONE NUMBER
_____	_____
_____	_____
_____	_____
_____	_____

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 YUOK 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:

