

Confederated Tribes of the Chehalis Reservation



REQUEST FOR PROPOSALS

Preliminary Operational and Maintenance Services for the Chehalis Tribal Fish Hatchery

**Date: Monday, August 20, 2018
Response Due: Friday, Sept 14, 2018**

Confederated Tribes of the Chehalis Reservation
PO Box 536
420 Howanut Road
Oakville, Washington 98568

Telephone: 360-273-5911
Email: hrieden@chehalis tribe.org

1. Project summary

The Confederated Tribes of the Chehalis Reservation (CT) is seeking to investigate the most feasible and cost effective way to maintain and improve the infrastructure of Chehalis Tribal Fish Hatchery (CTFH) as related to the goals of the CTFH: to provide hatchery salmon and steelhead for Chehalis tribal fishermen to catch, while reducing the harvest pressures off of wild fish. The goal of this scope is to establish a preliminary investigation of the regulatory, operational and design considerations for the present CTFH that can inform future scenario planning in terms of CTFH operations, in prioritized and phased steps to increase efficiency, production, and overall success of hatchery operations. The final output will inform the CT Fish and Wildlife Department and the tribe's decision-making processes regarding future operations and maintenance of the CTFH.

2. Background

Since time immemorial, the Chehalis people, the Chehalis River and salmon have evolved together. Tribal members still coexist with the fish and river; primarily for harvesting of salmon, in their fishing sites, as has been done for many generations. The principle fish harvested are: spring Chinook salmon, Coho salmon, fall Chinook salmon and winter Steelhead. Chum salmon was harvested infrequently, but still recognized as an ecologically significant fish, connected to all other species by providing a food source for multiple species.

The CT is a federally recognized tribe located in rural southwest Washington State, approximately 26 miles southwest of Olympia, the state capital. The original CT Usual and Accustomed (U&A) lands occupied a large area, including the entire Chehalis River Basin, stretching from the foothills of the Cascade Mountains to the Pacific Ocean. The Chehalis people did not sign a treaty, but an executive order in 1864 set land aside for a Chehalis Reservation at the confluence of the Chehalis and Black Rivers, although important historic and archeological sites are scattered throughout the tribe's U&A area. The Confederated Tribes of the Chehalis Reservation was formed and approved by the federal government in 1939, and the tribe's constitution was amended in 1973. There are over 960 enrolled tribal members.

The CTFH began in the mid-1980's, when tribal fishermen raised Steelhead, Coho, and Chum from eggs donated by the Chehalis Basin Task Force, the regional fisheries enhancement group, in an attempt to relieve the harvest pressure off of wild fish populations in the Chehalis Basin. These first hatchery fish were reared in a small shed behind the tribal center. Construction on the present hatchery building began in 2008 and operations began in 2009, using an old dairy parlor building on land purchased by the tribe. The goal of the hatchery project was to begin formal hatchery operations while trying to reduce the impact of harvest on native salmon and steelhead populations, and support sustainable tribal, recreational, and commercial fisheries by enhancing fish populations. The property and facilities are owned and operated by the CT.

In 2018, the CT applied for and received a grant from the Bureau of Indian Affairs 2018 Fish Hatchery Maintenance Fund for \$15,000. The tribe will match a portion of this grant funding, up to \$15,000, for a total of between \$20,000 and \$30,000 for preliminary operations and maintenance scoping for the CTFH.

3. Proposal Submittal Requirements & Point of Contact

Submit proposals pertaining to this RFQ to the following project contact:

Hope Rieden
Chehalis Tribe Fish and Wildlife Department
PO Box 536
Oakville, WA 98568
Telephone: **360-273-5911**
Email: **hrieden@chehalis-tribe.org**

Submittals to this RFQ must be made by email in portable document file (PDF) format. Submittals are due no later than 3:00 PM Pacific Time on Friday, September 14, 2018.

4. Period of Performance

All work in the Scope of Services must be completed within **70 calendar days** (10 weeks) following contract execution, unless an extension of time is approved by the CT.

5. Budget

The CT received a grant for \$15,000 from the Bureau of Indian Affairs 2018 Fish Hatchery Maintenance Fund. The CT will also directly contribute between \$5,000 and \$15,000 for this project, for a budget range of \$20,000 to \$30,000.

6. Proposal Content and Individual Evaluation Criteria

The proposal shall follow the organizational format as shown in below:

Section	Evaluation Criteria
Letter of Interest	Pass/Fail
Section 1. Qualifications	20 points maximum
Section 2. Approach to Work	100 points maximum
Section 3. Project Schedule	30 points maximum
Section 4. Budget Proposal	Pass/Fail

a. Letter of Interest

The letter of interest shall be addressed to the CT's contact, and shall include, but is not limited to, the following information:

- Name and address of the consultant(s) or firm(s)
- Identification of a single contact person, including name, address, telephone, and email
- Signature of an authorized representative.

Limit the letter of interest to one page.

b. Section 1- Qualifications

Section 1 shall illustrate how the consultant(s) or firm(s) is qualified to deliver the items outlined in the Scope of Services section by:

- Identifying the project team members and organizational structure for completing the work.

- Identifying the relevant experience of key project team members, including education and work or project history.
- Identifying specific past experience working with Native American Tribes.

The qualified consultant(s) or firm(s) will be required to have the necessary fisheries biology, design/engineering, and hatchery knowledge, as well as at least five (5) years related work experience. The CT applies a Chehalis Tribal Member and Native American preference policy to all employment opportunities.

Limit the Qualifications to 4 pages.

c. Section 2 – Approach to Work

Section 2 shall show how the consultant(s) or firm(s) intends to approach the project and organize its team to successfully accomplish the scope of work, based on the goals of this solicitation as mentioned in the project summary at the beginning. The consultant(s) or firm(s) shall provide or address the following:

- Designate the person responsible for the deliverables listed in the scope of services.
- Provide a subcontracting plan, if any, necessary for the completion of work. The plan should include deliverable tasks or items to be subcontracted, the firm name and address of the subcontractor, and relative fraction of work (by dollar amount) to be performed by each subcontractor.
- Identify any features or aspects of this project which are critical, and how any such features may be mitigated to lessen risk to project performance.
- If applicable, list any additional deliverables or suggestions that the contractor(s) or firm(s) feels necessary for the success of the project and of value to the CT.

Limit Approach to Work to 4 pages.

d. Section 3 – Project Schedule

Section 3 of the proposal shall present timeline that shows the successful completion all deliverables in the scope of services within the period of performance, illustrating the different steps of the tasks outlined in the scope of services. Include brief narrative descriptions that addresses schedule constraints, critical and high priority items, challenges, assumptions, and any contingency or mitigation plans to ensure completion of work with in the 70 day (10 week) contract time.

Limit Project Schedule to 2 pages, include the schedule itself.

e. Section 4 – Budget Proposal

Contractor(s) or firm(s) shall submit a not-to-exceed “bid”. This bid shall be supported by a detailed cost breakdown by deliverable with further breakdowns by discipline, estimated hours, hourly rate, equipment, materials, travel, etc. The maximum budget for the proposed project is \$30,000, and is being funded by a BIA Fish Hatchery Maintenance Program grant with a partial match from the CT.

Note: Contractor(s) or firm(s) should only bid on work specific in the Scope of Work. Any future involvement with the CTFH will be negotiated under future contract addendums, if necessary.

7. Proposal Evaluation and Scoring

Submittals will be reviewed by an evaluation team of 3 to 5 people, consisting of the project contact, tribal fish and wildlife staff, tribal facilities and maintenance staff, and tribal planning staff.

a. Pass/Fail Criteria

A proposal must receive an initial “pass” on all pass/fail criteria listed in the RFP for the proposal to be further evaluated. Failure to submit information in the manner, format, and detail specified may result in the proposal receiving a “fail” rating and being declared non-responsive. Scored criteria will also initially be evaluated as pass/fail.

b. Scored Criteria

Sections 1, 2, and 3 of the proposal are evaluated as scored criteria. The maximum score available in each section is shown in the table in section 4. The following adjectival rating system will be used in determining the technical score, as a percentage of the listed maximum scores:

- Excellent (90-100%): The section exceeds RFP requirements and objectives, including quality and schedule, and indicates an extremely strong expectation of successful project performance.
- Very Good (80-90%): The section exceeds RFP requirements and indicated that there is on a small possibility that minor proposal weakness could adversely affect project performance.
- Good (50-74%): The section complies with RFP basic requirements and may include weaknesses, not offset by significant strengths that could possibly affect project performance.
- Fair (25-49%): The section indicates probable expectation that weaknesses (both minor and significant) could adversely affect the project performance.

8. Overall Proposal Evaluation

The Chehalis Tribe will use a weighted score technique to evaluate proposals according to the following equations:

$$\text{Weighted Score} = ((\text{TS} * \text{IP}) / \$) * 1000, \text{ where:}$$

TS = Scored Criteria Total
IP = Indian Preference Multiplier, if used
\$ = Cost Proposal Amount

The highest adjusted score will represent the best apparent value and will be awarded the contract. The CT reserves the right to reject any or all proposals for good cause, for proposals not accompanied by the required data, or for materially incomplete or irregular proposals. The CT reserves the right to postpone the acceptance of proposals and the award of contracts for a period not to exceed 30 days. The CT also reserves the right to cancel the RFP and not award the contract.

Note: the successful firm will be required to obtain an annual business license with the CT (fee = \$50.00 annually), and provide a completed W-9 tax form. Insurance and bonding certifications may be requested prior to executing a contract.

9. Scope of Services

The scope of services to be provided by the consultant(s) shall consist of the following tasks:

1. Review existing hatchery documents, and interview existing CT hatchery, department and maintenance staff.

- a. Outline previously identified deficiencies in CTFH operations (e.g. smolt acclimation ponds, fish marking and tagging, disease prophylaxis, brood stock selection, and collection of returning adult fish)
 - b. Discuss with facilities and maintenance staff how CTFW operations will tie into a potential fish processing facility.
2. Investigate legal considerations (e.g. EPA certification for wastewater).
 - a. Current regulations that may affect on-reservation hatchery operations and maintenance (e.g. EPA certification for wastewater).
 - b. Safety requirements that affect hatchery operations and maintenance, such as OSHA standards.
3. Review hatchery reform and best hatchery practices as they would pertain for an on-reservation hatchery operations.
4. Conduct inventory and condition assessment with CT staff (Fish & Wildlife and Facilities & Maintenance Departments) on all major hatchery assets, noting needed repairs and maintenance.
 - a. Create maintenance schedule for current assets.
 - b. Listing building and equipment deficiencies.
 - c. Research necessary maintenance upgrades.
 - d. Research various upgrade options (e.g. new facility, recirculating aquaculture systems, or mass marking/tagging).
 - e. Outline an emergency response protocol for CTFH (e.g. long term power outage).
5. Determine three levels of rearing capacity potential for various salmonids species native to the Chehalis Basin.
 - a. Based on information gathered in items 1 through 4, determine three levels of rearing capacity potential to use as a basis for items 5 and 6.
 - b. Address smolt acclimation and collection of returning adults.
6. Investigate operational cost estimates.
 - a. Utilities usage (e.g. water, electricity).
 - b. Staff, present and future (e.g. hatchery manager, hatchery technicians).
 - i. Training and continued education recommendations for current and new staff
 - c. Basic operational supplies (e.g. fish food, formalin, supplemental oxygen).
7. Preliminary design for repairs, upgrades, and expansion.
 - a. Should be sufficient to describe all necessary essential project elements in enough detail to provide realistic costs and considerations for development, if necessary.
 - b. Identify priorities and phases for maintenance improvements; this is helpful for timing of improvements and future funding.
 - c. Engineering and design components must be permit-able through the CT Planning Department if incorporated into future construction.
8. Preliminary protocol for hatchery operations, including:
 - a. Regular testing and documenting of water quality.
 - b. Regular inspection of eggs and various different fish life stages for
 - c. Marking and tagging of hatchery fish
 - d. Data entry in to digital databases, including:
 - i. Water quality, meter readings, fish growth, feed consumption, and mortalities.
 - e. Other operational methods as necessary to increase fish production, fish health, staff safety, and efficient operations.
9. Deliverables.

- a. Draft and final summaries for all previous items, as outline in section 3 of the project proposal.
 - i. Highlight priority improvements in phases based on need/priority to be considered by CT staff and tribal members.
 - ii. Include suggestions for training, monitoring and other practices to help increase production and efficient operation of the present CTFH.
 - iii. Include suggestions for new construction or expansion.
 - iv. Summaries should include a written report of prioritized items and phased steps to increase efficiency, production, and overall success of hatchery operations.
- b. Prepare and present summary to CT staff and tribal members.

10. Conflict of Interest

If the contractor(s) or firm(s) becomes aware of any related activity that might reasonably be considered of a conflict of interest to the CT, or may have the appearance of being a conflict of interest to the CT, the contractor(s) or firm(s) shall promptly report such activities to CT. If the contractor wishes to be employed by any other agency, entity, or company, whether known to the CT, or otherwise, the contractor(s) or firm(s) may proceed on the understanding that, if conflicts of interest do arise, the contractor(s) or firm(s) shall promptly cease such activities and shall report such conflicts to the CT.