

Upper Columbia United Tribes

REQUEST FOR PROPOSALS (RFP)

RFP NO. 1

FIELD DATA COLLECTION

**PROJECT TITLE: UCUT Wildlife Monitoring and Evaluation Project (UWMEP)
Phase 1- Field Team Oversight and Data Collection**

PROPOSAL DUE DATE: October 15, 2018, 4:30 p.m. Pacific Standard Time, Spokane, Washington, USA. Vendors are encouraged to bid on one or both Phases of this project.

E-mailed bids will be accepted. Faxed bids will not.

ESTIMATED TIME PERIOD FOR CONTRACT: November 15, 2018 until September 30, 2019.

The UCUT reserves the right to extend the contract for an additional one-year period at annual intervals into the future at the sole discretion of the organization. This is an annual and ongoing study and currently has no anticipated end date.

CONSULTANT ELIGIBILITY: This procurement is open to those consultants that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

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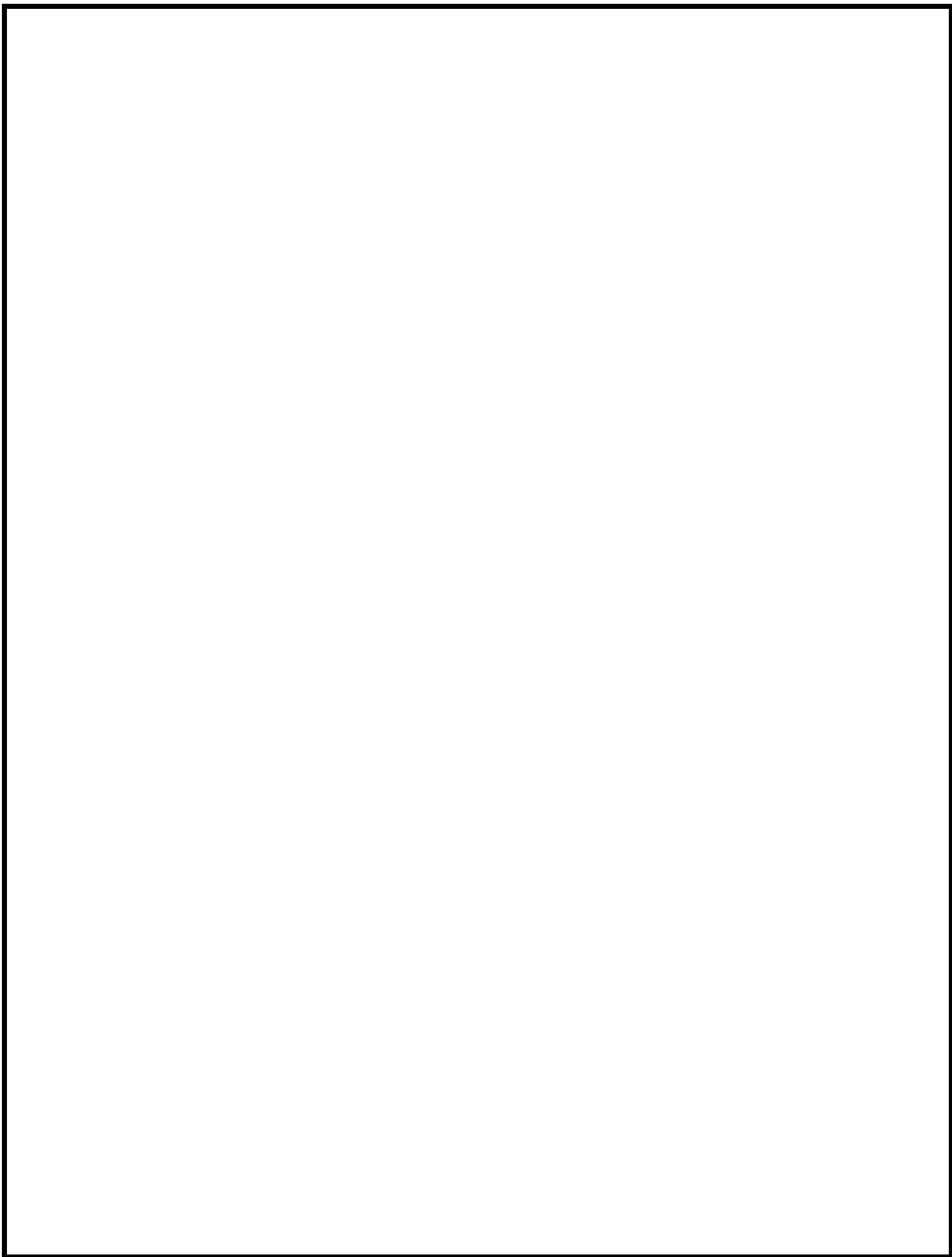


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1. INTRODUCTION

The Upper Columbia United Tribes (UCUT) are requesting proposals from reasonable, responsive, responsible, and qualified vendors to implement the field data collection portion of the UCUT, United Tribes Wildlife Monitoring and Evaluation Program (UWMEP). The awarded vendor will be responsible for adhering to all applicable tribal, federal, contract, or grant rules and regulations regarding the needs to complete the scope of services.

There are no expressed or implied obligations for the Upper Columbia United Tribes to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Your proposal shall remain valid for a period of one hundred and sixty (160) days from the closing date.

To be considered for the engagement, the proposal must be received by Marc Gauthier, Forest Practices Coordinator, UCUT, 25 W. Main Suite 434, Spokane, WA 99201, marc@ucut-nsn.org on or before October 15, 2018. The UCUT reserves the right to reject any or all proposals submitted. Proposals submitted will be evaluated by selected individuals from the UCUT. Additional and/or supplemental information to assist in the preparation of proposals is being included as "Exhibit 1-3" with this RFP.

The awarded vendor will be obligated and authorized to sign and/or enter into a contract with the UCUT; regarding the scope of work listed in this request for proposal; the UCUT may elect to continue the relationship with the prospective vendor through an annual contract renewal.

I. UPPER COLUMBIA UNITED TRIBES BACKGROUND INFORMATION

As sovereign nations, we are charged with the protection and enhancement of our land and natural resources. UCUT represents five tribes that have come together to maintain our vital resources for present and future generations.

The organization was formed in 1982 by the Coeur d'Alene Tribe, Kalispel Tribe of Indians, Kootenai Tribe of Idaho and the Spokane Tribe of Indians with the Confederated Tribes of the Colville Reservation joining in the mid-1990s. Together, we manage and influence almost 2 million acres of reservation land and off-reservation areas for the betterment of the people and wildlife of the Northwest.

The Mission Statement of UCUT

To unite Upper Columbia River Tribes for the protection, preservation, and enhancement of Treaty/Executive Order Rights, Sovereignty, Culture, Fish, Water, Wildlife, Habitat and other interests and issues of common concern in our respective territories through a structured process of cooperation and coordination for the benefit of all people.

1.1. PURPOSE AND BACKGROUND

The Upper Columbia United Tribes Wildlife Monitoring and Evaluation Program (UWMEP) Overview

Dam installation on the Upper Columbia River and its tributaries inundated Upper Columbia United Tribes (UCUT) ancestral wildlife habitat. The five Tribes of the UCUT receive mitigation funding through agreements with the Bonneville Power Administration (BPA). The UCUT established the United Tribes Wildlife Monitoring and Evaluation Program (UWMEP), and as further detailed in the *Draft Monitoring and Evaluation Plan for the UWMEP* (Hallet et al. 2009) and the *2018 UCUT Wildlife Monitoring and Evaluation Program: Data Collection and Analysis Approaches* (Hallet et al. 2018a), monitoring data for some areas date back as far as 2002. Reference stations were chosen that represent the desired future conditions for their respective paired mitigation stations by habitat type. Habitat types within the regional monitoring program represent those available within the Inland Northwest and consist of: conifer woodland, emergent wetland, grassland steppe, mixed conifer, riparian forest, riparian shrub, shrub-steppe, vernal pond¹, and wetland meadow.

Ecological restoration projects have been initiated world-wide with the goal of recovering damaged or degraded ecological systems, increasing the resilience of biodiversity, and providing ecosystem services ([Wortley et al. 2013](#), [Suding et al. 2015](#), [McDonald et al. 2016](#)). Assessment of such projects is essential for improving their implementation and justifying their costs, but comprehensive monitoring and evaluation have rarely been incorporated into projects ([Suding 2011](#)). Of >37,000 river restoration projects conducted in the U.S. between 1990 and 2003, only 10% had any form of monitoring or assessment ([Bernhardt et al. 2005](#)), although the cost was \$7.5 billion for just 58% of these projects. The lack of monitoring in these projects reflects the additional costs required, but also the relative youth of the practice of ecological restoration. Evidence suggests that the tide is turning and assessment is being incorporated into more projects ([Wortley et al. 2013](#)). Monitoring and evaluation are now recognized as essential components in the conduct of ecological restoration for projects and programs in the Columbia Basin by the Independent Scientific Advisory Board (ISAB ([2011](#))). This is an important step forward, but requires that monitoring and evaluation be done appropriately ([Hallett 2013](#)).

Prior to initiation of a restoration project, its goals and objectives need to be clearly defined. Typically a reference model is created that describes the desired future condition ([Aronson et al. 1995](#), [Clewell and Aronson 2013](#), [McDonald et al. 2016](#)). The reference ecosystem provides a model for planning, implementing, and evaluating a restoration project ([Ruiz-Jaen and Aide 2005](#)). The reference characterizes the desired physical environment, biological composition and structure, and flows of materials and organisms across the boundaries of the ecosystem to be restored. In addition to representing ecosystem form and function, the reference may also include the anticipated ecosystem services or societal benefits of the restoration. The form that a reference model takes will vary with the context and scope of the project ([Clewell and Aronson 2013](#)). The steps necessary to begin restoring a project area towards the reference condition comprise the implementation plan. The specific objectives determine the type and scope of monitoring required to assess project outcomes. Because individual projects are

¹ Although the desired future condition for some mitigation stations is vernal pond habitat type, no reference station has been established to date for that habitat type.

developed in response to degradation that has taken place under different conditions and contexts, these objectives may vary. Objectives typically include attainment of one or more ecological attributes ([McDonald et al. 2016](#)), but also social and cultural needs ([Hallett et al. 2013](#)). Implementation of ecological restoration is typically subject to a variety of constraints including resource limitations, logistics, jurisdictions, and available expertise. When coupled with the variability typical of ecological systems, the outcomes of ecological restoration may be uneven ([Moreno-Mateos et al. 2017](#)). Although success in restoration is not guaranteed, monitoring and evaluation during implementation increase the likelihood of success by determining when changes in implementation are required.

In general, this approach has been adopted by the five members of the Upper Columbia United Tribes (UCUT) for ecological restoration on mitigation and tribal lands under their management. Our approach compares the status of mitigation sites undergoing restoration with sets of reference conditions. Because restoration may take many years to achieve a target condition, intermediate results can be used to inform managers so that implementation might be altered if necessary.

Objectives of ecological restoration

The goals and objectives of ecological restoration should be clearly defined and measurable ([Hobbs and Norton 1996](#), [Clewell and Aronson 2013](#)). The nine ecological attributes that underlie the objectives of most projects involve the form, function, and stability of the ecosystem to be restored ([Hallett et al. 2013](#), [McDonald et al. 2016](#)). For the projects under this monitoring program, the key attributes are that the restored area (1) has an *assemblage of species characteristic of a reference ecosystem and which provides appropriate community structure*, and (2) *consists of indigenous species to greatest possible extent*. Other attributes, which are not examined explicitly by monitoring at this time, concern the functioning of the restored system and its stability and resilience (i.e., can it maintain itself over time and sustain normal periodic stress events). We do assume that steps are taken to eliminate potential threats to the restored system, which can include, for example, modifying grazing regimes and controlling invasive species. The Tribes also have some overarching cultural values that are reinvigorated by restoration. These include restoration of culturally significant plant and animal species, enhancement of landscape aesthetics, and increased hunting and fishing opportunities. Attainment of cultural attributes is also outside of the scope of our monitoring.

Methods

Reference site selection

Reference sites represent the integrity that restoration attempts to achieve. These sites serve both to inform management decisions for mitigation lands and to provide a way to measure restoration success ([Hobbs and Norton 1996](#), [Ruiz-Jaen and Aide 2005](#)). In some cases, exact goals may be set based on detailed compositional features of the reference. In others, a range of possible outcomes will be acceptable. This is often reasonable given the variability of ecological systems in time and space, and we do not expect restored ecosystems to be completely identical to the reference condition. To capture the range of possible restoration trajectories, we have identified up to four reference sites to represent each of eight habitat types. [Ruiz-Jaen and Aide \(2005\)](#) suggested a minimum of two reference sites, but we largely followed the recommendation of the Independent Scientific Review Panel (ISRP) to include a minimum of three to better capture spatial variation. We found only two sites to use as

reference for emergent wetland and riparian shrub habitat types. The number of reference sites and sampling return rates represent a trade-off between greater information content and feasibility. We have completed sampling for 3 years at reference sites (Table 2). In most cases, sampling of the reference sites took place in consecutive years, but this was not always logistically feasible.

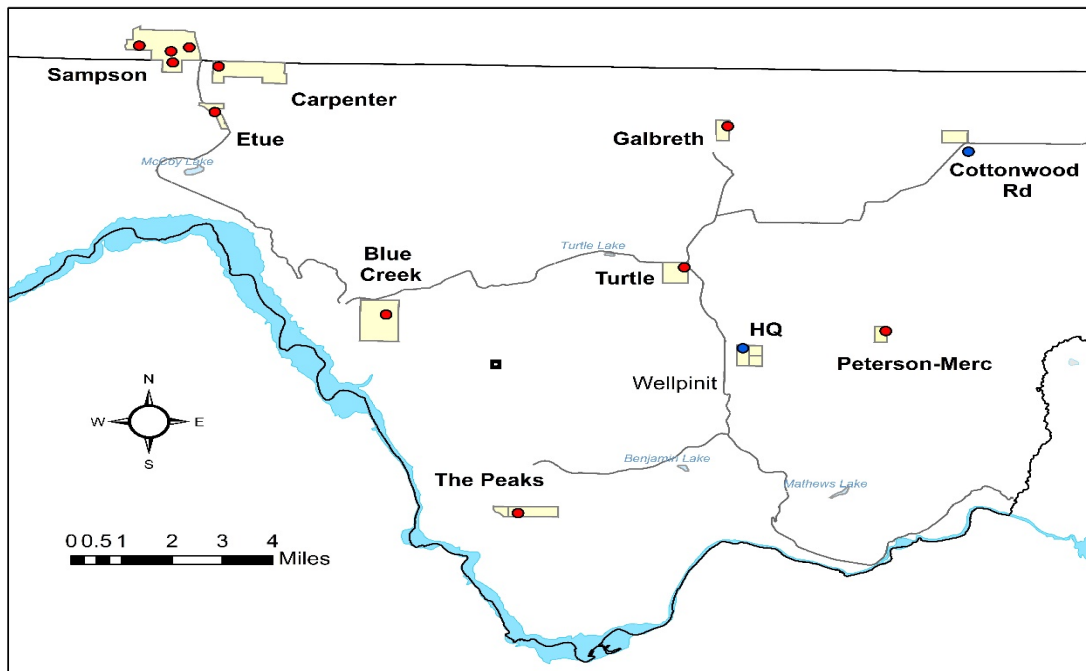
Table 1. Habitats and number of sampling sites for mitigation units managed by the Spokane Tribe.

Habitat	Management unit	Owner	Years sampled	Sampling points (n)
Conifer Woodland	Blue Creek	Spokane	2011, 2016	1
Conifer Woodland	Peterson Merc	Spokane	2016	1
Emergent Wetland	Etue	Spokane	2011, 2016	1
Grassland Steppe	Sampson	Spokane	2011, 2016	2
Grassland Steppe	The Peaks	Spokane	2011, 2016	1
Riparian Forest	Galbreth	Spokane	2011, 2016	1
Riparian Shrub	Carpenter	Spokane	2011, 2016	1
Riparian Shrub	Turtle	Spokane	2011, 2016	1
Vernal Pool	Sampson	Spokane	2016	2

Table 2. Reference sites sampled for five habitat types on lands managed by the Spokane Tribe. No reference condition is available for two vernal pool sites sampled in 2016.

Habitat	Management unit	Owner	Years sampled	Sampling points (n)
Conifer Woodland	Isaacson	Turnbull NWR	2009, 2010, 2011	2
Conifer Woodland	Kepple Lake	Turnbull NWR	2009, 2010, 2011	2
Emergent Wetland	Cee Cee Ah	Kalispel	2002, 2003, 2005	1
Emergent Wetland	Flying Goose	Kalispel	2002, 2003, 2005	1
Grassland Steppe	Agency Butte	Colville	2010, 2012, 2015	2
Grassland Steppe	Elk Field	Colville	2010, 2012, 2015	1
Riparian Forest	Cee Cee Ah	Kalispel	2002, 2003, 2005	2
Riparian Forest	Flying Goose	Kalispel	2002, 2003, 2005	1
Riparian Shrub	Flying Goose	Kalispel	2002, 2003, 2005	1
Riparian Shrub	Tacoma	Kalispel	2002, 2003, 2005	1

We employed multiple criteria for selecting appropriate reference sites. With respect to the ecological characteristics of potential reference sites, we identified the following criteria: (1) Reference sites should accurately represent each of the eight habitat types chosen for



restoration activities: emergent wetland, wetland meadow, riparian shrub, riparian forest, grassland steppe, shrub-steppe, conifer woodland, and mixed conifer. Accurate representation reflects both composition and structure of the vegetation. For composition, the species present on reference sites should include predominantly native species. The degree of structural complexity is habitat specific. For example, forested reference sites should have a well-developed over- and understory with a diversity of ground cover species, whereas grassland steppe reference sites should have a diversity of forbs intermixed with grasses species. We further defined accurate representation to include that vegetation is well matched to land to be restored, and that key components specific to each habitat type (e.g., large trees in forests) are present. (2) Reference sites support wildlife assemblage's characteristic of the habitat (e.g., birds, mammals, amphibians). (3) Natural processes are factored into reference site selection (e.g., fire return intervals in conifer woodland). (4) Reference sites, in so far as possible, represent future conditions that are naturally sustained without constant management.

From the perspectives of both experimental design and logistics, reference sites met the following criteria: (1) To minimize edge effects, reference sites were in relatively large parcels of land (as opposed to a tiny "remnant" bordered by matrix of other habitats) with ≥ 500 m from any transition to a different habitat type and ≥ 50 m from any two-lane road. Note, however, that some habitats, such as riparian forest, never occur in large blocks. (2) To be accessible for field crews, reference sites were <1.6 km (1 mile) from an access road and had $< 20^\circ$ slope.

Reference sites are normally mature ecosystems. The conifer woodland sites selected were at an intermediate age but reflected the appropriate trajectory toward a climax condition. Additionally, these sites represent different management prescriptions (e.g., mechanical thinning) that were considered likely to be mirrored in restoration. In addition to changes that

are likely to occur simply as the ecosystem matures, climate change is also likely to alter the species composition of some ecosystems. This makes the restoration of many ecosystems even more important to prepare them for threats posed by climate change ([Seavy et al. 2009](#), [Keenleyside et al. 2012](#))

Monitoring locations

The Albeni Falls Work Group (2001) used a stratified-random sampling design to determine the location of points for monitoring. The protocol mapped a geo-referenced grid (200-m spacing) onto each mitigation property using GIS. Grid points were sequentially numbered and represented potential monitoring sample points on mitigation areas that could then be randomly selected by use of a random numbers generator. The 200-m spacing is equal to the preferred sample point separation for breeding bird point-count stations ([Huff et al. 2000](#)), and yields one potential sample point for every 4 ha of habitat. Closer grid-point spacing would decrease the probability that data from adjacent sample points are independent and increase the risk of double counting birds when using point-count sampling methods.

Eight prior sampling points were selected using this technique in 2011 on the Spokane Reservation. In 2016 we used this method to choose one new site at Peterson-Merc, however a different approach was needed at additional sampling locations on Sampson because of the limited size of the habitat. Both sites are human-made vernal ponds covering a small geographical area, which made overlaying the 200-m random point grid insufficient for our purposes. Instead we opted to randomly select points on site within the periphery zone of each pond. Management had previously undertaken seeded plantings here as part of restoration, and we wanted to ensure this would be captured in vegetation sampling.

Vegetation sampling

Composition and structure of the vegetation are typically the first things to be addressed in terrestrial ecological restoration projects. In some cases, soil amendments or other changes to the physical environment might be necessary before this can proceed. Vegetation provides the template for inclusion and maintenance of wildlife species by directly providing requisites such as food, cover, perches, and nests, and indirectly through its effects on ecosystem functioning and microclimate. The goal of our vegetation sampling is to collect comparative information on herbaceous vegetation, shrubs, and trees on both reference and mitigation points. The protocol has been recently refined and adjusted from previous years to efficiently collect the necessary data without compromising data quality while limiting the number of stations and allowing for more sites with slightly less intensive monitoring.

Daubenmire plots - Frequency and percent cover of ground vegetation and substrate features are measured. Unless precluded by plant condition (e.g., seedling), all plants are identified to species. Ground vegetation and substrate are measured using a 1-m x 1-m plot in the center and plot at 16m and 32m in each cardinal direction for a total of 9 plots. Species of herbaceous vegetation and substrate features (e.g., rock, litter) are recorded and assigned to 1 of 6 cover categories (Daubenmire 1959). The height (to nearest cm) of the tallest vegetation rooted in the plot was measured at three points along the midline of the plot frame.

Vertebrate sampling

Full details of sampling procedures for small mammals, breeding birds and amphibians are provided in Exhibit A. Monitoring and Methods. Here again we have recently refined these

protocols. For example, the UWMEP has moved away from lethal snap traps and intensive lab analysis to the use of Sherman Live traps, to include eDNA as an option for amphibians and to go to three-avian point counts as opposed to the previous six or more.

Small mammals: The small-mammal community is an important component of biological diversity in most ecosystems. Small mammals act as seed dispersal agents, their burrowing disturbs soil and creates microsites for seedling development, and they provide a prey base for higher trophic level consumers. They often exhibit habitat or dietary specificity as well which make them good ecological indicators ([Hallett et al. 2003](#)). Monitoring species abundance, community diversity, and trends provides information that can be used to determine the effectiveness of management actions in moving towards conservation goals. Small mammal populations are sampled by live/sherman trapping on a 9 by 5 grid centered at each sample point and 12-m spacing. Trapping is conducted for 3 consecutive nights yielding a total of 270 trap nights per sample point. Data recorded for each specimen included trap location; date of capture; species; and standard body measurements.

Breeding birds: Monitoring the health and long-term stability of bird communities can provide an important measure of overall environmental health ([Morrison 1986](#)). Birds are good environmental monitors for several reasons: many species can be monitored simultaneously with a single method, methods for monitoring are well understood and standardized, birds occupy all habitat types, and as a community represent several trophic levels and habitat use guilds. Monitoring species abundance, community diversity, and trends provides information that can be used to determine the effectiveness of management actions in moving towards conservation goals. Point counts were used to monitor breeding birds. Point counts are the most widely used quantitative method used for monitoring land birds and involve an observer recording birds from a single point for a standardized time period ([Ralph et al. 1995](#)). Each mitigation or reference point is the center of a point-count station. The focal survey area consists of a 50-m radius circle around each birding station. At each site an 8-minute (split up into 3, 5, and 8-minute intervals to allow comparisons with other methodologies) point count is conducted between sunrise and 10 AM during the breeding season. All birds observed during this time were recorded in the interval they were first detected. No double counting across intervals will occur. All points were visited a minimum of three times. To maximize the probability of recording all bird species present on a site regardless of variable arrival and breeding times, surveys are scheduled so that each site was visited at regular intervals throughout the breeding season (mid-May through mid-July). Field observers should be highly qualified to detect birds by sight and sound. Fixed-radius plots (where the radius is arbitrarily small) reduce the interspecific difference in detectability by assuming that: a) all the birds within the fixed-radius are detectable; b) observers do not actively attract or repel birds; and c) birds do not move into or out of the fixed-radius during the counting period. This allows for comparisons of relative abundance among species. Three separate point counts will be conducted at each mitigation site and will be spread evenly throughout the breeding season.

Amphibians: Amphibians are important components of ecosystem biodiversity that are frequently overlooked by fish and wildlife habitat managers. There is growing worldwide concern about perceived and actual declines in populations of amphibians. Permeable skin and a life cycle that involves both aquatic and terrestrial habitats make amphibians especially

susceptible to altered conditions they may encounter in their habitat. They can serve as indicators of environmental health. Local management activities may disproportionately affect amphibians (and reptiles) because of their relatively sedentary lives in contrast to species with greater mobility such as larger mammals and birds. Many wildlife mitigation properties have never been intensively surveyed for herpetofauna. We designed this monitoring program to provide managers with information about the species that presently occur on individual projects (the inventory phase) and to provide them with information about the effectiveness of their habitat management practices (monitoring phase) toward benefiting the species assemblages that occur there. Where appropriate, amphibian populations will be monitored by larval trapping using funnel traps and/or eDNA collection and analysis. Transects of 3 traps will be established in open water areas near mitigation or reference points. Traps will be set out for 2 days and for a total of three visits spread out evenly over the breeding season from April through June and where water is still present. Salamander or frog larvae are identified, measured for snout-vent length, and examined for larval stage. If eDNA is deemed to be an appropriate surrogate then water samples will be taken at similar locations and all staff will be provided the appropriate training to conduct the survey.

1.2 SCOPE OF WORK

The vendor will finalize and execute a plan for field data collection consistent with the study design as defined above and will do so within budget and established time frames. The UCUT is looking for one of two options. A single individual with support from their firm, institution or entity to act as field manager for the UWMEP project. This option would require oversight of 4 seasonal field staff hired by the UCUT, coordination with a professional birder contracted by the UCUT and delivery of summary and raw data, in an agreed upon format. The second option is for the respondent to provide a bid that includes all the staff required to fully execute this RFP and assume that they would be responsible for collecting all the data without support staff being provided by the UCUT.

The contractor will provide the following tangible deliverables as part of the contract:

Phase 1: Field Methods
Finalize a field methods manual, and a quality assurance and quality control plan, which at a minimum, describes the data collection methods. Most of the methods are currently defined but there are portions of the data collection methodology that will be solidified once a vendor is selected and works with UCUT staff to collectively finalize.
Phase 2: Fieldwork and Data Collection
Field supervisor will be present on-site during field season and will coordinate travel and daily task lists for up to 4 field staff to a minimum of 20 individual sites and a maximum of 40 sites.
A file geodatabase (or equivalent) containing QA/QC'd spatial and related field data, relationship classes, and metadata. Data must be compatible with the UCUT, GEDMES database.
Other work products (e.g., site maps, electronic and paper data collection forms, etc...)
Progress reports (accompanying invoices) basic general updates on the project accomplishments and upcoming tasks to complete.
Training of seasonal field crew hired by UCUT to collect field data.
Oversee collection of vegetation, avian, amphibian and small mammal data as described above.

Estimated project deadlines for identified tasks are as follows:

Project Activities	<u>Estimated Completion Date</u>
RFP process complete and contract awarded in the month of	November, 2018
Completion of UCUT approved field methods manual (includes quality assurance and quality control plan, and data collection protocols.	February 28, 2019
Meeting with individual tribal representatives responsible for co-ordinating access and directions to the sites that will be visited that season	March 15- April 1, 2019
Begin collection of field data	April, 2019

Complete field data collection	August 1, 2019
Deliver of raw and summary data in agreed upon format	August 31, 2019
UCUT acceptance and approval of data provided	September 15, 2019

UCUT prefers to award one contract to provide the services described in this RFP. It is expected that all tasks agreed to in the final contract shall be completed by the vendor submitting the RFP. If the vendor intends to subcontract any of the proposed work described in its technical proposal, the vendor shall submit the information as required in Section 3 for each proposed subcontractor. Subcontracting of any objectives and/or tasks associated with the objectives and/or tasks, is allowed with the express permission of UCUT.

1.3 MINIMUM QUALIFICATIONS

The Vendor must be licensed to do business in the State of Washington. The Principle Investigator must have a PhD, MS or BS in the Natural Sciences field plus a strong background (2-3 years experience) in vegetation sampling and monitoring and plant identification and experience with field data collection. The PI is responsible for the technical merits of the project as directed by the (UCUT) wildlife committee; writing publishable quality technical reports; and should be competent with the following tasks:

- Managing deliverables and schedules.
- Managing technical and field staff
- Developing data collection methods
- Developing field method manuals.
- Coordinating with tribal representatives and landowners to access study sites and conduct surveys.
- Training of field crews including data collection.
- Conducting field QA/QC and processing and analyzing field QA/QC data.
- Reporting results and key elements of the study to UCUT wildlife committee.
- Writing quarterly progress reports and monthly progress updates.
- Billing and invoicing.

Bidders, who do not meet these minimum qualifications will be rejected as non-responsive and will not receive further consideration. Any proposal that is rejected as non-responsive will not be evaluated or scored.

The qualifications section of the proposal must contain information that will demonstrate to the evaluation committee the Vendor's understanding of the types of services proposed, the firm's ability to accomplish them, and the ability to meet tight timeframes.

1.4 FUNDING

The UCUT has a set budget for this project. Proposal respondents should provide their responses to fit an a carte set of options and recognize that the UCUTs goal is to identify a per site budget proposal. This will enable the UCUT to evaluate the individual work elements and their associated costs which will allow the finalization of the study design that meets scientific rigor while maximizing the number of sites. The evaluation process is designed to award this procurement not necessarily to the Vendor of least cost, but rather to the Vendor whose proposal best meets the requirements of this RFP and can demonstrate that they can deliver a scientifically sound data complilaton within budget and on schedule.

The final contracted budget will be negotiated based on the final number of sites visited with a minimum of 20 sites and a maximum of 40 sites.

1.5 PERIOD OF PERFORMANCE

The period of performance of any contract(s) resulting from this RFP is tentatively scheduled to begin on November 15, 2018 and terminate on September 30, 2019. Amendments extending the period of performance, if any, shall be at the sole discretion of the UCUT.

1.6 SIMILAR ENGAGEMENTS WITH OTHER INDIAN TRIBES OR GOVERNMENT ENTITIES

For the firm's office that will be assigned responsibility for this service, list the most significant engagements (maximum of 3) performed in the last five years that are similar to the engagement described in this request for proposals with other tribal entities and/or governments.

Specific restrictions apply to contracting with current or former state employees pursuant to Chapter 42.52 of the Revised Code of Washington. Proposers should familiarize themselves with the requirements prior to submitting a proposal that includes current or former state employees.

1.7 DEFINITIONS

Definitions for the purposes of this RFP include:

UCUT – The Upper Columbia United Tribes is the entity that is issuing this RFP.

Apparent Successful Vendor – The Vendor selected as the entity to perform the anticipated services, subject to completion of contract negotiations and execution of a written contract.

Vendor – Individual or company interested in the RFP and that may or does submit a proposal to attain a contract with the UCUT.

Contractor – Individual or company whose proposal has been accepted by the UCUT and is awarded a fully executed, written contract.

Proposal – A formal offer submitted in response to this solicitation.

Proposer - Individual or company that submits a proposal to attain a contract with the UCUT.

Request for Proposals (RFP) – Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the consultant community to suggest various approaches to meet the need at a given price.

1.8 ADA

The UCUT complies with the Americans with Disabilities Act (ADA). Consultants may contact the RFP Coordinator to receive this Request for Proposals in Braille or on tape.

2. GENERAL INFORMATION FOR VENDORS

2.1. RFP COORDINATOR

The RFP Coordinator is the sole point of contact in the UCUT for this procurement. All communication between the Consultant and the UCUT upon release of this RFP shall be with the RFP Coordinator, as follows:

Name	Marc Gauthier
E-Mail Address	marc@ucut-nsn.org
Mailing Address	25 W. Main Suite 434, Spokane, WA 99201
Physical Address for Delivery	25 W. Main Suite 434, Spokane, WA 99201
Phone Number	(509) 209-2410
Cell Number	(509) 795-9714

Any other communication will be considered unofficial and non-binding on the UCUT. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Consultant.

2.2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	September 15, 2018
Question & answer period	Sep 15-Oct 1, 2018
Issue last addendum to RFP (if applicable)	October 1, 2018

Proposals due	October 15, 2018
Evaluate proposals	Oct 15-Oct 22, 2018
Conduct oral interviews with finalists, if required	Oct 22-Oct 30, 2018
Announce “Apparent Successful Vendor” and send notification via fax or e-mail to unsuccessful proposers	October 31, 2018
Hold debriefing conferences (if requested)	November 1-7, 2018
Negotiate contract	November 1-7, 2018
Contract Signature Process	November 15, 2018
Estimated Start Date (following contract signature)	November 20, 2019

The UCUT reserves the right to revise the above schedule.

2.3 PRE-PROPOSAL CONFERENCE (Optional)

Any entity wishing to have a pre-proposal conference may request via e-mail. All requests should be directed to the RFP coordinator at marc@ucut-nsn.org. Allow at least three business days for a response. A conference call will be scheduled and will last no more than an hour.

2.4 SUBMISSION OF PROPOSALS

ELECTRONIC PROPOSALS:

The proposal must be **received by the RFP Coordinator** no later than 4:30 pm, Pacific Standard Time or Pacific Daylight Time, in Spokane, Washington, on October 15, 2018.

Proposals must be submitted electronically as an attachment to an e-mail to Marc Gauthier, the RFP Coordinator, at the e-mail address listed in Section 2.1. Attachments to e-mail shall be in Microsoft Word format or Adobe Acrobat (PDF). Zipped files cannot be received by the UCUT and cannot be used for submission of proposals. The cover submittal letter and the Certifications and Assurances form must have a scanned signature of the individual within the organization authorized to bind the Vendor to the offer. The UCUT does not assume responsibility for problems with Vendor’s e-mail. If the UCUT email is not working, appropriate allowances will be made.

Proposals may not be transmitted using facsimile transmission.

Vendors should allow enough time to ensure timely receipt of the proposal by the RFP Coordinator. Late proposals will not be accepted and will be automatically disqualified from further consideration, unless the UCUT’s e-mail is found to be at fault. All proposals and any accompanying documentation become the property of the UCUT and will not be returned.

2.5 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Proposals submitted in response to this competitive procurement shall become the property of the UCUT. All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Director of the UCUT, or his Designee, and the apparent successful Contractor.

Any information in the proposal that the Consultant desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the exemption from disclosure upon which the Vendor is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right-hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

2.6 REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be published on the UCUT website, www.ucut.org

For this purpose, the published questions and answers and any other pertinent information shall be provided as an addendum to the RFP and will be placed on the website.

The UCUT also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.7 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award, and proposals will not be rejected or considered non-responsive on that basis.

The established annual procurement participation goals for MBE is 10% and for WBE, 4%, for this type of project. These goals are voluntary. For information on certified firms, consultants may contact OMWBE at 360/753-9693 or <http://www.omwbe.wa.gov>.

2.8 ACCEPTANCE PERIOD

Proposals must provide 30 days for acceptance by UCUT from the due date for receipt of proposals.

2.9 RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Vendor is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

The UCUT also reserves the right at its sole discretion to waive minor administrative irregularities.

2.10 MOST FAVORABLE TERMS

The UCUT reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Consultant can propose. There will be no best and final offer procedure. The UCUT does reserve the right to contact a Consultant for clarification of its proposal.

The Apparent Successful Contractor should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some, or all, of the consultant's proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the UCUT.

2.11 CONTRACT AND GENERAL TERMS & CONDITIONS

The apparent successful contractor will be expected to enter into a contract which is substantially the same as the sample contract and its general terms and conditions attached as Exhibit B. In no event is a Consultant to submit its own standard contract terms and conditions in response to this solicitation. All exceptions to the contract terms and conditions must be submitted as an attachment to the vendors submittal. The UCUT will review requested exceptions and accept or reject the same at its sole discretion.

2.12 COSTS TO PROPOSE

The UCUT will not be liable for any costs incurred by the Consultant in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP

2.13 NO OBLIGATION TO CONTRACT

This RFP does not obligate the UCUT to contract for services specified herein.

2.14 REJECTION OF PROPOSALS

The UCUT reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.15 COMMITMENT OF FUNDS

The Director of the UCUT is the only individual who may legally commit the UCUT to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.16 INVOICING AND PAYMENT

UCUT shall make payments to the Contractor in accordance with the approved contract. The contractor must submit invoices to UCUT on a timely basis. Invoices shall include the contractor's name and address, invoice date, contract number, invoice billing period (e.g., June 1, 2018 to June 30, 2018); and invoice amount.

2.17 SUPPORTING DOCUMENTATION

Supporting documentation shall describe items in reasonable detail (description of products delivered, or work performed, price and quantity of item(s) delivered or rendered), to allow UCUT the ability to confirm items with the Contract and Statement of Work.

2.18 ELECTRONIC PAYMENT

The UCUT prefers to utilize electronic payment in its transactions. The successful contractor will be provided a form to complete with the contract to authorize such payment method.

2.19 INSURANCE COVERAGE

The Contractor is to furnish the UCUT with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

Insurance Requirements

The awarded vendor will be required to provide certificates of insurance for:

A. Comprehensive or Commercial Form General Liability Insurance (contractual liability included) with limits as follows:

Each Occurrence	\$1,000,000.00
Personal and Advertising Injury	\$1,000,000.00

If the above insurance is written on a claims-made form, it shall continue for three years following termination of this Agreement. The insurance shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement.

B. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single limit not less than \$1,000,000.00 dollars per occurrence.

C. Workers' Compensation as required by Washington State law.

It is understood that the coverage and limits referred to under a., b., and c. above shall not in any way limit the liability of the contractor. The contractor shall furnish the UCUT with certificates of insurance evidencing compliance with all requirements prior to commencing work under a contract resulting from this RFP.

The Contractor shall, at its own expense, obtain and keep in force insurance coverage which shall be maintained in full force and effect during the term of the contract. The Contractor shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to the UCUT within fifteen (15) days of the contract effective date.

Additional Provisions

Above insurance policy shall include the following provisions:

1. **Cancellation.** UCUT, shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications. Insurers subject to 48.18 RCW (Admitted and Regulation by the Insurance Commissioner): The insurer shall give the UCUT 45 days notice of cancellation or non-renewal. If cancellation is due to non-payment of premium, the UCUT shall be given 10 days notice of cancellation. Insurers subject to 48.15 RCW (Surplus lines): The UCUT shall be given 20 days notice of cancellation. If cancellation is due to non-payment of premium, the UCUT shall be given 10 days notice of cancellation.
2. **Identification.** Policy must reference the UCUT contract number and the organizations name.
4. **Insurance Carrier Rating.** All insurance and bonds should be issued by companies admitted doing business within the state of Washington and have a rating of A-, Class VII or better in the most recently published edition of Best's Reports. Any exception shall be reviewed and approved by the UCUT, before the contract is accepted or work may begin. If an insurer is not admitted, all insurance policies and procedures for issuing the insurance policies must comply with Chapter 48.15 RCW and 284-15 WAC
5. **Excess Coverage.** By requiring insurance herein, the UCUT does not represent that coverage and limits will be adequate to protect Contractor, and such coverage and limits shall not limit Contractor's liability under the indemnities and reimbursements granted to the UCUT in this contract.

Workers' Compensation Coverage

The Contractor will always comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The UCUT will not be held responsive in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract.

3. ELECTRONIC PROPOSAL CONTENTS

Proposals must be written in English and submitted electronically to the RFP Coordinator in the order noted below:

1. Letter of Submittal
2. Technical Proposal;
3. Management Proposal; and,
4. Cost Proposal.

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal but should assist the Vendor in preparing a thorough response.

Items marked "mandatory" must be included as part of the proposal for the proposal to be considered responsive, however, these items are not scored. Items marked "scored" are those that are awarded points as part of the evaluation conducted by the evaluation team.

3.1 LETTER OF SUBMITTAL (MANDATORY)

The Letter of Submittal is to include by attachment the following information about the Consultant and any proposed subcontractors:

1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
2. Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.)
3. Legal status of the Consultant (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
4. Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue. If the Consultant does not have a UBI number,

the Consultant must state that it will become licensed in Washington within thirty (30) calendar days of being selected as the Apparently Successful Contractor.

5. Location of the facility from which the Consultant would operate.
6. Identify any state employees or former state employees employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the Consultant's organization. If following a review of this information, it is determined by the UCUT that a conflict of interest exists, the Consultant may be disqualified from further consideration for the award of a contract.

3.2 TECHNICAL PROPOSAL (SCORED)

It is important for the technical proposal to contain enough detail to convey to members of the evaluation team the consultants plan for collecting the field data and then providing summary and raw data in the agreed upon digital format. The proposal should be informed by the attached UWMEP monitoring methods document (Exhibit A) and the UWMEP 2018 Report (Exhibit C). The consultant is encouraged to present new or alternate approaches to data collection and analysis as appropriate.

- A. **Project Approach/Methodology** - Provide a description of estimated time and effort to collect the various sets of field data and provide a potential strategy for collecting the required datasets. The proposal should be as detailed as possible and should demonstrate an understanding of some of the complexities of collecting field data in remote locations as well as a strong understanding of preliminary data analysis.
- B. **Work Plan.** A detailed workplan and schedule will be negotiated and included in the successful contractor's contract. Section 3.4 includes a rudimentary work plan for the purposes of this RFP. Include any additional anticipated project requirements and the proposed tasks, services, activities, etc., necessary to accomplish the scope of the project defined in this RFP. This section of the technical proposal should contain enough detail to demonstrate the vendors procedural aptitudes to successfully complete the contract.
- C. **Project Schedule.** A detailed workplan and schedule will be negotiated and included in the successful contractor's contract. There is an understanding that the apparent successful contractor shall meet the estimated completion dates of the milestones and tasks provided in Section 1.2, Phase 1 &2. Please indicate the contractor's level of commitment meeting the deadlines provided in this RFP and completing all deliverables within the negotiated terms of the successful contractor's contract. The project schedule in the successful contractor's contract must ensure that any deliverables, milestones, and tasks requested are met.
- D. **Quality and Performance Measurement** – Describe any quality and performance measures in the field and with the data analysis including how these outcomes would be monitored, measured, and reported to the UCUT.

- E. Risks** - The Consultant must identify potential risks that are considered significant to the success of the project and how they can be mitigated. Include how the Consultant would propose to effectively monitor and manage these risks, including reporting of risks to the UCUT Project Manager.
- F. Deliverables** – The following are anticipated deliverables to be submitted under the proposed contract. Fully describe any additional deliverables to be submitted or removed as part of the successful contractor’s contract. Deliverables must support the requirements set forth in Section 1.2, Scope of Work.

Phase 1 &2: Field Methods & Data Collection
UCUT approved field methods
UCUT QA/QC-approved relational database with all field data collected
Other work products (site maps, field forms, etc.)
Spatial data work products (GIS, GPS, etc.): Site maps and data collection packets, Metadata and/or data dictionary
Performance Reporting
Project initiation performance meeting (at least two weeks prior to field sampling)
Monthly data delivery in an agreed upon format
Participation at UCUT Wildlife Committee meetings when needed
UWMEP Quarterly progress reports (due the 1st of the following months: May, July, September ~ Project Template/1 page)

3.3 MANAGEMENT PROPOSAL

A. Project Management (SCORED)

- 1. Project Team Structure/Internal Controls** - Provide a description of the proposed project team structure to be used during the project, including any subcontractors. Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. Include who within the firm will have prime responsibility and final authority for the work.
- 2. Staff Qualifications/Experience** - Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide resumes for the named staff, which include

information on the individual's skills related to this project, education, experience, significant accomplishments and any other pertinent information. The Consultant must commit that staff identified in its proposal will perform the assigned work. Any staff substitution must have the prior approval of the UCUT.

B. Experience of the Vendor (SCORED)

1. Indicate the experience the Vendor and any subcontractors have in the following areas associated with items listed below. The experience should be exemplified applicable by providing years of experience, list projects or examples where this experience was obtained, level of success or lessons learned. Please link experience to professional references (if available):
 - a. Managing deliverables and schedules.
 - b. Managing technical and field staff and working with diverse interests or committees.
 - c. Developing data collection methods.
 - d. Developing field method manuals.
 - e. Coordinating with landowners to access study sites.
 - f. Training of field crews and data collection.
 - g. Conducting field QA/QC and process and analyzing field QA/QC data.
 - h. Delivering raw and summary data in various formats.
 - i. Writing quarterly progress reports and monthly progress updates following a standardized format modified for the project's tasks and responsibilities.
 - j. Billing and invoicing.
2. Indicate other relevant experience that indicates the qualifications of the Vendor, and any subcontractors, for the performance of the potential contract.
3. Include a list of contracts the Consultant has had during the last five years that relate to the Vendor's ability to perform the services needed under this RFP. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses.

C. Related Information (MANDATORY)

1. If the Vendor or any subcontractor contracted with the state of Washington during the past 24 months, indicate the name of the agency, the contract number and project description and/or other information available to identify the contract.
2. If the Vendor's staff or subcontractor's staff was an employee of the UCUT or any of its member tribes during the past 24 months or currently is an employee, identify the individual by name, the tribe previously or currently employed by, job title or position held and separation date.
3. If the Vendor has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop

performance due to the Vendor's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.

4. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Vendor's position on the matter. The UCUT will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the experience. If no such termination for default has been experienced by the Vendor in the past five years, so indicate.

D. References (MANDATORY)

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three (3) business references for the Vendor and three (3) business references for the lead staff person for whom work has been accomplished and briefly describe the type of service provided. Do not include current UCUT staff as references. The Vendor and the lead staff person must grant permission to the UCUT to contact the references and others who may have pertinent information regarding the Vendor's and the lead staff person's qualifications and experience to perform the services required by this RFP. The UCUT may evaluate references at the UCUT'S discretion.

E. OMWBE Certification (OPTIONAL AND NOT SCORED)

Include proof of certification issued by the Washington State Office of Minority and Womens Business Enterprises (OMWBE) if certified minority-owned firm and/or women-owned firm(s) will be participating on this project. For information: <http://www.omwbe.wa.gov>.

3.4 COST PROPOSAL

The final contract will be based on deliverables in a fixed price contract. It is understood that the price for each deliverable will be negotiated based on a better explanation of each of the tasks and expectations following initial selection of the contractor.

A. Identification of Costs (SCORED)

Please provide the hourly rates for all team members (contractors and subcontractors). Please note if any subcontractors are certified by the Office of Minority and Women's Business Enterprises.

Please provide an estimated range of costs anticipated for each milestone in the table below based on experience in the field, the required data collection, data analysis, etc. Identify all costs in U.S. dollars including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The successful

contractor will be asked to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Vendors are required to collect and pay Washington state sales and use taxes, as applicable. The table can be modified; additional tasks can be added or broken-out based on personal preference for better estimates or presentation purposes. Please factor in hourly, administrative, travel, or any other rates charged by your firm within these cost estimates.

The UCUT currently hires the professional birder and seasonal field staff that the selected contractor will train, provide oversight and work with in the field throughout the project. Your budget estimate should reflect those work elements specifically. If you can provide the entire workforce including the professional birder and/or seasonal field data collection crew, please provide that budget estimate separately. The UCUT intends to continue to hire these members of the team but if an entity can provide those services at a budget that can be accommodated than the committee is interested in evaluating those proposals. The UCUT also currently provides vehicles for transportation and a travel trailer for staff to stay in through the workweek when travel distances are extensive. The UCUT will continue to offer the use of our vehicles that must leave from a central location in Spokane as well as the use of travel trailer to the successful contractor. The estimated budgets should reflect the potential use of these vehicles. The estimated budgets should also consider the estimated travel distances from Spokane to the study sites. The sites for the 2019 field season are located on the Colville Reservation and tend to have some of the longest travel distances. In past years field staff have worked 4 days a week and camped on site. We will leave it up to the respondents to consider these variables when determining the estimated per site budget with a 20-site minimum and 40-site maximum.

Respondants should estimate a 175-mile travel distance between Spokane and the study sites. There is an additional average travel distance of 20 miles between each site:

MILESTONES AND TASKS	Estimated Contracted Unit Price.	Comments & Schedule Considerations
Phase 1: FIELD METHODS (FW)	~~~~~	~~~~~
FW 1. Completion of UCUT approved field methods manual (includes quality assurance and quality control plan, data collection protocols, and data analysis protocols)		
Phase 2: FIELD WORK AND DATA COLLECTION	~~~~~	~~~~~
FW 2. Field training and study design procedures with contractor/subcontractor.		

FW 3. Coordination with individual tribe and landowners and conduct initial site evaluation.		
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FW 4. Project initiation performance meeting with status report (approximately two weeks prior to field work) to validate field methods.		
FW 5. Per site costs for one individual to oversee vegetation data collection including travel, set up and all associated fees.		
FW 6. Per site costs for one individual to oversee small mammal data collection including travel, set up and all associated fees.		
FW 6. Per site costs for one individual to oversee amphibian data collection including travel, set up and all associated fees.		
FW 7. If available not-required, Per-site costs for avian data collection including travel, set up and all associated fees and assumes three visits per site.		
FW 8. If available not required, Per-site costs for data collection for vegetation, small mammals and amphibians in which contractor provides entire field crew. Including travel, set up and all associated fees.		
FW 7. Meetings and presentations		
FW 8. Implementation planning and coordination (general administrative and project management)		
FW 9. Completion of database (i.e., compendium of field datasets with assurance and control of data quality)		

4. EVALUATION AND CONTRACT AWARD

4.1. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team(s), to be designated by the UCUT, which will determine the ranking of the proposals.

UCUT, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral presentation.

The RFP Coordinator may contact the Consultant for clarification of any portion of the Consultant's proposal.

4.2. EVALUATION WEIGHTING AND SCORING

The awarded vendor will be awarded according to the following

Responsiveness, Reliability, Responsibility and Technical Qualifications

Submitter's responsiveness, reliability, responsibility, technical qualifications, skill, knowledge, and experience in similar projects will be considered under this evaluation factor. This rating will focus on those persons assigned to the UCUT contract, **and** on the characteristics of the submitter as a whole, if applicable.

Indian Preference

Indian-owned and controlled companies will receive preference in accordance with 25 U.S.C. §450e(b)(7). Companies claiming Indian preference must furnish adequate proof of at least 51% Indian ownership and control with their proposal in order to secure Indian-owned points. A successful vendor will be required to comply with all applicable Federal and Tribal laws and regulations in effect during the contract period, including the Indian preference requirements of the Tribe.

UCUT reserves the right to award the contract to the Consultant whose proposal is deemed to be in the best interest of the UCUT.

4.3. ORAL PRESENTATIONS MAY BE REQUIRED

After evaluating the written proposals, the UCUT may elect to schedule oral presentations of the finalists. Should oral presentations become necessary, the UCUT will contact the top-scoring Vendor(s) from the written evaluation to schedule a date, time and location. Commitments made by the Consultant at the oral interview, if any, will be considered binding.

The scores from the written evaluation and the oral presentation combined will determine the apparent successful contractor.

4.4. NOTIFICATION TO PROPOSERS

The UCUT will notify the Apparently Successful Vendor of their selection in writing upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail.

4.5. DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Any Vendor who has submitted a proposal and been notified that they were not selected for contract award may request a debriefing. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after the Unsuccessful Vendor Notification is e-mailed to the Vendor. Debriefing requests must be received by the RFP Coordinator no later than 5:00 PM, local time, in Spokane, Washington on the third

business day following the transmittal of the Unsuccessful Vendor Notification. The debriefing must be held within three (3) business days of the request.

Discussion at the debriefing conference will be limited to the following:

- Evaluation of the Vendor's proposal
- Critique of the proposal based on the evaluation

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

5. RFP EXHIBITS

Exhibit A. UWMEP Monitoring Methods

Exhibit B. Sample Contract

Exhibit C. UWMEP 2018 Report