

DRAFT September 5, 2024

Squaxin Island Tribe –*Shelton, WA*
REQUEST FOR PROPOSALS FOR ENVIRONMENTAL SERVICES FOR A NATURAL
RESOURCES INVENTORY ON TRIBAL LANDS

Date of RFP Request September 2024, Proposals are due no later than **September 25, 2024** by
4:00 PM Pacific Time. To obtain background information please contact: Candace Penn,
cpenn@squaxin.us, 360-432-3898

U.S. Mail or Email Proposals To:

Candace Penn,
200 SE Billy Frank Jr Way Shelton, WA 98584
cpenn@squaxin.us
360-432-3898

Hand Deliver Proposals To:

Candace Penn
Squaxin Natural Resources Department
200 SE Billy Frank Jr. Way Shelton, WA 98584

Section 1.0: Introduction

Squaxin Island Tribe Natural Resources is soliciting bids for a Tribal Lands Inventory.

This Request for Proposal (RFP) provides the specifications and requirements for prospective applicants to complete a proposal with cost estimates for services.

The RFP is open to all qualified environmental professionals (QEPs), as defined by the U.S. EPA, capable and qualified to meet the objectives and requirements described in this document. Qualified Woman-owned businesses (WBE) Minority-owned businesses (MBE) and/or Veteran-owned businesses (VBE) organizations are encouraged to respond. The specifications and requirements for this project are outlined below.

Section 2.0: Background/Sites Description

The Squaxin Island Tribe is a culturally and economically strong community of self-governing, resilient people united by shared values and traditions. While the Tribe's ceded lands include the South Salish Sea and beyond, the reservation is located between Shelton and Olympia, WA and of course, on Squaxin Island. The Tribe's administrative campus and housing area are located off Old Olympic Highway at the Little Creek Casino exit east of Highway 101.

Land-use planning is instrumental in balancing future growth and development with protection of natural resources. Although municipalities frequently need to make decisions affecting these resources, they often don't have adequate data available to inform those decisions. Often, they find themselves reacting to proposed developments rather than planning for future growth or making decisions on development projects without considering the larger context. This narrow approach to decision making loses sight of broader-scale issues and goals, such as climate resilience, walkable communities, connected habitats, or watershed management. By identifying and describing natural resources at the local scale, a natural resources inventory (NRI) provides communities with a strong foundation for proactive planning and informed decision-making. NRIs have value not only to communities in rural settings, but also those in more urban and suburban areas. The process encourages participation in identifying and prioritizing natural resources important to the community and provides information that will support careful land-use planning and improved resource protection measures.

The NRI will compile and describe important, naturally occurring resources within the Tribes land base. Cultural resources, such as historic, scenic, and recreational resources, may be included in the NRI. The inventory has two basic purposes: 1) to provide the building blocks for comprehensive land-use restoration and conservation planning, and 2) to allow natural resource information to be included in local planning. The scope of the NRI is determined by the community. At its most complex, it includes detailed analysis of resources or new data collected specifically for the inventory. An NRI is not a static document. As new and revised data become available, the inventory should be updated to insure its completeness and accuracy. The compilation of maps, data tables, and descriptions in the NRI will contribute to a better understanding and appreciation of the community's natural resources and provide the

foundation for a wide range of planning and conservation applications. The NRI should include the following three components: 1) Maps, 2) Associated Data and information sources, and a 3) Descriptive report.

Section 3.0: Project Objectives/Scope of Work/Deliverables

The Squaxin Island Tribe seeks the services of a highly qualified consultant to conduct land use inventory for the Squaxin Island Tribe in Mason County, WA. The inventory will include trust, fee, private and potential acquisitions, and exempt treaty gathering uses. Our objective is to develop a lands inventory for all tribal properties.

- 1) **Establish an NR group potentially invite internal tribal staff in needed** to attend an initial planning meeting to brainstorm NRI goals and objectives.
 - o Establish a smaller work group of 5-10 interested people to direct the project.
 - o Assign a project leader/coordinator.
 - o Solicit volunteers.
- 2) **Determine technical and GIS capacity of the group and identify technical advisors as needed**
- 3) **Determine goals and scope of project**
Review NR needs and prioritize NRI goals.
- 4) **Define the study area**
Decide on the focal area of the NRI **Review existing natural resources documents**
Gather and review existing natural resource documents, e.g., comprehensive plan, watershed management plan, environmental impact statements, etc.
- 5) **Develop a draft inventory outline**
Develop a draft outline that addresses project goals and proposes what to include (components to be inventoried and described, maps and tables to be compiled, and other narrative sections) and a rough timeline.

Scope-of-Work: Separate costs need to be estimated for the Tasks and Sub Tasks as well as for all work items in this RFP. Estimated average unit rates on which costs are based should be included with the proposal. Deliverables should be submitted in both electronic and hard copy forms. The work efforts for this project will fall into the following tasks:

Task 1.0: Develop a work plan, in accordance with **Section 3.0**.

- 1) Establish an NR group
- 2) Define Study Area
- 3) Develop a Draft Inventory Outline
- 4) Develop a Final NRI

Develop a workplan in accordance with **Section 6.0** and in consultation with Squaxin Island Tribe (SIT).

Deliverables: Draft a **Lands Inventory** for SIT review and approval. Develop a Health and Safety Plan for SIT review and approval.

Task 2.0: Public Involvement: The environmental contractor will assist SIT with conducting Natural Resource staff outreach to involve key climate impacts in the site assessment process. The contractor, with the assistance of SIT, will prepare an educational fact sheet on the assessment process and (if required) an analysis of land use alternatives, This may include archaeological and modern-day land uses and will take into consideration future climate modeling.

Deliverables: Draft and final fact sheet, Participate in public forms/meeting(s).

NOTE: Additional sites or future tasks may be added to the Scope of Work and negotiated with the contractor selected at the discretion of the Tribe.

Section 5.0: Indian Preference.

Indian preference may be used in the purchase of goods or services. Indian preference is

preferential treatment in securing goods and services from Alaska Natives and Indians, or Indian owned businesses, as provided in Public Law 93-638, Section 7(b) Indian Self Determination and Education Assistance Act, January 1975.

Unless federal law or the source of funds requires a different consideration, an enrolled member of the Squaxin Island Tribe or business majority owned by an enrolled member of the Squaxin Island Tribe shall be considered first among all Preference Applicants.

- In circumstances where cost is the determining factor in decision making, Indian Preference will apply to bids that are within ten percent (10%) of the lowest bid submitted by a qualified bidder not claiming Indian Preference, provided that the successful Indian applicant agrees to perform the work at the cost of the lowest bid submitted by a qualified bidder not claiming Indian Preference.
- In circumstances where issues in addition to cost form a part of the decision making, for example design, experience, and/or timeliness, Indian Preference will be considered in the cost element only. In such circumstances, the bid documents will identify the relevant elements and the scoring methodology to be used. The Tribe shall offer a contract to a qualified Indian applicant provided the qualified Indian applicant agrees to perform the work at the cost of the lowest bid submitted by a qualified bidder not claiming Indian preference; provided further that, the qualified Indian applicant scores equal to or higher than all other applicants for all non-cost elements.
- Indian Preference will apply to subcontracts where the subcontract is equal to or greater than ten percent (10%) of the total contract or Five Thousand Dollars (\$5,000), whichever is less. In such cases, when a subcontract or supplier bid offered by an Indian bidder is within ten percent (10%) of the low bid, and meets all other bid requirements, the Contractor shall select the Indian bidder, provided that the Indian bidder agrees to perform the work at the cost of the lowest bid of a qualified bidder not claiming Indian Preference.

Section 6.0: Disadvantaged Business Enterprises (DBE) - EPA's Program for Utilization of Small, Minority and Women's Business Enterprises

Consultant must attempt to comply with the requirements of EPA's Program for utilization of Small, Minority and Women's Business Enterprises in procurement under assistance agreements, contained in 40 CFR, Part 33.

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to ensure that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained.

- a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total

requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

- d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.
- f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

Section 7.0: Qualifications

- (a) Include descriptions of roles for key personnel/subcontractors expected to work on this project, their work experience and certifications.
- (b) Provide recent examples of conducting lands inventories.
- (c) Give examples of working with tribal, federal, state and local regulatory agencies.

Section 8.0: Claims History and Professional Integrity

- (a) Provide an accurate summary of any claims initiated against your firm in the past five (5) years and any currently pending claims.
- (b) Provide a certified statement that the firm is not debarred, suspended or otherwise prohibited from professional practice by any federal or state agency.
- (c) The proposing entity must supply a statement that they and their firm presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by the agreement with the Squaxin Island Tribe, No person having such interest shall be employed by or associated with consultant during the term of this agreement.

Section 9.0: Submittal Procedures

The proposal should include anticipated schedule and time/material cost estimates for the activities listed below to be completed as soon as possible or at a date to be later determined by the Squaxin Island Tribe. Time should be allowed in the schedule for the Tribe to review and revise draft deliverables and for preparation of final documents. Unit rates on which costs are based should be included with the proposal and a time line. Questions and arrangements for site tours should be directed to the contact listed at the beginning of this RFP and below.

- Proposals are due no later than August 1st, 2024 at 4:00 pm Pacific Standard Time to the contact listed at the beginning of this RFP and below. Submit 1) an electronic copy, or 2) two hard copies by mail, or 3) hand deliver two hard copies.
- Tour and background information of the lands can be scheduled upon request by contacting Candace Penn. To obtain an email packet on the sites containing background information, results from any previous lands inventories and photos, also please contact Candace Penn.
- Submit the following information in response to this RFP:
 - ✓ Separate estimated costs for the Tasks and Sub Tasks as well as a total cost for all work items in this RFP. Estimated average unit rates on which costs are based should be included with the proposal.
 - ✓ Include a Timeline. (It is expected that field work can start in the Summer)
 - ✓ Include descriptions of roles for key personnel/subcontractors expected to work on this project, their work experience and certifications.
 - ✓ Provide recent examples of conducting lands inventories preferably tribal.
 - ✓ Give examples of working with tribal, federal, state and local regulatory agencies.
 - ✓ Provide an accurate summary of any claims initiated against your firm in the past five (5) years and any currently pending claims.
 - ✓ Provide a certified statement that the firm is not debarred, suspended or otherwise prohibited from professional practice by any federal or state agency.

- ✓ The proposing entity must supply a statement that they and their firm presently have no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by the agreement with the Squaxin Island Tribe. No person having such interest shall be employed by or associated with consultant during the term of this agreement.

Section 10.0: Selection Process

An Evaluation Committee comprised of Environmental Programs Division staff and/or other programs will review each proposal. The Squaxin Island Tribe reserves the right to ask questions of clarification of any or all firms as part of its evaluation. Criteria for rating firms will include the following:

15% The firm’s reputation for personal and professional integrity and competence; ability to work with and comply with other agencies and persons in official oversight/compliance capacities;

25% Professional and educational experience of key personnel to be assigned to the project and the firm’s experience with the type of contaminated properties and projects/processes as well as the project site;

25% Ability of the firm to provide required services and to perform the required work within the project period;

25% Costs associated with the scope of work. (Final costs will be negotiated with the selected firm upon submittal of a detailed work plan);

10% Any consideration that would be in the best interest of the Squaxin Island Tribe.

This RFP does not commit the Squaxin Island Tribe to award a contract nor pay any cost incurred in the preparation of the proposals. The Squaxin Island Tribe also reserves the right to reject any and all proposals because of non-conformance and to waive any irregularities and informalities and to re-advertise when it is in the best interest of the Tribe.

Section 11.0: Notice of Award

After the Evaluation Committee has reviewed and scored the submitted proposals, an announcement shall be issued to all parties that submitted proposals. The estimated date of selecting a contractor/consultant is August 2024.

Questions or comments please contact: *Candace Penn, Climate Change Ecologist, 360-432-3898, cpenn@squaxin.us Work hours: M-F 7:30-4:00*