

# Pit River Tribe Environmental Office Source Water Assessment

## *Request for Proposal*

*Posted: March 10<sup>th</sup> 2015*



### **Company Background**

*The Pit River Tribe (PRT), is a federally recognized Tribe; the PRT boundaries are the lines that connect the four corners of ancestral lands; Mt. Shasta, Mt. Lassen, Goose Lake, and Eagle Lake. The ancestral lands and "Lands in Trust" are referred to as the "Hundred Mile Square" by the United States Department of Interior Lands Claims Commission under Docket 347.*

### **Project Description**

*Purpose and Goals: The purpose of this Environmental Protection Agency (USEPA) grant application is to enhance tribal capacity for protecting sources of potable water for future generations. Delineation of source water areas on Pit River Tribal Trust Lands at Montgomery Creek Rancheria will allow tribal members to better protect their water resources through identification, assessment, and public education. The Pit River Tribe (Tribe, has made it a high priority to understand and protect all natural resources of tribal lands, and receiving a source water assessment program (SWAP) grant will aid the Tribe to maintain clean drinking water for the health of all members.*

*Duties and requirements for this contract include:*

- *Delineation of the Montgomery Creek Rancheria water source.*
- *Identify contaminant vulnerability; potential contaminant source and inventory.*
- *Conduct susceptibility and analysis using data and field observations.*
- *Completion of a final report Source Water Assessment Report.*
- *Travel to Montgomery Creek Rancheria in Shasta County.*
- *Prior work with Tribes using EPA and DWSAP source water assessment protocols (list three references); history of completion of susceptibility analyses in a timely manner; lump sum cost.*

*Indian preference applies pursuant to Section 7(b) of the Indian Self-Determination and Assistance Act, as amended to the greatest extent feasible, this contract and any subcontracts awarded shall require Indian Preference opportunities for training and employment to the greatest extent feasible. The project area is within the Ancestral Boundary of the Pit River Tribe; Modoc, Lassen, Shasta Counties.*

### **Estimated Project Duration**

*Project to begin once final RFP is awarded to contractor. Project must be completed by September 30<sup>th</sup> 2015.*

### **For Additional Information or Clarification**

*Contact Marissa Fierro via contact information listed below.*

*3670 Park Avenue Burney California 96013*

*Phone 530-335-1118*

*Fax-530-335-4493*

*e-mail: marissa.fierro@pitrivertribe.org*

### **Proposal Requirements**

- *Identification of Prospective Contractor*
- *Management Designate by name the O.R to be assigned to the project*

- Describe qualifications, similar work, resume and references
- The prospective contractor shall provide at least three clients for whom work was performed
- Methodology; describe the overall approach, specific techniques that will be used, and specific operations management expertise that will be employed.
- The proposal shall contain a detailed schedule identifying major tasks and responsibilities to conduct the work and in respective timeframes. The schedule should also identify meetings, daily, weekly, progress reports, deliverables, and estimated hours.
- The prospective contractor shall prepare a detailed budget for the work to be performed. The budget shall itemize all items that will be charged to the project. Costs shall be segregated to show actual salary costs, including hours, rates, and other pertinent line items.
- Signature; the proposal shall be transmitted with a cover letter that must be signed by an official authorized to bind the proposer contractually and shall contain a statement to the effect that the proposal is a firm. The letter accompanying the proposal shall also provide the following: name, title, address, and telephone number of individuals with the authority to negotiate a contract and bind the consultant to the terms of the contract.

### **Proposal Review:**

Each proposal will be reviewed to determine if it meets the proposal requirements. Failure to meet the requirements for the RFP will be cause for rejection of the proposal. Any proposal may be rejected if it is conditional, incomplete, or contains irregularities. The PRT may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the proposer from full compliance with the contract requirements if the proposer is awarded the contract.

An evaluation committee will evaluate those proposals that meet the proposal requirements. Evaluation will be based on scientific knowledge related to conducting water assessments, data collection, data management, assessment report development; responsiveness, comprehensiveness of the RFP, and proposal content methodology. In addition to: qualifications, educational background, experience in project management, and the total budget for the project.

### **Contract Award:**

A contract will be negotiated with the individual or firm determined in the proposal evaluation process to be best suited to perform this project. If a contract cannot be negotiated with the individual or firm submitting the highest rated proposal which is in the best interests of the PRT, then the staff shall commence the negotiation process with the firm submitting the second highest rated proposal. Low bid is not the sole determining factor.

### **Proposal Submittal:**

Proposals must be received no later than **March 31<sup>st</sup>, 2015 by 5:00 pm.** Three (3) copies of the proposal shall be furnished. Proposals may be mailed, hand delivered, attached to e-mail or faxed to:

Charles White, Tribal Administrator

Pit River Tribe

36970 Park Avenue or Fax 530-335-3140

Burney California 96013 or e-mail attachment to: administrator@pitrivertribe.org

*\*Property Rights; proposals received within the prescribed deadline become the property of the PRT and all rights to the contents therein become those of the PRT. Amendments to RFP; The PRT reserves the rights to amend the RFP by addendum prior to the final date of proposal submission.*

*No-commitment of the PRT; This request for Proposal does not commit the PRT to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.*