



On-Call Lands Acquisition Support Wenatchee, Entiat & Methow Subbasins

Request for Proposals

Columbia River Honor. Protect. Restore.

March 4, 2019

OFFICE
P.O. Box 151
401 Fort Road
Toppenish, WA 98948

PHONE
(509) 423-7615

FAX
(509) 423-7616

EMAIL clec@yakamafish-nsn.gov

WEB
Yakamafish-nsn.gov

Yakama Nation Fisheries is seeking proposals from companies who specialize in land transactions to award an indefinite demand / indefinite quantity lands acquisition support contract in support of salmon habitat restoration activities taking place in the Wenatchee, Entiat & Methow Subbasins. The Yakama Nation is constantly investigating sites for possible habitat restoration opportunities. Often times these locations require pre-project investigations to determine a sites suitability. This contract will aid the YN in project planning and site selection activities in the Upper Columbia Region.

Based upon the proposals received under this solicitation, the Confederated Tribes and Bands of the Yakama Nation will award a one year on-call contract to the best quality bidder, with an option to renew for two additional years if funding is available, for the Scope of Work listed below:

Scope of Work

1. Meet with landowners to review proposed project to determine habitat viability.
2. Review properties legal description, analyze encumbrance and provide title information to the Appraiser.
3. Work with Appraisers and Realtors to assist in the preparing appraisal requests for proposals. Assist in the selection of Appraisers. Review draft appraisal documents prior to submission to BPA. In addition, act as a liaison with BPA on Federally funded acquisitions and assist with the presentation of the appraisal and purchase offer to the landowner.
4. Assist in the preparation of the baseline documentation as required by Federal Agencies.
5. Assist in the preparation of a Hazardous Waste Survey.
6. Assist in the preparation of a purchase Option or Contract.
7. Assist in the preparation of closing instructions, deeds and other closing documents.
8. Assist in any other land acquisition activities or processes as requested by the UCHRP staff.

Work will take place in remote areas of the Wenatchee, Entiat and Methow River watersheds where site access may be challenging. Contractors should consider their ability to complete the work tasks in inclement weather and often challenging terrain. The Contractor shall furnish all supervision, labor, equipment, and tools necessary to complete the Scope of Work.

Bid Directions

Each company seeking to be eligible for a contract award under this Request for Proposals must submit two hardcopies of their proposal in writing to:

Yakama Nation Fisheries

Attn: Jackie Olney

RE: **Lands Acquisition Support RFP**

PO Box 151

401 Fort Road (if using a shipping service)

Toppenish, WA 98948

Proposals must be received in Toppenish by **Close of Business, Monday, March 25th, 2019**. Only hand deliveries and/or mail or parcel delivery service submittals will be accepted. Please clearly state "Lands Acquisition Services RFP" on the shipping envelope and the cover letter of the proposal. It is recommended that all shipping and/or delivery confirmation receipts are retained past the proposal due date to ensure proof of submission.

Each proposal must include a roster of key personnel to work under this contract, including resumes. Provision of a separate roster of other non-key personnel is also recommended. Please note that proposals dependent upon subcontracting will not be preferred.

Provision of a detailed cost proposal based upon the Scope of Work items and certified by signature as being valid for at least 180 days is required. A company fee schedule detailing all personnel billing rates is also required. Please also provide a schedule/timeline proposal for completing the described tasks by December 31st, 2019.

Please review the attached Consultant Services Agreement template for typical Yakama Nation contracting terms and conditions including reporting/invoicing requirements.

Project related questions should be directed to:

Chris Clemons, UCHRP Habitat Biologist

Phone: 509-423-7615

E-mail: clec@yakamafish-nsn.gov

Bid Scoring Categories and Weighting

The following categories will be used to evaluate the competitiveness of bids received.

- Demonstrated experience with this type of work –15%
- Demonstrated quality of work –15%
- Cost – 15%
- Schedule – 10%
- Company integrity/references –10%
- Demonstrated experience with permitting agencies in the Upper Columbia Region–10%
- Adequacy/quality of staff and equipment proposed –15%
- Completeness of Proposal (Based on RFP Submission Requirements) –10%

Limitations

The Yakama Nation reserves the right to accept or reject any and all of the proposals received as a result of this request, or to cancel in part or entirely this request if it is in the best interest of the Yakama Nation to do so. This request does not commit the Yakama Nation to pay any costs incurred in the preparation of a proposal.

The contractor shall furnish all supervision, labor, equipment and tools necessary to complete the work as outlined in the Scope of Work.

On-Call Lands Acquisition Support RFP – Certified Rate Schedule

Company Name: _____ Date Prepared: _____

Negotiations	Consultant's Bid
Hourly Rate	\$
Title Order/Title Commitment	Consultant's Bid
Hourly Rate	\$
Appraisal Preparation	Consultant's Bid
Hourly Rate	\$
Report Writing & Preparation	Contractor's Bid
Hourly Rate	\$
Hazmat Reports & Surveys	Consultant's Bid
Hourly Rate	\$
Purchase Option or Contract Preparation	Consultant's Bid
Hourly Rate	\$
Escrow & Closing Activities	Consultant's Bid
Hourly Rate	\$
Miscellaneous	Consultant's Bid
Hourly Rate	\$

By signing and submitting this form you are agreeing to honor the completed rate schedule as this company's competitive bid for a period of up to 200 days from the date this form was prepared.

Certification

Printed Name and Title

Signature

CONSULTANT SERVICES AGREEMENT

This consultant services agreement is between the CONFEDERATED TRIBES AND BANDS OF THE YAKAMA NATION, a sovereign native nation with its governmental headquarters located at P.O. Box 151 / 401 Fort Road, Toppenish, WA 98948 on the Yakama Reservation (“**Yakama Nation**”), and [CONSULTANT’S NAME], EIN Number [redacted], with its primary place of business located at [address] (“**Consultant**”).

The Yakama Nation wants to obtain technical assistance to accomplish the project, task, study, or other work described in Exhibit A (Scope of Work) to this agreement.

Consultant states that it has the necessary technical expertise, skill, and capability to complete the Work for the Yakama Nation.

The parties therefore agree as follows:

ARTICLE 1. STATEMENT OF SERVICES

1.1 **Work & Standard of Performance.** Consultant shall perform the work described in Exhibit A (Scope of Work) to this agreement (the “**Work**”). Consultant shall, at its sole expense, provide all labor, services, and equipment necessary to complete the Work timely and to the Yakama Nation’s satisfaction, except as expressly provided otherwise in this agreement. Consultant’s performance shall comply with applicable tribal, federal, state, and local law and policy, and be consistent with generally accepted professional best practices, both of which Consultant states it has knowledge of.

1.2 **Term.** This agreement will be effective on the date when both parties have signed it, and will terminate as set forth below, unless terminated earlier in accordance with Article 9 of this agreement (if neither option is selected, Option B shall be the default):

Option A: On May 31st, 2020

Option B: Upon Consultant’s satisfactory performance of the Work.

1.3 **Prior Performance.** If the Consultant has performed any Work prior to the start date of this agreement, then this agreement will govern such prior performance. Except that the Consultant’s invoicing obligations, and the Yakama Nation’s associated payment obligations, as set forth in Exhibit C (Payment Terms), will not arise until the start date of this agreement.

1.4 **Key Personnel.** If any of Consultant’s employees or agents are specifically identified in Exhibit A (Scope of Work) as the employee(s) or agent(s) expected to perform the Work, they will be considered “**Key Personnel**” for purposes of this agreement. Consultant shall ensure that Key Personnel

continue to be assigned to the Work until its completion, unless Consultant obtains the Yakama Nation Project Manager's written consent to a staff substitution.

ARTICLE 2. COMPENSATION

2.1 **Maximum Compensation.** The maximum total compensation approved by the Yakama Nation and payable to Consultant for Work under this agreement is \$_____. The Yakama Nation shall not pay Consultant more than this maximum amount for the Work. Consultant acknowledges that this maximum amount (a) is sufficient to perform the Work and (b) includes all eligible expenses associated with Consultant's performance of the Work.

2.2 **Rates/Fees/Payments.** The Yakama Nation shall make payments to Consultant according to the billing rate(s) and/or fee schedule(s) and the invoicing and payment terms described in Exhibit B (Budget) and Exhibit C (Payment Terms) to this agreement.

2.3 **Expenses.** The Yakama Nation shall only compensate Consultant for eligible expenses directly associated with the performance of the Work. Consultant acknowledges that eligible expenses are limited to those reasonable expenses incurred with the prior written approval of the Yakama Nation, for which the Consultant provides a reasonably detailed receipt or other proper proof. The Yakama Nation shall pay eligible expenses, including any authorized travel expenses, consistent with applicable tribal and federal law and policy.

2.4 **Federal or Grant Funds.** Consultant acknowledges that federal or grant funds utilized to compensate Consultant may be subject to certain requirements and restrictions, which may include, but are not limited to 2 C.F.R. Part 200. Consultant shall utilize funds in accordance with applicable funding requirements and restrictions, and shall reimburse the Yakama Nation for any expenses that are paid by the Yakama Nation but subsequently disallowed by the federal agency or other grantor.

ARTICLE 3. PROJECT MANAGEMENT

3.01 **Project Managers.** Each party will designate an internal project manager to facilitate the completion of the Work. Being designated as a party's project manager does *not* endow the representative with any legal authority to bind that party. Either party may change their project manager by giving notice to the other party.

(a) The Yakama Nation's Project Manager is [Chris Clemons]. He may be reached at [509-423-7615], or [clec@yakamafish-nsn.gov].

(b) The Consultant's Project Manager is [Name]. S/he may be reached at [Phone], or [email].

ARTICLE 4. LEGAL NOTICE

Consultant Services Agreement btw. Yakama Nation and _____

4.1 **Valid Notice.** For a notice under this agreement to be valid, it must be in writing, properly addressed to the party's current legal contact, and delivered (a) by a national transportation company with all fees prepaid and receipt signature required, or (b) by USPS certified mail, return receipt requested, postage prepaid. Notice will be effective upon the date of receipt. Either party may change its designated address or recipient for legal notice by giving the other party reasonable notice of such change.

4.2 **Notice to the Yakama Nation.** Notice to the Yakama Nation must be sent to the Tribal Council Chairman at P.O. Box 151 / 401 Fort Road, Toppenish, WA 98948, with courtesy copies to the Yakama Nation's Project Manager electronically at their email address listed above in section 3.01(a), and to the Yakama Nation Office of Legal Counsel at P.O. Box 150 / 401 Fort Road, Toppenish, WA 98948.

4.03 **Notice to Consultant.** Notice to Consultant must be sent to _____ at _____.

ARTICLE 5. RECORDS, ACCOUNTING & AUDITS

5.1 **Recordkeeping.** Consultant shall maintain auditable records during the term of this Agreement and for a period of at least three (3) years following the termination of this Agreement. Consultant shall comply with the Audit Act of 1984, P.L. 98-502 (31 U.S.C. § 7501 et. seq.), as amended, and the Office of Management and Budget's Uniform Guidance requirements set forth at, 2 C.F.R. Part 200, Subpart F, as amended, in maintaining its records.

5.2 **Accounting.** Consultant shall adhere to a systematic accounting method in performing the Work to ensure timely and appropriate resolution of audit findings and recommendations, and compliance with the Office of Management and Budget's Uniform Guidance requirements set forth at, 2 C.F.R. Part 200, Subpart F, as amended.

5.3 **Audits.** Except as prohibited by law, the Yakama Nation, the United States (if applicable), and any grantor agency (if applicable), or their duly authorized representative(s), may audit, examine, request, or make copies of Consultant's records that concern or are relevant to the subject matter of this agreement or to Consultant's performance of its obligations under this agreement. Consultant shall provide such authorized auditors with timely access to its records.

5.4 **Access to Yakama Nation Records, Personnel & Facilities.** Except as prohibited by law, the Yakama Nation shall provide Consultant with reasonable access to its personnel, facilities, and records necessary for Consultant's performance of this agreement.

5.5 **Confidential Information.** If the Yakama Nation provides Consultant with documents or information typically maintained as confidential by the Yakama Nation ("**Confidential Information**"), Consultant shall make all reasonable efforts, and take all reasonable precautions, to prevent the

disclosure of that Confidential Information to non-parties, except as may be required by law or court order. Consultant shall not use Confidential Information for any purpose except the performance of this agreement.

5.6 **Continuing Obligation.** Consultant's obligations under Article 5 of this agreement are intended to survive the termination of this agreement.

ARTICLE 6. WORK PRODUCT

6.1 **Definition.** "Work Product" includes, but is not limited to, all papers, reports, information, drawings, internal memoranda, files, proposals, papers, copyrights, patents, photographs, data, and all written or graphic material, or any other material or property, whether stored electronically or in hard copy, in any format including native formats, and however produced, prepared, collected, generated, or created by the Consultant in connection with this agreement.

6.2 **Ownership.** Consultant acknowledges that all Work Product it produces pursuant to this agreement will be works for hire, which the Yakama Nation will own, and which Consultant will not retain any interest in or rights to. Consultant shall give all its Work Product to the Yakama Nation promptly upon the termination of this agreement or upon request.

ARTICLE 7. RISK MANAGEMENT

7.1 **Insurance Requirement.** Consultant shall be required to purchase and maintain insurance during the term of this agreement, as set forth in Section 7.02 below: YES NO. (If neither box is checked, insurance is required.)

7.2 **Insurance Coverage.** If insurance is required under Section 7.01, Consultant shall, at its own expense, maintain the following minimum insurance coverage during the term of this agreement and for a period of three years following the completion of the Work:

(a) Either Commercial General Liability Insurance OR Professional Liability Insurance, including errors and omissions insurance, in the amount of at least one million dollars per occurrence and two million dollars aggregate.

(b) If the performance of the Work requires Consultant to use one or more automobiles, Commercial Automobile Insurance coverage for all vehicles used in performance of the Work in an amount equal to the greater of either (i) one million dollars, or (ii) any other amount specified by applicable law.

(c) Any other insurance coverage required by applicable law, which may include (but may not be limited to) workers compensation insurance or disability benefits insurance.

7.3 **Additional Insured.** Consultant shall name the Yakama Nation as an additional insured on its applicable insurance policies, and at the Yakama Nation's request shall provide the Yakama Nation with certificates of insurance and copies of the relevant policies.

7.4 **No Subrogation.** Consultant hereby waives for insurance purposes all subrogation rights it may have against the Yakama Nation and any of the Yakama Nation's officers, agents, employees, governmental entities, contractors, or subcontractors.

7.5 **Indemnification.** Consultant shall, at its expense, indemnify and (at the Yakama Nation's discretion, and with counsel acceptable to the Yakama Nation) defend the Yakama Nation and its officers, agents, employees, and assigns (each and all considered the "Yakama Nation" for purposes of this Section 7.02) against *any* claim, demand, judgment, loss, cost, damage, expense or other liability whatsoever, including legal fees and expenses, which are incurred by or claimed against the Yakama Nation and arise, either directly or indirectly, from any error, action, omission, or breach of contract by Consultant or its officers, agents, employees, or subcontractors. The requirements of this Section 7.05 are intended to survive the termination of this agreement.

7.6 **Injunctive Relief.** Consultant acknowledges that its breach or threatened breach of Article 5 or Article 6 of this agreement would cause irreparable injury to the Yakama Nation, which could not be adequately compensated by money damages. Consultant further acknowledges that injunctive relief to enforce Articles 5 & 6 of this agreement would be proper.

ARTICLE 8. DISPUTE RESOLUTION

8.1 **Negotiation.** If the parties disagree about the performance, interpretation, or enforcement of this agreement, they shall first attempt to resolve their disagreement informally through (a) dialogue between their project managers, and then (b) face-to-face negotiations between their leaders, which must be held in Toppenish, WA. If the parties cannot resolve their disagreement after taking these steps, it will be deemed a 'dispute'.

8.2 **Mediation.** The parties shall endeavor to resolve any disputes through non-binding mediation before resorting to any other dispute resolution procedure. Such mediation must be held at a mutually agreeable location in Yakima, Washington. Any demand for mediation must be made in writing and delivered to the other party in accordance with the provisions of Article 4 (Notice) of this agreement. The parties shall share equally the costs of hiring a mediator and securing a suitable location for the mediation proceedings. The requirements of this Section 8.02 are intended to survive the termination of this agreement.

ARTICLE 9. TERMINATION

9.1 **For Convenience.** Either party may terminate this agreement by giving to the other party at least 90 days prior written notice. The notice must specify the effective date of termination.

9.2 **For Breach.** Either party may immediately terminate this agreement by written notice following a material breach by the other party. The parties acknowledge that the terms of Article 5 (Records, Accounting & Audits), Article 7 (Risk Management), Section 1.04 (Key Personnel), and Section 2.02 (Rates/Fees/Payment) are material terms. Consultant acknowledges that time is of the essence for performance of the Work.

9.3 **By Tribal Council Executive Committee.** The Yakama Nation Tribal Council Executive Committee may immediately terminate this agreement upon written notice to Consultant.

9.4 **Effect.** Termination of this agreement will not relieve either party of any liabilities or claims against it that arise under this agreement before the agreement is terminated. Termination will not limit the Yakama Nation's rights or remedies at law or equity, including, but not limited to, the right to contract with other qualified persons to complete the Work.

ARTICLE 10. GENERAL TERMS

10.1 **Independent Contractor.** Consultant acknowledges that it is an independent contractor and not an agent or employee of the Yakama Nation for purposes of this agreement. The parties state that they are not engaged in a joint venture or partnership.

10.2 **Conflicts.** During the term of this agreement, Consultant shall not accept work from any non-party, which would create a real or apparent conflict of interest with Consultant's performance of the Work for the Yakama Nation.

10.3 **Subcontractors.** Consultant shall not hire a subcontractor to perform any portion of the Work for this Agreement, except as expressly authorized in writing by the Yakama Nation. Where the Yakama Nation has authorized Consultant's hiring of a subcontractor, Consultant shall require the subcontractor to comply with all relevant terms and conditions of this agreement in performing their portion of the Work. Any unauthorized attempt by Consultant to subcontract the Work must be null and void, and Consultant shall be responsible for all expenses, fees, and costs associated with the unauthorized subcontract(s).

10.4 **Fair Employment Practices.** Consultant shall not discriminate against any employee or applicant for employment because of handicap, race, age, religion, sex, gender, or sexual orientation. Consultant shall take affirmative steps to ensure that applicants and employees are treated fairly during hiring and employment.

10.5 **Indian Preference Employment.** When Consultant performs Work within the boundaries of the Yakama Reservation, or on Yakama property outside the boundaries of the Yakama Reservation, Consultant acknowledges that it is subject to and shall comply with applicable Indian preference employment laws of the Yakama Nation, including its Tribal Employment Rights Ordinance (Yakama Revised Law & Order Code, Title 71, as amended) ("**TERO**"). Consultant further acknowledges

that under Section 703(i) of the 1964 Civil Rights Act, it may implement an Indian Preference hiring policy for all work performed near (within reasonable commuting distance from) an Indian reservation. Consultant hereby adopts the TERO and its associated policies as its Indian preference hiring policy for all Work it performs near the Yakama Reservation, and shall publicize the same.

10.6 Permits and Approvals; Taxes and Fees. The Consultant shall, at its expense, obtain any and all permits, approvals, or authorizations from local, state, federal or tribal authorities necessary or required for the completion of the Work. Unless the parties have expressly agreed otherwise in this agreement, Consultant shall pay any taxes or fees applicable to or associated with its completion of the Work.

10.7 Force Majeure. The parties' obligations under this agreement are subject to force majeure. If acts of God, severe weather conditions, fire, or unforeseen catastrophic events caused by nonparties which are beyond the control of the parties, prevent the parties from performance, such non-performance must not be considered a breach of this agreement.

10.8 Entire Agreement. This agreement constitutes the entire understanding between the parties with respect to the subject of this agreement, and supersedes all prior or contemporaneous agreements, whether written or oral, between the parties. The parties acknowledge that they each participated in negotiating this agreement, and that they have read, understood, and approved its terms. Headings are provided in this agreement for convenience, and are not intended to affect the meaning of the provisions to which they are affixed.

10.9 Exhibits Incorporated by Reference. This agreement includes any terms or documents incorporated by reference, as well as those exhibits listed below. If the terms of an exhibit or incorporated document conflict with the terms of the body of this agreement, the terms in the body of this agreement must prevail.

- (i) Exhibit A – Scope of Work
- (ii) Exhibit B – Budget
- (iii) Exhibit C – Payment Terms
- (iv) Exhibit D - Intergovernmental Master Agreement 56662 ("IG-MA56662")

IG-MA 56662 can be accessed using a web browser at the following address:
<http://yakamafish-nsn.gov/restore/projects/bpa-master-agreement-terms-and-conditions>

When prompted, enter "YN Fish1855" as the webpage password to access the Master Agreement.

(v) _____n/a_____ [n/a if blank]

10.10 **Change Orders.** Change orders must be in writing and authorized by an appropriate representative of the Yakama Nation as follows:

(a) **Material Changes.** Any material changes to this agreement or the Work to be performed must be authorized in writing and signed by the Yakama Nation Tribal Council Chair as modifications or addendums to this agreement. Material changes are (i) any changes which require an increase in the maximum 'not to exceed' contract amount set forth in Section 2.01 of this agreement, or (ii) any changes to *what* Work is to be performed.

(b) **Immaterial Changes.** The Yakama Nation's Project Manager may authorize immaterial changes in writing. Immaterial changes are those that concern *how* the Work will be accomplished, but do not change the scope of what Work will be performed, or the overall contract payment amount.

10.11 **Amendments; Waiver.** The parties may amend this agreement by a written instrument signed by the authorized representatives of both parties. No waiver under this agreement will be effective unless it is in writing and signed by an authorized representative of the party granting the waiver. A waiver granted on one occasion will not operate as a waiver on other occasions.

10.12 **Execution.** If the parties sign this agreement in several counterparts, each will be deemed an original, but all counterparts together will constitute one instrument. The parties may sign and deliver this agreement (and any ancillary documents) to each other electronically, and the receiving party may rely on the electronic document as if it was a hard-copy original. The parties each state that they have the necessary legal authority to enter into and sign this agreement, and to perform their obligations under this agreement.

10.13 **Choice of Law and Venue.** Yakama law governs the validity and interpretation of this agreement, and any adversarial proceedings brought by one party against the other party arising out of this agreement. Any court action filed to enforce or interpret this agreement must be in the Yakama Tribal Courts. Consultant acknowledges that this agreement will be considered to have been executed at the Yakama Nation governmental headquarters in Toppenish, WA, and that this agreement establishes a consensual business relationship between the parties for purposes of Yakama Tribal Court jurisdiction. Consultant shall not raise any personal jurisdiction objections to Tribal Court jurisdiction.

10.14 **Sovereign Immunity.** In entering into this agreement, the Yakama Nation is not waiving its sovereign immunity from suit, and is not waiving, altering, or otherwise diminishing its rights, privileges, remedies, or services guaranteed by the U.S. Treaty with the Yakamas of June 9, 1855 (12 Stat. 951).

10.15 **Special Terms & Conditions.** In addition to the forgoing terms and conditions, the following requirements will apply to this Agreement:

(a) Compensation under this contract is dependent upon the availability of funds to the Yakama Nation under Intergovernmental Master Agreement 56662 ("IG-MA 56662") between the Bonneville Power Administration and the Yakama Nation.

(b) In addition to compliance with the other terms of this contract, Consultant shall comply with any and all requirements set forth in the IG-MA 56662 applicable to subcontractors. If Consultant is authorized under this Agreement to hire any subcontractors, Consultant shall ensure that their contracts also include requirements for compliance with the terms of the IG-MA 56662 applicable to subcontractors.

Each party is signing this agreement on the date stated opposite that party's signature:

THE CONFEDERATED TRIBES AND BANDS OF THE YAKAMA NATION:

By: JoDe Goudy

Title: Tribal Council Chairman

Date

[CONSULTANT]:

EIN #:

By:

Title:

Date

EXHIBIT A – SCOPE OF WORK

Background:

Yakama Nation Fisheries, Upper Columbia Habitat Restoration Project (UHRP) (Owner) is conducting an on call land acquisitions services contract. The intent of the contract is to aid the UHRP staff in negotiating properties for acquisition in the Upper Columbia Region. The intent and purpose for these acquisitions will be for use in habitat enhancement opportunities for listed salmon. The contract will meet the needs for the UHRP as outlined in the project tasks listed below. Locating properties that are suitable for habitat projects will be a collaborative effort between the contractor and the UHRP staff in both the Wenatchee and Winthrop YN Fisheries Offices respectively. The contractor's intimate knowledge of the geographic area and past work related experience in the natural resources arena will be beneficial in securing land acquisitions with the most biological benefit to the UHRP. The contractor will serve in the capacity of a liaison to the UHRP staff on real estate related issues. The general geographic extent for the Scope of Work (SOW) will encompass the Wenatchee, Entiat, and Methow watersheds. The geographic boundaries of this contract are outlined below. All work on this project will be directed either by the Yakama Nation's Designated Representative, Chris Clemons or by additional staff from the UHRP. No changes to the contract will be allowed without prior approval from the Designated Representative or UHRP staff.

Project Location:

- **Wenatchee** – All of Wenatchee River from Confluence State Park to Lake Wenatchee, Nason Creek, Peshastin, Creek, Mission Creek, Chumstick Creek, Eagle Creek, Chiwaukum Creek, Chiwawa River, White River, Napeequa River, and the Little Wenatchee River.
- **Entiat** - All of Entiat River from confluence with the Columbia River to Entiat Falls including the Mad River.
- **Methow** – The Chewuch, Methow and Twisp Rivers including Libby and Gold Creeks.

Work Tasks:

1. **Negotiations** – Meet with landowner to review proposed project and make a recommendation to tribe if this appears to be a viable project or if it has fatal flaws.
2. **Title Order Title Commitment** – Review legal description for sufficiency, analyze encumbrances to make sure there are no unacceptable encumbrances that can't be removed, work with the title company to get unacceptable encumbrances removed, and provide title information to the Appraiser.
3. **Appraisal** – Work with Appraisers and local Realtors to get a preliminary estimate of value to see if the landowners expectations are reasonable, assist in preparing appraisal requests for proposals and support documents, assist in selecting proposed appraisers and with pre-solicitation interviews, review draft appraisal documents prior to their submission to the reviewing authority, i.e. BPA, act as a liaison with BPA on Federally funded acquisitions for appraisal review and approval, and assist with the presentation of the appraisal and purchase offer to the landowner.

Consultant Services Agreement btw. Yakama Nation and

OLC 1.22.18

4. **Reports** - Assist in preparation of reports such as Baseline Documentation Report required by Federal Agencies and follow-up on any items required by the agency.

5. **Hazmat** - Assist in preparation of Hazard Waste Survey or in contracting for the survey according to Federal Standards for Environmental Assessments.
6. **Purchase Option or Contract** - Assist in preparation of a Purchase Option or Contract once the appraisal is approved and the landowner has accepted an offer.
7. **Escrow and Closing** - Assist in preparing closing instructions, deeds and other closing documents.
8. **Miscellaneous** - Assist in any other land acquisition activities or processes as requested by the tribe.

Key Personnel

EXHIBIT C – PAYMENT TERMS

1. Schedule. The Consultant shall invoice for work performed in accordance with the following schedule [if no schedule is selected, invoicing shall occur per Option A – Monthly Time & Materials]:

A. Monthly Time & Materials: The Consultant shall invoice monthly on a time and materials basis for actual Work completed during the invoice period. Unless the parties agree in writing to different terms, invoice periods shall begin on the first day of each month and end on the last day of each month.

B. Progress: The Consultant shall invoice following the completion of each major Work task identified in Exhibit A (Scope of Work). A Work task will not be considered complete until it has been reviewed and accepted by Yakama Nation’s Project Manager.

C. Alternative Schedule: The Consultant shall invoice as follows: _____.

2. Invoicing Requirements. Invoices must include appropriate supporting documentation, which may include, but is not limited to, detailed expense receipts and a brief summary of activities associated with the Work performed by Consultant. Consultant shall submit invoices to the Yakama Nation’s designated Project Manager within 15 days after the end of the invoice period in which the Work was performed and/or expenses were incurred. Consultant hereby waives the right to receive full payment on invoices submitted more than 60 days following the end of the invoice period. (The ‘end’ of the invoice period for progress payments will be considered the last day of the calendar month in which the Work task was completed.) Sample invoice, expense, and travel forms are attached/available upon request for Consultant’s review and convenience.

If a question or concern arises regarding an invoice, Yakama Nation shall promptly notify Consultant of the question or concern. Within 15 business days following such notification, Consultant shall take action to sufficiently explain or correct the issue, or Consultant will be deemed to have waived their right to demand payment for the associated Work or expense.

3. Payment. The Yakama Nation shall pay all approved invoices within 60 days following the date of invoice.

SAMPLE FY19 BILLING FORMS FOR CONSULTANT/CONTRACTOR

Invoice #: _____
 Pages attached: _____

FY19 BILLING FORM FOR CONSULTANT/CONTRACTOR

DATE: _____
 CONSULTANT: _____ EIN: _____
 ADDRESS: _____ CONTRACT: _____
 PROJECT #: _____
 PO #: _____ (we provide you a PO #)
 VENDOR #: _____ our finance system ID#

FOR BILLING PERIOD: _____ to _____

Total Time _____ hrs _____ (rate per hr) See pg 2 DESCRIPTION OF SERVICES PROVIDED	
Total Expenses _____ See pg 3 ITEMIZED EXPENSES Please attach detailed receipts to billing Expenses should be listed on page 3. Expenses such as telefax, copies, telephone may be reimbursed at actual cost (subject to limits in approved budget). Authorized travel expenses subject to Federal Travel Regulations & Yakama Policies	\$0.00
Total Mileage _____ miles x \$ _____ (\$/mi.) See pg 4 TRAVEL/MILEAGE Please show purpose of travel, odometer readings, total miles. and travel time spent traveling. Provide expenses such as lodging and airfare to page three	\$0.00
TOTAL AMOUNT OF BILLING	\$0.00

Signature _____ date _____

Consultant Services Agreement btw. Yakama Nation and _____

