



## On-Call Wetland Assessment and Environmental Permitting Services

Methow, Entiat, and Wenatchee Subbasin

**Columbia River**  
Honor. Protect. Restore.

### Request for Proposals

March 5, 2019

OFFICE  
2 Johnson Lane

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(509) 996-5005 Ext. 2

EMAIL  
butlerc@yakamafish-nsn.gov

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Yakama Nation Fisheries is seeking proposals for a Wetland Assessment and Environmental Permitting contract in support of salmon habitat restoration activities taking place in the Wenatchee, Entiat and Methow Watersheds.

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

- Perform wetland reconnaissance for feasibility studies
- Perform wetland function and values assessments
- Perform wetland delineations and produce technical reports
- Provide CAD and GIS mapping services to document wetland locations
- Analyze potential project impacts on wetlands and provide technical reports regarding impacts
- Assisting with Federal, State and local permit applications, including Section 401 and Section 404 permits and ESA consultations
- Develop and design wetland mitigation and restoration plans
- Perform wetland impacts and mitigation compliance monitoring

Project sites needing wetland assessment and environmental permitting services occur in many remote locations throughout the Methow, Entiat, and Wenatchee Subbasin. Many sites range in size from less than 1 acre to greater than 20 acres. All sites include valley bottom and active floodplain environments where survey conditions can be difficult. 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: Wetland Assessment and Environmental Permitting  
PO Box 151  
401 Fort Road (if using a shipping service)  
Toppenish, WA 98948

Proposals must be received in Toppenish by Close of Business, Thursday March 28, 2019. Only hand deliveries and/or mail or parcel delivery service submittals will be accepted. Please clearly state "Wetland Assessment and Environmental Permitting 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 proposed to work under this contract, including resumes. The key personnel roster should include the proposed project manager and key technical staff needed to complete the work tasks. If achieved, include the Professional Wetland Scientist number for each individuals resume. Provision of a separate roster for other non-key project personnel is also recommended. Please note that proposals dependent upon subcontracting will not be preferred.

Each proposal must include a Statement of Qualifications pertaining to the bidder's qualifications to produce the Scope of Work items listed in this Request for Proposals. The Statement of Qualifications should include a description of equipment available to the contractor to accomplish the tasks.

Each proposal must include a completed rate schedule proposal for the project staff and material prices (please use the attached form).

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

## **Project related questions should be directed to:**

Chris Butler, UCHRP Habitat Fisheries Biologist II  
Phone: 509-449-8215  
Email: [butlerc@yakamafish-nsn.gov](mailto:butlerc@yakamafish-nsn.gov)

## **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.

## **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%

# On-Call Wetland Assessment and Environmental Permitting Services RFP - Certified Hourly Rate Schedule

**Firm Name:** \_\_\_\_\_

**Date Prepared:** \_\_\_\_\_

Employment Position	Hourly Billing Rate
Principal	\$ .
(other - as needed)	\$ .
(other - as needed)	\$ .
(other - as needed)	\$ .
(other - as needed)	\$ .
(other - as needed)	\$ .

By signing and submitting this form you are agreeing to honor the completed hourly rate schedule as this firm's competitive bid for a period of up to 120 days from the date this form was prepared.

## Certification

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature