

## REQUEST FOR PROPOSAL

for technical assistance to develop a

### **Climate Change Vulnerability Assessment and Climate Change Adaptation Plan for the Washoe Tribe of Nevada and California**



*Closing Date: December 21st, 2016*

#### **1. SERVICES REQUIRED**

The Washoe Tribe of Nevada and California (“**Tribe**”) is seeking proposals from qualified professionals (“**Consultant**”) to develop a Climate Change Vulnerability Assessment for the Tribe, followed by the development of a Climate Change Adaptation Plan, with the assistance and guidance from the Washoe Tribe’s Environmental Protection Department (“**WEPD**”).

#### **2. BACKGROUND**

The Washoe Tribe has a long commitment to the restoration of Tribal lands and aboriginal homelands. The Tribe’s aboriginal territory extends to the west of the Lake Tahoe Basin, north to Honey Lake, east in the Pine Nut Mountains and south to Antelope Valley, California. The Tribe has four federally recognized communities (Stewart, Carson, Dresslerville, and Woodfords): three in Nevada and one in California. The Tribe also has jurisdiction over trust parcels and allotments in both Nevada and California. The Washoe Environmental Protection Department (WEPD) was established in the Tribal government structure in 1998. WEPD is responsible for carrying out protection of natural and cultural resources and management for lands within the traditional territory.

With financial assistance from the Bureau of Indian Affairs, WEPD has been tasked with preparing both a Climate Change Vulnerability Assessment and Adaptation Plan, to prepare and assist the Tribe with mitigation and adaptation to climate change impacts. The strategic climate adaptation planning framework will incorporate all Washoe Tribal parcels including the four Washoe Tribal Communities, the Washoe ranches and economic developments, and all Tribal Departments/Programs. The Tribe’s four communities are located within three counties in two separate states. The Tribe has approximately twenty-four departments and programs. The proposed project will include participation from all Tribal Programs for evaluating the impacts of climate change and developing a comprehensive adaptation plan.

#### **3. SCOPE OF WORK**

The intent of this solicitation is to obtain proposals for the described services. The work and objectives required by this contract includes, but is not limited to, all the requirements outlined herein:

- Identify and evaluate the Tribally-valuable resources, habitats, species, infrastructure, human health concerns, water resources (commercial, domestic, surface and groundwater), and Tribal enterprises that are most susceptible to climate change. Regional downscaling of climate scenarios/projections can be provided from local academic partners, additional fine-resolution downscaling will not be necessary.
- Engage Tribal leadership, departmental staff, communities, and membership during the development of the vulnerability assessment and adaptation plan. Assist with the development of a Tribal Climate Change Stakeholder Advisory Group (SAG) for regular planning meetings.
- Incorporate TEK into climate change planning where possible.
- Incorporate future conservation, restoration, and subsistence goals and objectives into climate change planning.
- Provide direction for incorporating climate change adaptive management planning into existing Tribal plans, policies, ordinances and practices.
- Develop and provide easily distributable educational material (electronic format) including, posters, fact sheet handouts, and brochures.
- Presentation of status updates, for the Tribal Council and Community Councils, when requested.

**Tasks:**

*Climate Change Vulnerability Assessment*

- Task 1: Project overview, strategic planning, and draft concerns
- Task 2: Tribal community visits, Community Council presentations, and refining concerns
- Task 3: Obtain local climate projections from academic partners, initial vulnerability assessment and analysis (climate downscaling not necessary)
- Task 4: Lead a collaborative Tribal vulnerability assessment workshop with the SAG and Tribal members
- Task 5: Data gathering and synthesis (most data can be directly provided)
- Task 6: Draft, review, and finalize Climate Change Vulnerability Assessment Report and associated educational material
- Task 7: Present at Tribal Council for review and education

*Climate Change Adaptation Plan*

- Task 1: Project overview, planning, and draft adaptations
- Task 2: Tribal departmental visits, departmental meeting, and refining adaptations
- Task 3: Lead a collaborative Tribal adaptation planning workshop with the SAG and Tribal members
- Task 4: Data gathering and incorporation into adaptation planning
- Task 5: Draft, review, and finalize Climate Change Adaptation Plan, fact sheets, and associated educational material.
- Task 6: Present at Tribal Council for review and education

**4. PROJECT TIMELINE**

**Proposal and contract execution timeline:**

Last date to submit questions:  
Clarification/Addenda posted:

December 6<sup>th</sup>, 2016  
December 7<sup>th</sup>, 2016

Proposal due to WEPD:	December 21 <sup>st</sup> , 2016
If necessary, interviews of pre-selected contractors, during the week of:	January 9 <sup>rd</sup> , 2017
Final selection of contractor:	January 18 <sup>th</sup> , 2017
Execution of contract no later than:	February 15 <sup>th</sup> , 2017

### **Project completion goals:**

Vulnerability Assessment tasks completion no later than:	January 31 <sup>st</sup> , 2018
Adaptation Plan tasks completion no later than:	January 31 <sup>st</sup> , 2019

Completion dates may be flexible based on scheduling of necessary Tribal/project meetings.

## **5. QUALIFICATIONS AND SELECTION**

Proposals should describe personnel with the necessary technical experience to perform all requirements listed in the project descriptions.

Contractors must maintain current registrations in the Central Contractor Registration (<http://www.ccr.gov>) at all times during which they are receiving funds. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number (<http://dnb.com>) is one of the requirements for registration in the Central Contractor Registration. Applicant must provide evidence of their registration or ability to register prior to selection for consideration.

Interested contractors should provide work experience and cost estimate. This request for proposal is non-restricted, but Indian Preference applies to the award of this contract in accordance with applicable regulations and policies. Bids will be evaluated based on the bidder's specific plan to meet the Tribe's objectives and qualifications. The Tribe may select firms or individuals for interview from among those submitting proposals and reserves the right to request additional information if warranted. The Tribe reserves the right to reject any and all responses on any basis and without disclosure of reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause for action by any unsuccessful bidder against the Tribe.

The selected contractor will be requested to enter into a contract with the Tribe and will be independent contractors, not employees of the Tribe. As such, they will be required to maintain applicable insurance.

## **6. PROPOSAL REQUIREMENTS**

Proposals must not be more than 25 single sided pages in length, excluding resumes. Those interested in responding to this RFP are required to submit their proposal in the following format:

**Title Page:** Subject of the proposal, name of organization, address, name of contact person and date. All proposals will be valid for a period of 90 days after submittal date.

**Table of Contents:** Present a clear and comprehensive identification of the contents of your proposal by section and by page number.

**Letter of Transmittal:** Within the letter include:

- Your organization's understanding of the work to be accomplished.
- Upon award of this contract, your organization will make a positive commitment to perform the implementation work within the scheduled time period.

- A summary of the cost estimate to be charged for the work, and a statement that these fees are fixed, complete, and inclusive.
- The names of the individuals who will be authorized to make representations for your organization, their titles, and contact information.
- A statement that the signatory of the transmittal letter has authority to bind your organization.

**Company Profile:** A profile of your organization is required. The profile should include:

- Whether your organization is local, regional, national, or international.
- The location of the office from which the engagement is to be performed and a brief narration of the number of professional staff (i.e. partners, managers, supervisors, etc.) employed at the office.
- Describe the range of services provided by the office performing the engagement.
- A listing of the other similar governmental customers (particularly any Tribal governmental customers) that are using your services.

**Summary of Qualifications:** Provide a brief summary of your organization's expertise as related to this RFP. Briefly describe key personnel that will be working on this project. Detailed resumes may be attached as an appendix.

**Relevant Projects:** Please list and describe 3-5 recently performed (dates required) relevant projects that clearly and accurately demonstrate the past performances and abilities of your organization.

**Approach to the Project and Schedule:** Provide a detailed statement of the project management approach. Provide a project plan schedule with expected deliverables and estimated timeline.

**Cost Estimate:** Provide a detailed breakdown of rates and costs of the project, as divided into TWO sections: Vulnerability Assessment and Adaptation Plan.

## **7. SUBMITTAL**

Please provide (4) hard copies of your proposal. All proposals must be submitted on or before **4:30pm on December 21<sup>st</sup>, 2016** to the Washoe Tribe of Nevada and California at:

Washoe Tribe of Nevada and California  
 Norman Harry, WEPD Director  
 919 US Highway 395 South  
 Gardnerville, NV 89410

Proposal may be submitted by mail or in person. No emailed, faxed, or electronic proposals will be accepted. If you have any questions or require clarification related to this request, please submit your inquires to Norman Harry at [norman.harry@washoetribe.us](mailto:norman.harry@washoetribe.us) no later than December 6<sup>th</sup>, 2016. All notices, clarifications, and addenda related to this RFP will be posted on the Washoe Tribe's webpage, at <https://www.washoetribe.us/contents/news/tribal-council-news> on December 7<sup>th</sup>, 2016.