

Request For Proposals: Recreation Impacts Management-Ecological, Policy and Technical Support Services

The Northwest Indian Fisheries Commission (NWIFC) is accepting proposals from individuals or Teams with expertise in Recreation Planning, Ecology, Conservation Biology, policy and management, and/ or cultural resource protection, to work with NWIFC and its member tribes in providing policy support & technical expertise and input to State- Tribal processes addressing recreation impacts and recreation management within Washington state. We invite all interested parties to submit a proposal for consideration.

A description of our organization, the scope of services, instructions on proposal submission, and other pertinent information follows:

SECTION 1. GENERAL INFORMATION

1.01 Significant Dates

Posted Date: **January 10, 2025**

Closing Time and Date: **February 7, 2025, 5pm**

1.02 Description of Proposals Sought:

The purpose of this RFP is to request proposals from Individuals or Teams with expertise in Recreation Planning, Ecology, Conservation Biology, policy and management, and/ or cultural resource protection, to collaborate with NWIFC and its member tribes in providing technical and policy support and input to State-Tribal processes addressing recreation impacts and recreation management within Washington state

Specifically, this contractor will work at the direction of the NWIFC member tribes to provide technical and policy support and capacity on recreational issues, and to participate as a member of the various state-tribal workgroups on Recreational Impacts. This contractor will likely be tasked with meeting attendance and development of work products of both policy and technical nature likely to include, but not limited to:

- Environmental impacts and analysis from recreation,
- Cultural resources/ cultural properties – assessment of relevant laws and policies and protections as it relates to protections from impacts on/ to tribal cultural properties, sites, resources, materials etc.
- Wildlife impacts and ecological impacts- studies, analysis etc.; and
- Working with NWIFC staff to coordinate treaty tribal positions and input at the policy and technical level.
- Meeting Facilitation & support to and with NWIFC member tribes to assist in coordinating and verifying NWIFC member tribes’ positions and input.
- Coordination of public comments development on behalf of member tribes as related to recreation

Funding for this effort is provided by federal funds through an ‘America the Beautiful Challenge Grant’

(January 2025)

from the National Fish and Wildlife Foundation. Funds will be administered by WDFW, while work will be directed by those member tribes that pooled their funding with the NWIFC working on the various technical and policy work groups, which is co-lead by WDFW, the Washington State Parks and Recreation Commission, and a tribal representative.

1.03 About NWIFC:

NWIFC was created in 1974 by Tribes party to *U.S. vs. Washington* litigation that reaffirmed tribal treaty-reserved rights and established the tribes as co-managers of the fisheries resource with the State of Washington. NWIFC serves as a policy and technical support organization for the 20 Northwest Treaty Tribes conducting biologically sound fisheries, and provides a unified voice on fisheries management, habitat protection, and other conservation related issues as it relates to Treaty Tribes reserved treaty rights to hunt, fish and gather at both on and off-reservation areas. NWIFC is comprised of the 20 treaty tribes of western Washington and is governed by a 20-member board of commissioners.

1.04 Response Format:

Proposals should be prepared simply, providing a straightforward and concise delineation of the Contractors approach and capabilities necessary to satisfy the criteria listed in Section 3. Emphasis in the proposals should be on completeness, clarity of content, and adherence to the presentation structure required by this RFP. Contractors that deviate from the required format may be deemed non-responsive.

1.05 Response Date and Location

Proposals must be submitted no later than 5:00 p.m., PST, February 7, 2025. Proposals shall be clearly marked with the responding business name and address and clearly identifies the contents as: “Recreation Impacts Management-Ecological, Policy and Technical Support Services”.

Proposals may be sent by electronic mail. All proposals and accompanying documentation will become the property of NWIFC and will not be returned. Contractors accept all risk of late delivery of emailed proposal regardless of fault.

Emailed proposals must be directed to Cecilia Gobin, cgobin@nwifc.org and Chris Madsen, cmadsen@nwifc.org

1.06 Contractor’s Cost to Develop Proposals

Costs for developing proposals in response to this RFP are entirely the obligation of the Contractor and are not chargeable in any manner to NWIFC—no exceptions.

1.07 Site Visitations

A site visit is not required. By submitting his/her proposal, the Contractor acknowledges that he/she has satisfied him/herself as to the nature of the work requested.

SECTION 2. TERMS AND CONDITIONS

2.01 Questions Regarding the RFP

Requests for interpretation/clarification of this RFP must be emailed to cgobin@nwifc.org and cmadsen@nwifc.org. Unauthorized contact with other NWIFC employees or by any method other than email regarding this RFP may result in disqualification. All oral communications will be considered

unofficial and non-binding on NWIFC.

2.02 RFP Amendments

NWIFC reserves the right to request any respondent clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the proposal. NWIFC reserves the right to change the RFP schedule or issue amendments to the RFP at any time. NWIFC also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP.

2.03 Withdrawal of Proposal

Provided that notification is received in writing via email to the addresses & contacts provided in Section 1.05, proposals may be withdrawn at any time. Proposals cannot be *changed* after the time designated for receipt.

2.04 Rejection of Proposals

NWIFC reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the NWIFC.

2.05 Proposal Validity Period

Submission of a proposal will signify the Contractor's agreement that its proposal and the content thereof are valid for 30 days following the proposal response deadline unless otherwise agreed to in writing by both parties. The proposal may become part of the scope of work negotiated between the NWIFC and the successful Contractor.

2.06 Proposal Signatures

An authorized representative of the Contractor must sign the proposal, with the Contractor's address and email and telephone contact information provided. Unsigned proposals will not be considered.

2.08 Ownership of Documents

Any reports, studies, conclusions, and summaries prepared by the Contractor shall become the property of the NWIFC.

SECTION 3. REQUESTED SERVICES

3.01 Duration of Services

NWIFC anticipates the service period for this work to be indeterminate, but for no less than for 1 year for the term of the Contract to be issued pursuant to this RFP. However, if the work extends beyond this period any agreement would be month-to-month and require an agreed-upon modification to the term(s) to continue.

3.02 Scope of Work

Specifically, this contractor will work at the direction of the NWIFC member tribes to provide technical and policy support and capacity on recreational issues, and to participate as a member of the various state-tribal workgroups on Recreational Impacts. This contractor will likely be tasked with meeting attendance and development of work products of both policy and technical nature likely to include, but not limited to:

- Environmental impacts and analysis from recreation,
- Cultural resources/ cultural properties – assessment of relevant laws and policies and protections

as it relates to protections from impacts on/ to tribal cultural properties, sites, resources, materials etc.

- Wildlife impacts and ecological impacts- studies, analysis etc.; and
- Working with NWIFC staff to coordinate treaty tribal positions and input at the policy and technical level.
- Meeting Facilitation & support to and with NWIFC member tribes to assist in coordinating and verifying NWIFC member tribes' positions and input.

3.03 Required Information

The Contractor's Proposal must include the following:

- A. Title Page: Show Request for Proposal (RFP) subject, name of Contractor, address, telephone and emails, name of contact person and date of submission.
- B. Transmittal Letter: A one- or two-page summary stating the Contractor's understanding of the work to be done and making a positive commitment to perform the work.
- C. Profile/ overview of the Contractor. Include location of the Contractor's office(s), number of partners, associates, and other professional staff. Describe the range of activities and services performed by the organization/ contractor.
- D. Approach: Provide a clear description of the Contractor's anticipated approach for providing these services.
- E. Contractor Organization and Management: Show the team proposed for the work identified, including the identification of persons assigned to individual tasks, and, if applicable, the function and responsibilities for major subcontractors.
- F. Statement of Qualifications.
 - 1) **Experience of Contractor:** Provide a statement of the Contractor's experience and interest in recreation management and recreation impacts on environment and natural and cultural resources such as, but not limited to recreation planning/policy, conservation biology, research and analytical skills, etc. Statements should also include any relevant experience working with tribes, particularly tribes within Washington State, on natural resources related issues and other environmental interests. Experience and understanding of western Washington Treaty Tribes, treaty rights, and all relevant and applicable work in law, policy, natural resources or environmental services technical expertise, as it relates to natural and cultural resources, environmental policy, recreation ecology and or conservation biology and policy is also highly sought and preferred.
 - 2) **Experience/Qualifications of Assigned Professionals:** Provide resumes for the individuals who would likely be assigned to this work including education, licensing information, background accomplishments, relevant continuing professional education and any other pertinent information for each of the key personnel to work on the project.
 - 3) **Current Assignments:** Provide a statement concerning the Contractor's ability to devote

sufficient time and resources to this type of work.

- 4) **Disclosure of Potential Conflicts of Interest:** Provide a statement regarding any potential conflict of interest issues the Contractor might have or encounter in providing these services to NWIFC and its 20 member tribes.
- 5) **Detailed Cost Proposal:** Provide a detailed statement of any and all costs for providing these services. This statement must include proposed hourly rates for all persons employed by or contracting with the Contractor to provide the work described herein, as well as rates for travel and other expenses when travel is necessary.

SECTION 4. PROPOSAL EVALUATION

4.01 Evaluation Procedures

A Selection Committee of NWIFC's choosing will evaluate proposals. The selection will consider how well the Contractor's proposal meets the needs of NWIFC as described in the Contractor's response to each requirement listed in Section 3.03.

NWIFC will evaluate proposals on the following criteria: our review of qualifications and experience, satisfaction of the firm's services as expressed by current clients and references, an understanding of the work to be performed and the reasonableness of overall time estimates, and the cost of the audit.

This Page Left Intentionally Blank

ATTACHMENT A:
CLIENT REFERENCES (Include additional pages if desired)

Client Reference # 1

Name of Entity/Contractor: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Name _____

Title _____

Phone Number _____

Date when work performed: _____

Description of work performed: _____

Client Reference # 2

Name of Entity/Contractor: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Name _____

Title _____

Phone Number _____

Date when work performed: _____

Description of work performed: _____

Client Reference # 3

Name of Entity/Contractor: _____

Mailing Address: _____

City/State/Zip Code: _____

Contact Name _____

Title _____

Phone Number _____

Date when work performed: _____

Description of work performed: _____
