



## Sac and Fox Nation

# Drought Vulnerability and Response Plan Project

## Request for Proposals

**Submittal deadline: By 4:00 p.m., March 21<sup>st</sup>, 2019**

**Email submission to:** ..... Vickie Benham  
Property and Procurement Director

**Email Address:** ..... vbenham@sacandfoxnation-nsn.gov

**Organization address:** ..... 920963 S. Hwy 99  
Stroud, OK 74079

**Phone:** ..... 918-968-0046

**RFP Website:** ..... <http://www.sacandfoxnation.com>

# **NOTICE OF REQUEST FOR PROPOSALS FOR DROUGHT VULNERABILITY AND RESPONSE PLANNING SERVICES**

Sac and Fox Nation, hereon (SFN) is seeking a qualified consulting team(s) to conduct the following:

## **Background**

The Sac and Fox Nation has a unique relationship to the land and water and is susceptible to climate extremes like drought. Faced with the likelihood of longer and more frequent drought episodes in the near future, as predicted by climate scientists, the Nation requires a long-term strategy to minimize its social, economic and environmental vulnerability to drought and climate extremes. According to the 300 experts who contributed to the latest National Climate Assessment, the Great Plains region has already begun to experience considerable and persistent change. The recent extreme drought, punctuated by severe flooding in 2015, may presage what to expect—and what to prepare for—in the future.

## **Project Location**

The geographic area that will be covered by the project will cover all land area within SFN's Jurisdictional Boundary. This boundary includes approximately 900 square miles in Central Oklahoma comprising of Lincoln County, and parts of Payne and Pottawatomie Counties. The SFN Tribal Complex is located 5.5 miles south of Stroud, Oklahoma which is between two major metropolitan areas, Oklahoma City and Tulsa, just south of interstate 44 toll road.

## **Project Purpose**

1. The purpose of this project is to support the development of tribal adaptation plans, vulnerability assessments, and data analysis efforts to address extreme events and harmful environmental trends that impact tribal treaty and trust resources, economies, infrastructure, and human health and welfare.
2. The plan will include an analysis of drought vulnerabilities, determination of potential response and mitigation strategies, and ongoing tribal outreach activities. The plan will provide tools to water managers to respond to and reduce the risk of drought conditions and will also be used to guide ongoing public education, management and drought mitigation activities.

## **Objectives**

1. Develop drought contingency guidelines for Sac and Fox Nation communities including identifying vulnerabilities to protect communities' health, property and livelihoods.
2. A cursory assessment of potential mitigation actions—generally, longer-term strategies designed to improve resiliency to future droughts such as identifying infrastructure

improvements or evaluating potential water supply alternatives to strengthen drought resiliency.

3. Drought response guidelines will be developed after a review of the Oklahoma statewide drought contingency plan, and other drought planning and response processes of other U.S. states including nearby states such as Texas. Relevant climate change and drought studies conducted in the tribal area will also be referenced.
4. Provide a template drought contingency plan for water providers detailing public communication and education activities, monitoring, drought triggers and stages, responses, and enforcement including potential variance provisions.
5. Conduct community outreach meetings and workshops to collect data to establish drought vulnerabilities and to communicate response plan strategies.

### **Scope of Work and Timeline (estimated 150 days total)**

Project start date is anticipated to be April/May, 2019. All project standards must be satisfactorily completed (approval by signature) and submitted to SFN by 4:30 p.m. Thursday, September 26<sup>th</sup>, 2019.

#### Drought Vulnerability Assessment (30-65 days)

1. Research, develop, create, and provide a clear written narrative of SFN's concerns regarding drought vulnerabilities to tribal values and tribal routine management and emergency management concerns.
2. Conduct and provide a Surface Water Resources Inventory including GIS data and Maps
  - a. All jurisdictional surface waters
    - i. Lakes, Streams, Rivers, Wetlands
      1. (Optional) 3D educational map and model of Sac and Fox Nation Veteran's Lake
3. Conduct and provide a Ground Water Resources Inventory
  - a. All jurisdiction ground water
    - i. Hydrologic study incorporating site specific data with existing data, such a Sac and Fox Nation, EPA, USGS, and OWRB reports.
      1. Public Water Supply Well field
        - a. Qualitative (primarily using existing well data) Samples may be collected and analysis performed on an as needed basis.
        - b. Quantitative (using existing wells)
      2. Monitoring well field
        - a. Qualitative (Sampling and analysis will be performed using existing monitoring wells)
        - b. Quantitative (using existing wells)

4. Identify/characterize current and projected impacts on sectors and planning areas of interest (more in depth than initial scoping).
  - a. Assess the vulnerabilities of the sectors and planning areas to those impacts

#### Drought Response Plan (30-65 days)

1. Identify specific drought triggers, thresholds, responses, and mitigation strategies for Sac and Fox Nation Communities based on the Vulnerability Assessment.
2. Identify types and frequency of surface and ground water monitoring.
3. Develop a summary of key components/indicators used to brief current and new leadership on the status of Sac and Fox Nation Water Resources.
4. Provide a process of how to address unexpected sudden water usage issues such as temporary water permits from Oklahoma Water Recourses Board for water withdraws.
5. Develop and prioritize adaptation actions.
6. Develop/Identify adaptation goals—major results the Sac and Fox Nation want to accomplish.
7. Assess and prioritize risks posed by drought impacts.

#### Outreach (2-5 days)

1. Perform at least two onsite visits within SFN jurisdiction (as designated by SFN) to perform outreach such as participating in SFN’s Climate Resilience Steering Committee (CRSC) meetings. Date/s and Location/s of on-site visits regarding this project must be approved and authorized by SFN in advance. SFN will meet with selected applicant to finalize travel logistics and itineraries. (These visits are separate from all other visitations or on-site work, but may be combined with other types of visits with proper coordination and written approval)
2. Conduct at least two onsite Climate-Based Community Workshop on Drought Response Plan and its implementation.

#### Final Project Summary Report (5-20 days)

1. Summary of project activities including outreach
2. Costs Summary
3. Copy of Drought Vulnerability Assessment
4. Copy of Drought Response Plan

### **RFP AVAILABLE:**

A copy of the RFP can be obtained electronically by emailing [oes@sacandfoxnation-nsn.gov](mailto:oes@sacandfoxnation-nsn.gov) or visiting [www.sacandfoxnation.com](http://www.sacandfoxnation.com). Any modifications or addendums will be made in redlined form on the SFN website by Tuesday, March 19<sup>th</sup>, 2019, by 4:30 p.m.

## PROPOSALS DUE:

Proposal submittals must be received **by no later than 4:00 p.m. on Thursday, March 21<sup>st</sup>, 2019.**

Proposals may be submitted either:

**Electronically by email to:** [vbenham@sacandfoxnation-nsn.gov](mailto:vbenham@sacandfoxnation-nsn.gov)

**Hard Copy to:** Sac and Fox Nation  
ATTN: Vickie Benham  
920963 S. Hwy 99  
Stroud, OK 74079

**CONTACT:** Vickie Benham  
920963 S. Hwy 99  
Stroud, OK 74079  
[vbenham@sacandfoxnation-nsn.gov](mailto:vbenham@sacandfoxnation-nsn.gov)  
918-968-3526

All questions shall be submitted in writing by 3:00 p.m. on Friday, March 15<sup>th</sup>, 2019, via e-mail to: [vbenham@sacandfoxnation-nsn.gov](mailto:vbenham@sacandfoxnation-nsn.gov)

## Proposal Requirements

To be considered each proposal must include each of the following elements:

- 1. Statement of Approach:** Description of your work product and deliverables:
  - Description of Work Elements
  - Expectations as to SFN's role
  - Description of Deliverables
- 2. Statement of Qualifications:** Information on prior experience. Please include any experience your firm has in assisting tribal and/or other communities regarding Climate Resilience and/or Adaptation capacity building.
- 3. Proposed Project Team Members:** Description of each project team member's experience and education (individual resumes are sufficient);
- 4. Unique Offering:** Explanation of factors that make your firm a better choice than other firms.
- 5. Recommended Project Timeline:** (at a minimum by each work element/phase) – including sufficient time for data collection, research, proposal development, and the review and revise process.
- 6. Cost Proposal:** Pricing should be broken out by each work element/phase from above. If there is a conflict between the written and numerical amount, the numerical amount shall supersede.
- 7. Indian Preference.** Provide documentation of Native American ownership consisting of not less than 51% of the enterprise. This could include CDIB cards, tribal membership cards and/or excerpts of organizational documents.
- 8. B Corporation Preference.** Provide documentation of B Corp status, which indicates superior social and environmental performance, reflecting best practice

with suppliers, customers, community and our natural world.  
If bidder utilizes third parties for completing RFP requirements, list what portion of the RFP will be completed by third parties and the name, if known, of the third party.

Submittal Requirements

- Proposals may be submitted electronically or hard copy (see Proposals Due)
- Proposals should be no more than 8 pages of text total and no more than 2 pages for the cost proposal, not inclusive of team member resumes, title page, or cover letter.
- Proposals must be submitted by 4:00 p.m. Thursday, March 21<sup>st</sup>, 2019

Submittals will be reviewed and ranked by a SFN selection team.

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The selection team will recommend its preferred proposal to Council. The selection team at a minimum will consider the following:

<b>Criteria</b>	<b>Weighting</b>
Overall quality of the proposal	20 percent
Past performance and record of successful completion of similar work	20 percent
Qualifications/expertise of the key personnel on the team	15 percent
Project approach and timeline	15 percent
Proposed Fee Schedule	15 percent
Indian Preference	10 percent
B Corp Preference	5 percent

In addition, the nature and extent of requested changes to our standard contract will be considered during the selection process.

At this point a short list of the highest ranked consultants may be invited to make a formal presentation prior to making a final determination of the most qualified consulting firm\team. Price may not be the sole deciding factor.

The committee will then make a final ranking of proposals based upon the above criteria and then negotiate a final contract with the highest ranked proposal.

If the SFN is unsuccessful negotiating with the highest ranked proposer, the SFN may begin negotiating with the next highest ranked proposal, continuing this process until a contract is agreed upon and executed.

Notice is given that the SFN reserves the right to reject any and all proposal(s) based on any of the criteria previously mentioned, or based on any interests of the SFN, which may render the grant of this agreement inadvisable, or, in the sole discretion of the SFN, contrary to the public interest.

The successful applicant will be required to sign a contract.

## Key Proposal Dates

March 1, 2019	RFP distributed
March 21, 2019	Proposals Due
March 25-29, 2019	Selection committee meeting/s
March 25-29; April 1-5, 2019	Meetings with consultant(s) selected for short-list consideration, if necessary
To be determined	Final selection of consulting team and approval by Business Committee
April/May, 2019	Contract signed & project kickoff

## Requests for Additional Information

Any questions concerning the submittal or the project shall be sent in written form via email inquiry to the attention of Vickie Benham, at [ybenham@sacandfoxnation-nsn.gov](mailto:ybenham@sacandfoxnation-nsn.gov). All questions and responses will be posted within 2 business days of receipt at [www.sacandfoxnation.com](http://www.sacandfoxnation.com)

SFN reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding contract award and reserves the right to accept or reject any or all proposals submitted pursuant to this request for proposals. SFN will provide respondents written notice of any cancellation and/or modification. Furthermore, the SFN shall have the right to waive any informality or technicality in proposals received when in the best interest of the SFN. All SFN property will remain SFN property after completion of the project. All supplies purchased or procured during this project will become property of the SFN.

## Standard Service Provider Agreement

The successful proposal will be required to enter into a Professional Service Agreement. If there is a conflict between the written and numerical amount of the proposal, the numerical amount shall supersede.

## Preparation of Proposals

- A. Failure to Read. Failure to Read the Request for Proposal and these instructions will be at the offeror's own risk.
- B. Cost of Developing Proposals. All costs related to the preparation of the proposals and any related activities are the sole responsibility of the offeror. The SFN assumes no liability for any costs incurred by offerors throughout the entire selection process.

## Proposal Information

Equal Opportunity. SFN will make every effort to ensure that all offerors are treated fairly and equally throughout the entire advertisement, review, and selection process.

The procedures established herein are designed to give all parties reasonable access to the same basic information.

Procurement Policy. It is SFN's policy, subject to Federal procurement laws, to make reasonable attempts to support Indian Country and the environment by purchasing goods and services through Native-owned vendors and service providers as well as B Corporations.

Proposal Ownership. All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of the SFN and will not be returned to the offeror.

Award of contract is subject to approval by Business Committee.

Submitted proposals will be considered valid for a period of six (6) months.

SFN reserves the right to change any dates or deadlines.

No proposal shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the SFN, upon debt or contract or that is a defaulter, as surety or otherwise, upon any obligation to the SFN, or that may be deemed irresponsible or unreliable by the SFN.

Offerors may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFP.