

# Request for Proposals – September 23, 2013

Port Gamble S’Klallam Tribe  
Sustainable Shellfish Program  
Contractor Services: Geoduck Surveys

## 1. Background

The Port Gamble S’Klallam Tribe (Tribe) has been harvesting shellfish and other resources from the shores of Hood Canal for at least a thousand years. But today the health of these species and habitats are under threat by the effects of stormwater runoff, pollution, shoreline modification, destruction of habitats and other impacts. In addition, existing commercial shellfish hatcheries can no longer produce sufficient quantities of commercially valuable species, particularly oysters and geoduck to meet the demands for sustainable management. A new and more creative approach is needed.

The Tribe’s new Sustainable Shellfish Program (SSP) will work to ensure that healthy marine resources will be available locally into the future. By managing resources with a sustainable approach, the program will benefit tribal and non-tribal harvesters for many years to come. The SSP is consistent with Governor Gregoire’s vision for a “swimmable, diggable, fishable” Puget Sound by 2020. Shellfish grown in Puget Sound today are savored locally and known the world over.

The SSP mission is to be a sustainable enterprise that enhances priority shellfish resources important to tribes and communities. As part of the SSP, the Geoduck Surveys project will assess the health of shellfish habitats.

## 2. Scope of Work

This Request for Proposal covers a portion of the work to be included in SSP Project 4: SubTidal Geoduck Surveys and Pilot Study. This RFP includes geoduck surveys and reporting to increase the certainty and knowledge on the state of the geoduck biomass in the Tribes’ Usual and Accustomed areas. (See Appendix: Hood Canal Geoduck Surveys Priority List for locations). The award will be a firm fixed-price contract.

This Scope of Work includes dive surveys which will be conducted by experienced divers on known geoduck beds within the Tribes’ Usual and Accustomed areas. The majority of the surveys will take place on areas that have no existing survey information or have limited information on tract biomass from extrapolated transects. Additional surveys will be done on previously harvested tracts to determine how well geoduck are recovering to pre-harvest densities. The surveys will take place between May and September according to Washington Dept. of Fish and Wildlife stock assessment non-pre-harvest protocols. If the surveys are not

completed within this period during the first year, they will continue during the second year.

### **3. Description of Tasks**

The Tribe will provide a plan showing the survey locations. Contractor will prepare a Work and Safety plan detailing how the contract work will be completed.

Contractor shall complete dive surveys of high priority sites between May and September, preferably completing the work in the 2014 season. All survey work must be completed by the end of September 2015. The Contractor will complete data analysis and prepare a report summarizing the survey results. The report is due by December 31, 2015. The attached Hood Canal Geoduck Survey Priority List encompasses all potential survey areas. The actual tracts to be surveyed will be negotiated between the Contractor and the Tribe.

#### **3.1 Regulatory Compliance, Work Plans and Permits**

##### **3.1.1 Work Plans**

- Tracts identified for Geoduck Survey (to be provided by Tribe)
- Work and Safety Plan for Geoduck subtidal tract survey (to be provided by contractor)

No permits are anticipated for this work. Any applicable permits that are required shall be properly obtained by joint efforts of PGST and Contractor.

All contractor work shall comply with applicable provisions of federal law, including but not limited to those found in 32 C.F.R. Part 33.

##### **3.1.2 Deliverables**

- Permits and permissions for surveys, if applicable (to be provided by Tribe jointly with Contractor)
- Co-manager Agreement on survey areas (to be provided by Tribe)
- Draft Final Report (Contractor)
- Final Report (Contractor)
- Monthly progress reports (Contractor)
- Database, density data, and map of surveyed areas (Contractor)

#### **3.2 Geoduck Surveys**

Contractor will perform geoduck surveys between May and September according to Washington Dept. of Fish and Wildlife stock assessment non-pre-harvest protocols. Non-pre-harvest protocols will include reduced survey sample sizes. No eelgrass

surveys will be required. Contractor will perform quality assurance on collected density data. Surveys will be completed no later than September 30, 2015.

Contractor will create a database and tabulate density data collected in the field. Contractor will prepare an accompanying map of the surveyed areas showing pertinent information. A final report on the data collection will be prepared by the Contractor and delivered no later than December 31, 2015.

**4. Schedule of Events**

Work Plans, and Any Enhancement Permits or Permissions	See Task 3.1	Prior to the commencement of Task 3.2, and each season.
Geoduck Survey, collect field data	See Task 3.2	May 2014 – Sept 2014 May 2015 – Sept 2015
Geoduck Survey, Tabulate and Prepare Report on Data	See Task 3.2	Oct 2014 – Dec 2015

**5. Proposal Elements**

The proposals should include but not necessarily be limited to the following:

- Proposed fee structure, survey price per acre
- Previous experience managing similar bids and projects
- Previous experience working for Indian tribes
- Project approach including an affirmation of project schedule
- Proposed project team including your anticipated project manager

**6. Selection Process**

The Port Gamble S'Klallam Tribe reviews competitive and responsive bids. The Tribe will consider the information provided in the proposal and select a qualified bidder according to Tribal Purchasing Policy. Native-owned companies are given a 5% preference, all factors being relatively equal.

**Terms and Conditions**

The Port Gamble S'Klallam Tribe reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for contractor services does not obligate the Tribe to pay any costs

incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the Tribe to accept or contract for any expressed or implied services.

**The deadline for proposals is noon on Friday, October 25, 2013.** Your proposal must be delivered by U.S. mail, courier, or email to: Roma Call, Environmental Coordinator, Natural Resources Dept., 31900 Little Boston Road NE, Kingston, WA 98346 or [romac@pgst.nsn.us](mailto:romac@pgst.nsn.us). It must be received and time stamped by noon on Friday, **October 25, 2013**. General questions regarding this request for proposal should be directed to Roma Call at [romac@pgst.nsn.us](mailto:romac@pgst.nsn.us) Technical questions regarding this request should be directed to Tamara Gage at [tgage@pgst.nsn.us](mailto:tgage@pgst.nsn.us) or Blair Paul at [blairp@pgst.nsn.us](mailto:blairp@pgst.nsn.us)

The Bidding Documents, including the Hood Canal Geoduck Surveys Priority List, can be obtained from the Tribal website <http://www.pgst.nsn.us/>. Scroll down to the “News” tab and to the “Publications” tab. The name of the project is **Geoduck Surveys.**