

# Redwood Valley Rancheria Tribal Environmental Department

## Request for Proposals for Building Tribal Capacity for Environmental Data Management

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### **OBJECTIVE**

The Redwood Valley Little River Band of Pomo Indians Environmental Department is requesting proposals from qualified vendors for strategic environmental data planning, the creation of a database for environmental data and streamlined integration with the EPA's Water Quality Data Exchange. This project will allow the Tribe to organize historical and baseline environmental quality assessments in an easily accessible and consolidated format that directly integrates into the EPA National Program data flows, including data from the EPA's Water Quality Data Exchange (WQX). The data management system developed will efficiently acquire, manage, analyze, and share environmental data. The outcomes of this project include the establishment of a comprehensive Data Management Plan, increased environmental monitoring capabilities, a consolidated data system for monitoring data, improved ease and efficiency of sharing monitoring data through a well-documented user interface for WQX upload, and training and support to build the Tribe's capacity to use these tools.

### **SCOPE OF WORK**

Project tasks shall include, but are not necessarily limited to, those items noted below. If the Proposer feels that additional items are warranted, or modifications to the scope must be made, they must be clearly identified and justified in the Proposer's proposal.

#### Environmental Data Management Capability

- a. Provide basic data management functions, including data entry, editing, validation, and import/export capabilities for various data formats.

- b. Integrate data from existing tribal databases, and align with the EPA's Water Quality Data Exchange (WQX) schema.
- c. Allow for the secure storage and sharing of data, with capabilities for public and private access.
- d. Provide a sustainable framework for environmental data collection and data sharing
- e. Provide standards that will be used and define how data can be preserved and protected.

### Workflow Management

- a. Must be able to conduct an in-depth review of current workflow systems.
- b. Must be able to streamline and modernize tools necessary to guide data driven decision making between local, state, tribal and federal government to achieve positive and efficient environmental results
- c. Must train RVR staff in transfer of current data & database.
- d. Must be able to develop scripts to check data structure
- e. Must be able to develop scripts to automatically upload data to WQX
- f. Must support the creation of automated workflows for data processing, quality control, and reporting.

### Data Infrastructure

- a. Must support user authentication and authorization for secure access.
- b. Must be configurable and customizable for ease of use, maintenance, and administration.
- c. Must support remote access and data sharing capabilities.

### Support & Training

- a. Must assist tribal staff in transferring existing data to the new system.
- b. Must assist tribal staff in establishing security measures for remote access.
- c. Must provide training options, including user manuals and in-person training sessions.
- d. Must assist RVR staff in transfer of current data & database.

## **QUALIFICATIONS**

- At least 9 years of experience managing and analyzing environmental data with domain expertise in biology, ecology, geology, or environmental science
- At least 9 years of experience developing cloud-based data management solutions for environmental or natural resource data
- At least 9 years of experience working on EPA Exchange Network Program including WQX
- Experience working in the Mendocino County area and familiarity with the environmental context of this region

- At least 9 years working with tribes in California and an understanding of the organization of tribal governments

## **DELIVERABLES**

The successful proposer shall provide:

1. Cover letter

The Cover Letter shall be addressed to Matthew Smith JR, & at minimum, must contain the following:

- a. Identification of firm, including name, address, & telephone number.
- b. Name, title, address, & telephone number of contact person during period of proposal evaluation.
- c. Statement to the effect that the proposal shall remain valid for a period of not less than 120 calendar days from the date of submittal.
- d. Signature of a person authorized to bind the firm to the terms of the proposal.

2. Executive Summary

In a brief narrative, describe the proposed database and WQX uploader & how it meets the requirements of the RFP. The intent of this narrative is to convey to the Tribal Environmental Department that the firm understands the purpose of the project & how it will be utilized.

3. Scope of Work / Methodology

Provide a detailed description of how the proposal meets the Scope of Work requirements as defined in this RFP. Please list any value adding information.

4. References

Provide at least three (3) references, past & present. References must be using a solution that resembles components of the proposed project or are using the same off-the-self solution. Indicate the scope of work, date, & the name, email address, & telephone number of the client contact.

5. Required Statements

- a. A statement that all charges for services will be a "Not-To-Exceed" fee, as submitted with & made part of said Proposer's quote.
- b. A copy of the Proposer's hourly rate schedule & a written statement that said hourly rate schedule is part of the Proposer's quote for use in invoicing for progress payments & for extra work (change-order) incurred that is not part of this RFP.

- c. A written statement by the Proposer that all federal laws & regulations shall be adhered to notwithstanding any state or local laws & regulations. In case of conflict between federal, state, or local laws or regulations, the strictest shall be adhered to.
  - d. A written statement that the Proposer will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
  - e. A written statement that the Proposer shall comply with the California Labor Code, pursuant to said regulations entitled: Federal Labor Standards provisions; Federal Prevailing Wage Decision; & State of California Prevailing Wage Rates, respectively.
6. Costs
- a. Preliminary cost estimate, metrics used, & justifications.

## **EVALUATION & SELECTION**

The following is a tentative schedule of this entire RFP process, including evaluation & selection. While the Redwood Valley Rancheria will attempt to apply the necessary resources to maintain this schedule, the following dates are merely projections & Redwood Valley Rancheria reserves the right to modify this schedule to accommodate the completion of this RFP process.

<b>Tentative Project Schedule</b>	
RFP Published:	Wednesday, August 28th, 2024
Questions from Proposers Due	Wednesday, September 4th, 2024
Proposals Due	Friday, September 13th, 2024 @ 9:00am
Initial Review	Monday, September 16th, 2024
Contract Award	Monday, September 23rd, 2024
Kick-off meeting with vendor & RVR staff	Monday, September 30th, 2024

Proposals will be evaluated on the basis of the response to all provisions of this RFP. Since this solicitation is an RFP as opposed to a bid, pricing alone will not constitute the entire selection criteria. Redwood Valley Rancheria may use some or all of the following criteria & corresponding percentages in its evaluation & comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance. Redwood Valley Rancheria reserves the right to modify the evaluation criteria & percentage of score as deemed appropriate prior to the commencement of evaluation.

There is a possible score of 100% not including Indian/Women/Minority/Veteran owned business preference.

Proposal Evaluation Criteria Evaluation Criteria	
Evaluation Criteria	Percentage of Score
Cover Letter	5%
Executive Summary	10%
Scope of Work/Methodology	50%
References	10%
Costs	20%
Required Statements	5%
Indian/Women/Minority/Veteran owned business preference	5%

### **ADMINISTRATIVE ELEMENTS**

1. The Proposer shall assign a responsible representative & an alternate to perform the assigned tasks. Both staff members shall be identified in the proposal. If the primary representative is unable to continue with the project, then the alternate representative will become the primary representative.
2. The Proposer shall provide all necessary personnel, instruments, equipment, & materials to perform the described services.

### **SUBCONTRACTING**

The Proposer may utilize the services of specialty sub-consultants on those parts of the work that, under normal contracting practices, are performed by specialty sub-consultants. Unless a specific sub-consultant is listed by Proposer, Proposer is representing to Redwood Valley Rancheria that Proposer has all appropriate licenses, certifications, & registrations to perform the work hereunder. After submission of proposal, the Proposer may not award work to any unlisted sub-consultant without written approval from Redwood Valley Rancheria. The Proposer shall be fully responsible to the Redwood Valley Rancheria for the performance of his/her sub consultants & of persons either directly or indirectly employed by them.

### **ADDENDUM**

If it becomes necessary to revise any part of this RFP, an addendum to the RFP will be published & distributed through the Redwood Valley Rancheria's website (<https://www.rvrpomo.net/rfp>).

## **PUBLIC INFORMATION**

All materials received relative to this RFP will become public information & be available for inspection after the award of contract. The Redwood Valley Rancheria reserves the right to retain all proposals submitted, whether or not the proposal was selected or judged to be responsive.

## **QUESTIONS**

Please direct any questions or concerns to:

Matthew Smith JR

Environmental Director

Redwood Valley Little River Band of Pomo Indians

Email: [epa1@rvrpomo.net](mailto:epa1@rvrpomo.net)