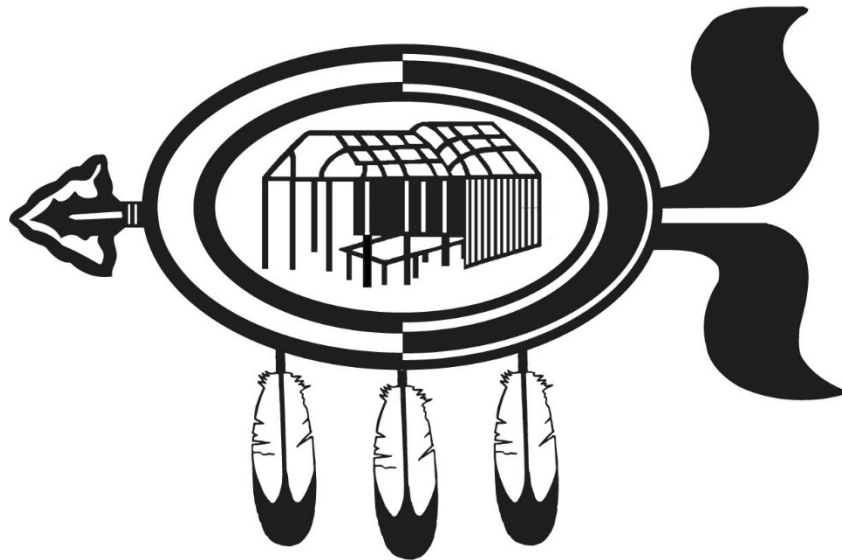


# REQUEST FOR PROPOSALS (RFP)

Consulting Services for

Comprehensive Water Management Plan



Kickapoo Tribe of Oklahoma  
Department of Environmental Programs  
PO Box 70  
McLoud, OK 74851

Proposal Due Date: Friday, February 14, 2020, at 5:00 PM CST

## **1. GENERAL INFORMATION**

The Kickapoo Tribe of Oklahoma Department of Environmental Programs (KDEP) is requesting proposals from qualified engineering consultants to provide professional services to prepare its 2020 Comprehensive Water Management Plan (CWMP). The study will determine the overall supply and demand of water for the Kickapoo Tribe and its divisions, and identify any possible deficiencies in the water supply for the next 25 years, including preparing a water budget, along with water quality data and prepare mitigation strategies for water shortage.

Services for the 2020 CWMP preparation would generally include data review and analysis, development of demand projection, analysis of demand management measures, population and demographic analysis, system supplies, water supply reliability, water shortage contingency planning, climate change, and other factors as identified by local, State, and Federal agencies. The consultant will prepare draft reports to be reviewed and approved by the KDEP Director. Once the draft report has been approved, a final report will be submitted to the Kickapoo Tribal Business Committee for their purview.

## **2. BACKGROUND**

The Kickapoo Tribe has received BIA grant funds to prepare a Comprehensive Water Management Plan. Kickapoo tribal lands are located in far eastern Oklahoma County, southern Lincoln County, and northern Pottawatomie County. The Tribe possesses has 6,213 acres of restricted land, of which 1,045 acres are held in trust (Wiegmann, 2012). There are approximately 1,119 KTO tribal members living within the tribal jurisdiction in or near the communities of Harrah, Jones, McLoud, and Shawnee. There are approximately 1,832 KTO tribal members living in Oklahoma. The Kickapoo Tribe maintains jurisdiction over all Indian land (including waters) within its borders.

The Kickapoo tribal lands lie within the Lower North Canadian Watershed. The northern border of the jurisdictional area is bounded by the Deep Fork River, a tributary of the North Canadian River, and the southern border is bounded by the North Canadian River. The headwaters of the Deep Fork River are in north Oklahoma City; the North Canadian River passes through Oklahoma City prior to entering the jurisdiction. Rivers and streams within the jurisdiction are utilized for cultural and agricultural uses.

Two principle aquifers, the Garber-Wellington Aquifer and North Canadian River Aquifer provide groundwater for most rural dwellings and small communities. The Kickapoo Tribe relies on groundwater resources for domestic and commercial uses.

Water management in the Oklahoma City metropolitan area greatly impacts the quality of the Tribe's surface water resources. Upstream urban impacts include stormwater runoff (MS4s), municipal wastewater discharges, sanitary sewer overflows, industrial discharges, and upstream impoundments. Impacts within the jurisdiction include agricultural runoff, municipal wastewater

discharges, and failing private septic systems.

From 2009 to the present, the Tribe has monitored the North Canadian River and/or tributaries to the North Canadian River. The southern boundary of the jurisdiction is formed by approximately 37.8 miles of the North Canadian River. The primary surface water resources within the a are the North Canadian River and its tributaries, the Deep Fork River and its tributaries, Horseshoe Lake, and Meeker Lake. Portions of the North Canadian River within and near the tribal jurisdiction are failing to support their designated beneficial uses due to exceedances in turbidity, bacteria, total dissolved solids (TDS) and metals (ODEQ, 2014). The North Canadian River is also nutrient-threatened. The North Canadian River is important to the Tribe because most of the Tribe's trust land is adjacent to or near the river. Other water bodies within the jurisdiction including Meeker Lake, the Deep Fork River, Quapaw Creek and portions of Captain Creek are failing to support one or more of their designated beneficial uses (ODEQ, 2014).

The Tribe also manages three public water supplies that are tested regularly to ensure compliance with the Safe Drinking Water Act (SDWA). The Tribe's Public Water System (groundwater) has experienced problems with total coliforms and lead. These issues are believed to be due to poor well maintenance and an aging distribution system. In addition, elevated levels of radionuclides in groundwater have been documented within the jurisdiction. Over a period of eight years, concentrations of uranium and gross alpha/beta particles exceeding the Environmental Protection Agency's (EPA) maximum contaminant levels (MCLs) for drinking water have been recorded in tribal members' private wells and two wells at the Kickapoo Housing Authority (Becker, 2011).

### **3. PURPOSE OF THIS RFP**

The purpose of this RFP is to facilitate the selection of a qualified consulting firm/person to prepare the Kickapoo Tribe a 2020 CWMP by September 30, 2020. More importantly, the water plan will be able to provide the Tribal Business Committee with enough information about the Tribe's water resources and water needs to guide future water resource decisions.

The Kickapoo Tribe also reserves the right to:

- Reject any or all responses received as a result of this solicitation;
- To extend the submission due date if needed;
- To modify, amend, reissue or rewrite this RFP as needed; and
- To procure any or all services by other means

The Kickapoo Tribe will not be liable for any costs incurred by consultants related to the preparation of proposals or for developing and carrying out interview presentations if needed.

Submission of a proposal indicates acceptance by the consultant of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Kickapoo Tribe and the consultants selected.

#### **4. SCOPE OF SERVICES**

The consultants will develop a 2020 CWMP for the Kickapoo Tribe. *This consultant is free to propose modifications to the scope that may result in cost savings and/or a better product. Any modifications shall be clearly spelled out in the proposal.*

##### **Task 1: Data collection/Review and Project Kick-Off Meeting**

- Identify and research available existing data, records, maps, reports, and plans
- Identify and research other information, records, and current data necessary to develop the 2020 CWMP
- Kick-off meeting between consultant and KDEP Director to discuss CWMP project goals, opportunities, constraints, information needs, roles, responsibilities, project coordination, schedule and expectations

##### **Task 2: Water Demand and Conservation Projections**

The consultant will develop the following information as part of this task:

- Water System/Service Area Description
- Current and Future Population Estimates
- Water Demand and Conservation Projections
- Evaluation of historic, current and projected future water conservation and demand management measures
- System water loss report
- Water usage analysis
- Water shortage contingency plan
- Other data needed to complete a CWMP

##### **Task 3: Water Supply Projections**

The consultant will develop the following information as part of this task:

- Water Supply Projections
- Potential supplemental water supplies
- Recycled water supply
- Current and future groundwater supplies
- Water Quality Data including KDEP previous studies
- Climate change and impacts to supply sufficiency

- Supply versus demand assessments
- Tribal water rights
- Other data needed to complete a CWMP

#### **Task 4: Prepare and Submit Draft and Final 2020 CWMP**

- The consultant will prepare a draft of CWMP that reflects all Kickapoo Tribal information and input throughout the preparation process
- The consultant will forward the final draft of 2020 CWMP to KDEP Director for tribal business committee approval
- Final 2020 CWMP will be delivered to KDEP Director including five (5) bounded paper copies and electronic files in Microsoft Word and Adobe PDF formats
- At a minimum, the consultant should assume progress meetings/conference calls after completion of tasks 2 and 3 and after the review of the draft CWMP

### **5. DEADLINE FOR PROPOSALS**

Written response proposals to this RFP must be received by **February 14, 2020, by 5:00 PM CST**. Proposals received after this time/date will not be considered. Proposals can be submitted electronically, hand-delivered, or delivered by courier service or mail. Please deliver the proposal to:

**Environmental Director  
Kickapoo Tribe of Oklahoma  
Department of Environmental Programs  
PO Box 70  
McLoud, OK 74851**

**Email: [dshields@kickapootribeofoklahoma.com](mailto:dshields@kickapootribeofoklahoma.com)**

### **6. PROPOSAL FORMAT AND REQUIREMENTS**

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal shall include the following items and organized as follows.

a) Letter of Transmittal

Describe your team's interest and commitment to providing consulting services for the Kickapoo Tribe. An official of the consulting firm is authorized to contractually bind the firm and to negotiate a contract with the Kickapoo Tribe shall sign the letter. Provide the name, title, and email address of this official.

b) Table of Contents

The proposal shall include an index to the major topics contained in the proposal and all pages shall be numbered.

c) Consultant Qualifications

Name, position, a summary of qualifications, resume, related experience and proposed responsibilities of the project manager and key personnel.

d) Project Staffing

The consultant shall provide an estimate of the required personnel hours by task and job title for the tasks described in the scope of services. This information is not meant as a fee proposal, but only an indication of the level of effort envisioned for completion of the project at hand.

e) Proposed Scope of Work

Discuss the firm's understanding of the project and describe the project approach, including the project development and schedule, quality assurance/quality control, management of overall project costs, and other issues critical to this project.

f) Proposed Cost

Provide a complete cost summary per task of the estimated number of consulting hours, schedule of hourly rates for each classification, and total not-to-exceed cost, including a schedule of ancillary charges (e.g., direct/reimbursable expenses, travel, copies).

g) Project Schedule

Provide a preliminary project schedule with the understanding that a final project schedule will be developed with the KDEP as part of the kick-off meeting. The CWMP shall be completed and submitted to KDEP by September 30, 2020.

## **7. SELECTION PROCESS AND CRITERIA**

The consultant's proposal shall conform to the proposal requirements. It is important that all listed items be included in the proposal. Proposals that do not comply with all requirements or by the proposal deadline will not be considered. The Kickapoo Tribe reserves the right to reject any or all proposals without qualifications and to negotiate specific requirements and costs using the selected proposal as a basis.

The KDEP will review the proposals received and select a consultant for recommendation to the Kickapoo Tribe on the following criteria:

- A. The ability of the consultant to conform to the RFP requirements in the proposal format and requirements.
- B. The specific method or technique to be employed by the consultant on the project.
- C. Proposed work plan and approach, including a schedule for completion.
- D. Qualifications and experiences of the specific individuals that will work on the project.
- E. Completion of similar projects and references.
- F. The overall cost of the proposal with a payment schedule for completed tasks.

The KDEP will likely select the consultant based upon information supplied in the proposal but reserves the right to complete the process with selected consultant interviews if warranted.

**8. PROJECT TIMELINE**

The following is a schedule for consultant and submittal:

<b>ACTION</b>	<b>Date</b>
Request for Proposal (RFP) Release	January 19, 2020
Deadline for receipt of Questions	February 3, 2020
Deadline for receipt of Proposals	February 14, 2020, at 5:00 PM
Proposals Review/Consultant Selection	February 21, 2020
Professional Agreement awarded by Tribe	February 28, 2020
Complete Tribal 2020 CWMP	February 29 through September 30, 2020
Submit CWMP Draft to KDEP for review	September 1, 2020
Submit FINAL CWMP	September 30, 2020

**9. QUESTIONS**

Questions regarding the information contained in the RFP document must be submitted in writing by email to:

**Email: [dshields@kickapootribeofoklahoma.com](mailto:dshields@kickapootribeofoklahoma.com)**

All questions must be received by 5:00 PM CST on February 3, 2020. Questions will be responded by email.

End of RFP