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**WILDLIFE & ECOSYSTEMS MANAGEMENT PROGRAM  
REQUEST FOR PROPOSAL  
FOR HELICOPTER BIG GAME AND GOLDEN EAGLE SURVEYS**

**Date Issued: March 5, 2020**

**INTRODUCTION:**

The Hopi Tribe invites proposals to enter into a Master Service Agreement to conduct Helicopter Big Game and Golden Eagle Surveys on Hopi Lands and the Hopi New Lands for five (5) years. Based on previous work experience and/or professional interest, your firm has been selected to receive this RFP and is invited to submit a proposal for service(s) described herein.

**HOPI TRIBE – OVERVIEW:**

The Hopi Tribe is a federally recognized government, constituted pursuant to Indian Reorganization Act of June 18, 1934 (48 Stat. 984). The Hopi Tribe is comprised of a union of self-governing Hopi Villages. The authority of the Hopi Tribe under its Constitution extends over the entire Hopi Reservation, including the Hopi Villages. Hopi land is located in northern Arizona and situated in Navajo and Coconino Counties.

The Hopi Tribal Council (Legislative) holds all powers under its Constitution. In order to fully exercise the powers of the Tribal Council, it has organized the administration of tribal government into Legislative, Executive and Judicial branches. The Hopi Tribal government maintains a government-to-government relationship with state and local governments, as well as with the federal government, which acts as a Trustee and Fiduciary for the Hopi Tribe.

The (Executive) function of the Tribal Government is comprised of various departments, programs and entities whose administrative activities are govern by established Codes, Ordinances, Resolutions, and Finance and Human Resource Policies and Procedures. Tribal Financial and Procurement Policies are consistent with federal and other grant/contracting agencies regulated by Generally Accepted Audit Principles.

The (Judicial) function within the Hopi Tribal Government is carried out by the Tribe's Tribal Courts, created by the Hopi Tribal Council under authority of the Constitution and By-Laws of the Hopi Tribe. The Judicial Branch is responsible for administering criminal and civil actions within the jurisdiction of the Hopi Tribe.

## **PROGRAM INFORMATION:**

The Hopi Wildlife & Ecosystems Management Program (WEMP) was established on September 24, 2001 through Hopi Tribal Council Resolution H-100-2001. The main purpose for establishing the Program was to protect and ensure the golden eagle population within Hopi Lands would continue to serve the needs of Hopi and establish sound wildlife and habitat management practices on Hopi Lands which benefit our Hopi Tribe.

The Hopi WEMP currently manages wildlife and the woodland habitat under Hopi Tribal Ordinance #48 (Wildlife) and #47 (Woodlands). The Hopi WEMP also implements management goals and objectives under the guidance and directions of the 2011 revised edition of the Hopi Pötskwanait towards Conservation and Effective Use of Natural Resources, XVII Area of Woodlands and XIV Area of Wildlife.

The Hopi WEMP also manages wildlife, namely big game species on the Hopi Trust and Arizona State Trust lands within the Hopi 3 Canyon Ranches through a Cooperative Agreement for Hunting Management between the Hopi Tribe and the State of Arizona, Arizona Game and Fish Department, approved through Hopi Tribal Council Resolution H-035-2018.

To ensure Hopi Cultural ethical and suitable management of the Tribe's wildlife resources, habitat and ecosystems of native and migratory wildlife species, woodlands, wetlands and riparian habitat management, are established for future use for both cultural and economic use by Hopi Tribal Government, members and non-Tribal members.

## **PROJECT DESCRIPTION:**

Pursuant to this Request for Proposals (RFP), The Hopi Tribe (the "Tribe") is seeking proposals to enter into a Master Service Agreement to conduct low level transect helicopter surveys for big game animals; Mule Deer, Rocky Mountain Elk and Pronghorn Antelope on the main Hopi Reservation Lands. The proposal will also include helicopter services to conduct low level flying and hovering surveys along canyon rims, mountains, mesas, and buttes for Golden Eagles, on the main Hopi Reservation, on the New Lands and neighboring state lands. The New Lands which cover three separate ranches; Hart/Drye, Clear Creek and Aja Ranches (Hopi 3 Canyon Ranches) consist of approximately 175,441 trust acres, checker boarded/interspersed with Arizona State trust lands, north of Coconino and Apache-Sitgreaves National Forest lands, and boundaries up to the Bar T Bar, Flying M, Red Gap and O'Haco ranches. The term of the services will cover annual Golden Eagle surveys for five (5) years and three (3) alternating years for the big game surveys beginning in 2020.

## **DETAILED SERVICE PROVISION:**

**Bidders should note that any and all work intended to be sub-contracted as part of the bid submittal must accompany background materials and references of the proposed sub-contractor(s) - - NO EXCEPTIONS.**

The Contractor will be Federal Office of Aviation Safety (OAS) certified to conduct aviation services, based on Federal OAS guidelines. The Contractor shall provide Federal OAS certified pilots able to operate and conduct such services, provide an aircraft that meets all Federal OAS and Arizona State

certifications with current approved maintenance records, and provide a fuel truck, fuel truck driver/aircraft maintenance with approved, current Federal OAS and Arizona State safety maintenance records. The Contractor shall follow and abide all Federal OAS guidelines for operation and safety of aircraft and personal requirements.

**SCOPE OF WORK – AND DELIVERABLE(S):** *(Properly stated SOW becomes Measurable Objectives, which entails 5 elements- Who, What, How, When & Validation. Who and How will be determined by RFP bidder. Remaining three (3) elements What, When and Validation are identified below).*

1. Contractor will provide a pilot with eight (8) plus years' experience in conducting Golden eagle and Big game aerial surveys. The Contractor will provide a copy of the pilot's resume and experience in conducting both surveys and Federal OAS clearance and accreditation.
2. Contractor will provide a fuel truck driver with eight (8) plus years' experience in operating aircraft Type fuel truck and aircraft maintenance. The Contractor will provide a copy of the driver's resume and experience/certification for the specific aircraft and fuel truck operations and safety/maintenance record.
3. Contractor will fly WEMP staff members and Hopi Consultant, over the Hopi Reservation and Hopi Trust Land area comprised of the Hopi Three Canyon Ranches (a.k.a Clear Creek Ranch, Aja Ranch, and the Hart/Drye Ranches of the Hopi trust lands), lands adjacent to Hopi Trust Land area, including Arizona and Private Lands (a.k.a Flying M Ranch and Bar T Bar Ranch), and U.S. Forest Service Lands within Coconino National Forest and Apache-Sitgreaves National Forest to record and inventory new and old Golden Eagle nest sites and observe the status of the nests, and will hover over or near new nest sites to allow WEMP staff to collect GPS data, photograph the nests, and properly inventory the sites.
4. Contractor's services for conducting the Golden Eagle Aerial Survey will be between April 15<sup>th</sup> and May 31<sup>st</sup>, at an estimated 25 to 30 hours of flight time, including ferry time and 7 to 10 days of travel, based on the activity of Golden eagle territories. However, in the event of unforeseen circumstances or adverse weather conditions, scheduling of Aerial Survey flights may change in order to ensure the safety of the crew.
5. Contractor will fly WEMP staff members over Hopi Reservation to record and inventory big game species; Deer, Elk and Pronghorn Antelope, conducting low level flights and circling herds.
6. Contractor's services for conducting the Winter Big Game Surveys will commence January 5<sup>th</sup> and February 5<sup>th</sup> at an estimated 30 to 40 hours of flight time, including ferry time and 7 to 10 days of travel. However, in the event of unforeseen circumstances or adverse weather conditions, scheduling of Aerial Survey flights may change in order to ensure the safety of the crew.
7. Contractor's services for conducting the Fall Big game Surveys will commence between August 5<sup>th</sup> and September 5<sup>th</sup> at an estimated 25 to 35 hours of flight time, including ferry time and 7 to 10 days of travel. However, in the event of unforeseen circumstances or adverse weather conditions, scheduling of Aerial Survey flights may change in order to ensure the safety of the crew.
8. Contractor will provide aviation safety PPE; helmets and flight suits for Tribal staff and consultants, and follow the Federal OAS approved Hopi Aviation Safety Plan and Arizona State aviation safety plan.

## **SUBMITTAL DEADLINE:**

The Proposal and requested forms must be submitted by **4 P.M. (MST); March 20, 2020.** Please mail by postal service three (3) complete sets of your proposal. Digital and/or faxed copies **will not be accepted.** Mail to:

**Cheryl Tootsie, Procurement Supervisor  
Hopi Tribe – Office of Financial Management  
P.O. Box 123  
Kykotsmovi, Arizona 86039**

All questions shall be emailed to: [RFPBids@hopi.nsn.us](mailto:RFPBids@hopi.nsn.us)

Deadline for submission of questions is: **4 P.M. (MST); March 13, 2020 (tentative).**

## **PROPOSAL CONTENTS AND EVALUATION CRITERIA:**

The proposals will be evaluated on the basis of the following criteria and point ranges:

- 1) Responsiveness to the RFP(0-25 Points)
  - a. Comprehensiveness of RFP and clear-concise description of work plan (0 - 10 Points)
  - b. Reasonableness of overall time estimates and for each major section of the work to be performed as related to the work product required and the deadlines and milestones involved (0 – 15 Points)
- 2) Qualifications and experience of Contractor (0 – 40 Points)
  - a. Size, structure, longevity and capacity of Contractor firm (0 – 10 Points)
  - b. Experience of Contractor in performing the type of work required (0 -10 Points)
  - c. Experience of Contractors responsibility to compliance of Federal Regulations, State of Arizona and Local, Tribal law and ordinances applicable to their scope of service (0 – 10 Points)
  - d. Provided all required credentials and certification of personnel and equipment (0 – 10 Points)
- 3) Proposed Fee Schedule/Cost Proposal/Cost Factor/Cost of Proposal : Include a detailed itemized cost statement showing various classes of staff hours at appropriate rates delineated by work project and/or work plan and schedule. (0 – 35 Points)
- 4) Indian Preference – The Hopi Tribe will award an additional (10) points to qualified Native American owned firms.

## **SMALL AND MINORITY OWNED CONTRACTORS:**

Small Contractors and Contractors owned by small and minority firms, and/or women's enterprises shall have the maximum practicable opportunity to participate in contracts awarded. Applicant must provide appropriate documentation, and pre-certify themselves to assert themselves as responsible to receive awards funded by the Tribe.

## **OTHER SUBMITTALS:**

### **1) Certifications:**

- A. Submit a certified statement for non-debarment, suspension, or prohibition from professional practice by any Federal, State, or Local Agency. The statement shall read: “This is to certify that \_\_\_\_\_ firm name \_\_\_\_\_, involved with this work, is not debarred, suspended, or otherwise prohibited from contracting by any Federal, State, or Local Agency.
- B. If qualifying for preference in contracting as a Native American owned enterprise or tribal organization, please submit qualifications and documents substantiating 51% ownership.
- C. Submit a written commitment as follows: “This is to certify that if selected, \_\_\_\_\_ name of firm \_\_\_\_\_, will make the work to be performed under this Agreement top priority and will complete the work in an efficient and prompt manner.”

### **2) Please provide three (3) professional references:** Include Name of Organization, Name of Primary Contact, Title of Primary Contact, Phone Number(s) and Email Address. References must be related to the professional scope of work contained within this RFP.

### **3) Provide Resumes:** Include resumes of all personnel that will provide services to the Hopi Tribe under this RFP.

## **SELECTION PROCESS:**

The Hopi Tribe, at its sole discretion, shall determine whether a particular Contractor has the qualifications to conduct the desired service for the Tribe.

1. Proposals will first be examined to eliminate those that are not-responsive to stated requirements.
2. Award shall be made to the most responsible Contractor whose proposal is determined to be the most advantageous to the Tribe taking into consideration the terms and conditions set forth in this RFP.
3. Any response that takes exception to any mandatory items in this RFP may be rejected and not considered.
4. The Tribe reserves the right to accept or reject, in part or in whole, any or all proposals submitted without cause for liability.
5. The Tribe reserves the right to request in writing clarifications or corrections to proposals. Clarifications or corrections shall not alter the Contractor’s price contained in the proposal.
6. The Tribe reserves the right to negotiate further with the successful Contractor. The content of the RFP and the successful Contractor’s proposal(s) will become an integral part of the contract, but may be modified by the provisions of the contract.
7. By submission of proposals pursuant to this RFP, Contractor acknowledges that they are amenable to the inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection process.

## **REQUIREMENTS FOR BID:**

The respondent selected under this RFP must be fully qualified to perform the services described above. The selected Contractor must also comply with the following Hopi Tribal requirements:

1. **CONTRACT:** The Contractor shall execute an Agreement with the Hopi Tribe.
2. **SCHEDULE OF PROJECT(S):** The Contractor shall provide the required services and shall complete the assigned project activities in the agreed to time frame.
3. **INSURANCE:** The Contractor shall maintain in full force and effect during the entire Contract term the Insurance requirements and shall be able to provide a Certificate of Insurance within ten (10) days after notification of award.
4. **BUSINESS LICENSE:** All businesses/firms must attain a Business License through the Hopi Tribal Revenue Commission prior to conducting any business on the reservation or with the Hopi Tribe.
5. **INDIAN PREFERENCE:** To the maximum extent possible, in accordance with Section 7(b) of the Indian Self-Determination Act (25 U.S.C. 450e(b)), the selected Contractor agrees to actively provide, to the greatest extent feasible: (1) preference and opportunities for training and employment shall be given to Indians, and (2) preference in the award of any subcontracts under this contract to Indian organizations or Indian-owned economic enterprises as defined in Section 3 of the Indian Financing Act of 1974 (25 U.S.C. 1452).
6. **INCORPORATED:** All requirements of the Request for Proposals and the representations made in the proposal that are not in conflict with provisions of the Contract shall be incorporated by reference and made an integral part of the Contract as though fully set forth.
7. **RETENTION OF RECORDS:** All proposals and related materials become the property of the Hopi Tribe and may be returned only at its option.
8. **GOVERNANCE:** All applicants are advised that the laws of the Hopi Tribe will apply and govern all contracts and engagements.
9. **OTHER:** All costs directly or indirectly related to responding to this RFP (including all costs incurred in supplementary documentation, information, travel or presentation) will be borne by the Contractor and/or consultant(s) making the proposal.