



Sealaska Corporation

REQUEST FOR PROPOSALS PACKAGE

ISSUING OFFICE

Haa Aani, LLC.
Jason Gubatayao, General Manager
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(907) 225-9444

PROJECT

Project Number: 25-DG-1110106-804
Project Site: Prince of Wales Island
Project Title & Contract Description: Professional Services Related to Management of Sealaska Corporation Lands for the Restore Project, Restoring Southeast Alaska.

The purpose of this solicitation is to issue a contract to an organization with expertise and understanding of land management in areas of planning, mapping, spatial analysis, restoration prescriptions, design, and construction oversight for the purpose of habitat rehabilitation on Sealaska Corporation owned lands in Southeast, Alaska.

SCHEDULE & PAYMENT

The anticipated period of performance: 05/01/2025 through 05/31/2026 with one (1) renewal option to be used at the sole discretion of Sealaska Corporation.

Estimated amount of proposed contract:

- \$200,000 or Less
- \$200,000 to \$500,000
- \$500,000 or More

Proposed Method(s) of Payment:

- Fixed Fee
- Firm Fixed Price
- Fixed Price Plus Expenses



SUBMITTAL DEADLINE AND LOCATION

OFFERERS ARE RESPONSIBLE TO ASSURE DELIVERY PRIOR TO DEADLINE.
PROPOSALS RECEIVED AFTER THE DEADLINE MAY NOT BE OPENED.

Date: **April 25, 2025**

Time: **5:00 PM Alaska Time**

Hand Deliver, Mail, or Email directly to:

Haa Aani, LLC.

Attn: Jason Gubatayao, General Manager

1900 First Avenue, Suite 315

Ketchikan, AK 99901

jason.gubatayao@sealaska.com

Office Mainline Contact:

907-225-9444

Selection Procedure

1. Offeror proposals will be evaluated and considered at the sole discretion of Haa Aani, LLC. Haa Aani, LLC., reserves the right to award a contract based on their sole discretion that the selected proposal aligns with their organizational values, mission, and that the offeror meets the standards for the knowledge, skills, and abilities desired in the solicitation.
2. Haa Aani LLC., reserves the right to evaluate offeror proposals with a Sealaska shareholder preference and/or Alaska offeror preference.
3. Haa Aani LLC., reserves the right for a noncompetitive procurement if the procurement transaction can only be fulfilled by a single source.
4. All proposal offerors will be notified of the offeror selected. If contract negotiations are unsuccessful with the offeror selected, Haa Aani, LLC., may either cancel the solicitation or negotiate with other offerors.

Notices

1. Haa Aani L.L.C., is a wholly owned holding company of Sealaska Corporation.
2. This institution is an equal opportunity employer.
3. Offerors are advised that a contract shall not be in effect until a written agreement is executed by an authorized agent of Haa Aani, LLC. Haa Aani, LLC., shall not be liable for any cost incurred by an offeror in response to this solicitation, including any work done, even in good faith, prior to execution of a contract.
4. Haa Aani, LLC reserves the right to waive minor informalities, negotiate changes, reject any and all proposals and to not award the proposed contract, if in its best interest. "Minor informalities" means matters of form rather than substance which are evident from the

submittal, or are insignificant matters that have a negligible effect on price, quantity, quality, delivery, or contractual conditions and can be waived or corrected.

5. Offerors and proposed subcontractors shall be in compliance with the statutory requirements for Alaska business licensing and professional registrations.
6. All offerors must provide price proposals.
7. An audit of the selected offerors' and proposed subcontractors' cost accounting systems and business records may be required to ascertain if systems are adequate for segregating contract costs; and to investigate the accuracy of proposed labor rates and unit prices.
8. Professional Liability, Worker's Compensation, General and Automobile Liability, and Professional Liability Insurance may be required of the selected offeror.
9. The selected offeror will ensure that it and all subcontractors have insurance coverage that meets the requirements outlined in the contract.

Submittal Checklist

1. Offerors must carefully review this RFP Package and become familiar with submittal requirements. Submit written comments to the address shown under "Submittal Deadline and Location" on Page 2. Substantive issues will be addressed in a written addendum to all RFP recipients on record. Failure to comply with directions may eliminate a submittal from consideration. Protests based on alleged improprieties or ambiguities in a solicitation may be disallowed at the discretion of Haa Aani LLC if the protest is not received in writing at least 10 business days prior to the Submittal Deadline.
2. Review Appendix A – Statement of Services and any other attached or referenced materials.
3. Review Appendix B – Compensation and any other attached or referenced materials.

EVALUATION CRITERIA

1. Objectives and Services.

Response must demonstrate your comprehension of the objectives and services for the proposed contract. Do not duplicate the Statement of Services provided in Appendix A of this RFP. Also, consider if the Statement of Services provided in Appendix A is sufficiently explicit. Define any assumptions made in formulating a criteria response. If design services for a construction project are included, express any opinions regarding alternative design considerations that could impact construction costs.

2. Methods.

Response must outline methods for accomplishing the proposed contract. Describe what, when, where, how, and in what sequence the work will be done. Address how the proximity to the project site, particular geographic familiarity, experience, and capacities of your firms (offeror and proposed subcontractors) and project staff might specifically contribute to the proposed methods. Identify the amount and type of work to be performed by any subcontractors. Consider how each task may be carried out. Suggest alternatives, if appropriate. Identify any distinct and substantive qualifications for undertaking the



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proposed contract such as the availability of specialized equipment, knowledge, a unique approach, or concept relevant to the required services.

3. **Management.**

Response must describe the administrative structure that will be used for performing the proposed contract. For example consider: who is responsible for the contract? What will the lines of authority be? Your response should include where contract services will be performed and how communications will be maintained.

4. **Proposed Project Staff.**

Response must name the individuals performing the following functions plus any other you deem essential to perform the services:

1. Contract Compliance
2. Project Management – (Primary point of contact for performance of services)
3. Field Management – (Primary point of contact for field performance if applicable)
4. Administrative/Financial Management

5. **Workload and Resources.**

Response must discuss any time commitments or workloads that may impact the services being performed. Briefly address capabilities for providing services under an accelerated schedule.

6. **Past Performance.**

Response must describe previous projects the project team has worked on that are related in size and scope to this project. Address how the experience will help your team to perform under this contract. Provide references for each project.

7. **Rates.**

Provide a proposed total hourly billing rate for each of the job functions necessary to perform the work.

8. **Total Price Proposal.**

Provide proposed costs for all labor, subcontracts, equipment, expenses, travel, etc., and a proposed amount for Fee. The following format may be used but is not required.

1. Direct Costs of Direct Labor (DCDL) – Show the estimated costs for each job function for the proposed contract.
2. Indirect Costs (IDC) – These generally include 1) Fringe Benefits and 2) Overhead. Show the IDC as a percentage of DCDL.
3. Other Direct Costs (ODC) – These costs include: subcontracts, equipment, and reimburseable expenses such as travel expenses.
4. Total Proposed Cost – sum of DCDL + IDC + ODC.
5. Proposed Fee – List a proposed amount.
6. Total Proposed Price – Sum of Total Proposed Cost plus Proposed Fee.



STATEMENT OF SERVICES

APPENDIX A

Professional Services Related to Management of Sealaska Corporation Lands for the Restore Project, Restoring Southeast Alaska

A1.1 Purpose of this Request for Proposals (RFP)

Haa Aani LLC is seeking a contractor with expertise in and understanding of restoration methodologies in Southeast Alaska. The purpose of this solicitation is to contract for professional services related to Sealaska Corporation owned land watershed level habitat restoration. Implementation of this objective requires expertise in multiple areas of restorative land management such as in-stream habitat complexity, riparian zones, and previously harvested forest stand improvements. Technical skills and abilities related to this work include scientific modeling, mapping, report writing, science synthesis, and monitoring.

A.1.2 General Tasks and Requirements

- Project Area Identification
- Project Area existing conditions assessment
- Development of site-specific restoration prescriptions for in-stream and riparian improvements
- Restoration design work
- Coordination with subject matter experts, Sealaska personnel, and other project contractors on site-specific prescriptions methodologies
- Site visits, project inspections, and regular video conference project meetings
- Restoration prescription implementation monitoring
- Results reporting

A1.3 Other Requirements

1. Assist Haa Aani LLC in the progression of its goals, objectives, and strategies for increasing the restoration activities of Sealaska Corporation land.
2. Compile and analyze information on restoration methodologies and long-term impact monitoring.
3. Work on behalf of and represent Haa Aani LLC while conducting Haa Aani LLC business including travel to and from the field.



4. Provide updates and information to Haa Aani LLC regarding opportunities, strategies, and developments in restoration business.
5. Sub-contract as needed for additional expertise.
6. Produce professional reports with minimal errors.
7. Respond to requests and inquiries with a 48 hour minimum turnaround response time.

A1.4 Scope of Work

1. **Synthesis of existing research.** Contractor shall include references to existing research to incorporate in project reporting to support why proposed habitat restoration designs may improve current conditions within project area.
2. **Scoping and Assessment.** Contractor shall perform baseline assessment of designated stream reach and tributaries, the project area, on Sealaska Corporation owned lands. Assessment should include current stream characteristics (channel size, type, dominant sediment, water temperature, flow, and channel gradient, and other physical qualities), presence of anadromous and resident fish species, current riparian characteristics (floral species present including any invasives, soil type, geology, and other qualities as deemed necessary), extent of anadromous habitat, extent of resident fish habitat. Any known historical background information of the project area shall be included in assessment.
3. **Identification.** Contractor shall travel to Prince of Wales Island and document the existing conditions of the proposed project area. This may include at least a ¼ mile stream reach and adjacent riparian zone.
4. **Design.** Design of in-stream hand tool restoration prescription on a defined reach of an anadromous stream impacted by past timber harvest activities in the project area. Design a riparian zone (within 100' of ordinary high-water mark) restoration prescription on an anadromous stream impacted by past timber harvest activities.
5. **Synthesis.** Contractor shall be responsible for synthesizing restoration project partner data and site-specific data collected in the field at project area.
6. **Documentation.** Contractor may be interviewed, filmed, or photographed for documentation of the project.
7. **Reporting.** Deliver a report describing the proposed uplift of ecological function from both in-stream and riparian design prescriptions, citing peer-reviewed studies when possible. Deliver the assessment report (Scope item #2).

A1.5 Considerations and Requirements

1. Haa Aani, LLC., makes no guarantee as to any minimum amount of work that will be given to the successful contractor.
2. Failure of the contractor to respond to work order requests within three (3) business days or failure to complete work on time may be grounds for termination of the contract.



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3. Haa Aani, LLC., reserves the right to contract with other contractors for services that may be provided under this contract during the period of the agreement if Haa Aani, LLC., believes it is in their best interest to do so.
4. Confidentiality and ownership of documents and materials including data, maps, drawings, photographs, plans, reports, recommendations, estimates, documents, and computer files shall be the property of Haa Aani, LLC., and shall be treated by the Contractor as confidential and shall be delivered to the Haa Aani authorized official. The Contractor shall only share this information with written consent of Haa Aani, LLC.

COMPENSATION

APPENDIX B

B1. Payments will be made on approved invoices submitted for months during which costs are incurred. Except for fixed price, compensation shall be cost-based on actual costs to the Contractor for providing services. Provisions for audit are contained under the Notices section of this solicitation.

B2. Final payment to the Contractor may be withheld until a final inspection and/or report verify compliance with the terms of the contract.

B3. Payments for this Agreement and any Amendment, including Costs and Fee, will be adjusted to exclude an significant sums by which Haa Aani LLC., finds that payments are increased because the cost or pricing data furnished by the Contractor or prospective Contractor is inaccurate, incomplete, or not current on the date of the Agreement or subsequent submittal date of pricing data.

B4. Markup of any costs as compensation for administration, management or handling, etc., is prohibited. Costs of such efforts are included within the elements of Labor. Compensation for any risk associated with incurring costs is included within Fee (Profit).

B5. The following terminology and explanations are applicable to this Agreement; any inconsistencies appearing in this Agreement must be resolved in accordance with the terminology in paragraphs B6.1-B6.6.

B6.1 DIRECT COSTS OF DIRECT LABOR (DCDL) is the base salary and/or wages paid to employees charged directly to this Agreement exclusive of Fringe Benefits or other Indirect Costs and Fees (including profit).

B6.2 EXPENSES are pre-approved unit priced items, actual costs for specific subcontracts identified in this Agreement, and actual costs for transportation, food and lodging, incidental travel expenses, equipment and computer use, specific materials and supplies, and other pre-approved direct expenses. Each expense is limited to reasonable costs which do not exceed that which would be incurred by an ordinarily prudent person in the conduct of competent business.

B6.3 INDIRECT COSTS (IDC) are allowable expenses that, because of their incurrence for common or joint cost objectives, must be allowed to this Agreement using a specified Indirect Cost Rate. A cost objective is a project or work unit for which cost data is accumulated under the Contractor's accounting system. Generally, Haa Aani LLC., requires Indirect Costs to be segregated into the following categories: Fringe Benefits, Overhead, and Allocated Home Office Overhead (if applicable).



B6.3.1 **FRINGE BENEFITS** are costs for items such as vacation time, holidays, authorized leave, group and worker's compensation insurance, deferred compensation/retirement plans, social security and unemployment taxes, and group medical plan and life insurance premiums.

B6.3.2 **OVERHEAD** is costs for items such as indirect labor, recruiting expenses, rent, heat, power, light, janitorial services, office supplies, communications, and business insurance premiums not billed to clients.

B6.3.3 **HOME OFFICE OVERHEAD** (if applicable) are costs for management, supervisory, and administrative functions which benefit separate unit operations.

B6.3.4 **INDIRECT COST RATE** is an established percentage of incurred expenses for Direct Costs of Direct Labor which is used as a basis of compensation for Indirect Costs. Fees or Profit are not included in the Indirect Cost Rate.

B6.4 If this Agreement wholly or partially allocated Indirect Costs on other than a Direct Labor dollar basis, a description of the Indirect Cost pools or service centers used, and the Indirect Cost Rate(s) and base(s), shall be attached in an Exhibit, otherwise, such an allocation shall not be allowed for this contract.

B6.5 **FEE** is the profit plus any costs not allocable to this contract. The amount of Fee may be fixed or variable, depending on the method of payment used.

B6.6 **FIXED FEE** progress payments for a firm's (contractor or subcontractor) will be equivalent to the ratio of the firm's Direct Cost of Direct Labor to date, divided by the firm's total estimated Direct Cost of Direct Labor, multiplied by the total amount of the firm's Fixed Rate. The Rate amount for each firm participating in this Agreement was determined as follows:

B6.6.1 **TIME AND EXPENSES** payments will be made according to the following:

Payments for **TIME** will be equivalent to the number of hours expended by each job classification multiplied by the applicable Billing Rate.

BILLING RATES are negotiated hourly labor rates which include compensation for all Costs (Direct Cost of Direct Labor and all Indirect Costs) plus Fee, except for allowable direct Expenses.

Payments for **EXPENSES** will be made for actual substantiated costs that are directly chargeable to and necessary for performance of services assuming they are not recovered through the Indirect Cost Rate. "Markup" of Expenses is prohibited. (reference paragraph B6.2).

B6.7 SPECIAL CONSIDERATIONS:

B6.7.1 Travelers are permitted actual costs for lodging and actual costs for meals and incidental expenses (M&IE).



B6.7.2 Non-allowable costs shall not be included as billable Direct or Indirect Costs or in the calculation of the Indirect Cost Rate. Non-allowable costs include interest and other financial costs, contributions and donations, federal income tax & tax return preparation fees, bad debts, fines and penalties, entertainment, goodwill, provisions for contingencies, losses on other contracts and related legal fees, and legal fees, etc., related to contract claims.