

Advertisement/Listing

Project Category: Planning

Project Name: **Quileute CEDS update and Business Plan Development**

County/City/State: Clallam County, La Push, WA, Quileute Indian Reservation

Statement of Purpose

The Quileute Tribe, in conjunction with the operations of the Quileute Enterprises, seeks to update the tribal Comprehensive Economic Development Strategy (CEDS) document and related business planning documents. The current 5 year CEDS expires 2021 and the update is necessary for the continued development of the Quileute Tribe and the economic success of the Tribe.

Deadline for response to this request: May 30, 2022

Only proposals which are submitted complete will be reviewed and considered. Submit your proposal to: larry.burtness@quileutenation.org.

Questions related to this request may be directed to Larry Burtness, 360-640-1683

Background

The Quileute Indian Reservation is located on the extreme western edge of Washington State's Olympic Peninsula, bounded by the Pacific Ocean on the west and the Olympic Mountain Range on the east. The area is extremely rural and remote, approximately 200 miles from Seattle. The nearest town offering services is Forks, Washington; (population 3500) is 15 miles distant. The community of La Push on the Quileute Indian Reservation has a very high local unemployment rate (27.6%, US 2000 Census), significantly higher than the rest of Clallam County and the State of Washington (6.2% US 2000 Census). In addition, the area has a very low per capita income rate, \$9,589 compared to Washington State (\$22,973).

Major employers on the reservation are the tribal government and tribally owner business enterprises; including the Ocean Park Resort, the Quileute Marina, and the Lonesome Creek Store. The tribe operates the Quileute Health Clinic and a Tribal School as well. Seasonal commercial fishing provides work for tribal members who are self-employed fishermen, operating small boats on the Quillayute River system or serving as owner/operators or crew members on ocean going fishing vessels and highly dependent upon the marina infrastructure for their livelihood.

This project focuses on the economic potential of the Ocean Side Resort, employing more people than any other single enterprise on the reservation. These operations provide employment and economic opportunity to more tribal members than any other enterprises and expansion potential is high.

The Quileute Ocean Side Resort is located on the beach in an area that is known to be a historic site of homes and cultural activities. Archeological surveys have been done as development has progressed and will continue to be done where new ground is broken for future development. The tribe has conducted an archeological survey in August of 2011 in an area approximately ½ mile from the resort location, so some background and area information has been developed by the archeological firm who did that work. The Quileute Tribe has a strong respect for their culture and traditions and the preservation of environmentally and culturally sensitive areas of paramount importance in any projects on the reservation.

1. *Scope of Work*

The review and revision of the Quileute Tribe CEDS will require a number of actions and involvement of community stakeholders in the review, planning, and revision process.

The project will develop and submit to EDA a CEDS that complies with 13 C.F.R. § 303.7.

Guide the appointing of Strategy Committee (CEDS Committee)

The Strategy Committee is the entity identified by the Planning Organization as responsible for developing, revising, or replacing the CEDS. The Strategy Committee must represent the main economic interests of the region, and must include Private Sector Representatives (defined in 13 C.F.R. § 300.3, with respect to any for-profit enterprise, as any senior management official or executive holding a key decision making position, or that person's designee) as a majority of its membership. In addition, the Planning Organization should ensure that the Strategy Committee also includes:

- Public officials;
- Community leaders;
- Representatives of workforce development boards;
- Representatives of institutions of higher education;
- Minority and labor groups; and
- Private individuals.

The CEDS must contain a background of the economic development situation of the region that paints a realistic picture of the current condition of the region. This background must include a discussion of the economy, population, geography, workforce

development and use, transportation access, resources, environment, and other pertinent information.

The business planning for this project will define the business opportunity and operation of three recently acquired properties to produce planning documents acceptable for fee-to-trust requirements of the Department of the Interior. The business properties include the Kitla Center business park, the Riverview RV park, and the Smokehouse Restaurant properties.

2. *Outcome and Performance Standards*

Each Proposal submitted must include a demonstrated understanding of the objectives, scope and particulars of the goods and services required as well as a clear statement as to the actual total price, including the following:

1. Submissions shall include the legal name and form of the firm(s), a company profile(s), specify the parent company if applicable, including years in business and an indication of financial stability, an overview of the experience of the firm(s) in providing similar services or goods to the public sector, and any other relevant information about the responding firm(s).
2. A description of the proposed consultant team and subcontractors, including an outline of the personnel that will be assigned to the Project allocated by task, is to be provided. This description is to include team members' backgrounds and experience plus a recent resume/curriculum vita.
3. Provision of statement of cost shall be included that reflects the total all-inclusive upset cost in U.S. dollars including applicable taxes, disbursements, an estimate of personnel allocation including the number of hours to complete tasks, and all other related charges.
4. Consultations with the stakeholders is also required; general consultations with public as well.
5. A schedule delineating meetings, general target dates, project milestones, deliverable dates as well as any other critical dates associated with the Project must be included.
6. A detailed discussion of any conflicts of interest with the Quileute Tribal Council shall be provided.
7. Provision of proof of insurance coverage as per form outlined in Appendix 'B' (including proof of Error and Omissions coverage).
8. The work plan should include a detailed budget concerning the costs for such a project. An upset limit must be provided. To facilitate the review of submitted proposals, please use the following headings in your response; submissions must specifically and fully address each of the following items:

A. Firm/Project Team Information

Responses shall include a firm profile which must include the following:

The legal name and form of the firm specify the parent company if applicable; an indication of financial stability; and provide full disclosure of details regarding any litigation or dispute that the respondent is involved with, including a description of the litigation and maximum exposure of the respondent. The respondent must also outline any potential conflict of interest with the Quileute Tribe.

The proposal must provide an overview of the key personnel who would be involved in the project and include the following: a copy of a recent CV/resume and professional credentials for each individual; the role and responsibilities of each team member; a chart showing the work relationship of all personnel; and any other relevant information about the responding firm.

Please note the following:

- a. It is expected that a consultant team member will have experience with the development and implementation of conference center and hospitality related businesses, innovative community consultation process as well as current planning practices, policies, and legislation;
- b. It is expected that a consultant team member will be an accredited professional management firm.
- c. Any team should include expertise in related hospitality industry, planning and community development.

The submission should include the name, title, address, telephone and fax numbers, and email address of a primary contact.

The proposal must also include an overview of the responding firms (or firms') experience, ability, and creativity in provided similar or like product. The respondent should outline past experiences noting the following:

- Location, size, nature, concept, scope, and cost of these projects;
- The role the firm and the proposed lead principal played for each project;
- The result and outcomes for each project;
- Business references for each project who may be contacted; and
- A writing sample from a comparable project.

B. Proposed Work Plan

The content of the project should be completed and address the following points or guidelines:

Stakeholders and Staff Consultations

- o Conduct staff consultations including, but not limited to Management, Planning and Development, Finance and other relevant departments within the Quileute Tribe.

- o Obtain input from stakeholder groups using a variety of means including, but not limited to meetings

SWOT Analysis

- o Indicate the strengths, weaknesses, opportunities and threats of the conference center operations and provide further recommendations to support the proposed business plan.

Financial Analysis of Operations (Including Facilities and Operations)

- o Review revenue and expenditure streams
- o Examine rates and fees structure relative to market conditions
- o Indicate new revenue and expenditure opportunities
- o Review expansion/enhancement potential
- o Develop a 10 year Capital Program identifying the source of funding

Operational Model Analysis

- o Analyze the existing operational model for the resort operations and provide recommendations to support the proposed business plan

Recommendations

- o Provide recommendations with regards to the operations, management and support of the conference center.

3. ***Term of Contract***

Contract start date: April 15, 2022
expected completion date: September 30, 2022

4. ***Payments, Incentives, and Penalties***

Maximum payment for this project is anticipated to be \$60,000. All proposals must include a detail budget supported by a budget justification. The budget justification must provide a breakdown by elements and/or sections.

A payment schedule for progress payments and final payments on acceptance of completed work will be negotiated upon award of the contract for this job.