

# **Request for Proposal**

## **Professional, Technical and Expert Services for Hazard Mitigation Plan**

**September 8, 2022**

Quileute Tribal Council  
PO Box 279  
La Push, WA 98350

# Request for Proposal Hazard Mitigation Plan

## Introduction

The Quileute Tribal Council is requesting proposals from qualified consulting firms for developing a new Hazard Mitigation Plan. The Consultant shall: 1) have the ability to identify various hazard mitigation strategies that will eliminate or greatly reduce the impact of natural hazards that may affect the Tribe and the Quileute Reservation, and 2) have experience related to mitigation planning work.

The Quileute Tribal Council was awarded FEMA Hazard Mitigation Grant Program funds to support this project. The total available funds for the services described in the RFP are \$70,000.

## Scope of Work

Provide a Hazard Mitigation Plan that will guide the Quileute Tribal Council in assessing hazards and vulnerabilities and mitigating critical facilities.

The Tribe recognizes the potential for disasters to strike critical facilities within the Quileute Reservation and wishes to have a plan in place to guide mitigation and development efforts. Completion and approval of the Hazard Mitigation Plan will also make the Tribe eligible to apply for hazard mitigation project grants, further increasing the Tribe's ability to plan for and mitigate the effects of hazards.

Identification of hazards and hazard categories will be developed from existing work and other plans, including the Quileute Tribe Emergency Management plan and the hazard mitigation plans of adjacent and overlapping planning and infrastructure agencies, such as water and sewer districts known to have developed hazard mitigation plans that include all or a portion of the Tribe's planning area. Other specific hazard categories may include but are not limited to:

Flood Hazards – including river and stream flooding including FEMA FIRM maps and local historical data, including known flooding and drainage complaints contained within Tribal and FEMA records and GIS shape files and metadata.

Earthquake and Tsunami hazards – based upon computer modeling, the lower portion of the Quileute Reservation is within tsunami inundation zones. The potential of earthquake within the Cascadia Subduction Zone offshore will be included.

Wind Hazards – based on local weather information and historical records, National Weather Service records, as well as Clallam County's hazard mitigation plan and other sources.

Fire Hazards – information will be collected from neighboring agencies and the Clallam County Hazard Mitigation Plan including information about wildland fires. The Fire Department will also provide their own assessment of fire hazards.

Geologic Hazards – including landslides and earthquakes, the reservation has steep slopes and related landslide and seismic hazards that pose threats to residents and infrastructure

as identified by local utilities and local historical knowledge.

Drought – information will be based on National Weather Service information and local historical information.

Hazardous Materials Release – staff will coordinate with the Fire Department and WSDOT for information on releases, including any due to major transportation corridors vicinity of the reservation, using historical records, discussions with manufacturers and businesses, and the Hazard Mitigation Plans prepared by other agencies.

Other Threats – may include terrorism and cyber terrorism, as there are major critical power facilities within and crossing the reservation, as well as other human-caused hazards.

### **Public Outreach**

From the project outset, public participation will be invited and encouraged. Interested community and business groups will be contacted, as well as technical specialists and other interest groups. Examples include the CERT group, the Chamber of Commerce, local medical facilities, school and church groups. Technical input will be sought from the Police and Fire departments, the public works and planning department, Clallam County, City of Forks, and other stakeholders that may be identified.

The Tribe will publicly advertise hearings and project status updates and make draft versions of the plan available for public review and comment. Public input on proposed policies, projects and priorities will be factored into the plan throughout development. The Tribe uses a variety of public outreach tools, including email, the Tribe's website and Facebook.

### **Budget**

Not to exceed \$70,000. The budget includes costs to cover consultant time as well as staff time devoted to supervising the consultant contract and creating copies of the plan. The Quileute Tribe Planner and General Manager will work in partnership with the contractor to provide oversight for the project and of the consultant team.

### **Schedule for Completion of the Plan**

The proposed time frame is from October 2022, through July 2023.

### **Submittal Requirements:**

#### **RFP Evaluation Criteria**

If an award is made as a result of this RFP, it shall be awarded to the respondent whose proposal is most advantageous to the Tribe with price and other factors including, but not limited to: feature set, demonstrated technical ability and expertise, reference calls and/or recommendations, and any additional criteria deemed appropriate by the Tribe which would lend itself to establishing the vendor's viability to perform the work as outlined in this RFP.

#### **Selection Criteria**

1. The ability, capacity, and skill of the respondent to provide the service required.
2. Whether the recommended proposal is deemed adequate for the tribe's needs.

3. Whether the respondent can perform the contract within the time specified.
4. History of success of similar projects.

**Items that may disqualify a respondent from consideration**

5. Evidence of collusion with any other respondents.
6. The respondent is not qualified for the work or to the full extent of the RFP.
7. The respondent has been convicted of a crime arising from a previous public contract, excepting convictions that have been pardoned, expunged, or annulled.
8. If at the time of RFP opening, the respondent is not authorized to do business in with the tribe, or lacks a necessary license, registration, or permit.
9. Any other reason deemed proper by the tribe.

Recipients of this RFP are advised that nothing stated herein, or any part thereof, or any communication during the evaluation and selection process, shall be construed as constituting; offering or awarding a contract, representation, or agreement of any kind between the Tribe and any other party, except for a formal written contract, properly executed by both parties.

Responses to this RFP will become the property of the Tribe and will form the basis of negotiations of an agreement between the Tribe and the successful consultant.

The Tribe is not liable and will not be responsible for any costs incurred by any consultant for the preparation and delivery of the RFP responses, nor will the Tribe be liable for any costs incurred prior to the execution of an agreement.

**Minimum Qualification Requirements:**

All proposals received on or before the proposal due date and time and at the location specified in the Request for Proposals will be evaluated to determine whether they meet the minimum qualification requirements set forth in this request.

**Letter of Interest**

A letter of interest and the proposal shall be delivered to the address below. The letter must state the name(s) of the person(s) authorized to represent the prospective consultant in any negotiations and the name(s) of the person(s) authorized to sign any agreement that may be negotiated. The letter of interest and proposal must be signed by a representative of the prospective consulting firm who is authorized to bind the firm to contractual matters.

**Statement of Experience**

The consultant is required to provide evidence of experience in the mitigation planning field.

**Firm Qualifications**

Please supply the Tribe with a brief history of the firm. This should include the firm's size, expertise, and any other pertinent information. Also provide a list of a minimum of three references of past clients on similar projects.

**Insurance**

The consultant shall include proof that the firm carries professional liability and commercial

general liability insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work.

### **Completeness**

The proposals will be evaluated on the completeness and quality of content as described. Failure to supply complete information as required may result in the proposal being disqualified from consideration.

### **Delivery**

All hard copy proposals must be received no later than **3:00 PM, Friday, October 21, 2022** at the Quileute Tribe Administration Building. Proposals (2 copies) may be hand delivered or mailed. If the proposal is sent by mail the prospective consultant shall be responsible for the actual delivery of the proposal to Quileute Tribal Administration building before the deadline.

Quileute Tribal Council, PO Box 279, 90 Main Street, La push, WA 98350-0279.

A copy may be submitted by email attachment to [larry.burtness@quileutenation.org](mailto:larry.burtness@quileutenation.org) as a PDF file. Please note that the tribal email system can accept documents no larger than 20Mbytes in size.

### **Questions**

Questions regarding this invitation should be directed to Larry Burtness at [larry.burtness@quileutenation.org](mailto:larry.burtness@quileutenation.org) with the subject "Hazard Mitigation Plan Proposal".

### **FAQs:**

#### **Contract Award and Execution**

The Tribe will select the proposal that, in its sole discretion, is the most advantageous to the Tribe. The Tribe reserves the right to make an award without further discussion of the proposal submitted; there may be no best and final offer procedure. Therefore, the proposal should be initially submitted on the most favorable terms the consultant can offer.

The Tribe shall attempt to negotiate a contract with the respondent who offered the most advantageous proposal at the price which the Tribe determines is fair and reasonable. If the Tribe is unable to negotiate a satisfactory contract with the firm selected at a price the Tribe determines to be fair and reasonable, negotiations with that firm shall be formally terminated and the tribe shall select the next best proposal and continue until an agreement is reached or the process is terminated.

#### **Right of Selection/Rejection Waiver of Informalities or Irregularities**

The Tribe reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the Tribe. Selection of a consultant solution shall not be construed as an award of contract, but as commencement of contract negotiation, including but not limited to the contract price proposed.

**Errors in Proposal**

The Tribe will not be liable for any errors in the consultant's proposal. Consultants will not be allowed to alter proposal documents after the deadline for proposal submission.

The Tribe reserves the right to make corrections or amendments due to errors identified in proposals by the Tribe or the consultant. This type of correction or amendment will only be allowed for such errors as typing, transposition or any other obvious error. Consultants are liable for all errors or omissions contained in their proposals.

**Single response**

A single response to the RFP may be deemed a failure of competition, and in the best interest of the tribe, the RFP may be cancelled.

**RFP Revisions**

The Tribe reserves the right to change the schedule or issue amendments to the RFP at any time. The tribe also reserves the right to cancel or reissue the RFP at any time. Amendments or a notice of cancellation will be sent to all known RFP respondents.

**Proprietary Proposal Material**

Any information contained in the proposal that is proprietary in nature must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. If a request is made to view a consultant's proposal, the tribe will comply according to the Open Public Records Act. If any information is marked as proprietary in the proposal, such information will not be made available until the affected consultant has been given an opportunity to seek a court injunction against the requested disclosure.

**Bid Bond**

A bid bond is not required.