

**QUILEUTE NATION
REQUEST FOR PROPOSAL
CONSULTANT SERVICES**

**Project: Project Management Contractor
Quileute Tribe Move to Higher Ground Project**

Due Date June 2, 2023, 3:00pm

GENERAL INFORMATION AND PROJECT DESCRIPTION

On February 27, 2012 President Barack Obama signed H.R. 1162 (Quileute Tsunami and Flood Protection) legislation into law. This ceded 785 acres of federal land to the Quileute Nation, which is incorporated into the reservation as tribal trust lands. The land legislation bill allocated this “higher ground” to the tribe in order for the Quileute Nation to move the tribal school, senior center, administrative offices, and residences out of the tsunami and floodplain zone. The attached figure shows the area of land transferred to the Nation.

The Quileute Tribe continues to evaluate the existing conditions and resources that are located in the 275 acres of the Southern Lands portion of the land transfer and continue development of the land in line with the master plan developed in 2018.

This project involves developing designs for infrastructure (roads, utilities, etc.) and facilities (residences, school, senior center, etc.), as well as planning for future development opportunities as yet to be defined.

The project site, previously forested, has been cleared and the first developments on the property have been completed. Completed portions of the project include:

1. Quileute Tribal School
2. School Access Road
3. Sewer line extension
4. Water storage tower and water main connection to the school.
5. Pedestrian pathway to the school site.

Position Description:

Type of Position – independent contractor (individual or firm), not employee of Tribe

Level of Effort Required – FTE – 1776 hours (Fed. Gov’t guideline for # of productive hours)

Compensation – fixed price @ \$100K to \$125K for Senior Project Manager or firm, depending on experience.

Important Note: The Quileute Tribe imposes two taxes that may impact bidding, a Business and Occupation tax (B&O) and a Tribal Employment Rights Ordinance (TERO). The B&O tax rate is 5% and applies to all work conducted within the boundaries of the reservation. Work done off the reservation is not impacted by this tax. Note that State of Washington B&O taxes do not apply to work done on the reservation or delivered to the reservation. The TERO program for the Quileute Tribe assesses a fee of 1.75% of the gross value of the contract. There may also be certain conditions for employment of tribal members and preference may apply to tribally owned firms in this contracting.

Statement of Work:

1. The Project Manager will provide project coordination and direction to Tribal Staff and outside consultants to implement MTHG legislation in accordance with instructions from Tribal Council and the Tribal General Manager. Specific duties of the Project Manager: (a) ensuring on-schedule completion of project tasks within or below budget, in conformance with schedules and goals set by the Tribal Council and General Manager, (b) reporting to Tribal Council and General Manager on achievement of key MTHG action items and timelines, and (c) monitoring and reporting project delays and problems and helping to develop options to resolve delays.
2. The Project Manager will oversee work of assigned Tribal Staff and outside consultants regarding the following specific project tasks: a) MTHG funding, including legislative appropriations, federal/state grants and/or charitable donations; b) MTHG land transfer process with USDOJ, including MTHG environmental hazard assessments, the NEPA process, natural resource planning, boundary surveys, easement negotiations, federal trust responsibilities and title/easement recordation; c) MTHG construction planning and design; d) federal and state legislative projects needed to advance MTHG; (e) MTHG-related Tribal intellectual property rights; (f) MTHG communications and publicity; and (g) Tribal procurement of goods and services needed for (a) – (f).
3. The Project Manager, as instructed by the Tribal Council and General Manager, will represent the interests of the client in discussions and negotiations with third parties such as federal and state agencies, private businesses, and individuals related to project tasks specified in Par. 2 above. The Project Management will be responsible for following up on the commitments and obligations of these third parties. The Project Manager will participate in Tribal or public meetings in support of the Tribe's MTHG interests as directed by Tribal Council.
4. The Project Manager will produce and frequently update the MTHG Project Plan (Gantt Chart or similar), and the MTHG Health and Safety Plan, and other documents required by the Tribal Council. The Project Manager will identify needs for technical and specialist resources capable of completing effective, quality work on the MTHG

Project Plans, and will make recommendations to the Tribal Council and General Manager.

5. The Project Manager will, in consultation with the Tribal Council and General Manager, monitor and assess interim and final MTHG Project Plan deliverables for adherence to the performance criteria of the Tribal Council. The Project Manager will monitor the execution of the technical, financial, and administrative functions of the personal service, engineering and construction contracts. The Project Manager, upon express approval by the Tribal Council and the General Manager, shall assign responsibility for executing the MTHG Project Plan to Tribal Staff and outside contractors after careful assessment of how to utilize their qualifications and strengths. The Project Manager will provide input to the General Manager regarding performance reviews of Tribal Staff and outside consultants involved in the MTHG Project Plan.
6. The Project Manager will be responsible for ensuring effective, efficient coordination between Tribal Departments, Staff and outside consultants involved in MTHG. The Project Manager will organize and attend a weekly meeting of all appropriate Tribal Staff and outside contractors to review MTHG project status and evaluate progress on project talks.
7. The Project Manager will be responsible for building and updating a digital database accessible by the Tribal Council, the General Manager and their designees containing the following components: (a) MTHG legislation and legislative history, maps and surveys, (b) MTHG Project Plans as updated, (c) MTHG-related Tribal Council Resolutions and related instructions, memos, correspondence and emails, (d) copies of all executed contracts and agreements related to the MTHG Project Plan, (e) MTHG-related public communications, press releases and news clippings, (f) copies of relevant scientific, technical and engineering documents related to tsunami and flood threats facing the Tribe, and (g) a contact list of government officials or private individuals deemed relevant to MTHG
8. The Project Manager will comply with Tribal rules and procedures and ensure that outside consultants comply with these rules and procedures to the extent applicable. The Project Manager will observe and promote sensitivity to Tribal customs and religion.

Tasks may include work such as the following but not limited to:

- **Planning** - Preparing planning-level project scope and costs.
- **Engineering Support** – Coordinating the preparation of engineering designs and specifications to projects, including scope, schedule, and budget.
- **Public Information and Involvement** - Preparing information flyers and meeting notices, assisting with public/neighborhood informational meetings, preparing

drawings for open houses, preparing and updating website information, and other related tasks.

- **Permitting** – Researching necessary project permitting requirements from the appropriate permitting agencies.

Subcontractor Bid

Please list any subcontractor that you intend to use on this project, their scope of work, and the amount that was included in the bid to cover their work.

ANTICIPATED SCHEDULE

The time of performance is expected to be between July 1, 2023 – September 30, 2024. Continuation of contracts beyond September 30, 2024 will have periods based on the tribal fiscal year depending upon satisfactory performance.

PROPOSAL CONTENT

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 qualifications and experience.

Excerpts of similar projects completed to date (if applicable) and/or excerpts from a report/study demonstrating the writing skills of key personnel are required and shall be included as an addendum to the Proposal.

A detailed discussion of any conflicts of interest with the Quileute Tribal Council shall be provided.

The Proposal shall demonstrate that the consultant is in good financial standing with the Quileute Tribe.

Provision of proof of insurance coverage.

SELECTION CRITERIA

The Quileute Nation will use a two-step process for selecting a consultant. The first step will evaluate all consultants submitting their qualifications. The second step will include a face-to-face interview prior to selection.

An award will be made in accordance with the selection criteria as follows:

1. Capacity and Capability to Perform the Services in the Scope of Work
2. Technical Qualifications
3. Experience Working with Tribes
4. Past Performance
5. Interview

The selection criteria will be weighted equally and a decision will be made based on the best overall candidate as judged by the Nation to be most responsive to this RFP.

Opening, Evaluation and Contracting

Proposals may be opened by the Quileute Tribal Council at any time after the submission deadline. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the offers best fulfills the needs of the Quileute Tribal Council and this project. The Quileute Tribal Council anticipates entering a contract with this/these offeror(s) to execute the proposed work. This Request for Proposals, however, does not commit the Quileute Tribal Council to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. Quileute Tribal Council reserves the right to accept or reject any or all proposals received because of this request, to negotiate with all qualified offerors or to cancel this Request for Proposals, if it is in the best interests of Quileute Tribal Council to do so. The decision of the Quileute Tribal Council shall be final.

After the selection of a Contractor the schedule should include a period of collaboration between Quileute Tribal Council and the Contractor to better define, elaborate upon and fix the Contractor's exact and final scope of Work (the "Final Scope") starting with the date of this Agreement and extending until October 1, 2024, in collaboration with the Quileute Tribal Council the Final Scope will be fixed no later than July 1, 2023. While the Contractor should assume work begins immediately upon notification that they have been selected, the Final Scope will be defined by editing, redlining, or adding superseding documents or drawings to the Proposed Scope of Work as attached hereto.

TERMS AND CONDITIONS

1. The Quileute Tribe reserves the right to reject all proposals, and to waive minor irregularities in any proposal.
2. The Quileute Tribe reserves the right to request clarification of information submitted, and to request additional information from any proposer.
3. The Quileute Tribe reserves the right to award any contract to the next more qualified contractor, if the successful contractor does not execute a contract within fifteen (15) calendar days after the award of the proposal.
4. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrecoverable offer, for a period of forty-five (45) days to provide to the Quileute Tribe, the services described in the attached specifications, or until one or more of the proposals have been approved by the Quileute Tribe administration, whichever occurs first.
5. The contract resulting from acceptance of a proposal by the Quileute Tribe shall be in a form supplied or approved by the Quileute Tribe and shall reflect the specifications in this RFP. A copy of the contract is available for review. The Quileute Tribe reserves the right to reject any proposed agreement or contract that does not conform to the specification contained in this RFP, and which is not approved by the Quileute Tribe Attorney's office.

6. The Quileute Tribe shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the RFP.
7. All bid documents are public record and subject to disclosure.
8. Proposals failing to comply with the requirements of this Request for Proposal may be considered non-responsive.

RFPs must be submitted by mail, fax, or e-mail to one of the following addresses no later than 3:00 pm on June 2, 2023.

**Quileute Nation
Attn: Larry Burtness
P.O. Box 279
La Push, WA 98350**

Fax: 360-374-6311

larry.burtness@quileutenation.org

Any questions regarding this RFP can be addressed to Larry Burtness at the e-mail address listed above. Questions received will be distributed with answers to all interested parties of record that have indicated they will be responding to the RFP.

**Move to Higher Ground
Project Management Services - 2023
Scope of Work**

INTRODUCTION

The Quileute Tribe has been working on a long-term plan to relocate existing facilities out of the tsunami and flood inundation zone, and onto higher ground. The land for the move was legislated by HR 1162 (PL 112-97), which ceded 785+- acres of former National Park land back to the Tribe. Of this, the 278-acre Southern Lands is intended to support the relocation of the tribal school, elder's center, administrative offices, and residential area. The project is known as the Move to Higher Ground (MTHG).

In 2014, the Quileute Tribal Council (QTC) made the decision to supplement their staff with the addition of a Project Manager to coordinate the various tasks associated with the MTHG project. Due to the on-going nature of the MTHG project, the QTC is extending the Project Management role through FY 2024.

The PM role includes working with Council and Staff and the MTHG Committee, coordinating meetings, working with stakeholders within the community, communicating and coordinating as needed with permitting and grant agencies, researching grants and private fundraising options, and media coordination.

This scope of work is for 17 months (May 1, 2023 – September 30, 2024). The project is anticipated to continue beyond that point, and this scope will be supplemented to account for additional time and tasks, as needed and directed by the QTC and General Manager or their designer.

Task 1 - Project Management

Specific project tasks are expected to include, but not limited to, the following activities:

Project Management

- Develop project scope, budget, and schedule for MTHG actions and activities
- Monitor, track, and report monthly to Tribal Council and Executive team
- Prepare meeting agendas for monthly MTHG team meetings
- Provide input to Planning Committee agendas
- Utilize tools such as MS Project, Excel, and other software programs to help keep the project organized and accessible as needed for updates, budget tracking, and change management
- Communication needs to be timely, efficient, and presented in ways appropriate to the audience, from Council and staff to membership to legislative, grant, and permit agencies
- Tribal protocols and procedures are of utmost importance – understanding of customs, culture, and legal authority are critical
- As needed, coordinate Tribal Council and Tribal MTHG and other staff, including the Quileute Tribal School staff, outreach to state and national legislative bodies to identify possible earmark and other funding support, with an emphasis on the Washington State Legislature and other appropriate state agencies

Legislation Compliance/Natural Resources

- Coordinate with QDNR on natural resources and environmental permitting issues as they relate to MTHG
- Coordinate with Tribal attorney as needed, at Tribal Council direction

Grants

- Assist with preparing, writing, and submitting a variety of grants and financial packages (BIE, BIA, NMTC, USDA, etc) for individual design and construction projects, and the overall master planning work

Contracting

- Prepare and review scopes of work, budget/ fee estimates, schedules, and sub consultant agreements for Council action

Community Planning

- Engage the Council and membership in a meaningful process to plan for and implement a shared vision of the future
- Plan for MTHG team meetings, workshops, open houses, and community forums

- Identify opportunities for creative public involvement, including hands-on activities and events
- Coordinate with Tribal staff on event planning and outreach activities
- Develop campus site plan, prioritize key facilities, and conduct preliminary building feasibility studies for use in grants, financial, and capital campaign development

Task 2 - Project Administration

Create and submit monthly project invoicing, budget summary, and tasks completed

SCHEDULE

This scope and budget covers May 2023- September 2024, with extension for additional 12 months at Council discretion

ASSUMPTIONS

On-site at MTHG project office twice per month, to coincide with Planning Committee and MTHG Committee meetings and other key milestones/event.

Off-site tasks performed as needed to support project,

Quileute Tribal Council will provide email, cell phone, laptop, office space, and MTHG business cards with project-specific contact information