

Request for Proposal (RFP)

Quinault Indian Nation Hazard Mitigation Plan Update

Quinault Indian Nation (QIN) is currently seeking proposals from qualified consultants to update its Hazard Mitigation Plan in order to meet all requirements under 44 CFR §201.7. All Tribal governments must adopt an approved Hazard Mitigation Plan every five years to be eligible to receive future hazard mitigation grant funding. To fulfill this requirement, the Quinault Indian Nation is seeking consultant services in order to update the existing 2017 Hazard Mitigation Plan thereby meeting the necessary requirements of and is approved by the Federal Emergency Management Agency (FEMA).

PART I. INTRODUCTION

Background

The Federal Disaster Mitigation Act of 2000 (DMA 2000) calls for, and 44 CFR §201.7 authorizes Indian tribes to adopt a Multi-Hazard Mitigation Plan to be reviewed and approved by the Federal Emergency Management Agency (FEMA) as a prerequisite to receipt of pre-disaster mitigation project funding. The Quinault Indian Nation has an existing plan, approved by FEMA in February 2017. Tribal governments are required to review and revise plans to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit it for approval within 5 years in order to continue to be eligible for mitigation project grant funding. QIN has received federal funding to review and revise the Hazard Mitigation Plan.

Project Overview

The purpose of the Quinault Indian Nation Hazard Mitigation Plan (Plan) is to provide QIN with an updated Hazard Mitigation Plan that meets the requirements and approval of Federal Emergency Management Agency (FEMA), so as to ensure continued eligibility for future hazard mitigation funding.

Project Management

QIN will be the administrative agency for the Plan. To ensure that the revision of the Plan is consistent with the budget provided, QIN staff will meet periodically with the consultant to monitor the expenditure of funds and progress of work. With the submission of the final draft the consultant shall provide all documentation of time spent developing the Plan. The consultant's work will not be complete until the Plan has been adopted by the QIN Business Committee and accepted by the Federal Emergency Management Agency.

PART II. SCOPE OF WORK

The following Scope of Work shall be completed by the Consultant and shall meet all the requirements depicted on 44 CFR §201.7. The consultant will lead the review and revision of the Plan; however, QIN staff members will provide input, information, and comments throughout the development of the Plan. It is anticipated that the review and revision will take no more than six (6) months to complete. The consultant must present a draft of the revised Plan to the QIN Emergency Management Team by November 30, 2022. The consultant then must present a final draft to the Business Committee not later than January 15, 2023 for review and adoption by the Business Committee. QIN will provide the consultant with any currently available or new data, but the selected consultant will perform all analyses necessary for completion of the Plan. Additionally, the consultant will supply QIN with paper and digital copies of all data and information generated in association with this project.

Refinement of Scope of Work: QIN staff will review and discuss with the selected consultant the Scope of Work, objectives for the Plan review and revision, summary of necessary and available data and information, required elements of the Plan, responsibilities for specific tasks, timeline, and process for documenting of time and resources spent on Plan revision. Review and revision of the Plan will begin once QIN and consultant approve the Scope of Work.

1. Collection of Available and New Data: Consultant will identify, collect, and analyze updated and/or new data and integrate it into the Plan as the basis for the formulation of the recommendations. The consultant will also identify gaps in existing data and include recommendations to address these deficiencies.
2. Draft Revised/Updated Plan: Once all necessary data and information has been reviewed and revised and new data collected and incorporated, the consultant will develop an initial revised Plan draft, with all necessary elements, including the following:
 - Brief introduction, including context for and description of the need for the Plan.
 - Element A: Planning Process
 - Element B: Hazard Identification and Risk Assessment
 - Element C: Mitigation Strategy
 - Element D: Plan Updates
 - Element E: Assurances and Plan Adoption.
 - Documentation of public involvement in the plan development process must also be incorporated into the Plan.
3. Training: After the plan has been updated, the consultant will provide in person training to selected QIN staff and leadership. The training should include two in-person PowerPoint style presentations, a two virtual presentations, one hour long replicating the in person, and a two-hour long to address the Emergency Management Team.

This Plan update will include a focus on landslide threats and a section regarding pandemic threats. The Pandemic section will include analysis of the QIN's response to COVID-19 and what can be improved to ensure preparedness for a future pandemic. This will include interviewing QIN staff who were involved in the response, as well as investigation of other successful strategies elsewhere.

All relevant maps, graphs, charts, pictures and data to support document text will be listed and identified and provided to QIN staff. At least one (1) color paper copy of the draft plan, one (1) digital (MS Word format) copy of the draft plan and (1) PDF copy of the draft plan. The consultant will present the Draft Revised Plan to the QIN staff by November 30, 2022; the QIN staff will review the written draft and provide comments by December 15, 2022. (E) Final Plan. By January 15, 2023, the consultant shall present to members of the QIN Business Committee the final version of the Plan, both verbally and in writing, including all requirements listed above and incorporating the comments suggested by the QIN staff, in a format suitable for reproduction by the QIN.

PART III. SELECTION

The QIN's representative for receiving questions for clarification or other communications about this RFP is Daniel Ravenel, Emergency Manager (360) 276-8215, ext. 1015; DRavenel@quinault.org or Desiree Markishtum, Emergency Coordinator, Desiree.Markishtum@quinault.org

Proposals are due at the close of business (4:30 pm) August 10, 2022. Firms are solely responsible for all costs incurred in the preparation and submittal of the RFP. Respondents shall submit six (6) hard copies of their response to this RFP and a PDF copy. Send your submittals to:

Hazard Mitigation Plan Proposals c/o
Ms. Ryan Allen, Procurement Administrator
Quinault Indian Nation
PO Box 189
1214 Aalis Drive
Taholah, Washington 98587

PDFs are to be sent to bids@quinault.org, and faith.webster@quinault.org

Submittals become the property of the QIN and will not be returned.

Proposals shall demonstrate that the firm(s) has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Work section of this RFP. Responses shall include:

1. The Prime Consultant firm legal name, address, telephone number and principal contact email address;
2. The principal assigned to this project, the project manager (if different) and a brief description of their qualifications (experience, professional registration, education) and list of projects and date of completion for projects similar in scope to this Hazard Mitigation Plan update.
3. The proposed work plan and schedule for activities to be performed. Statement of general approach, including a description of the recommended process and considerations for

completing the Plan update and revision and for meeting the public participation requirements of FEMA.

4. Fee proposal must be based on a proposed scope of work created by the project team, work plan and schedule, hourly rates by design team members, anticipated hours by team member and anticipated reimbursable costs. It is expected that the consultant will meet with QIN staff (i.e. one (1) hour meetings once in a two-week period, over teleconference) until the final Plan is completed. Include a Scope of Work detailing the timeline, necessary tasks for development of the Plan, and partners responsible for completing tasks, as well as a general list of data and information needed to revise/update a Hazard Mitigation Plan. Also, include an estimate of the cost of proposed Plan review and revision. If the total cost for the proposed Plan exceeds grant funds consultants should suggest modifications to the Scope of Work that remain consistent with and support the requirements of the Plan. Costs for completing specific sections of the proposed Plan should be estimated and noted in the proposal.
5. A minimum of three references that are knowledgeable regarding the firms recent performance on projects. The references shall be for projects on which the Project Manager has performed.

Evaluation Criteria and the Selection Process

The basis of the award will be to the respondent receiving the most points from a staff review based on the following criteria:

- Project understanding, scope of work, work plan and schedule (30 points)
- Qualifications/Experience of Project Manager, especially related to coastal hazards and working with tribal communities (30 points)
- Past performance/references (10 points)
- Cost proposal (30 points)

Preference will be given to inclusion of qualified Indian-owned firms per the QIN's Indian Preference Policy (attached). Respondents must not have been suspended or debarred by the federal government.

Selection of the successful proposal shall, in part, be based upon the completeness of the submittal, the quality and price of the services, the reputation of the respondent, and the ability of the respondent to meet all deadlines for delivery of the item(s).

The successful respondent will sign the attached Standard Independent Contractor Agreement with the QIN and obtain QIN business licenses for all firms/subcontractors doing work on the Quinault Reservation. The QIN Tribal Employment Rights Ordinance (TERO) applies and a fee may be required.

This RFP does not commit QIN to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or contract for services or supplies. Respondents will not offer any gratuities, favors or anything of monetary value to any employee, officer, or agent of the QIN for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of this RFP. The QIN reserves the right to accept or reject all

or part of the proposal, or to decline the whole proposal, and to negotiate with the respondents to ensure QIN receives the appropriate deliverables within the required timeframe. A declaration of an apparent low cost or successful proposer does not constitute the award of the project. The award shall be made only after a thorough review of the proposal and approval by the Quinault Business Committee. All proposals submitted become the exclusive property of the QIN.



QUINAULT INDIAN NATION
E-mail Addresses for Competitive Solicitation for Procurement:

TANF Office – Mary Papp	MPAPP@quinault.org
Queets Administration	SKALAMA@quinault.org
TERO Office	EKALAMA@quinault.org
Nation’s website	Leastman@quinault.org

Competitive solicitations must be sent to the Queets Office Director, emailed to the TANF Offices and TERO office, and published on the Nation’s website, for a minimum of five (5) business days.

REQUIREMENTS FOR POSTING ON THE NATION’S WEBSITE:

- A) One PDF document to upload.
- B) RFP/RFQ/RFB Information.

1) Header/Title: _____

2) Short Description:

3) Release Date (Date it needs to be posted on the website):

4) Closing Date (Last day of 5 day minimum):

The information above will be applied and used for your posting to the QIN Website.