

## **Request For Proposals (RFPs)**

The **Hoh Indian Tribe/Natural Resources Department** is planning to work on a project to improve the preservation of cultural resources through the provision of cultural resource **Identification, Mapping, Management, and Training** regarding the cultural resources present within the Tribe's Usual and Accustomed Areas (U&A). There are three Goals in this project (Goal 1.0, Goal 2.0, & Goal 3.0). The following is a brief description of the three goals:

**Goal 1.0:** To provide increased access for tribal members to information about location of cultural resources within the Hoh Usual & Accustomed Area and to facilitate continued traditional uses of these resources. Also, to enable natural resources staff to access needed information in order to efficiently and effectively preserve and manage a vast array of cultural resources for the benefit of the Hoh Tribe.

**Goal 2.0:** Deals with "Cultural Resources Database Development". The content of this RFPs document is related to Goal 2.0 (see detail description below).

**Goal 3.0:** Training Section 106 National Historic Preservation Act (NHPA). To cover the requirements of the National Historic Preservation Act for projects. The Hoh Tribe has been engaging with federal, state, tribal, and local entities to co-manage projects and studies in the reservation and in the U & A areas. Historical properties might exist in the reservation and the U & A areas. The training would enable the staff of the Hoh Tribe to understand and apply Section 106. Trained staff will gain knowledge that would help them dealing with cultural resources issues.

### **Request For Proposals (RFPs) for Goal 2.0:**

This Request For Proposals (RFPs) is only for **Goal 2.0** which is for the "Cultural Resources Database Development" effort. The database needs to be flexible enough to serve as a framework for current and future projects documenting and tracking cultural resource materials, knowledge, and sites, and to make this information easily accessible to Hoh Tribal members.

This project will start with the date of signed contract agreement with the Contractor and ends June 30, 2017.

The total number of billable hours to accomplish all Actions of Goal 2.0 is not to exceed (133) hours.

Following are the "Actions" which need to be accomplished for this project:

#### **Action 2.1:**

This work will be contracted to qualified individuals and/or a consulting firm (hereafter referred to as "Contractor") specializing in Database Development, Geographic Information Systems (GIS), and Information Technology.

Staff from the Hoh Tribe Natural Resources Department will meet with the selected Contractor to discuss the following database issues: outline and review goals/objectives; key structural components; use-scenarios; gather/organize/review materials for inclusion in the database; and facilitation of future expansion of the database given the time limitation of this project.

**Schedule for Action 2.1:**

The Contractor shall decide for the start date, end date, and duration of this Action.

**Deliverables for Action 2.1:**

- The Contractor shall furnish a brief report regarding outcomes of Action 2.1 to the Hoh Tribe Natural Resources Department, as a Word document, at the end of the specified schedule for Action 2.1.

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**Action 2.2:**

The Contractor will review a representative sample of available cultural resource materials, and documents, in order to create associated metadata. This would include studies such as the “Hoh River Watershed Analysis (Module I, Cultural Resources Assessment by Jay Powell and Molly Erickson)”. Other information could come from existing GPS data, ethnographic studies, tribal elders, and staff of the Natural Resources Department. The Hoh Tribe Natural Resources Department will provide digital copies of cultural resources materials including Hoh River Watershed Analysis Module I to the Contractor. The intention is to have a sample of perhaps 25-30 cultural resource geographic sites with associated cultural resource information to input into the geodatabase, in order to demonstrate use of the geodatabase and provide instruction for tribal members and staff to add more cultural resource information later. The contractor will compile, structure, document, and prepare metadata.

**Schedule for Action 2.2:**

The Contractor shall decide for the start date, end date, and duration of this Action.

**Deliverables for Action 2.2:**

- The Contractor shall furnish a brief report regarding outcomes of Action 2.2 to the Hoh Tribe Natural Resources Department, as a Word document, at the end of the specified schedule for Action 2.2.

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### **Action 2.3:**

Within the allowed time-frame, the Contractor shall build and document the database structure with the needed information, as well as digitize identified cultural resource materials (geographic data development). The documentation and workflow reports/tutorials/procedures included with the deliverable for Action 2.4 will enable GIS and resource management staff at Hoh Tribe to continue digitizing remaining materials as well as resources of significance identified in the foreseeable future.

The database will be expanded over time to include the following resources information:

- a) Maps of traditional gathering areas with landowner contacts.
- b) Seasons for gathering certain cultural resource materials and photographs or videos of how to properly identify, harvest and process materials, and land management requirements for long term availability of culturally important plants.
- c) Instructions in the Quileute language with an audio component for pronunciation.
- d) Upload historic family photos or videos with descriptions.
- e) “Register” artifacts so that the location is known (for example: who owns a given canoe and who carved).
- f) Recipes.
- g) Traditional skills information and which people may possess some of this knowledge.
- h) Share a story or other documents of cultural importance.
- i) Develop a family tree.
- j) Listen to recordings of family songs.
- k) Learn about management requirements for species of cultural importance like burning to keep a camas field open and productive.
- l) Recorded interviews with elders or recordings of traditional songs
- m) Documents with cultural resource information such as instructions for basket weaving or a description of a traditional village at a specific site
- n) Historic or contemporary photos of cultural activities or resources
- o) Videos or links to videos of cultural resource activities

With their consent, tribal members can ask Natural Resources Department staff/Hoh Tribe to upload cultural resources items shown above to the created geodatabase. The staff of the Natural Resources Department will discuss the suitability, needs, and sensitivity of uploading these cultural resources items to the created geodatabase.

The Contractor is not expected to fully populate the database. However, the Contractor is expected to construct a database that is flexible and capable of having these materials uploaded to it, and to work with staff and tribal members to start this process.

The database will be on SQL Server Standard, and utilize ArcGIS Server and Portal for ArcGIS.

The contractor will provide weekly status updates with progress summaries and will identify any questions regarding the process.

**Schedule for Action 2.3:**

The Contractor shall decide for the start date, end date, and duration of this Action.

**Deliverable for Action 2.3:**

- A geodatabase containing identified cultural resources and associated location information, metadata.
- The Contractor shall furnish a brief report regarding outcomes of Action 2.3 to the Hoh Tribe Natural Resources Department, as a Word document, at the end of the specified schedule for Action 2.3.

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**Action 2.4:**

Create reports summarization process and workflow for data development, tutorials for accessing data, and instructions for on-going maintenance and additions of new materials.

The Contractor shall conduct on-site training seminar with 4 to 5 identified staff members to go over the materials and use the deployed database.

**Schedule for Action 2.4:**

The Contractor shall decide for the start date, end date, and duration of this Action.

**Deliverable for Action 2.4:**

- Reports summarizing process and workflow for data development, tutorials for accessing data, and instructions for on-going maintenance and additions of new materials.
- The Contractor shall furnish a brief report regarding outcomes of Action 2.4 to the Hoh Tribe Natural Resources Department, as a Word document, at the end of the specified schedule for Action 2.4.

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**Action 2.5:**

Given the time limitation for the project, recommendations will be given during the initial consultation regarding prioritization of digitizing of identified materials in order to complete the cultural database structuring and documentation ultimately delivering the most useful product for

future data development. Also, the contractor will work with staff to identify critical functionality in order to deliver the most useful and usable deliverable.

**Schedule for Action 2.5:**

The Contractor shall decide for the start date, end date, and duration of this Action.

**Deliverable for Action 2.5:**

The Contractor shall furnish a brief report regarding outcomes of Action 2.5 to the Hoh Tribe Natural Resources Department, as a Word document, at the end of the specified schedule for Action 2.5.

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**Action 2.6:**

The Contractor shall use the developed geodatabase to create a simple geodatabase Website (Web Maps) with editing capabilities where Tribal Members and Natural Resources Department staff can access the created cultural resources geodatabase from any computer, smart phone, and/or tablet.

The will be accessible through three permission levels of functionality and/or information access including the following: Administrator, Editor, and Reader. Also, it includes other access classification such as: Tribal Staff, Tribal Members, and/or Public. The sensitivity of the cultural resources information would need to be factored in the accessibility. For example, information on the location of certain cultural resources will have access restricted to Tribal Members and/or Tribal Staff, while more general information about cultural resources may be made available to the public.

The created geodatabase Website (Web Maps) will be interactive allowing Tribal Members to search for cultural resources information and upload and contribute their own materials. There needs to be an option on who is authorized to view these materials (for example: family members only, Tribal Members, Natural Resources Staff, or the Public). Examples of cultural resources information that can be uploaded to the geodatabase Website (Web Maps) were cited in Action 2.3 above.

**Schedule for Action 2.6:**

The Contractor shall decide for the start date, end date, and duration of this Action.

**Deliverable for Action 2.6:**

The Contractor shall furnish a brief report regarding outcomes of Action 2.6 to the Hoh Tribe Natural Resources Department, as a Word document, at the end of the specified schedule for Action 2.6.

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**Action 2.7:**

Accomplish all Actions (2.1 through 2.6).

**Schedule for all Actions** (Action 2.1 through Action 2.6):

The Contractor can provide a Project Schedule Chart for the start and end dates of all of the Actions including possible overlapping of these Actions.

**Deliverables for Action 2.7:**

Cultural Resources Geodatabase as outlined in (Actions 2.1 through Action 2.6)

A final electronic report file “Word” document shall be generated by the Contractor for the outcome of this project. This final report is a combination of the all of previously generated brief “Word” documents for all of the Actions.

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**The RFPs must be received no later than 4:0 PM PST on May 21, 2017.**

**Contractor shall submit a Statement of Qualifications (SoQs) for his/her business.**

**Please provide electronic copy of your responses by e-mailing Khalid Marcus at the e-mail shown below. Also, please provide three hard copies of your submitted materials by mailing them to the address below.**

**Any question, please direct your questions to:**

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