



HOH INDIAN TRIBE

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Darlene Hollum CHAIRWOMAN
Maria Lopez VICE CHAIRWOMAN
Tahnee Hudson SECRETARY
Josephine Ward TREASURER
Walter Ward-Bos V MEMBER
Bernard Afterbuffalo Jr. MEMBER
Cynthia Sheriff MEMBER

REQUEST FOR PROPOSALS

Engineering and Design Services

Highlands Community Resiliency Center Building Project

July 15, 2024

KEY DATES: (SCHEDULE IS SUBJECT TO CHANGE)	
Deadline for Request for Clarification/Information	August 2, 2024, at 4:00 PM
Deadline for Submittal	August 16, 2024, at 4:00 PM
Review Proposals, Interviews if needed	By August 30, 2024
Recommendation to Hoh Tribal Business Committee	By September 5, 2024
Selected Consultant notified	By September 9, 2024

For all RFP questions, please contact the Tribe's Point of Contact:

Kristina Currie, Interim Executive Director, 360-780-0580, kristina.currie@hohtribe-nsn.org

Submit proposals electronically to Darlene Hollum, Hoh Tribal Council Chairwoman, darlene.hollum@hohtribe-nsn.org.

Business hours for the Tribe are 8:00 AM – 4:00 PM.

Section 1 – Introduction

The Hoh Indian Tribe (Tribe) is a federally recognized tribe on the Pacific Coast of Washington State in Jefferson County. The tribal citizenship is about 300 of which approximately one-third live on the Hoh Indian Reservation (Reservation). The Tribe is seeking to retain the services of a qualified consultant to complete the following:

Architectural design and engineering plans including all Specifications and Engineer’s Estimate for construction of the Hoh Tribe Tsunami Evacuation Shelter and Emergency Operations Center, located in Jefferson County, Washington (Center).

The Scope of Work is detailed in Section 4. The Consultant is required to obtain all permits and meet all Tribal, state, and federal standards, regulations, and codes. The proposals shall include a not-to-exceed fee amount and a completion schedule.

A pre-bid site visit may be scheduled with the Point of Contact if desired.

Section 2 - Background

The area where the Center is to be located is on generally undeveloped land within the 50-acre Highlands Site Development area south and east of Hwy 101 on the Pacific Ocean coast in Jefferson County (Figure 1). The Center is part of a larger master plan for the Tribe’s new Highlands community as the embodiment of their vision to relocate their community to a higher elevation outside of the tsunami flood zone. Figure 2 shows the current plan of site development features, locations, and extent. The site currently includes the Tribe’s emergency services buildings (fire station), a water tower, electric conduit, all installed during 2010-2014. The Tribe has started development of a housing area in the general center of the site. However, an exact location for the Center will need to be decided by the Tribe in this project.

Considerable work on surveying, geotechnical conditions, soil and septic system conditions, wetlands, environmental compliance, etc. was completed during 2009-2012. An environmental assessment was done by FEMA in 2022. Any ground-disturbing activities occurring during the project will require monitoring for the discovery of potential archaeological resources. Grant funding for the project has been obtained from FEMA.

The Tribe would need to finalize space programming for the Center as part of this project. It currently envisions that the Center will be a 2-story, 10,000 sf building to include an open gathering space, EOC/conference space, community kitchen, multi-purpose room (meeting, triage, storage), evacuation center (refugee shelter, gym, and community gathering space), administration offices, restrooms (showers), outdoor emergency pet shelter, and outdoor concrete patio for community gatherings), as the budget allows. The Center is to act as an emergency shelter and a community resilience hub.



Section 3 – Proposal Submission Requirements and Format

Submitted proposals must be clear, concise and complete, and adhere to the following required formatting structure.

- Proposal shall be single-spaced, using a legible font such as Times New Roman or Arial in 12-point size, on 8.5x11 pages with 1” margins.
- Proposals must be in pdf and be emailed to Darlene Hollum.
- Include “Proposal for Architectural Design and Engineering Services for Resiliency Center Building” in the e-mail subject line.
- The proposal must be signed by a representative legally authorized to bind the firm and enter into a contract.

Proposals must follow the order below to be considered complete:

1. Cover Letter with the consultant’s primary point of contact
2. Firm Experience and Qualifications
Describe prior experience, including similar projects, size and total construction costs
Relevant projects in last 10 years
Describe prior experience working with Tribes
3. Proposed Key Staff
Introduce key staff and their qualifications, experience, and roles and responsibilities on the project. Include resumes of key personnel as attachments.
List anticipated subconsultants (if applicable)
4. Scope of Work
5. Fee Proposal – Include a not-to-exceed fee by SOW task.
6. Proposed Schedule – Include a proposed work schedule by SOW task.
7. References
Provide three references for whom key personnel have performed similar work within the last three years and include the name and location of the projects, relevant team members, project description, and client contact person name, email, and phone number.



Section 4 – Scope of Work

Provide an approach and descriptions of tasks to complete the following general architectural and engineering works:

- Program development and community engagement
- Site planning,
- Architectural design
- Civil engineering
- Structural engineering
- MEP engineering
- Landscape design

The Tribe expects the following major outcomes:

- Site/Space Plan
- Schematic/Preliminary Design
- Design Development
- Construction Documents
- Permit and Bid Assistance
- Construction Administration

Section 5 – Evaluation Criteria

The Tribe reserves the right to reject any or all bids and waive irregularities. The Tribe will select the consultant based on the best value to the project. Selection will be based on the following evaluation criteria. Only complete proposals in accordance with this RFP will be considered.

1. Experience of firm in providing similar services for similar projects (20%)
2. Qualifications and experience of key personnel (20%)
3. Experience working with Tribe and/or other Native American communities (10%)
4. Scope of Work (20%)
5. Fee (20%)
6. Tribal Preference (10%)



Section 6 – Disclaimer

The Tribe will not reimburse proposal preparation or delivery costs incurred by the proposer. Information supplied in response to this RFP becomes the property of the Tribe and will not be returned.

The Tribe reserves the right to waive irregularities and to reject proposals.

The award shall be made to the firm whose proposal is deemed the most advantageous to the Tribe.

Section 7 – Terms and Conditions

1. Questions Regarding RFP

Companies may submit questions pertaining to this RFP to the Tribe’s POC email. Questions received after the deadline may not be answered. All oral communications will be considered unofficial and nonbinding on the Tribe.

2. Selection Process/Interviews

The Tribe will conduct an evaluation of all proposals that are received in accordance with the provisions of this RFP and reserves the right to obtain clarification at any point in the review process on the proposal or to obtain additional information. The Tribe reserves the right to award the Contract solely on the written proposal.

Interviews with proposers may be held at the option of the Tribe. An interview process may be used to clarify information contained in the Proposal but not to modify the proposal.

3. Insurance Requirements

Before commencing the work and as a condition of payment, the consultant shall purchase and maintain insurance as described below:

The insurance requirements are generally no less than \$1,000,000 per occurrence, \$2,000,000 general aggregate limits, and Products/Completed Operations aggregate limits of \$2,000,000 written on an occurrence form. Most RFPs also require Automobile Liability (AL), Workers Compensation (WC) and Professional Liability Insurance. The amounts for the other insurances are typically \$1,000,000.

4. Withdrawal or Modification of Proposal

Proposals may be withdrawn at any time prior to the proposal response due date and time specified. Notification of withdrawal shall be provided to the Tribe’s POC. Proposals cannot be changed or withdrawn after the time specified for receipt.

5. Debarment or Suspension

The attached certifications must be signed and submitted with your proposal.



Section 8 – Attachments

Plans and figures indicating project area and/or scope of work

Disbarment or suspension certifications



FEDERAL DEBARMENT AND SUSPENSION CERTIFICATION

Title 28 of the Code of Federal Regulations (CFR), Part 67, provides that executive departments and agencies shall participate in a system for debarment and suspension from programs and activities involving Federal financial and non-financial assistance and benefits. Debarment or suspension of a participant in a program by one agency has government wide effect. It is the policy of the Federal Government to conduct business only with responsible persons, and these guidelines will assist agencies in carrying out this policy.

2. Certification regarding Debarment, Suspension, Ineligibility and other responsibility matter – Primary Covered Transactions. Certifications must be completed and submitted by recipients of discretionary awards to the awarding agency's program offices during the application stage. Block/formula recipients are exempt from submission of this certification but are responsible for monitoring subrecipient submissions of the lower tier certification and for maintaining them at the State level.

3. Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions. This requirement includes persons, corporations, etc., who have critical influence on or substantive control over the award. The direct recipient will be responsible for monitoring the submission and maintaining the official subrecipient certification.

I, the above-named CONTRACTOR herein or its duly authorized representative, do hereby certify that the CONTRACTOR named above is not presently Debarred, or Suspended, or Ineligible from doing business with programs and activities involving Federal financial and non-financial assistance and benefits of \$25,000 or more.

Date:

Name:

Signature:



TRIBAL DEBARMENT AND SUSPENSION CERTIFICATE

1. The Hoh Tribe requires that all departments and programs participate in a system for debarment and suspension from programs and activities involving financial and non-financial assistance and benefits. Debarment or suspension of a participant in one program has a tribal wide effect. It is the policy of the Hoh Business Council to conduct business only with responsible persons, and these guidelines will assist the program in carrying out this policy.
2. Certification regarding Debarment, Suspension, Ineligibility and other responsibility matters. Certification must be submitted by recipients of the award to the Tribal program during the application stage.

I, the above-named CONTRACTOR herein or its duly authorized representative, do hereby certify that the CONTRACTOR named above is not presently debarred, or suspended, or ineligible from doing business with the Hoh Tribe.

Date:

Name:

Signature:

