



Shoalwater Bay Indian Tribe

REQUEST FOR PROPOSAL
FOR
DEVELOPMENT OF
MASTER COMMUNITY RELOCATION PLAN
FOR THE
SHOALWATER BAY INDIAN TRIBE

Date of Issuance: 03/01/2024

RFP #: SBIT-2024-1

Request for Proposal (RFP)
Development of Master Community Relocation Plan
Requested by the Shoalwater Bay Indian Tribe

We are seeking the services of a qualified and experienced firm to provide planning, engineering, and preliminary architecture design to develop a comprehensive Master Plan for the relocation of the Shoalwater Bay Indian Tribe due to climate change and other hazards. The Shoalwater Bay Indian Tribe received an Economic Development Administration (EDA) award of \$1,245,000 to develop the Master Community Relocation Plan. The project will employ a firm to implement an objective planning work plan and keep the project on task. The project will also utilize the firm to document all the planning processes in a comprehensive Master Community Relocation Plan. This announcement seeks these professional services.

The Shoalwater Bay Indian Tribe intends to develop a comprehensive Master Community Relocation Plan that includes but is not limited to services, businesses, and housing situated on the Shoalwater Bay Indian Reservation located in Tokeland, Washington. The Master Community Relocation Plan will identify the phasing of development, budget estimates, preliminary development theme, preliminary engineering of infrastructure, and development policies.

The Master Community Relocation Plan will include:

1. Design and schematic theme – include detailed preliminary architectural drawings of public facility plans.
2. Infrastructure – development of preliminary engineering plan for streets, water and waste lines, utilities, and sidewalks.
3. Boundary survey work – of development site.
4. Design policies, development policies, and principles (based on community/stakeholder participation)
5. Identification of development phasing
6. Budget development for each phase of development.

Proposals that reflect experience working with Native American Tribes with proven abilities in the areas of planning, engineering, and architecture will be the most competitive.

The successful proposer will demonstrate, on the part of the lead planner, knowledge, and experience in tribal/local/regional/ and state levels of engineering and architecture.

The Shoalwater Bay Indian Tribe reserves the right to waive any informality in the proposal process. It will award the contract(s) based on the qualifications and experience of an engineering and architectural firm that best meets the type of work necessary and that is deemed to be in the best interest of the tribe.

Schedule of Selection

RFP Released.....	03/01/2024
Last date to set up a meeting tour Tribal lands.....	03/15/2024
Deadline to Submit Questions (in writing)	03/20/2024
Responses to Questions (posted on the website no later than date)	03/24/2024
Proposals Due.....	03/31/2024
Completed Review Proposal Submissions.....	04/15/2024
Notice of Selection.....	04/17/2024
Complete Contract Negotiations.....	04/25/2024
Contract Executions/NTP.....	05/01/2024
Project Completion Date.....	05/30/2025

*Dates are subject to change at any time by the Tribe.

Instructions for Submitting Proposals

Proposal Due Date: 03/31/24 by 4:00 p.m. Pacific Time

Proposals will be accepted by email only. You will receive a confirmation email. If you do not, please call the following phone number 360-660-5817.

1. Submissions by email must be submitted to:

solicitations@shoalwaterbay-nsn.gov

Subject line: SBIT Master Community Relocation Plan 2024 Proposal

2. For any questions on the bid and requirements, please contact solicitations@shoalwaterbay-nsn.gov by email only, phone calls with questions will not be accepted. All questions will be placed on and answered on the Tribe's website by 03/24/24. Questions will be accepted until 03/20/2024.

The bidding firm can email solicitations@shoalwaterbay-nsn.gov to set up an appointment to tour the property to be developed up until 03/15/2024.

Closing/Opening Date and Time and Method of Solicitation:

1. Proposals will be accepted by email up to **4:00 pm Pacific time on 03/31/2024**. All timely responses to this RFP will be considered. The Shoalwater Bay Indian Tribe reserves the right to reject any and all proposals including those proposals received after the closing date and time.
2. This RFP has been published through the Shoalwater Bay Indian Tribe website as well as local and national media.

3. Proposal review will take place by a panel selected by Tribe. There will be no public discussion or opening of the proposals for the SB IT Master Community Relocation Plan. The Tribe at its discretion may set meetings with up to three final candidates to further clarify proposals that are in consideration for award. Results listing the name of the selected contractor will be posted on the Tribe's website after evaluation at [Shoalwater Bay Tribe \(shoalwaterbay-nsn.gov\)](http://shoalwaterbay-nsn.gov).

Disputes: Protests must be in writing, within 14 days after the Request for Proposal has been awarded and the submitters notified, the protest must be on valid grounds, and the Tribal Administrator or an assignee will review the protest and make a determination, which will be final and cannot be appealed. To start the deadline for the protest claims, all submitters will be informed by certified mail their bid was not accepted.

Description of the Shoalwater Bay Indian Tribe

The Shoalwater Bay Indian Tribe, a federally recognized Indian Tribe, is located on .5 square miles of reservation land in Tokeland, Washington. The Tribe owns 5,071 acres of off-reservation lands mainly adjacent to the reservation but some in the outer Tokeland peninsula area and others across the Pacific County Bay areas. SBIT infrastructure includes residential housing, a Casino, Tribal businesses, a Community Center, Tribal Police/Emergency Management, Education Center, and Wellness Center, and is located at sea level on the Pacific Coast. The Tribal membership consists of 478 members and Tribal members and their families for a population of 119 who currently reside on the reservation.

Proposal Requirements

Proposal must contain the following components. Additional information that may prove beneficial to the Tribe during the rating and awarding process is welcomed. Proposals in excess of 30 pages will not be reviewed excluding resumes and certifications.

1. Contact name, address, telephone number, fax number and email address.
2. General overview of the firm's company profile and qualifications, including experience in developing Master Community Relocation Plans and knowledge of Department of Commerce Economic Development Administration guidelines and requirements.
3. Project approach and methodology, including detailed work plan and timeline.
4. Detailed description of skills, experience, and ability to meet project requirements including identification and designation of roles/responsibilities of key project staff.
5. Detailed description of the approach to the project including all the requirements listed below.
6. Detailed project timeline and deliverables.
7. Cost proposal, including hourly rates and estimated total cost for the project.
8. Provide three client references including project type, dates, contact info, and description. (Provide references of similar related projects or services performed)
9. Statement of acceptance to perform services in compliance with the Department of Commerce Economic Development Administration Grant Program, Shoalwater Bay tribal policies and procedures as well as other grant funder and/or tribal requirements.
10. Statement addressing minority, women, and/or Native American business ownership (if applicable). (Extra points are awarded for ownership by a minority, women, or Native American)

11. Must meet the requirements detailed above. Proposals should clearly demonstrate how the proposer meets or exceeds these requirements.

Grant requirements

The firm will follow all requirements of the Department of Commerce Economic Development Administration for awards and to the extent possible accomplish all tasks consistent with the established Project Schedule.

Required Credentials and Qualifications

Bids are conducted through competitive proposal procedures for qualifications-based procurement of planning/architectural/engineering (A/E) professional services whereby the offeror's qualifications are evaluated, and the most qualified offeror is selected.

Qualified candidates will possess the following education, background, and experience:

- Required: Knowledge, demonstration of planning/engineering/architecture design qualifications, and experience working with Tribal organizations.
- Be registered on Sam.gov website.

Qualified candidates must provide the following:

- Resume or qualification papers showing relevant work performed;
- At least three references for relevant work performed;
- UEI number, EIN, SSN, or CCR number; and
- Acknowledgment of willingness to submit to a background investigation if selected.

Qualified candidates must meet the requirements as eligible to do business with the Federal Government as stated in Subpart 9.4—Debarment, Suspension, and Ineligibility
https://www.acquisition.gov/far/html/Subpart%209_4.html

Scope of Work

The Master Community Relocation Plan that will be developed under this RFP will identify the phasing of development, budget estimates, preliminary development theme, preliminary engineering of infrastructure, and development policies. The infrastructure development will include roads, utilities, and buildings to house our government services that provide essential services to the tribal membership that is comprised of Administration Offices, a Tribal Police Department, Education/Day Care, Social Services, a Tribal Court, Housing Department, the IT Department, Environmental/Natural Resources, Land Management, Multipurpose/Emergency Operations Center, along with a Wellness Center that houses a health and dental clinic. The development of housing for members and for essential tribal staff is paramount along with identifying health and wellness needs for tribal members with special attention given to the

needs of our elders and children. The plan will also include consideration for our art and cultural needs of our Shoalwater Bay Indian Tribe along with recreational opportunities for the community. Note: Engineering expenditures must be kept under 30% since a project cannot exceed 30% of the total project costs or it is no longer considered a planning project but becomes an infrastructure project under EDA rules. We are asking for a value-added bid. The amount of the EDA award is \$1,245,000, listed in the services section below are the minimum requirements that are expected for the contract, we are asking for value-added bids to include other services that the project will gain in addition to the minimum.

It should be noted that we received separate funding that will go out to bid for the planning and architectural design of the water/wastewater treatment facility. We also received technical assistance grants from the Indian Department of Energy, and the Office of the Secretary for the Department of Transportation. The successful bidder will work closely with our Technical Assistance Providers in the development of this plan.

The contractor will provide but is not limited to the following services:

Phase 1: Project Research Historic and Existing Conditions

Task 1.01 Tribal and Cultural History

Task 1.02 Planning and Project Work to Date

Task 1.03 Environmental Threats and Challenges

Task 1.04 Existing Facilities and Infrastructure Research and GIS-Driven

Phase 2: Establish Goals and Priorities

Task 2.01 Identify All Existing Key Issues

Task 2.02 Establish the Guiding Principles

Task 2.03 Establish Project Priorities and Goals

Task 2.04 Clearly Define and Establish Tribal Leadership and Project Hierarchy

Task 2.05 Develop Public Participation Plan

Task 2.06 Define Current Tribal Administration and Operational Structure

Task 2.07 Establish the Designated Project Team and Roles

Task 2.08 Adjust Scope of Work, Schedule, and Project Implementation Plan

Phase 3: Facility-Based Planning and Programming

Task 3.01 Meet with All Existing Tribal Departments

Task 3.02 Forecast Future Program Needs

Task 3.03 Develop Schematic Designs for Future Facilities

Task 3.04 Identify Economic Development Opportunities Forecast Future

Task 3.05 Building and Development Needs

Task 3.06 Developing Schematic Designs for Future Facilities

Phase 4: Housing Needs Assessment and Relocation Plan

Task 4.01 Evaluate Existing Homes and Properties

Task 4.02 Analyze and Forecast Future Housing Needs

Task 4.03 Develop Strategic Relocation Plan/Program

Phase 5: SBIT Property Investigation and Forecasting

Task 5.01 Identify All Existing SBIT Land

Task 5.02 Make recommendations on adjoining land for purchase

Task 5.03 Perform Land Analysis

Task 6: Land Use Plan and Neighborhood Layouts

Task 6.01 Visioning the Land with Public Participation

Task 6.02 Multimodal Transportation and Corridors

Task 6.03 Infrastructure and Utility Plan

Task 6.04 Land Use and Facility Plan (Neighborhood Layouts)

Task 6.05 Forecast Future Building and Development Needs

Task 6.06 Environmental Impact and Enhancement Planning

Task 6.07 Sustainability, Resiliency, Maintenance Planning

Task 6.08 Land Use Zoning and Coding

Task 6.09 Building Code Development

Task 6.10 Row, Easements, and Preliminary Plat Planning

Task 6.11 Develop Elevation Modeling, Views, and Graphics

Task 6.12 Public, Technical, Council Engagement

Task 6.13 Row and Land Parcel Platting

Phase 7: Implementation Plan

Task 7.01 Develop Neighborhood Phasing Plan

Task 7.02 Develop Cost Estimates for Development

Task 7.03 Develop Strategic Administrative Department Improvements/Programs

Task 7.04 Finalize Housing Transition Program

Task 7.05 Meet with the Technical Project Team and Tribal Council

Task 7.06 Public Engagement and Presentation of Plan

Phase 8: Project Closeout

Task 8.01 Prepare Final Plan and Deliverables

Task 8.02 Present to Tribal General Council

Task 8.03 Perform Project Closeout

Evaluation Factors and Scoring

Indian preference points: 10 points are added to the possible 100 points possible. DBE's, WBE's or MBE's points: 5 points are added to the possible 100 points.

(The highest preference category would be applied to the scoring)

1. Selection Procedures: The Shoalwater Bay Indian Tribe is utilizing a formal advertising of Request for Proposals to award the most highly rated proposal subject to negotiation of fair and equitable compensation. All timely responses to this RFP will be considered. The Shoalwater Bay Indian Tribe reserves the right to reject any and all proposals.
2. Method of Review: The Shoalwater Bay Indian Tribe and their authorized representatives will review all proposals received and may contact the party to request further information. The Shoalwater Bay Indian Tribe may accept any given proposal as submitted or may negotiate with the party to establish terms most advantageous to the Tribes. The decision of the Shoalwater Bay Indian Tribe shall be final and not subject to appeal.
3. Method of Scoring: All proposals received on time will be evaluated and scored in the following categories.
 - a. (0-60 points) Scope of Work, Credentials and Qualifications. The proposal must fully demonstrate satisfaction of the required credentials and qualifications and the ability to carry out each requirement listed in the scope of work. Services proposed beyond the minimum scope of work will gain score points. Partial points may be awarded for those proposals that do not fully meet the required credentials and qualifications or scope of work standards.

- b. (0-25 points) Cost: The award amount is stated; cost considerations will take into account the proposed services beyond the minimum stated in this RFP.
- c. (0-15 points) References: A record of integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.
- d. In the case of duplicate proposals, the latest postmarked envelope will be considered unless otherwise advised in writing by the applicant that the earliest proposal is the appropriate one to review.

100 TOTAL POINTS POSSIBLE (*not including possible Indian preference points or DBE's, WBE's and MBE's points)

For those seeking extra points under Indian preference:

Shoalwater Bay Indian Tribe's Qualified Tribal and/or MBE, WBE, DBE Preference

The entity or individual qualifies for Tribal and/or MBE, WBE, DBE preference if the following conditions are met:

If Native owned:

- The company must be at least fifty-one (51) percent Native owned;
- Native ownership is only established by a Member(s) of a US Federally recognized Native American Tribe, nation or band, which includes Members of Federally recognized Alaskan Native villages, communities, and corporations;
- The qualifying Member(s) must be an active participant(s) in the company (not just a figure head(s));
- The company must have appropriate business license(s) and company and/or staff must have appropriate certifications for specific field(s); and
- The company must have the requisite experience and staff expertise to complete the contract.

If MBE/WBE/DBE owned:

- Minority group members are United States citizens who are Asian-Indian, Asian-Pacific, Black, Hispanic and Native American. Ownership by minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly owned business, at least 51% of the stock is owned by one or more such individuals (i.e. the management and daily operations are controlled by those minority group members.)
- A Woman-Owned Business Enterprise (WBE) is defined as one that is at least 51% owned, operated and controlled on a daily basis by one or more female American citizens.

- DBEs are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.

Applicants seeking Tribal/and or MBE, WBE, DBE preference shall submit the following applicable documents during the procurement/bidding process:

- Documentation of membership by a US Federally recognized Native American Tribe.
- Nation or band, including member of federally recognized Alaskan Native villages, communities, and corporations and proof of at least 51 percent Native ownership.
- Business license certifications, business structure documents (sole proprietor, partnership, incorporations, LLC), insurance and bonding capabilities.
- Tribe shall require all other necessary licensing documentation specific to the service provided.
- (Industry Standard) Portfolios that include proof of the experience and staff expertise in the specific field listed, resume of jobs completed, and references.
- Business plan that includes proof of experience and staff expertise in the specific field, projected financials and references.
- Any other documentation or pertinent information required by the Tribe. The Tribe shall have sole discretion in determining other requirements under this policy.
- For compliance and enforcement purposes each entity seeking Tribal preference is required to maintain a separate UBI and Federal EIN.
- Documentation certifying MBE, WBE, and/or DBE status.

Provisions

- The selected consultant will be required to submit to and satisfactorily pass a background investigation.
- The selected consultant will be required to provide professional indemnity insurance or a performance bond for coverage of 100% of the contract price.
- If required, all parties must submit with their proposals a statement detailing their employment and training opportunities and their plan for providing preference to Indians. All contractors must observe the Shoalwater Bay Indian Tribe's preference policy.
- The Shoalwater Bay Indian Tribe shall conduct all procurement transactions in a manner that provides fair, full, and open competition.

- The Shoalwater Bay Indian Tribe shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
- The Shoalwater Bay Indian Tribe wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
- The Shoalwater Bay Indian Tribe shall take reasonable affirmative steps to assure that DBE's, WBE's, and MBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.
- The Shoalwater Bay Indian Tribe shall not use federal grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
- Request for Proposals may be terminated by The Shoalwater Bay Indian Tribe at any time for cause.
- Each party submitting a proposal is certifying that he/she has not colluded with any other person, firm, or corporation in regard to securing the services being solicited.
- No employee, Officer, or agent of the Shoalwater Bay Indian Tribe may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
- Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
- Agreement: The selected professional will enter into an enforceable agreement that fully conforms to the contracting provisions pursuant to OMB 2 CFR 200. Copies of these requirements are online at <https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-320>