

HUALAPAI TRIBE
REQUEST FOR PROPOSALS
For
GRANT WRITING & MANAGEMENT CONSULTING SERVICES
For
THE HUALAPAI YOUTH CAMP PAVILION & RESTROOM AND LAUNDRY FACILITY
And
FY2014 INDIAN COMMUNITY DEVELOPMENT BLOCK GRANT

This Request for Proposals contains the following:

1. Overview
2. General Information
3. Deadline
4. Statement of Work
5. Indian Preference in Selection Process
6. Procurement Method
7. Method of Review and Selection
8. Significant Evaluation Factors
9. Provisions
10. Format for Proposals

1. Overview:

The Hualapai Indian Tribe (henceforth the "Tribe") is soliciting consultant services to coordinate and oversee grant administration, design and construction of a Meeting Pavilion and a Restroom and Laundry Facility in the Hualapai Youth Camp (Project), on the Hualapai Indian Reservation, and to provide future ICDBG grant writing to the Tribe.

The Tribe has been awarded a FY13 \$825,000.00 grant from the U.S. Department of Housing and Urban Development (HUD) Indian Community Development Block Grant (ICDBG) to build the new facilities. The Consultant will be responsible for carrying-out the Scope of Work of this ICDBG grant to include complying with all HUD and ICDBG rules and regulations governing grants administration, design and construction. The Consultant will report to the Hualapai Tribe's Planning and Economic Development Director. The estimated time period for this project is two (2) calendar years from the date of award of contract.

The Consultant will also be responsible for preparing and submitting, to applicable standards, a FY14 HUD-Indian Community Development Block Grant.

2. General Information:

Name of Owner (herein called the Tribe):

Hualapai Indian Tribe
P.O. Box 179
Peach Springs, AZ 86434

Tribe's Representative:

Kevin Davidson, Planning & Economic Development Director
Hualapai Planning Department
P.O. Box 179 (USPS) or
887 Highway 66 (FedEx, UPS, etc.)
Peach Springs, AZ 86434
(928) 769-1310

Project Location:

Hualapai Reservation
Peach Springs, Arizona

3. Deadline:

Proposals will be due by email to the Hualapai Planning Department by 5:00PM, Friday, January 10, 2013.

Proposals will be sent to kdavidson@hualapai-nsn.gov

Subject Line: Grant Consulting Services Proposal for Hualapai Youth Camp Pavilion Project

4. Statement of Work:

Grant & Project Management Consulting:

The Consultant will work under the direction of the Hualapai Indian Tribe's Planning and Economic Development Director. The Consultant will assist the Director as a central point of contact and clearinghouse for all activities and communications applying to the ICDBG grant and development and construction of the Youth Camp Pavilion and Laundry/Restroom facilities. The Consultant will provide coordination between the Southwest Office of Native American Programs (SWONAP), Indian Health Services (IHS), Bureau of Indian Affairs (BIA), the Hualapai Tribal Council and the Hualapai Youth Camp Working Group. The Consultant will assist the Planning and Economic Development Director in ensuring the Tribe is involved in all aspects of the project and will coordinate with the Architect, General Contractor and any other consultant necessary to the

Project.

The Consultant will coordinate with the Hualapai Cultural and Natural Resources Departments to develop and file an environmental assessment for the Project to HUD standards. This process will also include maintaining an auditable Environmental Review Record and creation of required posting notices.

The Consultant will assist in the preparation of the Architectural RFP and assist the working group in the selection of a project architect in accordance with HUD procurement regulations. The Consultant will assist in providing direction to the Architect and ensuring that the resulting design meets Tribal and ICDBG requirements. The Consultant will be responsible for ensuring that the architect is fully aware of criteria and standards that apply to the Project (both Federal and Tribal).

The Consultant will assist in cost estimating to ensure that the special considerations unique to the Hualapai Indian Tribe are fully considered in the design and pre-bid processes.

The Consultant will assist the Planning and Economic Development Director and selected Architect with meeting fiscally responsible LEED standards and model energy codes.

The Consultant will assist the Planning and Economic Development Director in presentations to the Tribal Council, Tribal Members, and HUD-SWONAP.

The Consultant will participate in the reviews of alternative architectural plans and will perform technical evaluations for consideration by the Planning and Economic Development Director.

The Consultant will assist in the preparing the request for bid and ensuring maximum response in the construction bid process. This includes ensuring that the request for bid meets all applicable federal and Tribal regulations including Indian-preference regulations.

The Consultant will assist the Director and working group in the selection of a qualified contractor and development of a contract that meets project budget, and Tribal and Federal requirements.

Throughout the construction of the building, the Consultant will provide field observation and will arrange periodic inspection services to ensure compliance with the Hualapai Indian Tribe codes and regulations.

The Consultant will maintain a progress record of the entire project process including environmental clearances, design, construction and construction

inspections to ensure an auditable set of historical documents.

The Consultant will assist the Planning and Economic Development Director and Grants and Contracts Office in close-out activities following completion of construction and acceptance by the Hualapai Indian Tribal Council. This includes consolidating reports into a narrative of project activities that conforms to any federal or Tribal requirements that may apply.

This contract will require regular trips to the Hualapai Indian Reservation during pre-construction, construction and post-construction activities.

Grant Writing Services for FY14 ICDBG:

The Consultant will meet with the Working Group and others the Community may designate to review the scope of the project.

The Consultant will attend Community meetings for the general Community Members to gain insight into Community-wide concerns and to obtain community project input.

If necessary, the Consultant will prepare a Design Income Survey, to HUD standards, and provide survey materials to designated Tribal Surveyors. Conduct training as necessary. Collate results of survey to ensure compliance.

The Consultant will analyze and document current conditions applying to the activities to be housed by the identified project, identifying deficiencies and program successes.

The Consultant will develop cost estimates that fully describe the construction, administrative, design and other expenses of project development.

The Consultant will assist in defining “in-kind” contributions to be leveraged as matching funds.

The Consultant will develop a Maintenance and Operations Plan for review and approval by the Planning & Economic Development Director.

The Consultant will obtain letters of support from various agencies and individuals, as dictated by the selected project.

The Consultant will draft Tribal Resolutions, as necessary, to support the project application.

The Consultant will prepare all required forms for authorized Tribal Signature.

The Consultant will prepare a draft of the submittal for Community reviewing and will assist the Designated Tribal Representatives in posting and presentation of the submittal, as required by HUD.

Following the comment period, the Consultant will prepare the final Submittal and submit to HUD on or prior to the required submittal date.

The Consultant will submit an additional three hard-copies of the final grant submittal to the Community for Community records.

Continuing Services: Includes on-call requests for further information or clarifications as generated by HUD-SWONAP through the review process. Includes assistance in the satisfaction of any deficiencies identified by HUD prior to Grant award.

When any deficiencies have been corrected and the Community receives notice to proceed, Continuing Services are complete

5. Indian Preference in Selection Process:

In accordance with 24 CFR 1003.510, Indian Preference will be given to Indian owned enterprises. In the rating and ranking of the proposals, an additional 5 points will be given to Offerers who meet Indian preference criteria. The proposal is subject to the following provisions:

- a. Preference and opportunities for training and employment in connection with administration of these activities shall be given to Indians and Alaskan Natives.
- b. Any Offerer claiming Indian Preference must give evidence to support its claim. An Indian owned economic enterprise is defined as any Indian owned commercial industrial, or business activity established or organized for the purpose of profit provided such Indian ownership and control shall constitute not less than 51 percent of the enterprise.
- c. The Indian Enterprise Qualification Statement Form is available upon request from the Hualapai Planning Department.

6. Procurement Method:

The Tribe is utilizing the competitive proposals procurement method, whereby competitors qualifications are evaluated and the most qualified competitor is selected pursuant to 24 CFR 85.36(d)(3) ("Common Rule Administrative Requirements, Procurement"). This Request for Proposals provides the scope of required services, significant evaluation factors, and the required format for responses.

Proposals will be accepted only if they meet the criteria set forth in Significant Evaluation Factors and if a mutually acceptable contract can be negotiated within the deadline. The Tribe plans to select the Consultant within 10 business days after proposals are received.

The Tribe reserves the right to reject any and all proposals based on documented reasons, including determining any or all proposals to be non-responsive.

In the event that only one proposal is submitted for the project, the Tribe is not required to accept it.

7. Method of Review and Selection:

The Tribe and its authorized representatives will review all proposals received, and may contact proposers to request further information to be provided by phone, in writing, or in person. The Tribe may accept any given proposal as submitted, or may negotiate with a proposer to establish terms more advantageous to the Tribe. The decision of the Tribe will be final, and is not subject to appeal.

The Tribe anticipates negotiating final cost issues separately, after determining the most highly qualified responsible proposer; however, cost considerations are one of several significant evaluation factors. If the Tribe cannot successfully agree on a contract with the highest-rated proposer within 7 days, it will negotiate with the next-highest rated proposer, and so on.

8. Significant Evaluation Factors:

All proposers must address all four (4) factors that will be used to evaluate and rank the proposals. These factors, and the relative importance of each, are detailed below:

(A) Qualifications and Project Management Record. Demonstrated ability and record of excellence in providing similar consulting services. Technical qualifications and project management record of the firm and of the proposed technical staff, as indicated by training and experience. The qualifications should reflect demonstrated ability and offering of professional services covered by the scope of services. Consideration will be given to the proposer's relevant experience in completing similar projects with limited funds. Project management record includes completion of previous similar projects on budget, on time, smoothly and efficiently; including record of integrity, judgment, and performance. Proposers should provide specific client references, including current phone numbers.

Up to 40 points.

(B) Experience with Tribes. Experience or demonstrated ability of the firm and personnel with the special circumstances of Indian tribes and Indian people. Emphasis will be placed on demonstrated familiarity with Indian Reservation issues and programs, and ability to work closely with tribal leadership, administrative personnel, and federal representatives.

Up to 25 points.

(C) Indian Preference. Qualified Indian bidder under 24 CFR 1003.510. Proposers must provide information to meet the Tribe's strict evidentiary requirements that are authorized under subsection 510(d)(5)(i) through (iii). This information includes: (1) Evidence showing fully the extent of Indian ownership, control, and interest; (2) Evidence of structure, management and financing affecting the Indian character of the enterprise, including major subcontracts and purchase agreements; materials or equipment supply arrangements; and management salary or profit-sharing arrangements; and evidence allowing the effect of these on the extent of Indian ownership and interest; and, (3) Evidence sufficient to demonstrate to the satisfaction of the Tribe that the prospective contractor has the technical, administrative and financial capability to perform contract work of the size and type involved.

5 points (all or none).

(D) Cost Considerations,

Provide a total Not-to-Exceed Fee, including all hourly work, sub-consultant services and reimbursable expenses necessary to complete the scope of work. Provide detailed hourly rates for each person assigned to the project. Payment shall be made for hours actually worked not to exceed the total estimated fee once a professional services contract has been signed.

Up to 30 points.

9. Provisions:

(A) Termination: This Request for Proposals may be terminated by the Tribe at any time for cause or convenience.

(B) Non-Conclusive Understanding: Each person and firm submitting a proposal is certifying that he or she has not colluded with any other person, firm, or corporation in regard to securing the services being solicited.

(C) Communications. Any notice or questions regarding this solicitation shall be directed to the Tribe's representative at this address:

Kevin Davidson, Planning & Economic Development Director
Hualapai Planning Department
P.O. Box 179

Peach Springs, AZ 86434
(928) 769-1310

(D) Access to Records: The Tribe or their authorized representatives shall have access to all books, records, and papers of the Consultant and subcontractors pertinent to their contracts for a period of not less than 3 years after a report has been issued on the audit of all project funds.

(E) Disclosure of Interest: No commissioner, officer, employee or representative of the Tribe, no member of the governing body of the locality in which the Tribe has activities, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure or for one year thereafter, have any interest, direct or indirect, in the project or in any property included or planned to be included in the project, or in this contract or any other contract or proposed contract relating to the project.

(F) Indian Preference Clause: The Tribe's final contract for Consulting Services, and all the Consultant's other project-related sub-contracts, will contain the following provisions requiring compliance with Indian Preference requirements:

"The work to be performed under this contract is on a project subject to Indian Preference. To the greatest extent feasible (A) preferences and opportunities for training and employment shall be given to Indians and (B) preferences in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned economic enterprises."

(G) Equal Employment Opportunity: The final contract for Consulting Services will contain a provision requiring the contractor's and his or her subcontractors' compliance with Executive Order 11 246, entitled "Equal Employment Opportunity," as amended by Executive Order 1 1375, and as supplemented in Department of Labor regulations (41 CFR Part 60). These equal opportunity provisions, however, shall apply only to the extent they are consistent with Indian Preference requirements specified above.

(H) Negotiation: Provisions not addressed by this solicitation will be negotiated with the Consultant once a selection has been made.

(I) Agreement: The selected Consultant will execute the Tribe's Standard Independent Contractor Agreement.

(J) Schedule: The Consultant shall complete the required Scope of Work, within twenty-four months of executing the contract, the deadline is thus anticipated to be approximately January 30, 2016. This deadline is not negotiable; any deadline extension must be approved in writing.

10. Format for Proposals:

The following is a sample format for proposals:

- Firm Name
- Contact Person
- Business Address
- Telephone Number (include fax number and email, if available)
- Type of Organization: Individual, sole proprietorship, partnership or corporation. Include SSN or EIN, as applicable.
- Description of Firm
- Résumés of Key Personnel
- Significant Evaluation Factors
- Statement of Indian Preference
- Additional Services: Submit a Rate Schedule for additional services. If utilized, additional services will use the Proposer's submitted rate schedule on an hourly basis, or will be negotiated as separate fixed-fee or not-to-exceed contract addenda based on the submitted Schedule.