



# Quinault Housing Authority

P.O. BOX 160 | Taholah, WA 98587  
(360) 276-4320 | FAX (360) 276-4778 | 1-888-891-0017

## **Request for Proposals Consultant Services COVID-19 Response**

The Quinault Housing Authority (QHA) seeks to hire a consultant on a contracted basis for the following scope of work;

- Oversee the construction of a helicopter landing pad, ensuring that budgets are adhered to and timelines are effectively met
- Apply for additional grants, as needed, to enable to assist tribal members affected by COVID-19
- Estimating necessary supplies and coordinating existing services as needed for COVID-19 response
- Maintain filing system for grants and contracts relating to COVID-19 response
- Maintain a grants and contracts database
- Provide budgetary projections, budget analysis and development of policies and procedures for the expenditure of COVID-19 Cares Act funds
- Track Federal and Tribal expenditures during the COVID-19/Cares Act disaster period
- Prepare grant and contract reports as requested
- Prepare payment requests and acts of acceptance

### **Proposals shall be evaluated based on the following criteria**

- **Experience**      60 Points
  - Include past experience working on this type of project
  - Give examples of any prior experience working on projects in Indian Country
  - List all staff members that would be assigned to the project and their years of experience
- **Cost**              20 Points
  - Include a schedule of fees as well as an estimate of the total cost of engineering for the project
- **Indian Preference**      20 Points

- If asserting Indian Preference provide documentation proving that the firm is at least 51% owned and operated by an enrolled member of a federally recognized tribe.
- Include a statement of how you plan to provide for the hiring of Native Americans for the project.

### **Other applicable provisions**

- The contractor selected will be required to obtain a Quinault Indian Nation Business License
- Valid Washington State Business License
- Commercial General Liability insurance
- Automobile Liability insurance
- Workers compensation
- Proposals must include a completed Form HUD 5369-C
- A W-9 must be provided at contract signing
- The contractor chosen will be required to file a Tribal Employment Rights Office (TERO) plan and will follow all TERO requirements; including hiring from the TERO hall and paying the TERO fee.

The Quinault Indian Nation has enacted a Tribal Employment Rights Office (TERO) ordinance governing Indian Preference and the QHA has adopted an Indian Preference policy, set forth in Section 3000.10 of the QHA Procurement Policy. To the greatest extent feasible, preference shall be given to Indian organizations and Indian owned economic enterprises in the award of all contracts.

1. An Indian owned economic enterprise or Indian organization is eligible for Indian Preference.

How to apply for Indian Preference; Submit a statement requesting preference along with the following; proof of eligible Indian Ownership (51% or greater); proof of Indian Tribal membership; and proof of certification by the Quinault Indian Nation TERO office as a bona fide Indian Contractor.

For questions or to arrange a site visit email or call; to submit proposals, email or mail to:

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Proposals are due no later than 01/05/21 at 4:30pm