



# Quinault Housing Authority

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

## **Request for Proposals Project FY22-20 On Call Engineering Services**

The Quinault Housing Authority (QHA) invites interested and qualified parties (hereinafter referred to as Firm, Engineer, Respondent or Proposer) to submit a proposal for services based on information contained herein.

The firm chosen will provide “as needed” engineering services for a period of one year with a second year option, with services not exceeding \$250,000.00. In the event that the “as needed” services reach the contract ceiling price, a new solicitation will be required and a new contract will be signed with the firm that is chosen based on the updated procurement. Prior to the end of the one year contract period, if both parties are in agreement, a second year option will be exercised. There is no set minimum or maximum amount of work associated with this contract.

Nothing in the contract for “as needed” engineering services shall be construed as to imply exclusivity; QHA reserves the right to competitively solicit for any project in the best interest of QHA.

### **Background**

The QHA is a Tribally Determined Housing Entity (TDHE) providing housing services primarily on the Quinault Indian Reservation and is funded through grant funds designated under the Native American Housing and Self Determination Act (NAHASDA). QHA is a Housing Authority, therefore separate from the Quinault Indian Tribe and regulated by the Northwest Office of Native American Programs (NWONAP) and the federal department of Housing and Urban Development (HUD).

QHA administers housing services to tenants in over one hundred homes that are a mix of rental, tax credit and homeownership units. The homes are primarily single family with some multi-family units including duplex, triplex and senior apartment housing. QHA further assists occupants of homes that are not within its stock of managed units, through various programs.

The scope of work may include, but is not limited to, the following types of services:

- Site Engineering

- Foundation Inspections
- Building Use Assessments
- Sub-division Development
- Erosion Control
- Minor Structural Design
- Retaining Wall Bulkhead Design
- Small Water Systems Design
- Storm Water Management
- Project Management Services
- Property survey
- Plan reviews

Proposals shall be evaluated and contract awarded based upon the following criteria:

**I. Experience of firm and ability to successfully perform the work. (45points)**

Provide statement of the firm’s capacity to carry out projects within the scope of the contract. Include number of years in business, number of principals and associates that would be assigned to QHA projects. Provide any previous experience working with housing authorities performing “as needed” services. Include any pertinent information that the firm believes illustrates their experience that would be beneficial to the needs of QHA.

Proposals shall include a list of five (5) references, with contact information for the last five (5) jobs performed. The list shall be in chronological order. If five (5) jobs have not been performed provide an explanation stating as such.

**II. Price (40 points)**

The firm shall provide per hour pricing for all of the following positions and any others that would be utilized to carry out work under the contract; Principal Engineer, Associate Engineer, Civil Engineering Technician, E.I.T., Geotechnical & Transportation Engineer, Engineering Assistant, CAD Operator, Senior CAD Operator, Construction Inspector and Business Manager. Include straight-time rates, overtime rates and any holiday & emergency rates that would apply.

Furthermore provide a price list of Reimbursable Cost items that may be provided as part of the contract.

Provide any cost that will be billed to QHA for travel, for in person meetings and on site visits to any part of the QHA’s service area.

**III. Indian Preference (15 points)**

The Quinault Indian Nation has enacted a TERO Ordinance governing Indian Preference.

To apply for Indian Preference: Submit a statement requesting Indian Preference along with the following; proof of eligible Indian ownership (51%); proof of Indian tribal membership; and proof of certification by the Quinault Indian Nation Tribal Employment Rights Office as a bona fide Indian owned firm.

#### **IV. Licensing and Insurance**

The firm shall be responsible for applicable licensing requirements, including a Quinault Indian Nation Business License, compliance with the TERO ordinance, applicable taxes (including the TERO tax) and all required insurance, including worker's compensation and general liability insurance, general liability insurance of not less than \$500,000.00 and automobile insurance of not less than \$50,000.00 per occurrence and \$100,000.00 aggregate. Any member of the firm working on QHA projects must hold current, applicable license/certification for their respective position.

#### **V. Intent and General Information**

QHA will have sole discretion as to which projects, if any, shall be assigned to the selected firm. QHA reserves the right to advertise via Request for Proposals, any projects it deems appropriate. The selected firm will be afforded the opportunity to submit proposals to any advertised RFP during the contract period.

#### **VI. Project Management**

The firm must complete all work in a professional manner and in accordance with accepted industry standards. The firm must report to the designated QHA official and keep QHA apprised of the status of work being done (i.e. anticipated completion date/time/and any delays).

#### **VII. Invoicing**

The firm shall provide itemized billing for hours billed for each project within 15 days of completion of work. All invoicing shall include at a minimum the following information;

- Job name
- Hours of work, number of each level of personnel assigned (including applicable hourly rates)
- All invoices are to be submitted to the Quinault Housing Authority via mail or email to:

P.O. Box 160 Taholah, WA 98587  
[jtottie@quinault.org](mailto:jtottie@quinault.org)

**VIII. Taxes**

All work performed for the QHA and associated with the award of this procurement shall be tax exempt. No taxes will be allowed in proposal prices.

**IX. Assignments of Rights, Titles and Interests in Subcontracting**

Any assignment or subcontracting for work to be performed related to this request, in whole or in part, and any other interest in conjunction with QHA procurement shall not be permitted without the express written consent of the QHA.

Proposals shall be submitted no later than 06/23/2022 by 4:30 pm. Proposals may be submitted via fax at (360)276-4778, email to [jtottie@quinault.org](mailto:jtottie@quinault.org) or regular mail to Quinault Housing Authority, Attn: Jeff Tottie, P.O. Box 160 Taholah, Wa 98587.

Submit any questions in regards to this request, via email to:

Jeff Tottie  
Procurement Compliance Coordinator  
Quinault Housing Authority  
[jtottie@quinault.org](mailto:jtottie@quinault.org)