

## **Colville Indian Housing Authority**

### **Housing Needs Assessment**

**RFP No. 2022 07-13**

#### **Summary:**

CIHA is announcing a Request for Proposals (RFP) to collect appropriate and relevant data regarding the housing needs of Native Americans living in CIHA's service area. The housing needs data is to be categorized by ranges of family income as prescribed by CIHA. The data will be used by CIHA to evaluate the need and feasibility of developing new housing programs to address identified needs.

The Housing Needs Assessment has two objectives: an analysis of current demographic, economic and housing market conditions on the Colville Indian Reservation, as well as a detailed household and housing demand forecast for the next 15 years.

The Housing Needs Assessment creates a foundation for policy and goals by analyzing current housing conditions, affordability, and forecasting future household growth and characteristics.

#### **Background and Scope of Work:**

*CIHA will develop a plan that addresses the current housing needs and future development on the Colville Indian Reservation. We will determine what is feasible and identify future funding required to meet the identified community needs.*

The scope of work includes the following:

1. Consult with CIHA to discuss data uses, requirements and sources to create a conceptual model for the development of the needs assessment.
2. Collect available data from the census and other federal, state and local sources related to housing needs, economic trends and family income.
3. Prepare and conduct housing needs survey in consultation with CIHA to collect data that is not available from existing sources. It is anticipated the survey would be conducted by email with tribal members.
4. Analyze the data and prepare a written report which presents the above data with the sources of data and the contractor's evaluation of the data related to

housing needs, family income and other relevant economic data. The draft report is to be submitted for CIHA review and comments. The contractor will address CIHA's comments and finalize the housing needs report. The contractor will provide CIHA with 20 printed copies of the report, a digital copy of the publication and a revisable digital copy of the report.

**General Information:**

**Deadline:**

The submission of proposals must be received in the CIHA office located at:

42 Convalescent Center Boulevard

P.O. Box 528

Nespelem, WA 99155

**Submissions must be received by:** Monday August 1, 2022 by 3 pm.

Submissions may be delivered by mail, e-mailed PDF version, and fax or in person. FAX # (509) 634-2335 / E-Mail: [toria.jackson.hsg@colvilletribes.com](mailto:toria.jackson.hsg@colvilletribes.com). Proposals received after this date and time will not be considered.

**Rejection of Proposals:**

CIHA reserves the right to reject any and all proposals received in response to this RFP as determined necessary to serve the best interests of CIHA.

**Right to Re-bid:**

CIHA reserves the right to re-bid all or some components of this RFP as determined necessary to serve the best interests of CIHA.

**Contractor Costs:**

CIHA is not liable for any costs incurred by proposers or contractors prior to issuance of a contract.

**Acceptance of Proposal Content:**

The contents of the proposal of the successful respondent may become contractual obligations. Failure to comply with such obligations may result in the cancellation of the contract.

**Indian Preference:**

*All TERO and TOSHA regulations shall be adhered to in the performance of this contract work.*

*Indian preference will be given in the award of contracts and in all subcontracts "to the greatest extent feasible" as determined in sec 7(b) of the Indian Self Determination and Education Act (25 U.S.C. 450e (b)).*

**Contractor Responsibilities:**

1. Demonstrate knowledge of federal, state and local data sources and the capacity to organize relevant data pertaining to the needs of CIHA related to housing needs, income and other data related to the local economy.
2. Administration of survey to collect relevant data including development of the survey tool, management of the data collection process, collation of the survey data, data analysis and preparation of the survey report with a summary of the survey findings.
3. Consult and advise CIHA on best practices and methods to obtain housing needs data of Native Americans living in CIHA's service area.
4. Facilitate development of a needs assessment model in consultation with CIHA.
5. Produce professional quality documents which are supported with accurate references, informative graphics and clear analysis of the data.

**Proposal Requirements:**

Proposals are required to include the following information and to be organized as described below:

- a. Title page: Name of organization submitting proposal with address, contact person with contact information
- b. Description of Work Plan:

- a. Describe approach to completing the scope of work and the philosophy that will be utilized in performing the work.
  - b. Within the scope of work provide tentative goals and objectives for the project including methodology, tools and techniques that you may use
- c. Estimated time frames to begin work on the project, completion of critical tasks and project completion.
- d. Identify individuals who will be working on the project, their role, background and experience doing related work.
- e. General description of the final report to be produced at the end of the project. Please include a sample report that your firm produced for similar projects.
- f. **Organization Structure, Qualifications and Experience**
  - a. Provide an overview of the organization including history, staffing, service area, work history, qualifications and experience.
  - b. Describe past experience related to the scope of work for this RFP.
  - c. Describe experience with affordable housing
  - d. Describe experience working with Native Americans and Tribes
- g. **Identify Potential Problems or Concerns**
  - a. Identify and describe anticipated or potential problems or concerns pertaining to the scope of work.
  - b. Provide recommendations to address identified issues.
- h. **Indian Owned Enterprise**
  - a. If you are an Indian Owned Enterprise you must provide the documentation described above to prove that the firm qualifies.
- i. **Indian Preference:** The work to be performed under this contract is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e (b)). Section 7(b) requires that, 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.
  - a. Provide a description of how Indian Preference, as described above, will be implemented in connection with this project.
- j. **Proposed Costs:** Proposals must include cost information for completing the scope of work described above. Cost information should include hourly rates for all staff involved with the project, material costs, travel costs and all other costs anticipated in the delivery of the services described in the scope of work.

- k. Letter of Reference: Proposals should include letters of reference pertaining to past projects that related to needs assessment projects and providing services to tribes or tribal organizations. Provide an explanation if letters of reference are not included in your proposal.

**Proposal Evaluation:**

Responsive and responsible proposals will be evaluated based on the following criteria:

1. Extent of demonstrated expertise in performing the scope of work
2. Assessment of the proposed approach for completing the scope of work
3. Quality and experience of personnel providing the requested services
4. Reasonableness of the project timeline
5. Rationale, value and reasonableness of costs
6. Knowledge/experience working with Colville Tribes, other Indian Tribes and housing
7. Determination that the proposal is submitted by an Indian Owned Firm
8. Quality of the proposed plan to provide Indian Preference in the award of contracts, subcontracts, employment and training.

**Point of Contact:**

For questions and other inquiries regarding this RFP contact:

*Douglas R. Marconi Sr.*

*Colville Indian Housing Authority, Executive Director*

*509-634-2284 email [douglas.marconisr.hsg@colvilletribes.com](mailto:douglas.marconisr.hsg@colvilletribes.com)*

**END OF RFP 2022 07-13**