



SQUAXIN ISLAND TRIBE
10 SE Squaxin Lane
Shelton, WA 98584
360-426-9781

REQUEST FOR PROPOSALS

for

**Squaxin Island Tribe Hazard Mitigation Plan Update and
Threat and Hazard Identification and Risk Assessment**

Squaxin Island Tribe Emergency Management is requesting proposals from qualified agencies or organizations interested in providing the services described for the subject project.

This document outlines the information necessary to understand the contractor selection process and the required documentation for submittal of qualifications and a proposal for this project.

1. Background

The Squaxin Island Tribe is a culturally and economically strong community of self-governing, resilient people united by shared values and traditions. As a requirement to stay eligible for certain grant and reimbursement opportunities for preparedness, response, and recovery activities, Squaxin Island Tribe (SIT) must maintain a current Hazard Mitigation Plan (HMP) in alignment with Federal Emergency Management Agency's timing and requirements. The Tribe's goal is to use the efforts in this process to develop grant applications for submission to FEMA's mitigation grant programs including Building Resilient Infrastructure and Communities (BRIC). In addition, SIT is also seeking the development of a Threat and Hazard Identification Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR).

2. Bid Requirement

Proposals should address:

1. Your proposed approach to the work to meet expected timelines.
2. How your organizations meets the contractor competencies.
3. Who from your organization will lead and participate in this project.
4. List of previous organizations you have worked with.
5. A minimum of one reference.
6. Proposed pricing structure.

3. Instructions to Prospective Contractors - Submittal Instructions

Electronic submittals in PDF format via e-mail are preferred to:

hroy@squaxin.us and cc to: kkiyohara@squaxin.us.

It is important that hard copy proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the RFP Number and Name of the RFP. Both can be found on the title page of this RFP.

If you elect to submit a hard copy, please note that the Tribe prefers hard copies bound by one staple at upper left corner.

All proposals submitted in response to this RFP must include the following:

- A. Cover letter of interest.
- B. Qualifications and experiences.
- C. Project manager.
- D. Pricing – submit a budget and proposed timeline, including the number of FTE proposed and fully burdened hourly rate.

- E. At least one reference.
- F. Completed Bid Proposal Form (see below).
- G. Proof of Indian Ownership (if applicable).

4. RFP schedule and due date/time:

Schedule of RFP process	
RFP Opening	April 3, 2023, 9 a.m. PST
RFP Submission Deadline	April 21, 2023, 5 p.m. PST
Vendor Selection on or before	May 12, 2023
Contract Begins	July 1, 2023 or sooner

Interested parties must submit their electronic or hard copy proposal no later than April 21, 2023 at 5:00pm PST.

Send electronic submittals to: Henry Roy, Chief Financial Officer
 Email: hroy@squaxin.us cc to kkiyohara@squaxin.us
 Subject: Squaxin Island Tribe Hazard Mitigation Plan Update
 Or a hard copy to: Squaxin Island Tribe Chief Financial Officer
 Finance Department
 10 SE Squaxin Lane
 Shelton WA 98584

5. Questions

Questions are welcome. Please route all questions regarding this solicitation to:

Squaxin Island Tribe Emergency Management
 Kelly Guy
kkiyohara@squaxin.us
 360-463-8505

6. Conflict of Interest

Information regarding possible conflicts of interest should be provided as part of the qualification response. Such information will be taken into account in making a decision on the selection of the appraiser. Should a conflict arise during preparation for or while undertaking these services, the appraiser must immediately advise the Tribe's Chief Financial Officer of such conflict.

7. Criteria Used for Basis of Award

Submissions will be evaluated on the basis of experience in providing desired services and the following other factors, including but not limited to:

- Knowledge of the subject matter.
- Past performance reputation in Emergency Management field.
- Lived experience writing mitigation plans.

- Builds strong relationships and attempts to find common ground with a wide range of stakeholders; engages in cross-functional activities and collaborates across boundaries.
- Builds consensus through a process of giving and take; gains cooperation from others to obtain information and accomplish goals; facilitates win/win situations.
- Identifies and analyzes problems, weighing the relevance and accuracy of information; generates and evaluates alternative solutions before making recommendations.

8. Indian Preference Policy

Applicants may assert a claim for preference and provide appropriate documentation, and state copies are available on request.

9. Tribal Sovereignty

Nothing herein shall be deemed to waive the sovereign immunity of the Tribe, the Squaxin Island Tribe, or the enterprises, agents, or employees of any of them.

10. Right to Reject

The Squaxin Island Tribe and their agents reserve the right to reject any or all bids, or any part thereof, to waiver irregularities or informalities in the bid or bidding process.

11. Notification of Award

The Squaxin Island Tribe reserves all rights to award, or not award, any of the individual items listed under the scope of work above upon issuance of an Award of Appraiser. The Tribe will provide written notice to the successful bidder of actual items awarded.

It is expected that a decision selecting the successful interested Appraiser will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful firm, all Contractors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful firm.

12. Scope of Work

Background:

The Squaxin Island Tribe is a culturally and economically strong community of self-governing, resilient people united by shared values and traditions. As a requirement to stay eligible for certain grant and reimbursement opportunities for preparedness, response, and recovery activities, Squaxin Island Tribe (SIT) must maintain a current Hazard Mitigation Plan (HMP) in alignment with Federal Emergency Management Agency's timing and requirements. The Tribe's goal is to use the efforts in this process to develop projects for latter submission to FEMA's mitigation grant programs including Building Resilient Infrastructure and Communities (BRIC). In addition, SIT is also seeking the development of a THIRA.

All Hazards Mitigation Plan Update

Expiration of current HMP is November 2024. Anticipated project start date is July 1, 2023 or sooner if possible to work with the Emergency Manager in advance of beginning work with partners.

The HMP must meet or exceed both FEMA and WA State's mitigation plan requirements that are in place at the time of execution of this project.

Contract Deliverables:

1. Conduct assessment of the current mitigation plan.
2. Develop a comprehensive strategy for updating the plan.
3. Using updated data to conduct assessment and map updates.
4. Work with the Emergency Management Program to prioritize and implement recommendations.
5. Updated mitigation plan has projects that are eligible for the BRIC grant.
6. Meet expected timeline for a full review and revision process with FEMA and Washington State Emergency Management Division for a FEMA approved HMP by current expiration date of November 15, 2024.

Contractor will work with the Emergency Manager to identify other partners that should be involved and develop a meeting schedule to include such participation which may be separate from Squaxin Island Tribe government department meetings.

A timeline should be crafted to meet the needs of collaboration with government, nonprofits, and community members, in addition to meeting deadlines for review of draft plan by Washington State Emergency Management Division and FEMA.

The contractor is responsible for following through to the completion of a FEMA approved Mitigation Plan with a final draft including all reviews and revisions by November 15, 2024 to meet expected deadline of an approved plan by FEMA.

Contractor is responsible for coordinating all revisions to meet the FEMA approved timeline of 30 days for completion following their review.

THIRA Development and Stakeholder Preparedness Review (SPR)

THIRA development should follow the FEMA guidance published at the execution of this contract.

The process should engage department representatives and utilize currently scheduled monthly meetings to leverage participation and time of Tribal organizations

The THIRA should include the assessment of core capabilities, development of capability targets, and develop at least 2 scenarios. The THIRA and SPR should be completed following the HMP but prior to the end of 2025.

BID PROPOSAL FORM

Project: Squaxin Island Tribe Hazard Mitigation Plan Update and Threat and Hazard Identification and Risk Assessment and Stakeholder Preparedness Review

Proposals Due: April 21, 2023, 5pm PST

The undersigned Bidder/Contractor by submission of this form and other required documentation declares that it has familiarized itself with contractual requirements, and fully understands the conditions thereof, and further, has examined the site and has determined for itself all situations affecting the work herein bid upon.

The Bidder/Contractor proposes and agrees, if this Proposal is accepted, to provide all labor, tools, equipment, materials, etc., including all work incidental to, or described or implied as incidental to such items, according to the Bid/Contract Documents. Include all overhead and administrative costs, including, bonds, applicable taxes, permits, and fees.

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

That the undersigned person(s), business, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.

The individual signing certifies that the W-9 is signed by the legal entity's authorized representative and the information provided therein is complete and accurate. Attach a signed W-9 form.

That by signing the signature page of this proposal, I am deemed to have signed and have agreed to the provisions of this declaration.

DATE: _____

Firm

Signature

By: _____

Its: _____

Address: _____

Business License Number: _____

Telephone: _____

Facsimile: _____

State and Federal Taxpayer I.D.: _____