



Request for Proposal

Tribal Climate Resilience Project Manager
January 23, 2023

BACKGROUND

Vision

“Port Gamble S’Klallam Tribe uses our many resources to maintain a proud, strong, healthy, educated community that uses innovation to ensure all our people enjoy a good quality of life.”

Mission: The mission of the government of the Port Gamble S’Klallam Tribe is to improve the quality of life for all tribal members. We accomplish this through decision-making that considers future generations, competent administration and management, preservation and protection of our rich cultural heritage and natural resources, the enhancement of economic opportunities, and the protection of tribal sovereignty through determining our own destiny.

BRIEF DESCRIPTION OF TRIBE

The Port Gamble S’Klallam Reservation is located on the northern tip of the Kitsap Peninsula in Washington State. It is situated on Port Gamble Bay, for generations an important natural resource for the Tribe and other Native Americans.

The Tribe is one of 29 federally recognized Indian Tribes in Washington State. The population of the Port Gamble S’Klallam Tribe (PGST) is currently just over 1,300 enrolled tribal members. About half the tribal members reside on the reservation, along with other community members. More information about the Tribe can be found at the Tribe’s website: www.pgst.nsn.us

PROJECT OVERVIEW

The western boundary of the Reservation is approximately 2.5 miles bordered by Port Gamble Bay, an inlet of Hood Canal. This shoreline area consists of predominantly bluff-backed beaches where landslides have occurred, most recently in 2021. “Coastal bluff erosion is evident along most of the PGST shoreline. As bluffs erode, they contribute sediment to PGST beaches and are therefore considered important for ecological functions on the PGST shoreline. However, valuable infrastructure like homes...are near the bluffs and are at higher risk due to bluff erosion.”

Historically, the PGST has relocated several families away from the shoreline bluff due to landslides and high rates of erosion. Most recently, the PGST has identified up to four properties that are at the highest level or risk for landslides posing an imminent threat to life and property.

The purpose of this project is to relocate the up to four properties identified to be at the highest level of risk to eliminate the risk and protect the safety and health of PGST families, to construct up to four new homes or identify a property on reservation to purchase equivalent to expense of a newly constructed home similar in size to the existing homes and developing community relocation plans to address the remaining residents along the bluff.

SCOPE OF WORK

The Port Gamble S'Klallam Tribe is seeking responses from individuals interested in our Tribal Climate Resilience Project Manager contractual position. The consultant selected must have proven experience in understanding erosion and climate changes as they pertain to shoreline stability and potential threats to life and property, ability and willingness to explain issues to tribal members while helping them assess their housing needs, provide land use and infrastructure planning construction management services to the Tribe, and oversight of the home relocation and construction project. The individual selected also is responsible for facilitation and administration of community meetings and involvement, working with federal and non-federal partners, consulting with climate resilience experts, developing community relocation plans, strategic planning, vulnerability assessments and data gathering in conjunction with the Tribe's Natural Resource Department while ensuring that planning efforts are administered, in a manner consistent with the Tribe's goals and policies.

Current grant funding will last until December 31, 2023, with the potential for additional funding for at least a second year of work. This project includes several activities and deliverables including:

- Participate in Resiliency Shoreline Cohort virtual trainings and in-person meetings in order help create and implement short term changes and long-term planning efforts around relocation due to shoreline erosion.
- Function as the coordinator of for the shoreline relocation team on planning, construction, and relocation of up to four families. The coordinator will works closely with the Tribal Council, Administrative Directors, Natural Resources, Planning, and others to guide and coordinate current and long-range planning, and day-to-day activities to address housing issues directly related to climate resiliency
- Plan, coordinate and lead meetings as needed. Ensures that information from meetings is documented and distributed in a timely manner. Coordinate staff and community involvement and work with to keep community informed regarding status of project.
- Prepares/oversees collection of various reports. Prepares and/or summarizing reports for the Tribal Council, community, PGST staff and tribal public relations coordinator.
- Coordinate and perform technical planning functions which includes meeting with tribal staff on laws and regulations; ensuring that environmental reviews are complete for all projects and work with the Tribe's Planning Department to ensure that projects adhere to the Tribe's approved master land use plan.
- Oversee management of construction, with the assistance of the Planning Department, including grant implementation and reporting, documentation of environmental review

process, preparation of the bid documents, review of the bid proposals along with the architect, coordination with the contractor once the bid is awarded and coordination with architect.

- Oversee and/or track grant requirements, reporting and budget in conjunction with the Safety and Emergency Coordinator.
- Coordinate planning activities with local, state, and federal and non-federal agencies as appropriate.
- Maintain contacts of a positive nature with staff, community members, Tribal Council, local, state, regional and federal entities, and others to accomplish tribal objectives and preserve/promote good public relations.

The consultant selected must have graduated from an accredited four-year college or university with a degree in environmental science, land-use planning or a closely related field, in addition to ten years of project management experience with direct supervision of staff in tribal government is preferred.

PROPOSED SCHEDULE

- a. Tribe to release RFP by January 11, 2023
- b. Proposals due by: January 23, 2023
- c. Tribe interviews and selects by: February 3, 2023

PROPOSAL REQUIREMENTS/GUIDELINES

- d. Letter of Interest and overall qualifications.
- e. Name of provider who will be responsible for the performance of any work assigned including all contact information.
- f. Detailed biography and summary of the relevant experience who will perform services on behalf of the Tribe.
- g. Description of the services provided to tribal or other clients over the last three years including examples of successful results as well as unsuccessful results.
- h. Three references from current or former clients, including tribal clients.
- i. A description of any costs that would be charged to the Tribe to provide the agreed upon services.
- j. Statement of availability to commence and complete work

REQUIREMENTS FOR APPLICATION

By responding to this RFP, contractors acknowledge that they can complete the scope and meet the minimum qualifications laid out in this document.

Interested applicants should respond with background information, relevant examples of their work (up to three), a proposed budget scope, and any other relevant information that will aid in the decision process. Please limit RFP responses to no more than five pages.

PROCEDURES FOR SUBMISSION

Interested consultants are invited to submit electronic copies of their written proposal by 4:00 on January 23, 2023, to Renee Veregge at reneev@pgst.nsn.us.

All material submitted in response to this Request for Proposals becomes the property of the Tribe and will not be returned. Proposals are limited to 5 (five) pages. Proposals exceeding the page limit shall be competitively disadvantaged.

SELECTION CRITERIA (IN NO PARTICULAR ORDER)

- k. Reasonableness of fees
- l. Qualifications of candidate
- m. Availability
- n. Organizational development expertise and experience, especially as it relates to Native American Tribes

REJECTION OF RESPONSES

The Tribe reserves the right to not award a contract at all.

DISPUTE RESOLUTION AND WAIVER OF SOVEREIGN IMMUNITY

Any candidate responding to this Request for Proposals should include a statement of their consent to the jurisdiction of the Port Gamble S’Klallam Tribal Court for the resolution of any disputes that may arise between the consultant and the Tribe along with their agreement that any waiver of sovereign immunity that may be included in a contract between the Tribe and the consultant will be limited to declaratory and injunctive relief in Port Gamble S’Klallam Tribal Court. **A model contract is provided as a part of this RFP and the successful candidate will be expected to use the standard terms of the model in the final agreement.**