



WALKER RIVER HOUSING DEPARTMENT

REQUEST FOR PROPOSALS

FOR

ENVIRONMENTAL CONSULTING SERVICES

1. REQUEST FOR PROPOSAL

The Walker River Paiute Tribe's Housing Department LOCATED AT 1063 Hospital Road, Schurz, NV 89427, is requesting proposals from qualified firms or individuals to provide professional environmental consulting services. The department's intent is to select a Consultant and execute a contract with Consultant to complete HUD required environmental reviews associated with the annual Indian Housing Plan (IHP). Proposals will be accepted until Friday, January 12, 2023. Proposals received after the designated date and time will be considered non-responsive and returned to the sender.

2. SCOPE OF SERVICES

The Walker River Paiute Tribe's Housing Department seeks a Consultant that will provide the following typical environmental consulting services. Subconsultants may be utilized, as needed, to provide "full services" to the Tribe. Each task order assigned to consultant may include one or a combination of the following:

- a. Preparing Environmental Documents. This included preparing National Environmental Policy Act (NEPA) documents in accordance with Federal, State and WRPT Housing Department practices, regulations, policies, procedures, manuals, and standards, as appropriate. NEPA documents including, but not limited to:
 - i. Categorical Exemptions/Exclusions
 - ii. Initial Study/Mitigated Negative Declarations/Negative Declarations
 - iii. Environmental Assessments and Studies
 - iv. Environmental Impact Reports
 - v. Mitigation Monitoring and Reporting Program

3. PROPOSAL REQUIREMENTS

Proposals must include clear descriptions of the firm's capabilities to perform the requirements of the RFP, including the following:

- a. Transmittal letter. This letter should outline the firm's qualifications to perform the Scope of Services and should outline the firm's experience for the Scope of Services requested. Please describe the company's size, management and ownership, including: name, address, number of years in business, number of employees, primary contact, company legal status and Federal ID number. This letter must be signed by an officer who is authorized to bind the Consultant and state that the proposal is binding for 90 days from the submission deadline for proposals.
- b. Staff Experience. Consultant must have experience with preparing Environmental documents in accordance with Housing Urban Development (HUD) regulations and requirements with Native American housing programs (Tribal Housing Authorities or Tribal Housing Department Entities). Consultant must have experience presenting to Tribal Committees and Tribal Councils.
- c. Resume. Include resumes of principal and any other individuals to be assigned to complete any tasks described in Scope of Services.
- d. Sample Projects. Include a minimum of three (3) sample projects including tasks and deliverables provided to the owner that are like what the WRPT Housing Department seeks. Highlight projects that.
 - i. Demonstrate the depth and breadth of the firm to provide a full range of environmental consulting services capable of meeting the needs of any given project as it relates to this RFP.
- e. Rate Schedule. Please submit a schedule of hourly rates. Include a separate hourly rate for travel time to and from the Walker River Paiute Tribal Reservation.
- f. Signatory Requirements. The General Information Form included in the Attachments must be signed by an authorized representative of the firm. The firm must furnish documentation that the person signing the form is empowered with signatory authority for the company.
- g. Statement of Indian Preference qualifications, if applicable. If claiming Indian Preference, please complete the Certification of Indian Preference Firm Application along with all required documentation with the proposal.

4. EVALUATION CRITERIA

WRHD will determine the most responsive proposal based on the accumulation of the highest number of points from the following criteria:

1. Was a cover letter submitted with the proposal. 5 points.
2. Was a resume submitted for each individual who will be providing services. 5 points.

3. Experience within the Indian Housing industry. 20+ years = 25 points; 11-20 = 15 points; 5-10 years = 5 points.
4. Experience in providing on-site technical assistance and training in compliance with NAHASDA Statutes and Regulations. Yes = 40 points.
5. Did the respondent provide a list of references. Yes = 10 points
6. Points for relevant costs will be based upon a ranking of the proposals received. Lowest cost = 10 points; Second lowest cost = 7 points; Third lowest cost = 5 points.
7. Did the respondent submit documentation supporting eligibility for Indian Preference. 10 points.

Please submit one (1) signed, hard copy of the proposal to the address below and one (1) electronic copy to the wrhddirector@wrpt.org with the subject heading "RFP Environmental Consulting Services." Hardcopies must be delivered in a sealed envelope by the due date and addressed to the attention of:

Walker River Paiute Tribe Housing Department

P.O. Box 220

Schurz, NV 89427

ATTN: Genia Williams, Executive Director

RFP Environmental Consulting Services