



## **Confederated Tribes of the Chehalis Reservation**

# **Request for Proposal for Methamphetamine Rehabilitation and Decontamination**

**Submission Due Date:  
Tuesday June 1<sup>st</sup> 2021  
By Noon**

Issue Date: 5/5/2021

## **PROJECT DESCRIPTION**

The Chehalis Tribal Housing Authority (CTHA) seeks proposals for methamphetamine rehabilitation and decontamination on existing units.

**Proposal Deadline:** All firms interested in providing a proposal submission shall prepare and present their proposal on or before Tuesday June 1<sup>st</sup>, 12:00 PM PST. All firms shall submit their proposal in accordance with the requirements of this Request for Proposals (RFP) to be considered responsive. Those firms making a submittal not in accordance with the requirements and format of this proposal may be deemed non-responsive. All submitted proposals shall be evaluated for responsiveness to the requirements of the RFP. Those proposals deemed non-responsive shall be eliminated from further consideration. No faxed or electronic proposals will be accepted.

**Pre-Proposal Meeting:** A pre-submittal meeting will be held one day only on Thursday May 13<sup>th</sup>, 2021 at 9:00 AM. The pre-submittal meeting is mandatory. The pre-submittal meeting will be held at the administrative offices of the Chehalis Tribal Housing Authority, located at 10 Petoie Lane, Oakville WA 98568.

**Questions:** Any questions must be received in writing via email by Friday, May 21<sup>st</sup>, 2021, 1:00 PM to [jburnett@chehalis-tribe.org](mailto:jburnett@chehalis-tribe.org). An addendum will be issued, if necessary. No questions will be answered or considered after the above stated date and time.

**Type Of Contract:** This RFP will lead to a contract to perform remediation and decontamination of units that have tested positive for methamphetamines. CTHA intends to award a contract for one year.

**Scope of Services** The work of the contract will include the following Scope of Services:

**Methamphetamine rehabilitation and decontamination:** The scope of work for this category may include, but is not necessarily limited to, the following components as listed below:

- Prepare the work plan for CTHA. Work Plan components include: site maps and property information, initial site assessment, any concerns noted, decontamination procedures, safety procedures, equipment/material lists, contaminated waste disposal, post decontamination sampling plan, etc.
- Three (3) years' experience in remediation/decontamination

**Methamphetamine Clean-up:** scope of work for this category may include, but is not necessarily limited to, the following components as listed below:

- Wear the proper PPE (personal protection equipment) while cleaning as outlined by governing authority. No one other than CTHA staff or contractors should enter the unit. No one shall enter the unit without PPE.
- Ensure that there is ventilation while working in the unit.

- During the remediation process, every effort should be made to air out the property, as outlined by governing authority. For security reasons, the property will be secured on departure.
- After decontamination of the unit, winning proposer will collect post decontamination samples.

**Roles and Responsibilities**

- Necessary Tools and Equipment: Vendor must provide all tools and equipment necessary to perform all services required in this RFP. Vendor’s personnel must arrive on-site with the proper equipment to
- Prevailing Wage Rates: As may apply by statute, regulation or law, the successful proposer is required to pay HUD Determined or State Prevailing Wages Rates for this project

**Mandatory Submissions**

**General Information:**

- Name of firm and location.
- A description of the firm’s past achievements.
- Background on the firm including years in business and number of employees.
- Availability of firm to begin work immediately upon award of contract.

**Organization, Support and Experience**

- Identify individual key personnel who will be assigned to provide services under this RFP, including team lead.
- Document experience on similar projects.

**References**

The submission shall include at least 3 client or professional references.

**Evaluation Criteria**

CTHA will evaluate each proposal based upon the criteria set forth below. Each respondent must provide evidence of its qualifications under each criterion

Criterion	Evaluation Points
Organizational and Staff Capacity: Ability to perform the work. Provide information regarding staff experience and qualifications that demonstrate the respondent’s capacity to perform the required services. <ul style="list-style-type: none"> <li>• Organizational chart showing overall staffing approach to complete work</li> <li>• Description of key personnel, consultants or contractors who will be assigned work</li> </ul>	15

<p>under this contract. Include these individuals in organizational chart.</p> <ul style="list-style-type: none"> <li>• Submit profiles of firm’s principles.</li> </ul>	
<p>Relevant Experience and Past Performance: CTHA will attach great importance to the firm’s actual experience in providing the proposed methamphetamine evaluation services. The experience and qualifications of the personnel who directly provide services will be evaluated. Evaluation criteria will include:</p> <ul style="list-style-type: none"> <li>• Previous experience in providing similar services.</li> <li>• Previous experience working collaboratively with tribal, low-income or non-profit organizations.</li> </ul>	15
<p>Respondent’s Approach and Response to Scope of Services: Provide a detailed description of how the respondent would approach the job, analyze and solve the problems, and assure that its solutions would be effective. The respondent should outline its anticipated approach for each element of work identified in the Scope of Services. Provide a narrative schedule and proposed service checklist(s) indicating how the work will proceed under the contract. Include proposed processes and checklists, as well as procedures for reporting and disseminating information. Describe cost estimating and value engineering approach.</p> <p>A. Demonstrated understanding of the tasks involved in providing services as outlined in the Scope of Work.</p> <p>B. Demonstrated capacity to sustain contract commitment throughout the length of the contract.</p>	25
<p>References: Provide a list of local references. CTHA will pay special attention to other property management companies.</p>	5
<p>Proposed fee structure: Provide a schedule for work broken down by activity. Include cost per activity.</p>	40
<p><b>NOTE: Prior to award of contract, the Successful Respondent will have to submit a written certification that they have no conflict of interest with any THA Commissioners, or any of the professionals, contractors, or subcontractors who</b></p>	

performed any work on the project which is the subject of this RFP	
Total	100

### **General Information**

**The deadline for submitting proposals is noon on June 1<sup>st</sup> 2021. Proposals may be mailed or hand delivered however they must be received by the deadline in order to be considered.**

Mailing Address: Chehalis Tribal Housing Authority PO Box 314, Oakville, WA 98568 Attn: Planning Dept.

Physical Address: Chehalis Tribal Housing, 10 Petoie Lane, Oakville, WA

Email Contact: Jenee Burnett [jburnett@chehalistribe.org](mailto:jburnett@chehalistribe.org)

All requests for clarification of the RFP must be made in writing (email is acceptable) and must be submitted in writing no later than May 21<sup>st</sup> 2021. Telephone contact is discouraged. Please email or mail any clarifying questions you have.

The Chehalis Tribal Housing Authority reserves the right to waive irregularities and to reject any and all bids.