

**La Posta Band of Mission Indians
Requests for Professional Service Contract
2023 Indian Community Development Block Grant (ICDBG)**

The La Posta Band of Mission Indians Housing Association is seeking proposals from qualified firms or persons to provide a professional contract to ensure that the timelines are met as defined on HUD Form 4125. Supplement homeowners rehab plans with a professional housing inspector. Monitor the rehab process and construction to ensure HUD outputs and outcomes. Under the direction of the La Posta Band of Mission Indians Housing Association review and update policies, procedures and bylaws. Review and monitor all budget aspects to ensure HUD reporting requirements are on schedule. Details are provided in the Scope of Work, below. You are invited to submit a proposal to be received by:

James Hill, Jr. Vice Chairman
8 Crestwood Road
Boulevard, CA 91906
Fax copies are not acceptable
Email proposals are welcome with a valid signature
Potts@lptribe.net

PROPOSAL IS DUE BY 3:00 PM May 11, 2024

Scope of Work: The La Posta Band of Mission Indians Housing Association expects to sign a contract for this proposal no later than May 18, 2024 and provide the selected firm or person a Notice to Proceed on May 18, 2024. All services within this scope of work should be predicated on the above date. The firm or person(s) shall perform the professional services as follows:

- i. Meetings with the La Posta Band of Mission Indians Housing Association and others the Tribe may designate to determine the scope of the project.
- ii. Review current policies and procedures with La Posta Band of Mission Indians Housing Association determine to what extent the policies and procedures need to be updated.
- iii. Provide a briefing document on the updated procedures for the La Posta Band of Mission Indians Housing Association to present to the General Council for approval.
- iv. Analyze and document all steps in the Block Grant Process to provide the La Posta Band of Mission Indians Housing Association with a template for future Block grant awards. The goal is to build capacity within the La Posta Band of Mission Indians Housing Association to implement the process without a professional service contract.

- v. Prepare construction bid document in accordance with La Posta Band of Mission Indians Housing Association contracting procedures which is in concert with the CFR regulations.
 - vi. Review all sealed bids and document results. Assist the La Posta Band of Mission Indians Housing Association on the award and contract process.
 - vii. Monitor the construction phase to ensure adherence to the contract. Assist the La Posta Band of Mission Indians Housing Association in the acceptance of the construction phase. Ensure adherence to the Universal Building Code Standards.
 - viii. Document any cost over runs and prepare a cost versus proposed budget of cost estimates that fully describe the construction, administrative, design and other expenses of project development and implementation.
 - ix. Assist in coordination of all Federal, State and Local agencies to ensure compliance with the Environmental Review process.
 - x. Working with La Posta Band of Mission Indians Housing Association and the Tribes CPA review all budget and SF 425's prior to submission.
 - xi. Negotiate the cost with a qualified biologist to complete the endangered species as part of the NEPA requirements.
 - xii. Assist the La Posta Band of Mission Indians Housing Association on the education of Homeowners maintenance and responsibilities.
 - xiii. Monitor all phases of the Implementation and inform the La Posta Band of Mission Indians Housing Association of any roadblock, delays or cost over runs. Assist the La Posta Band of Mission Indians Housing Association with the resolution so that the project remains on time within budget.
 - xiv. Prepare draft of acceptance of the construction phase.
 - xv. Prepare draft of the close out documentation for HUD's Approval.
 - xvi. As directed by La Posta Band of Mission Indians Housing Association performs any other services relating to the successful implementation of the project.
 - xvii. The APR report for IHBG must have been submitted and accepted by SWONAP for close out and annual reports.
- b. **Continuing Services:** Includes on-call requests for further information or clarifications as generated by HUD-SWONAP through the close out process. Includes assistance in the satisfaction of any deficiencies identified by HUD prior to close out letter.

When any deficiencies have been corrected and the Tribe receives notice of close out, continuing Services are complete.

Indian Preference Requirements: 1. Work to be performed under this proposal is

subject to Section 7(b) of the Indian Self-Determination Act (25 U.S.C. 450 e (b)). Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations or Indian-owned economic enterprises. 2. The parties to this contract shall comply with the provisions of section 7(b) of the Indian Act. 3. In connection with this contract, the contractor shall, to the greatest extent feasible, give preference in the award of any subcontracts to Indian organizations or Indian-owned economic enterprises, and preferences and opportunities for training and employment to Indians. 4. The contractor shall include this section 7(b) clause in every subcontract in connection with the project, and shall, at the direction of the recipient, take appropriate action pursuant to the subcontract upon a finding by the recipient or HUD that the subcontractor has violated the section 7(b) clause of the Indian Act.

Proposal Evaluation Criteria: An award will be made on a competitive basis in accordance with the selection criteria contained herein. The factors for rating and the points for each factor are provided below. A maximum of 100 points may be given under Rating Factors 1 through 4. To expedite the review of your proposal and ensure that your proposal is given a thorough and complete review of all responses to each of the components of the selection criteria, keep the responses in the same order as the selection factors listed below. Only include documentation that will clearly and concisely support your response to the rating criteria.

Rating Factor 1: Capacity and Capability (45 Points). This factor addresses the extent to which you have the organizational resources to successfully perform the Scope of Work in accordance with HUD 4125 implementation schedule. This rating factor is made up of three sub factors as follows:

A. Technical Qualifications (15 Points) Evidence of the firm or person's ability to perform the Scope of Work, as indicated by profiles of the principal(s) and staff's professional knowledge and technical competence. The extent to which your proposal describes the roles and responsibilities of your project team and that of your overall principal in charge and staff, including the day-to-day manager, consultants (if any), and subcontractors involved in implementing the Scope of Work.

(15 Points) The proposal describes the firm or person's specialized professional training and technical competence to perform the Scope of Work as indicated by a profile of the principal(s) and staff's professional knowledge and technical expertise and adequately describes the roles and responsibility of the overall proposed principal in charge and staff, including the day-to-day manager, consultants (if any), and subcontractors involved in implementing the Scope of Work.

(8 Points) The proposal describes the firm or person's specialized professional training and technical competence to perform the Scope of Work

as indicated by a profile of the principal(s) and staff's professional knowledge and technical expertise but the proposal does not adequately describes the roles and responsibility of the overall proposed principal in charge and staff, including the day-to-day manager, consultants (if any), and subcontractors involved in implementing the Scope of Work.

(0 Points) A profile of the principal(s) and staff's professional training and technical competence is not included or a profile of the principal(s) and staff's professional training and technical competence is included but is not relevant to the type of services to be performed as identified in the Scope of Work.

- B. Experience (15 Points)** With respect to those listed in Rating Factor 1(A) above, experience will be judged in terms of recent, relevant and successful experience similar to that to be undertaken in the Scope of Work. In rating this factor, experience within the past 3 years will be considered recent; experience pertaining to the specific activities performed similar to those to be undertaken in the Scope of Work to be relevant; and experience producing specific accomplishments achieved similar to those to be undertaken in the Scope of Work to be successful.

(15 Points) The proposal adequately demonstrates that the principal in charge and staff, including the day-to-day manager has recent, relevant and successful experience pertaining to specific activities performed similar to those to be undertaken in the Scope of Work

(8 Points) The proposal adequately demonstrates that the principal in charge and staff, including the day-to-day manager has recent and relevant experience similar to those specified to be undertaken in the Scope of Work but has not shown specific accomplishments achieved similar to those to be undertaken in the Scope of Work

(0 Points) The proposal does not adequately demonstrates that the principal in charge and staff, including the day-to-day manager has recent and relevant experience similar to those specified to be undertaken in the Scope of Work

- C. Past Performance (15 Points):** This factor addresses the firm or person's past performance record on similar work as to be undertaken in the Scope of Work in terms of work quality, sensitivity to tribal concerns, timely delivery of products and reports as reported by other clients. As a part of your response, provide a list of all clients over the past three years, including contract dates, contact names and telephone numbers.

(15 Points) A list of all clients over the past three years, including contract dates, contact names and telephone numbers is included in the proposal and evaluations of a sampling of referenced client responses indicate client's

satisfaction with past performance in terms of work quality, sensitivity to tribal concerns, and timely delivery of products and reports.

(8 Points) A list of all clients over the past three years, including contract dates, contact names and telephone numbers is included in the proposal and evaluations of a sampling of referenced client responses indicate client's partial satisfaction with past performance in terms of work quality, or sensitivity to tribal concerns, or timely delivery of products and reports.

(0 Points) A list of all clients over the past three years, including contract dates, contact names and telephone numbers is not included in the proposal or evaluations of a sampling of referenced client responses indicate client's non-satisfaction with past performance in terms of work quality, or sensitivity to tribal concerns, or timely delivery of products and reports.

Rating Factor 2: Timely Performance (15 Points) This factor addresses the approach to providing and managing the Scope of Services by the extent and detail to which your implementation schedule identifies the specific tasks, benchmarks and timelines that you and others as listed in Rating Factor 1(A) above, will undertake to complete the Scope of Work within the time(s) specified. The Project Implementation Schedule, Form HUD-4125, may serve as the required schedule, provided that it is sufficiently detailed to demonstrate that you have clearly thought out your implementation plan. If awarded, this schedule will be incorporated into the contract as an attachment and used for monitoring performance of the contract.

(15 Points) The proposal included a project implementation plan that clearly specifies tasks and timelines. The document identifies specific tasks and subtasks, milestones, assigned individuals, duration, and interdependences between tasks to ensure deliverables, outputs and outcomes as identified in the Scope of Work and within the overall timeframe specified. The document identifies the steps in place to make adjustments to the work plan if tasks fall behind in order to meet the overall completion date.

(8 Points) The proposal included a project implementation plan that clearly specifies tasks and timelines. The document identifies specific tasks and subtasks, milestones, assigned individuals, duration, and interdependences between tasks to ensure deliverables, outputs and outcomes as identified in the Scope of Work and within the overall timeframe specified but the document did not identify the steps in place to make adjustments to the work plan if tasks fall behind in order to meet the overall completion date.

(0 Points) The proposal did not include a project implementation plan or the proposal included a project implementation plan but does not clearly specify the tasks and timelines, including specific tasks and subtasks, milestones, assigned individuals, duration, and interdependences between tasks to ensure deliverables, outputs and

outcomes as identified in the Scope of Work.

Rating Factor 3: Indian Preference (10 Points): This factor satisfies the Indian preference requirements as stated above. This rating factor is made up of two sub factors, as follows:

A. Indian Organization / Indian-owned Economic Enterprise (10 Points)

Provide evidence showing fully the extent of Indian ownership and interest by submission of the Indian Enterprise Qualification Statement (Attachment A). No points will be given if preference cannot be evidenced.

B. Woman Owned Business (10 Points)

In accordance with the General Section of the ICDBG 2012 NOFA.

“State, local, and Indian tribal governments are required by 24 CFR 85.36(e) and nonprofit recipients of assistance (grantees and sub grantees) by 24 CFR 84.44(b) to take all necessary affirmative steps in contracting for the purchase of goods or services to assure that minority firms, women-owned business enterprises, and labor surplus area firms are used whenever possible or as specified in the individual program NOFA.

Rating Factor 4: Price (30 points): This factor addresses the total lump sum costs for services identified to carry out the Scope of Work. Provide a detailed cost breakdown by phase or tasks including principals and key personnel’s estimated man-hours and hourly rates. Include a breakout of profit, overhead and reimbursable with a not-to exceed for a total Fixed Fee price.

(30 Points) The proposal’s Fixed Fee price is within 5% of the lowest proposal received and the submission included a detailed cost breakdown by phase or tasks including principals and key personnel’s estimated man-hours and hourly rates; a breakout of profit, overhead and expenses with a not-to-exceed total cost.

(15 Points) The proposal’s Fixed Fee price is within 10% of the lowest proposal received and the submission included a detailed cost breakdown by phase or tasks including principals and key personnel’s estimated man-hours and hourly rates; a breakout of profit, overhead and expenses with a not-to-exceed total cost.

(10 Points) The proposal’s Fixed Fee price is within 20% of the lowest proposal received and the submission included a detailed cost breakdown by phase or tasks including principals and key personnel’s estimated man-hours and hourly rates; a breakout of profit, overhead and expenses with a not-to-exceed total cost.

(0 Points) The proposal’s Fixed Fee price is over 20% of the lowest proposal received or the submission did not include a detailed cost breakdown by phase or tasks including

principals and key personnel's estimated man-hours and hourly rates; a breakout of profit, overhead and expenses with a not-to-exceed total cost.

Submittal of Proposals and Additional Information: An original and three (3) copies of the proposal must be received at the location and time specified above, in a sealed packet and clearly marked, "Proposal for 2023 ICDBG". The date and time received will be recorded on each proposal. Proposal received after the deadline will not be considered for review. Proposals will not be accepted via facsimile. Award of the proposal will be based on the evaluation criteria above by a selection panel and within available funds. The use of interviews to further evaluate the proposal will be at the discretion of the La Posta Band Housing Association. If deemed appropriate, negotiations will be conducted with selected firms or person(s) found acceptable and will include at least one principal and the proposed project manager. Selection and award will be made to the firm or person(s) with the best and final offer most advantages to The La Posta Band of Mission Indians Housing Association

The La Posta Band of Mission Indians Housing Association reserves the right to reject any or all proposals, and to waive technicalities that serve the best interest of the housing Department. All questions regarding this Request for Proposal should be directed to: Mr. James Hill La Posta Band of Mission Indians Housing Association at the following number 619-478-2113.

The following is a sample Professional Fee Breakdown:

I, _____ of _____ certify that to the best of my ability the following depicts a reasonable estimate of the anticipated professional fees in accordance with the requirements of this solicitation. I further understand that these fees will constitute a basis for entering into an agreement with the Tribe to accomplish the professional services required.

Basic & Continuing Services	\$ _____
Estimate of Reimbursements	
• Long distance phone calls	
• Travel and mileage	
• Reproduction expense	
• Materials and Supplies	\$ _____

Project Representative:

- Not to exceed cost for the project implementation \$ _____

\$ _____ TOTAL SERVICES

Name and Title: _____

Signature _____

Date _____