

**The Confederated Tribes
of the
Chehalis Reservation**



**Request for Proposal
Wetland Delineation and Biological Survey
For a Proposed New Well and Water Main
May 13, 2022**

Qualification Submittal Due Date:

**June 10th, 2022
2:00 p.m. Pacific Standard Time**

**Confederated Tribes of the
Chehalis Indian Reservation
P.O. Box 536
Oakville, WA 98568
Phone: (360) 709-1813**

Indian Health Service (IHS) Project No. PO-12-Z01

Table of Contents

	<u>Page</u>
Synopsis and Project Objective	2
Background Information	2
Project Location and Access	2
Scope of Desired Work	3
Questions and Clarifications	4
Proposal Submission Requirements	4
Proposal Format	4
Proposal Content	5
Evaluation Criteria	6
Selection Process	6
Public Records	7
Proposed Selection Schedule	7
 Attachment A – Site Drawings	

SYNOPSIS AND PROJECT OBJECTIVE

The Confederated Tribes of the Chehalis Reservation (hereinafter referred to as ‘the Tribe’) are seeking qualified consultants to perform background studies for a proposed new well and water transmission line to provide safe and reliable drinking water for tribal homes on the west side of the Chehalis Reservation near Grays Harbor County, WA. See Attachment A for the location of existing homes and proposed facilities.

The project is located in an undeveloped area close to a wetland. The purpose of this study is to produce a wetland delineation and biological assessment of the area to assist in determining feasibility and location of the proposed well and water line. The Tribe invites interested contractors to submit a Proposal for consideration.

BACKGROUND INFORMATION

The Tribe is interested in constructing a new community water system on the west side of the reservation to serve homes in two housing areas called Young Estates and Starrville. The current water sources for Young Estates and Starrville are shared groundwater wells. These two wells are between 50 and 55 years old, and both systems are experiencing more frequent operational issues as they age. The Starrville well currently serves seven homes south of Oakville Rd. The Young Estates well serves two homes north of Oakville Rd (Attachment A). The Tribal planning department is also evaluating the idea of independently connecting additional nearby Tribal homes to this system in the future.

The proposed system consists of a well, pump house, transmission line, water storage in either a ground-level storage tank with booster pumps or an aboveground storage tank, and water distribution piping. The location of the water storage tank has not yet been determined. The location of the proposed well and water main alignment from the well to Oakville Rd. is shown in Attachment A.

Project planning will take into consideration environmental impacts, existing land ownership, land use plans, and geographical constraints. The intent of the wetland delineation and biological assessment is to ascertain feasibility and contribute to the future design of a community drinking water system.

PROJECT LOCATION AND ACCESS

The project area is located north of Oakville Rd (also called South Bank Rd) on the west side of the Chehalis Reservation, south of Oakville, WA and is shown on Attachment A. The study area can be accessed from the south via Oakville Rd and from the north via a dirt road off Ash St in Oakville. The study area is located on Tribal Trust land, and the Tribe will be responsible for ensuring access and accompanying the contractor to the project site.

SCOPE OF DESIRED WORK

The proposed water transmission line between the proposed well site and Oakville Rd passes through undeveloped land close to a stream and two wetlands, according to public data from the US Fish and

Wildlife Service (FWS) National Wetlands Inventory. Wetlands in the vicinity include a 22.3-acre freshwater forested/shrub wetland and 0.7-acre freshwater emergent wetland. Since the site is currently undeveloped, it may also contain habitats of federally protected plant and animal species. Therefore, a wetland delineation and biological survey of the area is requested to help evaluate potential environmental impacts of the proposed project and determine the final water transmission line alignment.

Wetland Delineation

Task: Complete a wetland survey for the study area, as shown on sheet 3 of Attachment A. For all wetlands present in the project area, analyze soils, hydrology, and vegetation to determine the type and wetland category rating (according to the Department of Ecology rating system) in order to identify appropriate buffers. The delineation report shall include descriptions of the wetlands and their potential functions, and figures indicating boundaries, sample points, and buffers.

Deliverables:

- Wetland boundary spatial data
- Wetland delineation report
- Wetland category rating(s) with rating forms
- Boundaries flagged/staked in the field for future surveying

Biological Survey

Task: Complete a survey in the study area, as shown on sheet 3 of Attachment A, to identify potential Threatened and Endangered species in the vicinity that may be affected by the proposed water alignment. According to the USFWS Environmental Conservation Online System (ECOS) Species Reports, there are several listed species of birds, insects, mammals, fish, amphibians, and flowering plants occurring in Grays Harbor County and may also occur on the Chehalis Reservation. The survey shall include a review of existing records from USFWS, Washington Department of Fish and Wildlife (WDFW), and the National Oceanic and Atmospheric Administration (NOAA), a field survey for any potential species and their habitats, and the preparation of a biological technical report.

Deliverables:

- Biological report, including all potential species and their critical habitats in the project area, potential project impacts, and recommended mitigating actions

QUESTIONS AND CLARIFICATIONS

All inquiries relating to the RFP process may be directed to:

Brian von Clück
Utilities Construction Project Coordinator
Office Phone: (360) 709-1862
Email: bvoncluck@chehalistribe.org

All questions must be received not later than seven (7) calendar days prior to the RFP deadline. Substantive questions and answers will be made available to all known RFP recipients. When appropriate, revisions, substitutions, or clarifications shall be issued as official addenda to this RFP.

PROPOSAL’S SUBMISSION REQUIREMENTS

Two printed copies or one digital copy in PDF format of the Proposal must be received by 2:00 p.m., Pacific Standard Time, on June 10th, 2022. A duly authorized representative empowered to bind the Proposer must sign the proposal. Digital copies shall be submitted to Mr. Brian von Clück at the email address listed above. Printed Proposals shall be submitted to the following: the address label must include the project name.

Mr. Brian von Clück, Utilities Construction Project Coordinator
Confederated Tribes of the Chehalis Indian Reservation
P.O. Box 536
Oakville, WA 98568

**“Confederated Tribes of the Chehalis Reservation:
Wetland Delineation and Biological Survey”**

Late submittals will not be evaluated for award. The Tribe assumes no obligations of any kind for expenses incurred by any respondent to this solicitation.

PROPOSAL FORMAT

Organization:

The Proposal should be organized in accordance to the list of scored criteria. The Proposal should include a cover sheet, cover letter, any tabs or indexes, and no more than four (4) pages of content. Concise responses are appreciated. A printed side constitutes one page. Printed means any printing of any kind except for the phrase “this page intentionally left blank.” Pages must be on 8.5-inch x 11-inch paper. Margins will be at least 1-inch top, bottom, left and right. Body type shall be 11 point or larger at standard spacing.

Cover Letter:

A cover letter should establish the firm’s interest in this project and may not exceed one page. The letter must be signed by an individual capable of committing the resources of the proposing firm.

Certifications:

The firm must provide proof of relevant professional licensure in the State of Washington. The contractor must also state that they have the ability to provide workers' compensation and professional liability insurance. This documentation is not included in the four-page limit.

PROPOSAL CONTENT

Proposed Approach to Meeting Project Objectives

- Describe how your firm will meet project objectives. Include a discussion of your approach to complete the items listed in the “Scope of Desired Work” section.
- Identify objectives/tasks that, in your opinion, are key to the success of the project; this may include items not already identified in this Request for Proposal. References for protocols and methods are encouraged.

Qualifications

- Provide a description of your firm’s experiences in performing similar tasks, addressing the elements listed in the “Scope of Desired Work” section.
- Identify and describe the relevant experience and qualifications of the key individuals who would make up the project team.
- Identify other staff members and/or subcontractors that will contribute to the project and their relevant experience.
- Provide descriptions and references for at least two comparable projects that your firm has previously performed within the past seven (7) years. Include a contact person, email address, and telephone number for each.

Quality Control

- Describe the standards and methods used by the firm to assure useful quality work of this nature to the client.

Proposed Work Plan

- A detailed description of the proposed tasks, schedule, and dates of deliverables based on the *Scope of Desired Work* above.
- An estimated cost schedule of line items consisting of tasks and deliverables (costs may be a mix of lump sum, unit cost, or hourly). The cost schedule shall be conservative and list the estimated maximum number of units or hours required to complete the work. These line item quantities and costs shall not be exceeded without a written change order signed by the Tribe. Pricing shall be inclusive of all work required to produce required deliverables, anything not specifically itemized or described will be considered incidental and will not be paid separately.

EVALUATION CRITERIA

1. **Professional Qualifications** – Qualifications of the firm and staff to complete the wetland

and biological survey work. Discussion of professional licensure, academic work, professional experience, and professional affiliation relative to content of this project.

2. **Specialized Experience** – Specialized experience and demonstrated technical competence in the completion of wetland and biological surveying in Washington State.
3. **Geographic Proximity & Project Familiarity** – Location of offices and staff near the Chehalis Reservation to increase service delivery efficiency during the project. Familiarity with the project area and project stakeholders. Prior work of a similar nature done on the Chehalis Reservation, within the Chehalis River Basin, or with other Washington Tribes.
4. **Management Plan & Team Organization** - The degree to which the anticipated management plan and team organization for this project, including degree of principle participation, production coordination, division of work, quality assurance, cost control, and prior experience of the project team as a unit will meet the overall requirements of this project.
5. **Indian Preference** - Preference will be given to qualified proposals where Contractor and/or any subcontractors are members of a Federally recognized Indian tribe. To be considered for Indian Preference, you must submit proof of enrollment in a federally recognized Indian tribe and be a majority owner in the company.
6. **Cost Proposal** – Bid amount will be assessed based on both the reasonableness of the proposed costs and the thoroughness of the detail provided of expected expenses. Preference will be given for detailed cost breakdown that clearly shows bid amount for each item in the proposal.

SELECTION PROCESS

An evaluation panel designated by the Tribe, in consultation with the IHS Engineer, will review all proposals. The selection panel will choose the firm, which, in its opinion, best meets the requirements set forth in this RFP. The Tribe will then generate a contractual agreement for the selected bidder.

The Tribe reserves the right to:

- Amend, modify, or withdraw this RFP;
- Require supplemental statements or information from Proposers;
- Extend the deadline for responses to this RFP;
- Accept or reject any and all proposals pursuant to this RFP, in whole or part;
- Waive or correct any irregularities in proposals after prior notice to the Proposers;
- Negotiate or refuse any proposed contract; and
- Negotiate with alternative Proposers if a contract proposal that the Tribe concurs with cannot be reached in a reasonable amount of time.

The Tribe shall incur no liability or obligation to any Proposer except pursuant to a written contract of services, duly executed by the Proposer and an authorized signatory for the Tribe.

PUBLIC RECORDS

Information provided in a Proposal will, to the extent allowed by law, be held in confidence and will not be revealed or discussed with competitors.

PROPOSED SELECTION SCHEDULE

The following is an estimate of the contract award and performance schedule. Given the variability and uncertainty of contract negotiations, this schedule is an approximation for general planning purposes. The Tribe wishes to complete the study contract award. The actual performance schedule will be determined as part of the contract negotiation.

Task	Date
Tribe issues RFP	May 13 th , 2022
Written questions regarding RFP are due	June 1 st , 2022
Proposals due to the Tribe	June 10 th , 2022
Evaluation process begins	June 15 th , 2022
Highest scoring firm selected and contract negotiations begin	June 20 th , 2022
Contract finalized	June 24 th , 2022
Work begins (approximately)	July 11 th , 2022
Study completed and contract closed out	September 2022