

# **THE CONFEDERATED TRIBES OF THE CHEHALIS RESERVATION**



## **Request for Proposal Fern Drive and Petoie Lift Station and Force Main Design April 28<sup>th</sup>, 2023**

**Qualification Submittal Due Date:**

**May 24<sup>th</sup>, 2023  
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) Projects No. PO-21-N18 and PO-22-N43**

## TABLE OF CONTENTS

	<u>Page</u>
Synopsis and Project Objective	2
Background Information	2
Project Location and Access	3
Scope of Project Work	3
Questions and Clarifications	4
Proposal Submission Requirements	4
Minimum Consultant Qualifications	5
Proposal Format	5
Proposal Content	5
Evaluation Criteria	7
Selection Process	7
Public Records	8
Proposed Selection Schedule	8
 Attachment A – Site Drawings	
 Attachment B – Lift Station Design Information	

## SYNOPSIS AND PROJECT OBJECTIVE

The Confederated Tribes of the Chehalis Reservation (hereinafter referred to as ‘the Tribe’) owns and operates sewer collection, treatment, and disposal facilities serving the Petoie Lane neighborhood, the Fern Drive neighborhood, and the Tribal Housing Authority Office. The Tribe intends to decommission the treatment and disposal facilities and connect the two neighborhoods to the newly expanded Casino wastewater collection and treatment system through a new lift station and force main. The Tribe is seeking a qualified engineering firm (hereinafter referred to as ‘the Consultant’) to provide an engineering design and generate sealed construction drawings and technical specifications that are suitable for inclusion in a contract solicitation package. In addition, the Tribe requests engineering support from the Consultant throughout the construction contract. The Tribe invites interested firms to submit a Proposal for consideration.

## BACKGROUND INFORMATION

The Chehalis Davis Drive housing development is a residential area consisting of 36 single- and multi-family homes and a Tribal housing office on Davis Drive, Petoie Lane, and Parsons Drive on the east side of the Chehalis Reservation. The homes are connected to the Chehalis Community Water System and the Petoie Wastewater Treatment Facility (WWTF). The Petoie WWTF has experienced persistent operational challenges, so the Tribe intends to decommission the facility, convert the second collection tank into a lift station, and install a force main to connect the homes to an existing force main that transports wastewater to the Casino WWTF located approximately one mile east of the neighborhood.

The Davis Drive gravity sewer collection system was constructed in 1982 and is in working condition. The membrane bioreactor (MBR) treatment plant and effluent disposal drainfield were completed in 2008. The gravity collection pipes converge in a manhole and empty into a 9,000-gallon septic tank, then a 10,000-gallon septic tank, and then effluent is pumped into the MBR or to a backup drainfield if the MBR is out of service. After biological treatment and sludge removal in the MBR, the effluent is pumped to a subsurface sand bed drainfield and distributed through perforated PVC pipes.

The facility has numerous issues, including an undersized primary drainfield, a failed backup drainfield, corrosion in the MBR treatment tanks, high recorded levels of nitrogen and phosphorus in the effluent, an inaccessible programmable logic controller (PLC), and inaccurate turbidimeter and flow meters. The Tribe recently completed a major expansion of the collection system for their Lucky Eagle Casino and Hotel WWTF that connected two residential neighborhoods and the Tribe’s public safety building, wellness center, and several Tribal government buildings to the system. A sewer force main installed under this expansion project is located north of the Davis Dr. neighborhood. The Tribe desires to decommission the Petoie WWTF and tie the neighborhood into the Casino system.

The Fern Drive housing development is located just south of the Davis Dr. neighborhood. The Tribe also intends to connect the 17 single-family homes, currently served by gravity septic systems, to the Petoie lift station. The septic tanks will be converted to individual lift stations, and a force main will transport effluent to the Petoie lift station. A gravity collection system is

not feasible based on the existing topography.

## **PROJECT LOCATION AND ACCESS**

The project area is located on the eastern half of the Chehalis Reservation on Tribal Trust land. The Tribe will be responsible for ensuring access and accompanying the Consultant to the project site.

## **SCOPE OF PROJECT WORK**

A new sewer force main, approximately 1,460 feet in length shall be designed to convey effluent from the existing septic tanks in the backyards of the 17 Fern Dr homes to the 9,000-gallon concrete MBR collection tank. The 10,000-gallon concrete MBR collection tank will be retrofitted and converted to a lift station. If the condition, size, or dimensions of the tank prove unsuitable to function as a lift station, then a new wet well shall be designed. A new sewer force main, approximately 1,080 feet in length, shall connect the lift station to the existing sewer force main across Niederman Road. The design should be based on wastewater flows for the 36 Davis Dr homes, the 17 Fern Dr homes, and the housing authority office.

The design, stamped drawings and performance-based technical specifications shall include all of the following:

- Fern Dr sewer force main design, including septic tank pumps, sewer cleanouts, joint restraints, and thrust blocking if required
- Lift station design, including any structural upgrades to the existing tank and piping, and disconnection of the existing MBR inlet pipe
- Duplex, explosion-proof pump design
- Coordination with Chehalis Tribes Planning Department for permits, inspections, connection of new and modified electrical facilities, and disconnection of electrical facilities to be removed
- Sewer force main design, including all appurtenances such as sewer cleanouts, joint restraints, and thrust blocking if required
- Trenching or directional boring plan for Niederman Road crossing
- Temporary operations and sewer bypass plan for construction
- Stormwater pollution prevention plan (SWPPP)
- Adhere to Washington State Department of Ecology (DOE) Criteria for Sewage Works Design and applicable sections of the Washington Administrative Code (WAC), Titles 173 and 246
- All other items necessary to ensure complete and functional facilities can be constructed based on the drawings and specifications

Engineering services shall also extend throughout the construction of the facilities including at minimum four (4) site visits including a pre-construction meeting, two construction progress inspections, and one final inspection. The Consultant shall also be responsible for reviewing and providing feedback on the construction contractor's prepared Operations and Maintenance (O&M) manual for the facilities and producing the sealed Record Drawings after construction is complete.

The Consultant shall also be available, at pre-agreed upon rate, for the following services during construction:

- Additional site visits as requested by the Tribe
- For consultation on and responses to Requests for Information (RFIs) from contractors
- To generate changes and/or additions to the contract drawings and specifications as needed for unexpected site conditions, change orders, etc.

The Consultant will furnish all labor, materials, tolls, fees and equipment necessary to verify all provided data, gather required data, and prepare a construction-ready design for the lift station and force mains. See Attachments 1 and 2 for the site layout and design criteria.

The project deliverables shall be in the following formats:

- Reports and technical specifications: Draft (for review/comments by the Tribe and IHS): Microsoft Word or PDF; Final: PDF
- Design Numerical and Statistical Data: Draft (for review/comments by the Tribe and IHS): MS Excel; Final: PDF
- Construction Drawings: Draft (for review/comments by the Tribe and IHS): PDF; Final: PDF and hard copy

## **QUESTIONS AND CLARIFICATIONS**

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

**Brian von Clück**  
**Utilities Construction Project Coordinator**  
**Chehalis Tribe Planning Department**  
**Office Phone: (360) 709-1862**  
**Email: [bvoncluck@chehalistribe.org](mailto: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 SUBMISSION REQUIREMENTS**

One printed copy or one digital copy in PDF format of the Proposal must be received by 2:00 p.m., Pacific Standard Time, on May 24<sup>th</sup>, 2023. 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:  
Fern Drive and Petoie Lift Station and Force Main Design”**

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.

**MINIMUM CONSULTANT QUALIFICATIONS**

The evaluation process established by this RFP is intended to enable Consultants to demonstrate their qualifications to perform the Project. At minimum, Consultants are to have the following qualifications:

- A. Must have provided engineering design services for at least four (4) similar wastewater facility construction projects in the past ten years.
- B. Must be able to provide design professionals registered to practice in the State of Washington to perform/oversee the engineering work and seal the contract drawings and technical specifications.
- C. Be able to assign an in-house Professional Engineer (PE), registered in the State of Washington or certified Project Management Professional (PMP) as the Project Manager for the duration of the work who has the requisite, demonstrable experience to successfully lead this project and who shall be identified in the Consultant’s SOQ.
- D. The Consultant shall be legally qualified to do business with the Chehalis Tribe in the State of Washington, and shall provide registration/license numbers. The Consultant must also state that they have the ability to provide workers’ compensation and professional liability insurance.
- E. Minimum percentage of the work to be completed by the Consultant with in-house staff is 65%.

**PROPOSAL FORMAT**

Concise responses are appreciated. It is requested that the Proposal does not exceed approximately fifteen (15) pages, excluding the cover sheet and any tabs or indexes. A printed side constitutes one 8.5-inch x 11-inch page, with standard margins and 12-point minimum font size for substantive text.

**PROPOSAL CONTENT**

This section describes specific information that must be included in the Proposal. The Tribe reserves the right to conduct an independent investigation of any information, identified in a Proposal by contacting project references, accessing public information, contacting independent parties, or any other means.

**Letter of Submittal**

A cover letter on the Consultant’s letterhead should establish the firm’s interest in this project and may not exceed one page. The letter should identify the official representative and point of contact

for the Consultant. An authorized representative of the Consultant's organization shall sign the letter.

### **Project Team and Qualifications**

Describe the proposed project team; include resumes for all key staff outlining employment history, education, relevant experience, personal references and other relevant information. Provide an organizational chart identifying team members who are responsible for major functions to be performed, and their reporting relationships in project design and management. This chart should show all involved parties including any sub-consultants.

Clearly identify the following staff:

- Project Manager
- Lead Engineer
- Specialty Engineers
- If applicable, the extent of active participation of American Indian/Alaska Native (AI/AN)-owned firms, AI/AN professional staff members, or AI/AN support staff

### **Relevant Experience**

Provide a description of your firm's experiences in performing similar tasks, addressing key elements listed in the "Scope of Project Work" section. Provide the following for at least three comparable projects that your firm has previously performed within the past eight (8) years:

- Name of the project
- Owner's name, point of contact, and current telephone number and email address
- Dates of design and construction
- Description of the work and services provided
- Initial construction contract price and final construction contract price with any modifications included. Include explanations for large variances.
- Which proposed project team members delivered services for the project

### **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 work.
- Identify objectives/tasks that, in your opinion, are key to the success of the project; this may include items not already identified in this RFP. References for protocols and methods are encouraged.
- Describe the quality control methods used by the firm to assure useful quality work of this nature to the client.

### **Timeline and Cost Proposal**

Provide a description of the proposed schedule and dates of deliverables based on your firm's availability to perform the work. Provide an estimated cost schedule of line items consisting of

tasks and deliverables (costs may be a mix of lump sum, unit cost, or hourly) and excluding costs for potential pre-agreed fee work such as additional site visits and RFIs. The cost schedule shall be conservative and list the estimated maximum number of units or hours required to complete the work. Pricing shall be inclusive of all work needed to produce required deliverables, anything not specifically itemized or described will be considered incidental and will not be paid separately. These estimated costs will factor into the selection of a consultant but will not be a primary driver of the selection. They will also be used to negotiate contract prices for the work, services and fees.

## **EVALUATION CRITERIA**

1. **Professional Qualifications** – Qualifications of the firm and staff to complete the design 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 in the design of wastewater lift stations and force mains in Washington.
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 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 Native American tribe. To be considered for Indian Preference, you must submit proof of enrollment in a federally recognized 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 estimated 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 with 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 actual performance schedule will be determined as part of the contract negotiation.

<b>Task</b>	<b>Date</b>
Tribal issues RFP	April 28 <sup>th</sup> , 2023
Written questions regarding RFP are due	May 17 <sup>th</sup> , 2023
Proposals due to the Tribe	May 24 <sup>th</sup> , 2023
Evaluation process begins	May 29 <sup>th</sup> , 2023
Highest scoring firm selected and contract negotiations begin	June 1 <sup>st</sup> , 2023
Contract finalized	June 9 <sup>th</sup> , 2023
Work begins (approximately)	June 19 <sup>th</sup> , 2023