

NOOKSACK INDIAN TRIBE
5 CEDARS WATER SYSTEM

Request for Qualifications

5 Cedars Community Reservoir Replacement Project

Qualification Submittal Due Date:
September 6, 2024

Attn: Ryan Lewis,
Water Department Director
Nooksack Indian Tribe
PO Box 157
Deming, WA 98244

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Synopsis

The Nooksack Indian Tribe (hereinafter referred to as the Tribe) owns and operates a number of water systems serving tribal members. One of these water systems, the 5 Cedars community water system, is located about four (4) miles south of Deming, Washington and has a concrete reservoir that is leaking significantly and showing signs of structural deterioration. The Tribe is seeking qualified firms (hereinafter referred to as the Consultant) to prepare an engineering design and generate sealed construction drawings and technical specifications that are suitable for inclusion in a contract solicitation package to be submitted to the Nooksack Water Department for a replacement reservoir and demolition of the existing reservoir once the new one is in service. In addition, the Consultant shall provide engineering support throughout the construction phase.

The Tribe requests interested Consultants to submit Statements of Qualifications with estimated costs for consideration of an award of a contract for services.

This is a critical project with an expedited timeline. The Tribe desires to have the design and sealed drawings/technical specifications expedited so the construction can be completed before the end of May 2025 to fully utilize grant funds that have been made available for this project. It is estimated that the design, contract drawings and specifications will need to be completed by no later than January 15, 2025 to meet this timeline. Consultants should therefore be available and have the capacity to perform the work within this timeline.

Background Information

The 5 Cedars Community Water System (CWS) serves 33 tribal homes and one elder housing complex with 10 units located within the 5-Cedars housing development. This community is located approximately 4 miles south of Deming, WA on the Nooksack Indian Tribe trust lands. The water system is supplied by two wells with only one currently being used. There is one structure in which there is equipment for nitrate removal and chlorination and an adjacent aeration tower removes carbon dioxide for corrosion control. The storage and distribution facilities serve a single pressure zone and are composed of an 86,000-gallon concrete standpipe, two booster pumps and 6-inch PVC water mains. The two booster pumps were added to the water system in the past year to address low water system pressure issues in parts of the distribution system.

Project Objective

The 86,000-gallon concrete standpipe is approximately 46 years old, leaking significantly and showing signs of deterioration. Multiple repairs have been made to control leaks and deterioration in the past few years, but none have been adequate to address the leakage and underlying structural issues. There is only one reservoir serving the water system, so the existing reservoir will need to remain in service while a new one is constructed.

Engineering design services will be provided for completing the sealed contract drawings and technical specifications. The design, contract drawings and technical specifications shall include:

- Meeting with the Tribe and other project partners to discuss the project
- Developing a preliminary engineering report or basis of design report including:
 - Initial discussions with the Tribe to identify possible location(s) for the new reservoir
 - Comprehensive location and siting assessment
 - Geotechnical assessment of proposed site(s)
 - Assessment of tank material and construction options
 - Sizing of the tank based on historical community water use. No increase in the number of connections is planned for this community.
 - Consideration and incorporation of applicable building codes including seismic criteria into the design
 - Preliminary design of the tank, associated foundation, and integration of the tank into the existing CWS

- o Preliminary assessment for telemetry for tank fill operations including provisions for incorporating tank operations into a future supervisory control and data acquisition (SCADA) system
 - o Analysis and estimates for demolition of the existing tank
 - o Construction schedule
 - o Construction and life cycle cost estimates for proposed alternative(s)
 - o Providing a draft report incorporating these items to the Tribe and other project partners identified by the Tribe, providing at least ten (10) business days for review of the draft report, and addressing comments prior to development of the final report.
- Developing construction documents (plans and technical specifications) for the project sufficient to be included in a tribal procurement package including:
 - o Drawings and specification for the tank, foundation, appurtenances, piping, construction sequencing and connections to the existing CWS
 - o Drawings and specifications for demolition of the existing tank
 - o Submission to Tribe and other project partners identified by the Tribe the 60 percent, 90 percent, and bid-ready construction documents, allowing at least ten (10) business days for review of the 60 percent and 90 percent documents.
- Mobilization, ingress/egress, and parking/storage of construction equipment and vehicles.
- Incorporation of requested features or items from the Tribe that arise during planning and design consultation.
- All other items necessary to ensure complete, functional facilities can be constructed. based on the contract drawings and specifications.

The design of facilities shall conform to AWWA and industry standards, and also meet requirements and preferences of the Tribe.

Engineering services shall also extend throughout the construction of the facilities including at minimum five (5) site visits consisting of Pre-bid meeting, pre-construction meeting, one mid-construction inspection, one pre-final inspection 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 fees, 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/additions to the contract drawings and specifications if needed for unexpected site conditions, change orders etc.

The Consultant will furnish all labor, materials, tolls, fees and equipment necessary to gather required data, verify all provided data, and prepare a construction ready design for the Tribe. See Attachment A for photos of existing conditions. **Preliminary site drawings in AutoCAD**

format will be provided upon award; the Consultant is responsible for verifying their accuracy and correct/develop them as needed.

The project deliverables shall be in the following formats:

- Reports and Technical Specifications: Draft (for review/comments): MS Word; Final: PDF
- Design Numerical and Statistical Data: Draft (for review/comments): MS Excel; Final: PDF
- Construction Drawings: Draft (for review/comments) AutoCAD Civil 3D PDF; Final: PDF. Drawings shall be to scale when printed on 11" x 17" sheets.
- Hydraulic Modeling Data: File corresponding to software program modeling performed on with design criteria, assumptions, data and modeling results printed to PDF or exported to MS Excel.

Deliverables, their number and frequency/schedule shall be included in the contract for services between the Consultant and the Tribe and based on the information outlined above.

Questions and Clarifications

All inquiries relating to the RFQ/RFP process *must* be directed to:

Ryan Lewis,
Water Department Director
Nooksack Indian Tribe
Email: rlewis@nooksack-nsn.gov
Office (360) 592-0162 ext. 3264
Cell (360) 821-6853

All questions must be received no later than seven (7) calendar days prior to the RFQ deadline. It is the Consultant's responsibility to verify emails have been received if there is a delayed response. Substantive questions and answers will be made available to all known RFQ recipients; when appropriate, revisions, substitutions, or clarifications shall be issued as official addenda to this RFQ.

SOQ Final Submission Requirements

Three copies (if hard copy) of the SOQ must be received by 4:00 p.m., local time, on September 6, 2024. A duly authorized representative empowered to bind the Consultant must sign the SOQ. SOQs shall be submitted to the following; email subject line must include the project name and number.

**Ryan Lewis,
Water Department Director
Nooksack Indian Tribe
Project PO-24-D41 5 Cedars Community Reservoir Replacement SOQ
Email: rlewis@nooksack-nsn.gov
PO Box 157
Deming, WA 98244**

Mis-deliveries or late submittals will be considered non-responsive.

Public Records

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

Minimum Consultant Qualifications

The evaluation process established by this RFQ/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 similar potable water facility construction projects valued at \$250,000 or greater 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. Change of Project Manager shall occur only due to exceptional events such as employees resigning, and in those cases another equally or more qualified Project Manager shall be assigned. The Consultant's workload or preference shall not be a reason to switch Project Managers.
- D. The Consultant shall be legally qualified to do business in the State of Washington, and shall provide registration/license numbers.
- E. Minimum percentage of the work to be completed by the Consultant with in-house staff is 65%.

Format for Statement of Qualifications (SOQ)

Concise responses are appreciated. It is requested that the SOQ does not exceed approximately fifteen (15) pages, excluding the cover sheet and any tabs or indexes.

One page is defined as: one side of a single 8-1/2"x11" page, with 12-point minimum font size for substantive text. Each section shall be separated by numbered tabs, with the following sections; (1) Letter of Submittal; (2) Proposed Team; (3) Relevant Experience; (4) Project Approach; (5) Timeline and Availability; (6) Estimated Cost Range; (7) Licenses/Certifications

Statement of Qualification Requirements

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

Letter of Submittal

Provide a Letter of Submittal on the Consultant's letterhead identifying the official representative and point of contact for the Consultant. The letter shall identify such representative's title, address, phone, and e-mail addresses. An authorized representative of the Consultant's organization shall sign the letter. Consultants must also verify that they have current workers compensation and professional liability insurance including the policy limits.

Proposed Team

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 showing the "chain of command" with lines identifying participants who are responsible for major functions to be performed, and their reporting relationships in managing, designing the Project, and post completion services during the warranty period. This chart should include design sub-consultants, specialty sub-consultants and major subcontractors (if selected.)

Provide a matrix of proposed staff identifying the team's common projects, and relevant project experience.

Clearly identify the following key staff:

- A. Project Manager - The individual primarily responsible for the overall project design, construction quality management, and contract administration.
- B. Lead Designer – The individual who will be the engineer-of-record for the civil/environmental construction drawings, technical specifications and other engineering documents.
- C. Specialty engineering consultants.
- D. The extent of active participation of Indian Owned firms, Indian professional staff members, or Indian support staff.

The submitted information will be evaluated to determine how well the Consultant identifies and demonstrates that its key personnel meet or exceed minimum qualifications necessary for the design and construction of the Project. The selection committee will evaluate how well the Consultant demonstrates that it has sufficiently experienced, qualified personnel within its organization to effectively manage the project, implement quality control, and perform the work in an expedited manner. Consultants must provide proof (license/registration number) of appropriate professional licensure/certification in the State of Washington for project team members listed.

Relevant Experience

Provide a minimum of three individual project profiles demonstrating the proposed team's relevant experience

For each project profile, identify:

- A. The name of the project and the owner's contract or project number.
- B. Owner's name, address, contact person, current telephone number, and email address.
- C. Dates of design, construction.
- D. Description of the work or services provided
- E. Initial construction contract price and final construction contract price with modifications and change orders included. Include explanations for large variances.
- F. Which proposed project team members delivered services for the project.

The Selection committee will evaluate how well the Consultant demonstrates that it has sufficient experience in the design and construction of projects that are similar and comparable in scope to this Project.

Project Approach

Describe your overall approach to delivering the project, including:

- A. Your design process to be utilized to meet the project goals. State relevant design references and standards to be used in project design.
- B. Describe the services you would provide and the recommended deliverables including frequency and schedule.
- C. Your approach to overall project management that promotes effective decision-making, effective communications, risk management and predictable outcomes.
- D. Your approach to overall quality control including day-to-day review, reporting and follow up to assure quality construction to meet the requirements of the specifications in Division 1.

The Selection Committee will evaluate the strengths, weaknesses and any deficiencies in the proposed approach, and will evaluate the Consultant's understanding and capability to fulfill the project requirements.

Timeline and Availability

Provide your estimated timeline for the work to be completed and your current and near-future availability/capacity to perform the described work.

Due to the critical nature of the project, the timeline and availability to conduct the work soon will be a prime selection criterion.

Cost Estimate

Submit an estimated cost range for the work as described in this SOQ **excluding** costs for potential pre-agreed fee work (additional site visits, RFIs, change orders etc.) described in the Project Objective section. Provide an average per-hour fee amount for 1) technical staff and 2) professional engineering staff who would likely perform the described pre-agreed fee work.

These estimated costs and averaged fees may influence the selection of a consultant but will not be a primary driver of the selection. They will also be used to negotiate an agreed upon price for the work, services and fees.

Selection Process

An evaluation panel designated by the Tribe, in consultation with other project partners, will review all SOQs. Consideration will be given but not limited to the following criteria:

1. Professional Qualifications – Qualifications of the Consultant and staff to complete the design. Discussion of professional licensure, academic work, professional experience, and professional affiliation relative to content of this project.
2. Relevant Experience – Specialized experience and demonstrated technical competence in the design of water storage reservoirs and other water system infrastructure.
3. Past Performance - Past performance on similar contracts with Government/Tribal agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. Past performance documentation should (at minimum) include a list of comparable projects. Each listed project should include the following.
 - a. Owner
 - b. Owner contact information
 - c. Brief project description
 - d. Cost of the project
 - e. Duration of the project

4. Capacity to Accomplish Work – Consultant’s capacity to complete the project in a timely manner and current/near-future availability.
5. Project Familiarity – Familiarity with the project area and project stakeholder. Prior work of a similar nature completed with other Tribe or Tribal organizations.
6. 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.

The evaluation panel may choose a short list of qualified consultants who will be invited to make a presentation to the evaluation panel. Based on the SOQs and presentations (if needed), the selection panel will choose the consultant which, in its opinion, best meets the requirements set forth in this Request for Qualifications. The consultant chosen will be requested to generate a contract proposal including:

- Contractual terms required by the Tribe.
- A detailed description of the proposed tasks and deliverables based on the content of this Request for Qualifications and input from the Tribe and other project partners.
- 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 costs 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.

The Tribe reserves the right to negotiate or refuse any proposed contract and to seek proposals from others if a contract proposal the Tribe concurs with cannot be reached.

Indian Preference

The Tribe reserves the right to give first consideration to consultants that are 51% or greater Indian owned, provided the consultant is qualified, has sufficient prior experience and can offer reasonable prices for the work, services and fees.

Reserved Rights

The Tribe reserves the right to:

- A. Amend, modify, or withdraw this Request for Qualifications;
- B. Require supplemental statements or information from consultants;
- C. Extend the deadline for responses to this RFQ/RFP;
- D. Accept or reject any and all proposals pursuant to this RFQ/RFP, in whole or part;

- E. Waive or correct any irregularities in proposals after prior notice to the Consultants; and
- F. Negotiate with alternative consultants if initial contract negotiations are unsuccessful.

This RFQ does not obligate the Tribe to award a contract, to pay the costs incurred in preparing any proposal, or to procure the services described herein. All SOQs are submitted at the sole cost and expense of the Consultant. The Tribe shall incur no liability or obligation to any Consultant except pursuant to a written contract of services, duly executed by the Consultant and an authorized signatory for the Tribe.

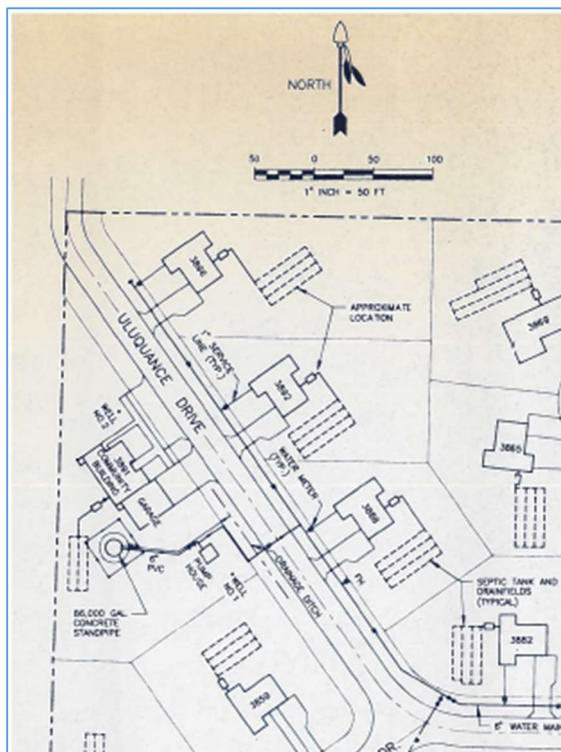
Attachment A – Site Photos



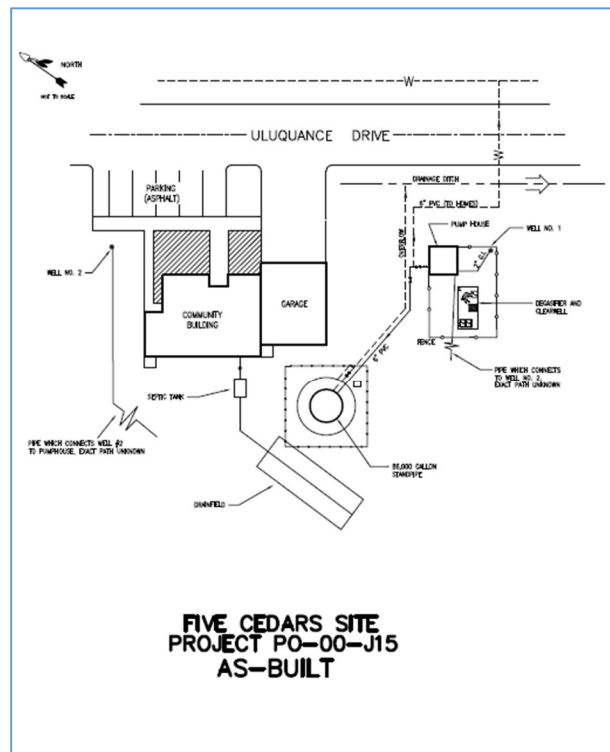
5 Cedars Reservoir – Lower Eastern Face



5 Cedars – Pumphouse and Reservoir



5 Cedars Community – 1990 As-Built



5 Cedars Reservoir – 2007 Site Plan