



PORT GAMBLE S'KLALLAM TRIBE

## **Request for Proposals Contract Owner's Representative for a Microgrid System Project**

### **BACKGROUND**

#### Vision

*“Port Gamble S’Klallam Tribe uses our many resources to maintain a proud, strong, healthy, educated community that uses innovation to ensure all our people enjoy a good quality of life.”*

Mission: The mission of the government of the Port Gamble S’Klallam Tribe is to improve the quality of life for all tribal members. We accomplish this through decision-making that considers future generations, competent administration and management, preservation and protection of our rich cultural heritage and natural resources, the enhancement of economic opportunities, and the protection of tribal sovereignty through determining our own destiny.

### **BRIEF DESCRIPTION OF TRIBE**

The Port Gamble S’Klallam Reservation is located on the northern tip of the Kitsap Peninsula in Washington State. It is situated on Port Gamble Bay, for generations an important natural resource for the Tribe and other Native Americans.

The Tribe is one of 29 federally recognized Indian Tribes in Washington State. The population of the Port Gamble S’Klallam Tribe is currently just over 1,300 enrolled tribal members. About half the tribal members reside on the reservation, along with other Native Americans and non-Indians. More information about the Tribe can be found at the Tribe’s website:

[www.pgst.nsn.us](http://www.pgst.nsn.us)

### **SCOPE OF WORK**

The Tribe seeks an Owner’s Representative for our Washington Department of Commerce Clean Energy Grant which is funding the “Securing (Energy) Sovereignty, Emergency Shelter and Medical Care through the Port Gamble S’Klallam Tribe’s Community Health Center Solar and Storage (microgrid)” project. The selected contractor will assist the Planning Director/Administrative Director of Governmental Services to complete the following three tasks: RFP Development and Bid Procurement, Owner’s Representation and Commissioning Services, and Performance Verification and Grant Reporting.

A Feasibility Study has been completed for the project which includes preliminary electrical drawings for the work. The selected construction contractor will be expected to work off those plans and finalize them for permit approval from the Washington State Department of Labor & Industries.

Listed below are the specifics of each task for the Owner's Representative consultant:

### Task 1: RFP Development and Bid Procurement

- Facilitate a Kickoff meeting with stakeholders and PM support meetings.
- Review site reports, system details, and prepare Scope of Work and performance specifications for RFP.
- Draft solicitation for PGST approval.
- Finalize RFP and support outreach with solar and storage trade ally networks.
- Facilitate (1) hour pre-proposal meeting following issue of RFP.
- Facilitate Pre-bid site walk.
- Tabulate contractor questions and coordinate responses with PGST.
- Prepare a Bid summary of responsive contractors, including comparable project costs, equipment, performance.
- Presentation of contractor proposals with (1) working session to evaluate responses.
- Coordinate with PGST contracting team for contracting process.

### Task 2: Owner's Representation and Commissioning Services

- Perform a Submittal Review for contractor submittals.
- Develop a Commissioning Plan.
- Facilitate Monthly 30-minute coordination meetings during construction.
- Perform six (6) Site Observations (w/Report).
- Witness Equipment Start-Up.
- Installation Verification of system components.
- Verify Functional Performance Testing.
- Back Check any issues identified during the installation.
- Develop a Commissioning Report containing all documentation.

### Task 3: Performance Verification and Grant Reporting

- Perform O&M Review, project closeout, and verify as-built document delivery.
- Assist with Quarterly Progress Reports for grant reporting and ensure that all grant requirements and deadlines are met.
- Perform 6 Month Performance Verification following construction completion.

## **PROPOSED SCHEDULE**

- Tribe to release RFP by: October 15, 2024
- Proposals due by: November 12, 2024
- Tribe interviews and selects between: November 18-29, 2024

## **PROPOSAL REQUIREMENTS/GUIDELINES**

- Letter of Interest and overall qualifications.
- Name of provider who will be responsible for the performance of any work assigned including all contact information.
- Detailed biographies and summary of the relevant experience of each provider who would be available to perform services on behalf of the Tribe.
- Examples of similar projects completed for Tribal or other clients over the last three to five years, including examples of successful results as well as unsuccessful results.
- Three references from current or former clients, including tribal clients for similar work.

- A description of any costs that would be charged to the Tribe to provide the agreed upon services.
- Statement of availability to commence and complete work

### **PROCEDURES FOR SUBMISSION**

Interested consultants are invited to submit electronic copies of their written proposal by 4:00 PM on November 12, 2024, to Tamara Gage via [tgage@pgst.nsn.us](mailto:tgage@pgst.nsn.us)

All material submitted in response to this Request for Proposals becomes the property of the Tribe and will not be returned. Proposals are limited to 5 (five) pages. Proposals exceeding the page limit shall be competitively disadvantaged.

### **SELECTION CRITERIA (IN NO PARTICULAR ORDER)**

- Reasonableness of fees
- Qualifications of candidate
- Experience with similar projects
- Track record of successful completion of similar work
- Availability
- Organizational development expertise and experience, especially as it relates to Native American Tribes

### **REJECTION OF RESPONSES**

The Tribe reserves the right to not award a contract at all.

### **DISPUTE RESOLUTION AND WAIVER OF SOVEREIGN IMMUNITY**

Any candidate responding to this Request for Proposals should include a statement of their consent to the jurisdiction of the Port Gamble S'Klallam Tribal Court for the resolution of any disputes that may arise between the consultant and the Tribe along with their agreement that any waiver of sovereign immunity that may be included in a contract between the Tribe and the consultant will be limited to declaratory and injunctive relief in Port Gamble S'Klallam Tribal Court. **A model contract is provided as a part of this RFP and the successful candidate will be expected to use the standard terms of the model in the final agreement.**