



Port Gamble S'Klallam Tribe

Request for Proposals: Microgrid Design, Procure, and Installation for one (1) facility

January 6, 2025

Key Project Milestones

Milestone	Date
RFP Announced	January 6, 2025
Optional Pre-Bid Walkthrough	January 13, 2025 1PM
Deadline for Questions	January 15, 2025 1PM
Proposals Due	January 24, 2025 1PM
Award Announcement	January 31, 2025
Contract Negotiations	January 31, 2025
Estimated Contract Approval	February 17, 2025*
Substantial Completion Target	June 30, 2025

* Pending if contractor requests a waiver of sovereign immunity

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A. Introduction

Background

Vision

“Port Gamble S’Klallam Tribe uses our many resources to maintain a proud, strong, health, 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 the 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

Description of the Tribal Government

The Port Gamble S’Klallam Tribal Council is comprised of six elected officials serving two year staggered terms. It serves as the executive and legislative body of the tribe and convenes twice a month to establish policy, review budgets and finances, and ensure staff is carrying out the responsibilities delegated to it to fulfill the vision and mission of the Tribe.

The Tribal government employs approximately 300 employees and provides numerous direct services to the tribal membership. The Tribe also owns a casino, a convenience store, a tribally designated housing entity, and operates a 501 (c) 3 non-profit foundation. The casino operates class II and II gaming and employs approximately 225 employees, this number includes part-time and on-call staff.

Brief Project Description

The Port Gamble S’Klallam Tribe (PGST) located in Northern Kitsap County, is seeking the services of a qualified firm to **design, procure, and install one Battery Energy Storage System**

(BESS) on one facility, and expand their existing rooftop solar array at the Tribal Health Clinic located on the Port Gamble S’Klallam Tribe Reservation.



Project Area

Port Gamble S’Klallam Tribe Health Clinic

- New BESS
 - Approximately 122.9 kWh Sol-Ark L3 Basis of pre-design
 - Sol-Ark 30kW (x2) Basis of pre-design
- New Rooftop Solar PV
 - 66.2kW-DC Expansion to the existing solar array – SolarEdge equipment basis of pre-design for compatibility.
 - Existing 25.4kW-DC Array (20kW-AC) – SolarEdge Inverter optimizer system

Detailed Project Descriptions

This section will provide the contractor with detailed project descriptions of the pre-design analysis for the building.

Port Gamble S’Klallam Tribe Health Clinic

The Port Gamble S’Klallam Tribe Health Clinic is being considered for design, procurement, and installation of solar and BESS systems due to its low complexity and taking advantage of current generator panel infrastructure. The solar and BESS will support the facility current normal and emergency operations. The proposed system details are below:

- Provide resilient power to 50% of Panel G1 loads for a 7-day design outage beginning early January.
 - Whole Building
 - 49 kW Peak demand
 - 851kWh/Day Average
 - Panel G1 (Estimated 33% of Building)
 - 33kW Peak Demand
 - 281kWh/Day Average
- Clinic Rooftop Solar array
 - Existing 25.4kW-DC Array (20kW-AC)
 - 66.2kW-DC Expansion (Total of 96kW-DC)
 - 60kW-AC additional rooftop string inverter system
- Battery energy storage system (BESS)
 - 2 x 30kW Hybrid Inverters with 122.9kWh Battery system in two outdoor pad mount packages near the existing Generator.
 - Sol-Ark Basis of design
- Generator
 - Existing 150kW 208Y Generator
- Clinic Historical Electrical Use
 - Annual Use: 206,400-kWh
 - Peak monthly use: 26,400-kWh in January
 - Existing Solar production estimate (25-kW array): 27,820-kWh
- Electrical System Details
 - Utility Transformer: 225VA Pad mount Transformer
 - 208Y, 4 Wire, 1600A Main Switchboard
 - 208Y, 4 Wire, 400A Generator Panel G1 (Fed from 400A Generator ATS)

B. Port Gamble S’Klallam Tribe Supplemental Conditions

Indian Preference and Employment

The Port Gamble S’Klallam Tribe Construction Preference Policy applies to this project. This policy grants preference to certified, qualified, Indian-owned companies that bid within five (5) percent of the lowest qualified responsible Non-Indian bidder(s).

The Port Gamble S’Klallam Tribe will evaluate all proposals and execute a Contract with the firm(s) whose proposal is the most advantageous to the Tribe.

The selected firm(s) will assume responsibility for all contractual matters and services outlined in the proposal. Payment will be made upon an agreed schedule for Design, Materials, Fabrication, and Installation, upon receipt of the Firm’s billing statement, for work done. The invoice must include a summary of progress through the billing. All billings will be processed through the Port Gamble S’Klallam Tribe’s designated staff.

The PGST reserves the right to reject any or all proposals not considered to be in the best interest of the Tribe.

PGST has the right to reject any and all Proposals that are not provided on or before the due date and time or that do not conform to the requirements of this Request.

This Request for Proposals for Microgrid Design, Procurement and Installation and the Proposals provided as a result of it shall in no way act to form an agreement, obligation, or contract. In any event and regardless of circumstances in no way shall the PGST be held responsible for any loss of profit or any costs or expenses incurred or experienced as a result of a prospective Service Provider's preparation and provision of Proposal(s) or participation in interviews.

Debarment Certification

The Contractor will be required to certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Contract by any Federal or State department or agency. If requested by The Department of Commerce the Contractor shall complete a Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form. Any such form completed by the Contractor for this Contract shall be incorporated into the Contract by reference.

Sovereign Immunity

Nothing in the Request, or any other document referenced in this Request shall be construed or implied as a waiver of the sovereign immunity of the Port Gamble S'Klallam Tribe, the Port Gamble S'Klallam Tribe Council, any subdivision, instrumentality, wholly owned entity, or affiliate of the Tribe or any of their respective officers, employees, or agents acting within the scope of their authority unless a waiver is explicitly stated and duly approved.

Prospective proposers are encouraged to examine this solicitation document, contact the Port Gamble S'Klallam Tribe project representative, and visit the proposed facility project area during the planned site walk. Inquiries should be directed to the **Abigail Welch** by email: awelch@pgst.nsn.us

C. Scope of Work

1. Design, Procure, and Install an approximately 66.2 kW-DC Rooftop Solar Array and 122.9 kWh Battery Energy Storage System (BESS) at the Port Gamble S'Klallam Tribe Community Health Clinic. Solar array is an expansion of an existing array on the roof.
2. General Requirements for the site follow. More detailed contractor responsibilities are presented in the Contractor Responsibilities section:
 - a. The contractor will be responsible for producing the complete PV system, BESS system, meters, interconnection costs, connecting to Puget Sound Energy's (PSE) equipment, procuring all required materials, and installing all materials in compliance with applicable national and local codes.
 - b. The contractor, in collaboration with PGST staff, will be responsible for securing all planning, electrical, and building permits required to complete the scope of

work outlined in this RFP. Contractor will provide a proposed schedule in proposal.

- c. Contractor is required to submit structural calculations, stamped by a Washington State Professional Engineer to document the contractor's scope of work outlined in this RFP is structurally sound and in compliance with applicable building codes.
- d. The contractor shall generate an estimate of annual energy production of the systems from the date of commissioning through 25 years of operation. These system performance estimates will be required as part of the RFP response and must include all assumed de-rate factors.

D. Pre-Bid Project Walk-through

PGST will provide site analysis documentation, including photos. An optional site walk-through for contractors interested in bidding on this project will be held at the Port Gamble S'Klallam Tribe Health Clinic on the date and time shown on the milestone schedule on the RFP cover sheet.

E. Existing Plans

Pre-design drawings for the Solar and BESS system are included in Appendix E. Any proposed modifications shall be detailed in the contractor's proposal.

F. Contractor Requirements

- i. Licensed contractor in Washington. Provide Contractor license number.
- ii. Contractor shall have staff assigned to this project with active NABCEP certifications
- iii. Insured — \$1,000,000 per occurrence, \$2,000,000 aggregate. Note: there is required insurance language naming the Tribe as co-insured
- iv. 100% Performance and Payment Bond

1. Proposal Requirements

- a. The prime contractor firm legal name, address, telephone number and principal contact email address.
- b. Contractor License Number, UBI Number, and Proof of Insurance
- c. The principal assigned to this project, the project manager (if different) and a brief description of their qualifications (experience, professional registration, education) and list of projects and date of completion for projects similar in scope to this solar array with battery backup project and descriptions and

photographs of similar projects completed by Contractor, specifically experience with PV system installations greater than 50 kW DC nameplate and commercial BESS System installations.

- d. The proposed work plan and schedule for activities to be performed.
- e. Fee proposal must be based on the proposed scope of work and schedule.
- f. Describe how you establish the estimated cost of construction. A summary of construction costs must be provided on the proposal summary form included in this document as appendix.
- g. A minimum of three references that are knowledgeable regarding the firm's recent performance on projects. The references shall be for projects on which the Project Manager has worked.
- h. Lump-sum (fixed price) bid for all services (including but not limited to labor, materials, taxes, transport, permitting and engineering) associated with the design and installation of permitted and operational grid-tied PV and BESS system.
- i. Company labor, equipment, and material mark-up rates for potential change orders
- j. Specification sheets of major system components including racking components
- k. Proposed construction plan with timeline.
- l. Estimates of annual energy (kWh) production for the proposed PV/BESS system. Annual energy production estimates should detail energy production from commissioning through the next 25 years.

2. Services Requested from Contractor (Upon contract award)

- a. System Design — Contractor must submit the following design documents prior to system installation.
 - i. Detailed Site Diagram showing:
 - 1. Elevation and plan view of PV array and BESS location and/or 3D rendering
 - 2. Elevation of electrical equipment (inverter & disconnects) layout

- b. Shade Analysis – Contractor will be responsible for providing documentation confirming maximization of solar access and minimization of shading from any nearby obstructions.
- c. Electrical Single-line diagram - Must include all information about major system components specifications and ratings, conductor size and type, conduit size, ratings of combiner boxes and series OCPD's, and ratings of facility electrical panel interconnection point.
- d. Wire Sizing Calculations – Ampacities of conductors shall be determined using NEC tables. Voltage drops for PV source, output and inverter output circuits shall be determined by hand calculations and limited to manufacturer recommendations or tolerances.
- e. PV Array Racking —Contractor will be responsible for generating the PV array racking design and attachment methodology. Contractor shall provide this information to the Tribe in a timely manner for approval, prior to obtaining any required permitting or ordering equipment.
- f. BESS Container – Contractor will be responsible for generating the BESS Container design and inverter methodology. Contractor shall provide this information to the Tribe in a timely manner for approval, prior to obtaining any required permitting or ordering equipment.
- g. Microgrid Source Combiner Panel & Transformer
 - i. Contractor will be responsible for generating the Microgrid Source Combiner Panel & Transformer methodology. Contractor shall provide this information to the Tribe in a timely manner for approval, prior to obtaining any required permitting.
- h. Field Verification
 - i. Contractor must field verify design feasibility and/or all record documents and prepare own as-builts prior to commencing work to ensure proper system installation and adherence to contract timeline.
- i. Project Documentation
 - i. Contractor will be responsible for maintaining accuracy of design documentation during project construction and will submit as-built documentation to the Tribe upon project completion.
 - ii. Contractor will be responsible for generating a complete and detailed project construction schedule once all permits are secured. The project schedule will help the Tribe understand the timing and duration of work

and in which areas of the site the work will occur.

- j. Procure materials
 - i. Contractor shall be responsible for procuring all system materials, whether or not specified in the system description, unless otherwise indicated above that it will be supplied by the Tribe or others.
 - ii. Contractor shall provide a submittal package detailing all products, equipment, and system layout for review and approval, prior to procurement of materials.
- k. PV and BESS System installation
 - i. Contractor shall be responsible for installing a grid-tied photovoltaic array and Battery Energy Storage System installation at the facility. The installation must be compliant with the current NEC and local authority having jurisdiction (AHJ). It is the installer's responsibility to ensure code compliance with the local authorities. The installation shall be executed according to the system design documentation approved by the Tribe. PGST must approve any design changes made in the field.
 - ii. Contractor will provide adequate security, safety and protection of the site during the installation. This can include temporary fencing, protective barriers, traffic control, storage, and suitable housekeeping.
- l. Contractor will be responsible for any and all excavation and grading required for completion of the project. Coordination with any subcontractors may be required by the Contractor.
- m. Interconnection
 - i. Contractor shall coordinate with the Tribe to confirm acceptable location any required utility metering and disconnects. It will be the responsibility of the Contractor to ensure that any and all other documentation necessary to meet permit and utility requirements is submitted to the Tribe and the Authority Having Jurisdiction (AHJ).
 - ii. It shall be the responsibility of the Contractor to procure and ensure that any required metering is installed, and the system has passed all required electrical and utility inspections.
- n. Electrical Permit
 - i. It will be the responsibility of the Contractor to submit all required documentation to Washington Labor and Industries and Puget Sound

Energy to, secure all electrical permits required to complete the scope of work outlined in this RFP.

o. Building Permit

- i. It will be the responsibility of the Contractor to perform all structural engineering, and submit all required applications to the PGST Planning Department to obtain the building permit. The Contractor will be responsible for any racking engineering required.

p. System Commissioning

- i. Contractor shall submit completed PV and BESS system commissioning documentation to confirm the system is operating as designed. Contractor will be responsible for completing the requisite commissioning documentation to be approved by PGST prior to commissioning. The final PV and BESS system commissioning report shall be included in the project documentation.

ii. Minimum Project Documentation Includes:

1. As Built Drawings
2. Racking Torque Verifications
3. Racking Visual Inspection
4. Wiring Visual Inspection
5. PV System Off Testing:
 - a. String Level Open Circuit Voltage and Polarity
 - b. AC Voltage
6. PV System On Testing:
 - a. String Level Max Power Voltage
 - b. String Level current
 - c. Inverter Production
7. Data Monitoring
 - a. Registration Information

for any monitoring
platforms

- b. Serial numbers for PV and BESS inverter(s)
- c. Confirmation of reporting and display with online platform(s)

8. Operator's Manual(s)

q. Final Walk through

- i. Contractor shall schedule a tour of the completed and operating PV and BESS systems with PGST.

r. System Warranty Minimums

- i. Contractor shall provide a minimum 5-year workmanship warranty
- ii. 5-year parts and labor and pass through all the equipment warranties
- iii. Solar modules – 10 year limited product warranty and 25-year linear power warranty
- iv. BESS Battery Container – 10 year limited product warranty and linear power warranty
- v. Inverters – 10-year warranty
- vi. Racking – 10-year warranty
- vii. Control system – 10-year warranty

s. Monitoring

- i. The PGST must monitor the system for twelve (12) months and provide data to the WA Department of Commerce.
- ii. Contractor will assist the Tribe with respect to monitoring system performance by setting up monitoring dashboards through manufacturer websites.
- iii. This monitoring will include energy production data, and energy savings, including the amount, cost, and percentage of actual energy saved and displaced annually. The verification process leverages energy monitoring data from the system's monitoring dashboard, then confirms with utility billing data from Puget sound Energy.
- iv. Contractor will procure and install any required monitoring equipment and train PGST staff how to use the monitoring system

(e.g. mySolarEdge)

3. Design & Engineering

Provide detailed plans and specifications to procure and install all components needed for a functional solar system and battery energy storage at the facility. Submit plans for approval to Port Gamble S’Klallam Tribe Public Works. Final Plans to be stamped by a Professional Engineer licensed in Washington State.

- Work with PGST staff and their chosen representative to adjust the final design as needed to meet project objectives within available budget.
- Respond to PGST comments and incorporate in final designs.
- Provide Structural Analysis to confirm systems are compatible with the existing roof.
- Provide two copies of plans and specifications suitable for construction.
- Provide itemized cost estimate to complete the project.
- Provide Material Submittals for all materials used on project for approval prior to ordering.

All work performed must conform to the design and construction standards of the Port Gamble S’Klallam Tribe Planning Department, International Building Codes, and applicable structural building codes. These can be found in Council Resolution No. 23-P-073.

The Firm shall be familiar with and comply with the PGST administrative requirements and guidelines pursuant to the awarded funding for this project. The Tribe desires to be substantially complete the project by the date shown on the milestone schedule.

4. Procure Solar Panels and Components, and BESS System

- a. Procure materials for operational Solar and BESS system on each facility.
- b. Deviations from design or material deviations from approved plans must be approved by PGST Planning Department.

5. Install Solar and BESS Systems

Position solar modules and BESS in final locations, secure to roof or concrete pad as applicable, provide and install inverters, meters, controls, and monitoring system.

- Work must be done adhering to OSHA construction safety standards.
- Provide all equipment, material, rigging, and manpower needed to set modules and equipment securely in place.
- Installation labor must be in accordance with Davis Bacon Wage Act requirements.
- Provide O&M training with digital O&M manual for Tribe’s staff.

G. Port Gamble S’Klallam Tribe Responsibilities

- a. PGST will be responsible for issuing building permits and approvals required for this project.
- b. PGST will be responsible for the preparation of the environmental assessment and a cultural resources report if applicable.
- c. PGST will provide structural as-built plans for all impacted buildings/roofs.
- d. PGST will provide a timely review of the deliverables provided by the Contractor.
- e. PGST will be responsible for the condition of the existing roofs that the solar panels will be installed on provided damage is not done by contractor during project.

H. Proposal Submission

Proposal Due Date

See Project Milestone schedule on RFP Cover sheet

Firms that mail their proposals to the Port Gamble S’Klallam Tribe should allow for adequate delivery time. Postmarks will not be used as the basis for determining timely delivery. Electronically delivered submittals will be accepted by **email** up until the due time.

Submittal Address

Port Gamble S’Klallam Tribe
Public Works Department
Abigail Welch
31912 Little Boston Rd NE
Kingston, WA 98370
awelch@pgst.nsn.us

Proposal Format

Proposals shall demonstrate that the firm(s) has the professional capability and availability to satisfactorily and timely complete all the tasks as described in the Scope of Work section of this RFP.

Successful proposals will clearly identify the firm’s project team, experience with similar projects, and approach to this project, projected schedule, references, other supporting material, and cost estimate for entire project.

While the cost estimate identified in the proposal will be a consideration, it will not be the sole determining factor in selecting the successful firm. The PGST has the right to require any clarification necessary to understand the Firm’s approach to the project and the work scope.

All submittals will be evaluated on the completeness and quality of the content. Only those proposers providing complete information as required will be considered for evaluation.

Organization of the Proposal

Proposers must provide all information as requested in this Request for Proposal (RFP).

Proposal responses will be organized in the following manner:

1. Cover Letter (Appendix A)
2. Proposal Summary (Appendix B)
3. Project Team and Qualifications
4. Native business and employee preference information
5. Project Approach and Proposed Design
6. Schedule to Complete Project
7. Cost Estimate

I. Evaluation and Scoring of Proposals

Each proposal will be evaluated on the following criteria, weighting, and maximum points:

1. Project Team and Qualifications	20
2. Project Design Approach	20
3. Cost Estimate	30
4. Schedule to Complete Project	20
Total Points Available	90

The following information will be used to evaluate and rank responses:

Project Team and Qualifications – Maximum 20 Points

Provide an organization chart of your proposed team and include each member’s respective role and key personnel experience on similar projects.

Resumes of key personnel that demonstrate that the individual(s) meets the qualification and experience requirements for performing the work outlined.

List of similar projects performed by key team members within the last 10 years.

Native American Owned Business Preference

The Port Gamble S’Klallam Tribe Construction Preference Policy applies to this project. This policy grants preference to certified, qualified, Indian-owned companies that bid within five (5) percent of the lowest qualified responsible Non-Indian bidder(s).

Project Approach and Proposed Design – Maximum 20 Points

Describe the Contractor’s overall approach and understanding of the project.

Describe the proposed materials that will be used for this project.

Describe warranties and guarantees for materials and workmanship.

Cost Estimate – Maximum 30 Points

Provide an itemized estimate of the project cost including all aspects of the project from design to final completion.

Provide Payment schedule with pay items

Schedule – Maximum 20 Points

Provide a schedule showing start, duration, and completion dates for each task and overall project duration.

J. Proposal Schedule

The Milestone schedule shown on the RFP cover page will be used for this RFP and subsequent project unless modified by Port Gamble S’Klallam Tribe.