



PORT GAMBLE S'KLALLAM TRIBE
PLANNING DEPARTMENT
31912 Little Boston Rd. NE – Kingston, WA 98346

Request for Proposals
Cemetery Engineering and Design

RFP Release Date: April 27, 2026

Deadline for Submittals: May 21, 2026 at 3:30pm

Mandatory In-Person RFP Site Meeting: May 4, 2026 at 10am.

REQUEST FOR PROPOSALS:

The Port Gamble S'Klallam Tribe is seeking fee proposals from teams of cemetery design professionals and civil engineers to complete the site and civil design of Phases 1 and 2 for construction of a new tribal cemetery. The Tribe hopes to complete a bid package of plans, specifications, and estimate (PS&E) for Phases 1 and 2 of the cemetery, developed to a minimum 60% level.

BACKGROUND:

The Port Gamble S'Klallam Tribe is running out of space at the existing tribal cemetery. The Tribe is pursuing phased design and construction of a new cemetery on 47 acres of tribal land at a different location. The Tribe recently adopted a Feasibility Study Report for the new cemetery, which will be used as guidance for location, site planning, basic design concept and layout, infrastructure, and potential phasing plan for the new cemetery. The Feasibility Study Report is available on the Tribe's website at <https://pgst.nsn.us/planning/>.

The primary components of phases 1 and 2 are expected to include a new roadway between Little Boston Rd NE and Cliffside Rd NE with roadside parking and a single turnaround, grading for burial sites, a covered shelter, water service from the existing public water system at Cliffside Rd and a restroom with underground holding tank.

The Tribe expects that proposed design work will include land surveying, cemetery plotting for graves and family estates, irrigation, landscape architecture, grading, road circulation and parking, pedestrian pathways, storm water drainage, architecture for the covered shelter and restroom structures, sewer and water utilities in support of any bathroom facilities, environmental analysis as necessary, and any other design elements necessary for the PS&E package for Phases 1 and 2.

The Tribe can provide generalized information on site conditions, which include wetlands, streams, buffers, and steep slopes but expects that further investigation of these features will be required by the design professionals as part of the project.

The site is tribally-owned fee land currently under the jurisdiction of Kitsap County.

CONTENTS OF PROPOSAL:

Proposals should include:

- Proposed Scope of Services
- Proposed Schedule
- Team roster, credentials and qualifications
- Team experience working together on similar cemetery projects
- Proposed fee

SCOPE, DELIVERABLES AND SCHEDULE:

The scope of services will include the following deliverables:

- Land Surveying (site boundaries, topography, and existing conditions necessary to complete design)
- Geotechnical/Geological Report and Engineering addressing geologic hazards, and engineering issues related to infrastructure construction
- Civil Engineering
 - Clearing, grading and erosion control for infrastructure
 - Sewer facilities
 - Water facilities, including design of off-site improvements if necessary
 - Roads
 - Pedestrian facilities
 - Drainage, including: Drainage Report, Stormwater Pollution Prevention Plan, and engineered improvements including on-site and off-site downstream water quantity and quality improvements to protect water resources and not exceed the capacity of downstream drainage infrastructure.
 - Electrical power distribution and street lighting
- Architecture for covered shelter and restroom structures
- Archeological Assessment/Cultural Resources Report
- Wetland, stream, and buffer delineation
- Landscaping plan
- Engineer's construction cost estimating
- Complete set of draft construction contract documents and provisions, subject to review by the Tribe's Legal Department

The Tribe looks to the expertise of the candidate Firms to propose a refined and complete scope of services that includes those services that are considered necessary and appropriate by the design teams. Additional proposed scope is welcome if it helps avoid the need for unexpected "owner provided services" and other unanticipated cost items or schedule changes during the design process. Reduced proposed scope, and related fee savings, are also welcome if the teams feel that a work item is not necessary for successful completion of the design.

The selected Firm will work directly with Tribal departments and leadership to ensure that the Tribe's concerns and requirements are addressed early in the design process. The proposed schedule should include at least three meetings on the reservation with combined tribal departments and leadership to solicit input on the design, time for revisions by the Firm and review by the Tribe.

The Firm will also work directly with Puget Sound Energy as needed to ensure that their requirements for electrical service are addressed in the design process.

EXISTING DOCUMENTATION:

The Feasibility Study Report, prepared by Stantec and Montrose Environmental Inc., December 2025 is available at: <https://pgst.nsn.us/planning/>

PERMITS, ENVIRONMENTAL REVIEW AND APPROVALS:

The project is currently subject to the Kitsap County permitting process and a conditional use permit will be required. Permitting will not be part of the scope of services for this project however County permitting requirements must be considered as part of the design. The project will also be subject to a permit under the Tribe's Environmental Protection Code (Title 24).

DESIGN STANDARDS:

Plans and specifications for all infrastructure and site work, including clearing, grading, sewer, water, drainage, road facilities, power, and data/communications, must be prepared under the direction of, reviewed by, and stamped and signed by a Professional Engineer registered in the State of Washington, consistent with the Tribe's adopted Design and Construction standards. The Design and Construction Standards can be found on the Tribe's website at <https://pgst.nsn.us/planning/>.

If it is not feasible or wise, in the estimation of the Firm, to meet a particular standard, the Firm must call it to the attention of the Tribe and the Tribe and Firm will come to a mutually agreeable approach to proceeding with the design.

EVALUTION OF PROPOSALS AND FIRMS:

The Engineering Firm for the subdivision design will be evaluated on the following criteria:

- Demonstrated project experience and skills relevant to the design of similar projects, where the proposed team worked together.
- Experience, skills, and credentials of key project staff
- Experience working with Native American tribes is preferred
- Local office (Olympic Peninsula, Puget Sound area) is preferred but not required.
- Client references
- Limited to 10 pages total

SITE VISIT AND SUBMISSION OF PROPOSALS:

A mandatory site visit for interested firms is scheduled **May 4, 2026 at 10:00 a.m.** Questions need to be submitted by end of day **May 7, 2026** and directed to Abby Welch, Project Manager, at awelch@pgst.nsn.us.

Proposals must be emailed to Abby Welch, Project manager at awelch@pgst.nsn.us. The deadline for receipt of proposals is May 21, 2026 at 2:30 p.m.

Questions and responses will be posted by May 11, 2026 on the tribal website at: <https://pgst.nsn.us/planning/>

The Tribe anticipates awarding a design contract late June 2026 with the desired final completion for design by December 2026, subject to negotiation.

Disclaimer

The Port Gamble S'Klallam Tribe reserves the right to accept any submittals deemed to be in the interest of the Tribe, to waive any minor irregularities in any submittal, to re-solicit for new submittals as deemed necessary by the Tribe, or not to award any contract at all. The Port Gamble S'Klallam Tribe reserves the right to award a contract based on the submittal expected to be most beneficial to the Tribe based on qualifications.

CEMETERY SITE PLAN FROM FEASIBILITY STUDY

