



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

Request for Proposals
Port Gamble S'Klallam Tribe
U.S. EPA CWA Section 319 Nonpoint Source Assessment Report and Management Program
Assistance
Release Date: December 1, 2021

1. GENERAL INFORMATION

1.1 Purpose of this Request for Proposals

The Port Gamble S'Klallam Tribe (“the Tribe” or “PGST”) through this Request for Proposals (RFP), is seeking a qualified environmental consulting firm to provide assistance with developing an United States Environmental Protection Agency (“EPA”) Clean Water Act (“CWA”) Section 319 Nonpoint Source (“NPS”) Assessment Report, as well as assisting with the development of an NPS Management Program. The purpose of these services is to facilitate PGST acquiring “Treatment as a State” under CWA Sec. 319. This solicitation is being issued in part to comply with Federal procurement standards outlined in CFR §200.317 - CFR §200.326 that are applicable to hiring of consulting firms to assist communities with grants awarded by the U.S. EPA.

1.2 Background Information

The Port Gamble S'Klallam Tribe is one of 29 federally recognized Indian Tribes in Washington State. The population of the Port Gamble S'Klallam Tribe is currently over 1,200 enrolled tribal citizens. About half the Tribe’s citizens reside on the reservation, along with other Native Americans and non-Indians. It is located near the tip of the Kitsap Peninsula on a reservation of approximately 1700 acres.

The Tribe currently has Treatment as a State under CWA Section 106 and received annual funding to perform water quality activities.

1.3 Type of Contract and Contract Term

The Tribe prefers to award a contract to one full-service firm over a period no longer than 12 months.

1.4 Payment Procedures

Payments for NPS report services will be on a lump sum basis, as outlined below in the 3.2 Part C Cost section. Payments for implementation of any successful grants will be made no more than monthly, for work specified and completed and in accordance with the budget developed and approved by the Tribe.



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2. TECHNICAL SPECIFICATIONS

2.1 Activities Required Under this Request for Proposals

This RFP is to solicit for a qualified consultant who is expected to provide NPS assessment and planning services to the Tribe. The scope of work to be performed by the successful consultant at a minimum is expected to include:

- A complete CWA Section 319 NPS Assessment Report that is ready for submission to EPA as part of the Tribe's application for Treatment as a State
- An NPS Management Program Plan ready for implementation by PGST and submission to EPA as part of the Tribe's application for Treatment as a State

2.2 Project Management

The successful consultant, under the direction from the Tribe will:

1. Evaluate the Tribe's waters and waters connected to them for NPS impacts and needs, ultimately producing an NPS Assessment Report that is ready for submission to EPA in service of the Tribe's application for Treatment as a State status.
2. Evaluate the Tribe's capability and capacity to engage in meaningful NPS work within the Tribe's waters and Port Gamble Bay, as well as determining what meaningful opportunities exist, ultimately producing an NPS Management Program Plan.

3. PROPOSAL REQUIREMENTS

3.1 General Expectations

Consultants are asked to submit concise proposals describing their capacity to develop CWA Section 319 Assessment Reports, along with qualification

3.2 Proposals

Proposals should be prepared on standard size paper and limited to ten single sided (10) pages, exclusive of a maximum of five (5) resumes, limited to one (1) page each. Standard advertising brochures should not be included in the proposal and language should be functional and to-the-point. The proposal should include the following information in the order presented below.



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Business Organization: This section shall include the firm's name, areas of expertise, a **brief** history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person and/or prospective project manager regarding the proposal shall be included.

Management Outline and Project Approach: A description of the project and how the consulting firm will work with the Tribe in preparing a successful NPS Assessment Report and NPS Management Program Plan. This section shall include the applicant's approach to researching and preparing the NPS Assessment Report, community outreach activities, planning, and organization related to developing the NPS Management Program. Each consulting firm shall provide a list of proposed key personnel. This section may also include reference to past successes the consultant firm has had in preparing NPS Assessment Reports and NPS Management Program Plans.

All representative project descriptions provided shall include the location of the project, the name and phone number of a knowledgeable contact person, and other pertinent information. The Tribe may contact said persons to check on past performance records.

Cost: Provide an itemized lump sum cost to provide the aforementioned services. The consultant shall also provide a current fee schedule including staff that would likely be involved in project, the prices on which shall be fixed for a period of not less than 12 months.

3.3 General Process

The Tribe will review and evaluate the proposals with the following criteria in mind: successful track record in assisting Tribe's with attaining Treatment as a State for CWA Section 319; expertise related to relevant project components; firm and staff experience related to NPS assessment and management projects; project approach; ability to facilitate public outreach activities; demonstrated ability to provide comprehensive and innovative environmental services; and cost. The Tribe reserves the right to accept or reject proposals on any basis it deems appropriate. Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

Proposals will be evaluated based on a 100 Point Scale as Follows:

PART A: Project Experience and Availability of Key Personnel: (Maximum 50 Points)

- Local knowledge of Kitsap County and the Reservation, particularly in and around Port Gamble Bay.
- Availability of consultant team to meet in person or over a video conferencing service with Tribe officials and Stakeholders with sometimes limited notice
- Other areas of expertise relevant to the project.



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PART B: Regulatory and Scientific/Technical Knowledge: (Maximum 40 Points)

- Knowledge and expertise pertaining to federal environmental statutes or associated regulations.
- Knowledge and expertise pertaining to EPA environmental and other Federal, laws, and regulations.

PART C: COST (Maximum 10 Points)

- The proposal will be evaluated for its relative value.

3.4 Terms and Conditions

The selected consultant will be required to assume responsibility for all services offered in the proposal, including any services provided by subcontractors. Further, the Tribe will consider the consultant to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The consultant is responsible for adherence by the subcontractors to all provisions of the contract.

The process of selecting organizations to provide consultation services for the Tribe's benefit requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made as well as compliance with Federal procurement standards outlined in CFR §200.317 - §200.326 for the implementation portion of this proposal and subsequent successful grant applications.

The Tribe reserves the right to accept or reject all proposals or portions thereof without stated cause. The Tribe reserves the right to re-issue any RFP or cancel the RFP if none of the proposals are deemed satisfactory to the Tribe.

Upon selection of a finalist, the Tribe by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the Tribe, for any reason, is unable to reach a final agreement with this finalist; the Tribe then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The Tribe may also elect to reject all proposals and re-issue a new RFP.

Clarification of proposals: The Tribe reserves the right to obtain clarification of any point in a Proposer's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be emailed to jcarter@pgst.nsn.us, and a response shall be provided within 2 business days.



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The Tribe is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the Tribe. The Tribe reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the Tribe. The Tribe reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Proposer.

3.5 Notification of Award

The Port Gamble S'Klallam Tribe plans to select a consultant early to mid-January 2022 and approve a contract in January or early February 2022. Should either party fail to execute a contract within 30 days of notification of award, the Tribe reserves the right to rescind the award and select services from another interested firm.

3.6 Submission Instructions and Addresses

Email and hardcopy submissions must be **received** by close of business January 4th. Please email submissions to jcarter@pgst.nsn.us in Portable Document Format (.pdf) or submit two (2) hard copies to the address below. Late proposals will not be accepted.

The mailing and hand delivery address is:

Port Gamble S'Klallam Tribe
Natural Resources Dept.
Attn: Josh Carter, Environmental Scientist
31912 Little Boston Road NE
Kingston, Washington 98346

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



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The Port Gamble S'Klallam Tribe, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.