



# Confederated Tribes of the Colville Reservation

P.O. Box 150, Nespelem, WA 99155 (509) 634-2277

## Request for Proposals:

Confederated Tribes of the Colville Reservation

Title: Install Pump House Ventilation System at Chief Joseph Hatchery,  
Bridgeport, WA

### **General Information**

Posted Date: March 15, 2024

Site Visit (Optional): April 4, 2024 @ 10am

Deadline for Questions: April 5, 2024

Final Answers Posted: April 8, 2024

Closing Date: April 12, 2024

Opening Date: April 15, 2024

### **1.0 Introduction**

The Confederated Tribes of the Colville Reservation is a Sovereign Nation. Presidential Executive Order established the Colville Indian Reservation in 1872, with a land base of 1.4 million acres, located in North Central Washington State and additional off-reservation trust lands. The Administrative Headquarters are located at the Colville Indian Agency Campus, approximately 2 miles south of Nespelem, WA with offices located throughout our reservation.

Our business hours are Monday thru Thursday 7:00 and 5:30 p.m. excluding Friday, Saturdays, Sundays, Tribal and Federal holidays.

#### **1.02 Proposal Deadline/Address/Contents**

The deadline for receipt of proposals is April 12, 2024 and must be received by the Tribes, either by hand delivery, express delivery, electronic submission or regular mail no later than 3:00 p.m. on that day Pacific Standard Time. Proposals must be submitted to the Confederated Tribes Contract Officer no later than 3:00 pm on that day. All proposals and accompanying documentation will become the property of the Colville Tribes and will not be returned. Consultant accepts all risk of late deliver of mailed proposal regardless of fault. Proposals are to be sent to: Matthew McDaniel, Chief Joseph Hatchery Manager, 38 Half Sun Way, Bridgeport, WA 98813 or by electronic submission to [Matthew.McDaniel.FNW@colvilletribes.com](mailto:Matthew.McDaniel.FNW@colvilletribes.com).

#### **1.03 Proposal Preparation Instructions and Information Required in Your Proposal**

Please provide (3) copies of your proposal. In order to facilitate the review process and obtain the maximum degree of comparison, proposals should include the following information presented in the order and format shown below (Davis Bacon wages apply and contractor must have a have a unique entity identifier with [www.sam.gov](http://www.sam.gov)).

**Scope of Work to Install Pump House Ventilation System at Chief Joseph Hatchery.**

- Cut, frame, trim and paint all building openings required for installation.
- Provide and install 1-greenheck fan, motorized damper, and exhaust louver.
- Provide and install 2-motorized 22x20 intake louver/damper.
- Provide and install all electrical wiring, rigid conduit, 20-amp breaker switch, line voltage cooling thermostat as needed to power the system.
- Start and verify correct operation.

**1.04 Required Format/Information**

- **Title Page:** Show Request for Proposal (RFP) subject, name of Respondent/Respondents firm(s), address, telephone and fax numbers, name of contact person and date of submission. Attachment A
- **Transmittal Letter:** A one or two-page summary stating the Responder's understanding of the work to be done and making a positive commitment to perform the work within the time period required.
- **Table of Contents:** A clear identification of the material by section and page number.
- **Profile of the Respondent/Respondents:** Include location of office(s), number of partners, managers, supervisors, seniors, and other professional staff. Describe the range of activities performed by your firm, including capability for determining cost/feasibility of
- **Approach:** Provide a detailed and clear description of the approach and methodology for implementing the work, including the method to be used to analyze and develop a report on the data provided by the Colville Tribes (CTCR) regarding unmet needs (including but not limited to employment opportunities and job training, education, tribal enrollment population and population trends, health care, social services, housing, transportation, public safety services, etc.) of the membership of the Colville Tribes. The respondent should include a rationale for using this particular methodology as the best way to develop an accurate and detailed report of the unmet needs of Tribal members for the purpose of identifying gaps in services provided.
- **Qualifications and Experience of Staff:** Include a list of personnel to be used for this work and their qualifications. Résumé, including education, licensing information, background accomplishments, relevant continuing professional education and any other pertinent information must be included for each of the key personnel to work on the project. The Responder/Responders must include a statement in the proposal to the effect that "the key personnel assigned to this project as described in this proposal will not be removed from the Project without prior approval of the Tribes' COR."
- **Qualifications and Experience of Firm:** Company experience which is relevant to the proposed work, i.e. experience with other Tribal entities. References: Attachment B
- **Indian Preference:** CTCR shall, to the greatest extent feasible, provide preference to Indian-owned economic enterprises and Indian organizations. Projects developed and operated with assistance under 25 CFR Part 1000 are subject to Section 7(b) of the Indian Self-determination and Education Assistance Act (25 U.S.C. 450e (b)). Section 7(b) provides that to the greatest extent feasible, preference shall be given to Indian organizations and Indian-owned economic enterprises in the award of all contracts and subcontracts. If applicable, please include documentation of Indian enrollment and

TERO certification. Preference must be provided in accordance with the requirements set forth in 24 CFR 1000.48 and Chapter 10-1 Tribal Employment Rights. If applicable, provide documentation of Indian enrollment and TERO certification. In accordance with the adopted TERO Compliance, to be eligible as a tribally owned or Indian owned business, the business shall apply for certification with the Tribal Employment Rights Office (TERO) and must be eligible for certification prior to submitting a proposal. Contact TERO for more information: TERO Director, P. O. Box 150 Nespelem, WA 99155. Phone 509.634.2200

- Cost Proposal: Include a detailed itemized cost statement showing estimated staff hours and rate(s), delineated by task. Also, include an itemized listing of all other expenses or fees that are anticipated. Attachment A.

### **1.05 Questions Regarding the Project**

Requests for interpretation/clarification of this RFP must be emailed to Matthew McDaniel at [Matthew.McDaniel.FNW@colvilletribes.com](mailto:Matthew.McDaniel.FNW@colvilletribes.com). Unauthorized contact with other tribal employees or through any method other than email regarding this RFP may result in disqualification. All oral communications will be considered unofficial and non-binding on the Tribes.

All questions must be submitted no later than 3:00 p.m., April 5, 2024, PST. All responses will be posted on the Tribes' web site at: <https://www.colvilletribes.com/rfp> within two business days after receipt of the question.

## **2.0 Evaluation Procedures**

The evaluation factors reflect a wide range of considerations. While cost is important, other factors are also significant. Consequently, the Colville Tribes may select other than the lowest cost solution. The objective is to choose the Contractor capable of providing a reliable and effective solution within a reasonable budget.

An award will be made to a responsible Indian Bidder if within 10% of the lowest non-Indian Proposal Price and defined experience.

Evaluation Criteria: The proposals will be evaluated on the basis of the following criteria and point ranges. Maximum Points: (100)

- 1) Responsiveness of the proposal in clearly stating an understanding of the work to be performed. (0-15)
- 2) Reasonableness of overall time estimates as well as the time estimates for each major section of the work to be performed (0-5)
- 3) Qualifications and experience of Responder/Responders (0-20)
- 4) Size and structure of firm and ability to maintain continuity of work (0-5)
- 5) Experience of Responder/Responders in developing reports for Tribes or other government entities on the unmet needs of their citizens. (0-20)
- 6) Qualifications and experience of staff to be assigned. Education, position in the firm, and years and types of experience will be considered (0-10)
- 7) Indian preference (0 – 10)
- 8) TERO certification documented & included (5)
- 9) Cost (0-10)

### **3.0 Acceptance/Rejection of Proposals**

The CTCR reserves the right to reject any and all proposals, whether or not within applicable cost limits, and to waive any information in the proposals received, whenever such rejection or waiver is in the best interest of the CTCR. In the event of disagreement or grievances regarding contract, it is the CTCR policy to resolve all contractual issues per adopted Procurement Policy.

### **4.0 Required Descriptions and Specifications**

#### **4.01 Purpose**

The purpose of this project is to contract with Respondent or Respondents who best demonstrate expertise identifying for their client(s) the information and data needed in a wide variety of areas, including but not limited to employment and job training, tribal enrollment and population trends, education, public safety, health care, social services, housing, transportation, and other areas; to review and analyze the data/information and to provide a detailed report supported by the data/ information regarding the gaps in services and other assistance provided by the Colville Tribes to Colville Tribal members. The Colville Reservation, comprised of 1.4 million acres not including the North Half and off-reservation allotments, is sparsely-populated and many of its citizens live in poverty. The Colville Tribes intends to continue its efforts to develop and expand services and other assistance programs to its membership based upon the report to be provided. The ideal respondent will develop its analysis through a detailed, specific methodology that identify and prioritize the unmet needs as well as estimate the cost of meeting those needs. The contract to be used for this work will be the Colville Tribes' standard form consultant contract, which will include a "no assignment" provision indicating that the contract may not be assigned without written consent of the Tribes. Any increase in contract price following execution of the contract will not be made without written modification signed by both parties.

#### **4.02 Respondent Capacity to Conduct the Project**

The Respondent/Respondents shall provide evidence of its ability to furnish all qualified personnel, facilities, equipment, and supplies to conduct an organization-wide financial and compliance audit in accordance with appropriate standards on behalf of the Confederated Tribes of the Colville Reservation.

#### **4.03 Reports Required**

The Respondent/Respondents shall provide at least monthly (or more often if requested by the Tribes' COR) reports on the progress of the work.

#### **4.04 Contract**

Prior to any binding agreement with the successful Respondent(s) for services under this RFP, the successful Respondents will be required to enter into a Tribal Consulting Contract for the requested services under this RFP. This RFP does not constitute an obligation or agreement on the part of the Tribes. A labor hour type contract is anticipated. It provides for the procurement of services on the basis of direct labor hours at specified hourly rates.

#### **4.05 Governing Law**

This RFP and the project identified shall be subject to the laws of the Confederated Tribes of the Colville Reservation. The proposer consents to the jurisdiction of the Colville Tribes. Nothing in this document, including attachments and exhibits, shall be deemed to waive the sovereign immunity of the Colville Tribes, which is hereby expressly re-affirmed. The terms of this paragraph shall supersede any conflicting or contrary provisions in this RFP, including

attachments and exhibits.

#### **4.06 Period of Performance**

Any contract let from this RFP shall be in effect upon the date of award and shall continue to be in effect until the termination of the Contract. It is anticipated that the Project will begin no earlier than May 1, 2024 and must be completed no later than July 31, 2024.

#### **4.07 Key Personnel**

The personnel specified in the Responder/Responder's proposal are considered to be essential to the work being performed hereunder. Prior to changing any of the individuals specified in the proposal, the Responder/Responders shall notify the Contracting Officer reasonably in advance and submit a justification for the proposed substitutions in sufficient detail (including names, titles and résumés) to permit the evaluation of the impact on the quality of work performed. No personnel changes shall be made by the Contractor without the prior written consent of the COR.

#### **4.08 Payment and Submission of Invoices**

Payment for work performed under the contract shall not exceed the agreed upon amount, unless otherwise agreed upon, in writing, by both parties. Payment shall be made to the contractor based on progress achieved. The contractor must submit each invoice in sufficient detail to document progress. Invoices will not be accepted on more frequent intervals than once a month. Invoices requesting payments shall be prepared and submitted in duplicate and contain the following information: contract number, detailed description of services, and total cost.

In the event of abandonment of the work or termination of the contract for any cause, under the respective sections of the contract, the terms of any settlement shall be subject to approval by CTCR Contracting Officer or designee. The CTCR shall not disburse monies after giving notice of abandonment or termination. A settlement may be reached to include may include restitution of funds disbursed for services not performed.

### **5.0 Terms and Conditions**

#### **5.01 Site Visitations**

The Contractor site visit is not required, but highly recommended. The scheduled site visit by all interested parties will be on April 4, 2024 at 10:00 am at Chief Joseph Hatchery, located at 38 Half Sun Way, Bridgeport, WA 98813. By submitting his/her proposal, the Consultant acknowledges that he/she has satisfied him/herself as to the nature of the work.

#### **5.02 Contractor's Cost to Develop Proposals**

Costs for developing proposals in response to the RFP are entirely the obligation of the Consultant and shall not be chargeable in any manner to the Colville Tribes.

#### **5.03 Completeness of Proposal**

The Consultant must submit a completed Proposal (Form 1) signed by a Contractor representative authorized to bind the proposing firm contractually. The Consultant must identify on the form any exceptions the Contractor takes to the Tribes RFP, or declare that there are no exceptions taken

#### **5.04 RFP Amendments**

The Colville Tribes reserves the right to request any respondent clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the proposal.

The Colville Tribes reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The Colville Tribes also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP. It is the consultant's responsibility to check the Tribe's website ([www.colvilletribes.com](http://www.colvilletribes.com)) for the issuance of any amendments prior to submitting a proposal response.

#### **5.05 Insurance Requirements**

The selected Offeror shall procure and maintain for the duration of its Contract awarded pursuant to this RFP insurance against claims for injuries or damages to property, which may arise from or in connection with the performance of the work by the Offeror, his agents, representatives, employees or subcontractors. The Offeror shall pay the cost of such insurance. Insurance shall meet or exceed the following unless otherwise approved by the Colville Tribes.

- A. Minimum Insurance
  - 1. Commercial General Liability coverage with limits not less than \$1,000,000 per occurrence / \$2,000,000 annual aggregate.
  - 2. Stop Gap/Employers Liability coverage with limits not less than \$ 1,000,000 per accident/disease.
  - 3. Business Automobile Liability coverage with limits not less than \$1,000,000 per accident for any auto.
  - 4. Worker's Compensation coverage as required by the Industrial Insurance Laws of the State of Washington/
- B. Self-Insured Retentions  
Self-insured retentions must be declared to and approved in writing by the Colville Tribes.
- C. Other Provisions  
Commercial General Liability policies shall be endorsed to:
  - 1. Include the Colville Tribes, its officials, employees and volunteers as additional insured.
  - 2. Provide that such insurance shall be primary as respects any insurance or self-insurance maintained by the Colville Tribes.
  - 3. Each insurance policy shall provide that coverage shall not be canceled except after thirty (30) days written notice has be given to the Colville Tribes.
- D. Acceptability of Insurers  
Insurance shall be placed with insurers with a rating acceptable to the Colville Tribes.
- E. Verification of Coverage  
Offeror awarded a contract under this RFP shall furnish the Colville Tribes with certificates of insurance required herein. The certificates are to be received and approved by the Colville Tribes before work commences. The Colville Tribes reserves the right to require complete, certified copies of all required insurance policies at any time.
- F. Subcontractors  
Subcontractors hired pursuant to this RFP must provide coverage, which compiles with the requirements state herein.

#### **5.06 Equal Opportunity Requirements**

The Colville Tribes is an equal opportunity employer and requires all Contractors to comply with policies and regulations concerning equal opportunity. The contractor, in the performance of the Contract, agrees not to discriminate in its employment because of the employees or applicant's race, religion, national origin, ancestry, sex, age, or physical handicap.

#### **5.07 Other Compliance Requirements**

In addition to the nondiscrimination and affirmative action compliance requirements previously listed, the Contractor awarded a Contract shall comply with Federal, State, Tribal and local laws, statutes and ordinances relatively to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subject.

#### **5.09 Ownership of Documents**

All documents, reports, studies, conclusions and summaries prepared by the Consultant shall become the property of the Colville Tribes.

#### **5.10 Confidentiality of Information**

All information and data furnished to the Contractor by the Colville Tribes and all other documents to which the Contractor's employees have access during the term of the Contract, shall be treated as confidential to the Colville Tribes. Any oral or written disclosure to unauthorized individuals is prohibited.

#### **5.11 Hold Harmless**

The Contractor shall hold harmless, defend, and indemnify the Colville Tribes and the Tribes officers, agents, and employees against any liability that may be imposed upon them by reason of the Contractor's failure to provide worker's compensation coverage or liability coverage.

#### **5.12 Safety**

All applicable regulations pertaining to safety, the Contract Manager shall strictly adhere to including Tribal Occupational Safety and Health Act (TOSHA) standards and regulations. Particular care shall be exercised in connection with the operation of vehicle and other equipment on the site.

#### **5.13 DEBARRED**

Selected consultant must sign a Certification Regarding Debarment and Suspension stating that they are not presently debarred or suspended or declared ineligible for the award of contracts by any Federal, State or any Tribal Government. Attachment B

ATTACHMENT A:

PROPOSAL COVER PAGE: \_\_\_\_\_ Project Title \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email address \_\_\_\_\_

Length of time in business \_\_\_\_\_

Gross revenue for the prior fiscal year (in US dollars). \_\_\_\_\_

Total number of similar clients served in similar capacity \_\_\_\_\_

TOTAL ESTIMATED PRICE OF SERVICES (Attach detailed budget if necessary)

Cost of Services (Anticipated Total Hours x Rate) \_\_\_\_\_

Overhead costs (describe) \_\_\_\_\_

Necessary travel \_\_\_\_\_

TERO Fees \_\_\_\_\_

Other (describe) \_\_\_\_\_

Total Price \$ \_\_\_\_\_

Authorized Respondent Signature \_\_\_\_\_

Telephone \_\_\_\_\_



ATTACHMENT B:

Certification Regarding Debarment, Suspension, Proposed Debarment, and other  
Responsibility Matters.

I. The Offeror certifies, to the best of its knowledge and belief, that

A. The Offeror and/or any of its Principals-

1. Are ( ) are not ( ) presently debarred, suspended, proposed for debarment, are declared ineligible for the award of contracts by any Federal, State Agency or Tribal Government;
2. Have ( ) have not ( ) within a 7 year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, tribal or local) contract or subcontract: violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, and
3. Are ( ) are not ( ) presently indicted for, or otherwise criminally or civilly charged by a Government entity with commission of any of the offenses enumerated in subdivision 2 of this provision.
4. Have ( ) have not ( ) within a 7 year period preceding this offer have a civil or criminal judgement rendered against them by a tribal court for any offenses related to Indian Preference laws (including TERO provisions) or had a civil judgement rendered against them relating to the firms status as an Indian contractor.

The Offeror has ( ) has not ( ) within 7 year period preceding this offer had one or more contracts terminated for default by any Federal agency, State agency or Tribal Government.

II. Principals for the purposes of this certification means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (general manager, plant manager and or similar positions. This certification concerns a matter within the jurisdiction of an agency or the United States and the making of a false fictitious, or fraudulent certification may render the maker subject to prosecution under section 1001, title 18, United States Code.

The Offeror shall provide immediate written notice to the Contracting Officer if at any time prior to contract award the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

A certification that any of the items in paragraphs (1) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a ) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The certification in paragraph (a) of this provision is a material representation of fact upon which reliance

was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Tribes, the Contracting Officer may terminate the contract resulting from this solicitation for default.

I hereby certify that the above information is true, correct and complete.

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Company Name

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Typed/Printed Name of Authorized Representative

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Authorized Representative Title

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Authorized Representative Signature and Date

ATTACHMENT C:

CLIENT REFERENCES (Include additional pages if desired)

Client Reference # 1

Name of Entity/Firm: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Date when work performed: \_\_\_\_\_  
Description of work performed: \_\_\_\_\_  
\_\_\_\_\_

Client Reference # 2

Name of Entity/Firm: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Date when work performed: \_\_\_\_\_  
Description of work performed: \_\_\_\_\_  
\_\_\_\_\_

Client Reference # 3

Name of Entity/Firm: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Date when work performed: \_\_\_\_\_  
Description of work performed: \_\_\_\_\_  
\_\_\_\_\_