



Suquamish Tribe Department of Community Development

Request for Proposals

October 18, 2024

Suquamish Tribe – Tribal Housing Sewer Systems Membrane Bioreactor (MBR)

The Suquamish Tribe is requesting proposals from qualified contractors for the maintenance, upkeep, and repair of the membrane bioreactor (MBR) wastewater treatment system located at 2792 NE Totten Rd, Poulsbo, WA 98370, on the Port Madison Indian Reservation.

Submittal Deadline & Questions

- **Deadline:** October 29, 2024, at 5 PM Pacific Standard Time
- **Questions:** Direct inquiries to Shenowah Purser at spurser@suquamish.nsn.us or (360) 394-8423 before the submittal deadline.

Estimated Time Period for Contract

- **Contract Duration:** November 2024 - December 2025

1. Project Overview

The membrane bioreactor (MBR) system located at 2792 NE Totten Rd has been in service since 2007 and plays a vital role in servicing the wastewater treatment needs of multiple facilities, including the Early Learning Center (ELC), Youth & Fitness Center, Sackman housing development (which includes the new Snooker Lane development currently under construction), and the Woolly Dog development. To ensure continued optimal performance and compliance with environmental regulations, the system requires comprehensive maintenance, upkeep, and repairs.

The selected contractor will be responsible for conducting routine maintenance, system monitoring, troubleshooting, and emergency repairs as necessary. The goal is to maintain high system reliability, extend the lifespan of the MBR components, and ensure treated effluent consistently meets regulatory standards.

2. Submittal Requirements

Proposals must be divided into the following three sections, with each section addressing the outlined requirements.

1. Single Point of Contact

- Identify a single individual who will serve as the point of contact for all project-related communication.

2. Descriptive Narrative

- Provide a detailed narrative that demonstrates an understanding of the MBR system, the specific requirements for maintenance, upkeep, and repairs, and the proposed approach for fulfilling the scope of work.

3. Proposal Sections

Section 1: Maintenance, Upkeep, and Repair Costs

Provide a detailed cost breakdown for the following:

- **Mobilization and Demobilization:**

- Estimate costs for mobilizing the necessary equipment, materials, and personnel to the site and for demobilizing after project completion.
- **Routine Maintenance:**
 - Include costs for regular inspections, membrane cleaning, lubrication of mechanical components, filter changes, and consumable replacements (e.g., gaskets, seals).
 - Specify the frequency of routine maintenance (e.g., monthly, quarterly) and any additional service costs.
- **Monitoring and Upkeep:**
 - Provide a cost estimate for monitoring system parameters (e.g., transmembrane pressure, dissolved oxygen, chemical dosage) and performing routine calibrations of instruments and controls.
 - Include costs for software updates, firmware upgrades, and conducting condition assessments of the MBR system.
- **Repairs and Emergency Services:**
 - Outline labor rates for standard repair tasks, such as membrane replacement, pump servicing, valve repairs, and electrical troubleshooting.
 - Provide costs for emergency repair services, including any additional charges for expedited response times or work performed outside of normal business hours.
- **Optional Services and Upgrades:**
 - Estimate the costs for recommended upgrades, retrofits, or system enhancements identified during the course of maintenance. This may include adding monitoring equipment, control system upgrades, or performance optimization initiatives.

Section 2: Project Schedule

Provide a realistic schedule that outlines:

- The expected start and end dates for maintenance activities.
- Key milestones for major maintenance tasks, condition assessments, or significant repairs.
- Contingency plans for emergency repairs to minimize downtime.

Section 3: Experience and References

- **Experience with the Suquamish Tribe:**
 - If applicable, list completed projects for the Suquamish Tribe over the past seven years, with project names, descriptions, and completion dates.

3. Development Total

Total Project Cost

- Sum the costs from Section 1 and provide a comprehensive total cost for the project.

4. Proposal Submission Instructions

Submit proposals in hard copy or electronic form as follows:

- **By Mail:**
 - Send to Shenowah Purser, Dept. of Community Development, PO Box 498, Suquamish, WA 98392, via US Certified Mail.

SUQUAMISH TRIBE DEPARTMENT OF COMMUNITY DEVELOPMENT
PO BOX 498 SUQUAMISH WA 98392
(360) 394-8423

- **Drop-Off:**
 - Deliver in person to Shenowah Purser, Department of Community Development, 18490 Suquamish Way, Suquamish, WA 98392.
- **Electronic Submission:**
 - Email to Shenowah Purser at spurser@suquamish.nsn.us.

For questions regarding submission addresses or directions, contact Shenowah Purser at spurser@suquamish.nsn.us or (360) 394-8423.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria, with a maximum of 100 points:

1. **Technical Approach (up to 30 points):**
 - Demonstrates a clear understanding of the project requirements and proposes an effective approach for maintenance and repair services.
 2. **Experience and Capabilities (up to 25 points):**
 - Shows relevant experience and qualifications for similar projects, including any work with wastewater treatment systems.
 3. **Cost Proposal (up to 25 points):**
 - Provides a competitive and detailed cost proposal that aligns with the project scope.
 4. **Past Performance (up to 10 points):**
 - Includes references or examples of past work that indicate the ability to successfully complete similar projects.
 5. **Tribal Preference (up to 10 points):**
 - Consideration will be given to proposals that demonstrate support for tribal employment, subcontracting, or other contributions to the Tribe's community.
-

Important Dates

- **Proposal Deadline:** October 29, 2024, at 5 PM PST
- **Contract Start Date:** November 2024