



Request for Proposals

Suquamish Tribe EV Charging Project #1:  
Workplace Charging

Suquamish Indian Tribe  
of the Port Madison Reservation



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## REQUEST FOR QUALIFICATIONS

The Suquamish Tribe is seeking qualifications from experienced professional Electric Vehicle Supply Equipment installer teams to provide design, planning, engineering, installation, electric vehicle supply equipment and load/demand management services for a period of four years.

## BACKGROUND

In response to the Climate Commitment Act, the Suquamish Tribe established the Climate Resilience Program to reduce greenhouse gases, engage stakeholders in climate resilience planning and activities, and collect community perspectives and data on tribal member health and well-being due to the rapid change in climate. The Suquamish Climate Resilience Program was awarded the Washington Electric Vehicle Charging Program (WAEVCP) grant to install 20 Level 2 EVSE units at five sites on and around the Port Madison Reservation. These chargers are defined as non-residential “workplace” chargers and are not available to the public.

Each of the five sites was issued a percentage of the award. The prime contractor will manage the scope of work and budget for each site individually and invoice accordingly.

## PROJECT GOALS

### GOAL 1

**Ensure all aspects of the project conform with the requirements of the WAEVCP.**

- Contractor to be familiar with all aspects of the program.
- Contractor to ensure the project is implemented in compliance with the WAEVCP.

### GOAL 2

**Work with the Tribe and its consultant(s) to on design, planning and engineering. This goal is expected to include:**

- Capacity analyses for the charging station site
- Design and engineering for the charging station
- Project management
- Electrical permitting
- Construction permitting

### GOAL 3

**Provide required EVSE**

- Meets WAEVCP requirements.
- Approved by the Tribe.

### GOAL 4

**Installation**

- Level 2 and stub-out EVSE installation labor, including, but not limited to: grading, trenching, wiring, filling, paving, sealing, mounting, commissioning.
- Charging station installation materials, including, but not limited to: concrete, asphalt, rebar, formwork, conduit, drainage equipment, installation equipment.
- Project related signage, bollards, wheel stops, painting, and striping.



- ADA upgrades
- Load/demand management equipment

#### GOAL 5

##### **Safety and Security:**

- Lighting, cameras (signage related to cameras), integrated solutions for the prevention of vandalism

#### GOAL 6

##### **Training and Technical Assistance:**

- Coordinate with the Climate Resiliency Program and Suquamish Maintenance Department for EVSE training, troubleshooting, general use and maintenance, and data collection. The selected contractor must provide EVSE specific information pertinent to the creation of educational materials by the Climate Resiliency Program.

#### INSTALLATION SITES

Workplace - Level 2 - **Site #1:** 5283 NE Totten Road Poulsbo, WA 98370: 2 Level 2 chargers/2 ports/1 J1772 connector/2 stub-outs. Not to exceed grant allowance of \$20,988.97.



Workplace - Level 2 - **Site #2:** 15775 George Lane Poulsbo, WA 98370: 2 Level 2 chargers/2 ports/1 J1772. There are established Level 2 chargers here. Not to exceed grant allowance of \$19,080.88.



Workplace - Level 2 - **Site #3:** 18490 Suquamish Way NE Suquamish, 98392: 14 Level 2 chargers/14 ports/5 J1772/2 stub-outs. Not to exceed grant allowance of \$135,474.27.



Workplace - Level 2 - **Site #4:** 6968 NE Enetai Lane Suquamish, WA 98392 : 2 Level 2 EVSE/2 ports/1 J1772 connector/2 stub-outs. Not to exceed grant allowance of \$20,988.97.



#### CONTENTS OF PROPOSAL

Qualifications & Experience of Installer and Proposed Sub-Contractors

Description of Approach, Process, and Proposed Scope of Services.

Proposed fee for project **itemized by Goals 1-6 for each site (1-4) individually.**

Proposed Schedule (Goals must be completed by June 30, 2025).

Ability to Meet Grant Requirements:

Prevailing Wage- Please use the bid/due award date of 9/16/2024 for prevailing wage look up rates for this project <https://secure.lni.wa.gov/wagelookup>. All sites in Kitsap County. A printed copy of the wage rates are available for viewing and a hard copy can be mailed upon request. Commercial wage rates apply to all sites in RFP. Contractors must have meet the “responsible” contractor requirements with L & I.

Electrical Apprenticeship Utilization Rate of 25% across all sites. This requirement can be waived by Commerce if the Prime Contractor can support the Tribe in demonstrating that one electrician is sufficient to complete all work required by the contract. Electrical apprentices must be enrolled in an apprenticeship program registered with the Department of Labor and Industries to count towards the utilization rate. The utilization rate shall be calculated as a percent of the total labor hours performed by electrical apprentices divided by the total labor hours performed by all electrical workers, including apprentice and journey level workers, employed upon all project sites covered in the contract.

Prime Contractor shall submit, on a site-by-site basis, total labor hours by all electrical contractor workers, total labor hours by electrical apprentices, and apprentice identification for all electrical apprentices working on the grant project to the Tribe’s Climate Program Manager on a quarterly basis.

Office of Minority and Women’s Business Enterprises Certified Contractor- The Prime Contractor is certified with OMWBE or will hire one or more sub-contractors to complete work on the covered project sites that are certified as small businesses owned and controlled by minority, women, and socially and economically disadvantaged persons by the Office of Minority and Women’s Business Enterprises. The



total labor hours by OMWBE certified contractors working on the grant project will be reported by the Prime Contractor to the Tribe's Climate Program Manager on a quarterly basis.

#### SELECTION CRITERIA

Received bids will be evaluated and weighed against the following criteria:

Criteria	Points
Firm Profile	5
Project Team	5
Relevant Experience	10
Experience Working in Indian Country	10
Project Approach, Work Plan, Schedule	25
Itemized Fee Proposal	15
Will comply OMWBE Requirements	10
Will comply with Prevailing wage Requirements	10
Will comply with 25% Electrical Apprenticeship Utilization Rate	10
Appendices	N/A
Total	100

#### PROPOSAL FORMAT AND SUBMISSION

Proposals shall be limited to a maximum of 20 pages, not including cover, blank pages, and section dividers.

Proposals shall be submitted electronically in PDF format to Annie Smaus by 4:30PM, January 6, 2025 to [asmaus@suquamish.nsn.us](mailto:asmaus@suquamish.nsn.us).

It is anticipated that the selected firm will be notified by email.

#### SITE VISIT & QUESTIONS/CLARIFICATIONS

A site visit for interested firms is scheduled for December 18, 2024 from 12:00 pm - 4:00 pm, please email Annie Smaus for details. Written questions may be submitted via email to Annie Smaus until 4:30PM on December 20, 2024. Responses may be emailed or over the phone. Please note the Tribe has the week off between December 25, 2024 and January 1, 2025.

#### ATTACHED DOCUMENTS

PSE Infrastructure Analysis (PDF)  
 WAEVCP Verified Equipment List (Excel)  
 WAEVP L2 Eligibility Resource Guide (PDF)  
 WAEVCP Implementation Manual (PDF)

#### DISCLAIMER

The Suquamish 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 contracts at all. The Tribe reserves the right to award a contract based on the submittal expected to be the most beneficial to the Tribe based on qualifications. The Tribe may elect to move forward with subsequent phases of design with the selected consultant without requiring further selection process; or at their discretion may publish another Request for Qualifications.

