

**THE SUQUAMISH TRIBE**  
**REQUEST FOR PROPOSALS**  
**Suquamish Climate Resiliency Program**  
**Ductless Heat Pump Program**

|  |   |
|--|---|
| <b>PROJECT NAME:</b>                       | Ductless Heat Pump Program  |
| <b>PROJECT LOCATION:</b>                   | Port Madison Indian Reservation in the Central Puget Sound Region of Washington State on the Kitsap Peninsula   |
| <b>SERVICES REQUESTED WITHIN THIS RFP:</b> | Install ductless heat pumps in up to 24 on-reservation tribal elder homes with workforce development and training opportunities.  |
| <b>DATE:</b>                               | December 18, 2024   |
| <b>CONTACT PERSON:</b><br><b>ADDRESS:</b>  | Hannah Ljunggren<br>18490 Suquamish Way<br>Suquamish, WA 98392  |
| <b>TELEPHONE:</b><br><b>EMAIL ADDRESS:</b> | 360-394-7130<br>HLjunggren@suquamish.nsn.us   |
| <b>PROPOSAL DUE DATE:</b>                  | January 10, 2025  |
| <b>QUESTION DEADLINE DATE:</b>             | January 5, 2025   |
| <b>ACCEPTABLE PROPOSALS:</b>               | Email with proposals attached to email in a Portable Document Format (PDF) file or hard copy proposals hand delivered or mailed to the address of the contact person above. |



December 18, 2024

## **Request for Proposals (RFP)**

The Suquamish Tribe is seeking proposals from qualified contractors to install air-source ductless heat pumps in up to twenty-five on-reservation Suquamish tribal member homes and provide workforce development and training opportunities. Submitting parties should use this RFP to guide the preparation of their proposals. The RFP is outlined as follows:

### **SECTION I – INTRODUCTION**

### **SECTION II – BACKGROUND**

- SECTION II (a) – PROJECT GOALS

### **SECTION III – PROPOSAL REQUIREMENTS AND SELECTION CRITERIA**

- SECTION III (a) – COVER LETTER
- SECTION III (b) – PROJECT TEAM
- SECTION III (c) – QUALIFICATIONS AND EXPERIENCE
- SECTION III (d) – REFERENCES
- SECTION III (e) – PROJECT UNDERSTANDING AND APPROACH
- SECTION III (f) – SCOPE OF WORK
- SECTION (g) – COST PROPOSAL
- SECTION (h) – INDIAN OWNED BUSINESS (IOB) PREFERENCE

### **SECTION IV – CHANGES TO THIS RFP, QUESTIONS & ANSWERS, REQUESTS FOR CLARIFICATION**

### **SECTION V – METHOD OF EVALUATION**

### **SECTION VI – RESERVATIONS**

### **SECTION VII – PROPOSAL GUIDELINES**

### **SECTION VIII – FUNDING ACKNOWLEDGEMENT**

Section III contains the bulk of the RFP.



## **SECTION I – PROJECT INTRODUCTION**

The Suquamish Indian Tribe (“Tribe”) is a federally recognized Indian Tribe holding lands on and near the Port Madison Reservation. The Tribe seeks to complete the installation of air-source ductless heat pumps in pre-selected on-reservation tribal member homes through a qualified contractor (“Proposer”).

### **SCOPE**

The contractor will perform the work of this Request for Proposal (“RFP”) as described within this document. All services required in this RFP must be performed by a certified HVAC technician registered in the State of Washington.

### **LOCATION**

This project is located on the Port Madison Reservation.

### **DESCRIPTION**

This project will consist of the design and construction for installing ductless heat pumps in up to twenty-five on-reservation tribal member homes, workforce development, and job training related to the maintenance and upkeep of ductless heat pump systems.

### **SCHEDULE**

The work in this RFP will be completed in accordance with the following schedule:

Complete and signed RFP must be submitted by January 10, 2025.

Construction and Installation must be completed by June 15, 2025.

## **SECTION II – BACKGROUND**

The Suquamish Tribe’s ductless heat pump program aims to reduce residential greenhouse gas emissions by providing income qualifying tribal members living within the reservation boundaries with more energy efficient systems. This program will primarily serve low- to moderate-income households, beginning with elders. Each home will be evaluated to determine whether improvements, such as installations or caulking, are needed to reduce air leakage and make the home more energy efficient.

The Suquamish Tribe will solicit bids following the Tribe’s procurement policy to determine the best installer candidate. Once a candidate has been selected, home evaluations will be conducted to determine which homes are eligible for ductless heat pump installation. This program will also support workforce development. As part of the bid process, candidates will be required to outline a plan to provide opportunities to employees in the Department of Community Development and interested tribal members to shadow installations and receive onsite experience. The Tribe will also provide free training opportunities for interested tribal members to become certified as a HVAC technician, or similar training such as Building Analyst.



SECTION II (a) – PROJECT GOALS

**GOAL 1: Work with the Suquamish Tribe to install ductless heat pumps in up to twenty-five on-reservation tribal elder homes. Installation is anticipated to include:**

- Assessment of current heating and cooling infrastructure in selected homes (e.g., baseboards, propane, woodstoves).
- Ductless heat pump installation and related weatherization improvements.

**GOAL 2: Offer on-site workforce development and/or training opportunities that prioritize tribal member participation.**

- Create pathways to learning and training that are accessible and equitable.
- Collaborate with the Climate Resiliency Program to identify interested tribal members.

**GOAL 3: Summarize best practices and lessons learned upon completion of the project.**

- Summarize areas of improvement in program design to improve efficiency and effectiveness.
- Construct a project workplan and timeline for continuation of this program.
- Identify recommendations to create effective workforce development and training opportunities.

**SECTION III – PROPOSAL REQUIREMENTS AND SELECTION CRITERIA**

Each section contains instructions on each criterion. The Selection Criteria are not all inclusive and absolute. The RFP must contain the following to be considered for the bidding process. Received bids will be evaluated and weighed as follows:

| <b>Criteria</b>                        | <b>Points</b> |
|--|---------------|
| Cover Letter                           | 5             |
| Project Team                           | 10            |
| Qualifications and Experience          | 30            |
| References                             | 15            |
| Project Understanding and Approach     | 15            |
| Scope of Work                          | 10            |
| Cost Proposal                          | 10            |
| Indian Owned Business (IOB) Preference | 5             |
| Total                                  | 100           |

SECTION III (a) – COVER LETTER

Proposers are instructed to submit a cover letter that introduces the Proposer to the Tribe with a short biography of the company. The letter should demonstrate knowledge and excellence in



the field of work, in addition to knowledge of working with tribal programs. Include a mailing address, phone number, and email address for the individual signing the cover letter. Provide single person contact for all information.

### SECTION III (b) – PROJECT TEAM

Introduce the project team and demonstrate that the team has the knowledge, experience, and skills to successfully execute and complete the project. Include the project team resumes as attachments to the proposal. If Proposers are sub-consultants, introduce them, and describe their expertise and work history with the Proposer.

Contractor will identify work performed by subcontractors and funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. “Subcontractors” shall mean subcontractors of any tier.

### SECTION III (c) – QUALIFICATIONS AND EXPERIENCE

Use this section to show that the proposer has the knowledge and expertise to successfully complete this project. The bullets below describe abilities sought in this RFP:

- Highlight and describe relevant experience.
- Provide a comprehensive list of all work completed for the Suquamish Tribe for the past seven years, including project names, descriptions, and completion dates.
- If no prior work has been completed, summarize experience working in Indian Country including project descriptions, completion dates, and names of communities.
- Describe any unique or special challenges encountered by the Proposer from past projects.
- Include a plan for staffing the project that includes an organization chart and bios/resumes of key personnel.

The experience bullet points above are not absolute. Proposers are encouraged to provide any information in a clear and succinct manner that will give the Tribe the confidence to select the Proposer’s firm.

### SECTION III (d) – REFERENCES

Proposers shall provide three (3) current or immediate past professional references for projects of similar depth, scope, and community size as described in this RFP. Please include the name of the agency or company, contact person name and contact information, name of the project, and the dates of the project, and description of services. References may or may not be contacted at the Tribe’s discretion.



### SECTION III (e) – PROJECT UNDERSTANDING AND APPROACH

Proposals must demonstrate that the Proposer has a thorough understanding of the needs of the project as described in this RFP. On-site visits will not be conducted during the release of this RFP. To aid in the development of proposals, Proposers are strongly encouraged to utilize the information from the below sections to develop their proposals.

### SECTION III (f) – SCOPE OF WORK

Proposers shall prepare a scope of work that provides a high-level description of the program design, goals, and outcomes. Provide sufficient detail to reflect program design, construction, and a trackable timeline. At a minimum, a scope should address the following:

- **Compliance with all regulatory requirements/authorities.**
  - The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this RFP.
  - The Suquamish Tribe will provide decals in compliance with branding requirements for this project. The CCA logo must be used in the following circumstances (consistent with the branding guidelines posted at CCA brand toolkit) including:
    - On-site signage including pre-during Construction signage and permanent signate at completed project sites
    - Any equipment purchased with CCA funding through a generally visible decal.
- **Installation of ductless heat pump systems in up to twenty-five homes by [June/15/2025]**
  - All air-source heat pumps must be listed on the Northeast Energy Efficiency Partnership’s (NEEP) Cold Climate Air Source Heat Pump (ccASHP) Product List or meet the most recent ENERGY STAR Cold Climate product criteria.
  - All equipment that uses refrigerants must follow the statutory global warming potential (GWP) limits from the Washington State Department of Ecology and the U.S. Environmental Protection Agency (EPA), and where technically and economically feasible, must use low GWP refrigerants listed by the EPA’s Significant New Alternatives Policy (SNAP) Program, or the California Air Resources Board (CARB).
- **Workforce development and training.**
  - Proposer will be required to outline a plan to provide opportunities for the Department of Community Development and interested tribal members to shadow their installations and receive onsite experience.



- **Create a comprehensive project timeline and contingency plans.**
  - Time should include the schedule for developing a detailed implementation plan and preparation activities required to launch the program.
  - Include key dates for RFP process, decision, project commencement, etc.

#### SECTION (g) – COST PROPOSAL

Proposers shall present a cost proposal that follows the scope of work in the previous sections. Budgets shall track well with scopes of work and shall include the following:

- Costs for eligible high-efficiency electric equipment (per home):
  - Eligible ductless heat pump not to exceed \$8,000
  - Electric Load Service Center (home electric circuit panel) not to exceed \$4,000
  - Insulation, air sealing and ventilation not to exceed \$1,600
  - Electrical wiring not to exceed \$2,500
    - Include the technical specifications of the equipment and appliances purchased or installed through the program, including, but not limited to the equipment brand, certifications, efficiency (SEER/HSPF/EER/COP)
- Personnel: Identify all positions to be supported by title and the amounts of time to be expended on the project, the base pay rate, and total direct personnel compensation.
- Equipment: List all proposed equipment and briefly describe its need as it applies to the goals of this RFP.
  - Equipment is defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year.
- Supplies: List all proposed supplies, their estimated cost, and briefly describe their need as it applies to the goals of this RFP.
  - Supplies are defined as items with an acquisition cost of \$5,000 or less or a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.
- Estimated number of hours for each task described in the scope of work.

#### SECTION (h) --- INDIAN OWNED BUISNESS (IOB) PREFERENCE

Please provide proof of Indian Ownership if applicable.

#### **SECTION IV – CHANGES TO THIS RFP, QUESTIONS & ANSWERS, AND REQUESTS FOR CLARIFICATION**

Any changes or clarification of the Scope of Work, procurement process, contract terms and conditions, insurance requirements, or any other matter contained in this RFP will be issues in the form of a written Addendum to this RFP. The Tribe will make a good faith effort to notify interested parties of any addenda issued for this RFP. However, Proposers are responsible for making themselves aware of, obtaining, and incorporating any changes made in any issued



Addendum into their final proposal. Additionally, Proposers shall acknowledge receipt of Addenda with their proposal. Failure to do so may cause the Proposer's proposal to be rejected. Regardless of statements made at any mandatory or non-mandatory pre-proposal meeting for this RFP (if applicable), or during any other contact with Tribal staff, Proposers are cautioned that this RFP will change only if confirmed by a written Addendum to this RFP. No other understandings, oral or otherwise, regarding the subject matter of this RFP shall be deemed to exist or to bind any of the parties hereto.

All requests, and/or requests for clarification about this RFP must be submitted **in writing via** email and will be addressed to Hannah Ljunggren of the Climate Resiliency Program. All such requests for clarification or change must be submitted no later than 4:30PM on January 5, 2025. All such emails must include the subject line **PROPOSAL for Suquamish Ductless Heat Pump Program** and then the stated question in the body of the email. The Tribe is unable to provide individual responses and will not respond to the questions posed by means other than email. Responses will be made to those questions that may have a material impact on the proposal and will be provided to all RFP holders. The Tribe will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this RFP.

#### **SECTION V – METHOD OF EVALUATION**

The Tribe will appoint a proposal review team. This team will review each section and make their determinations by assigning point values based upon project knowledge to match the needs of the Tribe and community. The total maximum points for proposals is 100 points. 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 submitted, to re-solicit for new submittals as deemed necessary by the Tribe, or to not award any contracts at all. The Tribe reserves the right to award a contract based on the submitted expected to be the most beneficial to the Tribe based on qualifications.

A responsible proposal is one that complies with all material aspects of this RFP and with all prescribed submitted procedures and requirements. At its sole discretion, the Tribe may invite a Proposer to interview with Tribal staff, in person, via conference call, or another mutually agreeable medium, to clarify their proposal and determine Proposer's suitability to do the work described herein. If requested, attendance at such an interview is mandatory and failure to meet with the Tribe within a reasonable period will be grounds for proposal rejection.

#### **SECTION VI – RESERVATIONS**

The Tribe herein expressly reserves the following rights:

1. To negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the Tribe. The Tribe intends to award a contract on the basis of





quality of services offered, qualifications, experience, accessibility, communication skills and cost.

2. To reject any or all proposals and to waive formalities in proposals if it is in the Tribe's best interest to do so.
3. The Tribe reserves the right to use any information or reference we may discover, including information based upon own experience, in evaluating any proposal.
4. In the event any Proposer or Proposers to whom the contract is awarded shall default in executing said formal contract or in furnishing satisfactory Errors and Omissions Insurance coverage within the time and in the manner hereinafter specified, to re-award the contract to another Proposer or Proposers.
5. To make such changes to the RFP or scope of work contained therein prior to the proposal opening. RFP recipients will be notified of such changes in writing by addenda.
6. The Tribe will not be responsible for any costs incurred by Proposers in preparation or submission of a proposal to this RFP, including costs associated with any meeting, demonstration, interview or subsequent negotiations that may be requested or required.
7. The Tribe will not be liable for any lost, late, or improperly marked proposals.
8. Proposer must include all required Representations and Certifications; and acknowledge receiving amendments by number.

## **SECTION VII – PROPOSAL SUBMISSION GUIDELINES**

Proposals are due on January 10, 2025 at 4:30 PM, Suquamish time (PST). It is anticipated that the selected firm will be notified via email.

All proposals, whether emailed or hard copy delivered, must be identified in the email subject line or on an envelope as follows:

### **PROPOSAL for Suquamish Ductless Heat Pump Program**

Proposals can be emailed PDF format to [HLjunggren@suquamish.nsn.us](mailto:HLjunggren@suquamish.nsn.us). Proposal hard copies (3) can be mailed to:

Suquamish Indian Tribe  
ATTN: Hannah Ljunggren  
Climate Resiliency Program  
P.O. Box 498  
Suquamish, WA 98322.

Hard copy proposals may be hand delivered to 18490 Suquamish Way, Suquamish WA 98392. Please call or email in advance to set up a time to deliver.

Thank you for your interest in the Suquamish Tribe Ductless Heat Pump Program.



## **SECTION VIII – FUNDING ACKNOWLEDGEMENT**

The Suquamish Tribe’s Ductless Heat Pump Program is supported with funding from Washington’s Climate Commitment Act. The CCA supports Washington’s climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at [www.climate.wa.gov](http://www.climate.wa.gov).

