

**THE SUQUAMISH TRIBE  
REQUEST FOR PROPOSALS**



**The Suquamish Tribe**  
Port Madison Indian Reservation

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

**[MBR / Sewer Management / Water Backflow Preventor Testing]**

<b>PROJECT NAME:</b>	Management of Suquamish MBR and Wastewater Systems
<b>PROJECT LOCATION:</b>	Port Madison Indian Reservation : 18490 Suquamish Way, Suquamish WA 98392
<b>SERVICES REQUESTED WITH THIS RFP:</b>	Maintenance Estimate and MBR Maintenance Plan
<b>DATE:</b>	April 17, 2026
<b>CONTACT PERSON: ADDRESS:</b>	Alan Deam Project Manager PO Box 498 Suquamish WA 98392
<b>TELEPHONE: CELL AND TEXT: EMAIL ADDRESS:</b>	360) 900-7050 adeam@suquamish.nsn.us
<b>PROPOSAL DUE DATE AND TIME:</b>	May 3, 2026 by 5:30 PM
<b>QUESTION DEADLINE DATE:</b>	
<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 contact person above.



## The Suquamish Tribe

### Department of Community Development

P.O. Box 498  
Suquamish WA 98392

#### List of Enclosures

- 1) W-9 Form
- 2) Thumbdrive
  - a. MBR Shop Drawings
  - b. Current Early Learning Center Sewer Plans
  - c. 2025 Old Tribal Center MBR Plans
  - d. Seafoods Building Sewer Plans
  - e. Listing of Backflow Prevention testing locations

\* Thumb drive supplied during site visit

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April 17, 2026

#### LETTER OF INTRODUCTION

The Suquamish Tribe is pleased to release this Request for Proposals (RFP) to oversee the daily operations of two MBR Treatment Facilities and routine maintenance of associated lift stations, grinder pumps and other pumps and components related to the public sewer system located on the Port Madison Indian Reservation, Suquamish WA.

Submitting Vendors/Firms should use this RFP to guide preparation of their proposals. The RFP is outlined as follows:

#### SECTION I – INTRODUCTION

#### SECTION II – PROJECT OVERVIEW / SCOPE OF WORK

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

- SECTION III (a) – COVER LETTER (5 Maximum Points)
- SECTION III (b) – PROJECT TEAM (10 Maximum Points)
- SECTION III (c) – QUALIFICATIONS AND EXPERIENCE (15 Maximum Points)
- SECTION III (d) – REFERENCES (0 Points, but minus 5 points each for not providing 3 references)
- SECTION III (e) – SCOPE OF WORK (20 Maximum Points)
- SECTION III (f) – COST PROPOSAL (20 Maximum Points)
- SECTION III (g) – INDIAN OWNED BUSINESS (IOB) PREFERENCE (20 Maximum Points)

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

**SECTION V – METHOD OF EVALUATION**

**SECTION VI – SUQUAMISH TRIBE CONTRACT AGREEMENT**

**SECTION VII – RESERVATIONS**

**SECTION VIII – RATING FACTOR**

Section III contains the bulk of the RFP.

Each section contains instructions, and where applicable, Evaluation Criteria. The Evaluation Criteria are not all inclusive and absolute. The Tribe will appoint a team with experience reviewing proposals from prior projects. The reviewers will carefully review each section and make their determinations and assign point values based upon project knowledge, availability, and cost to match the needs of the Tribe and community. All proposal scoring is based on Proposer responses to Section III. Each subsection in Section III has a maximum point value. The total maximum points for proposals is **95** points.

The Tribe will make arrangements to distribute attachments separately due to file sizes.

Requests for more information about this RFP will be addressed to Alan Deam at the Department of Community Development.

Telephone: (360) 900-7050

Email: [adeam@suquamish.nsn.us](mailto:adeam@suquamish.nsn.us)

The proposals are due on **5/3/2026 by 5:30 PM** Suquamish time (PST).

Proposals can be emailed to Alan Deam at: [adeam@suquamish.nsn.us](mailto:adeam@suquamish.nsn.us).

Proposal hard copies can be sent to:

The Suquamish Tribe  
ATTENTION: Alan Deam  
Department of Community Development  
P.O. Box 498  
Suquamish, WA 98392

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

**PROPOSAL for The Suquamish Tribe Membrane Bioreactor (MBR) / Sewer Management /**

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 MBR Management Oversight.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Alan Deam', with a long horizontal flourish extending to the right.

Alan Deam  
Construction Project Manager  
Department of Community Development  
The Suquamish Tribe

## SECTION I – INTRODUCTION

The Suquamish Tribe (“Tribe”) is a federally recognized Indian Tribe that operates a Department of Community (DCD) partially funded by the federal government. Housing is a branch of the DCD that provides infrastructure and affordable housing opportunities to eligible tribal members.

The Tribe often seeks the assistance of qualified private contractors with expertise in planning, engineering, development and construction as needed.

With over 640 Tribal Members the Suquamish Tribe resides mostly in the Central Puget Sound Region of Washington State on the Kitsap Peninsula.



The Suquamish community is located on the Port Madison Indian Reservation, which consists of over 7,600 acres, and is located on two land areas of similar size, north and west of Port Madison Bay. These two areas are almost connected by land to each other but are separated by the inlet to Miller Bay. The Reservation lies within the boundaries of north Kitsap County. The western reservation area has an eastern shore along the Agate Passage. The Reservations connects with Bainbridge Island on the eastern side of the Passage by way of the Agate Pass Bridge.



## **SECTION II – PROJECT OVERVIEW / SCOPE OF WORK**

### **1. Project Overview**

#### **General:**

1. All maintenance will be performed by trained and licensed personnel.
2. Conduct, at a minimum, quarterly meetings with Suquamish Tribe DCD.
  - a. MBR, Lift station and grinder pump status.
  - b. Logs and records
  - c. Upcoming maintenance schedule.
3. Immediately inform Suquamish Tribe DCD of any parts, equipment or maintenance problems that arise.
4. Ensure high quality and safe maintenance.
5. Ensure accurate and detailed recordkeeping.

#### **Membrane Bioreactor (MBR)**

1. Locations:
  - a. Fitness Center – 2792 Ne Totten Rd, Poulsbo WA 98370
  - b. Old Tribal Center (Seafoods) – 15838 Sandy Hook Rd, Suquamish WA 98392
2. Maintenance:
  - a. Oversee daily operations of (2) MBRs in compliance with all regulatory agency's standards. Monitor system through cellular alarm and remote monitoring devices.
  - b. Perform all routine maintenance, sampling and analysis as per Kubota recommendations, the Operations and Maintenance Manual and federal, state and local laws.
  - c. Perform all unscheduled maintenance as required.
  - d. Respond to emergencies as required.
  - e. Provide written records in accordance with regulations and established maintenance practices. Maintenance records and logs will be kept on site and at DCD maintenance shop.
  - f. Keep good housekeeping at the MBR facility.
  - g. Track and maintain all spare parts maintained at the facility.
  - h. Ensure all safety regulations are followed, and all PPE is maintained as per OSHA regulations and industry standards.

#### **Grinder Pump Stations**

1. Locations:
  - a. Sackman Housing – 6 Grinder Pump Stations.
  - b. Elders Housing – 2 Grinder Pump Stations.
  - c. Ball Field – 2 Grinder Pump Stations.

- d. Seafoods Building – 1 Grinder Pump Station.
- e. ELC – Pump Station
- f. Old Tribal Center - Pump Station

2. Maintenance:

- a. Perform all scheduled maintenance as required.
- b. Grinder pumps shall be inspected and cleaned at manufacturer's recommended intervals.
- c. Pump chambers will be inspected and cleaned as required.
- d. Alarms will be tested and maintained as required.
- e. Respond to emergencies as required.
- f. All records will be maintained at the DCD Maintenance Facility.

**Lift Stations**

1. Locations:

- a. ELC – There is a lift station at the ELC that pumps sewer to the MBR located at the Fitness Center.
- b. Wee Wun Housing – There is a lift station at the bottom of Wee Wun Housing that pumps sewer up to Suquamish Way and ties into the county sewer system.

2. Maintenance:

- a. Perform all scheduled maintenance as required.
- b. Pumps shall be inspected and maintained as per manufacturer's recommendations.
- c. Perform unscheduled maintenance as required.
- d. Monitor alarms through remote monitoring.
- e. Respond to emergencies as required.
- f. Records will be maintained at the DCD Maintenance Facility

**Backflow Prevention Testing**

- 1. Up to 35 locations on the Port Madison Indian reservation
  - a. Conduct annual backflow prevention testing.
  - b. Provide written records of results, recommendation for repairs.
  - c. File necessary records with County if applicable

**SECTION III – PROPOSAL REQUIREMENTS**

Proposals shall be of sufficient length and detail to demonstrate that the Proposer has a thorough understanding of the needs of this project as described in this RFP.

**SECTION III (a) – COVER LETTER (5 Maximum Points)**

Proposers are instructed to draft a cover letter that introduces the Proposer’s consulting company to the Tribe with a short biography of the company. The letter should capture the reader’s attention by demonstrating knowledge and excellence in engineering and MBR’s, with additional knowledge of working with Tribal Programs and county municipalities. Include a mailing address, phone number, and email address of the individual signing the cover letter.

**SECTION III (b) – PROJECT TEAM (10 Maximum Points)** Introduce the project team and demonstrate that the team has the knowledge and skills to successfully execute and complete the project. Include project team résumés and attach them to the proposal. If Proposers are using sub-consultants, introduce them, and describe their expertise and work history with the Proposer.

**SECTION III (c) – QUALIFICATIONS AND EXPERIENCE (15 Maximum Points)**

Use this section to show that the Proposer has the knowledge and expertise to successfully complete this project. The bullet point information below describes demonstrable abilities sought in this RFP:

- Highlight and describe relevant experience
- Describe similar projects performed during the past
- Include experience working with Indian Tribes
- Include equipment experience and availability
- Provide W-9
- Provide copy of business license
- Provide copy of insurance

Again, Proposers be aware the RFP is seeking information in this section that demonstrates to the Tribe the Proposer has thorough qualifications and experience to successfully complete this project. The experience bullet points indicated 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 company.

**SECTION III (d) – REFERENCES (0 Points, but minus 5 points each for not providing 3 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 project, and dates of project, and description of services. References may or may not be contacted at the Tribe’s discretion.

**SECTION III (e) – SCOPE OF WORK (Maximum 20 Points)**

Proposers shall prepare a scope of work.

At a minimum, the scope of work should address the following:

- Compliance with all regulatory authorities
- Project review

- Services Offered
- Basic Duties of MBR management
- Company maintenance capability

**SECTION III (f) – COST PROPOSAL (Maximum 20 Points)**

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

- Estimated cost of labor.
- Equipment.
- Reimbursable expenses, cost of deliverables, other costs, and any cost not requested in this RFP, but would be charged to the project.

**SECTION III (g) – INDIAN OWNED BUSINESS (IOB) PREFERENCE (20 Maximum Points)**

Please provide proof of Indian Ownership.

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

Any change 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 issued 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. All question, and/or requests for clarification regarding this RFP must be submitted **in writing via e-mail** to [adeam@suquamish.nsn.us](mailto:adeam@suquamish.nsn.us). All such requests for clarification or change must be submitted **no later than 4/3/2026, 5:30 PM PST**. All such emails must include the subject line "Suquamish Tribe MBR / Sewer System Management RFP" and then the stated question in the body of the email. The Tribe will be 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. Individuals on the evaluation team will evaluate all responsive proposals in accordance with evaluation criteria set forth herein.

A responsive proposal is one that complies with all material aspects of this RFP and with all prescribed submittal procedures and requirements. The Tribe reserves the right to waive what are, in the Tribe's judgment, minor informalities or discrepancies. The Tribe reserves the right to request individual Proposers to provide information to clarify their proposal or obtain additional information about specific point(s) of their proposal. Failure by the Proposer to provide such requested information in a timely manner may cause an adverse impact on the evaluation of the proposal, including rejection of the proposal as non-responsive. 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 of time will be grounds for proposal rejection.

#### **SECTION VI – SUQUAMISH TRIBE CONTRACT AGREEMENT**

The Proposer selected for contract award from this RFP will be invited to enter into a Professional Services Agreement (the "Contract"). The Tribe reserves the right to modify any Contract term or condition prior to execution of the Contract. The Contract will become effective upon execution by both parties.

#### **SECTION VII – 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 informalities 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 our 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 shall not be responsible for any costs incurred by Proposers in the 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 shall not be liable for any lost, late or improperly marked proposals.
8. Proposer shall include all required Representations and Certifications; and acknowledge receiving amendments by number.
9. There will be no public opening of the proposals.

## **SECTION VIII – RATING FACTORS**

**<END OF RFP>**