



**Confederated Tribes of the Umatilla Indian Reservation
Public Works Department
Request for Proposal (RFP)
Engineering Design of CTUIR Well Site and Water Metering System
Upgrades**

Issued: November 22, 2024

Due: ~~December 9, 2024 @ 2:00pm pst~~

December 13, 2024 @2:00pm pst

Project #1 Summary

Community Well Generator and Site Improvements: The Project will address the system deficiency in the lack of standby electrical power and an inability to protect and/or restrict access to water source, treatment, and/or storage facilities.

Introduction:

The Mission Community Water System (Mission CWS), Environmental Protection Agency public water system identification #105300026, is located in the community of Mission on the Umatilla Indian Reservation. The water system serves approximately 1300 people through 316 residential connections and 18 non-residential connections.

Scope of Work:

Engineering Design and Project Management for the Construction of the following:

- Well 3 onsite generator with automatic transfer switch
- Wells 1 & 2 security fencing: 550' linear feet of 8' chain link fence with three-strand barbed wire
- Well 4 onsite generator with automatic transfer switch and security fencing: 220' linear feet of 8' chain link fence with three-strand barbed wire.
- Design work will include sizing the onsite generator and automatic transfer switch at Wells 3 and 4.
- Upgrades to Water Fill Station (Well 4)
- Chlorine Room Improvements – addition (Wells 1&2) Venting (Well 6)
- HVAC Minisplit- 5 locations (Booster, Wells 1&2, Well 3, Well 4, Well 5)
- Roof Repair / Replacement for well houses- (Wells 1&2, Well 5)
- Painting (Interior / Exterior) – 5 Locations (Booster Station, Well 3, Well 4, Well 5)

Existing Facilities Description:

(Mission Community Water System Overview)

The Mission Community Water System, EPA Public Water System # 7077313506, is composed of an upper and lower pressure zone connected by a booster station.

Storage is provided by two 550,000-gallon water reservoirs located on the lower pressure zone. Wells 1-4 are in the lower pressure zone, while well #5 and #6 are located in the upper pressure zone. The lower pressure zone contains the majority of the residential connections with some non-residential connections and the upper pressure zone contains the agency campus and a majority of the non-residential connections. The distribution system consists of approximately 70,000 feet of water main ranging from 16- inch diameter to 3-inch diameter.

Wells 1 and 2 are located approximately 125' apart in the lower pressure system on Confederated Way. Both wells were constructed in 1979 with 8" diameter steel casing. Well 1 is 198' deep with the pump set at 130' and a pumping capacity of 150gpm. Well 2 is 300' deep with the pump set at 130' and a pumping capacity of 200gpm.

A 12' x 18' pumphouse and onsite generator are located between Wells #1 and #2. The pumphouse contains a 12.5% sodium hypochlorite injection to disinfect groundwater before entering the disinfection system.

There is unrestricted site access to both Wells 1 and 2.

Well 3 is located approximately in the lower pressure system at the end of Short Mile Road. In 1992, Well 3 was constructed with 12" diameter steel casing to a depth of 1,100'. Well 3 exhibits artesian characteristics and a pumping capacity of 700gpm.

A 24' x 20' pumphouse is located near Well 3. The pumphouse contains a 12.5% sodium hypochlorite injection to disinfect groundwater before entering the disinfection system.

The Well 3 site is fenced with restricted access to the well and pumphouse. A defunct natural gas generator is present near the pumphouse but is not compatible with the existing system. Therefore, no onsite backup power generation is available.

Well 4 is located approximately in the lower pressure system at the southwest corner of the Mission Road and Market Road intersection. In 1993, Well #4 was constructed with 12" diameter steel casing to a depth of 1,057'. Well #4 exhibits artesian characteristics and has a pumping capacity of 400gpm.

A 20' x 20' pumphouse is located near Well 4. The pumphouse contains a 12.5% sodium hypochlorite injection to disinfect groundwater before entering the disinfection system.

There is unrestricted site access to both Well 4 with no onsite backup power generation available.

CTUIR Community Well Generator and Site Improvements

Fig.1 Wells 1 and 2 Site
73279 Confederated Way Pendleton, OR 97801



Fig.2 Well 3 Site
47563 Short Mile Road Pendleton, OR 97801



Fig.3 Well 4 Site
46443 Mission Road Pendleton, OR 97801



Project #2 Summary

Automated Metering Infrastructure Upgrade:

The Project will address the Deficiency in the inability to properly operate the system due to facilities that do not meet applicable design standards or facilities that are deteriorated in the ability to accurately monitor and meter the water distribution for the CTUIR community.

Introduction:

The Mission Community Water System (Mission CWS), Environmental Protection Agency public water system identification #105300026, is located in the community of Mission on the Umatilla Indian Reservation. The water system serves approximately 1,300 people through 280 residential connections and 62 non-residential connections

Scope Work:

Engineering Design Project Management for the Construction of the following:
290 residential water meter replacements
62 non-residential water meter replacements
Installation of an advanced metering infrastructure (AMI) system.
Outline compatible billing programmatic system for auto-population of data

Existing Facilities Description:

(Mission Community Water System Overview)

The Mission Community Water System, EPA Public Water System # 7077313506, is composed of an upper and lower pressure zone connected by a booster station. Storage is provided by two 550,000-gallon water reservoirs located on the lower pressure zone. Wells #1-4 are in the lower pressure zone, while well #5 and #6 are in the upper pressure zone. The lower pressure zone contains the majority of the residential connections with some non-residential connections and the upper pressure zone contains the agency campus and a majority of the non-residential connections. The distribution system consists of approximately 70,000 feet of water main ranging from 16- inch diameter to 3-inch diameter.

Water Meters:

The CTUIR Public Works Department currently struggles to obtain accurate data from the existing water meters. The current water meters have an estimated 15% deficiency rate of data collection. The existing fitting connections have become a maintenance burden with consistent water leak repairs need that are only increasing.

Evaluation and Selection Process

The proposals shall be subjectively evaluated by the Owner's Evaluation Committee with points assigned based upon the criteria in this RFP. Those proposals which are submitted and do not meet mandatory requirements outlined in the Instructions to Proposers will not be evaluated.

The role of the Evaluation Committee shall include a complete review of all documents submitted. The selection committee will invite recommended finalists for interviews based solely upon its evaluation of the selection criteria. The Evaluation Committee, at its sole discretion, may forego the interview process.

The Evaluation Committee will forward a recommendation for the selection of one firm to the Owner's Board of Trustees for consideration of award. Selection of the successful firm will be entirely at the discretion of the Owner, and the Owner reserves the right to waive minor irregularities in the selection process and to reject any and all proposals. If approved, it is anticipated that the Engineering Design for construction will start in February of 2025.

Evaluation Committee members may not be contacted or solicited by any firm or individual submitting proposals during the proposal solicitation and review process, with the exception of the facilitator in accordance with the directions herein.

RFP Content for Evaluation

Each responder's proposal shall provide the following information in the order listed below. Each point will be scored by the number of points listed next to the information. The points listed are the maximum amount that can be given during evaluation. The result of the evaluation will be a comparative ranking for proposals.

TOTAL POINTS AVAILABLE = 100 POINTS

1. Cover Letter (5 points; yes/no) The Proposal must include a cover letter containing the name, address, telephone number, and e-mail address of the Design Engineer and the principal contact person. The cover letter shall also include the type of firm or organization (corporation, partnership, joint venture, etc.) that will serve as the prime Design party. The cover letter may be a maximum of one (1) page.

2. Team Organization (25 points)

Provide a Design- Project Management organization chart (showing Team Members, Key Team Members and their firm affiliation) for all phases of the Project from design through final acceptance, including Project Management for Construction award, Project implementation of construction and warranty period. Be certain to identify specific individuals for key functions and show interrelationships and reporting hierarchy. Note whether individuals are performing multiple functions. Provide the percentage of time that each Key Team Member will be assigned to the project in both Project 1 and Project 2. At a minimum, identify the Key Team Members performing the functions identified below.

The person responsible for the overall management of the project and the Design and Project Management contract Civil Engineer. The person responsible for on-site field supervision and direction and construction (site superintendent)

3. Knowledge of Tribal Departments (15 points) Describe your understanding of working with the office of Tribal Employment Rights Office (TERO), Indian Owned Businesses (IOBs), CTUIR, or other tribal nations. Explain your approach to maximizing the use of IOBs or TERO laborers during construction.

4. Similar Experience and Past Performance (35 points) Describe the team’s experience in successfully managing water distribution system renovation work, Automated Metering systems, and Infrastructure telemetry projects of similar scope and complexity that include management and communications of an integrated team of design consultants. Include the following information:

5. Cost Analysis and Budget Adherence (15 points) Proposers shall submit a cost proposal for the scope of project #1 and Project #2 for consideration. What formal and informal protocols and processes will the Design/ PM Team implement to ensure a project that is “designed to the budget” the first time. Describe the team’s experience in managing budgets of similar scope and complexity, preferably in infrastructure renovations, fast-tracked projects, or tribal projects.

6. Tribal Preference (5 points) If Native-Owned, provide documentation to confirm that your firm is 51% Native-Owned and that your firm is certified by the CTUIR TERO program.

Proposal Requirements and Contents:

Proposals shall comply with the following, and where the Proposer is asked to provide information there shall be a full discussion (and attachments where necessary):

1. Format:

Proposals, including attachments, shall not exceed 15 standard size (8 1/2” x 11”) pages, minimum 11-point font. For the purpose of demonstrating workflows or timelines in a legible manner, proposers may use up to two larger pages not to exceed 11" x 17". If such use is made, it must be for legibility purposes only and will be considered part of the page count.

Hard copy submissions or electronic formats other than PDF will not be accepted.

Divider sheets (if used), title page, cover letter, and proposal checklist/supplemental info for project checklist will not be included in the page count. The title page or cover letter must include the date, the solicitation name, the Proposer’s name, contact person, telephone number, email address and complete mailing and street address.

2. Acceptance of Proposal Specifications, Terms and Conditions:

The successful Proposer acknowledges and accepts that the specifications listed in this RFP and no others will control the selection process unless the successful Proposer expressly states, in whole or by reference, alternate terms or conditions which the successful Proposer wishes the Owner to consider. Any such alternate terms or conditions will constitute a variance and, if found material, may subject the Proposal to rejection. Any referenced alternate terms or conditions shall be attached to the Proposal for consideration by the Owner.

3. Anti-Discrimination:

In connection with this RFP and in the performance of any subsequent contract, Proposers shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, sexual preference, and/or being physically

challenged. Proposers shall take action to ensure that all applicants are treated equally during employment without regard to such status.

4. Compliance with Applicable Laws:

In connection with this RFP and the contract, Proposers shall comply with all applicable laws in all aspects in connection with the procurement process of this project and the performance of the contract whether such laws are stated herein or not.

5. Delayed Proposal Closing Time/Proposal Opening:

The time and date set for the proposal closing and proposal opening will advance to the same time on the Owner's next business day if, for whatever reason, a contingency causes CTUIR to be officially closed at the time and date set for the proposal closing and proposal opening.

7. Owner's Rights:

The Owner may investigate the qualifications of any Proposer under consideration, may require confirmation of information furnished by a Proposer, and may require additional evidence of qualifications to perform the work described in this RFP.

The Owner reserves the right, in its sole and absolute discretion and without recourse by Proposers, to take any of the following actions:

- a. Reject any or all Proposals;
- b. Issue a new RFP;
- c. cancel, modify, or withdraw the RFP;
- d. Issue addenda, supplements, and modifications to this RFP;
- e. Modify the RFP process (with appropriate notice to proposers);
- f. Appoint a selection committee and evaluation teams to review Proposals and seek the assistance of outside technical experts in the response evaluations;
- g. Hold meetings and exchange correspondence with the Proposers to seek an improved understanding and evaluation of the responses;
- h. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses.
- i. Waive minor irregularities in responses;
- j. In the negotiations for the contract with the selected proposer to change the dates for performance from that set forth in Section III hereof; and/or
- k. Refuse to issue a contract at all.

The Owner is not obligated to enter any contract, and under no circumstances shall it have any obligation to pay for any costs or expenses incurred by any Proposer in the preparation or submission of a response to this RFP or in anticipation of a contract.

Proposers are solely responsible for all costs and expenses of any nature associated with responding to this RFP, attending briefing(s), providing supplemental information, and all subsequent costs and expenses. By submitting a response to this RFP, a Proposer disclaims any right to be paid for such costs by the Owner or anyone else. Each Proposer that enters the Procurement process shall prepare the required materials and the Proposal at its own expense and with the express understanding that it cannot make any claims whatsoever for

reimbursement from the Owner for the costs and expenses associated with the process even in the event the Owner cancels this Project or rejects all Proposals. Proposers and Finalists will pay their own expenses for travel and participation in the Interviews.

8. Investigation:

The Proposer shall make all investigations necessary to be informed regarding the service(s) to be furnished including reference checks, determination of financial ability, and credit information (which may include recent income statements, balance sheets and ratios, availability of short-term financing, bonding capacity and credit information). Failure to promptly provide the requested information shall result in the rejection of the firm's proposal.

9. Late Proposals:

Proposals received after the time and date set for proposal closing will be returned to the proposer unopened.

10. Mistakes, errors and omissions in solicitation:

Any mistakes, errors and omissions in this solicitation must be reported immediately to the CTUIR Public Works Department, Justinnorthern@ctuir.org, Alainamildenberger@ctuir.org

11. Publicity:

News and/or social media releases relating to this RFP will not be made without prior approval by, and in coordination with, the Owner.

12. Written Questions, Comments and Addenda, Rules of Contact:

Questions and comments pertaining to this solicitation must be submitted in writing according to the Proposal and Award Timeline to: CTUIR Public Works Director, Justinnorthern@ctuir.org, OR Alainamildenberger@ctuir.org The successful Proposer shall acknowledge Receipt of all addenda issued, either with the proposal, or separately, in writing, prior to the time and date set for proposal closing. Addenda shall be sent within a reasonable time to allow prospective proposers to consider them in preparing their proposals.

ORAL INSTRUCTION OR INFORMATION CONCERNING THE REQUEST FOR PROPOSALS OR THE PROJECT GIVEN OUT BY OFFICERS, EMPLOYEES OR AGENTS OF CTUIR TO PROSPECTIVE PROPOSERS SHALL NOT BIND THE OWNER AND SHALL NOT BE RELIED UPON.

Other CTUIR employees or agents, including the Evaluation Committee, shall not be contacted once the RFP is issued and until a final selection and award is made.

All bids will be mailed to CTUIR Public Works Department at 46411 Timine way Pendleton Oregon or emailed to publicworks@ctuir.org All bids will be **due by 2:00pm pst December 13th, 2024**, The winning bidder will be notified by July 13th, 2024. Points of contact will be Justin Northern, Public Works Director 541-429-7508, or Alaina Mildenberger, Office Manager 541-429-7500 All TERO rules will apply to the contractor who is awarded the bid.