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Request for Qualifications (RFQ)
Design Engineer for the
Confederated Tribes of the Umatilla Indian Reservation
Wastewater Treatment Facility and Reuse System
Issued: September 19, 2025
Due: October 15, 2025

Background

The Confederated Tribes of the Umatilla Indian Reservation (CTUIR) Public Works Department includes the Utilities Program. The Utilities program operates the Mission Community Water System by does not currently operate its own wastewater treatment system. The current collection system conveys wastewater to the City of Pendleton under a 1978 transfer agreement. The daily limit of 1 million gallons per day (MGD) of wastewater is not a sustainable limitation for current and future demand. The CTUIR intends to construct a Wastewater Treatment Facility and Reuse System with an improved conveyance system, wastewater treatment facility, recycled water conveyance, storage and irrigation systems. The CTUIR Public Works Department is seeking proposals for Engineering and Design services for this project.

Scope of Work

The following scope of work (SOW) is provided by the Confederated Tribes of the Umatilla Indian Reservation to identify anticipated processes associated with the proposed CTUIR Wastewater Treatment Facility (WWTF) and Reuse System (Project). Processes needed to move the Project through the design and permitting phase and into the construction phase are identified. This list may not be fully inclusive of all the processes needed but is intended to serve as guidance for potential engineering firms (Engineers) seeking to submit proposals for the Project design and permitting services. The design process is anticipated to include, but not be limited to, aspects involving topographic surveying of all Project sites, civil engineering, structural engineering, electrical engineering, system controls engineering, renewable energy engineering, architecture, landscape architecture, geotechnical investigations and Project permitting-related work. Engineers shall address all the following aspects, tasks, and deliverables associated with the engineering design process identified below and as needed to successfully deliver complete “bid-ready” Project design, equipment procurement, and construction contract document packages to the CTUIR. This list may not be all inclusive, and any missing items will be addressed with the CTUIR during contract negotiations.

The following services are anticipated to be needed from the selected Engineer on this Project:

1) **Project Initiation**
    a. Project Kickoff
        i. Define Project objectives and deliverables.
        ii. Identify tribal department Project requirements.
        iii. Identify anticipated tribal environment permit requirements.
        iv. Identify Project funding agency Project requirements.
        v. Identify other affected agency requirements.
        vi. Assign Project team roles and responsibilities.
        vii. Schedule, conduct, and develop an agenda for a kickoff meeting with tribal staff and stakeholders.

2) **Project Setup, Management, and Team Coordination**
    a. Develop and maintain a Project work breakdown structure (WBS), including all subconsultants.
    b. Develop and maintain a Project schedule.
    c. Prepare a web-based portal for file sharing and maintaining Project organizational structure.
    d. Coordinate with the Project team, including subconsultants, to manage Project deliverables and execute a quality management approach.
    e. Conduct monthly Project status meetings with the CTUIR through final design. The Project status meetings will be used to review and track Project scope, schedule, and budget. Provide monthly update reports, including any revisions to the budget, schedule, and WBS.
    f. Prepare and submit monthly invoices for progress payments.
    g. Document and track Project decisions and risks and manage change commensurate with Project risks.

3) **Site and Preliminary Analysis**
    a. Develop horizontal and vertical survey control across the Project sites and areas of potential impact including all existing aboveground and belowground utilities, state highway rights-of-way (ROW), piping corridors, and existing wastewater facilities.
    b. Set a control network and coordinate with collection of aerial light detection and ranging data (LiDAR) at the resolution necessary for design and construction.
    c. Conduct additional site topographic surveys of areas needing higher resolution than LiDAR may provide.
    d. Conduct additional site surveying as required to locate existing utilities that may be utilized or impacted by the proposed Project.
    e. Conduct a geotechnical investigation of the treatment plant site and wetland/pond development areas.
        i. Develop a report identifying the findings of the site investigation, including recommended soil bearing capacities at various Project sites, slope stability limitations, anticipated *in situ* soil percolation rates, and other parameters that could impact the Project design process.
        ii. The Geotechnical Investigation Report shall determine characteristics of subsurface materials (test pits and soil logging) and groundwater conditions, local geology and seismic parameters, and foundation recommendations for structures.
    f. Hydrogeologic Evaluation

i. Develop an approach for groundwater monitoring wells to be developed around the proposed treatment and reuse sites.
ii. Assist with the development of recommended parameters for procurement of monitoring well installation in coordination with tribal staff.
iii. Conduct background water sampling and testing.
iv. Prepare a written report describing findings and any areas of concern with recommendations to address any concerns.

g. Review the results of the Project Pre-Design Report, Environmental Assessment, cultural resource investigation, and Wetland Delineation Report (all of which have been or will be prepared by others).
    i. Develop a proposed Project design approach memorandum to address any findings of these documents and any proposed design or approach changes.
    ii. Identify opportunities to minimize impacts to existing infrastructure and utilities.
h. Update Project design criteria based on the most current wastewater flow records available from CTUIR. Past design criteria were based on 18 months of flow data. CTUIR Public Works staff now have an additional 12 months of flow data, which may significantly modify the design criteria.

4) Permitting

a. Prepare a permit application(s) related to the proposed Project conveyance piping crossing to be located within Oregon Department of Transportation (ODOT) highway ROW.
    i. Up to three separate permits are anticipated to be required.
    ii. The Engineer shall prepare all figures and permit applications required for the anticipated highway crossing/construction permitting process with ODOT.
b. Prepare a permit application related to the proposed Project conveyance piping to be located within Umatilla County ROWs. Two separate permits are anticipated to be required.
    i. The Engineer shall prepare all figures and permit applications required for the anticipated County ROW construction permitting process.
c. Prepare a permit application related to connecting the existing 10-inch gravity trunkline to the proposed WWTF headworks inlet piping located within Union Pacific Railroad (UPRR) ROW. One permit is anticipated to be required.
    i. The Engineer shall prepare all figures and permit applications required for the anticipated railroad crossing construction permitting process.
d. Work with CTUIR's Department of Natural Resources (DNR) staff to develop wastewater treatment and reuse permit for the proposed new treatment system, including treatment system performance standards.
e. Develop a proposed Erosion and Sediment Control Plan following the U.S. Environmental Protection Agency's National Pollutant Discharge Elimination System Construction Stormwater General Permit guidance related to Stormwater Pollution Prevention Plans.
f. Coordinate with the CTUIR Planning Department to facilitate a mutual understanding of the land use application process, including a Project schedule, a pre-application meeting, and a land use application meeting. Minimum anticipated deliverables to the CTUIR Planning Department are described in Section 8, Anticipated Deliverables.
g. Prepare design permit review package(s) as required by the CTUIR Planning Department as part of the design development permitting process. These submissions are

anticipated to verify that all building, electrical, mechanical, plumbing, and other applicable discipline permit requirements of the CTUIR and the International Building Code, as adopted by the CTUIR, are upheld.

i. Final construction permits are anticipated to be issued under the Project construction contractor's name.

5) Design Engineering

a. Provide the following anticipated WWTF component designs:

i. Headworks
   1. Influent flow metering
   2. Headworks pump station
   3. Intake structure for raw wastewater flow control
   4. Fine screening system to remove and dewater inorganic debris for landfill disposal
   5. Grit removal and dewatering system

ii. Secondary Treatment Units
   1. Biological reactors based on the selected and procured treatment package
   2. Secondary clarifiers for sludge settling
   3. Return and waste activated sludge pumping systems
   4. Integrated aeration and mixing systems for biological treatment

iii. Tertiary Treatment Units
   1. Filtration systems (e.g., sand filters, membrane filters)
   2. Chemical treatment systems (e.g., coagulation, flocculation)
   3. Disinfection systems (e.g., ultraviolet [UV], chlorination)

iv. Mechanical Building, including:
   1. Electrical and lighting systems
   2. Motor control cabinet(s)
   3. Blowers
   4. Backup power generator
   5. Heating, ventilation, and air conditioning (HVAC) and plumbing systems
   6. Other equipment as required by the selected treatment equipment supplier

v. Recycled Water Pumping Station
   1. Pumping station located at the new treatment facility site to convey treated effluent to storage wetlands/ponds
   2. Effluent conveyance pump sizing and selection

vi. Sludge Management Units
   1. Aerobic sludge digestors
   2. Waste activated sludge pumping system
   3. Mechanical sludge dewatering (e.g., screw press, rotary fan press, centrifuge) and storage system

vii. Yard and Process Piping
   1. Yard and process piping systems

viii. Site Power
   1. New power supply to the site in compliance with Pacific Power requirements
   2. New diesel-powered generator

3. Renewable power sources on site with a goal to allow no less than 50 percent of annual power consumption to be produced on site
4. Accommodate power generated on site to be put back on the power grid through a net-metering system in compliance with Pacific Power requirements.

ix. Treatment Process Control and Instrumentation Systems
1. Coordinate with the CTUIR's Integrator of Record, The Automation Group, to provide all required control; programmable logic controller logic; supervisory, control, and data acquisition (SCADA); and telemetry systems to allow operators to remotely monitor and adjust system performance parameters at all Project sites.
2. Control, logic, SCADA, and telemetry systems shall utilize Rockwell and Allen Bradley componentry to allow for integration with existing system components.
3. Develop both on-site and remote operator interface systems to monitor all pertinent treatment system operational parameters.
4. Specify required instrumentation necessary to control and monitor the treatment process.

x. System Operations/Visitor Center Building
1. Develop Project system operations building design reflecting example tribal building design practices identified by CTUIR staff.
2. Incorporate energy efficiency standards into the building design.
3. Provide a means of including renewable energy generation to the building following tribal guidelines.
4. Mechanical equipment, including:
    a. Tertiary filtration
    b. UV disinfection/chlorination
    c. Recycled water pump station
5. Incorporate operational facilities such as desk work areas; a control room; restrooms; offices; a laboratory; a breakroom, including a small kitchen area; a mechanical room; etc., into the design.
6. Incorporate a reception and educational opportunity area in the design that is open to the public.
7. Incorporate landscaping around the building.

xi. Electrical and Lighting Systems
1. Required electrical and lighting systems, including motor controls, power distribution, disconnects, conduit runs/banks, conductors, luminaires, interfaces, etc.

xii. HVAC and Plumbing Systems
1. HVAC needed to heat and ventilate the various spaces and buildings around the facilities.
2. Required plumbing systems to provide necessary water supply and drainage for the various spaces and buildings around the facilities.

xiii. CTUIR-procured Materials
1. Develop Project construction Bidding Documents, Contract Documents, and Technical Specifications based on CTUIR-procured materials/ equipment requirements.

2. Two separate early procurement packages are assumed to be needed for the following:
    a. WWTF Equipment System Request for Qualifications (RFQ), which is anticipated to include:
        i. Summary of the Project.
        ii. Goals and expectations of the proposed equipment.
        iii. A description of anticipated design support services.
        iv. A description of anticipated startup and long-term operational support services to be provided by the equipment supplier.
        v. Development of proposal evaluation criteria.
        vi. Other associated documentation requested by the CTUIR to be included in the RFQ.
    b. Backup Power Generator System Bidding Documents

b. Conveyance Piping and Lift Stations
    i. Gravity flow conveyance piping from South Mission to the WWTF.
        1. Interceptor manhole on the existing transmission line from South Mission north to Mission Road.
        2. Crossing of Oregon Highway 331 to convey wastewater to new treatment facility.
    ii. Gravity flow piping and manholes along Timíne Way to convey wastewater from South Mission to the treatment facility.
    iii. Pressurized Piping to Wetlands
        1. Select appropriate piping materials (e.g., high density polyethylene, polyvinyl chloride, ductile iron) based on pressure and operational needs.
        2. Design piping alignment to minimize impacts to existing infrastructure and travel ways.
        3. Ensure hydraulic efficiency to minimize pumping requirements.
    iv. Irrigation Turnouts, including:
        1. Connection to the recycled water conveyance piping from the WWTF to the wetland storage area
        2. Vaults with baffling, as needed
        3. Pumps
        4. Power supply
        5. Conveyance piping to point of use/connection to the existing irrigation system(s)
    v. Gopher Flat Lift Station
        1. Develop the site layout for the Gopher Flats lift station.
        2. Size lift station wet wells.
        3. Select and size pumps for the lift station.
        4. Develop the alignment for the pressure main from the Gopher Flats lift station to the WWTF.
        5. Design the electrical system, including power service and distribution, disconnects, conduit runs/banks, conductors, luminaires, interfaces, etc.
        6. Design control systems for pump operation that will integrate with the CTUIR's existing SCADA system.

7. Accommodate backup power generator connection to allow operation in the event of an extended power outage.

c. Wetland Storage Ponds
    i. Pond Sizing
        1. Update the Project hydraulic water balance based on updated design criteria noted in item 3)h.
        2. Develop a grading plan to ensure the proper volume of anticipated wastewater will be stored/evaporated/evapotranspired.
        3. Determine pond dimensions (length, width, depth) to meet capacity requirements while providing the intended wetland habitat setting.
        4. Ensure compliance with regulatory requirements for berm/dike and pond sizing.
    ii. Grading and Site Preparation
        1. Develop a site grading plan minimizing the amount of fill or cut material to be removed and/or imported to the site.
        2. Develop construction grade control design specifications.
        3. Develop Project erosion and sediment control measures.
    iii. Pond Lining, Embankments, and Wetland Plantings
        1. Select appropriate lining material (e.g., clay, synthetic liners) to accommodate both wetland plantings and storage needs, while not negatively impacting groundwater quality.
        2. Specify appropriate liner base materials to protect the liner from puncture utilizing, as practicable, the available soils on-site or in the near vicinity.
        3. Utilizing available soils on site, or in the near vicinity, design pond embankment structures.
        4. Develop wetland planting plan and specify types of vegetation.
    iv. Control Structures
        1. Specify slide gates, valves, and/or overflow weirs to allow operators to manage water levels in each identified wetland cell/pond.
        2. Design structures to accommodate anticipated flow conditions and allow filling of each separate wetland/storage pond cell.
        3. Integrate automatic gate controls with irrigation demand needs.
    v. Overflow Structures
        1. Design overflow weirs or spillways to manage excess water.
        2. Ensure overflow structures are sized to handle peak flow conditions.
        3. Integrate overflow structures with existing drainage systems.
    vi. Wetland Piping
        1. Provide alignment of piping systems to convey recycled water to various wetland and storage cells.
    vii. Wetland Interpretive Trail System
        1. Provide a landscape design, including walking trail pathways with interpretive kiosks, benches, and native vegetation throughout the wetland complex west of Tamástslikt Cultural Institute (TCI) to encourage educational opportunities at the site.
        2. Provide a connection to the existing trail system north of TCI.
        3. Provide an illumination design along pathways.
        4. Provide overhead lighting design for critical access locations.

5. Provide design of an attractive safety fencing system around wetland cells west of TCI.
6. Provide design of security fencing for deeper storage ponds east of TCI.

6) Bidding and Contract Documents

a. Equipment and Materials Procurement
   i. Develop two separate equipment procurement packages as described below:
      1. WWTF Equipment System RFQ
      2. Backup Power Generator System Bidding Documents
   ii. Prepare Technical Specifications for equipment and materials.
   iii. Assist with the CTUIR's advertising of materials procurement packages.
   iv. Assist with evaluation of manufacturer submitted proposals.
   v. Develop award documents related to the CTUIR's material procurement packages.

b. Construction Contract Procurement
   i. Develop up to three separate sets of construction Bidding and Contract Documents utilizing the Engineers Joint Contract Documents Committee 2018 or newer contract document template.
      1. This is anticipated to include separate construction contract documents for the wetland storage ponds, conveyance system piping, and the WWTF.
      2. Bidding and Contract Documents shall reflect CTUIR and funding agency requirements for bidding and procurement.
   ii. Assist the CTUIR with advertising for bids.
   iii. Assist with bid evaluations.
   iv. Issue any needed addenda during the advertising for bidding period.
   v. Provide a secure method of electronically receiving and reviewing bids.
   vi. Provide recommendation to the CTUIR on potential bid award for up to three separate construction contracts.
   vii. Assist with developing award documentation for up to three separate construction contracts.

7) Public Relations

a. Assist the CTUIR with tribal department and public engagement as requested and develop Project presentation materials and attend meetings of the Board of Trustees, Tribal Council, CTUIR Planning Department, Tribal Water Commission, and DNR. Attendance at up to eight public meetings is anticipated.

8) Construction Engineering Services

a. Construction engineering services may be added to the design and bidding SOW via addendum if requested by the CTUIR.

9) Anticipated Deliverables

a. Project Management and Documentation
   i. Develop an agenda for a kickoff meeting with tribal staff and stakeholders.
   ii. Develop and maintain the Project WBS.
   iii. Develop and maintain the Project schedule.

iv. Provide monthly update reports.
v. Document and track Project decisions made.

b. Permitting Agency Coordination
    i. Prepare a permit application(s) for utility encroachment within ODOT ROW.
    ii. Prepare two Umatilla County ROW permit applications.
    iii. Coordinate a UPRR Utility Crossing Permit.
    iv. Work with DNR staff to develop a wastewater treatment and reuse permit.
    v. Develop a proposed Erosion and Sediment Control Plan.
    vi. Prepare CTUIR Planning Department documentation, including:
        1. Draft pre-application meeting agenda topics.
        2. Permit application(s) for CTUIR Public Works signature.
        3. Compilation of exhibits reflecting the intent of the Project and phasing of Project construction.
        4. Land use application package(s).
        5. A description of assumptions built into the design and anticipated construction processes.
        6. Conditional Use Permit application(s) with site plans, if required.

c. Survey, Site Investigations, and Reporting
    i. Develop a site topographic and existing utility basemap.
    ii. Provide a draft and final Geotechnical Investigation Report.
    iii. Provide a draft and final Hydrogeologic Evaluation Report.

d. Design and Engineering
    i. Draft a proposed Project design approach memorandum.
    ii. Develop a Basis of Design Report with updated design criteria.
    iii. Develop process and instrument diagrams.
    iv. Provide 30, 60, and 90 percent and final bid-ready design documents, including:
        1. Engineer's Project cost estimates
        2. Contract Documents, including construction sequence, milestones, and constraints
        3. Advertisement for Bids
        4. Instructions to Bidders
        5. Bidding Documents incorporating CTUIR-required Indian Preference and Tribal Employment Rights requirements
        6. Construction Contract forms
        7. Conditions of the Contract incorporating CTUIR-required Sovereign Immunity and Tribal Employment Rights requirements
        8. Technical Specifications
        9. Design Drawings
        10. Provide these documents for the following three anticipated separate construction contracts:
            a. Wetland storage ponds
            b. Conveyance systems
            c. WWTF
    v. Develop a draft and final WWTF Equipment System RFQ.
    vi. Develop draft and final Backup Power Generator System Bidding Documents.
    vii. Develop a master SCADA system plan that integrates with existing infrastructure and SCADA systems.

viii. Work with the CTUIR Planning Department to prepare permit review packages as required.

e. **Bidding Phase:**
   i. Issue Bidding and Contract Documents addenda, as needed.
   ii. Provide a secure method of electronically receiving and reviewing bids.
   iii. Provide a recommendation to the CTUIR on potential bid award for up to three separate construction contracts.
   iv. Assist with developing award documentation for up to three separate construction contracts.
   v. Assist with coordinating receipt of proposals for two equipment procurement packages, summarizing selection criteria, and summarizing procurement scoring from selection committee members.

f. **Operations Maintenance**
   i. Develop Operations and Maintenance documents for the treatment system
   ii. Develop Standard Operating Procedures
   iii. Develop Contract Documents for Operations and Maintenance services
   iv. Issue Bidding and Contract Documents addenda, as needed for a Operations and Maintenance service provider
   v. Assist with coordinating receipt of proposals

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 RFQ. 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 2026.

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.

RFQ Content for Evaluation

Each responder's proposal shall provide the following information in the order listed below. Each area of evaluation has the maximum point value listed beside it. The result of the evaluation will be a comparative ranking of 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 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 successful design engineering of wastewater treatment facilities, 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 Design Engineering 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 20 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 5 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 RFQ 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 RFQ 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 RFQ 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 RFQ.
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 RFQ;
c. cancel, modify, or withdraw the RFQ;
d. Issue addenda, supplements, and modifications to this RFQ;
e. Modify the RFQ 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 RFQ or in anticipation of a contract.
Proposers are solely responsible for all costs and expenses of any nature associated with responding to this RFQ, attending briefing(s), providing supplemental information, and all subsequent costs and expenses. By submitting a response to this RFQ, 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 RFQ 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 RFQ 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 October 15, 2025,** The winning bidder will be notified by October 27th, 2025. Points of contact will be Justin Northern, Public Works Director 541-429-7508, or Alaina Mildenberger, Public Works Administrative Manager 541-429-7500 All TERO rules will apply to the contractor who is awarded the bid.