

PROFESSIONAL SERVICES SOLICITATION

Skokomish Indian Tribe, Skokomish, WA Request for Statement of Qualification (SOQ) Engineering Services for Head Start Wastewater Project

This SOQ describes the project funding, scope of work, selection process, and SOQ submittal process. Any questions on the SOQ should be directed to Brent Kellogg, Construction Manager, Skokomish Indian Tribe: bkellogg@skokomish.org

Funding Information and Project Budget

Skokomish Indian Tribe received Department of Ecology's Clean Water State Revolving Fund funding in the amount of \$1,228,200 for design and construction of gravity sewer lines, lift station, force main, and abandonment of existing onsite systems near the Head Start facility (Head Start Wastewater Project). This SOQ is for solicitation of professional services for design and construction oversight services for this project and potentially other future wastewater infrastructure improvements. The funding requires compliance with a number of federal requirements. Minority- and women-owned firms are encouraged to submit proposals.

Scope of Work

Skokomish Indian Tribe is requesting qualified engineers to submit proposals for providing design and construction oversight services for the Head Start Wastewater Project that includes:

- Conducting the environmental and cultural reviews in accordance with Clean Water State Revolving Fund program requirements for the proposed disturbed areas.
- Developing plans and specifications for installing gravity sewer lines, force main, lift station, and abandonment of existing onsite systems.
- Submitting documents and receiving approval from Department of Ecology, Indian Health Services, and any other local or state agency for all work.
- Advertising and bidding on the project and selecting the contractor.
- Overseeing all construction work to ensure compliance with all approved specifications.

Skokomish Indian Tribe will also consider the selected engineering firm for additional future wastewater improvement projects contingent on future funding availability.

Selection Process

Submittals will be evaluated and ranked based on the following criteria:

1. Qualification of key personnel (30 points). Provide the following information:
 - a. Description of services offered by the firm and number of years the firm has worked on wastewater infrastructure projects.
 - b. Resumes of key staff who will work on the project that highlight experience with wastewater projects and knowledge of Department of Ecology's requirements.

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- c. Verification that at least two of the key staff on the project are licensed professional engineers in the State of Washington.
2. Relevant experience as demonstrated on three (3) previous similar projects that involved designing and constructing gravity sewer lines, force mains, lift stations, major highway crossing, and abandonment of onsite wastewater systems (30 points). Provide the following information for each project listed:
 - a. Contact information (name, email, and phone number) for the owner of the project.
 - b. Description of project and services provided.
 - c. Date when services were provided.
 - d. Key staff that worked on the project.
3. Availability of key personnel for the Head Start Wastewater Project (30 points). For each key staff person listed, identify current projects and availability to support the Head Start Wastewater Project.
4. Knowledge of the project area (10 points). Describe other work done near or within the project area and understanding of site conditions.

The highest ranked firm based on the scoring criteria will be selected and Skokomish Indian Tribe will negotiate the professional services contract. In the event an acceptable cost and schedule for services cannot be negotiated with the highest-ranking firm, the next highest-ranking firm will be considered for the project and costs negotiated.

The Tribe reserves the right to make the selection of the firm it deems most qualified based on the information provided in the items listed above and which is in the best interest of the Tribe.

SOQ Submittal Process and Due Date

The SOQ must contain all of the required information in a clear, concise manner on fifteen (15) pages or less, including cover letter. Include primary contact name, phone number, address and email. Submittal of the SOQ MUST BE SUBMITTED ELECTRONICALLY by email to Bkellogg@skokomish.org NO LATER THAN 2:00 PM local time on October 9, 2026 Selection will be completed by October 18, 2026