Request for Proposal for Water/Wastewater Consultant

Date of Issue: September 15, 2021

INTRODUCTION
The Wampanoag Tribe of Gay Head (Aquinnah) is seeking proposals from qualified firms to assist in performing a feasibility and cost study for the upgrade and expansion of the Tribe’s wastewater treatment plant. The feasibility study would produce a listing of needed upgrades, determine the capacity needs of the wastewater treatment plant to accommodate the growth plans, the costs of all needed upgrades and expansion work, as well as to produce a roadmap of next steps and the timeline for implementing the recommended strategy.

BACKGROUND INFORMATION
The Wampanoag Tribe of Gay Head (Aquinnah) trust lands are located in the southwest portion of Martha’s Vineyard Island in the town of Aquinnah, MA. The Tribe’s community wastewater system is owned and operated by the Aquinnah Wampanoag Tribal Housing Authority (AWTHA). The existing wastewater system was constructed in two phases in 1995 and 1996. The current permit for the system requires the treatment of wastewater to Tertiary Treatment standards and establishes limits for pH, biological oxygen demand (BOD), total suspended solids (TSS) oil and grease (OG), nitrate nitrogen, and total nitrogen. An assessment of the wastewater treatment plant was completed in 2018 by the Indian Health Service, Nashville Area Office. No action was taken on this studies recommendations due to a lack of funding at that time. A copy of that study is attached for further reference and background.
SCOPE OF WORK
The detailed scope of work for the feasibility study that will be completed by a qualified engineering firm is anticipated to be as follows:

Task 1: Data Collection and Assessment
- Project kick-off meeting and site visit.
- Review of existing planning reports and studies to date on record.
- Understand and document defined flows and loads of properties contributing to the system.
- Determine future flows and loads to the system.
- Evaluate existing permit obligations.
- Prepare GIS mapping of defined flow contribution area.

Task 2: Alternatives Development
- Prepare a preliminary schematic of facility size and components based on flow contributions and potential permit requirements.
- Evaluate various siting option of the proposed facility to include site assessment, topographical survey, and geotechnical survey.
- Prepare a preliminary schematic of future sewer collection system to capture flows and loads.

Task 3: Cost Benefit Analysis
- Perform a cost benefit analysis of the wastewater treatment facility alternatives developed.

Task 4: Preparation of Feasibility Study Report
- Compile the full feasibility study report as a deliverable. This report is expected to include, at a minimum, a summary of all the task orders performed and the findings of each, as well as next steps including assessment of alternatives, permit(s) required, potential timelines and costs with recommended approach.

REQUEST FOR PROPOSAL SUBMITTAL REQUIREMENTS
The following will be considered minimal contents of the proposal. Proposals shall not exceed 15 pages.

1. **Statement of Work**: Must demonstrate a clear understanding of the issues directly relevant to the firm’s work, including the objective and scope of work.

2. **Work Plan Summary**: An outline summarizing the proposed Project consisting of tasks involved in the Project. The task descriptions should be in sufficient depth to afford the Tribe a thorough understanding of the proposed scope of work. This should include a description of the performance measurement, data sources and analytical methods planned to be used in completing the Project.

3. **Statement of Qualifications**: Firm must submit a statement of all similar projects completed. The projects should be identified and the name of the client shown, including the name, addresses and phone number of the responsible official of the client company and the total cost of the
project. This information will be considered confidential and shall not extend beyond the Tribe or its direct agents.

4. **Statement of Potential Conflicts of Interest:** The Contractor must disclose any contracts, services rendered, relationships, circumstances, or interests between the firm, its consultants, or subcontractors and other clients that could pose any conflicts of interests, influence judgment or impair objectivity, or give the appearance of such conflicts. If there have been no such relationships, a statement to that effect is to be included in the proposal.

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**EVALUATION CRITERIA**

The local project team will evaluate all proposals using the following criteria to conduct a best value evaluation:

- **10%** Firm’s financial proposal
- **50%** Firm’s overall experience in assisting in design and implementation of similar successful projects.
- **15%** Technical Proposal – Overall Approach, cost saving measures, ability to complete project on time with high level of quality control, etc.
- **25%** Firm’s staff qualifications and previous successful experience working with Tribes.

The Tribe reserves the right to make the final section at its sole discretion based on its assessment of how the vendor best meets the needs of the Tribe.

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**SELECTION**

Time is of the essence; it is anticipated that the Tribe will select the winning vendor within 10 days of the submission deadline. Upon selection by the Tribal Governing Board, the winning vendor will enter into a professional services agreement with the Tribe and begin the project.
GENERAL PROVISIONS

A. The Tribe will require minimum general liability insurance to protect the Tribe in the event of design or other problems and liabilities associated with the project. Before the notice to proceed is authorized, the contractor shall furnish the Tribe with certificates of insurance, which demonstrate that the insurance requirements are in force and will insure all operations under the contract.

B. The Tribe reserves the right to accept or reject any or all proposals, to negotiate (price and scope of project) after selection, and waive any or all formalities with the firm selected by the Tribe.

C. Suspension / Debarment: Please indicate, by answering, if your company or any person associated therewith in the capacity of owner, partner, director, officer or any position involving the administration of Federal or State funds:

   1. Is currently under suspension, debarment, voluntary exclusion or determination of ineligibility by any federal, state or tribal agency.

   2. Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal, state or tribal agency within the past 3 years.

   3. Does have a proposed debarment pending; or has been indicted, convicted, or had a civil judgment rendered against it or them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years.

PRIMARY CONTACTS

The contact for all inquiries is: Bret Stearns at isa@wampanoagtribe-nsn.gov

All proposals are due by 4:00 p.m., September 24, 2021 local time (CT) and shall not exceed 15 pages. Proposals should be submitted electronically to Bret Stearns.

ATTACHMENTS

“Project Summary, WWTP Upgrades, Wampanoag Tribe of Gay Head (Aquinnah) Dukes County, Massachusetts, Project NS-18-RM8” prepared by Indian Health Service, Nashville Area Office