

Request for Qualifications  
Makah Water Supply Study  
Project PO-22-N49



Qualification Submittal Due Date:  
February 13, 2025

Attn: Leanne Ellis, Deputy General Manager  
Makah Tribe

Indian Health Service Project PO-22-N49

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## Synopsis

The Makah Tribe (Tribe) requested assistance from the Indian Health Service (IHS) under Public Law (P.L.) 86-121 to provide a water supply that meet the needs of the Makah Reservation. The existing surface water sources experience seasonal water shortages and are not a sufficient source of year-round drinking water. During periods of low surface water flow and drought conditions, the combined sources cannot meet the maximum daily demand (MDD) of the system as required by the Washington State Department of Health (DOH) Water System Design Manual.

When Tribes request assistance from the Indian Health Service (IHS) Division of Sanitation Facilities Construction (DSFC) staff work with the requesting Tribe to understand what sanitary deficiencies are present that require the new facilities to be constructed; whether the requested facilities are the best solution to these deficiencies; and whether all or a portion of the proposed construction costs are eligible for IHS funding. DSFC staff enter projects into the IHS DSFC Sanitation Deficiency System (SDS) database. The primary document used to justify a project in SDS is a Preliminary Engineering Report (PER) to document the deficiencies and present alternatives to address them. The PER, along with other documentation, is added to the SDS database from which projects are reviewed for IHS funding. Consultant services are being sought to perform some of the work normally conducted by DSFC staff to establish and justify the new water reservoir requested by the Makah Tribe.

The Tribe, working with IHS and the Bureau of Reclamation (BOR), has had multiple water source feasibility studies and water master plans completed over the past 20 years. These studies have evaluated water supply alternatives for the water system. The intent of this project is to gather all available studies and reports; observe, measure and quantify the current water system parameters; meet with stakeholders; research current/new technology and approaches for water source solutions; and develop a Preliminary Engineering Report (PER) that identifies a preferred alternative water source to augment the existing water sources.

This project will provide the planning and design activities necessary to identify additional water supply sources and select a preferred alternative for the Makah Reservation. This project will be funded with IHS Regular Funds provided through Public Law 117-58, the Infrastructure Investment and Jobs Act (IIJA). The Tribe will deliver this project through Tribal Procurement. IHS personnel will provide project management assistance in addition to technical consultation when requested by the Tribe. Upon completion of this work, the project will compete for construction funding on the Sanitation Deficiency System (SDS).

The Tribe is seeking qualified firms (hereinafter referred to as the Consultant) to prepare a Preliminary Engineering Report (PER) with alternatives to prevent future water shortages for the community and to allow increased flows for new Tribal member homes that are needed to accommodate population growth. The PER should identify the preferred alternative for consideration of future design and construction.

In addition to the PER for the SDS project, services are being sought to generate a hydraulic model of the Tribal Community Water System (CWS), data from which may assist with assessing alternatives and add to the justification of the SDS project.

The Tribe requests interested Consultants to submit Statements of Qualifications (SOQ) with estimated costs for consideration of an award of a contract for services.

This is a critical project with an expedited timeline. The Tribe desires to have the PER completed by **July 2025** so that solicitation of design services can begin. Consultants should therefore be available and have the capacity to perform the work immediately upon award of contract and complete work within the above stated timeline.

## Background Information

The Makah Community Water System has a long history of projects to improve the quantity and quality of water supply for the Makah Tribe. The main challenges result from the geology and climate of the northwest corner of Washington State. Groundwater sources are not sufficient in quantity and quality for supplying the entire community, and surface water sources are dependent on rainfall; the rivers and streams of the Makah Reservation are not fed by snowpack and rainfall amounts vary with the seasons. Nearly all of the 100-inches of annual rainfall occurs between October and May. As a result, water rationing, and mandatory water conservation measures become necessary in the summer and early fall (late August into early October).

The Tribe, working with IHS and other federal agencies, has constructed a water system that relies on two surface water sources (the Waatch River and the Educket Creek Reservoir), a well field that is under the influence of the Waatch River, and a well field south of Neah Bay in the Tsoo-Yess area. A summary of each water source follows below. The Educket Reservoir is formed from the Educket Creek, which flows into the Waatch River immediately upstream of the infiltration gallery. The Waatch wells are located near the infiltration gallery. The Waatch wells were abandoned in place and not used when they were determined to be GUDI wells approximately 15 years ago. In the past two years, the Waatch wells were removed from the system.

A 2022 analysis determined the required source capacity to meet the 372,100 gallons per day maximum daily demand (MDD) in an 18-hour pumping day was 345 gallons per minute (gpm) (WA State DOH Water System Design Requirements).

During drought conditions and periods of low surface water supply, no single source will produce the MDD to support the water system. The use of these sources during these conditions requires careful management to produce the MDD while protecting the local environmental conditions.

The infiltration gallery supplies approximately 95% of the water supply to the community during low flow periods and the continued use of the infiltration gallery is critical to meeting the demands of the water system during periods of low flow.

During these extremely low flow periods, the infiltration gallery pumps exceed the capacity of the infiltration gallery, and the pumps begin to cavitate. The low depressions depicted in the middle of Figure 2 are immediately above the infiltration gallery screens.

In these conditions, the Waatch Infiltration Gallery can only be operated intermittently as the Waatch River recharges the infiltration gallery.

Summary of Sources				
Source	Normal Capacity		Drought Capacity	
	gpm	gpd	gpm	gpd
Educket Reservoir	1,000	1,440,000	0	
Waatch Infiltration Gallery	350	504,000	150 <sup>[2]</sup>	216,000 <sup>[3]</sup>
Tsoo-Yess Well #1 <sup>[1]</sup>	30	43,200	30	32,400 <sup>[3]</sup>
Tsoo-Yess Well #2	80	115,200	80	86,400 <sup>[3]</sup>
<b>Total</b>			260	334,800

<sup>[1]</sup> replaced by IHS under project PO-15-M07

<sup>[2]</sup> per WTP records from 9/3/2006 and 8/6/2018

<sup>[3]</sup> 18 hours per day of pumping

## Project Objective

Consultant will gather, through research, interviews, and on-site investigations, information about the Makah Community Water System to enable a thorough understanding and evaluation of potential additional water sources for the Tribe. Based on the findings it will assess, in a Preliminary Engineering Report (PER), alternatives to allow increased water supply for Tribal member homes. The evaluation will assess alternatives based on environmental impacts, permitting requirements, life cycle cost, operation and maintenance, implementation, customer disruption, current infrastructure conditions, and any additional relevant factors.

The PER shall be written in a manner that justifies the preferred alternative sanitation facilities construction project in the IHS SDS system, maximizing to the fullest extent the project's competitiveness in SDS. The Sanitation Deficiency System is a competitively scored system. The criteria for the scoring is detailed in the IHS Sanitary Deficiency System (SDS) Manual (see link below). The Consultant shall review the manual for a full understanding of the priorities of the SDS.

### Task #1 — Project Management

- Consultant will be responsible for the management of project scope, schedule and budget. The Consultant shall coordinate and lead a project kick-off meeting and progress meetings as required.

### Task #2— Compile & Provide Information on Existing Facilities, Current/New Technology Research

- Consolidate information and formerly completed water resource studies and reports from the BOR and IHS pertinent to water supply for the Makah Reservation.
- Research current/new technology and approaches for water supply and source solutions.

### Task #3 — Field Inspections to Assess and Record Existing Conditions of the Water System Water Sources

- Review test pump records of wells drilled through Projects PO-15-M07 and PO-17-M30 in the Tsoo-Yess watershed.
- Conduct additional testing to adequately evaluate the aquifer capacity.
- Supplement missing, incorrect, or incomplete information in Task #1.

#### Task #4 – Hydraulic Model of Existing and Future Water Demand

- Creation of a model for use in planning, preliminary engineering report, and future design decisions. Incorporate existing and future estimated system water demand.

#### Task #5 – Preliminary Engineering Report

- Consolidate findings and from Tasks #1-3 and present in a report, identifying reasons for seasonal water shortages, inhibitors of future community growth due to water supply limitations; proposing alternative solutions to prevent future water shortages, enable anticipated community growth unhindered by identified limitations.
  - To include cost estimates for engineering design of alternatives, and construction/life cycle costs of alternatives.
  - To include consideration of the permitting each feasible alternative would require, and preliminary planning for the permitting for the preferred alternative.
- Identify preferred alternative and final cost estimate to an AACE level 4
- Cost estimates for design, construction and lifecycle costs shall be provided for at minimum three alternatives. Cost estimates shall clearly identify eligible vs ineligible costs as defined by the IHS Sanitary Deficiency System (SDS) Manual and IHS Criteria for the Sanitation Facilities Construction Program, 2003 version (see link below).
- The cost estimate for the preferred alternative shall be comprehensive, including design, project management, permitting, construction, inspection and all other foreseeable costs. It shall have a contingency no greater than 10%.

The following codes, guidelines and authorities shall be adhered to with regard to analyses of drinking water systems, IHS eligibility, and proposed alternatives:

- American Waterworks Association (AWWA)
- United State Environmental Protection Agency (US EPA)
- Washington Administrative Code (WAC)
- Washington State Department of Health (WA DOH) Water System Design Manual
- IHS Sanitary Deficiency System (SDS) Manual: \*see link below
- IHS Criteria for the Sanitation Facilities Construction Program, 2003 version: \*see link below

Units of measure used in reports and analyses shall be United States customary units, with preference given to:

- Length: miles, feet, inches

- Area: square miles, acres, square feet, square inches
- Volume: cubic feet, cubic yards
- Fluid Volume: gallons
- Fluid Flow Rate: gallons per minute, gallons per day
- Pressure: pounds per square inch

The PER shall conform to the format, TOC structure and content recommendations of the Interagency Memorandum dated January 16, 2013 and available online at the following locations:

[Resources | Division of Sanitation Facilities Construction \(ihs.gov\)](#)

(\*Also includes links for IHS Sanitary Deficiency System (SDS) Manual and IHS Criteria for the Sanitation Facilities Construction Program, 2003 version)

[Interagency Memorandum dated January 16, 2013 \(ihs.gov\)](#)

The project deliverables shall be in the following formats:

- Reports: Alternatives Evaluation, PER Drafts at 60%, 90% and final draft (for review/comments): MS Word
- Final Report: PDF
- System Analyses/Modeling Data: MS Excel files, copy of hydraulic modeling software file, PDF of model output

Deliverables, their number and frequency/schedule shall be included in the contract for services between the Consultant and the Tribe.

The selected Consultant shall prepare a contract for the Tribe's review and revise the contract according to the Tribe's review comments. The final negotiated contract between the Consultant and Tribe shall cite this RFQ and acknowledge the scope of work includes all work described herein. Any work or task described in this RFQ not to be included in the final contract shall be explicitly noted and detailed in the contract.

In support of the above the Consultant shall anticipate:

- Site visits as required to obtain data and information.
- Direct coordination with the Tribe. For example, some of the Consultant's staff or subconsultant's staff will likely need to go to the Tribe's offices to review information and plan sets as part of the composite as-built drawing and hydraulic modeling tasks.
- Visiting the IHS Port Angeles Field office to review IHS information and pick out what information they would like to copy and scan.
- That not all information will be already in digital format, for example some of the IHS and the Tribe's plan sets may be hard copy only.
- Establishing an account with a local print/graphics store to scan or copy plans and other documents.

## Questions and Clarifications

All inquiries relating to the RFQ/SOQ process *must* be directed to:

**Leanne Ellis, Deputy General Manager**

**Makah Tribe**

**Email:** leanne.ellis@makah.com

**Office:** 360-645-3122

All questions must be received no later than seven (7) calendar days prior to the SOQ deadline. It is the Consultant's responsibility to verify emails have been received if there is a delayed response. Substantive questions and answers will be made available to all known RFQ recipients; when appropriate, revisions, substitutions, or clarifications shall be issued as official addenda to this RFQ.

## SOQ Final Submission Requirements

SOQ must be received by 4:00 p.m., local time, on the due date listed on the cover of this document via email. A duly authorized representative empowered to bind the Consultant must sign the SOQ.

Email: Subject line must include the project name and number.

**Project PO-22-N49 Makah Water Supply Capacity Study SOQ**

**Email:** leanne.ellis@makah.com

*Mis-deliveries or late submittals will be considered non-responsive.*

## Public Records

Information provided in an SOQ will, to the extent allowed by the law, be held in confidence and will not be revealed or discussed with competitors.

## Minimum Consultant Qualifications

The evaluation process established by this RFQ is intended to enable Consultants to demonstrate their qualifications to perform the Project. At minimum, Consultants are to have the following qualifications:

- A. Must have provided engineering planning and capacity study services for at least four similar water projects valued at \$250,000 or greater in the past ten years.
- B. Must assign an in-house Professional Engineer (PE), registered in the State of Washington as the Project Manager for the duration of the work who has the requisite, demonstrable experience to successfully lead this project and who shall be identified in the Consultant's SOQ. Change of Project Manager shall occur only due to exceptional



events such as employees resigning, and in those cases another equally or more qualified Project Manager shall be assigned. The Consultant's workload or preference shall not be a reason to switch Project Managers.

- C. The Consultant shall be legally qualified to do business in the State of Washington and shall provide registration/license numbers.
- D. Minimum percentage of the work to be completed by the Consultant with in-house staff is 65%.

## Format for Statement of Qualifications (SOQ)

Concise responses are appreciated. It is requested that the SOQ does not exceed approximately twenty (20) pages, excluding the cover sheet and any tabs or indexes.

One page is defined as: one side of a single 8-1/2"x11" page, with 12-point minimum font size for substantive text. Each section shall be separated by numbered tabs, with the following sections: (1) Letter of Submittal; (2) Proposed Team; (3) Relevant Experience; (4) Project Approach; (5) Timeline and Availability; (6) Estimated Cost Range; (7) Licenses/Certifications

## Statement of Qualification Requirements

This section describes specific information that must be included in the SOQ. The Tribe reserves the right to conduct an independent investigation of any information, including prior experience, identified in an SOQ by contacting project references, accessing public information, contacting independent parties, or any other means.

### 1. Letter of Submittal

Provide a Letter of Submittal on the Consultant's letterhead identifying the official representative and point of contact for the Consultant. The letter shall identify such representative's title, address, phone, and e-mail addresses. An authorized representative of the Consultant's organization shall sign the letter. Consultants must also verify that they have current workers compensation and professional liability insurance including the policy limits.

### 2. Proposed Team

Describe the proposed project team; include resumes for all key staff outlining employment history, education, relevant experience, personal references and other relevant information.

Provide an organizational chart showing the "chain of command" with lines identifying participants who are responsible for major functions to be performed, and their reporting relationships in managing the Project. This chart should include design sub-Consultants, specialty sub-Consultants, if applicable.

Clearly identify the following key staff:

- A. Project Manager - The individual primarily responsible for the overall project design, construction quality management, and contract administration.

- B. Project Support Staff – engineers, drafters, surveyors, GIS analysts, environmental and permitting specialists, etc.
- C. Specialty engineering Consultants, if applicable.
- D. The extent of active participation of Indian-Owned firms, Indian professional staff members, or Indian support staff.

The submitted information will be evaluated to determine how well the Consultant identifies and demonstrates that its key personnel meet or exceed minimum qualifications necessary for the design and construction of the Project. The selection committee will evaluate how well the Consultant demonstrates that they have sufficiently experienced, qualified personnel within their organization to effectively manage the project, implement quality control, and perform the work in an expedited manner. Consultants must provide proof (license/registration number) of appropriate professional licensure/certification for project team members listed.

### 3. Relevant Experience

Provide a minimum of three individual project profiles demonstrating the proposed team's relevant experience.

For each project profile, identify:

- A. The name of the project and the owner's contract or project number.
- B. Owner's name, address, contact person, current telephone number, and email address.
- C. Dates and duration of the study.
- D. Description of the work or services provided
- E. Which proposed project team members delivered services for the project.

The Selection committee will evaluate how well the Consultant demonstrates that it has sufficient experience in projects that are similar and comparable in scope to this Project.

### 4. Project Approach

Describe your overall approach to delivering the project, including:

- A. Your data collection and alternatives analysis process to be utilized to meet the project goals.
- B. Describe the services you would provide and the recommended deliverables including frequency and schedule.
- C. Your approach to overall project management that promotes effective decision-making, effective communications, risk management and predictable outcomes.
- D. Describe the standards and methods used to assure useful quality control for work of this nature to the client.

The Selection Committee will evaluate the strengths, weaknesses and any deficiencies in the proposed approach, and will evaluate the Consultant's understanding and capability to fulfill the project requirements.

5. Timeline and Availability

Provide your estimated timeline for the work to be completed and your current and near-future availability/capacity to perform the described work.

Due to the critical nature of the project, the timeline and availability to conduct the work soon will be a prime selection criterion.

6. Estimated Cost Range

Submit an estimated cost range for the work as described in this RFQ. These estimated costs and averaged fees may influence the selection of a Consultant but will not be a primary driver of the selection. They will also be used to negotiate an agreed upon price for the work, services and fees.

7. Licenses/Certifications

Provide professional qualifications including but not limited to professional licensure and any other applicable certifications.

## Selection Process

An evaluation panel designated by the Tribe, in consultation with the IHS Engineer, will review all SOQs. Consideration will be given but not limited to the following criteria:

1. Professional Qualifications – Qualifications of the Consultant and staff to complete the study and PER. Discussion of professional licensure, academic work, professional experience, and professional affiliation relative to content of this project.
2. Relevant Experience – Specialized experience and demonstrated technical competence in data gathering and analysis of existing sewer systems and development of alternatives.
3. Past Performance - Past performance on similar contracts with Government/Tribal agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. Past performance documentation should (at minimum) include a list of comparable projects, as described in Requirement 3 above.
4. Capacity to Accomplish Work – Consultant’s capacity to complete the project in a timely manner and current/near-future availability.
5. Project Familiarity – Familiarity with the project area and project stakeholders. Prior work of a similar nature completed with other Tribe or Tribal organizations.
6. Management Plan & Team Organization - The degree to which the anticipated management plan and team organization for this project, including degree of principle participation, production coordination, division of work, quality assurance, cost control, and prior experience of the project team as a unit will meet the overall requirements of this project.

The evaluation panel may choose a short list of qualified Consultants who will be invited to make a presentation to the evaluation panel. Based on the SOQs and/or interviews/presentations, the selection panel will choose the Consultant which, in its opinion, best meets

the requirements set forth in this Request for Qualifications. The Consultant chosen will be requested to generate a contract proposal including:

- Contractual terms required by the Tribe.
- A detailed description of the proposed tasks and deliverables based on the content of this Request for Qualifications and input from the Tribe and IHS.
- An estimated cost schedule of line items consisting of tasks and deliverables (costs may be a mix of lump sum, unit cost or hourly). The costs schedule shall be conservative and list the estimated maximum number of units or hours required to complete the work. These line-item quantities and costs shall not be exceeded without a written change order signed by the Tribe.

The Tribe reserves the right to negotiate or refuse any proposed contract and to seek proposals from others if a contract proposal the Tribe concurs with cannot be reached.

### Indian Preference

The Tribe reserves the right to give first consideration to Consultants that are 51% or greater Indian-owned, provided the Consultant is qualified, has sufficient prior experience and can offer reasonable prices for the work, services and fees.

### Reserved Rights

The Tribe reserves the right to:

- A. Amend, modify, or withdraw this Request for Qualifications
- B. Require supplemental statements or information from Consultants
- C. Extend the deadline for responses to this RFQ
- D. Accept or reject any and all proposals pursuant to this RFQ, in whole or part
- E. Waive or correct any irregularities in proposals after prior notice to the Consultants
- F. Negotiate with alternative Consultants if initial contract negotiations are unsuccessful

This RFQ does not obligate the Tribe to award a contract, to pay the costs incurred in preparing any proposal, or to procure the services described herein. All SOQs are submitted at the sole cost and expense of the Consultant. The Tribe shall incur no liability or obligation to any Consultant except pursuant to a written contract of services, duly executed by the Consultant and an authorized signatory for the Tribe.