

# REQUEST FOR PROPOSAL

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ORGANIC MATERIALS RECOVERY AND  
BIOENERGY FEASIBILITY STUDY PROJECT  
FOR  
The Tulalip Tribes

RELEASE DATE: March 5, 2025

DEADLINE FOR QUESTIONS: March 14, 2025

SUBMISSION DEADLINE: March 24, 2025, 5:00 pm

Notice is hereby given that the Tulalip Tribes seek proposals from qualified contractors to conduct a feasibility study to identify a preferred alternative for managing and processing organic waste from Tribal operations and the broader Tulalip community, especially green and food waste streams.

The project budget is up to ninety-five thousand (\$95,000). The contract will be awarded on a time and materials basis.

All work specified shall be awarded to one (1) contractor only.

### **PROPOSAL SUBMISSION DEADLINE**

All proposals shall be submitted to [TulalipRFP@Tulaliptribes-nsn.gov](mailto:TulalipRFP@Tulaliptribes-nsn.gov) by 5:00 p.m. (PT) on Monday, March 24, 2025

All Questions should be submitted to the above address no later than March 14<sup>th</sup>, 2025

NO PROPOSALS WILL BE ACCEPTED BY WAY OF FAX.

## **INTRODUCTION**

Significant amounts of food and green waste are generated by residential and commercial clients and Tribal operations within the Tulalip Tribal lands that require significant effort and financial burden for handling, processing, hauling, and disposing of off-reservation in regional landfills. This “business as usual” pathway generates a considerable carbon footprint, which is not aligned with the long-term commitment of the Tribe to reduce carbon impacts caused by activities within Tribal lands.

The Tulalip Tribes Organic Materials Recovery and Bioenergy Feasibility Study will: 1) assess available organic material feedstocks, including volumes and seasonality; 2) explore strategies for organic materials management; 3) provide an alternatives analysis; 4) of technologies for the management of green waste and food waste, and 5) provide a recommended alternative with business case analysis and recommended solutions.

The goals of the project include:

- Support Tulalip Tribe's government operations by reducing or mitigating operational costs and carbon footprint associated with organic waste material management.

## **SCOPE OF SERVICES**

### **1. Feedstock Characterization**

- a) Using data on existing and future green waste and food waste volumes and characteristics to be provided by the Tribe, determine the energy potential for processing of food waste and green waste.
- b) Identify types, volumes and characteristics of any supplemental waste streams that could be included as additional feedstocks to complement the recovery of organic materials.

### **2. Technology Evaluation:**

- a) Evaluate current technologies for processing green waste/food waste, including but not limited to the current state (landfill disposal), anaerobic digestion, composting, HTC, Biochar, and biogas-producing processes available within the US and international settings. The evaluation should compare key criteria, including availability, Technology Readiness Level (TRL), suitability to the waste streams, and overall applicability to the Tribe's use. Technology-specific criteria shall include, at a minimum:

- i. Mass and energy balance
  - ii. End products, including marketability and non-marketable products
  - iii. Economic analysis of operations
  - iv. Regulatory considerations for facility permitting and emissions
  - v. Any long-term commitments associated with ensuring sufficient feedstock for facility operation.
3. Develop an economic analysis incorporating capital and operational costs, identifying federal and/or state funding opportunities or unique implementation considerations.
4. Identify a preferred alternative and potential implementation pathway, including a siting assessment that identifies one or more possible locations within Tribal lands suitable to the preferred treatment alternative

Progress reviews with Tulalip Staff and other interested parties are expected at the ten (10%) percent, Twenty-five (25%), and fifty (50%) percent project phases. In addition to the Scope of Services, expected final project outcomes include:

- Recommendation on whether to proceed with demonstration testing and/or design and implementation.
- Fatal flaw analysis
- Anticipated Return on Investment

## **INFORMATION AND INSTRUCTIONS TO PROPOSERS**

### **A. QUALIFICATION REQUIREMENTS**

Each responsible proposer shall respond to the "Submittal Requirements" outlined in this Request for Proposal. Proposals received without the required information may be rejected as not being responsive.

The Tribes shall have the right to disqualify any proposal based on the information gathered in its research.

## B. PREPROPOSAL INTERPRETATION OF CONTRACT DOCUMENTS

Any person who contemplates submitting a proposal for the services contract and finds discrepancies in or omissions from, or is in doubt as to the true meaning of any part of the Request for Proposal document shall submit to Monica Steele a written request for clarification or interpretation thereof no later than seven (7) working days before the Request for Proposal closing date.

Any clarification or interpretation of the proposal documents or services contract will be made only by written notification. Changes to this Request for Proposal document shall only be made by written addendum. A copy of each addendum will be posted on the Tribes website with the RFP. Any addenda issued is to be considered a part of the Request for Proposal document. The Tribes is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner, except by addenda.

## C. EXECUTION OF THE PROPOSAL FORM

If a partnership makes the proposal, it shall be executed in the partnership's name and signed by an authorized partner.

If a corporation proposes, it shall be executed by the corporate officer authorized to sign it, including his/her title.

If a joint venture makes the proposal, each participant in the joint venture shall execute it.

The address of the proposal shall be typed or printed on the proposal form.

## D. INFORMAL PROPOSALS

Incomplete proposals, which are conditioned in any way or which contain erasures or alterations, may be rejected as being informal.

## E. SUBMISSION OF PROPOSALS

Proposals submitted electronically shall have "PROPOSAL FOR TULALIP TRIBES BIOENERGY FEASIBILITY STUDY" in the email's subject line. Proposals submitted electronically shall be delivered to [TulalipRFP@Tulaliptribes-nsn.gov](mailto:TulalipRFP@Tulaliptribes-nsn.gov).

Proposals will be received on the date and time stated in the advertisement. Any proposals received after the scheduled closing time for receipt will be notified via email that they are not accepted. Slow or malfunctioning internet is not an acceptable reason for late submissions. NO PROPOSAL WILL BE ACCEPTED BY FAX.

#### F. WITHDRAWAL OF PROPOSAL

A contractor may withdraw their proposal by submitting a written request at any time before the date and time set for the receipt of proposals. Withdrawal will not preclude the submission of another proposal before the hour and date set for the submission of proposals.

#### G. NOTICE TO PROCEED

TIME IS OF THE ESSENCE IN THE PERFORMANCE OF THIS CONTRACT. From the date the Notice of Intent to Award is issued, the successful proposer shall have ten (10) calendar days to execute the contract and return it to the Tribes. Contractual work may not begin until the Notice to Proceed (Purchase.

Order) has been issued. The Tribes will issue the Notice to Proceed after the contract is executed. The Notice to Proceed will state the date work under the contract shall begin. After the contractor starts work, they shall continue to completion without interruption unless work suspension is approved in writing by the Tribes.

#### H. CONTRACT TERM

The term of this contract shall be terminated under the contract's provisions or until another Request for Proposal is sent out.

#### I. AGREEMENT FOR SERVICES

The REQUEST FOR PROPOSAL documents attached hereto include a sample contract. If a contract is awarded, it is anticipated that it will closely approximate this document and include "supporting documents." The "supporting documents" will include, but are not limited to, the Request for Proposal document and all addenda, the proposer's written proposal, all required certificates, and all other documents incorporated by reference therein.

#### J. THE TULALIP TRIBES RESERVE THE RIGHT TO

- Reject any proposals submitted in response to this RFP.
- Accept a proposal and subsequent offers for a contract that are not the lowest cost proposal.
- Waive or modify any irregularities in proposals received after prior notification to the proposer.
- If it is in the best interests of the Tulalip Tribes, consider proposals or modifications submitted before the award is finalized.

#### K. INCURRING COSTS

Tulalip Tribes or its agents or assigns are not liable for any cost incurred by the proposer before the contract is issued and the Notice to Proceed is issued.

#### L. ADDENDA

If it becomes necessary to revise any part of this Request for Proposal, an addendum will be provided to all prospective proposers who have been issued a Request for Proposal document through the Tulalip Tribes Project Manager's office and posted to the Tribes website.

All Requests for Information (RFIs) are due to the Tribes by 5:00 p.m. on Monday, March 24, 2025.

#### M. RESPONSE DATE

To be considered for selection, proposals must arrive at the Tribes Manager's office in the manner and on or before the date specified in the Request for Proposal solicitations. Proposers choosing to mail proposals should allow standard mail delivery time to ensure timely receipt.

#### N. ACCEPTANCE OF PROPOSAL CONTENT

If acceptance action ensues, the contents of the successful proposer's proposal will become contractual obligations. Failure of the successful proposer to accept

these obligations in a contract may result in cancellation of the award.

#### O. ECONOMY OF PREPARATION

Proposals should be prepared and economical, providing a straightforward, concise description of the proposer's capabilities to satisfy the Request for Proposal requirements. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of the content. Proposals should be limited to twenty. (20) pages or less, not including cover page or table of contents.

#### P. MANNER OF PAYMENT

Upon invoice, supported by appropriate documentation, the Tribes will issue progress payments for the work accomplished.

#### Q. NON-ASSIGNMENT

If a contract is awarded, it shall not be assigned in part or total.

#### R. LIABILITY

Tribes have relied upon the Contractor's ability, qualifications, and training as a material inducement to enter into this Agreement. The contractor warrants that all of his services will be performed following generally accepted practices and standards as well as the requirements of applicable Federal, State, and local laws; it is understood that acceptance of the Contractor's work by Tribes shall not operate as a waiver or release of any claim. The contractor shall defend, indemnify, and hold harmless Tribes, its officers, agents, and employees from any claims, liabilities, demands, damages, actions, or proceedings arising from or relating to the Contractor's negligence concerning the performance of any services hereunder.

At the Contractor's expense, the Contractor shall purchase and maintain Comprehensive General Liability, Automobile Liability, and Professional Liability Insurance. Insurance shall be on an occurrence basis only and be evidenced by a Certificate of Insurance provided to the Tribes, indicating coverages, limits, and effective dates, by an insurance company licensed to do business in the State of Washington. The company shall issue an endorsement showing the Tribes as an additional insured on all coverages.



## ANTICIPATED PROPOSAL CALENDAR

<u>Event</u>	<u>Date</u>
Request for Proposal released	Wednesday, March 5, 2025
Requests for Information (RFI) deadline	Friday, March 14, 2025
Proposals received (last day)	Monday, March 24, 2025, 5 PM
Proposal evaluations begin	Tuesday, March 25, 2025
Notice of Award by Tribes	Friday, March 28, 2025
Execution of contract by Tribes	tbd
Notice to Proceed	tbd

## SUBMITTAL REQUIREMENTS

### A. CONTENTS OF THE PROPOSAL

1. Proposals shall consider the scope of work listed above. Proposals shall clearly define the proposer's approach to providing the required services.
2. A statement that sets forth the qualifications to provide the requested services, identifying background, experience, and other qualifications in providing services similar to those sought by the Tribes. Descriptions of comparable projects should be included.
3. A list of references who may be contacted regarding the qualifications of the responding proposer. References must, at a minimum, include three (3) former or current clients for whom the proposer has provided services similar to those sought here, including name, address, phone number, name of the contact person, and the amount of the contract.
4. A proposed schedule indicating the approach and capability of performing this task.
5. A detailed list of outside associates and consultants proposed for this project.
6. A NOT-TO-EXCEED fee for completing the project. The project budget is up to Ninety-Five Thousand Dollars (\$95,000).

- a) Pricing information is requested for all proposals.

The submitted written proposal must utilize the following format and content detail: all proposals are to be typed in eight and-one-half by eleven (8 ½" x 11") inch format, double-sided, with typeface/font no smaller than twelve (12) point. Each page shall be numbered in sequence, and the proposal shall not exceed twenty (20) pages, which does not include the cover page or the table of contents. Proposers shall submit one (1) original and five (5) copies of the proposal. The required sections are as follows:

- A. NON-DISCLOSURE REQUEST FORM (if applicable)
- B. TITLE PAGE
- C. TABLE OF CONTENTS
- D. PROPOSAL SUMMARY
- E. COMPANY BACKGROUND
- F. BACKGROUND AND QUALIFICATIONS FOR PROJECT PERSONNEL
- G. LIST OF SIMILAR PROJECTS
- H. PROPOSED PROJECT APPROACH
- I. PROPOSED PROJECT SCHEDULE
- J. BILLING RATES FOR KEY PERSONNEL
- K. INSURANCE AND BONDING

### **CONTRACTOR SELECTION PROCESS**

A selection committee, comprising staff from the Tulalip Tribes, will evaluate all proposals received by the time and date set for proposal receipt. The evaluation criterion is listed below. The evaluation committee may invite selected proposers to present their proposals and answer questions during an interview.

However, the Tribes reserve the right to award a contract to the proposer who has submitted the best-written proposal without conducting interviews, based on the committee's sole determination.

## **CONTRACTOR SELECTION CRITERIA**

A contractor will be selected from an evaluation of proposals and personal interviews, if conducted, according to the following criteria:

Meets submittal requirements	5
Qualifications and Company Background	25
Experience with similar projects and references	25
<u>Proposed project approach related to scope</u>	<u>45</u>
Total Points	100