

**Squaxin Island Tribe –*Shelton, WA***  
**REQUEST FOR PROPOSALS FOR ENVIRONMENTAL SERVICES FOR A  
COMPREHENSIVE CLIMATE ACTION PLAN (CCAP)**

**Date of RFP Request September, 2024,**

Proposals are due no later than **October 1, 2024 by 4:00 PM Pacific Time.** To obtain background information please contact: Candace Penn,  
[cpenn@squaxin.us](mailto:cpenn@squaxin.us), 360-432-3898

**U.S. Mail or Email Proposals To:**

*Candace Penn,*  
*200 SE Billy Frank Jr Way Shelton, WA 98584*  
[cpenn@squaxin.us](mailto:cpenn@squaxin.us)  
*360-432-3898*

**Hand Deliver Proposals To:**

*Candace Penn*  
*Squaxin Natural Resources Department*  
*200 SE Billy Frank Jr. Way Shelton, WA 98584*

**Section 1.0: Introduction**

*Squaxin Island Tribe Natural Resources* is soliciting bids for a comprehensive climate action plan (CCAP) under the Climate Pollution Reduction Grant (CPRG) program. The focus areas for this work include programmatic management, community/partner engagement, workforce analysis, benefits analysis, GHG inventory, emissions projections, reduction targets, and other correlated work streams.

**Section 2.0: Background/Sites Description**

The Squaxin Island Tribe is a culturally and economically strong community of self-governing, resilient people united by shared values and traditions. While the Tribe's ceded lands include the South Salish Sea and beyond, the reservation is located between Shelton and Olympia, WA and of course, on Squaxin Island. The Tribe's administrative campus and housing area are located off Old Olympic Highway at the Little Creek Casino exit east of Highway 101.

The proposed scope of work entails the development of a comprehensive climate action plan (CCAP) under the Climate Pollution Reduction Grant (CPRG) program. The focus areas for this work include programmatic management, community/partner engagement, workforce analysis, benefits analysis, GHG inventory, emissions projections, reduction targets, and other correlated work streams.

The approach is separated into two different scopes that incorporate the key areas required to produce a quality comprehensive climate action plan. The first scope is the technical track which entails the GHG inventory data collection and analysis and programmatic management. The second scope is the engagement track which is comprised of community and partner engagement. Separating our work into these categories will serve to divide up the work accordingly and ensure the proper resources are devoted to the critical elements of each. The work we expect to perform respective to each of these scopes is as follows:

**1) Technical Scope**

The technical track is comprised of the more technical elements of the CCAP process such as the GHG inventorying, emissions projections and targets, programmatic management, benefits analysis, etc. This track is further broken down to separate the programmatic management and the GHG inventory data collection and analysis.

GHG Inventory Data Collection and Analysis

The GHG inventory data collection process begins with systematically collecting consumption information from sectors like energy, transportation, industry, buildings, and agriculture, as well as tracking land-use changes and waste volumes. In the development of the initial GHG inventory for the PCAP, most if not all sectors have been estimated and still require primary data collection through the CCAP process.

The specific activities to be accomplished under this scope of work include but are not limited to the following:

**GHG Inventory:**

- Review the GHG inventory developed for the PCAP
- Determine, with Squaxin Island Tribes' (SIT) input, the GHG inventory boundary for the Tribe
- Develop a hierarchy for data requests
- Collect emissions data and other applicable information from relevant tribal departments if necessary
- Validate key assumptions
- Project near and long-term emissions through 2030 and 2050
- Utilize the team's expertise in conjunction with existing data and resources from the EPA and other sources to finalize a comprehensive GHG inventory

**Programmatic Management**

Programmatic management entails providing a systematic approach to planning and implementing strategies to reduce climate pollution. This will include planning and conducting meetings, setting targets, monitoring progress, and fostering collaboration with the necessary staff and tribal members. Additionally, this may involve coordinating the introduction of policies, initiatives, and actions aimed at curbing greenhouse gas emissions from various sources. The specific activities to be achieved under this scope of work include but are not limited to the following:

**Ongoing Processes and Meetings:**

- Facilitate interagency meetings
- Conduct recurring meetings with each Tribe's staff
- Collaborate with tribal leadership and partners to prioritize projects

**Review of Authority to Implement and Workforce Analysis:**

- Review the authority to implement any projects that are developed in the GHG Reduction Measure identification and prioritization process
- Receive input from tribal representatives on the governance structure and how it operates
- Perform a workforce analysis focusing on potential labor shortages, impacts on existing jobs, opportunities for the creation of high-quality jobs, and economic opportunities arising from this plan for underserved workers

**Intersection with Other Funding:**

- Develop grant inventories in conjunction with SIT's existing network and knowledge

## **2) Engagement Scope**

This workstream is comprised of facilitating Squaxin Island Tribe's community and partner engagement and guiding the project team through the CCAP process. The goal will be to ensure that the voices, perspectives, and concerns of the community and partners are considered and integrated into the development of policies, projects, or initiatives. The specific activities to be carried out under this scope of work include but are not limited to the following:

**Engagement Activities:**

- Work with the individual tribe's representatives and/or other project members to identify and classify various partners for the CCAP project
- Identify optimal types of engagement for each category of partners
- Identify key stages of project decision-making to understand where we want collaborator input
- Collaborate throughout the CCAP engagement process to co-create engagement tools
- Create a community engagement plan that aligns partners with project milestones and identifies appropriate engagement for each classification of partner

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- Facilitate the implementation of the engagement plan
  - o Activities may include any combination of the following: online and/or printed surveys, existing or new community/Tribal meetings, workshops, open houses, newsletters, or other established communication platforms, websites, and/or interviews
  - o Conduct/facilitate all activities outlined within the community engagement plan
- Report engagement results back to the project team to be included in decision-making and final CCAP
- Be available to member tribes for phone or email consultation and questioning (regarding the tools/process) throughout the CCAP process
- Provide a final engagement report at the end of the CCAP process for inclusion in the final CCAP report.

**Scope-of-Work:** Separate costs need to be estimated for the Tasks and Sub Tasks as well as for all work items in this RFP. Estimated average unit rates on which costs are based should be included with the proposal. Deliverables should be submitted in both electronic and hard copy forms. The work efforts for this project will fall into the following tasks:

### Task 1.0: Technical Scope

GHG Reduction Measure Steps:

1. Identify GHG reduction measures based on the PCAP, GHG inventory, similar climate action plans, and practitioner experience
2. Quantify GHG reduction potential and show it as a percentage of the overall inventory
3. Evaluate all priority selected measures and stack-rank each based on a high-level investigation of co-pollutant reduction potential, estimated implementation costs, financial returns, impacts to Tribal land, social and environmental justice impacts, potential unintended consequences, and impacts to climate resilience and public health
4. Incorporate existing tribal goals and priorities into any ranking system that is developed
5. Present evaluation and CCAP recommendations.
6. Draft **Comprehensive Climate Action Plan (CCAP)** for SIT review and approval.
7. Work with SIT to provide recommendations for GHG reduction targets based on finalized GHG inventory and emissions forecast plus preliminary GHG reduction measures
8. Execute detailed implementation planning including vetting with key tribal members and the associated departments
9. Complete the final GHG reduction and benefits analysis report, in accordance with **Section 5.0** and **Section 6.0** and in consultation with Squaxin Island Tribe (SIT).

**Deliverables:** Draft **Comprehensive Climate Action Plan (CCAP)** for SIT review and approval.

**Task 2.0: Engagement Scope:** The environmental contractor will assist SIT with conducting community outreach to involve key stakeholders in the assessment process.

- Facilitate the implementation of the engagement plan
  - o Activities may include any combination of the following: online and/or printed surveys, existing or new community/Tribal meetings, workshops, open houses, newsletters, or other established communication platforms, websites, and/or interviews
  - o Conduct/facilitate all activities outlined within the community engagement plan

This will include modern-day land uses and will take into consideration future climate modeling.

**Deliverables:** Draft and final fact sheet, Participate in public forms/meeting(s).

**NOTE:** Additional sites or future tasks may be added to the Scope of Work and negotiated with the contractor selected at the discretion of the Tribe.

**Section 5.0: Indian Preference.**

Indian preference may be used in the purchase of goods or services. Indian preference is preferential treatment in securing goods and services from Alaska Natives and Indians, or Indian owned businesses, as provided in Public Law 93-638, Section 7(b) Indian Self Determination and Education Assistance Act, January 1975.

Unless federal law or the source of funds requires a different consideration, an enrolled member of the Squaxin Island Tribe or business majority owned by an enrolled member of the Squaxin Island Tribe shall be considered first among all Preference Applicants.

- In circumstances where cost is the determining factor in decision making, Indian Preference will apply to bids that are within ten percent (10%) of the lowest bid submitted by a qualified bidder not claiming Indian Preference, provided that the successful Indian applicant agrees to perform the work at the cost of the lowest bid submitted by a qualified bidder not claiming Indian Preference.
- In circumstances where issues in addition to cost form a part of the decision making, for example design, experience, and/or timeliness, Indian Preference will be considered in the cost element only. In such circumstances, the bid documents will identify the relevant elements and the scoring methodology to be used. The Tribe shall offer a contract to a qualified Indian applicant provided the qualified Indian applicant agrees to perform the work at the cost of the lowest bid submitted by a qualified bidder not claiming Indian preference; provided further that, the qualified Indian applicant scores equal to or higher than all other applicants for all non-cost elements.
- Indian Preference will apply to subcontracts where the subcontract is equal to or greater than ten percent (10%) of the total contract or Five Thousand Dollars (\$5,000), whichever is less. In such cases, when a subcontract or supplier bid offered by an Indian bidder is within ten percent (10%) of the low bid, and meets all other bid requirements, the Contractor shall select the Indian bidder, provided that the Indian bidder agrees to perform the work at the cost of the lowest bid of a qualified bidder not claiming Indian Preference.

**Section 6.0: Disadvantaged Business Enterprises (DBE) - EPA's Program for Utilization of Small, Minority and Women's Business Enterprises**

Consultant must attempt to comply with the requirements of EPA's Program for utilization of Small, Minority and Women's Business Enterprises in procurement under assistance agreements, contained in 40 CFR, Part 33.

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to ensure that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained.

- a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

- c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.
- f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

### **Section 7.0: Qualifications**

- (a) Include descriptions of roles for key personnel/subcontractors expected to work on this project, their work experience and certifications.
- (b) Provide recent examples of conducting lands inventories.
- (c) Give examples of working with tribal, federal, state and local regulatory agencies.

### **Section 8.0: Claims History and Professional Integrity**

- (a) Provide an accurate summary of any claims initiated against your firm in the past five (5) years and any currently pending claims.
- (b) Provide a certified statement that the firm is not debarred, suspended or otherwise prohibited from professional practice by any federal or state agency.
- (c) The proposing entity must supply a statement that they and their firm presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by the agreement with the Squaxin Island Tribe, No person having such interest shall be employed by or associated with consultant during the term of this agreement.

### **Section 9.0: Submittal Procedures**

The proposal should include anticipated schedule and time/material cost estimates for the activities listed below to be completed as soon as possible or at a date to be later determined by the Squaxin Island Tribe. Time should be allowed in the schedule for the Tribe to review and revise draft deliverables and for preparation of final documents. Unit rates on which costs are based should be included with the proposal and a time line. Questions and arrangements for site tours should be directed to the contact listed at the beginning of this RFP and below.

- Proposals are due no later than August 1st, 2024 at 4:00 pm Pacific Standard Time to the contact listed at the beginning of this RFP and below. Submit 1) an electronic copy, or 2) two hard copies by mail, or 3) hand deliver two hard copies.
- Tour and background information of the lands can be scheduled upon request by contacting Candace Penn. To obtain an email packet on the sites containing background information, results from any previous lands inventories and photos, also please contact Candace Penn.
- Submit the following information in response to this RFP:
  - ✓ Separate estimated costs for the Tasks and Sub Tasks as well as a total cost for all work items in this RFP. Estimated average unit rates on which costs are based should be included with the proposal.
  - ✓ Include a Timeline. (It is expected that field work can start in the Summer)
  - ✓ Include descriptions of roles for key personnel/subcontractors expected to work on this project, their work experience and certifications.
  - ✓ Provide recent examples of conducting lands inventories preferably tribal.
  - ✓ Give examples of working with tribal, federal, state and local regulatory agencies.
  - ✓ Provide an accurate summary of any claims initiated against your firm in the past five (5) years and any

- currently pending claims.
- ✓ Provide a certified statement that the firm is not debarred, suspended or otherwise prohibited from professional practice by any federal or state agency.
- ✓ The proposing entity must supply a statement that they and their firm presently have no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services contemplated by the agreement with the Squaxin Island Tribe. No person having such interest shall be employed by or associated with consultant during the term of this agreement.

**Section 10.0: Selection Process**

An Evaluation Committee comprised of Environmental Programs Division staff and/or other programs will review each proposal. The Squaxin Island Tribe reserves the right to ask questions of clarification of any or all firms as part of its evaluation. Criteria for rating firms will include the following:

**15%** The firm’s reputation for personal and professional integrity and competence; ability to work with and comply with other agencies and persons in official oversight/compliance capacities;

**25%** Professional and educational experience of key personnel to be assigned to the project and the firm’s experience with the type of contaminated properties and projects/processes as well as the project site;

**25%** Ability of the firm to provide required services and to perform the required work within the project period;

**25%** Costs associated with the scope of work. (Final costs will be negotiated with the selected firm upon submittal of a detailed work plan);

**10%** Any consideration that would be in the best interest of the Squaxin Island Tribe.

This RFP does not commit the Squaxin Island Tribe to award a contract nor pay any cost incurred in the preparation of the proposals. The Squaxin Island Tribe also reserves the right to reject any and all proposals because of non-conformance and to waive any irregularities and informalities and to re-advertise when it is in the best interest of the Tribe.

**Section 11.0: Notice of Award**

After the Evaluation Committee has reviewed and scored the submitted proposals, an announcement shall be issued to all parties that submitted proposals. The estimated date of selecting a contractor/consultant is October 2024.

**Questions or comments please contact:** *Candace Penn, Climate Change Ecologist, 360-432-3898, cpenn@squaxin.us Work hours: M-F 7:30-4:00*