

**Request for Proposal (RFP) for Climate Pollution Reduction  
Planning Consultant for the Snoqualmie Indian Tribe**



**RFP Coordinator:**  
Cindy Spiry  
Environmental and Natural Resources Department  
Snoqualmie Indian Tribe

## **Introduction**

The Snoqualmie Tribe—sduk<sup>w</sup>albix<sup>w</sup> in our Native language—consists of a group of Coast Salish Native American peoples from the Puget Sound region of Washington State.

We have been in the Puget Sound region and the Snoqualmie Valley since time immemorial. sq<sup>w</sup>ed (Snoqualmie Falls) is the birthplace of the sduk<sup>w</sup>albix<sup>w</sup>. We had more than 90 long houses along the Snoqualmie River and its tributaries. These rivers and streams were the highways used to travel from village to village and connected all the ʔaciṭalbiṣ<sup>w</sup> (Natives). The fish, game, trees and roots provided us with everything we need to live. All of this was given to us by duk<sup>w</sup>ibeḷ (Transformer) in the ancient times when all of the animals could talk and before things were what they are now.

We are the sduk<sup>w</sup>albix<sup>w</sup>, People of Moon. We are the decedents of sḷuk<sup>w</sup>alb tə duk<sup>w</sup>ibeḷ. We have lived, hunted and fished this area for as long as the earth and rivers remember. We are still here today; caring for the land, water, fish and game that duk<sup>w</sup>ibeḷ gave us.

sq<sup>w</sup>ed is our birthplace. The mists carry our thoughts and prayers to the spirits and ancestors as they cleanse our thoughts. The rushing waters give us the strength to keep our traditions alive and to continue to thrive in the modern times.

Long before the early explorers came to the Pacific Northwest, our people hunted deer and elk, fished for salmon, and gathered berries and wild plants for food and medicine. Today, many of our members live in the communities of Snoqualmie, North Bend, Fall City, Carnation, Issaquah, Mercer Island and Monroe. Our Tribe was a signatory of the Point Elliott Treaty with the Washington territory in 1855. At that time, our people were one of the largest tribes in the Puget Sound region totaling around 4,000. We lost federal recognition in 1953, but after much battle, we regained federal recognition in October of 1999 by the Bureau of Indian Affairs. The Snoqualmie Tribe is governed by an elected Council and our Tribal Constitution.

## **Need for Services**

The Snoqualmie Tribe (Tribe) seeks proposals from qualified and experienced consultants to develop a comprehensive climate action plan. The Climate Pollution Reduction Grants (CPRG) program is an Environmental Protection Agency (EPA) initiative providing funding to tribes to develop and implement plans for reducing greenhouse gas emissions and other harmful air pollution.

Per the CPRG, the Tribe must submit a Priority Climate Action Plan (PCAP) by March 1<sup>st</sup>, 2024, and a Comprehensive Climate Action Plan (CCAP) in 2025 with a focus on tribal implementation projects and frameworks for tribal climate policy and operational initiatives. Identifying these projects as part of the PCAP process is critical to accessing funds for future implementation funding.

Respondents should refer to the official program guidance, along with technical guidance documents for specified deliverables. The USEPA has also provided several resources including technical guidance and tools on their website.

## **Study Area Overview:**

The Snoqualmie Tribe owns lands across its ancestral territory including the Snoqualmie Tribal Reservation in the Snoqualmie area, and the Snoqualmie Tribe Ancestral Forest in east King County. The Tribe's interests and concerns regarding greenhouse gases expand far beyond land legally owned by the Tribe, including broadly the King and Snohomish county areas. Given the diversity of landscapes,

communities, and management methods, there are many opportunities to address climate change in a variety of community contexts.

### **Scope of Services:**

The CPRG program has two primary deliverables – 1) a Priority Climate Action Plan (PCAP) and 2) a Comprehensive Climate Action Plan (CCAP). For a full description of the required program elements, please consult the official program guidance from the EPA. It is the Tribe's preference that respondents reply with proposals for both the PCAP and CCAP.

The successful proposer will, in accordance with the highest legal, ethical and professional standards, will produce the required components of the PCAP including but not limited to:

- Development of a public and stakeholder engagement plan
- Development of Quality Assurance Project Plan (QAPP)
- Production of preliminary greenhouse gas inventory
- Detailed report of quantified GHG reduction measures both on and off Tribally owned lands
- Analysis of low-income and disadvantaged communities benefits and impacts
- Review of authority to implement various projects and initiatives
- Develop list of near-term, high-priority implementation-ready measures to reduce GHG pollution

The development of the following components is required under the CCAP (due in 2025):

- GHG Inventory
- GHG Emissions Projections
- GHG Reduction Targets
- Quantified GHG Reduction Measures
- Benefits Analysis
- Low-Income/Disadvantaged Communities Benefits Analysis
- Review of Authority to Implement
- Intersection with Other Funding Availability
- Workforce Planning Analysis
- Next Steps – Future Budget & Staffing Needs

This list of services is intended as a general guide and is not intended to be a complete list of all work necessary to provide the requested Services. The successful proposer shall have a demonstrated knowledge and expertise to serve the unique needs of the Snoqualmie Indian Tribe.

### **Anticipated Project Schedule:**

- January 2024 – Final draft PCAP to Tribe for comments
- February 2024 – Tribe provides draft PCAP to Tribal Membership for feedback and Tribal Council approval
- March 1<sup>st</sup> 2024 – Final PCAP due to EPA

All correspondence shall be directed through Cindy Spiry, ENR Director at [cindy@snoqualmietribe.us](mailto:cindy@snoqualmietribe.us) or designee.

### **Qualification of Experience**

Respondents of this RFP should represent a firm, company, organization, team, or individual with ample and demonstrated experience performing similar services and the professional standards thereof, to undertake and successfully complete the Scope of Services outlined in this RFP.

The ideal respondent will consist of a multi-disciplinary team of professionals with experience in tribal implementation projects, development of a public and stakeholder engagement plans, development of Quality Assurance Project Plans (QAPPs), knowledge and understanding of greenhouse gas inventories, experience analyzing low-income and disadvantaged communities and the impact of greenhouse gas and climate change, and experience working with First Nations and American Indians.

Enrolled members of the Snoqualmie Indian Tribe and other federally recognized Indian tribes, and local responders, are especially encouraged to submit proposals. Preference will be given to 8(a) certified woman and minority-owned companies.

### **Submission Requirements:**

Prospective consultants are asked to submit responses in three parts:

1. Letter of Interest – the Letter of Interest shall specify the following
  - Name and address of the firm
  - Names and addresses of any proposed subconsultants
  - Name, title, email and phone number of the individual(s) from the lead firm authorized to commit the firm to a contract
  - Name, title, email and phone number of the individual the Tribe should contact regarding any proposal questions and clarifications
  - If applicable, please note any other contracts the EPA CPRG program services the consultant has been awarded and/or is actively pursuing.
2. Technical Response – the Technical Response shall describe the consultant’s understanding of the project and proposed approach to the following:
  - Project understanding and Scope of Services including any recommendations to improve/support the project and any special service(s) and/or accommodations requested
  - Approach the consultant will take to tailor services for the Tribe
  - A description of the proposed services to be performed by the lead firm as well as description of any services to be performed by subcontractors listed in the Letter of Intent.
  - Project Schedule
  - Resumes of the proposed key personnel who will work on the project, including descriptions of relevant recent experience performing similar services
  - Descriptions of three (3) comparable project experiences, including project budget, services completed, and current project status.
  - Three (3) references from comparable projects completed in the past five years.
3. Budget/Fee Proposal
  - Breakdown of cost by task
  - Key personnel and hourly rates
  - Total budget/fee proposal

Proposals should be simple and straightforward and provide a concise description of the consultant’s ability to meet the requirements of the RFP. Any additional information that the consultant would like to submit should be included in a separate section titled “Supplemental Information”.

The selected consultant will serve as a consultant to the Tribe, and not an employ of the Tribe and shall act on behalf of the Tribe, as specifically directed by the Snoqualmie Tribal Council. The selection process will be based on the consultant’s qualifications in the areas specified herein, as well as verifiable references for past similar, successful projects.

## **Fees**

The Snoqualmie Tribe prefers the Proposer(s) offer their fee as a firm, fixed fee schedule which includes all expenses including travel for the services outlined in this RFP.

## **Conflict of Interest**

In the event the Contractor becomes aware of any conflicts or potential conflicts between the interest of the Snoqualmie Tribe and the interests of clients of the Contractor, the Contractor shall immediately notify the ENR Director or designee, in writing, of such conflict. Written notice may be in the form of an email notification. In the event the Tribe becomes aware of any conflicts or potential conflicts between the interest of the Tribe and the interest of clients of the Contractor, the Tribe shall promptly notify the Contractor of such conflict. The Tribe and the Contractor shall attempt to resolve any such conflict in a manner mutually acceptable to the Tribe and the Contractor.

## **Other Information**

1. Signed Proposals – all proposals must be signed by a person authorized to sign on behalf of the Respondent and to bind the Respondent to statements made in response to this RFP.
2. Irrevocability of Proposals – by submission of a clear and detailed written notice, the Respondent may amend or withdraw its proposal prior to the closing date and time. A Respondent who has withdrawn a proposal may submit a new proposal prior to the closing provided that such proposal is done in accordance with the terms and conditions of this RFP.
3. Changes to Proposal Wording – the Respondent will not change the wording of its proposal after closing, and no words or comments will be added to the proposal unless requested by the Tribe for purposes of clarification.
4. Acceptance of Terms – unless specifically excluded in writing, all the terms and conditions of this RFP are accepted by the Respondent and incorporated in its proposal.
5. Respondent's Expenses – Respondents are solely responsible for their own expenses in preparing, and submitting, a proposal and for subsequent negotiations with the Tribe, if any. The Tribe will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing, and submitting, the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.
6. Currency and taxes – prices quoted are to be in U.S. dollars
7. Sub-Contracting –
  - a. Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Respondents having no formal corporate links. However, in this case, one of those Respondents must be prepared to take overall responsibility for the successful performance of the Contract and this should be clearly defined in the proposal.
  - b. Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Tribe's opinion, give rise to a conflict of interest in connection with the Project will not be permitted. This includes but is not limited to, any organization or individual involved in the preparation of a response to this RFP.
  - c. Where applicable, the names of approved sub-contractors listed in this proposal will be included in the Contract. No additional subcontractors will be neither added, or other changes made, to this list in the Contract without the written consent of the Tribe.
8. Acceptance of Proposals – this RFP should not be construed as an agreement to procure goods or services by the Tribe. The Tribe is not bound to enter into a Contract with the Respondent who submits the lowest priced proposal or with any Respondent. Proposals will be accessed in light of the evaluation criteria. The Tribe will be under no obligation to receive further information, whether written or oral, from any Respondent.

9. Form of Contract – by submission of a proposal, the Respondent agrees that, should it be identified as the Preferred consultant, it is willing to enter into a Contract with the Tribe, subject to successful negotiations by both parties, in writing.
10. Liability for Errors – while the Tribe has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the Tribe, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Respondents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.
11. Modification of Terms – the Tribe reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with the Preferred Financial Advisor.
12. Ownership of Proposals – all documents, including proposals submitted by Respondents in response to this RFP become the property of the Tribe. They will be received and held in confidence to the extent allowable by law.
13. Use of Request for Proposal – this RFP, or any portion thereof, may not be used for any purpose other than the submission of proposals.
14. Confidentiality of Information – information pertaining to the Tribe obtained by the Respondent as a result of participation in this Project is confidential and must not be disclosed without written authorization from the Tribe.
15. Material Ownership – all materials submitted, included but not limited to proposals in response to this RFP and any and all information, documentation, and presentations provided by the Respondent to the Tribe on a go-forward basis, shall become the sole property of the Tribe.

Late responses will not be accepted

At the conclusion of the RFP process, all Respondents will be notified of the outcome.

### **Submission of Proposals**

Please remit an electronic version of the consultant's proposal no later than noon Pacific Standard Time on November 3<sup>rd</sup>, 2023 to:

Cindy Spiry  
ENR Department  
Snoqualmie Indian Tribe

Email: [CINDY@SNOQUALMIETRIBE.US](mailto:CINDY@SNOQUALMIETRIBE.US)

Cindy Spiry will serve as the primary contact for the review process for the consultant's proposal. Any questions regarding this RFP should be addressed to Cindy Spiry through email at the above address.