Request for Proposal

Quileute Fuel Systems Replacement

Above Ground Tank and Dispenser Replacements for Marina and Retail Fueling

October 19, 2022

Quileute Tribal Council
PO Box 279
La Push, WA 98350
Introduction

The Quileute Tribal Council is requesting proposals from qualified firms for installation of Retail and Marina fuel systems as outlined in Exhibit A to include:

- New 15,000-gallon dual-fuel tank with two (2) dual-fuel dispensers and canopy cover, with associated support structures as necessary to provide retail fuel sales.
- Replacement of one (1) Marina dual-fuel dispenser (on land)
- Replacement of two (2) Marina dual-fuel dispensers (on floating fuel dock)

Scope of Work

This project will require a qualified petroleum contractor to design/build, supply, and install marina and retail fuel systems as outline in Exhibit A. Provide all necessary materials and labor to remove and properly dispose of off-site the existing tank, dispensers, and other equipment being replaced.

A site visit is recommended to confirm the installation and scope of work required.

Schedule for Completion of the Project

The proposed time frame is from December 2022 through October 2023.

Submittal Requirements:

RFP Evaluation Criteria

If an award is made as a result of this RFP, it shall be awarded to the respondent whose proposal is most advantageous to the Quileute Tribe with price and other factors including, but not limited to: demonstrated technical ability and expertise, demonstrated experience with retail and marina fuel design/build installation, experience working with Tribal organizations, reference calls and/or recommendations, and any additional criteria deemed appropriate by the Tribe which would lend itself to establishing the vendor’s viability to perform the work as outlined in this RFP.

Selection Criteria:

1. Demonstrated experience showing the ability, capacity, and skill of the respondent to provide the service required.
2. Whether the recommended proposal is deemed adequate for the Tribe’s needs.
3. Whether the respondent can perform the contract within the time specified.
4. Strong history of success of similar projects, especially working with Native American Tribes on fueling projects.
Items that may disqualify a respondent from consideration:
1. Evidence of collusion with any other respondents.
2. The respondent is not qualified for the work or to the full extent of the RFP.
3. The respondent has been convicted of a crime arising from a previous public contract, excepting convictions that have been pardoned, expunged, or annulled.
4. At the time of RFP opening, the respondent is not authorized to do business with the Quileute Tribe, or lacks a necessary license, registration, or permit.
5. Any other reason deemed proper by the Tribe.

Recipients of this RFP are advised that nothing stated herein, or any part thereof, or any communication during the evaluation and selection process, shall be construed as constituting; offering or awarding a contract, representation, or agreement of any kind between the Tribe and any other party, except for a formal written contract, properly executed by both parties.

Responses to this RFP will become the property of the Tribe and will form the basis of negotiations of an agreement between the Tribe and the successful consultant.

The Tribe is not liable and will not be responsible for any costs incurred by any consultant for the preparation and delivery of the RFP responses, nor will the Tribe be liable for any costs incurred prior to the execution of an agreement.

Minimum Qualification Requirements
All proposals received on or before the proposal due date and time and at the location specified in the Request for Proposals will be evaluated to determine whether they meet the minimum qualification requirements set forth in this request.

Letter of Interest
A letter of interest and the proposal shall be delivered to the address below. The letter must state the name(s) of the person(s) authorized to represent the prospective firm in any negotiations and the name(s) of the person(s) authorized to sign any agreement that may be negotiated. The letter of interest and proposal must be signed by a representative of the prospective consulting firm who is authorized to bind the firm to contractual matters.

Electronic submissions will also be accepted with an email date-stamped prior to the due date/time.

Statement of Experience
The consultant is required to provide evidence of experience in the installation of fueling systems, especially in Marina operations.

Firm Qualifications
Please supply the Tribe with a brief history of the firm. This should include the firm’s size, expertise, and any other pertinent information. Also provide a list of a minimum of three
references of past clients on similar projects.

**Insurance**
The consultant shall include proof that the firm carries professional liability and commercial general liability insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work.

**Completeness**
The proposals will be evaluated on the completeness and quality of content as described. Failure to supply complete information as required may result in the proposal being disqualified from consideration.

**Delivery**
All proposals must be received no later than **3:00 PM, Friday, November 9, 2022** by electronic submission.

Electronic proposals must be submitted to the email addresses below. Electronic submissions by email must have a sent date/time no later than that above:

**Electronic Delivery Address:** craig.fulton@vanir.com and grant.writer@quileutetribe.com

**FAQs:**

**Contract Award and Execution**
The Tribe will select the proposal that, in its sole discretion, is the most advantageous to the Tribe. The Tribe reserves the right to make an award without further discussion of the proposal submitted; there may be no best and final offer procedure. Therefore, the proposal should be initially submitted on the most favorable terms the consultant can offer.

The Tribe shall attempt to negotiate a contract with the respondent who offered the most advantageous proposal at the price which the Tribe determines is fair and reasonable. If the Tribe is unable to negotiate a satisfactory contract with the firm selected at a price the Tribe determines to be fair and reasonable, negotiations with that firm shall be formally terminated and the city shall select the next best proposal and continue until an agreement is reached or the process is terminated.

**Right of Selection/Rejection Waiver of Informalities or Irregularities**
The Tribe reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the Tribe. Selection of a consultant solution shall not be construed as an award of contract, but as commencement of contract negotiation, including but not limited to the contract price proposed.
Errors in Proposal
The Tribe will not be liable for any errors in the consultant’s proposal. Consultants will not be allowed to alter proposal documents after the deadline for proposal submission.

The Tribe reserves the right to make corrections or amendments due to errors identified in proposals by the Tribe or the consultant. This type of correction or amendment will only be allowed for such errors as typing, transposition, or any other obvious error. Consultants are liable for all errors or omissions contained in their proposals.

Single response
A single response to the RFP may be deemed a failure of competition, and in the best interest of the Tribe, the RFP may be cancelled.

RFP Revisions:
The Tribe reserves the right to change the schedule or issue amendments to the RFP at any time. The Tribe also reserves the right to cancel or reissue the RFP at any time. Amendments or a notice of cancellation will be sent to all known RFP respondents.

Questions from respondents regarding this RFP
RFP questions from respondents must be submitted in writing or electronic format (MS Word or PDF) via email and sent to the RFP contact. Questions from respondents pertinent to this RFP will be answered so long as they are received by 4:00 PM, Wednesday, November 2, 2022. Answers to all pertinent questions will be sent to all known respondents.

Questions regarding this invitation should be directed to the RFP Contact: Craig Fulton at craig.fulton@vanir.com with the subject Quileute Fuel Systems Replacement RFP.

Pre-proposal Site visit:
It is highly encouraged that proposers attend the site visit scheduled for 2:00 PM, October 26, 2022. Site visit will start at Lonesome Creek Store, La Push WA, then proceed to the Marina

Proprietary Proposal Material
Any information contained in the proposal that is proprietary in nature must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. If a request is made to view a consultant’s proposal, the city will comply according to the Open Public Records Act. If any information is marked as proprietary in the proposal, such information will not be made available until the affected consultant has been given an opportunity to seek a court injunction against the requested disclosure.

Bid Bond
A bid bond is not required.
Exhibit A: Scope of Work

Exhibit B: Lonesome Creek Store – Proposed site map

Exhibit C: Marina Land Fuel Dispenser relocation
EXHIBIT A – Scope of Work

Provide all necessary materials and labor to remove and properly dispose off-site of the fuel tank, existing dispensers, and other equipment being replaced.

Mobilize to site. Provide site survey and private utility locates.

Provide all start-up procedures for the dispensers and Point of Sale systems.

Lonesome Creek Store Fuel System
- Mobilize to site. Site survey and private locates
- Install new AST 15,000 gallon dual-fuel tank, and tank top equipment/accessories
- Supply and install a new 24 x 38 canopy
- Install canopy footings
- Supply and install stainless steel island forms
- Supply and install two (2) multifuel product Encore 700S dispensers or similar
- Supply and install new double wall product piping from tank to dispensers
- Supply and install new engineered concrete drive slab, tank pad, and fuel islands
- Supply and install one catch basin in drive slab with oil/water separator. Discharge point for oil/water separator TBD
- Grade and asphalt up to 2,500 sqft with 4” of base rock and 2’ of asphalt
- Install three (3) lot lights
- Provide electrical for new tank, dispensers, and canopy lights
- Supply and install new Point of Sale Register and any required electrical or communication wiring.
- Purge, calibrate and start-up of new dispensers

Marina Fuel System - FLOATING
- Replace two (2) existing fuel dispensers on the Marina Floating Dock with (2) new dual-product marine grade fuel dispensers.
- Supply and install new card reader system and any required electrical or communication wiring. Unit will be installed at the location of the existing card reader on the floating dock. Card reader can be integrated into the fuel dispensers.
- Survey fuel lines from tank to floating fuel dock and repair or replace as necessary

Marina Fuel System - LAND
- Survey existing fuel tank accessories and replace corroded accessories as necessary
- Supply and install one (1) new dual-fuel Encore 700S dispenser or similar,
approximately east of existing dispenser. Exact location to be determined.

- Supply and install card reader system and any required electrical or communication wiring. Unit will be installed at the location of the new dispenser. Card readers can be integrated into the fuel dispensers.
- Supply and install new double wall product piping from tank to dispenser
- Supply and install electrical for new dispenser location
Exhibit B: Lonesome Creek Site layout

NOTE
MAP SCALE IS APPROXIMATELY
1" = 50'. THE UNDERLYING
AIR PHOTO IS NOT SMOOTHLY
SCALED SO DISTANCES
MEASURED ON THE MAP WILL
DIFFER FROM THOSE
MEASURED ON THE GROUND

LONESOME CREEK STORE
SITE PLANNING MAP

DRAFT