

**Request for Proposal (RFP): EV Charging Assessment and Feasibility Study for Quileute Reservation, La Push, WA**

**Issued January 15, 2025**

**Proposals Due Friday February 7<sup>th</sup>, 2025 @ 4pm PST**

**I. Introduction**

The Quileute Tribe seeks proposals from qualified firms or consultants to conduct an **Electric Vehicle (EV) Charging Assessment and Feasibility Study** for the Quileute Reservation in La Push, Washington. This study aims to evaluate the potential for establishing a sustainable and effective EV charging infrastructure across the Reservation, considering site-specific factors, infrastructure readiness, environmental impacts, and regulatory compliance.

This project is part of the Tribe's broader initiative to support sustainable energy practices, reduce carbon emissions, and enhance mobility options for community members.

The Quileute Tribe Feasibility Study and Assessment for EV Charging Stations Project is supported with funding from Washington's Climate Commitment Act. The CCA supports Washington's climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at [www.climate.wa.gov](http://www.climate.wa.gov).

**II. Scope of Work**

The scope of the study will include the following key components:

**1. Site Assessment:**

- Evaluate potential locations across the Reservation for the installation of EV charging stations.
- Identify public and private areas where EV infrastructure can be effectively integrated.
- Assess factors such as accessibility, proximity to key destinations (e.g., tribal buildings, housing, visitor centers), and traffic patterns.
- Review potential areas for high utilization of EV stations.
- Provide recommendations for the optimal placement of charging stations.

**2. Infrastructure Assessment:**

- Examine the existing electrical infrastructure to determine its capability to support EV charging stations.
- Identify any necessary upgrades or improvements to the grid or internal electrical systems for optimal functioning of charging stations.
- Evaluate the capacity of local utility services to support additional electrical load from EV chargers.

- Review options for energy sourcing, including renewable energy options.

**3. Load Analysis:**

- Perform a detailed analysis of current energy demand across the Reservation, considering the baseline electricity consumption.
- Model future load scenarios with the addition of EV charging stations to determine peak loads and distribution patterns.
- Assess demand response strategies, peak-shaving capabilities, and opportunities for load management.
- Ensure that the charging infrastructure is scalable and adaptable to future increases in EV adoption.

**4. Environmental Assessment:**

- Conduct an environmental impact assessment to understand the potential environmental effects of installing EV charging stations on the Reservation.
- Evaluate the sustainability of proposed charging stations in alignment with tribal land use policies and environmental protection standards.
- Identify any mitigation strategies for minimizing the impact on local wildlife, ecosystems, and cultural resources.
- Ensure compliance with environmental regulations.

**5. DAHP (Department of Archaeology and Historic Preservation) Assessment:**

- Identify any cultural or historic resources in proximity to the proposed installation sites.
- Collaborate with the Washington State Department of Archaeology and Historic Preservation (DAHP) to ensure all regulatory requirements are met.
- Perform an evaluation of potential impacts on any identified cultural or historic sites and provide recommendations for mitigation or preservation.
- Ensure all installations comply with tribal policies regarding the protection of cultural heritage and sacred sites.

**III. Deliverables**

The firm selected will be required to provide the following deliverables upon completion of the feasibility study:

1. A comprehensive **Site Assessment Report**, including recommended locations for EV chargers and justifications based on factors such as accessibility, utility, demand, and traffic patterns.

2. A detailed **Infrastructure Assessment Report**, highlighting necessary upgrades, improvements, and utility considerations.
3. A **Load Analysis Report**, including modeling and forecasting of energy demands with the addition of EV chargers, considering peak usage and distribution patterns.
4. An **Environmental Impact Assessment Report**, identifying potential environmental impacts and recommending mitigation strategies.
5. A **DAHP Compliance Report**, ensuring the protection of cultural and historic resources and alignment with applicable regulations.
6. A **Feasibility Study Summary**, which should include:
  - **Recommendations for the Most Economically Viable Charging Solutions:** This will include an evaluation of different types of EV chargers (Level 1, Level 2, and DC Fast Chargers), considering their installation costs, maintenance requirements, energy consumption, and return on investment. The analysis should prioritize the most economically viable and scalable charging solutions for the Tribe.
  - **Charging Network Design:** Recommendations on how the charging network should be structured (e.g., standalone stations, multi-unit stations, or charging hubs), including optimal numbers of charging ports, power supply, and future-proofing for growth in EV adoption.
  - **Cost Analysis:** A breakdown of estimated costs for installation, operation, and maintenance of the proposed EV charging stations. This should also include potential funding opportunities or incentive programs that could be leveraged to reduce capital expenses.
  - **Implementation Strategy and Timeline:** A phased implementation plan that outlines the sequence of installation, with prioritization of areas with the highest demand or strategic importance.
  - **Sustainability Considerations:** Integration of renewable energy sources (e.g., solar power) or other sustainable energy practices to reduce operational costs and increase environmental benefits.

#### IV. Proposal Requirements

Interested firms or consultants must submit a proposal that includes:

1. **Firm Qualifications:**
  - A summary of the firm's experience in conducting similar studies for tribal communities or public entities.
  - Evidence of knowledge in electric vehicle infrastructure, environmental assessments, and regulatory compliance.
  - Examples of previous work on similar projects.

**2. Project Approach and Methodology:**

- A detailed explanation of how the firm will approach each component of the assessment, including timelines and work breakdown.
- Clear methodology for conducting the site assessment, load analysis, infrastructure evaluation, environmental and DAHP reviews.
- Identification of potential challenges and proposed solutions for each area of the study.

**3. Team Members:**

- A list of key project team members, their qualifications, and relevant experience.
- Brief resumes of team members who will be directly involved in the project.

**4. Timeline:**

- A proposed timeline for completing the study, including milestones and expected dates for each phase of the project.
- Estimated total project duration.

**5. Cost Proposal:**

- A detailed cost proposal, including breakdowns of labor, travel, materials, and other expenses.
- Optional recommendations for cost-saving measures or phased implementation options.

**6. References:**

- At least three references from clients or projects of similar scope and complexity.

**VI. Submission Instructions**

Digital Proposals must be submitted by **February 7<sup>th</sup>, 2025 @ 4:00PM PST** to Annie Foster at [grant.writer@quileutenation.org](mailto:grant.writer@quileutenation.org) with the subject **Quileute EV Charging Feasibility and Assessment.**

For any queries regarding this RFP, please contact: **Annie Foster** at [grant.writer@quileutenation.org](mailto:grant.writer@quileutenation.org) with the subject **Quileute Tribe EV Charging Feasibility and Assessment.**

**VII. Timeline**

- **RFP Issue Date:** January 15<sup>th</sup>, 2025
- **Proposal Submission Deadline:** February 7<sup>th</sup>, 2025 @ 4:00PM PST
- **Proposal Review and Selection:** February 21<sup>st</sup>, 2025
- **Kickoff Meeting:** February 28<sup>th</sup>, 2025
- **Final Report Submission:** June 6<sup>th</sup>, 2025

### **VIII. Additional Information**

This proposal is subject to both the Quileute Business and Occupation Tax and the Quileute Tribal Employments Right Ordinance.

A 5% B&O Tax will be levied on all “on-reservation” labor, which must be factored into the contractor’s final price proposals.

**Quileute Business & Occupation Tax Required.** All fees for services (not expenses, goods or materials) paid under this Contract shall be deemed to be “gross sales” within the meaning of the Quileute Tribe’s Business Licensing and Tax Ordinance and CONTRACTOR shall be liable for Quileute Business and Occupation (B&O) Tax in the amount of five percent (5%) of gross sales generated within the Quileute Reservation. By its signature below, CONTRACTOR agrees that it will transmit payment for B&O tax it owes under this paragraph to the Tribe at a minimum of every calendar quarter; furthermore, CONTRACTOR agrees that if it does not make such payment, the TRIBE will withhold five percent (5%) payment for each invoice submitted as payment of the applicable B&O tax.

Additionally, in accordance with Section V, Paragraph 5, a TERO Fee of 1.75% will be assessed on the total gross contract price, which must be factored into the final price proposals. A full copy of the TERO may be accessed [online](#).

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.

#### **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.

### **VIII. Frequently Asked Questions**

#### **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

## RFP: QUILEUTE EV CHARGING FEASIBILITY AND ASSESSMENT

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 Tribe 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 or re-advertised with modifications.

### **RFP Revisions**

The Tribe reserves the right to change the schedule or issue addendums to the RFP at any time. The Tribe also reserves the right to cancel or reissue the RFP at any time. Addendums 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 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 **12:00 PM, Monday, February 3rd, 2025**. Answers to all pertinent questions will be sent to all known respondents.

Questions regarding this RFP should be directed to the RFP Contact: **Annie Foster** at [grant.writer@quileutenation.org](mailto:grant.writer@quileutenation.org) with the subject **Quileute Tribe EV Charging Feasibility and Assessment**.

We look forward to receiving your proposals and working with you on this important project.