



2021 Asset Inventory and Assessment Update



March 2, 2021
TULALIP TRIBES ROADS & TRANSPORTATION DEPT
8802 27th Ave NE, Quil Ceda Village, WA 98271

REQUEST FOR PROPOSAL

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2021 Asset Inventory and Assessment Update

1.0 INTRODUCTION

The Tulalip Tribes of Washington (“Tribes”) is soliciting qualified Engineering firms to submit Proposals for Asset Inventory and Training, and Asphalt Pavement Rating.

All proposals are required to include evidence of experience in projects of similar scale and complexity.

Proposers shall abide by The Tulalip Code, Chapter 9.05 – TERO Code which provides NAOB preference in contracting goods and services. Additionally, The Tulalip Tribes’ Board of Directors has the authority to require those employers subject to The Tulalip Code, Chapter 9.05 – TERO Code and applicable federal laws and guidelines, to give preference to Indians in hiring, promotions, training, and all other aspects of employment. Proposers shall comply with The Tulalip Code and the rules, regulations, and orders of the TERO Commission. For more information about the Tulalip Code, Chapter 9.05 – TERO Code, contact The Tulalip Tribes’ TERO Department at 6406 Marine Drive, Tulalip, Washington 98271, Office (360)716-4747 or Facsimile (360)716-0249. The Tulalip TERO Code is available for review on the Tulalip TERO website: www.tulaliptero.com

2.0 SUBMITTAL REQUIREMENTS AND DEADLINE

Interested applicants should provide the following information:

1. Qualifications/Expertise of organization;
2. Qualifications of proposed staff;
3. Previous experience in producing similar work product;
4. Proposed project approach;
5. Proposed project delivery; and,
6. Proposed project timeline and cost per work item.

Proposals must be received electronically via email to the project manager, Christina Parker, Tulalip Tribes Roads & Transportation Manager, at christinaparker@tulaliptribes-nsn.gov no later than 5:00 PM, Pacific Standard Time, Wednesday March 29th, 2021. No hard copy proposals will be accepted. Faxed submittals will not be accepted. If the file size is larger than 15 MB, contact the project manager for alternative submission options. Upon receipt of your documents, the project manager will send a confirmation email. It is the responsibility of the proposer to ensure that electronic submissions are received by the established deadline. For questions about the electronic submittal process contact Christina Parker, Tulalip Tribes Roads & Transportation Manager.

Christina Parker, Tulalip Tribes Roads & Transportation Manager

8802 27th Ave NE, Quil Ceda Village, WA 98271

christinaparker@tulaliptribes-nsn.gov

(360) 716-5026

3.0 PROJECT DESCRIPTION

The Tulalip Tribes Roadway Asset Management Program includes sign, pavement condition, and sidewalk, and guardrail inventory. The project will include updating the inventory for signs, sidewalk, and pavement condition for use in prioritizing future maintenance. Additionally, the consultant shall provide training to the Tribes' transportation department staff on inventory collection methods and data cataloging for GIS queries.

4.0 SCOPE OF SERVICES

The consultant will be responsible for the following:

Asset Inventory Technical Support: Using RoadSoft, the consultant will provide support for the Tulalip Tribes' GIS-based inventory tool development. This will include providing advice/recommendations on how data are collected to efficiently inventory roadway assets. The consultant will provide support where appropriate to develop pick-lists of field values to minimize potential for errors during inventory data collection.

Sign Inventory: The consultant will inventory and inspect all traffic signs within Tulalip Reservation Jurisdiction within the public right of way. Inventory includes collecting various sign data such as sign description, MUTCD Code, sign size, retro-reflectivity, sign location, support type and size, sign and support condition, sign and support picture and any other relevant signage information to determine signage replacement needs.

Sign Inventory Tech Memo: The consultant will prepare sign inventory tech memo that summarizes the existing traffic signs within Tulalip Reservation Jurisdiction and list of signage replacement needs.

Sign Inventory GIS Data File: The consultant will assemble all the sign inventory data file so that they can be transferred to Tulalip Tribes GIS geodatabase.

Pavement Condition Rating: The consultant will assess and provide ratings for the pavement conditions for reservation roads and will input this data into the asset management system.

Update Inventory Data: The consultant will update existing data to include new facilities for sidewalk, ramps and guardrail.

Asset Management Inventory Training Preparation: The consultant will prepare for and provide a training session and develop training materials for Asset Inventory. This will include sign inventory, sign placement/replacement, identifying/inspecting stripping (paint, MMA, thermo, etc.), pavement condition inventory, sidewalk inventory, guardrail inventory, curb ramp inventory, and ADA compliance training.

5.0 SELECTION AND AWARD PROCESS

The intent of this RFP is to solicit interest from Engineering (Construction, Infrastructure) firms for the Asset Management and Asphalt Rating project. A selection committee will review the written proposals. Only proposals that meet mandatory requirements will be considered. Selection will be made based upon the evaluation of the Engineering (Construction, Infrastructure) firm's qualifications, the technical merits of the proposal and the cost of the project.

The process for selection of the Engineering (Construction, Infrastructure) firm is anticipated to be as follows:

1. Consultant submitting a proposal will be scored and ranked on the basis of the evaluation criteria set forth in this RFP.
2. The Tulalip Tribes reserves the right to check references of the Contractor(s) at any time during the selection process. Should the information obtained during the reference checks cause concern regarding the firm's past performance or their ability to successfully perform the contracts to be executed based on the requirements of this RFP, the Tulalip Tribes has the sole discretion to determine a Contractor is not qualified for the Project. References can include The Tulalip Tribes, provided the Contractor has performed past project with the Tulalip Tribes, and others whether specifically listed by the proposing firm or not.

Mandatory Requirements:

1. Completed Proposal submitted on time
2. Transmittal letter

Qualifications, Technical Merit and Cost

1. Qualifications of firm and key personnel (20 points)
2. Project Understanding, Approach, and Proposed Schedule (Technical Merit) (40 points)
3. Cost Proposal (40 points)

TOTAL OF 100 EVALUATION POINTS

6.0 INTERVIEWS

After reviewing the Proposals, the Selection Committee may conduct interviews with the Proposers.

7.0 SUBMISSION FORMAT

Every Proposer must reply to each of the evaluation criteria set forth below in a clear and concise manner. Responses must be in the same order as listed, clearly separated and labeled by response. Brevity is preferred. Do not duplicate information presented in the Submission. Pay attention to specific requests for information. Organize the Submission in a manner that enables the selection committee to quickly access the requested, and pertinent, information. Proposals shall be submitted on 8 ½ x 11 pages unless otherwise requested and in a sealed envelope.

1. **TERO Certification:** Native American Owned Businesses (NAOBs) submitting proposals shall submit evidence of certification from the Tulalip Tribes' TERO (Tribal Employment Rights Ordinance) office as being a certified NAOB or Tulalip Tribal Member NAOB with their Submission in order to obtain the preferences provided for in this RFP.
2. **Proof of insurance**
3. **Detailed cost estimate**

8.0 FINAL SELECTION

The Tulalip Tribes of Washington intend to select the Engineering (Construction, Infrastructure) Team that meets the criteria set above from the Submission and the Interview (if held). Final selection must be approved by and shall be at the sole discretion of the Tulalip Tribes' Board of Directors. The Tulalip Tribes reserve the right to select any responsive and responsible Firm they determine.

9.0 RIGHT OF REJECTION

The Tulalip Tribes of Washington reserves without limitation and may exercise at its sole discretion, the following rights and conditions with regard to this Procurement process:

- 1) To cancel the Procurement process and reject any and all RFPs and/or Proposals;
- 2) To waive any informality or irregularity;
- 3) To revise the Procurement Documents and schedule via an addendum;
- 4) To reject any Proposer that submits an incomplete or inadequate response or is not responsive to the requirements of this RFP;
- 5) To require confirmation of information furnished by a Proposer, require additional information from a Proposer concerning its Submittal and require additional evidence of qualifications to perform the work described in this RFP;
- 6) To provide clarifications or conduct discussions, at any time, with one or more Proposers;
- 7) To contact references that are not listed in the Proposer's Submittals and investigate statements on the Proposals and/or qualification of the Proposer and any firms or individuals identified in the Proposal;
- 8) To consider alternative technical concepts and/or approaches identified by

Proposers;

- 9) To take any action affecting the RFP process or the Project that is determined to be in the Owner's best interests; and
- 10) Approve or disapprove of the use of particular Sub consultants, Subcontractors, or Key Team Members and/or substitutions and/or changes to Subconsultants, Subcontractors, or Key Team Members from those identified in the Proposal, such approval or disapproval shall not be unreasonably exercised.

10.0 PRODUCT OWNERSHIP

All drawings, specifications and other documents and electronic data, including such documents that are furnished by any proposer to Owner pursuant to this RFP ("Work Product") are deemed to be instruments of service and design, and engineering firm shall retain the ownership and property interests therein, including but not limited to any intellectual property rights, copyrights and/or patents, subject to the provisions set forth below. Notwithstanding the above, any portion of any Proposal that consists of architectural and other design elements and specifications that are unique to the Project will be the property of the Tulalip Tribes of Washington, including but not limited to any intellectual property rights, copyrights and/or patents. Proposers shall specifically designate those portions of the Work Product for which ownership in the Work Product meet the above definition and that shall be transferred. Such grant and transfer are conditioned on Owner's express understanding that any alteration of the Work Product without the involvement of the Proposer is at Owner's sole risk and without liability or legal exposure to the Proposer or anyone working by or through the Proposer, including Design Consultants of any tier.

11.0 LICENSING REQUIREMENTS

All individuals, businesses, entities, and organizations engaged in business activities on the Tulalip Indian Reservation shall obtain a Tulalip Tribal Business License. This applies to all contractors, subcontractors, materialmen, suppliers, and consultants, regardless of tier or location, working on the project.

The Engineering (Construction, Infrastructure) firm shall be licensed by the State of Washington.

Note: Any professional or business licenses required will be the sole cost and responsibility of the Engineering (Construction, Infrastructure) firm.

12.0 SUBMISSION DEVELOPMENT COSTS

The Owner accepts no liability for the costs and expenses incurred by firms in responding to this Procurement. Each Proposer that enters into the Procurement process shall prepare the required materials and the Proposal at its own expense and with the express understanding that it cannot make any claims whatsoever for reimbursement from the Owner for the costs and expenses associated with the process.

13.0 SCHEDULE

The Tulalip Tribes anticipates the Engineering (Construction, Infrastructure) firm selection schedule will be as follows:

RFP Issued	Date: March 8 th , 2021
Questions Due	Date: March 15 th , 2021
Response to Questions	Date: March 22 nd , 2021
Submissions Due	Date: March 29 th , 2021
Interviews	Date: TBD
Recommendation for Award	Date: TBD

Questions may be delivered by electronic mail. All requests for interpretation shall be brought to the attention of the Tulalip Tribes Roads & Transportation Manager in writing no later than March 15th, 2021, as indicated above. Questions should be e-mailed to Christina Parker at christinaparker@tulaliptribes-nsn.gov.