

****NOTICE: THIS SOLICITATION IS OPEN TO ALL QUALIFIED OFFERORS**

TULALIP TRIBES

Contact Information: Christina Parker- Roads & Transportation
Phone Number, (360) 716-5026
Physical Address: 6406 Marine Drive 98271

NOTICE OF REQUEST FOR PROPOSAL

PROJECT NAME: TULALIP TRIBES TRANSPORTATION SAFETY PLANNING & ROAD SAFETY ASSESSMENT (RSA)

PROPOSAL DUE DATE: 9/22/2023 AT 2:00 PM

Electronic copies of proposals shall be submitted to the Transportation Department via email to christinaparker@tulaliptribes-nsn.gov

The Subject line shall be clearly marked "RFP-Tulalip Safety Planning".

Late offers will not be accepted.

Proposals shall conform to the format as outlined in the Solicitation. Questions relating to this Request for Proposal should be directed to the staff listed below by 2:00 pm on **9/22/2023**. Communication of questions shall be submitted through email. **Proposers need to ensure their contact information is included in the email request.**

Tulalip Tribes Transportation Manager

NAME: Christina Parker
PHONE: (360) 716 5026
EMAIL: christinaparker@tulaliptribes-nsn.gov

All procurement activities shall be conducted according to the Tulalip Tribes procurement and administrative policies. The Tulalip Tribes may cancel this Request for Proposal at any time prior to the offer due date or reject all offers after the offer due date if it is determined to be in the best interest of the Tribes.

SUMMARY

The Tulalip Tribes requests qualified civil engineering consulting firms to submit a proposal and statement of qualifications for review and consideration for a professional services contract to develop a Road Safety Assessment (RSA) for the Hermosa area on the reservation and Transportation Safety that will meet or exceed USDOT FHWA standards according to the Scope of Services outlined in the Solicitation.

Proposals shall conform to the format as outlined in the Solicitation. The proposals must be received by the Tulalip Tribes' Project Manager no later than 2:00 p.m. (Pacific) on 9/22/2023.

The Tulalip Tribes assumes no obligation of any kind for expenses incurred by any respondent to this solicitation prior to execution of an agreement. All proposals become the property of the Tulalip Tribes. The Tribes will not return any proposals or make any copies available to anyone for any purpose other than those described in the Solicitation.

Refer any questions in writing by 2:00 P.M. (Pacific) by 9/18/2023.

REQUEST FOR PROPOSAL

TULALIP TRIBES TRANSPORTATION SAFETY PLANNING & ROADS ASSESSMENT WITHIN THE TULALIP TRIBES RESERVATION

TABLE OF CONTENTS

I.	Overview	4
II.	General Information	4
III.	Statement of Authority.....	4
IV.	Selection Procedures and Evaluation Criteria	4
V.	Schedule for the Selection Process.....	5
VI.	Scope of Services	6
VII.	Format for Statement of Qualifications	6
VIII.	Instructions to Offerors.....	8

REQUEST FOR PROPOSAL

TRIBAL TRANSPORTATION SAFETY PLAN AND ROAD SAFETY ASSESSMENT WITHIN THE TULALIP TRIBES, RESERVATION

SOLICITATION

I. OVERVIEW

The Tulalip Tribes requests qualified civil engineering consulting firms to submit a proposal and statement of qualifications for review and consideration for a professional services contract to develop a Road Safety Audit (RSA) for the Hermosa area on the Tulalip Reservation and Transportation Safety that will meet or exceed USDOT FHWA standards according to the Scope of Services outlined in the Solicitation according to the Scope of Services outlined in Section VI.

II. GENERAL INFORMATION

All communication regarding this solicitation shall be directed in writing to Christina Parker, Tulalip Tribes Roads & Transportation Manager, christinaparker@tulaliptribes-nsn.gov. Phone calls and visits are discouraged. All respondents will receive the benefit of the question and the answer via email. All communications shall originate from one single person.

All responses to this Request for Proposals (RFP) must be received by the date and time indicated on the Notice of Request for Proposal. Offers not received by the Tulalip Tribes' Project Manager, by the suspense date, will not be considered.

If an addendum to the RFP becomes necessary, the information will be provided to all firms that obtain a copy of the RFP package. An acknowledgement of receipt of the addendum must be included in proposal package.

Consultants submitting proposals in response to this RFP must have the capability of providing the services listed under the Scope of Services section in this Solicitation. The Tulalip Tribes assumes no obligation of any kind for expenses incurred by any respondent to this Solicitation. All proposals become the property of the Tulalip Tribes. The Tulalip Tribes will not return any proposal or make any copies available to anyone for any other purpose than those described in this Solicitation. The proposals will be objectively evaluated and ranked based on qualifications-based criteria. The Tulalip Tribes Transportation Department intends to issue a contract to one (1) consulting firm.

III. STATEMENT OF AUTHORITY

This solicitation is made pursuant to the Tulalip Tribes procurement policy

IV. SELECTION PROCEDURES AND EVALUATION CRITERIA

The Tulalip Tribes Selection Committee will review all properly submitted qualifications, and may contact respondents to request further information. Upon receipt of qualifications, the Selection Committee will review the qualifications and submit its selection recommendation to the Tulalip CEO Office or the Tulalip Business Committee for approval. The decision by the CEO Office or the Tulalip Business Committee shall be considered final and not subject to appeal. All point awards regarding this RFP will be held as confidential.

The Selection Committee will make its selection based upon the Selection Procedures and Evaluation Criteria identified herein as they relate to the Scope of Services required. The Tulalip Tribes reserves the right to reject any and all qualifications.

The Selection Committee will objectively evaluate the proposal using qualifications-based criteria and an internal review panel. All responses to this RFP will be evaluated based on the Evaluation Criteria. Each criterion has an assigned point value with a total value of 100. Companies may earn up to the number of points assigned in each category. Proposals are studied, all relevant factors and data are weighed, and scores are awarded by the individual review panel members. The Selection Committee will use the following Evaluation Criteria to score all proposals submitted in response to this RFP:

- A. ADHERANCE TO GUIDELINES IN RFP (10 points): Points will be awarded for compliance with requested format and based on content and presentation.
- B. TECHNICAL QUALIFICATIONS AND EXPERIENCE (60 points): Respondents shall be in full compliance with licensing requirements and shall be currently permitted to practice in the State of Washington. The Selection Committee will evaluate the technical qualifications of the respondent, based on past experience emphasizing similar tasks and services. The Selection Committee will make a judgment on proficiency, records of integrity, performance and timeliness in the execution of previous contracts. Technical qualifications should reflect demonstrated ability and past offering of professional services similar to the Scope of Services contained herein. It is not imperative, however, that a Company must supply all services. Companies must list specific services they can provide and what services will be subcontracted, if any. The Tulalip Tribes desires a local presence for as many of the requested services as possible. Provide a minimum of three past project examples with references that are familiar with your capabilities for the service proposed.
- C. KEY PERSONNEL (25 points): The proposed project team should reflect appropriate composition and the suitable mix of talent and staff expertise. The qualifications of the key personnel should reflect demonstrated ability and the capability to offer the requested professional services and include prior experience on similar projects. Registrant numbers of key personnel should be included if applicable.
- D. NATIVE AMERICAN EXPERIENCE AND OWNERSHIP (5 points): Proposals should demonstrate both experience and familiarity with the unique needs of Tribes. The review panel will favor current experience with the Tulalip Tribes or other Native American Communities. Respondents demonstrating Tribal ownership and interest in accordance with Section II of this RFP will be given preference. Submit the following information as part of the proposal, if applicable:

- (1) Evidence fully showing the extent of Tribal ownership including TERO Certification & Tulalip Business License.

V. SCHEDULE FOR THE SELECTION PROCESS

The following is the anticipated schedule for the selection process:

MILESTONE	DATE
Tulalip Tribes issues RFP	9/08/2023
Last day for questions	9/18/2023
Proposals due to Tulalip Tribes	9/22/2023

Selection Committee reviews proposals and makes selections	10/06/2023
Tulalip Tribes' final approval of contract	10/20/2023

VI. SCOPE OF SERVICES

Complete a comprehensive safety report based on the last five (5) years collision data from Tulalip Police, Snohomish County, and WSDOT.

Develop a strategic tribal transportation safety plan that is data driven, identifies transportation safety issues, emphasis areas, strategies, countermeasures, set priorities, is coordinated with the Washington Strategic Highway Safety Plan (SHSP), promotes a comprehensive approach to addressing safety needs. The project will involve meeting with key stakeholders including injury prevention, public safety, transportation, and education.

Complete a Road Safety Audit of the Hermosa Point area roadways.

Complete a minor update of the Long Range Transportation Plan (LRTP) Addendum and National Tribal Transportation Facility Inventory (NTTFI) updates Report.

Provide assistance to complete annual traffic counts and spot traffic analysis across the reservation.

Task 101 Safety Report (no RSA) -

1. Complete a reservation wide data-driven collision history review for the last five (5) years of available data from WSDOT data base
2. Review paper collision reports and inputs if unclear from WSDOT data base
3. Identify intersection collision trends (main cause and contributing factors) compared to similar roadways in the surrounding county
4. Identify the ten (10) primary collision locations and establish the primary cause
5. Identify up to two (2) potential safety improvement low and high cost if appropriate
6. Includes two (2) meetings to discuss the preliminary results and next steps
7. Coordination with WSDOT and tribe for collision data base (up to 3 on line meetings and preparation)
8. Provide an updated annual safety report

Task 102 Strategic Safety Plan

1. Identify reservation wide collision trends (main cause and contributing factors) that would help identify trends within the four E's:
 - a. **Education** gives drivers information about making good choices, such as not texting while driving, avoiding alcohol or medications that affect awareness of the road, and wearing a seatbelt. Education can also inform people about the rules of the road.
 - b. **Enforcement** of traffic laws and a visible police presence may deter motorists from unsafe driving behavior.
 - c. **Engineering** addresses roadway infrastructure improvements to prevent crashes or reduce the severity of collisions when they occur.

- d. **Emergency** services provide rapid response and quality of care when responding to collisions causing injury by stabilizing victims and transporting them to medical facilities.

2. Identify potential locations for Road Safety Audits (RSA)

Task 103 Hermosa Point Road Safety Audit (RSA)

The performance of a Road Safety Assessment involves a formal road safety evaluation of either planned or existing roadways, conducted by an independent, multidisciplinary RSA Team. The RSA Team looks for potential safety hazards that may affect any type of road user and recommends measures to mitigate those safety issues. The RSA Team is typically composed of professionals that represent road design, traffic engineering, road safety planners/analysts, law enforcement and human factors experts. Activities associated with performing an RSA includes forming the RSA Team, conducting both daytime and nighttime field reviews, and preparing a formal RSA report that includes recommendations for improving road safety. This report is provided to the Project Owner – TULALIP TRIBES. The Roads where the RSAs are to be conducted are for the Hermosa Point roads identified on the Hermosa Point Street Width and Length Exhibit, dated January 26, 2010 (page 10).

This task will include the following items:

- Develop a schedule and list of who will be included as part of the RSA Team.
- Kickoff Meeting notes will be prepared and sent to Tulalip Tribes PM.
- Develop a detailed project schedule clearly identifying major tasks and primary submittal dates/milestones.
- Contact RSA team members and coordinate schedules for RSA field visits, as needed.
- Prepare an RSA activity schedule for the field visits in coordination with Tulalip Tribes and RSA team.
- Three (3) progress meetings with Tulalip Tribes PM to discuss project schedule and progress.
- Conduct a comment resolution meeting with Tulalip Tribes after the draft report submittal.
- All meetings will be hybrid.

The consultant will compile all data collected in other tasks and compile into an information package that will be sent to the RSA team members. The consultant will continue to coordinate with Tulalip Tribes, sub-consultants, RSA team members, and other stakeholders throughout the project.

- Aerial imaging and available geometric and roadway data to identify the following roadway features, if available:
 - Horizontal curves
 - Vertical curves
 - Clear zone
 - Pavement widths
 - Lane and shoulder widths
 - Guardrail/barrier locations
 - Presence of lighting
 - Sign locations; signing and marking conditions
 - Pavement condition
- Evaluate whether survey is required and coordinate with Tulalip Tribes PM. Survey will not be provided as part of this scope.
- Data will be compiled and included in the information package.

The team will import the segment-wide crash data into an Excel-based assessment tool to summarize the crash data. The team will analyze the data and develop a summary such as graphs, tables, and charts to summarize crash data, including crash severity, crash trends, crash manner, driver violations, first harmful event, crash locations, and crashes by time of day, day of week, and month. The team may develop heat maps and crash maps to assist during field visits, if needed.

Prior to the site field review, the consultant will conduct a brief review of Tulalip Tribes standards and evaluate previous studies and safety device installation efforts within each study segment, if applicable.

At most, the review may consist of the following information (if available) as provided by Tulalip Tribes:

- Tulalip Tribes standard details and specifications
- Tulalip Tribes Traffic Guidelines and Processes (TGPs)
- Speed studies
- Safety analyses
- Roadway geometric changes
- Sign inventory and condition assessment
- Pavement marking condition assessment
- Potential new ITS devices

The consultant will schedule and conduct one combined RSA start-up meeting for the Tulalip Tribes Stakeholders and RSA team to attend, and will send the information package to review prior to the meeting. The meeting will cover all Hermosa Point roads identified in the *Hermosa Point Street Widths and Lengths with Utilities* map provided by Tulalip Tribes (see Attachment A) and The consultant will present on all data collected and analyzed as of the date of the meeting. Field maps with available GIS data and aerials for each segment will be distributed.

The consultant will lead the RSA team to conduct field observations for each corridor, trying to view peak and off-peak periods, as well as day and night conditions where possible. The consultant will document RSA team observations for each field visit for each corridor. Potential preliminary improvement recommendations will be discussed and noted during the site field review. The consultant will compile and summarize findings from all the field visits into one document for each segment. The consultant and the RSA team will record video of visual observations while driving the full length of each segment.

Using the crash data, previous studies, field data and observations, and preliminary recommendations, the consultant will report RSA observations within each segment. Identify actionable safety countermeasures to reduce crashes and congestion related to the four Es of traffic safety (engineering, enforcement, emergency response, and education).

Countermeasures need to be placed into low-, mid-, and high-priority groups based on the frequency and severity of the crash patterns and whether the countermeasure is related to an existing crash pattern.

Summarize the findings and prepare recommended improvements for each segment. The consultant will then present the findings for all segments within the Group to Tulalip Tribes staff at one combined debrief meeting presentation. Research relevant Crash Modification Factors associate directly with determined countermeasures and prepare a matrix to summarize.

Annual LRTP Addendum and NTTFI updates Report –

1. Add new housing planned roads into NTTFI
2. *Complete the NTTFI summary table in the LRTP*
3. *Traffic counts for up to 6 routes (may include existing County, City or State data where available and conducting counts where not available)*
4. *Coordination with Island County WSDOT and Snohomish County over Interlocal and MOA's*
5. Seasonally adjust counts per BIA requirements
6. Field work per routes to consist of:
 - Class
 - Length
 - Ownership
 - Construction Need
 - Terrain
 - Roadbed Condition
 - Surface Condition Index
 - Surface Width
 - Surface Type
 - Right-of-Way Status
 - Right-of-Way Width
 - Shoulder Width
 - Shoulder Type
 - Drainage Condition
 - Shoulder Condition
7. Assist with Transportation Improvement Program (TIP) for submittal to BIA
8. Update NTTFI by March 15, 2024

Task 105 Annual Traffic Counts and Spot Traffic Analysis

1. Collect data from permanent counter and provide supplemental count data where needed to provide traffic growth trends across the reservation and in the village
2. Capacity and level of service and queuing analysis for new Tribal Roadways and facilities. Includes up to ten (10) intersections
3. Review of potential developments reports on the reservation or nearby to determine impacts on the Tribal Roadways access and circulation system

VII. FORMAT FOR STATEMENT OF QUALIFICATIONS

The complete proposal shall be no more than 10 pages in length, excluding the cover, cover letter, table of contents, section dividers, and appendices.

Electronic copies of the proposal will be submitted using the following format:

- A. COVER LETTER (no more than two pages in length): The letter should include the company's name, contact person for all communication, with business address, phone, and e-mail. The letter must clearly indicate the Solicitation Note: Tulalip Tribes Transportation Safety Planning & Road Safety Assessment. Specify the type of organization such as Individual or sole proprietorship, partnership, or corporation. Identify if the company has Native American ownership or Native American preference. In cases where companies are teaming, provide this information for each company within the team. Provide a brief description of the proposer's understanding of the need for professional services. Indicate acknowledgement of any amendments to the solicitation.

B. TABLE OF CONTENTS:

C. QUALIFICATIONS AND EXPERIENCE: Provide qualifications and experience emphasizing similar work. The qualifications should reflect demonstrated ability and past offerings of tasks listed under the Scope of Services. List any anticipated services you intend to subcontract. Provide a minimum of three past projects including a brief description of work along with reference information. References should be familiar with your listed personnel and capabilities/performance in similar previous contracts and include the contact's name and phone number. Emphasize relevant work performed in recent years.

D. KEY PERSONNEL: Indicate the proposed project team. Include a statement of qualifications of the principles and key employees. Please include Washington registration numbers for Registered Engineers under contract. Resumes of key personnel should be limited to two (2) pages for each employee.

E. NATIVE AMERICAN EXPERIENCE AND OWNERSHIP: List past experience and familiarity with the unique needs of working with Native American Communities, Tulalip Tribes, or similar locations that qualify as experience by your company. Identify if your company may qualify as an Native American Owned and TERO Registered.

F. APPENDICES: Any pertinent information and details you'd like to include.



Street Segment Square Footage

- A - 11,159 sq. ft.
- B - 6,487 sq. ft.
- C - 3,270 sq. ft.
- D - 5,509 sq. ft.
- E - 11,223 sq. ft.
- F - 12,759 sq. ft.
- G - 5,757 sq. ft.
- H - 5,601 sq. ft.
- I - 16,320 sq. ft.
- J - 6,473 sq. ft.

Legend

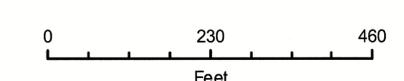
- Catch Basin
- Catch Basin Private
- Fire Hydrant
- Manhole
- Monument
- w
- Water Main
- Water Valve
- Culvert
- Ditch
- Speed Bump
- Other
- PUD Power Poles
- Paved Road
- Unpaved Road

Possession Sound

Tulalip Bay

Hermosa Point Street Widths and Lengths With Utilities

January 26, 2010



Data Source: Tulalip Data Services GIS
 Disclaimer:
 Tulalip Data Services (TDS) provides this data "as is." TDS does not make any guarantees or warranties concerning the accuracy of the information contained in the geographic data. TDS assumes no liability or responsibility for errors or inaccuracies.
 PUD data converted from CAD files and locations may not be precise.
 (360)716-5136
 gis@tulaliptribes-nsn.gov