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# TOTEM BEACH ROAD IMPROVEMENTS

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Pavement Rehabilitation/Preservation, Reconstruction and Safety Enhancement Project



NOVEMBER 1, 2019

TULALIP TRIBES ROADS & TRANSPORTATION DEPT  
8802 27TH AVE NE, QUIL CEDA VILLAGE, WA 98271

**REQUEST FOR PROPOSAL**

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**The Tulalip Tribes Totem Beach Road Project  
Pavement Rehabilitation and Safety Improvements**

**1.0 INTRODUCTION**

The Tulalip Tribes of Washington ("Tribes") is soliciting qualified Engineering (Construction, Infrastructure) firms to submit Proposals including preliminary and final design, engineering, and construction documents for the pavement rehabilitation and safety improvements for the Totem Beach Road project.

All proposals are required to include evidence of experience in projects of similar scale and complexity along with bonding capability in excess of the estimated cost of construction.

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) 7160249. The Tulalip TERO Code is available for review on the Tulalip TERO website: [www.tulaliptero.com](http://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 plans;
4. Proposed project approach;
5. Proposed project delivery; and,
6. Proposed project timeline and cost per work item.

An original and three (3) bound copies of the Proposal containing the information and documentation requested in this RFP must be received, in a sealed envelope, at the Quil Ceda Village Administration Office no later than **2:00 p.m. on Wednesday, December 18<sup>th</sup>, 2019**. Faxed submittals will not be accepted. Emailed proposals may be emailed to Debra Bray at [dbray@tulaliptribes-nsn.gov](mailto:dbray@tulaliptribes-nsn.gov) . Proposals sent by mail or courier shall be sent to the address below:

Debra Bray, Tulalip Tribes Roads & Transportation Manager  
8802 27<sup>th</sup> Ave NE, Quil Ceda Village, WA 98271  
dbray@tulaliptribes-nsn.gov  
(360) 716-5022

### **3.0 PROJECT DESCRIPTION**

Totem Beach Road is located near the Tulalip Marina. This roadway intersects to the north with 76<sup>th</sup> Place NW. Improvements include milling and resurfacing of the existing asphalt pavement to address rutting, cracking, and other distresses, which will provide a new fully paved two lane road with sidewalks on both sides of the road. Additional improvements include revisions to the storm water conveyance system, illumination and signage, ADA accommodations, and other improvements, as needed, on Totem Beach Road (Route # 0052). Speed bumps/humps are to be evaluated for need and replacement along Totem Beach Road (Route # 0052). The project design (bid documents, plans and specifications) and all physical construction on the Totem Beach Road pavement rehabilitation and safety improvements project should be completed by fall of 2020.

### **4.0 SCOPE OF SERVICES**

The consultant will be responsible for preparing engineering designs and construction documents necessary to permit, bid and re-construct or preserve roadways, including geotechnical analysis for pavement sections, surveying and base map, ADA compliance, NEPA documentation, identification of drainage, striping, signage, and lighting improvements, if warranted, right-of-way plans and needs, and permitting.

Required Design standards:

AASHTO

ADA

MUTCD

Washington State Department of Ecology Stormwater Manual for Western Washington

The Tulalip Tribes have identified the following items as key elements for the Project and expect the selected Engineering (Construction, Infrastructure) firm to implement these concepts and practices on the Project. Proposers should take note of the emphasis placed upon these items.

1. TERO Participation: Native American participation in both employment and contracting on the Project is paramount. The Engineering (Construction, Infrastructure) firm selected will be required to develop a plan for maximizing TERO Participation in subcontracting and employment and for monitoring and enforcing subcontractor TERO participation requirements during construction.
2. Cost Estimating: Early in the design phase, the Engineering (Construction, Infrastructure) team will collaborate in the development of a cost model that will establish the initial budget parameters and controls for all of the project components and systems. This will establish the baseline for all future cost estimating efforts and evaluation of the project design against the project budget.
3. Design Deliverables: As the design progresses, the content, format, schedule and review process of the design deliverables will be established by the Tribes and design and engineering Team in accordance with the needs of the Project. The design and engineering Team shall be guided by the principles of eliminating waste, minimizing costs, maximizing efficiency, and achieving the Owner's program and quality objectives.

Below is a summary of the scope of work:

#### Field Survey:

The engineering team will conduct field survey and prepare a base map including but not limited to, section corners, property corners, monuments, control points, topography, natural features and manmade features.

#### Environmental Documents:

The engineer will take the lead in preparing the NEPA environmental review documents.

#### Permitting:

The owners representative will prepare documents and applications needed to obtain a ROW Use permits and any other permits necessary to advance this project.

#### Geotechnical Engineering:

The engineer will conduct geotechnical evaluations to determine pavement design recommendations for pavement rehabilitation projects

#### Preliminary Design:

The engineer will produce a preliminary design plan showing all proposed features to be constructed. The plan will show enough dimension and informational call outs to clearly describe the proposed features to be constructed. The preliminary design plan will then be reviewed by the Tribe.

#### Draft and Final Contract Bid Documents:

The engineer will produce Draft and Final Contract Plans, including, but not limited to:

1. Index, Vicinity Map and Summary of Quantities Sheet
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2. Right of Way Plans and Needs
3. Alignment Plan and Sections
4. Site Preparation, TESC and Existing Utilities Plan and Details
5. Road and Drainage Plans and Details
6. Signage and Striping Plans and Details
7. Traffic Control Plans and Construction Staging Plans
8. Illumination Plans
9. Other Plan and Details as needed

The engineer will prepare Draft and Final Contract Specifications including amendments, general, and special provisions in MS Word 2010.

The engineer will prepare Draft and Final Engineer's Opinion of Probable Construction Costs in MS Excel format including quantities and unit bid prices using WSDOT's Unit Bid Analysis database. The engineer will create a binder to provide backup documentation of calculated quantities and unit prices. A paper copy of the engineer's opinion of probable costs backup documentation binder will be provided with the draft and final Engineer's Opinion of Probable Construction costs.

#### Draft and Final Construction Working Day Estimate:

The engineer will prepare a critical path method schedule to determine the number of required working days and a proposed order of work for the construction activities. The schedule will consider all construction activities which may impact constructing the project. It will include, but not be limited to, procurement time for equipment and materials, time required to obtain permits from outside agencies, cure times, seasonal restrictions, permit restrictions and other construction complexities.

#### Draft Review:

The engineer will compile the plans, special provisions and engineer's opinion of probable costs from prepared PS&E documents and submit them to the Tribes for review. The engineer will organize and facilitate the draft review and consolidate the review comments. The engineer will review the comments, prepare responses to comments and send them back to the Tulalip Tribes for approval prior to preparing the final bid documents. The engineer will address the comments received during the review process with the Tulalip Tribes.

#### Construction Support:

The engineer will assist the Tulalip Tribes during the construction. The assistance during construction is provided to answer questions by the Contractor and provide clarification of the design plans, details and specifications. Additional services during construction can include construction engineering, construction documentation support, construction observation, and participation in weekly construction meetings.

## **5.0 SELECTION AND AWARD PROCESS**

The intent of this RFP is to solicit interest from Engineering (Construction, Infrastructure) firms for the project design (bid documents, plans and specifications) and consultation on the physical construction of the Totem Beach Road pavement rehabilitation and safety improvements 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. An original plus three (3) copies of the complete Proposal
3. 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 Bond and insurance**

**3. Washington State Contractors licenses**

**4. 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	November 22, 2019
Questions Due	December 4, 2019
Response to Questions	December 6, 2019
Submissions Due	December 18, 2019
Interviews	Mid-January, 2020
Recommendation for Award	February 5 <sup>h</sup> , 2020

Questions may be delivered by electronic mail. All requests for interpretation shall be brought to the attention of the Construction Manager in writing no later than Question Due date, indicated above. Questions should be emailed to Debra Bray at [dbray@tulaliptribes-nsn.gov](mailto:dbray@tulaliptribes-nsn.gov)