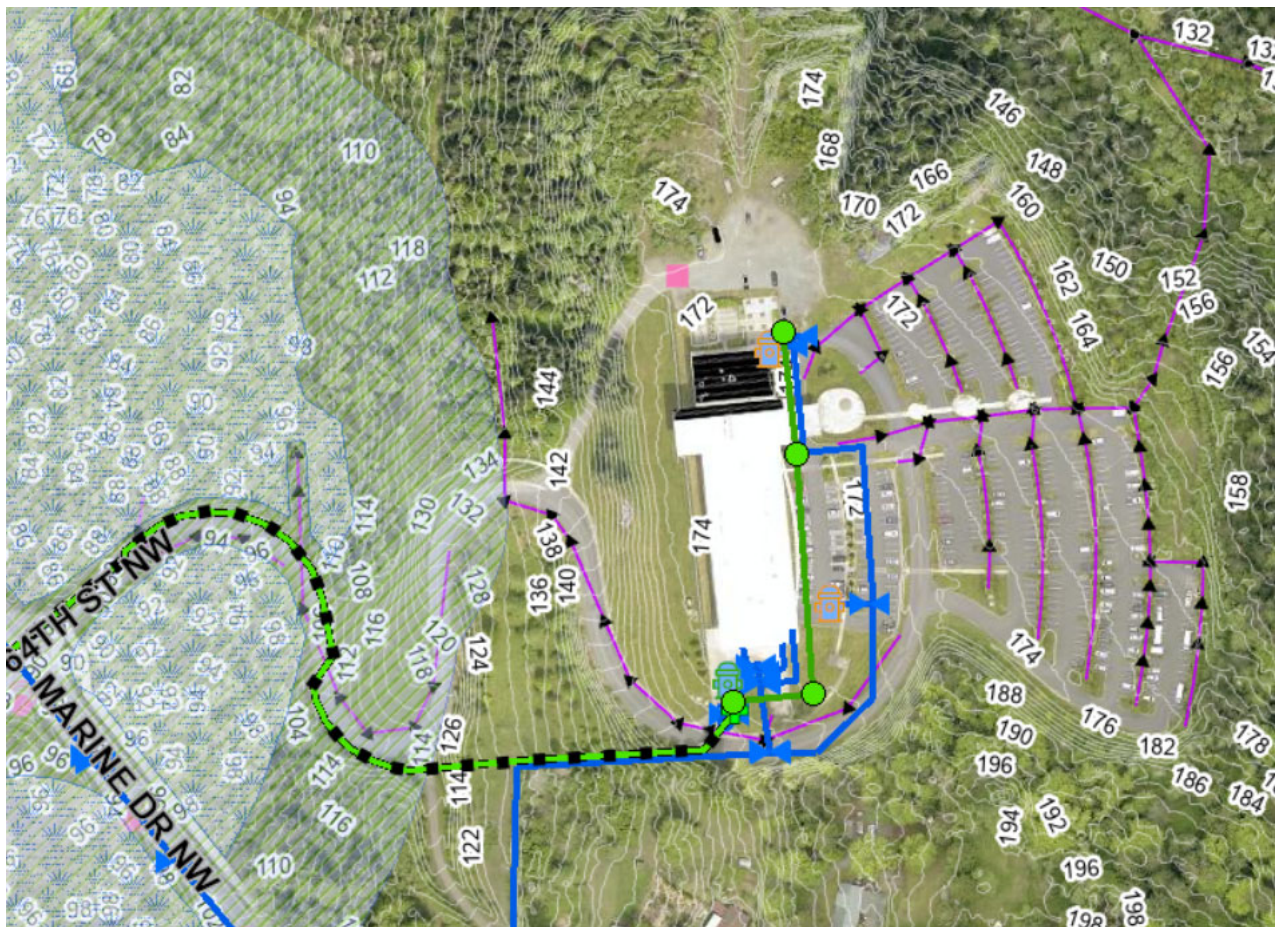




Tulalip Tribes Administration Building Parking Lot Expansion



May 11, 2023

TULALIP TRIBES PUBLIC WORKS DEPARTMENT
6729 Totem Beach Road, Tulalip, WA 98271

The Tulalip Tribes

REQUEST FOR PROPOSAL

Tulalip Tribes Administration Building Parking Lot Expansion

1. INTRODUCTION

The Tulalip Tribes of Washington (“Tribes”) is currently seeking Proposals from qualified firms to provide **Engineering Services** for the Tulalip Tribes Administration Building Parking Lot Expansion project. The Tulalip Tribes desires to expand the parking lot to the north of the existing building and to provide electric vehicle charging locations, illumination, and other amenities to match the surrounding aesthetics.

2. SUBMITTAL REQUIREMENTS

The following categories will be used to evaluate the competitiveness of proposals received.

1. Qualifications/Expertise of Organization - 10 points
2. Qualifications of Proposed Staff - 20 points
3. Experience Working with Tribes – 20 points
4. Proposed Project Approach - 30 points
5. Proposed Cost per Work Item - 20 points

Provision of a detailed cost proposal based upon the Scope of Work items and certified by signature as being valid for at least 180 days is required. A company fee schedule detailing all personnel billing rates is also required.

Proposals must be received electronically via email to the project manager, Sam Davis, Director of Operations, at sdavis@tulaliptribes-nsn.gov and Nicole Smith at nicolesmith@tulaliptribes-nsn.gov no later than **2:00 PM, Pacific Standard Time, June 1, 2023**. 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. 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 Sam Davis, Director of Operations and Nicole Smith, Senior Project Manager.

Sam Davis, Director of Operations
Public Works
6729 Totem Beach Road, Tulalip, WA 98271
sdavis@tulaliptribes-nsn.gov
(360) 716-4711

Nicole Smith, Senior Project Manger
Roads and Transportation
6406 Marine Drive, Tulalip, WA 98271
nicolesmith@tulaliptribes-nsn.gov
(360) 716-4697

3. INTERVIEW

After reviewing the submissions, the selection committee may elect to conduct interviews with a short-list of proposers.

4. FINAL SELECTION

The Tulalip Tribes intends to select the team that meets the criteria set above from the proposal and the interview (if needed). Final selection must be approved by and shall be at the sole discretion of the Tulalip Tribes' Board of Directors. The Tulalip Tribes reserves the right to select any responsive and responsible proposer.

5. SCOPE OF SERVICES OUTLINE

Tulalip Tribes Administration Building Parking Lot Expansion

Task 1 – Project Management and QA/QC

The Consultant will be required to perform the following general management functions:

- Project Planning – Establish, track, and communicate the scope of work, budget, and schedule as a road map for the project team. Coordination of work under this contract with the client and project team throughout the project.
- Budget and Schedule Tracking – Develop and track the project budget and schedule using the Engineer's in-house tools to verify that progress is tracking with spending to finish the project on budget.
- Monthly Progress Reports – Prepare monthly progress reports for distribution to The Tulalip Tribes. Prepare a monthly invoice for services performed by the Engineer and its sub-contractors.
- Quality Assurance/Quality Control, (QA/QC) – Perform independent quality assurance/quality control review of deliverables by senior staff.

Task 2 – Mapping

The Consultant will be required to provide site surveying work associated with topographic mapping of the proposed parking lot location and all surrounding features necessary to design the parking lot expansion. This task will include the following:

- Detailed planimetric survey will include, but not be limited to, location of roadway surfaces, curbs, landscape areas, structures, break lines, visible surface utility features, and underground utility marks. Private underground utility locator to provide utility locates on conductible utilities within the project limits. Storm and sanitary sewer structures in the vicinity of the project work will have accessible invert elevation data measured. In addition, significant trees with a diameter of 8" and above will be mapped, and wetland flags will be picked up and incorporated into base mapping.
- Collect sufficient monumentation to accurately depict the right-of-way and property lines for the proposed improvements.
- Topographic survey will be performed to create a digital terrain model (DTM) with an accuracy required to produce a one (1) foot contour interval map with additional spot elevations collected as needed to assist in design support. The field data will be collected and processed in a Civil 3D CAD base map.

Task 3 – Environmental Documentation & Permitting

The Consultant will be required to perform environmental compliance activities to ensure that the parking lot expansion meets Tribal regulations. The Consultant will be required to perform field reconnaissance at the site and delineate any critical areas if necessary. The Consultant will be required

to create a wetland and waters delineation report detailing environmental conditions at the site. The Consultant will also be required to create a cultural resources report.

The Consultant will also assist in completing TEPA requirements including completion of a TEPA checklist, if required.

For the purposes of this selection, the scope of services for permitting will be limited to tribal permits. State permits are not required and any relevant federal permits are not included.

Task 4 – Geotechnical Investigation & Report

The Consultant will be required to provide geotechnical data to support the design and construction and provide a written report for the project. The report will include, but not be limited to, infiltration rates for stormwater facilities, pavement design recommendations, and foundation recommendations for illumination poles.

Task 5 – Preliminary Design

Preliminary plans will be prepared to a 60% design level for use in obtaining necessary permits and are assumed to include the following plan sheets:

- Cover Sheet and Legend (assume 2 sheets).
- Site Preparation Plans (Demo and TESC) (assume 2 sheets).
- Site Plan & Sections (assume 2 sheets).
- Electrical Site Plan (assume 2 sheets).
- Restoration Plan (assume 2 sheets).
- Notes and Details (assume 5 sheets).

The Consultant will prepare an opinion of cost corresponding to the improvements included in the preliminary plans.

The Consultant will prepare a construction stormwater report supporting the protection of critical areas from potential spills and construction stormwater pollution.

Task 6 – Final Design

The Consultant will incorporate any comments from the Tribes and permit requirements into Draft Final Plans, contract specifications, and an opinion of cost and will submit for review by The Tulalip Tribes. Following the review, comments will be incorporated into final bidding documents for advertisement by The Tulalip Tribes.

Final plans will be prepared by the Consultant and are assumed to include the same plan sheets provided with the preliminary plan submittal, although the plan sheets may be revised if warranted and agreed to by both parties.

Final Contract Documents will be prepared using the Tulalip Tribes legal documents and technical specifications will be based on the WSDOT Standard Specifications for Road, Bridge, and Municipal Construction.

All plans will be prepared using AutoCAD Civil 3D Version 2022 or later.

Task 7 – Bidding Assistance

The Consultant will assemble the final bidding documents including the plans, contract documents and supporting documents (if any) and prepare them for online bidding by the Tulalip Tribes. Preparation will include final bid dates, confirmation of pre-bid meeting if applicable, production of final hard copies and other coordination as necessary to successfully bid the project online.

The Consultant will provide assistance and respond to bidder questions, prepare addenda and assist the Tulalip Tribes in preparing the recommendation of award.

Additional Services

The Tulalip Tribes reserves the right to request additional services including assistance during construction, additional permitting or other assistance necessary for the successful design, permitting and construction of this parking lot expansion project.