



## Request for Proposal

Tulalip Tribes Natural Resources Department  
Tasks Associated with the Lochsloy Floodplain Restoration Design Project  
Estimate \$170 000 (± 15%)\*

### 1. Notice to Qualified Parties:

- 1.1. **Invitation:** The Tulalip Tribes is advertising a “Request for Proposals” (RFP) from qualified contractors at the Tulalip Tribes Administration Building, Natural Resources Department, located at 6406 Marine Dr. in Tulalip, Washington, 98271 for the Lochsloy Floodplain Restoration Design project.
- 1.2. **Brief Description:** The Tulalip Tribes of Washington (Tulalip Tribes) is soliciting proposals for the Lochsloy Floodplain Restoration Design project. This project involves assessments and preliminary design for the removal of up to 1,000' of levee, side channel construction, and LWD installation along the Middle Pilchuck River. The primary goal of this effort is to advance assessments and designs that will result in maximizing connectivity at a range of flows to maximize benefits to critical salmonid species while maintaining or improving the protection of adjacent landowners and infrastructure and minimizing long-term maintenance

The primary modeling and design questions associated with this project phase include:

- What are the current and historic physical and biological conditions for the project site that may influence opportunities and constraints for future levee removal and habitat enhancement?
- What alternatives exist based on data collection, modeling and assessments for a feasible preferred design? Alternatives will need to take into account cost, salmonid benefits, habitat impacts, and flood and erosion risk to adjacent landowners and infrastructure, construction feasibility, permit feasibility, and potential long-term habitat evolution/suitability (site evolution).
- What levee removal and habitat enhancement design alternative would result in restoring and maintaining side channel connectivity at a range of flows to maximize benefits to critical salmonid species and life stages while maintaining or improving the protection of adjacent landowners and infrastructure and minimizing long-term maintenance?

Based on the results from analysis conducted to answer the questions above, site visits, conversation with the Tulalip Tribes and stakeholders, the contractor will develop a preferred alternative to a conceptual 30% design and submit design plans for review and comment. The design documents must include drawings, construction cost estimate, cover report and feasibility review, and cover development of a plan for assessing the site during construction.

Following review and comment on conceptual design (30%), the contractor will develop a preliminary design (60%) incorporating feedback from the Tulalip Tribes and stakeholders. The work under this contract must be completed by September 21, 2024, with the goal of completion in summer 2024. All work conducted under this contract must conform to the Washington State Recreation and Conservation Office (RCO) Manual 18 requirements and associated deliverables. The contractor needs to have experience in design of restoration projects in Western Washington in comparable watersheds.

Free-of-charge access to project bid documents (instructions, bidder's checklist, bid forms, addenda, maps, photos, analyses, plans, and specifications) is provided to Prime Bidders, Subcontractors, and Vendors by going to <http://www.bxwa.com/> and clicking on "Posted Projects", "Public Works", and "Tulalip Tribes - Public Works". This online plan room provides Bidders with fully usable online documents with the ability to: download, view, print, order full/partial plan sets from numerous reprographic sources, and a free online digitizer/take-off tool. It is recommended that Bidders "Register" in order to receive automatic e-mail notification of future addenda and to place themselves on the "Self-Registered Bidders List". Bidders that do not register will not be automatically notified of addenda and will need to periodically check the on-line plan room for addenda issued on this project. Contact Builders Exchange of Washington at (425) 258-1303 should you require assistance with access or registration.

- 1.3. **Other Requirements:** The work described in this solicitation is subject to the Tribal Employment Rights Office (TERO) Ordinance 9.05 of the Tulalip Tribes. TERO may impose certain requirements via taxes, fees, wage rates, employment policies, or ordinances that may affect contract work performed that is sponsored by the Tulalip Tribes. The Contractor will be required to comply with all lawful Tribal requirements in the performance of the work. For information regarding TERO requirements, qualified parties may contact the following website and TERO office:

<http://www.tulaliptero.com>  
6406 Marine Drive Tulalip WA 98271  
Robert Henderson, TERO Compliance Officer  
(360) 716-4751  
[rhenderson@Tulaliptribes-nsn.gov](mailto:rhenderson@Tulaliptribes-nsn.gov)

## 2. Submission of Proposals:

- 2.1. Proposals for the Lochsloy Floodplain Restoration Design Project must be received by **3.00 PM on July 31, 2023** at the Tulalip Tribes Administration Building, Natural Resources Department,

located at 6406 Marine Dr. in Tulalip, Washington, 98271, Attn: Natasha Coumou. For additional information, call: (360) 716-4635. Proposals must provide a schedule of costs and a current listing (references) of similar projects including outreach, modeling and designs for floodplain side channel habitat connectivity projects. This should include cost estimates itemized or categorized in this quote for each portion of the job as described in Sections 1.2 and 4.1. Bid package materials are available through the Builders Exchange of Washington website (see section 1.2 above).

**Proposal to be clearly labeled as follows:**

The Tulalip Tribes of Washington  
C/O Natural Resources Department – Restoration Ecologist Natasha Coumou  
Sealed bid: Lochsloy Floodplain Restoration Design Project  
6406 Marine Dr.  
Tulalip, WA 98271

**No emailed proposals will be accepted on this project!**

**PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.**

All proposals shall be clearly and distinctly typed or written with ink.

1. Mistakes shall be crossed out and correction typed or written in ink adjacent thereto and initialed in ink by the party signing the proposal or a confirmed authorized representative.
2. If a response is not legible, The Tulalip Tribes Natural Resources Department may determine that the proposal is non-responsive.
3. All proposals shall be in the format requested or they may be rejected by The Tulalip Tribes Natural Resources Department.
4. It will be the proposer's responsibility to ensure that the proposal is delivered to The Tulalip Tribes at the specified address above before the time and date set for proposal closing as noted in the solicitation.
5. The Tulalip Tribes Natural Resources Department will not be responsible for proposals delivered to any location other than the address listed above.
6. Verbal instruction or information concerning this RFP, **will not be binding and shall not be relied upon!** Only that which is in this RFP or in any subsequent addendum(s).

**Contacts:**

If you have questions or need additional information, please contact Natasha Coumou at (360) 716-4635 or [ncoumou@tulaliptribes-nsn.gov](mailto:ncoumou@tulaliptribes-nsn.gov). The deadline for questions that will be referred to as Addendum 1 will be **July 13, 2023**. Answers for Addendum 1 will be posted to the Builders Exchange by **July 20, 2023**.

The Tulalip Tribes of Washington, NATURAL RESOURCES DEPARTMENT RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR JUST CAUSE!

**Proposal and Award Timeline:**

_____	RFP Issued June 12, 2023
_____	Mandatory Pre-bid meeting at 10:00 AM, July 6, 2023
_____	Last Day for submittal of questions July 13, 2023
_____	Answers for Addendum 1 July 20, 2023
_____	Proposals due by 3:00 PM, July 31, 2023
_____	Bid Opening 3:15 PM, July 31, 2023

The Tulalip Tribes Natural Resources Department reserves the right to modify this schedule at its discretion. Proper notification of changes in the response schedule will be made via addendum.

**Proposal Requirements and Contents:**

1. **Format:** Proposals, including attachments shall not exceed fifty (50) standard size pages (25 pages if double sided), minimum 12-point font. For the purpose of showing workflows or timelines in a clear fashion, firm may use up to two larger sheets of paper not to exceed 11”X17”. Firm shall provide a minimum of one (1) original hardcopy of the proposal. Firm shall also provide a minimum of one (1) copy in PDF format on USB storage device.
2. **Commitment to enter into Contract:** At the beginning of the Proposal, there shall appear the following statement endorsed by a person authorized to bind the Firm into contract: “If the Proposal is accepted by The Tulalip Tribes Natural Resources Department, \_\_\_\_\_, covenants to execute the contract documents for the work upon completion of negotiations.”
3. **Rights:** The Tulalip Tribes Natural Resources Department may investigate the qualifications of any Firm under consideration, may require confirmation of information furnished by a Firm and may require additional evidence of qualifications to perform the work described in the RFP. The Tulalip Tribes Natural Resources Department may if deemed necessary take any of the following actions:
  - a. Reject any or all Proposals
  - b. Issue a new RFP
  - c. Cancel, modify, or withdraw the RFP

- d. Issue addenda, supplements and modifications to this RFP
- e. Seek or obtain data from any source that may have the potential to improve the understanding and evaluation of the responses
- f. Waive minor irregularities in responses
- g. In negotiations for the contract with the selected firm may change dates for performance from that which was set forth
- h. Refuse to issue a contract at all

The Tulalip Tribes Natural Resources Department is not obligated to enter into any contract and under no circumstances shall it have any obligation to pay for any costs or expenses incurred by any Firm in the preparation or submission of a response to this RFP or in anticipation of a contract.

Firms are solely responsible for all costs and expenses of any nature associated with responding to this RFP, attending briefing(s), providing supplemental information and all subsequent costs and expenses. In submitting a response to this RFP, a Firm disclaims any right to be paid for any costs or anyone else.

### **3. Contract Award:**

- 3.1. **Acceptance:** Awarding the contract will be subject to the following requirements, which will be evaluated in totality, but not necessarily in the following order: Total proposed project cost; Project Manager's evaluation of the contractor's qualifications and understanding of project details and proposed methods to accomplish requirements as described above and below; and availability to complete the project during the time period required.

### **4. Statement of Work:**

- 4.1. **See Section 1.2 above for a brief project description. The Following Tasks are required unless stated otherwise (see Bid Package Statement of Work for additional information):**

#### **Task 1. Project Management Target Completion Date September 21, 2024**

- 1) The contractor will oversee all contractual aspects of the project

#### **Task 2. Stakeholder Outreach and Engagement Target Completion Date September 21, 2024**

- 1) The contractor will work with the Tulalip Tribes to maintain communication with existing amenable landowners.

#### **Task 3. Data Collection Target Completion Date March, 2024**

- 1) Data Review and Data Gaps Analysis (memo)
- 2) Topographic and Bathymetric Site Survey (as necessary)
- 3) River Reach Characterization and Analysis (memo)

#### **Task 4. Hydrology and Hydraulics Target Completion Date June 2024**

- 1) Modeling to evaluate flood risk and fish benefit of the preferred alternative.

**Task 5. Preferred alternative development Target Completion Date June 2024**

- 1) Develop Project Alternatives & Evaluation Criteria
- 2) Alternatives Feasibility Analysis & Preferred Alternative Selection

**Task 6. Conceptual 30% Design Target Completion Date June 2023**

- 1) Will satisfy the requirement of the RCO Manual 18 Appendix D-1: Conceptual Design Deliverables.

**Task 7. Preliminary 60% Design Target Completion Date September 2024**

- 1) Will satisfy the requirement of the RCO Manual 18 Appendix D-2: Preliminary Design Deliverables.

**4.2. The project sponsor (The Tulalip Tribes) will provide the following:**

**Stakeholder engagement**

- 1) Tulalip Tribes staff time for outreach plan implementation, meetings, outreach materials, and media development.
- 2) Meeting venue and materials costs.
- 3) Design, development, printing, and materials for outreach materials.

**5. Pre-bid Site Review:**

Attendance of the pre-bid conference, which will be held at **10:00 AM on July 6, 2023** at the project site, is mandatory. A map with directions to the project site is attached with this RFP. Prospective parties will meet with Natasha Coumou (Tulalip), the Project Manager for this project, at **10:00 AM on July 6, 2021** at 6915 SR 92 , Lake Stevens, WA 98258, to review job details, specifications, requirements, and acceptance criteria. The meeting will be held in the field at the work site, where specific details involved in the scope of work will be addressed and any relevant questions answered. No statement made by any Manager, agent, or employee of the Tulalip Tribes of Washington pertaining to the site of the work or the conditions under which the work must be performed will be binding on the Tulalip Tribes, unless said statement is in writing.

**6. Acceptance Criteria:**

Proposals should contain, at a minimum, the following information:

- Proposal Coversheet
- Contractor Contact Information Form
- Non-Collusive Affidavit
- Bid Form & Schedule Price
- Native Owned Business Written Confirmation Document (if applicable)
- TERO Certifications (if applicable)
- TERO Acknowledgment

- Contactor's Qualifications & License
- List Of Similar Projects
- Gantt Chart Or Schedule

Bid package materials and templates are available through the Builders Exchange of Washington website (see section 1.2 above). Please contact Tulalip TERO with any questions regarding required TERO documents (360-716-4747; terocompliance@tulaliptribes-nsn.gov).

## 7. Evaluation Process:

The Tribes will use the following criteria to evaluate submittals

- 1) Directed Experience - Submittals must demonstrate experience and expertise.
- 2) Past Performance – Past performance on similar contracts must be demonstrated in terms of deliverables that were completed, cost control and compliance measures that the firm uses, whether projects were completed on time and within cost. Past performance should be described within a list of comparable projects. Listed projects should include, a project description, owner, and contact information, cost of project, and types of deliverables.
- 3) Reviews - From clients, management skills, facilities, safety commitment.
- 4) Complete Bid – All questions and items are adequately addressed and correctly summed.
- 5) Organization of Bid Response – Items are put together in professional manner.
- 6) Efficiency – Lowest cost for work.
- 7) Accuracy – Total costs sum correctly from itemized cost.
- 8) Indian Preference – Extent of active participation of Indian Owned firms, and Indian professional and support staff.
- 9) Availability - The consultant must be available to complete work by 9/22/2024 and meet key project deadlines outlines in section 4.1.

**END OF INVITATION TO RFP**

## Directions to Project Site

LOCHSLOY FLOODPLAIN RESTORATION DESIGN PROJECT  
6915 SR 92, Lake Stevens, WA 98258  
Office: (360) 716-4635  
Cell: (206) 755-5041  
(Natasha Coumou, Restoration Ecologist)

The project site access it through private property. **No access is available without the accompaniment of the Project Manager** or other Tulalip Tribe staff. From Intersection of US-9 and SR-92, drive east on SR 92 for approximately 5 miles. Turn right onto 6915 SR 92, Lake Stevens, WA in the Holy Cross Catholic Church Parking Lot. The meeting will begin in the parking lot, and proceed to the site on foot. The access is through uneven terrain on an abandoned dirt access road, or alternatively, through a steep stair case.

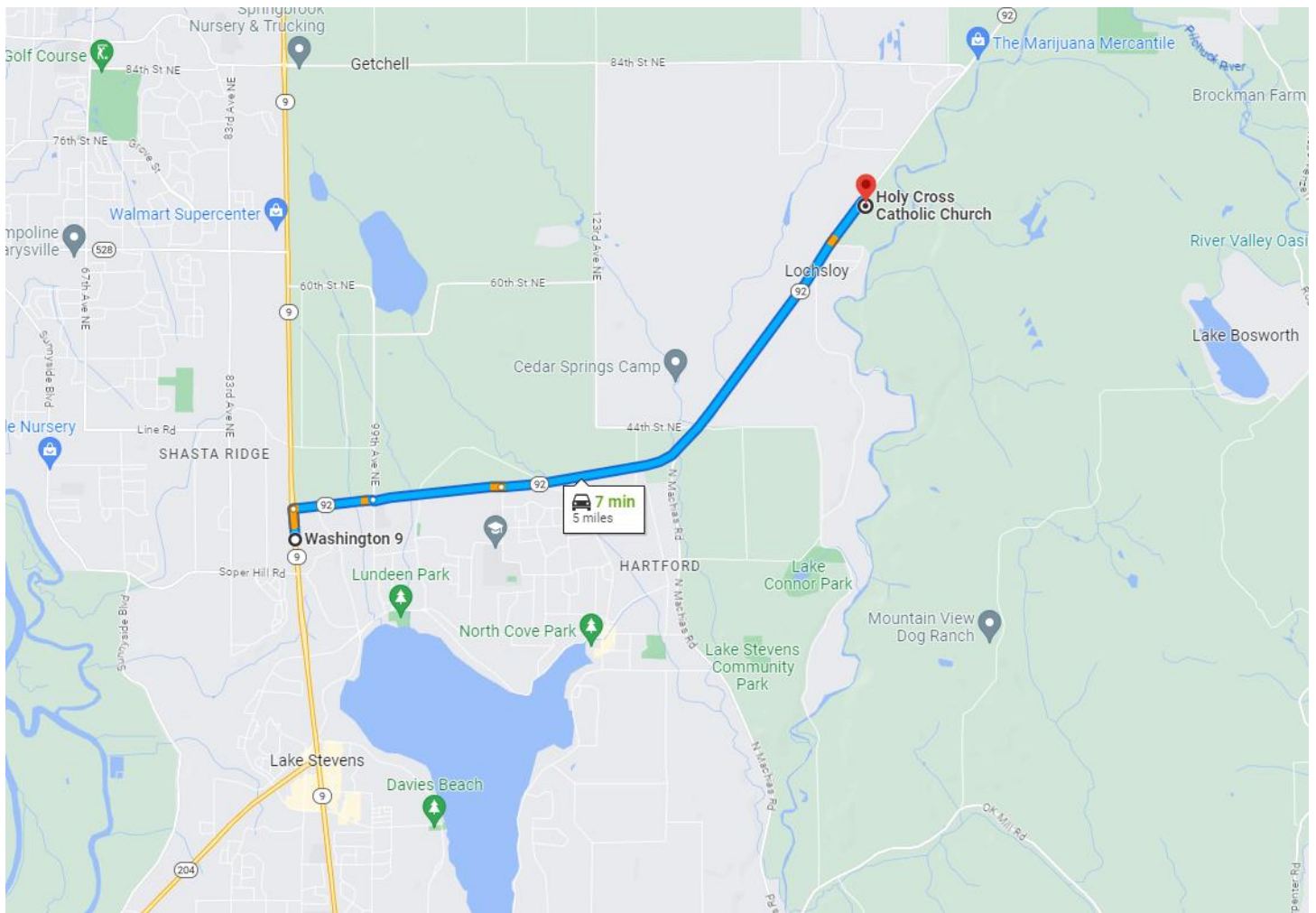






Figure 1. The Full Project Area for the Lochsloy Floodplain Design Project.

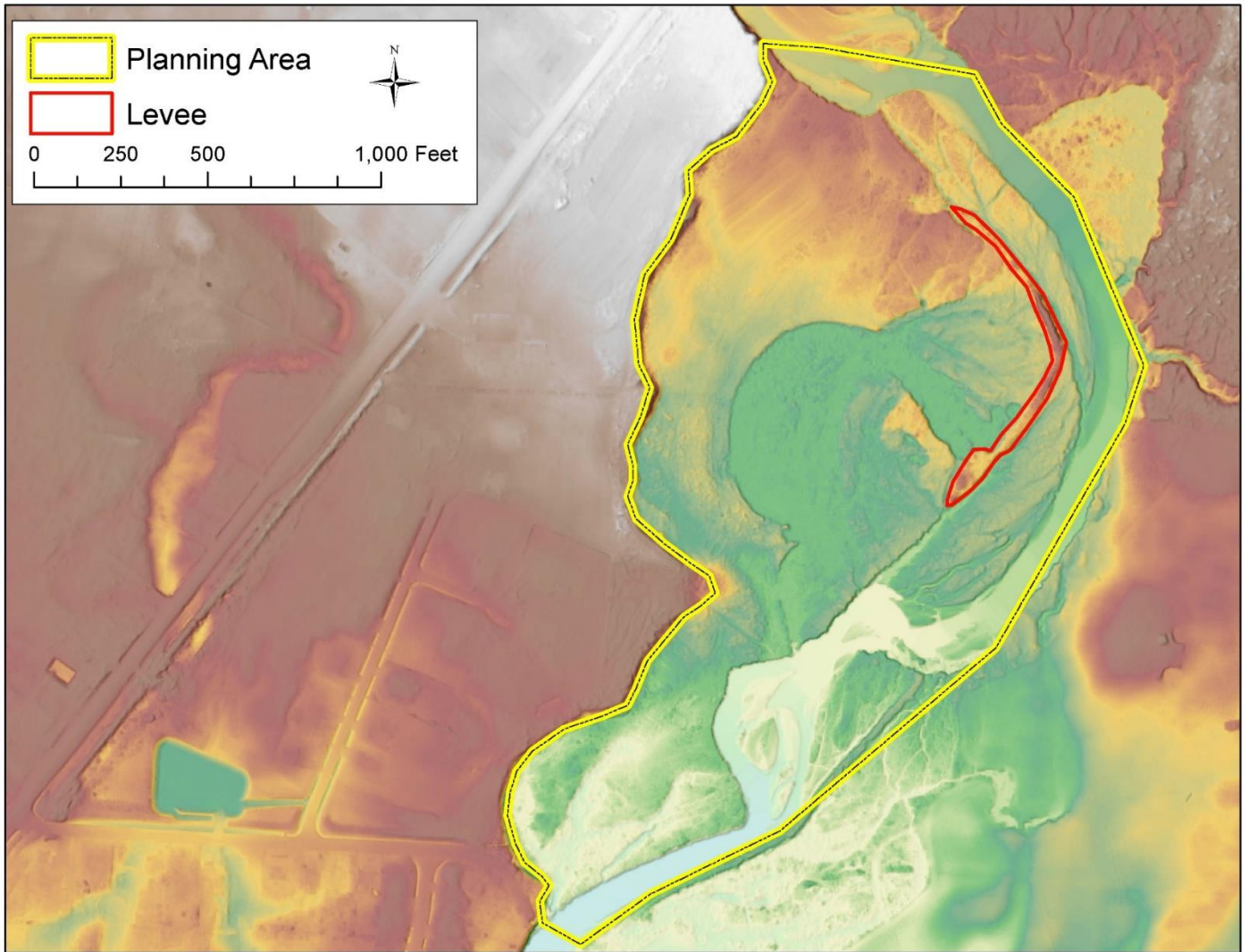


Figure 2. The Full Project Area LIDAR