



REQUEST FOR PROPOSAL
TULALIP TRIBES NATURAL RESOURCES DEPARTMENT

**Partial Cultural Resources Assessment for the Replacement of the Sequelitchew Creek Berm
and Culvert System**

Estimate \$60,000

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 Drive in Tulalip, Washington, 98271 for the Partial Cultural Resources Assessment for the Replacement of the Sequelitchew Creek Berm and Culvert System.

- 1.2. **Brief Description:** The Tulalip Tribes of Washington (Tulalip Tribes) is soliciting proposals for the Partial Cultural Resources Assessment for the Replacement of the Sequelitchew Creek Berm and Culvert System. This project includes activities needed to conduct a partial cultural resources assessment for the BNSF Sequelitchew Creek Berm and Culvert System Project. The project is located in DuPont, Washington, and includes the area around the mouth of Sequelitchew Creek and a linear alignment to be used for accessing the berm and culvert system. The anticipated area of the project has been designated primarily as “Very High Risk” or “High Risk” by the Department of Archaeology and Historic Preservation’s (DAHP’s) archaeological predictive model. There are four previously recorded archaeological sites and one cemetery location that will likely be impacted by the project. The sites include the precontact Sequelitchew Archaeological Site, the historic DuPont Company Powder Works Plant, a historic sawmill, the historic Inskip Observatory, and a historic narrow-gauge railroad. In addition, two previously documented historic built environment resources overlap with the project area: the BNSF Railroad and the Dupont Explosive Co. Export Facility.

The primary objectives associated with this project include:

- Area of Potential Effects Delineation
- Research and Logistics
- Human Remains Detection Survey and Ground-Penetrating Radar Survey

The work under this contract must be completed by **June 30th, 2025**. All work conducted under this contract must conform to the scope of work and associated deliverables attached to this RFP.

- 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
terocompliance@tulaliptribes-nsn.gov

2. SUBMISSION OF PROPOSALS

- 2.1. Proposals for the Partial Cultural Resources Assessment for the Replacement of the Sequalitchew Creek Berm and Culvert System must be received by 3:00 PM on November 25, 2024, at the Tulalip Tribes Administration Building, Natural Resources Department, located at 6406 Marine Dr. in Tulalip, Washington, 98271, Attn: Todd Zackey. Alternatively, proposals will be accepted electronically via email. All electronic proposal packages should be sent to: tzackey@tulaliptribes-nsn.gov in PDF format. For additional information, call: (360) 716-4637. Proposals must provide a schedule of costs and a current listing (references) of similar projects. This should include cost estimates itemized or categorized in this quote for each portion of the job as described in Section 1.2 and 4.1.

Proposal to be clearly labeled as follows:

The Tulalip Tribes of Washington
C/O Natural Resources Department – Todd Zackey
Proposal for Partial Cultural Resources Assessment
6406 Marine Drive
Tulalip, WA 98271

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.

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 Todd Zackey at (360) 716-4637 or tzackey@tulaliptribes-nsn.gov. The deadline for questions that will be referred to as Addendum 1 will be November 18th. Answers will be provided as questions are received and will be compiled in Addendum 1 document to be sent out to contractors by November 19th.

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 November 7, 2024

_____ Optional Pre-bid meeting (online) at 11:00 AM, November 13, 2024

_____ Last Day for submittal of questions November 18, 2024

_____ Answers for Addendum 1 November 19, 2024

_____ Proposals due by 3:00 PM, November 25, 2024

_____ Proposals Review 3:15 PM, November 25, 2024

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 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 or minimum one (1) copy in PDF format on USB storage device.

2. **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 required.

4. SCOPE OF WORK

4.1. **See Section 1.2 above for a brief project description.** The Following Tasks are required unless stated otherwise.

TASK 1. PROJECT MANAGEMENT

JUNE 30, 2025

The contractor will oversee all contractual aspects of the project, including commitment of staff resources to project tasks; tracking and adhering to contract terms and project schedule; delivery of task deliverables; facilitating and coordinating with the Nisqually Indian Tribe, stakeholders, and resource agencies; meeting project safety requirements; and overseeing quality assurance and quality control (QA/QC) where needed.

DELIVERABLES:

- 1) Monthly project management reports and invoices

TASK 2. AREA OF POTENTIAL EFFECTS DELINEATION

Based on project design plans, the contractor will consult with the Nisqually Indian Tribe, BNSF, and the lead federal agency to determine the area of potential effects.

The Nisqually Indian Tribe and BNSF will handle landowner notification, coordination, and rights-of-entry.

DELIVERABLES:

- 1) Map of area of potential effects

TASK 3. RESEARCH AND LOGISTICS

The contractor will review the DAHP's Washington Information System for Architectural and Archeological Records Data (WISAARD) database and other sources to assess documented cultural resources and the potential for such resources in the project area. Other background information from ethnographic sources, information the Nisqually Indian Tribe would like to include about the history of the anticipated project area, historical records, maps, and photographs of the area will also be consulted. Site visits to prepare for human remains detection and ground-penetrating radar surveys.

The Nisqually Indian Tribe and BNSF will provide the contractor with any available geotechnical reports, GIS files, project plans, and maps, as available.

TASK 4. HUMAN REMAINS DETECTION SURVEY AND GROUND-PENETRATING RADAR SURVEY

Because of the previously identified cemetery site and other known cemeteries nearby, a survey using trained human remains detection dogs and ground-penetrating radar will be conducted to locate any subsurface anomalies that may indicate human burials. This will be done before any archaeological work begins.

DELIVERABLES:

- 1) Report of findings

5. PRE-BID SITE REVIEW

Attendance of the pre-bid conference, which will be held at 11:00 AM on November 13, 2024, via Microsoft Teams, is recommended. A Microsoft Teams meeting invitation for the pre-bid conference is attached with this RFP. Prospective parties will meet with Todd Zackey (Tulalip Tribes), Christopher Ellings (Nisqually Indian Tribe), and Brad Beach (Nisqually Indian Tribe) at 11:00 AM on November 13, 2024, to review job details, specifications, requirements, and acceptance criteria. The meeting will be held virtually, 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
- Native Owned Business Written Confirmation Document (if applicable, supplemental provided)
- TERO Certifications (if applicable, supplemental provided)
- TERO Acknowledgment (attached)
- Contactor's Qualifications & License
- List of Similar Projects
- Gantt Chart or Schedule

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

Directed Experience - Submittals must demonstrate experience and expertise.

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.

Reviews - From clients, management skills, facilities, safety commitment.

Complete Proposals – All questions, tasks and costs are adequately addressed and correctly summed.

Organization of Response – Items are put together in a professional manner.

Efficiency – Lowest cost for work.

Accuracy – Total costs sum correctly from itemized cost.

Indian Preference – Extent of active participation of Indian Owned firms, and Indian professional and support staff.

Availability - The consultant must be available to complete work by 6/30/2025 and meet key project deadlines outlined in section 4.1.

END OF INVITATION TO RFP

VIRTUAL PRE-BID CONFERENCE

Partial Cultural Resources Assessment for the Replacement of the Sequalitchew Creek Berm
and Culvert System

Office: (360) 716-4637

(Todd Zackey, Field Studies Program Manager)

November 13, 2024 – 11:00AM

Optional virtual meeting to review job details, specifications, requirements, and acceptance criteria. Specific details involved in the scope of work will be addressed and any relevant questions answered.

Microsoft Teams [Need help?](#)

[**Join the meeting now**](#)

Meeting ID: 232 211 778 894

Passcode: A2X7A8

SCHEDULE OF COSTS

**TULALIP TRIBES OF WASHINGTON:
PARTIAL CULTURAL RESOURCES ASSESSMENT FOR THE REPLACEMENT OF THE
SEQUALITCHEW CREEK BERM AND CULVERT SYSTEM**

This contract will be awarded at a lump sum cost. Unit costs are for the evaluation of proposals and additional work if required. Unit costs shall include all labor, equipment, and materials needed to complete the work as described in the Statement of Work.

PARTIAL CULTURAL RESOURCES ASSESSMENT FOR THE REPLACEMENT OF THE SEQUALITCHEW CREEK BERM AND CULVERT SYSTEM		
Task #	Task Description	Task Budget
1.0	Project Management	
2.0	Area of Potential Effects Delineation	
3.0	Research and Logistics	
4.0	Human Remains Detection Survey and Ground-Penetrating Radar Survey	
Full Project Grand Total as a Lump Sum		

Contractor _____ Date _____

Builder's / Contractor License No. _____

BY: _____

Authorized Official