



PAVEMENT PROJECTS 2021 - CONSTRUCTION SERVICES



March 2, 2021
TULALIP TRIBES ROADS & TRANSPORTATION DEPT
8802 27th Ave NE, Quil Ceda Village, WA 98271

The Tulalip Tribes

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL

Pavement Projects 2021 – Construction Services

1.0 INTRODUCTION

The Tulalip Tribes of Washington (“Tribes”) is soliciting qualified Engineering (Construction Infrastructure) firms to submit Proposals for construction engineering services support for the road improvements projects located at Hermosa Beach Road, Mission Hill Road, and Battle Creek Road (“The Roads”).

All proposals are required to include evidence of experience in projects of similar scale and complexity.

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)716-0249. The Tulalip TERO Code is available for review on the Tulalip TERO website: 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 providing similar services;
4. Proposed project approach;
5. Proposed project delivery; and,
6. Proposed cost per work item.

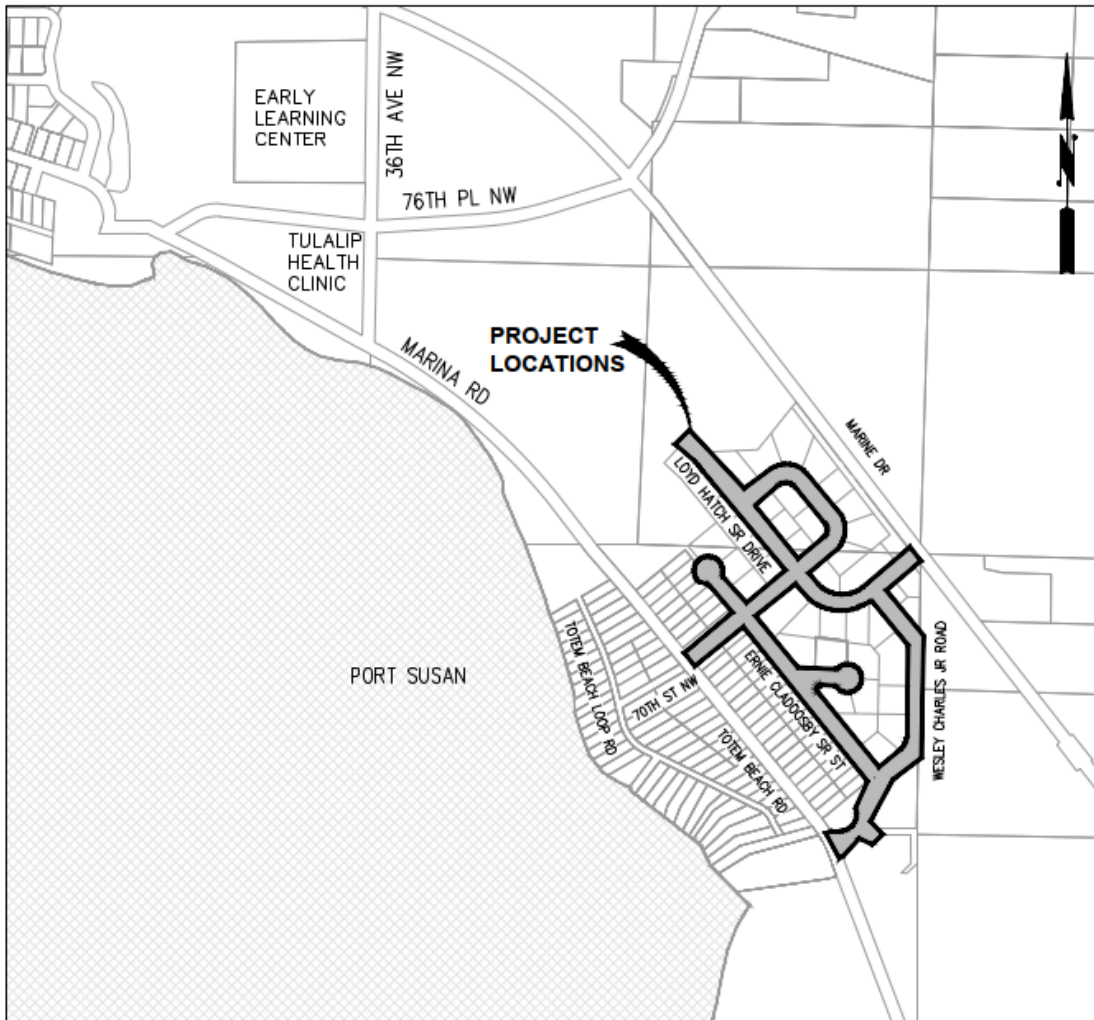
For the purposes of developing costs, assume 90 working days will be included in the contract and that the project duration will be six (6) months including pre-construction activities through project closeout.

Proposals must be received electronically via email to the project manager, Christina Parker, Tulalip Tribes Roads & Transportation Manager, at christinaparker@tulaliptribes-nsn.gov no later than 5:00 PM, Pacific Standard Time, Monday, March 29th, 2021. 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. Upon receipt of your documents, the project manager will send a confirmation email. 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 Christina Parker, Tulalip Tribes Roads & Transportation Manager.

Christina Parker, Tulalip Tribes Roads & Transportation Manager
8802 27th Ave NE, Quil Ceda Village, WA 98271
christinaparker@tulaliptribes-nsn.gov
(360) 716-5026

3.0 PROJECT DESCRIPTION

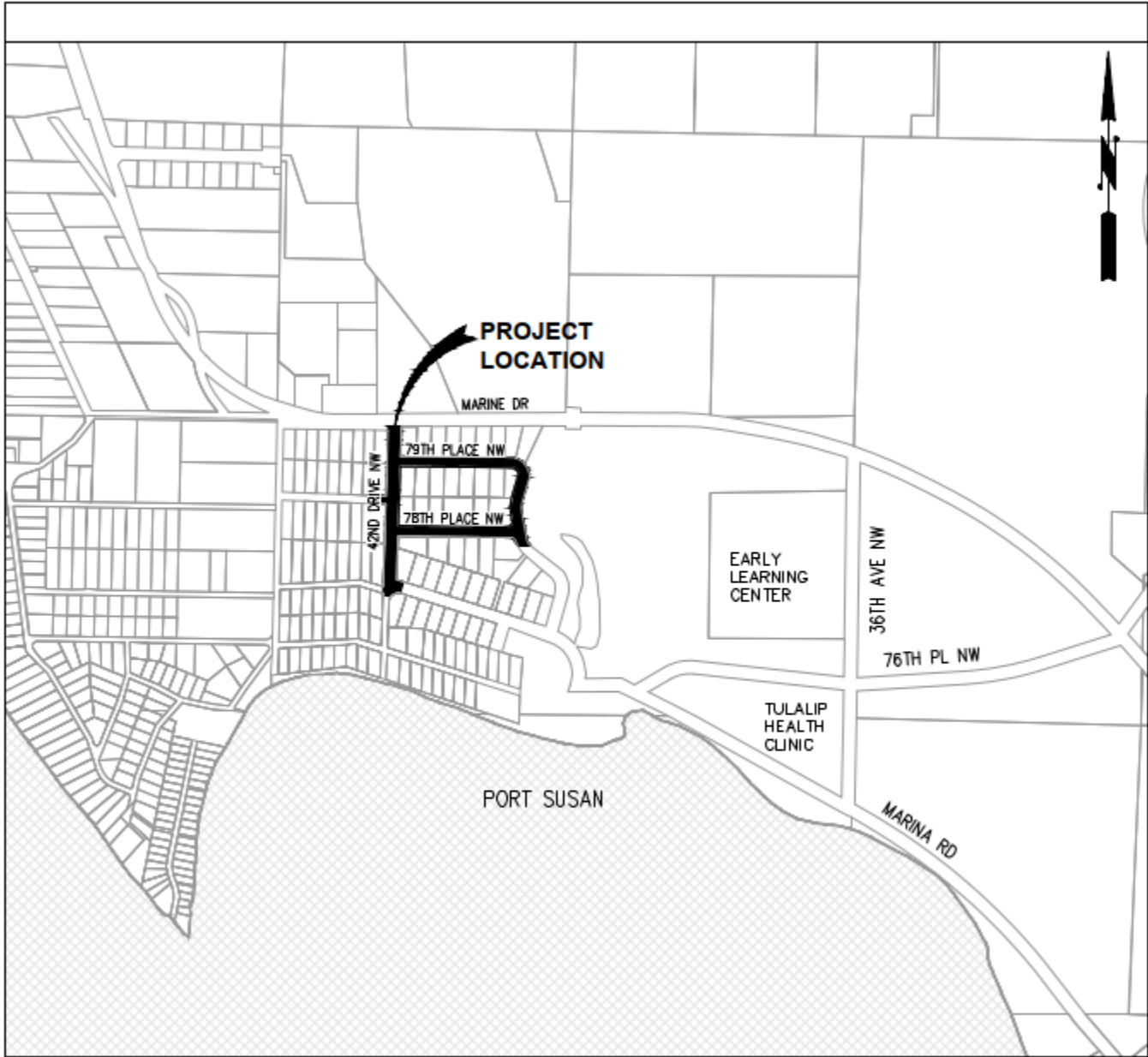
The Roads are located within the Tulalip Tribes' Reservation. Improvements include The Battle Creek Housing Area Rehabilitation Projects.



LOCATION MAP

SEC. 22 AND 27, T 30 S, R 04 E, W.M.

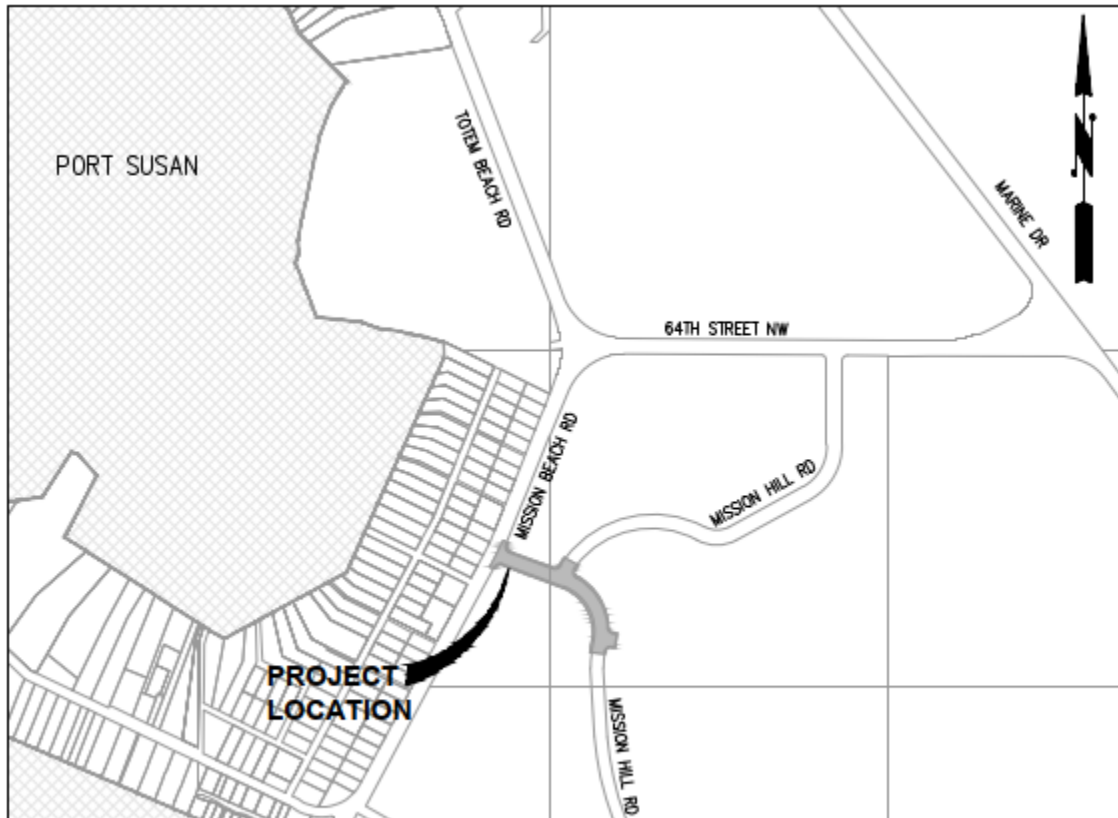
The Hermosa Beach Housing Area Rehabilitation Projects



LOCATION MAP

SEC. 21 AND 22, T 30 N, R 04 E, W.M.

Mission Hill Road Improvement Project



LOCATION MAP

SEC. 22 AND 27, T 30 S, R 04 E, W.M.

4.0 SCOPE OF SERVICES

The consultant will be responsible for engineering and support services, including bid package preparation, bid advertisement and support through execution of the construction contract between the Tribes and the contractor for construction.

The consultant 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. The Consultant shall assume that construction of the project will take six (6) months including pre-construction activities through project closeout.

Task 1 Project Management – The Consultant project manager shall communicate regularly with the Tribes' project manager on the activities and status of work by Consultant staff and its subconsultant(s). The Consultant project manager, and other key staff, shall meet weekly with the Tribes' project manager to discuss the consultant's tasks and plan for upcoming tasks. The Consultant project manager shall prepare monthly invoicing and a progress report on the activities of the consultant.

Task 2 - Communication and Outreach – Consultant shall provide support to the Tribes' outreach activities including informational communications and meetings with the adjacent residents, emergency services, QCV businesses, Community Transit, Snohomish County, and others as requested by the Tribes. This support shall include informational packages on project construction activities (up to 2 packets) and attend meetings (up to 3 meetings).

Task 3 - Requests for Information (RFIs) – Consultant shall respond to written RFIs by reviewing field conditions and interpreting plans including technical interpretations of the drawings, specifications, and contract documents. Supplemental drawings will be provided as necessary to clarify design intent. This task shall include field verifications or coordination with other consultants for design as needed to provide responses to RFIs. The process for RFIs and responses will be documented electronically via the Tribes' SharePoint site set up for this project. The submittal flow for RFIs will be concurrent to the Tribes and Consultant. Reviews and responses from the Tribes and Consultant will be consolidated in to a single response. Consultant will provide responses to RFIs in accordance with the contract specifications except as otherwise approved. This scope assumes up to 100 RFIs.

Task 4 - Contractor Submittal Reviews – Consultant shall review and approve submittals and shop drawings for conformance to the design plans and technical specifications. The process for shop drawing submittals, reviews, responses and resubmittals will be documented electronically via the Tribes' SharePoint site set up for this project. The submittal flow for these contractor prepared submittals will be concurrent to the Tribes and Consultant. Reviews and responses from the Tribes and Consultant will be consolidated into a single response. Consultant shall respond to submittals in accordance with the contract specifications except as otherwise approved. The following submittals shall be reviewed by the Consultant:

- **Construction Staging Plans**
- **Maintenance of Traffic (MOT)**
- **Dewatering system(s)** – if applicable
- **Utilities/Storm Sewer** – Review of shop drawings and materials submittals for utility improvements.
- **Other materials submittals related to the roadway and utility construction**

Task 5 - Change Orders - Contractor shall review change orders for conformance to the design plans and technical specifications, and shall recommend revisions or recommend approval to the Tribes project manager. Consultant shall provide services for the change order process by providing independent cost estimating and assistance with change order preparation. This scope assumes up to 5 change orders and up to 10 field directives.

Task 6 - Construction Meetings – Consultant shall participate in weekly construction meetings at the project site (up to 25 meetings for two key staff).

Task 7 - Site Observations – Consultant shall visit the site once weekly and at critical construction milestones such as major traffic control changes, road closures, and as requested to monitor the progress of the project, observe field conditions, and anticipate design support needs.

Task 8 - Contractor Pay Estimates – Consultant will assist in the pay estimate process by collecting, verifying and electronically filing certified payrolls, lien releases, and other documentation required for payment by the Tulalip Tribes requirements.

Task 9 - Contractor Cost at Completion Forecasting – Consultant will evaluate contractor progress on the project, bid item quantities evaluation, and prepare forecasts for the cost at completion of the construction contract. This information will be used by the Tulalip Tribes’ project manager to anticipate project cost overruns and the consultant shall support the Tribes in developing ways to mitigate cost overruns should they develop.

Task 10 - Project Schedule – Consultant shall provide ongoing monitoring of the project schedule to include the review and recommend approval of contractor’s overall project schedule and monitor project progress weekly as it relates to the overall project schedule. This shall include review of contractor’s look ahead schedule at the weekly construction meetings.

Task 11 - Construction Documentation Support – Consultant shall support the Tribes’ project manager in monitoring of required documentation for the construction per requirements of the Tulalip Tribes. Consultant shall prepare materials for each weekly construction meeting including providing minutes of last meeting, meeting agenda, and taking minutes. Consultant will also prepare the ROM, maintain a submittal log for shop drawings and materials, and RFI log, and a change order log.

5.0 SELECTION AND AWARD PROCESS

The intent of this RFP is to solicit interest from Engineering (Construction, Infrastructure) firms for the consultation on the physical construction of the roadway rehabilitation projects. 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. 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 insurance**
3. **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	Date: March 8 th , 2021
Questions Due	Date: March 15 th , 2021
Response to Questions	Date: March 22 nd , 2021
Submissions Due	Date: March 29 th , 2021
Interviews	Date: TBD
Recommendation for Award	Date: TBD

Questions may be delivered by electronic mail. All requests for interpretation shall be brought to the attention of the Tulalip Tribes Roads & Transportation Manager in writing no later than March 15th 2021, as indicated above. Questions should be e-mailed to Christina Parker at christinaparker@tulaliptribes-nsn.gov.