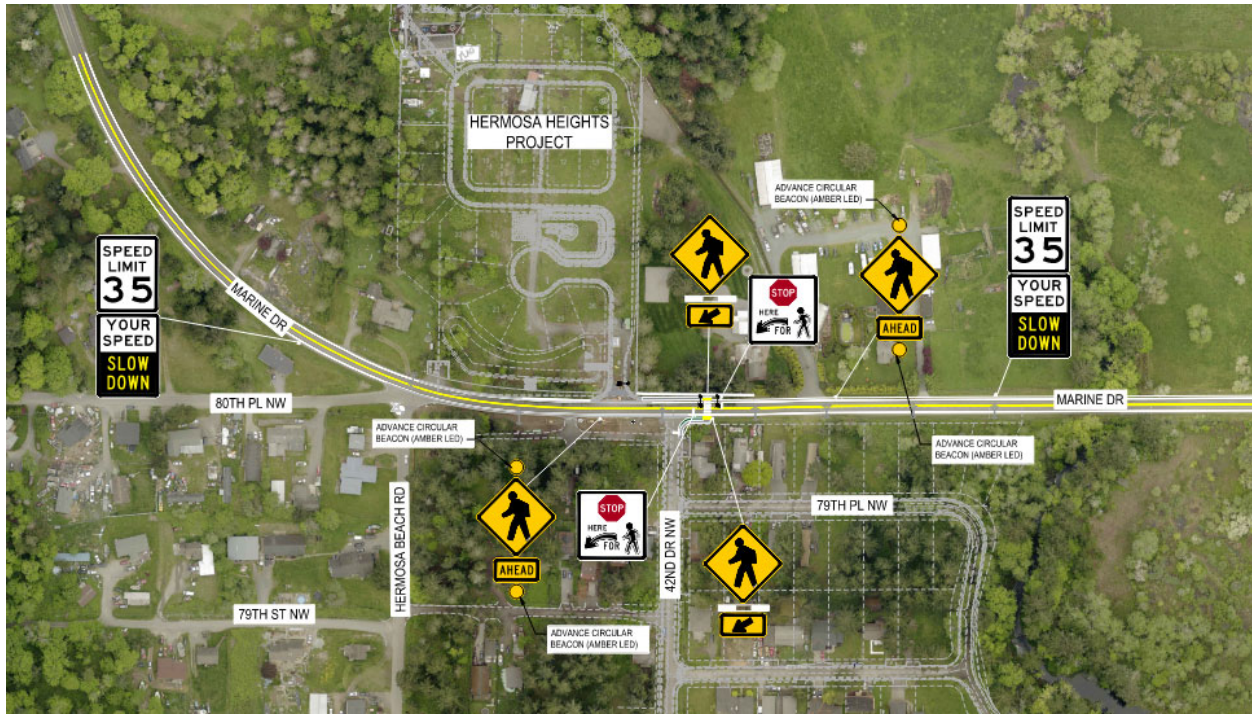




## Marine Drive/Hermosa Heights – Safety Improvements Project



April 10, 2024

TULALIP TRIBES ROADS & TRANSPORTATION DEPARTMENT  
6406 Marine Drive, Tulalip, WA 98271

# The Tulalip Tribes

## REQUEST FOR PROPOSAL

### Marine Drive/Hermosa Heights – Safety Improvements Project

#### 1. INTRODUCTION

The Tulalip Tribes of Washington ("Tribes") is soliciting Proposals from qualified applicants to prepare plans and contract specifications for safety improvements along Marine Drive near the vicinity of the Hermosa Heights housing development. Marine Drive is a Minor Arterial connecting the southern edge of the reservation to the north side and provides primary access to I-5.

The project will enhance safety for pedestrians, bicyclists, and users of other modes of travel crossing Marine Drive in the vicinity of the Hermosa Heights housing development north of Marine Drive. Additional residential development is anticipated in the future. Marine Drive improvements are needed to increase safety and improve mobility for the expanding number of users that will be crossing this busy roadway in this location and include new vehicular lanes, pedestrian crossing refuge, new rectangular rapid flashing beacons, shoulder improvements, new sidewalks, additional signing to control vehicular speeds and lighting.

The project will include necessary field studies and analysis for design development, preliminary and final design, provide right-of-way acquisition services in accordance with tribal guidelines, permitting, PS&E and bid documents, assist with bid process for completed design, and provide construction management services during construction (separate scope to be developed after design is complete).

#### 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 in Providing Similar Services - 15 points
4. Experience Working with Tribes – 15 points
5. Proposed Project Approach - 20 points
6. Proposed Cost per Work Item - 20 points

Additional Requirements:

- Provide a detailed cost proposal based on the provided Scope of Work.
- A statement verifying the cost proposal is valid for at least 180 days accompanied by an appropriate signature.
- A company fee schedule detailing all personnel billing rates.
- A schedule/timeline proposal for completing the described tasks by October 1, 2024.

Proposals must be received electronically via email to the project manager, Christina Parker, Transportation Department Manager, at [christinaparker@tulaliptribes-nsn.gov](mailto:christinaparker@tulaliptribes-nsn.gov) and Nicole Smith at [nicolesmith@tulaliptribes-nsn.gov](mailto:nicolesmith@tulaliptribes-nsn.gov) no later than **2:00 PM, Pacific Standard Time, May 2, 2024**. 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 Christina Parker, Transportation Department Manager and Nicole Smith.

**Christina Parker, Transportation Department Manger**

6406 Marine Drive, Tulalip, WA 98271  
christinaparker@tulaliptribes-nsn.gov  
(360) 716-5026

**Nicole Smith, Senior Project Manger**

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 of Washington 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**

#### **Task 01 – Project Management and QA/QC**

This task will include 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 02 – Mapping**

Perform surveying work associated with topographic mapping of project area. 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. The Consultant will hire a 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.
- Collect sufficient monumentation to accurately depict the right-of-way.

- 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 03 –Environmental Documentation/Permitting

The Consultant will perform environmental compliance activities to ensure that the roadway and stormwater improvements comply with all applicable environmental review and documentations. The Consultant will perform field reconnaissance within the project limits and, if needed, delineate any streams or wetlands present. The Consultant will create a wetland and waters delineation report detailing environmental conditions within the project limits.

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

### Task 04 – Geotechnical Investigation & Report

The Consultant will perform a geotechnical desk study, including the review of readily available existing geologic and geotechnical information such as online geotechnical databases, geologic maps, and investigation reports performed by others.

The Consultant will conduct a site reconnaissance of the project area, and mark proposed exploration locations for utility locates.

The Consultant will plan and coordinate the pavement and geotechnical exploration program for the project which will include but not limited to conducting pavement cores, falling weight deflectometer (FWD) testing. The geotechnical exploration will consist of drilling borings and conducting hand explorations where needed. The Consultant will evaluate and provide recommendations in support of the design and construction of the proposed pavement and wall improvements.

The Consultant will develop traffic control plans for the proposed explorations.

The Consultant will generate Pavement and Geotechnical Exploration Plan Memorandums for the proposed field work that details the type, location, traffic control requirements, and extent of proposed field explorations along with logistic necessary to perform the work. The Pavement and Geotechnical Exploration Plan Memorandums will be used to convey the specifics of the exploration work and obtain the required ROW and rights of entry permits from appropriate jurisdictions.

The Consultant will conduct the pavement exploration program to understand the structural and pavement subgrade conditions along the pavement alignment.

The Consultant will conduct the geotechnical exploration program in support of the retaining walls and elevated embankments along the project alignment and assist with design and construction roadway widening, and luminary pole foundations.

### Task 05 – Right-of-Way Services

The Consultant will provide right-of-way services, including obtaining title reports, assessing property impacts and current tribal rights, obtaining Right of Entry (ROEs), preparing a right-of-way funding estimate based on acquisition needs, and conducting title research. The Consultant will support the

acquisition of temporary and permanent property rights by the Tulalip Tribes with property line and right of way surveys, exhibits and narratives in coordination with the Tribes' realty office to meet the needs of the project.

### Task 06 – Utility Coordination

The Consultant will initiate coordination with utility owners and agencies.

The Consultant will be responsible for all paperwork required to perform coordination and intake of utility information in the forms of as-builts, schematics, GIS, etc. The Consultant will determine utility conflicts and coordinate the relocation of utilities affected by the project in accordance with Snohomish County permits for all utility relocations.

### Task 07 – Preliminary Design

Following completion of the base map, the Consultant will prepare preliminary plans for proposed improvements.

The preliminary plans will be prepared to a 60% design level for use in obtaining necessary permits.

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

The Consultant will prepare a technical memorandum including hydraulic calculations supporting the design of each outfall.

The Consultant will prepare an abbreviated stormwater drainage report (it is not anticipated that the projects will result in new impervious area requiring permanent flow control or water quality treatment mitigation).

### Task 08 – 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. Comments will be incorporated into final bidding documents for advertisement by The Tulalip Tribes. Final Contract Documents will be prepared using the Tulalip Tribes legal documents and will be largely based on previous projects recently advertised for construction by the Tribes.

### Task 09 – Bidding and Award

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 answer bidder questions, prepare addenda, prepare pre-bid meeting notes (if applicable) and tabulate the bids. The Consultant will review the bids received and prepare the recommendation to award as appropriate.