

Request for Proposal

Professional, Technical and Expert Services for Long Range Transportation ` Plan

May 2023

Quileute Tribal Council
Po Box 279
La Push, WA 98350

Request for Proposal Long Range Transportation Plan

Introduction

The Quileute Tribal Council is requesting proposals from qualified consulting firms for updating the Quileute Tribe Long Range Transportation Plan. The Consultant shall: 1) have the ability to identify various Long Range Transportation strategies that meet the requirements of CFR 25 Part 170, and 2) have experience related to transportation planning work.

Scope of Work

Update the Quileute Tribe Long Range Transportation Plan as follows:

- provide guidance to the Quileute Tribal Council to identify and establish policy goals and objectives to meet transportation needs.
- identify multimodal strategies for achieving these goals.
- Analyze current transportation system conditions, including road inventory, gap analysis, and priorities for transportation improvements.
- Develop the Tribal Transportation Improvement Program (TTIP)
- address current and future community land use, economic development, environment (natural, human, and cultural), traffic demand, public safety, health, and social needs.

Public Outreach

From the project outset, public participation will be invited and encouraged. Interested community and business groups will be contacted, as well as technical specialists and other interest groups. Technical input will be sought from the Police and Fire departments, the public works and planning department, Clallam County, State of Washington DOT, and other stakeholders that are identified.

The Tribe will publicly advertise hearings and project status updates and make draft versions of the plan available for public review and comment. Public input on proposed policies, projects and priorities will be factored into the plan throughout development. The Tribe uses a variety of public outreach tools, including email, the Tribe's website, and Facebook.

Budget

Not to exceed \$25,000. The budget includes costs to cover consultant time as well as staff time devoted to supervising the consultant contract and creating copies of the plan. The **Important**

Note: The Quileute Tribe imposes two taxes that may impact bidding, a Business and Occupation tax (B&O) and a Tribal Employment Rights Ordinance (TERO). The B&O tax rate is 5% and applies to all work conducted within the boundaries of the reservation. Work done off the reservation is not impacted by this tax. Note that State of Washington B&O taxes do not apply to work done on the reservation or delivered to the reservation. The TERO program for the Quileute Tribe assesses a fee of 1.75% of the gross value of the contract. There may also be certain conditions for employment of tribal members and preference may apply to tribally owned firms in this contract.

Quileute Tribe Planner and General Manager will work in partnership with the contractor to provide oversight for the project and for the consultant team.

Schedule for Completion of the Plan

The proposed time frame is from June 2023 through December 2023.

Submittal Requirements:

RFP Evaluation Criteria

If an award is made as a result of this RFP, it shall be awarded to the respondent whose proposal is most advantageous to the Tribe with price and other factors including, but not limited to: feature set, demonstrated technical ability and expertise, reference calls and/or recommendations, and any additional criteria deemed appropriate by the Tribe which would lend itself to establishing the vendor's viability to perform the work as outlined in this RFP.

Selection Criteria:

- 1 The ability, capacity, and skill of the respondent to provide the service required.
- 2 Whether the recommended proposal is deemed adequate for the tribe's needs.
- 3 Whether the respondent can perform the contract within the time specified.
- 4 History of success of similar projects.

Items that may disqualify a respondent from consideration:

- 1 Evidence of collusion with any other respondents.
- 2 The respondent is not qualified for the work or to the full extent of the RFP.
- 3 The respondent has been convicted of a crime arising from a previous public contract, excepting convictions that have been pardoned, expunged, or annulled.
- 4 At the time of RFP opening, the respondent is not authorized to do business with the Quileute Tribe, or lacks a necessary license, registration, or permit.
- 5 Any other reason deemed proper by the Tribe.

Recipients of this RFP are advised that nothing stated herein, or any part thereof, or any communication during the evaluation and selection process, shall be construed as constituting; offering or awarding a contract, representation, or agreement of any kind between the Tribe and any other party, except for a formal written contract, properly

executed by both parties.

Responses to this RFP will become the property of the Tribe and will form the basis of negotiations of an agreement between the Tribe and the successful consultant.

The Tribe is not liable and will not be responsible for any costs incurred by any consultant for the preparation and delivery of the RFP responses, nor will the Tribe be liable for any costs incurred prior to the execution of an agreement.

Minimum Qualification Requirements

All proposals received on or before the proposal due date and time and at the location specified in the Request for Proposals will be evaluated to determine whether they meet the minimum qualification requirements set forth in this request.

Letter of Interest

A letter of interest and the proposal shall be delivered to the address below. The letter must state the name(s) of the person(s) authorized to represent the prospective consultant in any negotiations and the name(s) of the person(s) authorized to sign any agreement that may be negotiated. The letter of interest and proposal must be signed by a representative of the prospective consulting firm who is authorized to bind the firm to contractual matters.

Statement of Experience

The consultant is required to provide evidence of experience in the transportation planning field.

Firm Qualifications

Please supply the Tribe with a brief history of the firm. This should include the firm's size, expertise, and any other pertinent information. Also provide a list of a minimum of three references of past clients on similar projects.

Insurance

The consultant shall include proof that the firm carries professional liability and commercial general liability insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work.

Completeness

The proposals will be evaluated on the completeness and quality of content as described. Failure to supply complete information as required may result in the proposal being disqualified from consideration.

Delivery All proposals must be received no later than **3:00 PM, Friday, June 2, 2023** at the Quileute Tribe Administration Building. Proposals may be hand delivered or mailed. If the proposal is sent by mail the prospective consultant shall be responsible for the actual delivery of the proposal to Quileute Tribal Administration building before the deadline.

Quileute Tribal Council, PO Box 279, 90 Main Street, La push, WA 98350-0279.

Questions regarding this invitation should be directed to Larry Burtness at larry.burtness@quileutenation.org with the subject Long Range Transportation Plan Proposal.

FAQs:

Contract Award and Execution

The Tribe will select the proposal that, in its sole discretion, is the most advantageous to the Tribe. The Tribe reserves the right to make an award without further discussion of the proposal submitted; there may be no best and final offer procedure. Therefore, the proposal should be initially submitted on the most favorable terms the consultant can offer.

The Tribe shall attempt to negotiate a contract with the respondent who offered the most advantageous proposal at the price which the Tribe determines is fair and reasonable. If the Tribe is unable to negotiate a satisfactory contract with the firm selected at a price the Tribe determines to be fair and reasonable, negotiations with that firm shall be formally terminated and the tribe shall select the next best proposal and continue until an agreement is reached or the process is terminated.

Right of Selection/Rejection Waiver of Informalities or Irregularities

The Tribe reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the Tribe. Selection of a consultant solution shall not be construed as an award of contract, but as commencement of contract negotiation, including but not limited to the contract price proposed.

Errors in Proposal

The Tribe will not be liable for any errors in the consultant's proposal. Consultants will not be allowed to alter proposal documents after the deadline for proposal submission.

The Tribe reserves the right to make corrections or amendments due to errors identified in proposals by the Tribe or the consultant. This type of correction or amendment will only be allowed for such errors as typing, transposition, or any other obvious error. Consultants are liable for all errors or omissions contained in their proposals.

Single response

A single response to the RFP may be deemed a failure of competition, and in the best interest of the tribe, the RFP may be cancelled.

RFP Revisions:

The Tribe reserves the right to change the schedule or issue amendments to the RFP at

any time. The tribe also reserves the right to cancel or reissue the RFP at any time. Amendments or a notice of cancellation will be sent to all known RFP respondents.

Questions from respondents regarding this RFP

Questions from respondents must be submitted in writing or electronic format (MS Word or PDF) via email and sent to the RFP contact. Questions from respondents pertinent to this RFP will be answered so long as they are received by **4:00 PM, Friday April 30, 2023**, based on due date for proposal. Answers to all pertinent questions will be sent to all known respondents.

Proprietary Proposal Material

Any information contained in the proposal that is proprietary in nature must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. If a request is made to view a consultant's proposal, the tribe will comply according to the Open Public Records Act. If any information is marked as proprietary in the proposal, such information will not be made available until the affected consultant has been given an opportunity to seek a court injunction against the requested disclosure.

Bid Bond

A bid bond is not required.