

Request for Proposals (RFP) for Parking Lot Enhancement Project at Second Beach Trailhead

Issue Date: August 15th, 2025

Due Date: September 9th, 2025, by 4:00 PM PST

Introduction

The Quileute Tribe in La Push, WA, is inviting proposals for a parking lot enhancement project at the Second Beach Trailhead. This project aims to improve the current facilities to better serve the community and visitors.

Project Description

The scope of the project includes:

- Grading and widening of the existing parking lot area.
- Implementing stormwater management solutions.
- Installing a prefabricated restroom facility.
- Extending water and sewer utilities to support the new restroom facility.
- Constructing an access road from La Push Road to the parking lot.
- The site for these improvements is located approximately 15 miles west of Forks, WA, on Tribal reservation land. The finished parking lot surface is specified to be gravel. Design plans and specifications are provided by Parametrix.
- As-built Documents and Reports - Contractor shall provide as-built drawings upon completion of construction. Contractor shall provide all materials documentation including O&M, SDS manuals and any warranty documentation.

Proposal Requirements

Proposals should not exceed 10 pages and must include the following:

- Qualifications of the proposing firm.
- Demonstrated Evidence of Ability to Perform the Work. - organization, and resources of the firm.

- Demonstrated Evidence of Past Successful Experience with similar projects, parking lots and or work on tribal lands.
- Ability to meet insurance requirements.
- Detailed cost estimate for the project.
- Proposed schedule to complete the project, with an anticipated start date in spring 2025.

Submission Guidelines

Proposals must be submitted no later than **September 9th, 2025**, by 4:00 PM PST. Selection of preferred contractor is anticipated **by October 1st, 2025**. Please send electronic proposals only proposals to: grant.writer@quileutenation.org

For any queries regarding this RFP, please contact: Annie Foster at grant.writer@quileutenation.org with the subject **Quileute Tribe Second Beach Trailhead RFP**.

Electronic proposals must be submitted to Annie Foster with the subject Quileute Tribe Second Beach Trailhead RFP. Electronic submissions by email must have a sent date/time no later than that above.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated qualifications and experience.
- Ability to meet insurance requirements.
- Cost effectiveness of the proposal.
- Feasibility and completeness of the proposed schedule.
- Additional consideration will be given to Native-Owned firms.

Items that may disqualify a respondent from consideration:

- Evidence of collusion with any other respondents.
- The respondent is not qualified for the work or to the full extent of the RFP.
- The respondent has been convicted of a crime arising from a previous public contract, excepting convictions that have been pardoned, expunged, or annulled.
- 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.
- Any other reason deemed proper by the Tribe.

Additional Information

Engineering plans and specifications for this project will be **provided upon request to interested bidders**. E-mail Annie Foster at grant.writer@quileutenation.org.

Geotechnical information including test pits and spoils analysis will be provided to the selected bidder.

The Quileute Tribe reserves the right to reject any and all proposals, to waive any informality in the proposals received, and to accept the proposal that is in the best interest of the Tribe.

B&O Tax – a 5% B&O Tax will be levied on all “on-reservation” labor, which must be factored into the contractor’s final price proposals.

Tribal Employment Rights Ordinance (TERO) – In accordance with Section V, Paragraph 5, of Exhibit E, a TERO Fee of 1.75% will be assessed on the total gross contract price, which must be factored into the final price proposals.

Quileute Business & Occupation Tax Required. All fees for services (not expenses, goods or materials) paid under this Contract shall be deemed to be “gross sales” within the meaning of the Quileute Tribe’s Business Licensing and Tax Ordinance and CONTRACTOR shall be liable for Quileute Business and Occupation (B&O) Tax in the amount of five percent (5%) of gross sales generated within the Quileute Reservation. By its signature below, CONTRACTOR agrees that it will transmit payment for B&O tax it owes under this paragraph to the Tribe at a minimum of every calendar quarter; furthermore, CONTRACTOR agrees that if it does not make such payment, the TRIBE will withhold five percent (5%) payment for each invoice submitted as payment of the applicable B&O tax.

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.

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.

Frequently Asked Questions

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 or re-advertised with modifications.

RFP Revisions

The Tribe reserves the right to change the schedule or issue addendums to the RFP at any time. The Tribe also reserves the right to cancel or reissue the RFP at any time. Addendums or a notice of cancellation will be sent to all known RFP respondents.

Questions from respondents regarding this RFP

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 12:00 PM, FRIDAY August 22nd, 2025**. Answers to all pertinent questions will be sent to all known **August 27th, 2025**.

Questions regarding this invitation should be directed to the RFP Contact: Annie Foster at grant.writer@quileutenation.org with the subject Quileute Tribe Second Beach Trailhead RFP.

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We look forward to receiving your proposals and working with you on this important project.

Additional Documentation

Appendix A – Quileute Tribe TERO Policy

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