

REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT, INSPECTION, AND MATERIALS TESTING SERVICES

Project name: Battle Creek Roads and Mission Hill Road

Proposal due date: June 30, 2021

The Tulalip Tribes is currently seeking Proposals from qualified firms to provide construction management, inspection, and materials testing services for its Battle Creek Roads and Mission Hill Road Reconstruction project number 2021-101 A and B.

PROJECT DESCRIPTION

Schedule A- Battle Creek Roads

This Contract provides for the rehabilitation of the existing streets within the Battle Creek neighborhood. The existing pavement surface and subgrade along Alphonsus Bob Loop Road, Lloyd Hatch Sr. Drive, Wesley Charles Road, Ernie Cladoosby Road and Thomas Gobin Lane, totaling approximately 5,660 lineal feet, will be removed and replaced with new gravel surfacing and hot mix asphalt. This work will also include adjusting existing castings to grade, pavement markings, traffic control and erosion control. In addition, a new road, 28th Avenue NW, will be constructed between Totem Beach Road and Wesley Charles Road. Site preparation, including clearing and grubbing, excavation, grading will be included along with storm drainage improvements, new cement concrete curb, gutters and sidewalks, curb ramps, new illumination system, placement of gravel material and asphalt pavements, temporary traffic control, erosion control and miscellaneous surface restoration, and other work all in accordance with the attached Contract Plans, these Special Provisions and the Standard Specifications. The project is located on the Tulalip Reservation.

Schedule B- Mission Hill Roads

This Contract provides for the rehabilitation of Mission Hill Road from Mission Beach Road to the Tulalip Recovery Center, approximately 610 linear feet. This work will include for the removal of the existing pavement section, placement of new gravel surfacing, hot mix asphalt, removal and replacement of cement concrete curbs, gutters and sidewalks and curb ramps, adjusting existing castings to grade, pavement markings, traffic control, erosion control and miscellaneous surface restoration. The project is located on the Tulalip Reservation.

Plans and specifications for the project can be accessed on the following web page:

<https://www.tulaliptribes.com/InvitationToBid/TheTulalipTribes>

The Tulalip Tribes anticipates the project will be under way in 30 days and completed within approximately 80 working days.

PROPOSAL FORMAT

Please provide one electronic copy of your firm's Proposal for the Tulalip Tribes review and consideration. The proposal should be no more than twelve (12) single-sided or six (6) double-sided pages in length (excluding cover pages, cover letter, résumés, and dividers), and should include:

1. Description of past experience with projects of similar size, scope, and complexity, including Owner contact information for each project.
2. A demonstrated understanding of the project, including unique design or site constraints which may have bearing on project approach and/or delivery.
3. Attributes of your team which may set it apart or make it particularly well-suited for the work at hand.
4. Brief résumés (2 pages or less) for key personnel who would be assigned to the project.

Proposals must be received electronically via email to the project manager, Christina Parker, Tulalip Tribes, Transportation Department Manager, at christinaparker@tulaliptribes-nsn.gov no later than 2:00 PM, Pacific Standard Time, Wednesday June 30, 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, Transportation Department Manager.

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

SELECTION PROCESS

The Tulalip Tribes selection process will focus on the qualifications, experience, and capabilities of proposed project team members (including sub-consultants), and your firm generally. CM teams shall demonstrate a clear and thorough understanding of the work to be undertaken, and the means for carrying it forward to successful fruition. The Tulalip Tribes selection team will consist of at least three (3) individuals who will review and score proposals submitted by interested firms.

Review of the Proposals will be based on the following criteria:

- ❖ Project team members' and firm's pertinent qualifications [5 points].
- ❖ Respondent experience on similar, federally funded local agency projects [10 points].
- ❖ Demonstrated project understanding and insight [5 points].
- ❖ Proposed approach and methodology for project advancement and delivery (including recognition of unique project characteristics or constraints which may be noteworthy) [10 points].
- ❖ Overall quality / content of Proposal (substance, grammar, spelling, attention to detail, etc.,) [5 points].

After reviewing the submissions, the selection committee may elect to conduct interviews with a short-list of proposers.

The Tulalip Tribes of Washington intend to select the team that meets the criteria set above from the statement of qualifications 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 reserve the right to select any responsive and responsible proposer they determine.

SCOPE OF CONSULTANT ACTIVITIES:

It is Tulalip Tribe's intent to enter into a single professional services agreement with one firm which is capable of comprehensively providing all the services described herein.

The Tulalip Tribe's Project Manager will work collaboratively with the consultant CM team to maintain day to day communication with and oversight of its general contractor.

The firm selected will need to have 5 years' experience working with the Tulalip Tribes with the following scope within the last ten years.

In general terms, the consultant will be responsible for providing a commensurate level of on-site inspection services to match the nature and scope of the project; document controls to ensure that project documentation complies with industry standard norms for federally funded projects; and as specified materials testing / sampling services.

The construction inspector will be the "eyes and ears" of the Tulalip Tribes during construction, and will promote safe, efficient completion of the work in accordance with the contract documents. Specific, anticipated inspection duties include:

- Attending and assisting with facilitation of the pre-con meeting.
- Maintaining daily reports, field note records, and force account sheets.
- Assisting in the review of non-technical submittals and requests for information (RFI's).
- Proactively work in conjunction with the Contractor to identify potential risks and challenges.
- Resolving challenges arising from unforeseen conditions, constructability issues, and potential design irregularities.
- Developing recommendations to Tulalip Tribes for managing risk, mitigating change as it arises.
- Assessing progress, coordinating with the Contractor during daily and weekly meetings.
- Inspecting work to verify conformity with contract plans and specifications.
- Assuring materials installed on the project meet requirements as identified within the Record of Materials (ROM).
- Coordinating with document controls staff to ensure that all required documentation is properly received, filed, tracked, and routed.
- Exercising dispute resolution and avoidance, maintaining rapport with Contractor.
- Coordinating with Tulalip Tribes to provide progress updates, to communicate issues, and to convey news of noteworthy project developments.
- The inspector shall monitor and confirm that traffic control is implemented in accordance with approved plans, and that other impacts arising from the project are properly managed.