



Division of Community Services
Construction Management Office

**REQUEST FOR PROPOSAL (RFP) & QUALIFICATIONS
FOR
ENGINEERING SERVICES- NORTH MOCLIPS & RED CREEK
BRIDGE REPLACEMENT DESIGNS**

Proposals must be submitted:
No later than 3:00 PM on 08/23/2019

Submission Method: Via email, fax, U.S. Mail, other delivery services or hand delivery.

Submission Address:

ATTN: Ryan Allen
Quinault Indian Nation
Contract & Procurement
PO Box 70
1214 Aalis Drive
Taholah, WA 98587
Email: bids@quinault.org
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Late submissions will be rejected



QUINAULT INDIAN NATION

REQUEST FOR PROPOSALS/QUALIFICATIONS

North Moclips Bridge & Red Creek Bridge Replacement Design

Description and Introduction

The Quinault Indian Nation is seeking statements of Proposals along with Qualifications from qualified firms to provide engineering design services for North Moclips Bridge (mile marker 13.2) & Red Creek Bridge (mile marker 8.4) Replacement.

Who We Are

The Quinault Indian Nation is a Federally Recognized Indian Tribe located along the Pacific Northwest Coast on the Olympic Peninsula. With close to 200,000 thousand forested acres in its interior; travel through this Nation is accomplished via Washington State Route 109, Washington State Route 101, and BIA Road 26 known locally as the Moclips Highway. There are four residential population areas within the boundaries of the Reservation. The Village of Taholah the principle governmental seat, Q-Village, The village of Queets on the Northern edge of the Reservation, and Amanda Park, located next to Lake Quinault, with a population of approximately 1,500 between the four main residential areas.

Scope of Services

- Conduct a topographic survey
- Prepare stamped, engineered designs meeting AASHTO and LRFD standards for two replacement bridges on Moclips Hwy, to accommodate low boys carrying heavy equipment, bridges and foundations to be designed for HL-93 loading and U-80 owner-specific overload vehicle with full impact
- Perform a hydraulic study and scour evaluation to determine the stream characteristics and recommend a repair/mitigation solution that addresses the immediate scour condition and long-term scour protection of the bridge at Mile marker 13.2 (red creek bridge) and Mile marker 8.4 (north Moclips bridge)
- Preparation of FHWA Environmental Classification Study (ECS) under NEPA and all federally-required disciplinary reports and investigations
- Identify all right-of-way needs, including temporary construction easements
- Provide bridge access while new bridges are being constructed with temporary bridge
- Provide complete bridge design services including computations, contract plans, specifications, and cost estimate (PS&E)
- Prepare a Load Rating report



Instructions for Preparation of a Statement of Qualifications

1. General

All consultants responding to this RFP/RFQ shall provide sufficient information and data to fully allow a complete evaluation of their qualifications.

2. Required Information

Consultant, and/or any sub-consultants, must present satisfactory evidence to the Nation indicating their ability to deploy and begin tasks within 10 business days. In addition, to ensure consistency, responses should generally conform to the following format:

Cover Letter

Table of Contents

Sections:

1. Introduction
2. Firm Qualifications
3. Qualifications of Staff
4. Familiarity/History within Region
5. References
6. Project Management Approach
7. Fee Schedule

Section 1 – Introduction

This section must contain an overview of the consultant and any proposed sub-consultants. The introduction shall clearly indicate the legal name, address, telephone number, and local point of contact information (if available) of the consultant.

Section 2 – Firm Qualifications

Provide a description and history of the firm. Provide recent experience demonstrating current capacity, familiarity and expertise in engineering practices as they relate to municipal, tribal or local government operations and planning.

Section 3 – Qualifications of Staff

Provide an organizational chart and summary of staff qualifications. State the number and nature of the staff employed with the firm and the office in which the bulk of the work engagements will be performed. Provide resumes for the project staff likely to be utilized in performing the Scope of Services. The submittal shall include notice of any investigations or disciplinary action taken or pending by national or state regulatory bodies against the firm or individuals employed by the firm.



Section 4 – Familiarity/History within the Region

Provide a list of all relevant engagements the firm completed for tribal or local government entities within the last ten (10) years within western Washington State. Illustrate how previous experience may be of benefit in the execution of the present Scope of Services.

Section 5 – References

Provide at least five references for which the firm has performed services within the past two (2) years that are similar to the requirements in the Scope of Services. At least three of the references should be from tribal or other government entities for work performed that is similar to that specified in this RFQ. Provide the reference contact name, address, e-mail address, telephone numbers and a summary and date of the services provided.

Section 6 – Project Management Approach

Provide a general description of the firm's approach to project management, communication with sub-contractors, and a clear point of contact for the firm. Include an explanation of the firm's quality control and quality assurance measures. Describe the firm's scheduling and project prioritization approaches to meet the customer's deadlines and timelines as identified in the Scope of Services.

Section 7 –Fee Schedule

Provide current service fee schedule

Evaluation Criteria

All responses shall be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the technical evaluation of the consultant's proposal, in order of no importance:

1. Firm Qualifications
2. Experience with similar projects involving tribal, local government and/or other governmental agencies, as well as regional experience
3. Key Staff, Project Understanding and Approach
4. Ability to complete timely development reviews and to respond in an appropriate time frame to individual requests for services
5. Thoroughness of material submitted, including the quality, amount and type of service provided
6. Reports from references
7. Proposal Price

Submittal Review



The evaluation committee will initially review and score all written submittals based upon the evaluation criteria set forth above. Following the initial screening and review of submittals, the Submitters included in this stage of the evaluation process may be invited to participate in an oral interview. In addition to conducting an oral interview, the Nation may during this stage of the evaluation process also contact and evaluate the Submitter references, contact any Submitter to clarify any response or request revised or additional information, contact any current users of the Submitter's services, solicit information from any available source concerning any aspect of a submittal, and seek and review any other information deemed pertinent to the evaluation process.

Submittal Requirements

Preference will be given to qualified Indian-owned Firms per the attached QIN Indian Preference Policy.

Respondents must not have been suspended or debarred by the Federal Government. This RFP/RFQ does not commit QIN to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or contract for services or supplies. Submitters will not offer any gratuities, favors or anything of monetary value to any employee, officer, or agent of the QIN for influencing favorable disposition toward either their proposal or any other proposal submitted as a result of this RFP/RFQ. All submissions submitted hereunder become the exclusive property of the QIN.

The QIN reserves the right to accept or reject all or part of the proposal/bid, and to negotiate with the respondents to ensure that the QIN receives appropriate deliverables within the required timeframe.

The successful respondent will sign the attached Standard Independent Contractor Agreement with the QIN, sign a Certification of Debarment Form, provide a W-9, and obtain Quinault Indian Nation business licenses for all firms/subcontractors doing work on the Quinault Reservation. The successful respondent will also comply with all TERO requirements of the QIN, including submission of a TERO Compliance Plan and may be required to pay a 1.75% TERO Fee. The Quinault Indian Nation must approve subcontracts.



RFQ Evaluation Form – QIN On-Call Engineering Services

Firm: _____ Evaluator: _____

Date Evaluated: _____

Proposals will be evaluated on the firm’s qualifications, experience and cost as submitted in the response to the RFQ.

Criteria	Possible Points	Points Awarded	Total Points
1. Experience and qualifications of Firm : 0-20 Points	0-20		
2. Skills, experience and qualifications of Key Staff : 0-20 Points	0-20		
3. Experience of Firm with similar scale projects as contemplated in RFQ : 0-20 Points	0-20		
4. Experience with local and/or tribal governmental projects: 0-20 Points	0-10		
5. Thoroughness of materials submitted. : 0-10 Points	0-10		
6. References: 0-10 points : 0-10 Points	0-10		
7. Proposal Price: 0-10 points : 0-10 Points	0-10		
TOTAL SCORE			

ADDITIONAL EVALUATOR’S COMMENTS: