

# **Request for Proposal (RFP) for Long Range Transportation Plan for the Snoqualmie Indian Tribe**



RFP Coordinator:  
Shauna Shipp-Martinez  
Tribal Operations Director  
Snoqualmie Indian Tribe

## **Introduction**

The Snoqualmie Indian Tribe—sduk<sup>w</sup>albix<sup>w</sup> in our Native language—consists of a group of Coast Salish Native American peoples from the Puget Sound region of Washington State.

We have been in the Puget Sound region and the Snoqualmie Valley since time immemorial. sq<sup>w</sup>ed (Snoqualmie Falls) is the birthplace of the sduk<sup>w</sup>albix<sup>w</sup>. We had more than 90 long houses along the Snoqualmie River and its tributaries. These rivers and streams were the highways used to travel from village to village and connected all the ʔaciltalbi<sup>w</sup> (Natives). The fish, game, trees and roots provided us with everything we need to live. All of this was given to us by duk<sup>w</sup>ibel (Transformer) in the ancient times when all of the animals could talk and before things were what they are now.

We are the sduk<sup>w</sup>albix<sup>w</sup>, People of Moon. We are the descendants of sluk<sup>w</sup>alb tə duk<sup>w</sup>ibel. We have lived, hunted and fished this area for as long as the earth and rivers remember. We are still here today; caring for the land, water, fish and game that duk<sup>w</sup>ibel gave us.

sq<sup>w</sup>ed is our birthplace. The mists carry our thoughts and prayers to the spirits and ancestors as they cleanse our thoughts. The rushing waters give us the strength to keep our traditions alive and to continue to thrive in the modern times.

Long before the early explorers came to the Pacific Northwest, our people hunted deer and elk, fished for salmon, and gathered berries and wild plants for food and medicine. Today, many of our members live in the communities of Snoqualmie, North Bend, Fall City, Carnation, Issaquah, Mercer Island and Monroe. Our Tribe was a signatory of the Point Elliott Treaty with the Washington territory in 1855. At that time, our people were one of the largest tribes in the Puget Sound region totaling around 4,000. We lost federal recognition in 1953, but after much battle, we regained federal recognition in October of 1999 by the Bureau of Indian Affairs. Today, the Snoqualmie Tribe is made up of approximately 650 members. The Tribe is governed by an elected Council and our Tribal Constitution.

The Tribe owns the Snoqualmie Casino, which opened in November 2008, and since its inception has experienced considerable success. The Tribe also owns Crescent Market at Snoqualmie, which opened in 2017 (its predecessor, the Snoqualmie Tobacco Company & Liquor Store, operated on the same site from 2011-2017). Both businesses are an important source of revenue and employment for the Tribe.

## **Scope of Services**

The Snoqualmie Tribe seeks to retain the services of a Transportation Planning Consultant for development of the Tribe's Long Range Transportation Plan.

The successful respondent will, in accordance with the highest legal, ethical and professional standards, provide at the direction of designated Tribal officials and staff, transportation planning services including but not limited to the following services:

- Evaluation of a full range of transportation modes and connections between modes, such as highway, rail, air, and water, to meet Tribal transportation needs.
- Trip generation studies, including determination of traffic generators due to land use.
- Social and economic development planning to identify transportation improvements or needs to accommodate existing and proposed land use in a safe and economical fashion.
- Measures that address health and safety concerns relating to transportation improvements.
- A review of the existing and proposed transportation system to identify the relationships between transportation and the environment.

- Cultural preservation planning to identify important issues and to develop a transportation plan that is sensitive to tribal cultural preservation.
- Scenic byway and tourism plans.
- Measures that address energy conservation considerations.
- A prioritized list of short- and long-term transportation needs.
- An analysis of funding options and alternatives to implement plan recommendations.

This list of services is intended as a general guide, and is not intended to be a complete list of all work necessary to provide the requested Services. The successful respondent will have a demonstrated knowledge and expertise to serve the unique needs of the Tribe.

To be eligible to respond to this RFP, the respondent(s) must demonstrate that s/he, or the principals assigned to the services, have successfully performed the services comparable to those listed the Scope of Services section of this RFP.

### **Qualification of Experience**

The ideal respondent will have experience in the following areas:

- Planning
- GIS mapping
- Road Inventory Field Data System (RIFDS)
- Safety Planning
- Roadway Safety Audit

### **Fees**

The Snoqualmie Tribe prefers the respondent offer their fee as a firm, fixed fee schedule which includes all expenses including travel for the services outlined in this RFP. Respondents may propose a flat rate, an hourly rate, or a combination of the two. For example, it may be desirable to have a flat rate for basic services, plus an hourly rate for special projects. Please keep in mind that the proposed fees would apply for the contemplated term of the contract. Any other expenses that a respondent intends to charge to the Tribe must be clearly set forth as well.

### **Conflict of Interest**

In the event a respondent becomes aware of any conflicts or potential conflicts between the interest of the Snoqualmie Tribe and the interests of clients of the respondent, the respondent must immediately notify Shauna Shipp-Martinez, or designee, in writing, of such conflict. Written notice may be in the form of an email notification. In the event the Tribe becomes aware of any conflicts or potential conflicts between the interest of the Tribe and the interest of clients of the respondent, the Tribe will promptly notify the respondent of such conflict. The Tribe and the respondent will attempt to resolve any such conflict in a manner mutually acceptable to the Tribe and the respondent.

### **Proposals**

Proposals must include the following:

1. Business Profile -
  - a. Name of consultant
  - b. State of organization and location of principal offices and branch offices
  - c. Length of business experience
  - d. Number of employees
  - e. Ownership of firm
2. Personnel – identify employee(s) who will be assigned to the project.

3. Project Approach – discuss your understanding of the project scope and objectives. Describe how consultant would complete the requested Long Range Transportation Plan, including timeline.
4. References – provide 3-5 references for past or current engagements for which the consultant completed a Long Range Transportation Plan for the Bureau of Indian Affairs Transportation Grant.
5. Cost - provide information on your fee structure based on the scope indicated above, including anticipated reimbursable costs. Please submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.
6. Experience - discuss why the consultant is best qualified to provide Long Range Transportation Plan for this proposed RFP with the Snoqualmie Indian Tribe.

Proposals should be simple and straightforward and provide a concise description of the respondent's ability to meet the requirements of the RFP. Any additional information that the respondent would like to submit should be included in a separate section titled "Supplemental Information".

### **Other Information**

1. Signed Proposals – all proposals must be signed by a person authorized to sign on behalf of the respondent and to bind the respondent to statements made in response to this RFP.
2. Irrevocability of Proposals – by submission of a clear and detailed written notice to the RFP Coordinator, a respondent may amend or withdraw its proposal at any point up to the closing date and time for the submission of proposals. A respondent who has withdrawn a proposal may submit a new proposal before the closing date and time, provided that such proposal is done in accordance with the terms and conditions of this RFP. At and after the closing date and time for the submission of proposals, the respondent's proposal may no longer be amended (excepting only at the Tribe's request for purposes of clarification) or withdrawn.
3. Acceptance of Terms – unless specifically excluded in writing, all the terms and conditions of this RFP are accepted by the respondent and incorporated in its proposal.
4. Respondent's Expenses – respondents are solely responsible for their own expenses in preparing, and submitting, a proposal and for subsequent negotiations with the Tribe, if any. The Tribe will not be liable to any respondent for any claims, whether for costs or damages incurred by the respondent in preparing, and submitting, the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.
5. Currency and taxes – prices quoted are to be in U.S. dollars
6. Acceptance of Proposals – this RFP should not be construed as an agreement by the Tribe to procure goods or services. The Tribe is not bound to enter into a contract with the respondent who submits the lowest priced proposal or with any respondent. Proposals will be accepted in light of the evaluation criteria. The Tribe will be under no obligation to receive further information, whether written or oral, from any respondent.
7. Form of Contract – by submission of a proposal, the respondent agrees that, should it be the successful respondent, it is willing to enter into a contract with the Tribe, subject to successful negotiations by both parties, in writing.
8. Independent Contractor – the selected respondent will serve as an independent contractor to the Tribe and not an employee of the Tribe.
9. Liability for Errors – while the Tribe has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for respondents. The information is not guaranteed or warranted to be accurate by the Tribe, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve respondents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.
10. Modification of Terms – the Tribe reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time before entering into a contract with a selected respondent.

11. Ownership of Proposals – all documents and materials submitted, including proposals submitted by respondents in response to this RFP, become the property of the Tribe. They will be received and held in confidence to the extent allowable by law.
12. Use of Request for Proposal – this RFP, or any portion thereof, may not be used for any purpose other than the submission of proposals.
13. Confidentiality of Information – information pertaining to the Tribe obtained by the respondent as a result of participation in this RFP process is confidential and must not be disclosed without written authorization from the Tribe.

### **Submission of Proposals**

Please submit an electronic version of the respondent's proposal (a single PDF file is strongly preferred) no later than noon Pacific Standard Time on April 5, 2019 to:

Shauna Shipp-Martinez  
Tribal Operations  
Snoqualmie Indian Tribe

Email: [shauna.sm@snoqualmietribe.us](mailto:shauna.sm@snoqualmietribe.us)

Shauna Shipp-Martinez will serve as the sole contact for the review process for the respondent's proposal. Any and all questions and communications regarding this RFP should be addressed to Shauna Shipp-Martinez through email at the above address. Any attempt to communicate with other Tribal officials or employees about this RFP may result in the disqualification of a respondent's proposal.

### **Selection Process**

The selection process will be based on the respondent's qualifications in the areas specified herein, as well as verifiable references for past similar, successful projects.

The RFP Coordinator will evaluate all proposals and interview one or more of the best-qualified respondents. The RFP Coordinator will then select and recommend a respondent to Tribal Council for appointment. If the Tribal Council approves, it will formally appoint the selected respondent.

At the conclusion of the RFP process, all respondents will be notified of the outcome.