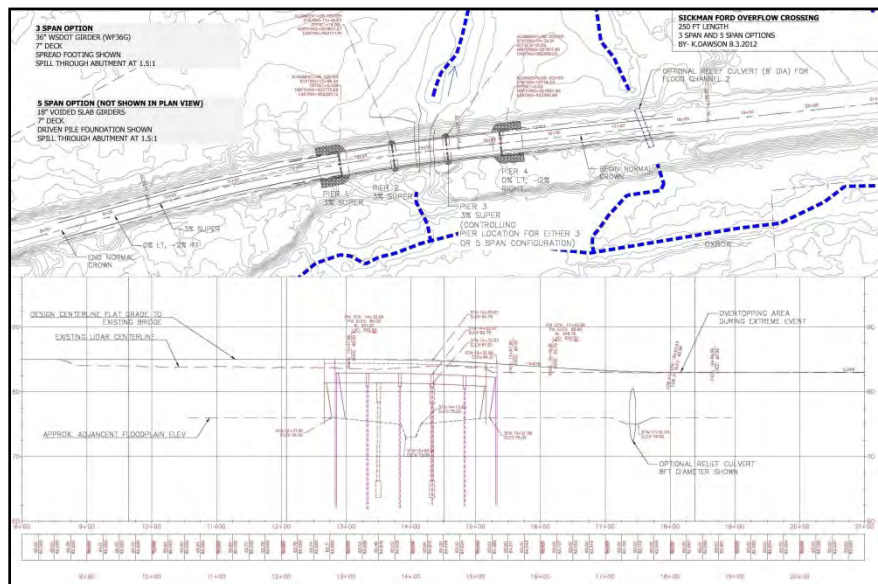




CONFEDERATED TRIBES of the CHEHALIS RESERVATION

Request for Qualifications # 2012-1

Design Build Contract for the Sickman Ford Overflow Bridge Project



Issued: November 26, 2012

Statements of Qualifications Due: December 13, 2012

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1. INTRODUCTION

1.1. REQUEST FOR QUALIFICATIONS

The Confederated Tribes of the Chehalis Reservation, "Tribe", is seeking Statements of Qualifications (SOQs) from qualified Design Build firms or teams, "Submitters" interested in submitting Design-Build Proposals for the Sickman Ford Overflow Bridge Project located near Oakville Washington. By submitting an SOQ, Submitters agree to be bound by the requirements of this Request for Qualifications (RFQ). Submitters shall satisfy all requirements specified in this RFQ. Failure of the Submitter to meet these requirements may result in rejection of its SOQ.

2. CONTACT INFORMATION

2.1. SUBMITTAL INFORMATION POINT OF CONTACT

Each Submitter shall provide the Tribe with the name, address, phone number, and email address of its contact person. The Tribe will distribute any addenda and other communications to this contact person.

Submitter contact information and communications shall be provided to the Tribal Project Manager:

Glen Connelly
Chehalis Tribe Natural Resources Department
PO Box 536
Oakville WA, 98568
Phone: 360-709-1854
Email: gconnelly@chehalistribe.org

3. PROCUREMENT PROCESS

3.1. PROCESS OVERVIEW

The Tribe will use a two-step procurement process to select a design-build contractor (Design-BUILDER) to deliver the Project. The issuance of this RFQ is part of the first step to solicit information from potential design-builders in the form of SOQs. The Tribe will evaluate and score submitted SOQs to determine which Submitters are the most highly qualified to deliver the Project. The Tribe will short list two to five of the most highly qualified submitters to advance to the second step in the procurement process.

In the second step, the Tribe will issue a Request for Proposal (RFP) for the Project to the short listed Submitters. Only the short listed Submitters will be eligible to submit Proposals for the Project. Each short listed Submitter who submits a Proposal in response to the RFP is referred herein as a "Proposer". The Tribe may award a design-build Contract for the Project to the Proposer offering the apparent best value, to be determined and described in the RFP.

The Tribe may cancel or re-advertise this procurement at its discretion.

3.2. PROCUREMENT SCHEDULE

The procurement schedule for this RFQ is shown in Table 3.2 below. This schedule is subject to revision by the RFP and addenda to this RFQ.

Table 3.2 PROCUREMENT SCHEDULE

Action	Dates
Step 1- SOQ Phase	
RFQ Issue Date	November 26, 2012
Deadline for Submitting RFQ questions	December 6, 2012
Deadline for Tribe response to Submitter's questions	December 10, 2012
SOQ Due Date	December 13, 2012
Notify Short Listed Submitter Teams	December 18, 2012
Step 2- Proposal Phase	
Issue RFP	December 21, 2012
Voluntary Proposer's Meeting	January 9, 2013
Deadline for Submitting Proposers Questions	January 18, 2013
Deadline for Tribe response to Proposer's Questions	January 24, 2013
Proposals Due Date	January 30, 2013
Announce Best Value Proposer	February 6, 2013

3.3. QUESTIONS, CLARIFICATIONS, ADDENDA

Questions and requests for clarification regarding this RFQ shall be submitted in writing to the Point of Contact. To be considered, all questions and requests must be received by 2:00 pm, Pacific Time, on the date indicated in Table 3.2.

The Tribe reserves the right to revise this RFQ at any time before the SOQ Due Date indicated in Table 3.2. Such revisions, if any, will be announced by addenda to this RFQ.

The Tribe will use the following guideline(s) when responding to questions and requests for clarification and in issuing addenda:

- The Tribe will send an email notification to the Contact person for each Submitter as soon as each addendum, response, or group of responses is issued. When possible, the notification will include an electronic copy of the addendum or clarification.
- The Submitters shall acknowledge receipt of all addenda by completing Form A, Acknowledgement of Receipt of Addenda, which is attached as Appendix A to this RFQ. The completed Form A shall be included in the SOQ submittal package as Appendix C to the SOQ.

3.4. EX PARTE COMMUNICATIONS

Submitters are expected to conduct themselves with professional integrity and to refrain from lobbying activities. During the procurement process (commencing with the issuance of this RFQ and continuing until execution of a Contract for Project or cancellation of the procurement) no

employee, member, agent, advisor, or consultant of any Submitter shall have any ex parte communications, directly or indirectly, regarding this procurement with any representative of the TRIBE or other Agencies, including their staff, advisors, contractor's, or consultant's involved with the procurement, except for communications expressly permitted by this RFQ (or as expressly permitted by the RFP).

3.5. VOLUNATRY MEETING FOR POTENTIAL SUBMITTERS

The Tribe will not be holding an informational meeting regarding this RFQ. The Tribe will hold a voluntary meeting for selected submitters as part of the RFP process. That meeting will be held on January 9, 2013. Specific information will be provided to the selected submitters.

3.6. TRIBE'S RIGHTS

Throughout the procurement process, the Tribe reserves the right to, at its sole discretion, to:

- Appoint evaluation committees to review SOQs and Proposals;
- Investigate the qualifications of any Submitter or Proposer;
- Seek or obtain data from any source related to the SOQs or Proposals;
- Require confirmation of information furnished by a Submitter or Proposer;
- Hold meetings and conduct discussions and correspondence with the Submitters and Proposers to seek an improved understanding and evaluation of the SOQs or Proposals;
- Require additional information from a Submitter or Proposer concerning its SOQ or Proposal;
- Seek and receive clarifications to a SOQ or Proposal;
- Require additional evidence of qualifications to a SOQ or Proposal;
- Modify the Procurement Process;
- Waive minor deficiencies and irregularities in a SOQ or Proposal;
- Reject any or all of the SOQs or Proposals;
- Issue a new RFQ or RFP;
- Issue a request for Best and Final Offers;
- Conduct negotiations with the Apparent Best Value Proposer prior to award of the Contract;
- Cancel a Contract signed by the selected Design-Builder but not yet executed by the Tribe; and
- Not issue a Notice to Proceed after execution of the Contract.

4. SCOPE OF THE PROJECT

4.1. ESTIMATED COST

The estimated Contract cost of the Project is approximately \$2,000,000.

4.2. TIME FOR COMPLETION

The Tribe anticipates that the Project will be substantially complete by September 30, 2013.

4.3. TRIBE'S PROJECT GOALS

It is the Tribe's expectation that the Design-Builder will design and construct the Project in consideration of the Tribe's Project goals.

- **Minimize impacts-** Minimize impacts to the traveling public, local communities, and the environment
- **Quality-** Meet or exceed technical quality requirements for design and construction
- **Floodplain function-** Reduce an existing flood constriction and reduce the frequency of local roadway overtopping to the 100 year event while assuring downstream impacts are limited and non-significant.

4.4. PROJECT SCOPE AND STATUS

The following Project scope is provided to Submitters to assist in developing a team with the expertise that is required for the Project. The Design-Builder shall be responsible for management, design, and construction of the Project. The design and construction by the Design-Builder shall be in accordance with WSDOT guidelines and standards as required by the RFP. The Scope of Work presented in this RFQ for the Project may or may not be the final scope of work presented in the RFP for the Project.

- **Background-** The Project is being funded by the State of Washington as one of the Chehalis River Basin Flood Relief Projects, and as applicable additional funding may be made available by the Tribe. If necessary, applicable Federal provisions will be included in the RFP, though at this time Federal funding is not anticipated.
- **Site Description-** The site of the proposed bridge is located along South Bank Road on the Chehalis Tribe Reservation about 1.1 miles southwest of the town of Oakville, Washington. The Project area includes an approximately 2,800 foot stretch of South Bank Road which crosses the historic flood plain of the Chehalis River. The roadway runs atop a fill embankment that was reportedly constructed in 1966. The embankment blocks floodwaters which contribute to overtopping of the roadway. Previously the roadway was an elevated wooden trestle structure supported on timber piles.

The proposed bridge location is located on a slight horizontally curved section of South Bank Road on a gently sloping 1 to 2 percent vertical profile to the West. The elevation of the top of the roadway at bridge location is approximately 84 feet above mean seal level (MSL). Elevations at the toe of the embankment are as low as 69 and as high as 78 feet MSL. In the vicinity of the bridge, the embankment slopes are typically 7 to 9 feet tall. The embankment slope gradient ranges from as flat as 2.5 horizontal to 1 vertical (2.5H:1V) to as steep as 1.3H:1V.

Two historic flood channels/ sloughs are present in the vicinity of the Project. The site of the proposed bridge is located on the westerly most overflow channel (closest to the Chehalis River) which is deeper and more defined, while a second overflow channel exists approximately 300 ft to the East is somewhat shallower and less defined. The surrounding floodplain consists of low meadows, pasture, and dense tree and undergrowth brush.

Grays Harbor County owns and maintains South Bank Road at the Project site, on 60 ft of ROW.

- **Project Description-** An approximately 250 ft long bridge structure is proposed at the more defined westerly historic flood channel to restore some of the historic flow pathways. Conceptual plans for the bridge consider several configurations including 3 to 5 span options with the bridge set either at existing grade or elevated an additional 1 to 3 feet such that the final 100 year flood water surface elevation is at the bottom of the proposed bridge super structure. The proposed bridge will be set at the current horizontal alignment of South Bank Road and will thus carry the slight horizontal curvature. A partially embedded 8 ft diameter culvert is proposed at the secondary historic flood channel. Flood modeling work has been completed separately for the conceptual crossing. The Project will thus construct the new bridge, include road reconstruction for bridge approaches as necessary, accommodate existing utilities, build a temporary gravel diversion road to maintain traffic flow, add an additional 8 ft diameter culvert, and as necessary adjust the profile of South Bank Road.

A copy of the draft Geotechnical Data Report is available to Submitters upon request.

5. TEAMING PARAMETERS

5.1. MAJOR PARTICIPANT

As used herein, the term "Major Participant" means any of the following entities:

- A. The Submitter, or if the Submitter is a partnership, joint venture, limited liability company, or other form of association: any general partners, joint venture members, or members of the Submitter.
- B. The lead engineering / design firm;
- C. The lead construction firm;
- D. Each engineering / design sub-consultant who is expected to perform 30 percent or more of the design work; and/or
- E. Each subcontractor who is expected to perform 20 percent or more of the Construction Work.
- F. The firm or personnel who will be performing quality assurance inspection and materials quality testing and documentation for the Project.

5.2. TEAM CONTINUITY AND CHANGES TO ORGANIZATIONAL STRUCTURE

Following submittal of the SOQ, Key Personnel or Major Participants identified in the SOQ may not at any time be removed, replaced, or added without the written approval of the Tribe. The Tribe may revoke the short list status of a Submitter if any Key Personnel or Major Participant identified in the SOQ is removed, replaced, or added without Tribal approval. To qualify for approval, the written request shall document that the proposed removal, replacement, or addition will be equal to or better qualified than the Key Personnel or Major Participant provided in the SOQ.

5.3. TRIBAL PREFERENCE AND EQUAL EMPLOYMENT OPPORTUNITY

It is the Tribes policy that affirmative steps will be taken to award a fair share of contracts to Indian owned economic enterprises

Federal Equal Employment opportunity laws and regulations and non-discrimination provisions will be set forth in the RFP.

6. SUBMITTAL QUANTITIES AND LOGISTICS

6.1. SOQ SUBMITTAL QUANTITIES

Each Submitter shall provide the following:

- One original SOQ showing original signatures;
- One electronic copy of the SOQ in PDF format on a CD with the Sections and Subsections bookmarked, and;
- Four hardcopies of the SOQ

The original SOQ, hard copies, and CD shall be packed together in one sealed package for delivery to the Tribe. The outside of the sealed envelope shall be clearly identified, labeled, and addressed with the following:

- A return address including the Submitters name, contact person's name, and mailing address;
- "Sickman Overflow Bridge Project", "Design-Build Project", and "Statement of Qualifications"; and
- The date of the submittal

6.2. DUE DATE, TIME, AND LOCATION

All sealed SOQs shall be received at one of the following locations prior to 2:00 p.m., Pacific Time, on December 13, 2012, the SOQ Due Date indicated in Table 3.2:

By U.S. Mail:

Glen Connelly
Chehalis Tribe Natural Resources Department
PO Box 536
Oakville WA, 98568

By hand (in person or by courier):

Chehalis Tribe Natural Resources Department
26 Niederman Road
Oakville WA, 98568

The Tribe will not accept SOQs by facsimile or electronic transmission. Any SOQ that fails to meet the deadline or delivery requirement will be rejected and without having been opened, considered, or evaluated.

7. SOQ CONTENT AND EVALUATION CRITERIA

This Section outlines the requirements of each Section of the SOQ and how each Section will be scored.

The information provided in the SOQ will be scored either pass/fail or qualitatively as shown in Table 7.2. If a Submitter receives a passing score on all pass/fail evaluation factors, its SOQ will be further evaluated, using the Scoring criteria. If a Submitter fails on any single pass/fail requirement, the SOQ may be rated unacceptable, in which case a qualitative evaluation of the SOQ will not be performed, and the Submitter will not be included on the short-list.

A Tribal Evaluation Committee will perform a qualitative assessment of the information provided in Sections 2 and 3 of the SOQ.

The Tribe reserves the right to contact references on individuals and projects other than those identified by the Submitters to evaluate past performance.

7.1. QUALITATIVE EVALUATION PROCESS

The qualitative evaluation score for Sections 2 and 3 will be determined as follows:

The evaluation team will identify SOQ significant strengths, minor strengths, significant weaknesses, and minor weaknesses in meeting Project goals and in the successful delivery of the Project. Based on identified strengths and weaknesses, the evaluation team will select an adjective rating and select a percent of maximum score in the identified range in accordance with Table 7.1.

After selecting a percent of maximum score for Sections 2 and 3, the SOQ score will be calculated by multiplying the percent of maximum score by the points available listed in Table 7.2 and then summing the calculated scores.

Table 7.1 ADJECTIVAL EVALUATION AND SCORING GUIDE

Adjective	Description	Percent of Max Score
Excellent (E)	SOQ supports and extremely strong expectation of successful Project performance if ultimately selected as the Design-Builder. SOQ indicates strengths and /or a number of minor strengths and no appreciable weaknesses. Submitter provides a consistently outstanding level of quality.	100 -90%
Very Good (VG)	SOQ indicates significant strengths and or a number of minor strengths and no significant weaknesses. Minor weaknesses are offset by strengths. There exists a small possibility that, if selected as the Design-Builder, the minor weaknesses could slightly adversely affect Project performance.	89-75%
Good (G)	SOQ indicates significant strengths and/or a number of minor strengths. Minor and significant weaknesses exist that could detract from strengths. While the weakness could be improved, minimized, or corrected, it is possible that if ultimately selected as the Design-Builder, the weakness could adversely affect successful Project Performance.	74-50%
Fair (F)	SOQ indicates weakness, significant and minor, which are not offset by significant strengths. Few minor strengths exist. It is probable that if ultimately selected as the Design-Builder, the weaknesses could adversely affect successful Project Performance.	49-25%
Poor (P)	SOQ indicates existence of significant weaknesses and/or minor weaknesses and no appreciable strengths. SOQ indicates a strong expectation that the successful performance could not be achieved if Submitter were selected as the Design-Builder.	24-0%

7.2. SOQ ORGANIZATION AND SCORING

The Submitter shall organize the SOQ using the following Section headings, order of documents, and maximum number of pages:

Table 7.2 SOQ ORGANIZATION AND SCORING

Section	Section Title and Required Information	Maximum Pages	Points Available
1	Introduction Letter	2	Pass/Fail
2	Key Personnel	7	500
3	Major Participants	9	500
Appendix A	Legal	As required	Pass/Fail
Appendix B	Financial	As required	Pass/Fail
Appendix C	Form A: Acknowledgement of Receipt of Addenda	As required	Pass/Fail
Appendix D	Documentation for Indian Preference	As required	50
Total			1050

7.3. SOQ FORMAT

The SOQ shall be formatted as follows:

- **Type Font:** All narrative text shall be single-spaced in a regular style font at a minimum of 11 points. The type and style of headings and figures are not prescribed.
- **Page size:** Except for charts, exhibits, and other illustrative and graphical information, all information shall be printed on 8.5 inch by 11-inch paper. Charts, exhibits, and other illustrative information may be on 11-inch by 17-inch paper. The 11-inch by 17-inch paper, if any, shall be folded to 8.5-inch by 11-inch and will be counted as one sheet.
- **Page Limit:** Page limits are described in Table 7.2. The SOQ shall include only information required by this RFQ. No other information shall be considered in the evaluation of the SOQ.
- **Dividers:** Section Dividers shall contain the Section number and Section Title. No other text is permitted on the dividers. The dividers will not be counted towards the allowable page total.
- **Binding:** Each copy of the SOQ shall be bound separately.
- **Front Cover:** The front cover of each SOQ shall be labeled with the name of the Submitter, and the following:
 - Sickman Overflow Bridge Project
 - Design-Build Project
 - Statement of Qualifications
 - (Date of Submittal)

7.4. INTRODUCTION LETTER (SECTION 1) (PASS/FAIL)

The Introductory Letter shall be addressed to the Tribe's Contact, and it shall include the following information:

- Submitter's name, address, business type (e.g. corporation, partnership, joint venture).
- Roles of the Submitter and each Major Participant.

- A statement that the Submitter, or at least one of Major Participant who is performing construction, has verifiable and direct experience with constructing highway bridges utilizing WSDOT specifications and WSDOT guidelines of a magnitude of at least \$2 million.
- Identification of a single contact person, address, telephone, fax number, and email.
- Certification of the truth and correctness of the SOQ.
- Statement that the Submitter shall comply with applicable laws and regulations.
- Signature of authorized representative.

7.5. KEY PERSONNEL (SECTION 2) (500 POINTS)

The purpose of this Section is to demonstrate the Submitters understanding of how the experiences and qualifications of the Key Personnel can contribute to the overall success of the Project. The Submitter shall present the Key Personnel (Project Manager, Design Manager, and Construction Manager) and explain how their experiences make them uniquely qualified to lead the Project.

The Tribe seeks Key Personnel who can demonstrate experience on road and bridge projects with a similar level of complexity. The Submitter shall relate relevant experience of the Key Personnel to the Project goals. This Section shall include experience of the Key Personnel related to design and construction.

The Key Personnel include the following:

Project Manager

The Project Manger shall be responsible for ensuring that the Project is managed and delivered in accordance with the Contract requirements and to ensure that the Design-Builder meets or exceeds the Project Goals. This person shall be available to attend all Project meetings and assist in issue resolution from Notice to Proceed through completion.

Construction Manager

The Construction Manager shall be responsible for all Project construction, including utilities and all other ancillary work to be constructed under the Contract. It is the Construction Managers responsibility to ensure the construction is managed and delivered in accordance with the Project goals. The person shall be available for design package review and shall be available to attend Project meetings during construction.

Design Manager

The Design Manager shall be responsible for ensuring that the overall project design is completed, design criteria are met, and the design is managed and delivered to meet or exceed Project Goals. The Design Manager shall be available to attend Project Meetings from Notice to Proceed through completion of the design effort, and shall be available as needed during Construction activities.

The Design Manager shall be a registered Professional Engineer in the State of Washington prior to submittal of the SOQ. The licensure requirements for the Design Manger will be initially evaluated as either "Pass" or "Fail". A "Fail" rating can be considered a basis for rejecting the SOQ.

RESUMES

Resumes for Key Personnel shall be provided in this Section and shall highlight the following:

- Relevant education, training, licensing, and registration/certification;
- Years of experience performing similar work; and
- Actual work examples relevant to the Project including projects, dates spent on the project, and duties performed.

REFERENCES

For each Key Personnel, list three references from different Projects that are included on the resume. All references shall be the owner representative who is most familiar with the Key Personnel, and who could best answer project specific questions. The owner representative may be a consultant who acted on behalf of the owner for the project. The references must not work for the same company of the person they are referencing. Provide the owner representatives name, email address, and phone number.

EVALUATION CRITERIA

The Key Personnel will be evaluated individually on demonstrated experience to successfully fulfill management roles and to successfully meet the Project goals while managing projects of similar scope and complexity. Demonstrated experience on projects delivered with a design-build contract is preferred.

7.6. MAJOR PARTICIPANTS (SECTION 3) (500 POINTS)

The Tribe seeks Submitters who can demonstrate bridge design and construction experience on roadways of at least an arterial road classification. This Section shall describe the details and complexity of one or more projects. Major participants listed in Section 5.1 shall have at least one project identified. References shall be provided for all projects listed.

REFERENCES

Project reference information shall include start date and completion date, or anticipated completion date; contractor or design firms being referenced; contract amount; type of contract (design-build or design-bid-build); and references (owners representative name, email address, and phone number). All references shall identify the owner representative who is most familiar with the project and who can best answer project-specific questions. The owner representative may be a consultant who acted on behalf of the owner for the project. The references must not work for the same company of the person they are referencing. At least one reference for each Major Participant shall be from a project that is at least 75 percent complete.

EVALUATION CRITERIA

The Major Participants will be evaluated collectively as a project team on demonstrated project experience. For each Major Participant, the Submitter shall relate relevant project experience in the following areas:

- Experience with bridge construction with a road closure or diversion road in place
- Experience with bridge design
- Experience with Design-Build process
- Experience managing a mature QA/QC process to ensure all work and material meet contract specifications.

Submitters will be scored on how their experience on previous projects, related to the bulleted criteria above, prepares their team for success on this Project. Demonstrated experience on projects of similar scope and complexity is preferred. Submitters shall describe how skills and experience gained on listed projects will be translated to the staff delivering this Project.

7.7. LEGAL (APPENDIX A) (PASS/FAIL)

The Submitter shall provide a description of the legal entity proposed as the Design-Builder whether a Builder-led, designer-led, integrated design-builder, or joint venture.

If the Submitter's legal entity has already been formed, the Submitter shall provide complete copies of the organizational documents, along with those documents that allow or would allow by the time of Contract award, the Submitter and its team members to conduct business in the State of Washington. If the Submitters legal entity has not yet been formed, then the Submitter shall provide draft/ final copies of the underlying agreements. The final organizational documents shall be submitted no later than the Proposal due date as described in the RFP.

If the Submitter is a joint venture, limited liability company, partnership, or other association the Submitter shall provide an express statement and agreement from each of the partners/members as to their joint and several liability on the Project. The submitter's statement shall include the following additional information: Project Title, major participant firm names, signatures of individuals authorized to execute proposals, contracts, bonds and other documents. This Statement may at the Submitters discretion be modeled after WSDOT Standard Form 410-009 *Individual Project Statement of Joint Venture*.

7.8. FINANCIAL (APPENDIX B) (PASS/FAIL)

The Submitter shall provide a letter from a surety or insurance company stating whether or not the Submitter is capable of obtaining Proposal and Contract Bonds as indicated in Table 7.8 below.

Table 7.8 FINANCIAL INFORMATION

Proposal Bond/Security Penal Sum	Performance and Payment Bond Penal Sum
\$100,000	\$2,000,000
The identified amounts are for the RFQ purposes only. Actual amounts of the bond / security required by the Contract may vary.	

A performance and payment bond is a surety bond furnished by the Design-Builder and the Design-Builder’s surety that guarantees performance of the Work and payment to laborers, mechanics, subcontractors, and material suppliers. The Contract Bond is intended to provide protection to the Tribe for the Design-Builders obligations with respect to construction and post construction phases of the Project.

The surety letter shall expire no sooner than the Proposal Due Date. Letters indicating “unlimited” bonding capability are not acceptable. The surety or insurance company providing the letter must be authorized to do business in the State of Washington.

7.9. FORMS (APPENIX C) (PASS/FAIL)

Include Form A, Acknowledgement of Receipt of Addenda, attached as Appendix A to this RFQ.

7.10. INDIAN PREFERENCE (APPENDIX D)

Indian Preference in accordance with the Chehalis Tribe’s procurement policy shall be granted to Submitter’s as follows:

- Key Personnel defined in Section 7.5 with documented Indian Lineage shall receive additional 10 pts each.
- Major Participants as defined in Section 5.1 which provide documentation of Indian ownership shall receive an additional 20 points each.
- The maximum points available for Indian Preference are 50 points.

RFQ APPENDIX A

FORM A

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

(To be included in Appendix C of the Statement of Qualifications)

Name of Submitter _____

We hereby acknowledge receipt of the Sickman Overflow Bridge Project Request for Qualifications Dated _____, and subsequent addenda by the Chehalis Tribe as follows:

Addendum No.

_____	_____
_____	_____
_____	_____
_____	_____

(Signed)

(Date)

(Printed or Typed Name)

(Title)