



**REQUEST FOR PROPOSALS (RFP)**  
**Traffic Consultant Services**  
**Hansville Rd Local Road Safety Plan**  
**August 14, 2024**

**KEY DATES: (SUBJECT TO CHANGE)**

|  |                               |
|--|-------------------------------|
| Deadline for Request for Clarification/Information/Questions | August 30, 2024, at 4:00 PM   |
| Deadline for draft Contract                                  | September 5, 2024, at 4:00 PM |
| Deadline for Submittal                                       | September 6, 2024, at 4:00 PM |
| Review Proposals, Interviews if needed                       | By September 13, 2024         |
| Recommendation to NKI Board of Directors                     | By September 26, 2024         |
| Selected Consultant notified                                 | By September 30, 2024         |

For RFP questions, communications and submissions, please send to NKI Point of Contact:  
Michael Arnette, General Counsel, 360-655-5503 and [marnette@noo-kayet.com](mailto:marnette@noo-kayet.com)

## **Section 1 – Introduction**

The Port Gamble S'Klallam Tribe (PGST) is a federally recognized Tribe whose population has been well established in the Puget Sound Basin and surrounding areas for over 4,500 years. Prior to white settlers arriving in the area, PGST's lands spanned over 2.7 million acres and extended throughout the Olympic Peninsula and into the San Juan Islands and Juan de Fuca Straits. In 1938, the Indian Reorganization Act granted PGST 1,234 acres that comprise the Port Gamble Indian Reservation located in the North tip of the Kitsap peninsula. Currently, 1,200 members are enrolled in the Tribe and an estimated 684 people live on Reservation and trust lands. The Tribe is focused on revitalizing the community and maintaining sovereignty over their land, see Figure 1 for extent of PGST Reservation and location of project. PGST set up the Noo-Kayet Investments (NKI) as an economic development corporation to support and assist in developing economic opportunities for the Tribe.

NKI is seeking to obtain professional consulting services to conduct a Local Road Safety Plan (LRSP) of a highly used segment of Hansville Road at its intersection with Little Boston Road. The proposals shall include a not-to-exceed fee amount and a completion schedule.

A pre-bid site visit may be scheduled with the Point of Contact if desired.

## **Section 2 - Background**

Currently, NKI is tasked with developing the land between Warrior Ridge, a Tribal housing development south of Little Boston Road and PGST's The Point Casino and Hotel ("The Point") on Hansville Road. PGST and NKI are finalizing a master plan for this area which will include commercial businesses, housing, and Tribal services. This future development supports tribal members living in Warrior Ridge as well as expands tourism opportunities to bring more clientele to indigenous businesses and the Tribe's casino. Hansville Road is also the main arterial transportation corridor connecting the north Kitsap Peninsula area and the Tribal community to State Highway 104. At issue is the poor road infrastructure serving these developments at a local level and more broadly, PGST lands and the northern Kitsap County region.

Little Boston Road, a BIA managed road, and Hansville Road, a Kitsap County Road, are single-lane two-way rural roads with no shoulders, turning lanes, or sidewalks. They are primary roads for the PGST. Staff working at The Point have complained about the dangerous conditions of the road and the difficulty of walking or riding a bike along the road. Executive staff at The Point note that it is likely there have been occurrences of impaired driving. Additionally, the intersection of these two roads is served by a two-way stop which is insufficient for the traffic and speed limit for these roads. The PGST and Kitsap County have expressed concern over the safety of this intersection and initiated a traffic study, conducted May 2022, which evaluated two options: installing traffic signals or a roundabout. The PGST Long Range Transportation Plan (LRTP) updated in 2021, lists this intersection as the number two priority on their list of infrastructure improvements. These documents acknowledge the lack of traffic safety at the intersection but do not adequately document the scale and severity of the issue that is a concern



to the local community. Pedestrian and non-motorized transportation needs are unknown and improvements to reduce impaired driving are also not addressed.

### **Section 3 – Proposal Submission Requirements and Format**

Submitted proposals must be clear, concise and complete, and adhere to the following required formatting structure.

- Proposals must be emailed to the POC.
- Include “Hansville Rd Local Road Safety Plan” in the e-mail subject line.
- The proposal must be signed by a representative legally authorized representative of the firm.

Proposals must follow the order below to be considered complete:

1. Cover Letter with the consultant’s primary point of contact
2. Firm Experience and Qualifications  
Describe Relevant prior experience including similar projects, size and budget  
Describe prior experience working with Tribes and Tribal entities
3. Proposed Key Staff  
Introduce key staff and their respective qualifications, experience, and roles and responsibilities on the project. Include resumes of key personnel as attachments.  
List anticipated subconsultants (describe your rationale for this requirement, and subject to approval by NKI)
4. Scope of Work, with work requirements, steps, proposed milestones, timing and delivery
5. Fee Proposal – Include a not-to-exceed fee by SOW task.  
Also include a sheet showing Key Staff and corresponding current hourly rates which will be incorporated in to a Contract in reference to any change order(s) or ancillary work outside of the initial SOW.
6. References  
Provide three (3) references for whom key personnel or your firm have performed similar work within the last three (3) years.

### **Section 4 – Scope of Work**

The proposed project is to conduct a LRSP for Hansville Road from the road approaching south of the intersection with Little Boston Road northwards to the northern extent of PGST lands on Hansville Road (approximately .75 miles). The project is expected to be completed by November 1, 2024. The LRSP will include the following tasks:

Task 1: Research and analyze historical data on crashes, traffic violations, public complaints and



other statistics available from Tribal, County and regional transportation departments, law enforcement, and emergency response agencies for this intersection and stretch of Hansville Road. Include impaired driving data in this analysis. Identify target incident types and incident risk with corresponding proven safety countermeasures.

Task 2: Conduct community outreach to understand vehicular, pedestrian, and non-motorized traffic flow and assess needs for the project area. NKI will facilitate a general community meeting to assist in obtaining this information.

Task 3: Recommend and prioritize safety improvements and countermeasures for NKI and PGST to consider that reduce future crashes and assist in the accommodation of all road users such as upgrades to existing road infrastructure, pedestrian paths and crossings, lighting, cameras, and programs to reduce impaired driving and/or change driving behavior.

## **Section 5 – Evaluation Criteria**

NKI reserves the right to reject any or all bids and waive irregularities. NKI will endeavor to select the consultant based on the best value to the project. Selection will be based on the following evaluation criteria, subject to change by NKI without notice. Only complete proposals in accordance with this RFP will be considered.

1. Experience of firm in providing similar services for similar projects and ease of contracting (balanced draft Contract from the firm containing market standard indemnification, insurance of the responding firm, among other items, and overall ease of negotiations)
2. Qualifications, references, and experience of key personnel
3. Experience working with Tribe and/or other Native American communities
4. Scope of Work and overall services delivery
5. Fee
6. Tribal Preference

## **Section 6 – Disclaimer**

NKI will not reimburse proposal preparation or delivery costs incurred by the proposer.

Excepting pre-existing materials, information contained in the proposed SOW in response to this RFP shall remain the property of NKI and there is no requirement to return or delete.

The award shall be made to the firm whose proposal is deemed the most advantageous to NKI.

## **Section 7 – Terms and Conditions**

### **1. Questions Regarding RFP**

Consultant must submit questions pertaining to this RFP to the POC email by the deadline outlined above. All oral communications will be considered unofficial and nonbinding on the Tribe.



## 2. Selection Process/Interviews

NKI will conduct an evaluation of all proposals that are received in accordance with the provisions of this RFP and reserves the right to obtain clarification at any point in the review process on the proposal or to obtain additional information. NKI reserves the right to award the Contract solely on the written proposal.

Interviews with proposers may be held at the option of NKI. An interview process may be used to clarify information contained in the Proposal but not to modify the proposal.

## 3. Insurance Requirements

Before commencing the work and as a condition of payment, the firm shall provide a certificate of insurance evidencing the below:

Commercial General Liability including Bodily Injury and Property Damage in an amount not less than \$1,000,000 per occurrence and \$2,000,000 Aggregate; Auto Liability with a Combined Single Limit of not less than \$500,000 per accident or \$500,000 Bodily Injury and Property Damage; Workers Compensation/Employers Liability - Statutory coverage as required by the applicable jurisdiction; Umbrella Liability limit in an amount no less than \$1,000,000 and provide follow form coverage of the underlying policies listed above. The scheduled policy(ies) (with the exception of Workers Compensation/Employers Liability) shall name and list: Noo-Kayet Development Corporation, and each of its related entities, owners, officers and employees as additional insured(s) under such coverage(s). Coverage(s) shall include Primary and Non-Contributory Endorsements and cover ongoing and completed operations, and a Waiver of Subrogation in favor of Noo-Kayet Development Corporation. The Consultant shall endeavor to provide NKI with at least thirty (30) days prior written notice in the event of any modification, cancellation or expiration thereof.

## 4. Withdrawal or Modification of Proposal

Proposals may be withdrawn at any time prior to the proposal response due date and time specified. Notification of withdrawal shall be provided to the POC. Proposals cannot be changed or withdrawn after the time specified for receipt.

## 5. Debarment or Suspension

The attached certifications must be signed and submitted with your proposal.

## **Section 8 – Attachments**

Plans and figures indicating project area

Disbarment or suspension certifications



## FEDERAL DEBARMENT AND SUSPENSION CERTIFICATION

Title 28 of the Code of Federal Regulations (CFR), Part 67, provides that executive departments and agencies shall participate in a system for debarment and suspension from programs and activities involving Federal financial and non-financial assistance and benefits. Debarment or suspension of a participant in a program by one agency has government wide effect. It is the policy of the Federal Government to conduct business only with responsible persons, and these guidelines will assist agencies in carrying out this policy.

2. Certification regarding Debarment, Suspension, Ineligibility and other responsibility matter – Primary Covered Transactions. Certifications must be completed and submitted by recipients of discretionary awards to the awarding agency's program offices during the application stage. Block/formula recipients are exempt from submission of this certification but are responsible for monitoring subrecipient submissions of the lower tier certification and for maintaining them at the State level.

3. Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions. This requirement includes persons, corporations, etc., who have critical influence on or substantive control over the award. The direct recipient will be responsible for monitoring the submission and maintaining the official subrecipient certification.

I, the above-named CONTRACTOR herein or its duly authorized representative, do hereby certify that the CONTRACTOR named above is not presently Debarred, or Suspended, or Ineligible from doing business with programs and activities involving Federal financial and non-financial assistance and benefits of \$25,000 or more.

Date:

Name:

Signature:



## TRIBAL DEBARMENT AND SUSPENSION CERTIFICATE

1. NKI requires that all departments and programs participate in a system for debarment and suspension from programs and activities involving financial and non-financial assistance and benefits. Debarment or suspension of a participant in one program has a tribal wide effect. It is the policy of NKI to conduct business only with responsible persons, and these guidelines will assist the program in carrying out this policy.
2. Certification regarding Debarment, Suspension, Ineligibility and other responsibility matters. Certification must be submitted by recipients of the award to NKI during the application stage.

I, the above-named CONTRACTOR herein or its duly authorized representative, do hereby certify that the CONTRACTOR named above is not presently debarred, or suspended, or ineligible from doing business with NKI.

Date:

Name:

Signature:

