



# Shoalwater Bay Indian Tribe

REQUEST FOR PROPOSAL

FOR

SS4A SAFETY ACTION PLAN

FOR THE

PLANNING DEPARTMENT

Date of Issuance: 10/07/2026

RFP #: P-2027-2

# Request for Proposal (RFP)

## SS4A Safety Action Plan

### Requested by the Shoalwater Bay Indian Tribe

#### Project Overview

The Shoalwater Bay Indian Tribe (SBIT) has received a U.S. Department of Transportation grant to create SBIT's first [SS4A Comprehensive Safety Action Plan](#). SBIT is seeking proposals from contractors to deliver sub-components of the final Safety Action Plan. Awarded contractors will comprise the Safety Action Plan Team. This team will coordinate between their respective project sub-components and contribute to Safety Action Plan report drafting and review at all stages of the project. Safety Action Plan Team members will attend weekly project meetings to provide updates on the status of project deliverables and to coordinate and collaborate with other awarded project contractors. Prospective contractors may apply to more than one sub-component of this project.

#### Project Contractor General Expectations

- Proactive problem-solving, excellent communication skills, track record of working on inter-disciplinary teams, prior experience with Transportation Safety Research and Planning, prior experience working with Tribes/Tribal communities.
- Collaboratively develop a shared project norms/expectations/communication plan with Safety Action Plan Team and Project Managers (Planning Department).
- Attend all Safety Action Plan Team meetings to share project updates and receive/provide feedback from other team members.
- Attend and participate in SS4A Safety Task Force.
- Schedule site visits as needed for project coordination and field work.
- Regularly update and check project *Monday* board to track project progress and deliverables.
- Communicate about project via shared Teams platform and e-mail to coordinate with other contractors and Project Manager (Planning Department).
- Participate in priorities/strategies ranking and final recommendation list ([See component #6:StrategyandProjectSelections](#)).
- All planning and planning-related cost estimates should be tailored to future grant opportunities and applications relevant to the study.

## Key Project Milestones

Final Draft of Safety Action Plan Deliverables Due: April 1, 2027

Presentation of Safety Action Plan to SBIT Council: April 15, 2027

Revised Safety Action Plan Deliverables Due: April 22, 2027

Final Safety Action Plan Due: June 1, 2027

## RFP Review & Decision Timeline

RFP Released.....October 7, 2026

Deadline to Submit Questions (in writing).....October 21, 2026

Responses to Questions (Posted on the website no later than date).....October 28, 2026

Proposals Due.....November 4, 2026 by 4:00pm Pacific Time

Interviews.....November 16-20, 2026

Final Selection.....End-November, 2026

Project Kickoff.....Beginning December, 2026

Desired Project Completion Date.....See *Key Project Milestones*

\*Dates are subject to change at any time by the Tribe.

## Instructions for Submitting Proposals

**Proposal Due Date: 11/04/2026** by 4:00 p.m. Pacific Time

Submission options are listed below:

1. Submissions by email must be submitted to:

[solicitations@shoalwaterbay-nsn.gov](mailto:solicitations@shoalwaterbay-nsn.gov)

Subject line: [Company Name] RFP Response – [Project Name]

2. For any questions on the bid and requirements, please contact [solicitations@shoalwaterbay-nsn.gov](mailto:solicitations@shoalwaterbay-nsn.gov) by email only. All questions will be placed on and answered on the Tribe's website. Questions will be accepted until 10/21.

### **Closing/Opening Date and Time and Method of Solicitation:**

1. Proposals will be accepted by email up to 4:00 pm Pacific time on 11/04/2026, late submissions will not be considered. All timely responses to this RFP will be considered. The Shoalwater Bay Indian Tribe reserves the right to reject any and all proposals including those proposals received after the closing date and time.
2. This RFP has been published through the Shoalwater Bay Indian Tribe website as well as local and national media.
3. Results will be posted on the Tribe's website after evaluation at [Shoalwater Bay Tribe \(shoalwaterbay-nsn.gov\)](http://shoalwaterbay-nsn.gov)

**Disputes:** Protest must be in writing, within 14 days after the Request for Proposal has been awarded and the submitters notified, the protest must be on valid grounds, and the Tribal Administrator or an assignee will review the protest and make a determination, which will be final and cannot be appealed. To start the deadline for the protest claims, all submitters will be informed by certified mail their bid was not accepted.

### **Proposal Requirements**

Proposal must contain the following components. Additional information that may prove beneficial to the Tribe during the rating and awarding process is welcomed. Proposers are asked to refrain from submitting proposals that will not easily be duplicated such as those with spiral binding, photos and fold-out or other larger than letter-size paper. Maximum 5 pages (does not include writing samples or client references), single-spaced including figures.

- Executive summary
- Proposed work and methodology
- Team bio highlighting relevant skills/experience
- Detailed budget breakdown (staff hours, supplies, travel costs, etc.)
- Two relevant writing samples (e.g., plans, reports, GIS deliverables, etc.)
- Two client references (include project and contact information)

### **Project Spending Break-Down (Total Project Budget: \$127,500)**

**Component A:** Safety Analysis (\$25,500): RFP

**Component B:** Comprehensive Multimodal Pedestrian and Bicycle Plan (\$25,500): RFP

**Component C:** Master Sign and Wayfinding Plan (\$25,500): RFP

**Component D:** Illumination Safety Study and Plan (\$25,500): RFP

**Component E:** Public Involvement and Safety Task Force (\$25,500): RFP

## Scope of Work

---

### Component A - Safety Analysis for Shoalwater Bay Indian Tribe SS4A Safety Action Plan

**Total Budget:** \$25,500

**Scope of Work** ([as specific under SS4A Safety Action Plan Component #3](#)):

Following the [Safe System Approach](#), a comprehensive Safety Analysis will be conducted for transportation corridors relevant to SBIT. The Safety Analysis will analyze existing conditions and historical trends to provide a baseline level of crashes involving fatalities and serious injuries across SBIT and surroundings. The Safety Analysis will include an analysis of locations where there are crashes and the severity of the crashes, as well as contributing factors and crash types by relevant road users (e.g., motorists, pedestrians, transit users). Analysis of systemic and specific safety needs will also be performed, as needed (e.g., high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographics, and structural issues). the analysis should include all roadways within the jurisdiction, without regard for ownership. Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a high-injury network or equivalent).

#### **Preferred skills/expertise:**

- Previous experience conducting Transportation Safety Analyses.
- Previous experience working with Tribes and/or rural or low-income communities.
- GIS experience.

#### **Deliverables:**

- Written report of Safety Analysis findings (including figures, charts, tables, etc.)
- High-Injury Network (GIS deliverable)
- High-Risk Corridor and Location Identification (GIS deliverable)
- Publication of results on SBIT internal and/or external GIS Story Map platforms
- Prioritized list of projects/strategies to address identified safety issues from Safety Analysis
- Drafting and review of final Safety Action Plan report

- Participation in process of final project strategy and selections ranking and recommendation
- 

## **Component B - Comprehensive Multimodal Pedestrian and Bicycle Plan for Shoalwater Bay Indian Tribe SS4A Safety Action Plan**

**Total Budget:** \$25,500

**Scope of Work** (as described in SBIT Transportation Safety Plan Update):

Develop Comprehensive Multimodal Pedestrian and Bicycle Plan to connect tribal community members to local goods, services, and emergency assembly areas as supported by foot or bicycle travel. This plan requires collaborative planning, expansion, and coordination with SBIT departments, businesses, Tribal members, and surrounding non-tribal communities. The plan characterizes condition of the existing trails and pathways utilized by the Tribal citizens (youth to elders) to access services by foot. Plan development engages community (in coordination with selected contractor for *Public Involvement & Safety Task Force* component) to identify potential connections that currently do not exist. In this plan, recreational trails should be considered not only for the health and benefit of the Tribal and non-Tribal local communities but, also for potential enhancement of commercial developments for the visiting public by incorporating cultural education and preservation through interpretive signage, planned bench seating location with educational placards and interactive stations, the display of traditional tribal art, and environmental enhancement and education of plant and animal species. Plan should also focus on mapping and recommending improvements of emergency evacuation routes, including the Eagle Hill and Annex Tsunami Evacuation Routes and the Auntie Lee Tsunami Tower. Collaborate with *Illumination Safety Study and Plan* contractor to evaluate path lighting needs to increase community safety and access. The plan should consider connectivity to other internal and external paths and trails. Utilize recommendations of Safety Concerns, RSA and LRTP. (LRTP PPL 7), and other relevant SBIT safety studies. Plan should meet requirements to support future state and federal grant applications for pedestrian and bike infrastructure (e.g., WA RCO, WSDOT PBP, etc.)

**Preferred skills/expertise:**

- Previous experience leading and coordinating diverse, inter-disciplinary teams.
- Previous experience working with Tribes and/or rural or low-income communities.
- GIS experience.

**Deliverables:**

- Written report for Comprehensive Multimodal Pedestrian and Bicycle Plan (including figures, charts, tables, etc.)
  - Map of existing and proposed future Pedestrian and Bicycle routes/trails/pathways (GIS deliverable)
  - Publication of results on SBIT internal and/or external GIS platforms
  - Prioritized list of Pedestrian and Bicycle projects/strategies
  - Drafting and review of final Safety Action Plan report
  - Participation in process of final project strategy and selections ranking and recommendation
- 

## **Component C - Master Sign and Wayfinding Plan for Shoalwater Bay Indian Tribe SS4A Safety Action Plan**

**Total Budget:** \$25,500

### **Scope of Work:**

Develop Master Sign and Wayfinding Plan. Signs are essential transportation infrastructure. This plan will address four sign types: safety, wayfinding, business, and educational. Use MUTCD standards for safety signs. Develop NIT sign standards and policies for wayfinding and business signs. Installation and maintenance are a low-cost way to significantly improve and maintain transportation safety, providing guidance, wayfinding and warning to all roadway users. Conduct a systemic audit of the existing sign inventory within reservation roads and facilities for compliance, need, location, and retro reflectivity. Identify signs to be removed or added. In collaboration with *Safety Analysis* contractor, prioritize areas of high risk: intersections, pedestrian crossing, drainage crossings, congested areas, narrow shoulder, horizontal and vertical curves. Replacement signs to be in both English and Chinook/Lower Chehalis. Consider developing plan in phases of current need and future needs for projected development, trails, etc. Develop with recommendations of the RSA, and simultaneously with the Comprehensive Multimodal Bike and Pedestrian Plan. Collaborate with all roadway owners as applicable.

### **Preferred skills/expertise:**

- Previous experience with transportation signage, planning, and graphic sign design.
- GIS experience.

### **Deliverables:**

- Written report of Master Sign and Wayfinding Plan (including figures, charts, tables, etc.)

- Map with locations, photos, and descriptions of existing signage and proposed future signage, including in the proposed Uphill Development (GIS deliverable)
- Potential sign designs options (including graphics, artwork, language) with associated design files.
- Publication of results on SBIT internal and/or external GIS Story Map platforms
- Prioritized list of projects/strategies to address identified safety issues from development of Master Sign and Wayfinding Plan
- Drafting and review of final Safety Action Plan report
- Participation in process of final project strategy and selections ranking and recommendation

---

## **Component D – Illumination Safety Study and Plan for Shoalwater Bay Indian Tribe SS4A Safety Action Plan**

**Total Budget:** \$25,500

### **Scope of Work:**

Complete a comprehensive Illumination Safety Study to assess, recommend and prioritize lighting improvements at throughout the Reservation, particularly at major intersections and high pedestrian traffic areas. The study should also evaluate and make recommendations for emergency lighting in case of emergency that requires evacuation routes to be illuminated for safety (e.g., tsunami, storm, etc.). Illumination study should determine how to minimize light pollution and disruption to wildlife, while also increasing visibility and reducing accidents due to low visibility. Development of modern, innovative approaches to community illumination is encouraged. Resulting recommendations will consider energy efficiency and cost to maintain. Develop with recommendations of the RSA, and simultaneously with the Comprehensive Multimodal Bike and Pedestrian Plan, Safety Analysis, and Master Sign and Wayfinding Plan.

### **Preferred skills/expertise:**

- Previous experience with illumination safety planning for rural and/or Tribal communities.
- Previous experience with lighting design and installation.
- Knowledgeable of energy efficient and sustainable community lighting solutions that reduce impact to wildlife and minimize light pollution.

### **Deliverables:**

- Written report of Illumination Safety Study and Plan (including figures, charts, tables, etc.)

- Map with locations, photos, and descriptions of existing illumination/lighting and proposed future illumination/lighting, including in the proposed Uphill Development (GIS deliverable)
  - Publication of results on SBIT internal and/or external GIS Story Map platforms
  - Prioritized list of projects/strategies to address identified safety issues from development of Illumination Safety Study and Plan.
  - Drafting and review of final Safety Action Plan report
  - Participation in process of final project strategy and selections ranking and recommendation
- 

## **Component E – Public Involvement and Safety Task Force for Shoalwater Bay Indian Tribe SS4A Safety Action Plan**

**Total Budget:** \$25,500

### **Scope of Work:**

SBIT seeks a contractor to engage the SBIT community in the development of a SS4A Safety Action Plan and to convene a Safety Task Force that will be comprised of Tribal leadership, staff, Tribal and non-Tribal community members, and local, state, and federal partners. The contractor will engage the SBIT community through each stage of the SS4A Safety Action Plan development, ensuring all voices are heard in the planning process. The goal of the Safety Task Force is to bring community representatives together to make decisions about how to make SBIT a safer place to live, work, and visit now and for future generations. The contractor is tasked with convening the Safety Task Force, distributing SS4A Transportation Safety Surveys, synthesizing and interpreting survey responses as well as other forms of community feedback. The contractor will work collaboratively with other SS4A project contractors to ensure community feedback is incorporated into planning, project identification, and prioritization of future safety improvements.

### **Preferred skills/expertise:**

- Previous experience leading and coordinating diverse, inter-disciplinary teams and community representatives.
- Demonstrated ability to lead facilitation of large group meetings and community gatherings towards a common goal.
- Ability to guide community representatives and leaders with varied interests and opinions towards finding shared solutions and developing action plans for future community development.
- Experience with community survey development, administration, and quantitative and qualitative analysis of survey feedback.

## **Deliverables:**

- Identify and invite Safety Task Force members.
  - Organize and convene at least three in-person Safety Task Force meetings.
  - Written report from each Safety Task Force meeting, including feedback, suggestions, and recommendations for the Safety Action Plan.
  - Final written summary and presentation of findings from Safety Task Meetings.
  - Attend SBIT community events to gather public feedback and comment on SS4A Safety Action Plan and transportation safety issues within the community.
  - Administer SS4A Survey and quantitatively and qualitatively analyze resulting information.
  - Synthesize prioritized lists of projects/strategies from each sub-component.
  - Develop and lead the ranking process to select final prioritized list of projects/strategies.
  - Drafting and review of final Safety Action Plan report.
- 

## **Subcontracting Requirement**

The prime contractor, if subcontract is to be let, must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible according to requirements listed in CFR 200.321 paragraphs (b) (1) through (5).

## **Evaluation Factors and Scoring**

Indian preference points: 10 points are added to the possible 100 points possible.

VBE's, DBE's, WBE's or MBE's points: 5 points are added to the possible 100 points possible.

**(The highest preference category would be applied to the scoring)**

1. Selection Procedures: The Shoalwater Bay Indian Tribe is utilizing a formal advertising of Request for Proposals to award to the most highly rated proposal subject to negotiation of fair and equitable compensation. All timely responses to this RFP will be considered. The Shoalwater Bay Indian Tribe reserve the right to reject any and all proposals.

2. Method of Review: The Shoalwater Bay Indian Tribe and their authorized representatives will review all proposals received and may contact the party to request further information. The Shoalwater Bay Indian Tribe may accept any given proposal as submitted or may negotiate with the party to establish terms most advantageous to the Tribes. The decision of the Shoalwater Bay Indian Tribe shall be final and not subject to appeal.

3. Method of Scoring: All proposals received on time will be evaluated and scored in the following categories.

a. (0-60 points) Scope of Work, Credentials and Qualifications. The proposal must fully demonstrate satisfaction of required credentials and qualifications and the ability to carry out each requirement listed in the scope of work. Services proposed beyond the minimum scope of work will

gain score points. Partial points may be awarded for those proposals that do not fully meet the required credentials and qualifications or scope of work standards.

b. (0-25 points) Cost: The award amount is stated, cost considerations will take into account the proposed services beyond the minimum stated in this RFP.

c. (0-15 points) References: A record of integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.

d. In the case of duplicate proposals the earliest postmarked envelope will be considered unless otherwise advised in writing by the applicant that the later proposal is the appropriate one to review.

100 TOTAL POINTS POSSIBLE (\*not including possible Indian preference points or VBE's, DBE's, WBE's, VBE's and MBE's points)

## **Shoalwater Bay Indian Tribe's Qualified Tribal and/or MBE, WBE, DBE, VBE Preference**

The entity or individual qualifies for Tribal and/or MBE, WBE, DBE, VBE preference if the following conditions are met:

### **If Native owned:**

- The company must be at least fifty-one (51) percent Native owned.
- Native ownership is only established by a member(s) of a US Federally recognized Native American Tribe, nation or band, which includes Members of Federally recognized Alaskan Native villages, communities, and corporations.
- The qualifying Member(s) must be an active participant(s) in the company (not just a figure head(s)).
- The company must have appropriate business license(s) and company and/or staff must have appropriate certifications for specific field(s); and
- The company must have the requisite experience and staff expertise to complete the contract.

### **If MBE/WBE/DBE/VBE owned:**

- Minority group members are United States citizens who are Asian Indian, Asian-Pacific, Black, Hispanic and Native American. Ownership by minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly owned business, at least 51% of the stock is owned by one or more such individuals (i.e. the management and daily operations are controlled by those minority group members.)
- A Woman-Owned Business Enterprise (WBE) is defined as one that is at least 51% owned, operated and controlled on a daily basis by one or more female American citizens.
- DBEs are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.

- A Veteran-Owned Business Enterprise (VBE) is defined as at least 51% of the business must be directly and unconditionally owned by one or more veteran(s) or service-disabled veteran(s).

Applicants seeking Tribal/and or MBE, WBE, DBE, VBE preference shall submit the following applicable documents during the procurement/bidding process:

- Documentation of membership by a US Federally recognized Native American Tribe,
- Nation or band, including member of federally recognized Alaskan Native villages, communities, and corporations and proof of at least 51 percent Native ownership
- Business license certifications, business structure documents (sole proprietor, partnership, incorporations, LLC), insurance and bonding capabilities.
- Tribe shall require all other necessary licensing documentation specific for the service provided
- (Industry Standard) Portfolios that include proof of the experiences and staff expertise in the specific field listed, resume of jobs completed, and references.
- Business plan that includes proof of the experience and staff expertise in the specific field, projected financials and references.
- Any other documentation or pertinent information required by the Tribe. The Tribe shall have sole discretion in determining other requirements under this policy.
- For compliance and enforcement purposes each entity seeking Tribal preference is required to maintain a separate UBI and Federal EIN number.
- Documentation certifying MBE, WBE, VBE and/or DBE status.

## Provisions

1. The selected consultant will be required to submit to and satisfactorily pass a background investigation.
2. The selected consultant will be required to provide professional indemnity insurance or a performance bond for coverage of 100% of the contract price.
3. If required, all parties must submit with their proposals a statement detailing their employment training opportunities and their plan for providing preference to Indians. All contractors must observe the Shoalwater Bay Indian Tribe's preference policy.
4. If required, all parties must submit with their proposals a statement detailing their employment and training opportunities and their plan for providing preference to Indians. All contractors must observe the Shoalwater Bay Indian Tribe's preference policy.
5. The Shoalwater Bay Indian Tribe shall conduct all procurement transactions in a manner that provides fair, full and open competition.
6. The Shoalwater Bay Indian Tribe shall provide fair and equitable treatment for all persons or firms who are in the business of supplying goods and services.
7. The Shoalwater Bay Indian Tribe wish to assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available.
8. The Shoalwater Bay Indian Tribe shall take reasonable affirmative steps to assure that VBE's, DBE's, WBE's and MBE's are used when possible but without infringing on Indian preference where Indian preference is applicable.

9. The Shoalwater Bay Indian Tribe shall not use federal grantor funds to do business with any entity who is disbarred in accordance with the Federal Government Disbarment list.
10. Request for Proposals may be terminated by The Shoalwater Bay Indian Tribe at any time for cause.
11. Each party submitting a proposal is certifying that he/she has not colluded with any other person, firm or corporation in regard to securing the services being solicited.
12. No employee, Officer, or agent of the Shoalwater Bay Indian Tribe may solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontractors.
13. Negotiation: Provisions not addressed by this solicitation will be negotiated with the professional once a selection has been made.
14. Agreement: The selected professional will enter into an enforceable agreement that fully conforms to the contracting provisions pursuant to OMB 2 CFR 200. Copies of these requirements are online at <https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-320>