



The Confederated Salish and Kootenai Tribes
Flathead Indian Reservation
Natural Resources Department
Division of Engineering and Water Resources
Roads Program
Ronan, Montana

REQUEST FOR QUALIFICATIONS
for
CSKT Safe Streets and Roads for All- Safety Action Plan
Professional Services

Due Date: May 20, 2024 at 2:00 p.m. MST

Point of Contact: Scott Johnston, P.E.

Office Phone: (406) 676-2600

Email: scott.johnston@cskt.org

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REQUEST FOR QUALIFICATIONS (RFQ)

**CSKT SAFE STREETS AND ROADS FOR ALL-
SAFETY ACTION PLAN
FLATHEAD INDIAN RESERVATION, MONTANA**

**CONFEDERATED SALISH AND KOOTENAI TRIBES
DIVISION OF ENGINEERING AND WATER RESOURCES**

SECTION 2- SOLICITATION NOTICE

2.1 SOLICITATION NOTICE

2.1.1 Notice

Notice is hereby given that the Confederated Salish and Kootenai Tribes has released this Request for Qualifications, and will be accepting Statements of Qualification until **2:00 pm MST, May 20, 2024** from professional engineering firms having expertise to conduct a study that gathers and analyzes data, engages stakeholders and recommends strategies and projects to improve safety on roads within the Flathead Indian Reservation.

SECTION 3- PROJECT DESCRIPTION AND SCOPE OF WORK

3.1 DEFINITIONS

3.1.1 Confederated Salish and Kootenai Tribes (Owner)

Any reference to Owner shall mean the Confederated Salish and Kootenai Tribes (CSKT), a sovereign nation.

Contracting Officer (CO): Individual delegated by the Owner to execute contracts. Currently, Michael Dolson, Chairman, Tribal Council

Contracting Officer Representative (COR): Individual delegated by the Contracting Officer to manage the Consultant contract(s) for the Division of Engineering & Water Resources (DEWR). Currently, Scott Johnston, Roads Program Manager.

3.1.2 Firm

Any references to above shall relate to the Company submitting a Statement of Qualifications (SOQ) to the Owner for award consideration.

3.1.3 Request for Qualifications (RFQ)

This Request for Qualifications (RFQ) is an invitation for individuals and companies to submit their Statements of Qualifications (SOQs) only for Owner consideration. Your **SOQ may also be referenced as your Proposal.**

Request for Qualifications (RFQ) is referencing this solicitation.

3.1.4 Statement of Qualifications (SOQ)

The submittal of a Statement of Qualifications (SOQ) by a firm or individual is an indication of the ability of the firm or individual to perform the requested services. The SOQ, or Proposal, is your response to this RFQ.

3.1.5 Subconsultant

A member of the Firm's team who is clearly defined in the Firm's SOQ. Subconsultant(s) will contract directly with the Firm, who will bear responsibility for Subconsultant activity(s).

3.1.6 Professional and Consulting Services

The Professional and Consulting Services Firm shall be registered/license in the state of Montana.

3.2 BACKGROUND

The Owner was awarded a grant for the FY22 Safe Streets and Roads for All- Comprehensive Safety Action Plan.

The Bipartisan Infrastructure Law (BIL) established the new Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in appropriated funds over 5 years. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries.

The Confederated Salish and Kootenai Tribes applied for and received an SS4A grant to develop an action plan for \$368,000 and a local match of \$92,000 for a total of \$460,000. The action plan determines the need for improvements and is required before any further grant moneys can be awarded for implementation.

The goal of this study is to recommend projects and strategies to reduce fatalities and serious injuries within the Flathead Reservation. The study will engage a competent consultant to conduct a study that gathers and analyzes data, engages stakeholders and recommends strategies and projects to improve safety. This study should be completed by March 31, 2025.

3.3 DESCRIPTION OF SERVICES and SCOPE OF WORK

The selected consultant will ultimately produce a report that has the elements listed below. The development of this report will require the consultant to review existing documents, gather and analyze crash data, conduct meetings, develop and implement a public engagement plan, and make recommendations.

Proposals will provide details about:

1. Approach to completing this study.
2. Experience of personnel that will work on this study.
3. Firm's experience in evaluation of safety measures.
4. Firm's familiarity of the Flathead Reservation.
5. The proposed schedule for the study. This should include meetings and milestone dates.

Per the SS4A grant requirements, the components of the study will be as follows:

1. Planning Structure
 - a. Form a committee to oversee the Action Plan development, implementation and monitoring.
 - b. Establish a timeline for the monitoring of the effectiveness of the action plan.
 - c. Establish a method to measure the effectiveness of the action plan.
2. Safety analysis
 - a. Gather data about crashes and accidents on all roads within the Flathead Reservation to establish a baseline level of fatalities and serious injuries.
 - b. Analyze the data to determine the crash types and contributing factors.
 - c. Establish which users are impacted by crashes.
 - d. Analyze specific safety needs such as high-risk features, needs of relevant road users, demographics of users and other environmental influences on safety.
 - e. Establish a geospatial map of crashes to determine high risk locations.
3. Engagement and collaboration
 - a. Establish and implement a robust engagement process with the public and relevant stakeholders to allow community feedback. Stakeholders will include community groups as well as other governmental agencies.

- b. Information received from the engagement process will be analyzed and incorporated into the action plan.
- 4. Equity considerations
 - a. Analyze what areas of the Flathead Reservation may be considered “underserved” as defined in the Office of Management and Budget’s Interim Guidance for the Justice40 Initiative <https://www.whitehouse.gov/wp-content/uploads/2021/07/M-21-28.pdf> and the Historically Disadvantaged Community designation, which includes U.S. Census tracts identified in this table <https://datahub.transportation.gov/stories/s/tsyd-k6ij>; any Tribal land; or any territory or possession of the United States.
- 5. Policy and process changes
 - a. Review current policies, plans and standards to identify opportunities to improve transportation safety.
 - b. Recommend revised or new policies, plans or standards as appropriate.
- 6. Strategy and project selections
 - a. Identify a comprehensive list of projects and strategies to address safety concerns identified through the evaluation of data, public engagement feedback, best practices and equity considerations.
 - b. Discuss how these projects and strategies will effectively address safety.
 - c. Identify any data limitations.
 - d. Prioritize the projects and strategies based on criteria established within the Flathead Reservation.

SECTION 4

REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

4.1 AVAILABLE DOCUMENTS

Solicitation documents may be obtained from:

4.2 CSKT website: <https://www.csktnrd.org/water-management/sod>

4.3 PROPOSED SOLICITATION SCHEDULE

ACTIVITY	DATE
Issue RFQ	05/02/2024
Deadline to receive procedural and technical questions shall be	4:00 pm (Local Time) 05/14/2024
Owner team completes review of SOQ's, starts final selection and contracting process	05/21/2024

4.4 SUBMISSION OF PROPOSALS

- a) Proposals are due to the COR by the time and date listed in 4.3 Proposed Solicitation Schedule. Email an electronic copy of the submission in PDF format to the COR: scott.johnston@cskt.org. Maximum document size is 9MB. Sole responsibility rests with the Proposer to see that their submission is received on time at the stated destination. A Proposal may be withdrawn prior to the due date and time by written request. Proposals received after the time and date listed in 4.3 Proposed Solicitation Schedule may be deemed non-responsive.
- b) The Proposal shall contain evidence of Proposer's authority and qualification to do business in Montana, or Proposer shall covenant in writing to obtain such authority and qualification prior to award of the Contract and attach such covenant to the Proposal. Proposer's state Contractor license number, if any, and Federal ID shall also be shown on the Proposal Form.
- c) If you need clarification or have any question as to the true meaning of specifications or any other document in the solicitation, your concerns must be submitted in writing to the Owner's Representative, via email only, on or before seven (7) calendar days prior to scheduled opening of Proposals. Late requests will not be honored. Timely requests will be interpreted or otherwise clarified by issuance of an addendum to the solicitation distributed to all sources that received a set of the solicitation. No other interpretations or clarifications will be provided prior to award.
- d) This is an Indian Preference RFQ. Tribal Consultants who wish to receive Indian Preference must obtain certification by the Confederated Salish and Kootenai Tribes' Indian Preference Office as a legitimate Indian-owned business prior to the submission of RFQ. In order to claim Indian Preference, the Indian Preference Certification must be included with your Proposal in the form of a copy of the certificate issued by the Indian Preference Office. Be advised, evidence of your membership or affiliation with a tribe does not constitute Indian Preference certification. The selection of the successful Firms will be per the provisions of the CSKT Indian Preference Ordinance 101A. It is the sole responsibility of the Proposer to obtain and provide the Indian Preference certification from the Indian Preference Office. For more information on Indian Preference certification, contact [Melinda Charlo, \(406\) 675-2700 ext. 1045](tel:4066752700).

- e) The contents of the SOQ of the successful Proposer and the contents of this RFQ may become all or part of the scope of work and as such contractual obligations. Failure of the successful Proposer to accept these obligations in a contract may result in cancellation of the award.
- f) All innovations, ideas, plans, phasing, bids, specifications, data, maps, materials, etc., submitted with this SOQ or presented during the interview, if any, become the property of the Owner. Proprietary cost information will not be shared with other Proposers.
- g) The Owner requires that the Consultant be able to work efficiently and meet an aggressive schedule(s), to be negotiated, to deliver any project.
- h) The following items request information that the Evaluation Committee will utilize to evaluate the Proposal. Failure to provide any of the information below may result in a Proposal being deemed non-responsive and therefore not considered in the selection process.

A firm wishing to be considered for award consideration is requested to submit on the firm's letterhead, a statement which provides information on the following points, numbered and headed as indicated. The statements that follow request information that the Evaluation Committee will use to evaluate the RFQ. Should you opt not to follow the suggested outline, it may result in the SOQ being considered non-responsive and therefore not considered in the selection process.

The proposal shall contain the following information and attachments:

Cover Letter: Identify the proposer's name; mailing address; telephone number, and; contact person(s). The letter must be signed by the proposer, and should be limited to two (2) pages. Consortiums, joint ventures or teams submitting proposals, although permitted and encouraged, will not be considered to be responsive unless it is established that all contractual responsibility shall rest solely with one firm or one legal entity, which shall not be a subsidiary or affiliate with limited resources. Indicate the entity responsible for execution on behalf of the team.

Organizational Information: Provide a statement of the proposer's corporate status and background, including but not necessarily limited to the following: Legal status; organizational structure; current list of owners, officers and principals; management philosophy; brief history; type(s) of business conducted; business locations and facilities; customer base; and ability to obtain the required insurance and performance and payment bonds.

References: List completed projects similar in nature within the past (5) years.

Provide the following information for each reference:

1. Client Name:
2. Address: _
3. Contact Person:
4. Contact Person Telephone:
5. Project Dates:
6. Project Description:
7. Original Project Budget:

- 8. Final Project Cost:
- 9. Explanation of variation from original budget to final project cost:

Project Manager and Personnel: Describe the qualifications, experience, and availability of the proposer’s candidate for project manager and other key personnel that will be working on the project. Include resumes. Include information on how the Project Manager will communicate and relay information to the team, and how they may be proactive in collaboratively solving project issues. Proposers are advised that failure to provide and maintain the individuals selected as project manager and project personnel as indicated in the proposal may constitute cause for cancellation of contract award or termination of any Agreement between the OWNER and the proposer.

Project Approach: Describe the approach that the proposer would take in completing the project to meet the OWNER’s needs. Project approach should be concise. Processes and elements should be described in this section of the proposal. Any other creative or innovative ideas should be described in this section.

Project Schedule: The proposer shall provide an estimated schedule that includes constraints, critical issues, meeting dates, review periods and deliverables to realistically meet the deadline of completion of the project by March 31, 2025.

Below is a list of approximate milestone dates developed by the Owner.

Award Contract	May 23, 2024
Sign and Execute Contract	May 23, 2024
Complete Contract	June 30, 2025

Attachment A: Acknowledgment of Receipt of RFP Packet, and Addenda: This form must be complete and signed by the proposer and attached to the proposal.

In the event the proposer intends to borrow any funds to finance any portion of the work pertaining to the Project, a letter of intent from the bank or other lending agency must be attached, indicating the minimum amount which will be loaned and the applicable percentage rate of interest to be charged. The letter of intent may contain the qualification that the loan will only be consummated upon award of a contract by the OWNER.

Proposer should request in their proposal that any financial information submitted to establish the financial capability, price proposal, overhead rates, and other aspects of the proposer’s fiscal condition shall be handled as confidential data and utilized on a "need-to-know" basis for proposal evaluation. The OWNER shall then make all reasonable efforts to avoid disclosure to parties unrelated to the proposal evaluation process.

Any proposal not submitted in this format shall be deemed to be non-responsive and shall not be considered further by the OWNER. The signer of the proposal must declare that the only person(s), company or parties interested in the contract as principals are named herein; that it is, in all respects, fair and in good faith without collusion or fraud; and that the signer of the proposal has the authority to bind the principal Proposer.

4.4 CONTACT FOR QUESTIONS

All *questions* concerning this solicitation shall be in writing, on or before **05/14/2024**, to: **Scott Johnston**, via email scott.johnston@cskt.org. **All questions and/or clarification submittals shall identify the RFQ in the subject line of the email message as follows:**

Questions – **24-146 Request for Qualifications for Professional Services, The Confederated Salish and Kootenai Tribes, Safe Streets and Roads for All- Safety Action Plan.**

When submitting questions, refer to Section and Page Number of RFQ.

All prospective Respondents are hereby instructed to not contact any member of the Owner's Tribal Council, Executive Team, evaluation committee, or Owner's staff members other than the noted contact person regarding this solicitation on page 1. Any such contact may be cause for rejection of your Proposal.

4.5 CONTACT FOR QUESTIONS

Responses to questions/inquiries that directly affect an interpretation or change to this RFQ will be issued in writing by the Owner as an addendum and posted at:

<https://www.csktnrd.org/water-management/sod>

All such addenda issued by the Owner Representative before the time that SOQs are received shall be considered part of the RFQ.

Only those inquiries the Owner replies to by addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

Respondents shall be responsible for monitoring the above referenced websites for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The Owner will not be held responsible for any further communication beyond updating the website.

4.6 COMPETITIVE STATEMENT OF QUALIFICATIONS PROPOSALS

Statement of Qualification proposals will not be opened publicly to avoid disclosure of contents to competing respondents and kept confidential during the process of negotiation.

4.7 WHAT IS NOT ACCEPTED

A Statement of Qualifications received **AFTER** the deadline (as stated above) for submitting the Statement of Qualifications will **NOT** be considered under any circumstances.

SECTION 5

PAYMENT SCHEDULE AND FEES

5.1 FEE SCHEDULE

Proposal shall include a fee for each task described in Section 3 "Project Description and Scope of Work". The fee schedule shall be provided as a separate document and will not be used for the initial evaluation. The OWNER will choose as described in the section 6.1 "Selection Process".

The Proposer shall identify any Additional Services available and their associated costs.

The Proposer shall identify any other required services and associated costs not included in the scope of services that the Proposer believes necessary to successfully complete the project.

Each proposer shall certify that its price proposal shall remain valid for a period of at least sixty days. In the event that a contract award by the OWNER is delayed beyond the 60-day period, any such award shall be conditioned upon the proposer's acceptance.

SECTION 6

EVALUATION CRITERIA INFORMATION

6.1 SELECTION PROCESS

- 6.1.1** Each responsive proposal received by the OWNER shall be evaluated in a consistent manner as described in this subsection. A responsive proposal is one that complies with all material aspects of the solicitation, both as to the method and timeliness of submission, and as to the substance of any resulting contract. Prospective proposers are advised to submit all required forms, attachments, insurance certificates, and other information as required in the RFQ.
- 6.1.2** Selection of the most highly qualified respondents will be made based on demonstrated competence and qualifications based on the Statement of Qualifications submitted by firms in response to this RFQ.
- 6.1.3** This solicitation does not constitute a commitment by the Owner to enter into any agreement or contract, or to pay any costs associated with the preparation of responses, submittals or other documents or any related-work by any submitter.
- 6.1.4** Refer to Section 3, Description of Services and Scope of Work, 3.3 for further details of work assignments.

6.2 EVALUATION CRITERIA

- 6.2.1** The Owner's evaluation committee will review all Statement of Qualifications (SOQs) submitted in response to this RFQ using the criteria presented below and rank each firm, by submitted categories. The evaluation committee's recommendations are subject to approval by the Owner's Tribal Council.

Proposals will be evaluated based on 3 criteria:

1. Experience in similar studies involving safety data gathering and analysis and stakeholder engagement.
2. Familiarity with the Flathead Reservation and traffic issues within the Flathead Reservation.
3. Quality of proposal. This includes clear understanding of the project goals and how to accomplish those goals.

The OWNER shall identify up to three (3) proposers who are considered to be best qualified to perform the work required by the OWNER.

At the OWNER's option, the best qualified firms may be invited to participate in oral interviews for the purpose of clarifying and confirming offerings and assertions made in the proposals.

The OWNER reserves the right to delay making an award, as may be necessary to permit proper study and analysis of all proposals received, or to split award on proposals, or to reject any or all proposals received, and; to make a pre-award survey to determine the capability of any or all proposers. The OWNER reserves the right to reject any or all proposals and; to negotiate matters of Proposer performance, project schedule and other issues. The OWNER further reserves the right to cancel the procurement process at any time during the evaluation process for any reason whatsoever.

Once the OWNER chooses the most qualified proposer, the fees will be opened and negotiated. If the OWNER and the most qualified proposer are not able to agree on a fee, the OWNER will end negotiations and go to the next most qualified proposer and begin negotiations with them. This will continue until the OWNER and a proposer are able to agree on a fee.

- 6.2.2** The Owner reserves the right to reject any or all submittals, to waive informalities and accept the submittal that the Owner believes is the most advantageous to the public interest and in keeping with the local government project procedures.
- 6.2.3** Other Considerations: The Owner reserves the right to request additional information or consider historical information and facts, whether gained from the RFQ, references, or any other source, in the evaluation process, including Respondent's past working or business relationship with the Owner, if any. The Owner further reserves the right to consider a respondent's background, personnel, experience, financial and other references, management practices, exceptions to the RFQ or subsequent contract, and any working relationships, past or present, a respondent may have with its other clients.

6.3 LIMITATIONS

6.3.1 Right to Accept or Reject.

The Owner reserves the right to accept or reject any or all submissions as a result of this RFQ, to negotiate with all qualified sources, or to cancel in part or its entirety if found to be in the best interest of the Owner. The RFQ does not commit the Owner to award a contract, issue a purchase order, or pay any costs incurred in the preparation of a submission in response to this RFQ.

6.3.2 Solicitation to Remain Subject to Acceptance. All statement of qualifications will remain subject to acceptance for one hundred twenty (120) days after opening without taking action.

6.3.3 Tribal Council Approval Required. The CSKT Tribal Council must approve the firm selected to provide the services requested in this RFQ. The Owner reserves the right to authorize contract negotiations to begin without further discussion with firms submitting a response. Therefore, each SOQ should be submitted as completely and accurately as possible. The Owner reserves the right to request additional data, oral discussions, or presentations in support of the written SOQ.

6.3.4 Firm or Individual's Obligation Regarding Evaluation:

- a. Submission of Information. Submitters are cautioned that it is each firm and or individual's sole responsibility to submit information related to the evaluation categories, and the Owner is under no obligation to solicit such information if it is not included with the SOQ. Failure of a firm or individual to submit such information may cause an adverse impact on the evaluation of the specific SOQ.
- b. Submitter Review of RFQ. Submitters are responsible for examining and being familiar with all specifications, terms, conditions, provisions, and instructions of the RFQ and their responses. Failure to do so will be at the firm and/or individual's risk and will not be a determinative factor when awarding the contract for services.

- 6.3.5** Firm or Individual's Obligation Regarding Evaluation: Oral Non-Binding. Any non-written representations, explanations, or instructions given by Owner staff or Owner agents are not binding and do not form a part of, or alter in any way, the RFQ, a written agreement pertinent to the RFQ, or the awarding of the contract.
- 6.3.6** Lobbying Prohibited. Proponents are prohibited from directly or indirectly communicating with Tribal Council members regarding the Proponent's qualifications or any other matter related to the eventual award of a contract for the services requested under this RFQ. Proponents are prohibited from contacting Owner staff members regarding their qualifications or the award of a contract, unless in response to an inquiry from a staff member. Any violation will result in immediate disqualification of the proponent from the selection process.

6.4 SOQ SPECIFICATIONS

6.4.1 Modification or Withdrawal of Statement of Qualifications.

SOQs cannot be altered or amended after the submittal deadline. SOQs may be modified prior to the deadline only by providing a written notice (including by fax or email) to the Purchasing Representative at the address or telephone number shown herein. A submitter's SOQ may also be withdrawn by providing the same notice or in person by a submitter or the submitter's authorized agent, providing the agents identify is made known and the agent signs a receipt reflecting the SOQ is being withdrawn. **HOWEVER, IN THE EVENT OF WITHDRAWAL, THE SUBMITTER WILL NOT BE ALLOWED TO RESUBMIT.** This provision does not change the common law right of a firm or individual to withdraw a SOQ due to a material mistake in the SOQ.

6.4.2 Inquiries.

In order to ensure fair and objective evaluation, all questions related to this RFQ should be addressed only to scott.johnston@cskt.org.

6.4.3 RFQ Interpretation; Addendum. Any interpretations, corrections, or changes to this RFQ will be made by addenda through:

- CSKT website: <http://csktnrd.org/water-management/sod>

Submitters shall acknowledge receipt of all addenda per the instructions to be attached to addenda.

SECTION 7

CONTRACT TERMS AND CONDITIONS

7.1 Owner TERMS AND CONDITIONS

All firms are required to adhere to all terms and conditions as detailed in this RFQ. Any deviations to our standard terms and conditions must be submitted with your Proposal.

7.2 INSURANCE AND LIABILITY

- 7.2.1 Name CSKT as additional insured/or an insured, as its interests may appear.
- 7.2.2 Provide Owner a waiver of subrogation. Contractor's workers' compensation, employers' liability, commercial automobile liability, Commercial General Liability, excess liability, professional liability, and builder's risk insurance policies will be endorsed to waive all rights of subrogation in favor of the Owner Group. With respect to all such policies, Contractor waives any and all rights of recovery or subrogation against the Owner Group.
- 7.2.3 Provide Owner with a thirty (30) day advance written notice of cancellation or material change to said insurance.
- 7.2.4 Provide a Certificate of Insurance evidencing required coverage within ten (10) days after receipt of Notice of Award to the Owner's Finance Department, to the attention of the Purchasing Representative noted on Page 1 of this solicitation.
- 7.2.5 Submit a certificate of insurance reflecting coverage that shall not be less than as follows
- a. Automobile Liability

Bodily Injury/Property Damage (combined single limit, each incident)	\$1,000,000
Personal Injury Protection (PIP)	\$5,000
 - b. Commercial General Liability (Including Contractual Liability)

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Personal/Advertising Injury	\$1,000,000
Medical Payments (Any One Person)	\$10,000
Property Damage	\$500,000
 - c. Professional Liability Errors and Omissions

Per Occurrence	\$1,000,000
Aggregate	\$2,000,000
 - d. Worker's Compensation As Statutorily required

Employers Liability	
Each Accident	\$1,000,000
Policy Limit by Disease	\$1,000,000
Each Employee by Disease	\$1,000,000

By submittal to this RFQ, all firms are agreeing to the Owner's insurance coverage requirements.

7.3 CONTRACT TERM

This contract shall begin May 23, 2024, or the beginning date specified in the contract award, whichever is later, through June 30, 2025.

7.4 OPTION TO RENEW

At Owner’s option, Professional Services may be renewed under the same terms and conditions for two (2) additional one (1) year period(s). Renewal during option term(s) will be confirmed in writing by the Owner to the firm.

7.5 DESIGNATED HOLIDAYS

No deliveries or services will be required or accepted, unless specific prior arrangements have been made, on designated holidays as per the Owner’s approved holiday schedule.

2024-2025 TRIBAL AND FEDERAL HOLIDAYS			
Memorial Day	May 27, 2024	Christmas Day	December 25, 2024
Juneteenth	June 19, 2024	New Year’s Day	January 1, 2025
Independence Day	July 4, 2024	Martin Luther King Jr. Day	January 20, 2025
Labor Day	September 2, 2024	Presidents Day	February 17, 2025
Veterans Day	November 11, 2024		
Thanksgiving Day	November 28, 2024		

7.6 OWNERSHIP OF DOCUMENTS

All innovations, ideas, plans, phasing, bids, specifications, data, maps, materials, etc., submitted with this SOQ or presented during the interview become the property of the Owner. Proprietary cost information will not be shared with other Proposers.

7.7 MISCELLANEOUS

- a. The Proposer is responsible for all costs incurred by firms prior to issuance of a fully executed contract.
- b. During the evaluation process, the Owner reserves the right to request additional information or clarifications from a Firm or to allow corrections of errors or omissions where it may serve the Owner’s best interest.
- c. All material submitted regarding this RFQ will become the property of the Owner and will only be returned to the Proposer at the Owner’s option.

Each SOQ submitted to the Owner shall be valid for a period of one hundred twenty (120) days from the date of opening of the SOQ by the Owner

SUBMITTAL FORMS

PROPOSAL SUBMITTAL CHECKLIST

This form must be complete and returned with the proposal submittal.

Attachment Description	Initials
Cover Letter (signed)	
Organizational Information	
References	
Project Management and Personnel	
Project Approach	
Project Schedule	
Fee Schedule	
Financial Information	
Statement of Insurance	
Qualifications and Requirements	
Acknowledgment of Receipt of RFP Packet and Addenda	

Printed Name _____

Title of Proposer _____

Signature _____

Date: _____

ATTACHMENT A

ACKNOWLEDGMENT OF RECEIPT OF RFP PACKET AND ADDENDA

The undersigned hereby acknowledges receipt of CSKT’s Request for Proposals (RFP) packet, and the following addenda issued during the procurement process.

Addendum #1: _____ dated _____

Addendum #2: _____ dated _____

Addendum #3: _____ dated _____

Failure to acknowledge receipt of the proposal packet below, and all addenda may cause the proposal to be considered non-responsive to this solicitation.

Name of Proposer: _____

Signature of Proposer: _____

Date: _____