

REQUEST FOR QUALIFICATIONS (RFQ)

RFQ Professional Services - TTP Technical Assistance and Program Management



Hoh Indian Tribe
P.O. Box 2196, Forks, WA 98331

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Key Dates

Milestone	Date
Questions Due	March 6th, 2026, 5:00 PM PT
Responses Posted	March 13th, 2026
Submittals Due	March 20 th , 2026, 5:00 PM PT

I. Introduction

The Hoh Tribe is the federally recognized Indian Tribe and thereby has sovereign status granted by treaty and law. Tribal sovereignty is the right to self-governance. It is the right to decide issues which affect the good of the population; to design and implement programs in response to specific needs of the population; and to establish goals for the improvement of the organization's ability to achieve program objectives.

II. Summary:

The Hoh Indian Tribe is soliciting for professional Consulting Services to aid in the management and implementation of their Tribal Transportation Program (TTP). The Tribe contracts their TTP directly through the BIA through a Government to Government (G2G) agreement. In past years, we have had turnover in key staff responsible for filling this role in a uniform and consistent manner within the regulations as set forth in the Federal Register 25 CFR Part 170, our G2G Agreement, and the FHWA TTP Delivery Guide. This has led to challenges, and the Tribe is working with BIA Tribal Coordinators to develop and navigate a corrective action plan. The Tribe has been working with BIA and FHWA and plans to work with an experienced candidate to further develop and implement program management systems to ensure program and reporting compliance.

The selected consultant will work with the Tribe as our "Acting TTP Director" and will report directly to a dedicated Manager at the Tribe and the Tribal Council, ultimately responsible for oversight of the TTP Program. This professional service role is a contractible role as detailed within the Federal Register. Working knowledge of the TTP Program, BIA and FHWA procedures, and RIFDS (as well as RIFDS access) are critical to efficiently completing the professional services required.

III. Term and Scope of Services:

Services Terms Anticipated:

The Tribe intends to enter into a professional services contract with one selected candidate/firm for a 3-year term with required annual renewals based on performance, to include up to 2 additional optional 1-year terms (5-Year Total Term anticipated if the level of service is acceptable). The Technical Assistance Budget will be initially established at \$20k/ Year with optional Task Orders estimated and awarded for specific project efforts. The contract will be a Not-to-Exceed agreement reported accurately against the established budget. Candidates are expected to propose and develop an efficient cost-saving approach to satisfying the TTP Oversight Role within the TTIP. The selected candidate will be able to update rates annually as needed.

Scope:

The Tribe is seeking assistance in all aspects of managing their TTP program to include:

- Program and Project Management
- Transportation Planning
- NTTFI Inventory Updates
- GIS Development and Management
- Civil Engineering & Construction Management
- Annual Fiscal PORT Reporting
- Project-Specific Fiscal Tracking and Reporting
- Annual Development of our Tribal Transportation Improvement Program (TTIP)
- Public Engagement Support and Documentation

- Participation, Leadership, and Stewardship in the Management of the Tribe’s TTP Program and relationship with FHWA and the Bureau of Indian Affairs (BIA).
- To become an integrated team within the Tribe’s collaborative working environment.
- Training and Capacity Building – TTP Program Evaluation and Strategic Plan Development: Help the Tribe develop a strategic plan from which to self-manage this program potentially with a tribal employee in future years, should establishing that position be deemed cost effective and a benefit to the Tribe.

IV. Engineering Firm’s Acknowledgement

By submitting a qualification statement in response to this RFQ, the firm understands, represents and acknowledges that:

All information provided by, and representations made by, the firm in the submittal are material and important and will be relied upon by the Tribe in awarding any contract;

No employee of the Tribe has an ownership interest in the business or is an employee of the business; The contents of the qualification statements have been compiled independently and without consultation, communication or agreement with any other Engineering firm or potential Engineering firm;

To the best knowledge of the person signing the Qualification Statement for the firm, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by federal, state, local or tribal law in any jurisdiction, involving conspiracy or collusion with respect to seeking or acquiring any public contract and will be subject to the verification eligibility through the Office of Inspector General’s “List of Excluded Individuals and Entities;

To the best of the knowledge of the person signing the Qualification Statement and except as otherwise disclosed by the firm in its Qualification Statement, the firm has no outstanding, delinquent obligations to any federal, state, local or tribal entity, including but not limited to, any tax liability.

V. Information for Firms and General Conditions

The Hoh Tribe will receive submittals from firms qualified to design this project as per the scope of work and terms and conditions contained in this Request for Qualifications.

Any subsequent Agreement or Agreements will contain a cancellation clause in favor of the Hoh Tribe. The Hoh Tribe reserves the right to award more than one firm to complete projects. The Hoh Tribe will make this RFQ and the firm’s submittal a part of the contract.

VI. Submission Requirements All correspondence and questions regarding this Request for Qualifications and requests for additional information must be directed to Keith MacGeah with the subject line: “TTP Technical Assistance and Program Management”

Please email: keith.macgeagh@hohtribe-nsn.org

Proposals shall be received no later than March 20th, 2026 by 5:00 p.m. Pacific Time.

Please ask for a “Read” receipt. If the file is large, please send in multiple emails designating emails in the following manner – in example email “1 of 3, 2 of 3, 3 of 3.”

Proposal Format (Recommended):

1. Cover Letter providing a statement of intent and capacity for you or your firm to fulfill this role for up to a 5-year period. The cover letter should clearly state who specifically is proposed to be the primary representative (with supporting team if applicable) intended to fill the role and coordinate directly with the Tribe. A single point of contact is preferred. The cover letter should also list the Certified RIFDS user(s) who will complete the required inventory update work.
2. General Resume of individual or firm overview with team resumes highlighting TTP experience.
3. A detailed list of TTP Professional Services offered by the individual or Firm.
4. Billable Rates that will be honored for the first 2-Years of Service (Upon completion of Year 2, a new billable rate or rate table may be presented for the Tribe's approval).
5. Client References and Testimonials. Provide a minimum of 3 references, that you or your firm have completed TTP work with along with any letters of recommendation or testimonials.
6. A list of related experience in this field including tribes served and projects completed specific to the TTP.

VII. Indian Preference

Submittals will be accepted from Indian and non-Indian firms. Hoh preference and Indian preference will be given to those firms certified as Hoh-owned and Indian-owned. To receive points during the evaluation process for Indian preference, the Contractor must demonstrate they will control, direct and perform at least 51% of the Scope of Services.

The Hoh Tribe shall to the greatest extent feasible give preference in the award of contracts to Indian organizations and Indian-owned economic enterprises. All contracting is required to comply with procedures for selection of Contractors and Sub-contractors as set forth in the Hoh Tribe Tribal Policies, which provides for preference to Indians in the awarding of contracts. All work to be performed under any contract is also subject to Section 7(b) of the Indian Self-Determination Act.

Section 7(b) states: All contracting pursuant to this Agreement shall comply with procedures for selection of contractors and sub-contractors set forth within § 5307 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 5301 et seq.), as well as the Hoh Tribe Acquisition Management Policies and Procedures. To that end, the parties to this Agreement shall, to the greatest extent feasible, give preference and opportunities for training and employment to Indian and Alaska Natives, and preference in the award of contracts to Indian organizations and Indian-owned economic enterprises. This clause shall be included in every subcontract in connection with the Project, and Contractor shall, at the direction of Hoh Tribe, take appropriate corrective action in the event of a finding by Hoh Tribe of a violation hereof by a contractor or subcontractor.

A prospective Engineering firm seeking to receive Indian Preference under this RFQ must submit proof with their proposal.

Withdrawal of Submittals: Any submittal may be withdrawn prior to the above scheduled due date. Any submittals received after the date and time specified shall not be considered. No Engineering firm may withdraw a submittal within 30 days after the actual due date. Any Engineering firm may modify their submittal at any time prior to the scheduled closing time for receipt of submittals, provided such communication is received in writing by the designated contact person for this RFQ prior to the closing time. No public opening will be held. All responses will be submitted based on the information contained in this RFQ. Unless a specific note is made to the contrary, the Tribe will assume each submittal conforms to the terms and conditions contained herein. All deviations to any part of these terms and conditions must be submitted in writing and clearly identified. Any deviation deemed to be significant by the Tribe will disqualify the submittal. Failure by Engineering firms to identify any such deviation(s) will not in the future accrue to the disadvantage of the Tribe in any manner.

Subcontractors or Joint Ventures: The Tribe will contract only with the Engineering firm or firms and expects the Engineering firm or firms to perform the work. Should any Engineering firm propose to employ a Subcontractor, the request must be made in writing to the Tribe. The Tribe must approve in writing any person, firm or party proposed by the Engineering firm to award a subcontract. The Tribe, in giving such acceptance, assumes no responsibility in connection with the terms of the Subcontractor and their performance will be the responsibility of the Engineering firm. Cost of Submitting Response: All costs in connection with the preparation and submission of a response will be paid by the firm. All responses submitted in response to this RFQ become the property of the Tribe.

Confidentiality: It is understood that any information submitted to the Engineering firm by the Tribe in respect to this RFQ embodies certain proprietary information and is loaned on a confidential basis. Any information acquired at the Tribe or otherwise relating to processes belonging to the Tribe incorporated into this RFQ shall be kept confidential. The firm agrees not to use in any unauthorized manner or communicate to others any such confidential items without the prior written consent of the Tribe and will undertake such measures as are necessary to require its employees and all approved Subcontractors to maintain complete confidentiality.

Debarment: By submitting a response to this RFQ, the firm certifies to the best of their knowledge and belief that the Contractor, the firm, or any of its principals are not presently debarred, suspended, or proposed for debarment by any federal, state, local or tribal entity. This certification is a material representation of fact upon which reliance was placed when making award. If it is later determined the firm has rendered an erroneous certification, in addition to other remedies available to the Tribe or its entities, the Tribe may terminate the contract resulting from this RFQ for default.

Verification of Scope of Work: Each Engineering firm must inform themselves fully of the Scope of Work and all terms and conditions in this RFQ. Failure to do so will not relieve a successful firm of his obligation to carry out the provisions of this contract. All applicable laws and ordinances, and the rules and regulations of all authorities having jurisdiction over this project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though written out in full.

VIII. Insurance Requirements

The Hoh Tribe assumes no responsibility for negligent acts of either the offeror or their employees; therefore, the offeror is responsible for obtaining the insurance coverage the Tribe considers appropriate. The offeror will keep harmless and indemnify the Hoh Tribe against any or all loss, cost, damage, claims, expense, or liability for all acts related to the enforcement of this contract.

Following are the insurance requirements for this contract:

General Liability, including premises/operations and products/completed operations \$1,000,000 each occurrence/\$2,000,000 annual aggregate. Such policy will name Hoh Tribe as an additional insured and include a waiver of subrogation in favor of the Hoh Tribe.

Professional Liability insurance, covering professional services rendered under this contract. \$1,000,000 each wrongful act/\$2,000,000 annual aggregate.

Liability policies issued on a claims-made basis must include a three-year extended reporting endorsement, in the event the coverage is cancelled or non-renewed by the contractor. Such policy will include a waiver of

subrogation in favor of the Tribe.

Automobile Liability, including hired and non-owned auto \$1,000,000 combined single limit. Such policy will name Hoh Tribe as an additional insured and include a waiver of subrogation in favor of the Hoh Tribe.

Workers' Compensation – applicable statutory to the jurisdiction

Employers' Liability - \$500,000/\$500,000/\$500,000. Such policy will include a waiver of subrogation in favor of the Hoh Tribe.

Any other insurance that may be required by regulations.

The above limits are minimum limits and shall not limit any obligations under the contract.

All coverage will be written with an AM Best "A X" rated carrier. Contractor will provide a certificate of insurance to the Hoh Tribe, evidencing coverage outlined above.

IX Governing Laws and Contract:

The Hoh Tribe will make this RFQ and the successful firm's submittal a part of the contract. This RFQ and any subsequent contract shall be construed under the laws of the United States and where applicable, the Hoh Tribe. Nothing in this Request for Proposal or any subsequent contract shall be construed as a waiver of the Tribe's sovereign immunity. To the extent this statement is found to be inconsistent with any other language in this RFQ or any subsequent contract, this statement shall control. This statement shall survive the completion or termination of any subsequent contract. By submitting a response to this RFQ, the firm agrees to these terms and conditions. In the event of any dispute which may affect this Agreement, the firm agrees the Agreement shall be governed by the laws of the United States, and where applicable, the laws of the Hoh Tribe. The Hoh Tribe will make the final decision on the contract format to be utilized for any award(s) under this procurement.

Evaluation Process: An Evaluation Committee of qualified persons will evaluate each submittal received. As part of the evaluation process, the Committee reserves the right to contact responding parties with questions regarding the submittals. The Committee reserves the right to schedule presentations with prospective firms. Contractors may be asked to provide additional data or oral discussion for the purpose of addressing identified concerns or questions in the submittal, clarify any ambiguities, and discuss aspects of the project and/or delivery of services. The Committee may make such investigations as they deem necessary to determine the ability of the Contractor to perform the work, and the Contractor shall furnish to the Committee all such information and data for this purpose as may be requested. The Evaluation Committee may or may not choose to select a short list or may proceed to award based on the proposals submitted.

Tribe's Right to Inspect: The Tribe reserves the right to review and investigate thoroughly the establishment, facilities, equipment, business reputation and other qualifications of the firm and any proposed subcontractors and to reject any submittal if it shall be administratively determined that the Contractor is deficient in any of the essentials necessary to assure acceptable standards of performance. The Tribe reserves the right to continue this review procedure throughout the life of the contract that may arise from this RFQ.

X Evaluation

Evaluation Criteria (Possible 105 points):

The important threshold issues for the initial phase of the RFQ selection process are:

35%

Firm qualifications and experience with similar projects involving tribal or local government and/or other governmental agencies. The firm should demonstrate that they have similar experience and demonstrate they have a proven ability to implement projects quickly and cost effectively.

20%

Key staff that would be assigned to the Tribe's project, and their project understanding and approach.

20%

Ability to complete an appropriate time frame to individual requests for services.

15 %

Thoroughness of the proposed work plan.

10%

Office location

5%

Indian preference. Indian preference will be given to those firms certified as Indian-owned. To receive points during the evaluation process for Indian preference, the firm must demonstrate they will control, direct and perform a minimum of 51% of the Scope of Services outlined in this RFQ and the final Contract documents. A prospective Engineering firm seeking to receive Indian Preference under this RFQ must submit proof with their proposal.

Each firm should submit a list of three recent references that reflect similar work as detailed in this RFQ.

The award of a contract will be made to the responsible, responsive Consultant or Consultants whose submittal and subsequent fee proposal is determined to be in the best interests of the Tribe.

Award: An award or awards made as a result of this RFQ will be made subject to available funding. An award for this project will be made at the discretion of the Tribe. The Tribe reserves the right to determine a submittal acceptable in terms of meeting RFQ requirements. The Tribe reserves the right to accept or reject any and all submittals received and may negotiate with firms regarding the terms of their submittals or parts thereof. The Tribe reserves the right to award a contract in the best interests of the Tribe. All submittals associated with this RFQ become the property of the Tribe.

The Hoh Tribe may review any information and data they deem necessary to determine the ability of the firm to perform the work and the firm shall furnish to the Hoh Tribe all such information and data for this purpose as the Hoh Tribe may request. The Hoh Tribe reserves the right to reject any submittal if the evidence submitted by, or investigation of, such firm fails to satisfy the Hoh Tribe such firm is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

The Tribe anticipates the term of any Agreement or Agreements awarded as a result of this RFQ will be for a period of three years, with an option to renew at the Tribe's discretion for two additional one-year terms,

subject to need, funding availability and satisfactory delivery of services. The Tribe makes no guarantee of a specific volume of work or a total contracted amount from any award or awards from this RFQ.

XI. Media and Workplace Policies

Media Announcements:

Any and all media announcements pertaining to this RFQ or any subsequent award or awards require the Tribe's prior written approval.

Drug Free and Tobacco Free Workplace:

1) Any firm performing work for the Hoh Tribe on the Tribe's premises agrees to publish a statement notifying all employees, subcontractors, and other workers that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the firm's workplace and specifying the actions that will be taken against violators of such prohibition:

2) The firm understands and recognizes that all Hoh Tribe buildings, whether leased or owned by the Tribe to be a tobacco free workplace. The Contractor will ensure all employees, subcontractors, and other workers will abide by this policy.

Assignment: No assignment of the contract or of any right or obligation under this RFQ will be made by either party without the prior consent of the non-assigning party.

XII. Audit and Record Retention

Audit/Examination/Retention of Records: The firm, any subcontractors, or joint ventures shall maintain books and records related to the performance of this contract in accordance with applicable law, terms and conditions of any contract with the Tribe, and generally accepted accounting standards. Contractor shall maintain these books and records for a minimum of three (3) years after the completion of the contract, final payment, or completion of any contract, audit, or litigation, whichever is later. All books and records shall be available for review or audit by the Tribe, its representatives, and other governmental entities with monitoring authority upon reasonable notice and during normal business hours. Contractor agrees to cooperate fully with any such review or audit.