

# Request for Proposal: Quileute Marina Improvement Plan (CERB Planning Grant)

**Issue Date: April 3<sup>rd</sup>, 2026**

**Due Date: April 28<sup>th</sup>, 2026**

## Project Overview

The Quileute Tribe (“Tribe”) has been awarded planning funds by the Community Economic Revitalization Board (CERB) to develop a comprehensive Harbor Improvement Plan for the Quileute Marina.

The Quileute Tribe is seeking a qualified independent contractor (or firm) to develop the Quileute Marina Harbor Improvement Plan to guide immediate infrastructure repairs and long-term facility expansion.

Recent engineering assessments identified critical structural deficiencies, including the loading dock decking and crane, deteriorated retention wall, and breakwater damage that threaten the harbor’s continued safe and efficient operation. The planning effort will produce the technical framework needed to move these repairs toward shovel-ready CERB-eligible construction projects

In addition, the Harbor Improvement Plan will identify strategic upgrades to strengthen the marina’s economic role, such as a new harbor master office, expanded parking to accommodate increased marina traffic, and enhanced restaurant and visitor facilities including shower/bathroom amenities to promote tourism and local job creation.

## Project Period

**The Tribe anticipates that this initial planning project will be completed within 6-12 months.** However, the CERB Harbor Improvement Plan project deliverables MUST be completed within 2 years of CERB contract execution.

It is intended that this project will be utilized to leverage additional funding to move forward with shovel-ready CERB eligible construction projects.

Phased contract continuation beyond the initial CERB planning project may be possible and will depend upon satisfactory performance of contract and Tribal funding availability.

## Scope and Services

Contractor will develop a comprehensive Harbor Improvement Plan to guide critical repairs and future expansion of the Quileute Marina. The planning effort will include site assessments, engineering analysis, conceptual design, cost estimation, and stakeholder engagement.

Key activities will include evaluating existing infrastructures such as the loading dock and crane, retention wall, and breakwater—to identify necessary repairs and replacements. The plan will also outline concepts for new and upgraded facilities, including a harbor master building with office and shower amenities, upgraded icehouse and fish plant, expanded parking, and modernization of the harbor restaurant and visitor facilities.

The resulting Harbor Improvement Plan will provide detailed recommendations, conceptual layouts, cost estimates, and a phased implementation strategy. This document will serve as a roadmap for future capital investments, ensuring the marina’s long-term functionality, safety, and alignment with the Tribe’s economic development and sustainability goals.

### Key Deliverables

- Kickoff agenda and detailed work plan (schedule + data request list).
- Existing conditions memo summarizing deficiencies and repair needs.
- Conceptual alternatives and preliminary layout exhibits.
- Order-of-magnitude cost estimates and phased implementation plan.
- Permitting/constraints screening summary (environmental and cultural resources).
- Market and economic development analysis + market strategy with action timeline.
- Funding/finance strategy identifying candidate programs and timeframes.
- Draft and Final Harbor Improvement Plan + CERB minimum planning requirements (PDF + editable file).

**In addition, the selected contractor must complete all CERB Planning Minimum Requirements as part of the Harbor Improvement Plan final report. (Appendix B)**

## Submission Guidelines

Proposals must be **submitted no later than Tuesday April 28<sup>th</sup>, 2026, 4:00 PM PST.** Electronic proposals must be submitted to Annie Foster, Grants & Special Projects Manager, with the subject “Quileute Marina Improvement Plan RFP.”

**Questions** regarding this proposal will be received only until **Tuesday April 21<sup>st</sup>, 2026, 12:00 NOON**. Questions must be submitted in writing to: Annie Foster, [grant.writer@quileutenation.org](mailto:grant.writer@quileutenation.org) with the subject “Quileute Marina Improvement Plan RFP.”

**Selection** of preferred contractor is **anticipated by Friday May 8<sup>th</sup>, 2026**. Please send electronic proposals only proposals to: [grant.writer@quileutenation.org](mailto:grant.writer@quileutenation.org).

## Proposal Requirements

Proposals should not exceed 10 pages and must include the following:

- Qualifications— Include demonstrated qualifications of the proposed firm and individual(s) team members.
- Experience— Provide evidence of experience with similar projects and work on tribal lands.
- References – Provide minimum 3 references that can speak to the project experience listed above
- Approach/ Timeline— Identify your proposed approach to this project and the key milestones within a proposed project timeline.
- Scope of Work/Budget— Complete provided bid sheet. List all activities and costs **(Appendix C)**.
- Provision of proof of insurance coverage.

## Evaluation Criteria

**Proposals will be evaluated based on the following criteria:**

- Demonstrated qualifications and experience.
- Feasibility and completeness of the proposed schedule.
- Scope of Work and budget
- Ability to meet insurance requirements
- Additional consideration will be given to Native-Owned firms following Quileute TERO

Items that may disqualify a respondent from consideration:

- Evidence of collusion with any other respondents.
- The respondent is not qualified for the work or to the full extent of the RFP.
- The respondent has been convicted of a crime arising from a previous public contract, excepting convictions that have been pardoned, expunged, or annulled.
- Tribal business license will be required at time of contract authorization.
- Any other reason deemed proper by the Tribe.

## Completeness

The proposals will be evaluated on the completeness and quality of content as described. Failure to supply complete information as required may result in the proposal being disqualified from consideration.

## RFP Revisions

The Tribe reserves the right to change the schedule or issue addendums to the RFP at any time. The Tribe also reserves the right to cancel or reissue the RFP at any time. Addendums or a notice of cancellation will be sent to all known RFP respondents.

## Terms and Conditions

**B&O Tax** – a 5% B&O Tax will be levied on all “on-reservation” labor, which must be factored into the contractor’s final price proposals.

**Quileute Business & Occupation Tax Required.** All fees for services (not expenses, goods or materials) paid under this Contract shall be deemed to be “gross sales” within the meaning of the Quileute Tribe’s Business Licensing and Tax Ordinance and CONTRACTOR shall be liable for Quileute Business and Occupation (B&O) Tax in the amount of five percent (5%) of gross sales generated within the Quileute Reservation. By its signature below, CONTRACTOR agrees that it will transmit payment for B&O tax it owes under this paragraph to the Tribe at a minimum of every calendar quarter; furthermore, CONTRACTOR agrees that if it does not make such payment, the TRIBE will withhold five percent (5%) payment for each invoice submitted as payment of the applicable B&O tax.

**TERO Fee** – For contracts in which the majority of the work is performed on the Reservation, the Quileute Tribal Employment Rights Ordinance (TERO) shall apply. In accordance with Section V, Paragraph 5, of Exhibit E, a TERO Fee of 1.75% will be assessed on the total gross contract price, which must be factored into the final price proposals. For contracts over \$250,000 additional TERO requirements may apply. **(Appendix A)**.

Responses to this RFP will become the property of the Tribe and will form the basis of negotiations of an agreement between the Tribe and the successful consultant.

The Tribe is not liable and will not be responsible for any costs incurred by any consultant for the preparation and delivery of the RFP responses, nor will the Tribe be liable for any costs incurred prior to the execution of an agreement.

The Quileute Tribe reserves the right to request clarification of information submitted, and to request additional information from any proposer.

### **Right of Selection/Rejection Waiver of Informalities or Irregularities**

The Tribe reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the Tribe. Selection of a consultant solution shall not be construed as an award of contract, but as commencement of contract negotiation, including but not limited to the contract price proposed.

### **Errors in Proposal**

The Tribe will not be liable for any errors in the consultant's proposal. Contractors will not be allowed to alter proposal documents after the deadline for proposal submission. The Tribe reserves the right to make corrections or amendments due to errors identified in proposals by the Tribe or the consultant. This type of correction or amendment will only be allowed for such errors as typing, transposition, or any other obvious error. Contractors are liable for all errors or omissions contained in their proposals.

### **Single response**

A single response to the RFP may be deemed a failure of competition, and in the best interest of the Tribe, the RFP may be cancelled or re-advertised with modifications.

## **Contract Award and Execution**

The Tribe will select the proposal that, in its sole discretion, is the most advantageous to the Tribe. The Tribe reserves the right to make an award without further discussion of the proposal submitted; there may be no best and final offer procedure. Therefore, the proposal should be initially submitted on the most favorable terms the consultant can offer.

The Tribe shall attempt to negotiate a contract with the respondent who offered the most advantageous proposal at the price which the Tribe determines is fair and reasonable. If the Tribe is unable to negotiate a satisfactory contract with the firm selected at a price the Tribe determines to be fair and reasonable, negotiations with that firm shall be formally terminated and the Tribe shall select the next best proposal and continue until an agreement is reached or the process is terminated.

The Tribe does not intend to waive sovereign immunity for this project. Any disputes resulting from this project will be resolved in Quileute Tribal Court. The contract will be governed by Quileute Tribal Law, or Federal Law, to the extent Tribal law does not exist.

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We look forward to receiving your proposals and working with you on this important project.

## Additional Documentation

Appendix A – Quileute Tribe TERO Policy (Reference only)

Appendix B – CERB Planning Study Minimum Requirements (Reference only)

Appendix C – Scope of Work/Budget (**Submit completed bid sheet with proposal**)