



# Confederated Tribes of the Colville Reservation

P.O. Box 150, Nespelem, WA 99155 (509) 634-2277

## **Request For Qualifications and Quote (RFQQ):**

Colville Confederated Tribes Department of Transportation (CCT DOT) Technical Assistance for developing a Confederated Tribes of the Colville Reservation (CTCR) Transit Expansion Feasibility Study

### **SECTION 1. GENERAL INFORMATION**

#### **1.01 Significant Dates**

Posted Date:	June 15, 2026
Deadline for Questions:	June 25, 2026
Answers Posted:	June 29, 2026
Closing Time and Date:	4:30 p.m. on July 9, 2026
Bid Opening Date:	July 13, 2026

#### **1.02 Description of Qualifications Sought:**

The Colville Confederated Tribes Department of Transportation (CCT DOT) is seeking Statements of Qualification and Cost Estimates from a qualified transportation and planning consultant firm (Contractor) to assist the CCT DOT in completing a CTCR transit expansion feasibility study. All work will be done in accordance with the Tribal Transportation Program (TTP) regulation, the Federal Register 25 CFR Part 170, Road Inventory Field Data System (RIFDS), and the governing regulations set forth by the Bureau of Indian Affairs (BIA), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA). This procurement may be funded in whole or part through federal transportation funding sources. Any resulting contract shall be subject to applicable laws, regulations, grant requirements, and CTCR policies, and procedures. As important, the CCT DOT is seeking a deliverable that is GIS-based, functioning, accurate, and verifiable, allowing CCT DOT and CTCR to better manage their transportation asset management program and network. To perform the

study, the selected firm will also be required to work with CCT DOT staff and recent needs information obtained by District to:

- strategize how to expand the CTCR transit system in a sustainable way
- determine whether hubs, additional vehicles, and additional personnel are necessary for expansion to occur,
- develop a concept of either a centralized hub or smaller District hubs with preliminary cost estimates, and
- develop a schedule for implementing the preferred expansion strategy.

### **1.03 About the Colville Tribes:**

The Confederated Tribes of the Colville Reservation is a Sovereign Nation. Presidential Executive Order established the Colville Indian Reservation in 1872, with a land base of 1.4 million acres, located in North Central Washington State. The Tribes' Indian Country now includes various off-reservation trust land holdings. The Tribes' administrative Headquarters are located at the Colville Indian Agency Campus, approximately 2 miles south of Nespelem, WA with offices located throughout our reservation. Tribal business hours are Monday through Thursday 7:00 a.m. to 5:30 p.m. excluding Fridays, Saturdays, Sundays, Tribal and Federal holidays.

### **1.04 Response Format:**

Qualifications should be prepared simply, providing straightforward and concise resumes of the Contractors' personnel with capabilities necessary to satisfy the criteria listed in Section 3, and one example of a similarly completed project. The qualification packet may not be longer than 15 pages, single-spaced, with no less than 12-point font, excluding cover pages and the appendix containing the example project. Emphasis in the qualifications should be on completeness, clarity of content, and adherence to the presentation structure required by this RFQQ. Contractors that deviate from the required format may be deemed non-responsive.

### **1.05 Completeness of Qualification Packet**

The Contractor must submit a Qualification Packet signed by a Contractor representative authorized to bind the proposing Contractor contractually through the InfoTech online portal. The Contractor must complete all online forms and note any exceptions the Contractor takes to the CCT DOT RFQQ, or declare that there are no exceptions taken.

### **1.06 Response Date and Location**

Qualification Packets must be submitted no later than 4:30 p.m., PST, July 9, 2026. No hard copy or email qualification packets will be accepted. Qualification Packets shall be submitted online through the InfoTech portal. All RFQQs and accompanying documentation will become the property of the CCT DOT and will not be returned. Contractors accept all risk of incomplete submittals which will result in the Qualifications Packet being deemed non-responsive, regardless of fault.

### **1.07 Contractor's Cost to Develop Qualifications and Cost Estimates**

Costs for developing Qualification Packets in response to the RFQQ are entirely the obligation of the Contractor and are not chargeable in any manner to CCT DOT—no exceptions.

### **1.08 Site Visitations**

A site visit is not required. By submitting his/her Qualification Packet, the Contractor acknowledges that he/she has satisfied him/herself as to the nature of the work requested.

## **SECTION 2. TERMS AND CONDITIONS**

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### **2.01 Questions Regarding the RFQQ**

Requests for interpretation/clarification of this RFQQ must be submitted through the online InfoTech portal. Unauthorized contact with other tribal employees or by any method other than through the InfoTech portal regarding this RFQQ may result in disqualification. InfoTech charges a \$50.00 fee to submit RFQQs.

All questions must be submitted no later than 5:30 p.m., PST, June 25, 2026. All CCT DOT responses will be shared with all RFQQ responders through InfoTech communication system no later than 5:30 p.m., PST, on June 29, 2026.

### **2.02 RFQQ Amendments**

The CCT DOT reserves the right to request any respondent clarify its Qualification Packet or to supply any additional material deemed necessary to assist in the evaluation of the Qualification Packet. CCT DOT reserves the right to change the RFQQ schedule or issue amendments to the RFQQ at any time. The CCT DOT and CTCR also reserve the right to cancel or reissue the RFQQ. All such addenda will become part of the RFQQ and notification will be automatically communicated to the point of contact reported in the Qualification Packet via the InfoTech system. It is the Contractor's responsibility to check the InfoTech website for the issuance of any amendments prior to submitting a Qualification Packet.

### **2.03 Withdrawal of Qualification Packet**

Provided the respondent does so through the InfoTech portal, Qualification Packets may be withdrawn at any time prior to the due date and time specified. Qualification Packets cannot be changed or withdrawn after the time designated for receipt.

### **2.04 Rejection of Qualification Packets**

CCT DOT and CTCR reserve the right to reject any or all Qualification Packets, to waive any minor informalities or irregularities contained in any Qualification Packet, and to accept any Qualification Packet deemed to be in the best interest of CCT DOT or CTCR.

### **2.05 Qualification Packet Validity Period**

Submission of a Qualification Packet will signify the Contractor's agreement that its Qualifications, Cost Estimates and the content thereof are valid for 30 days following the deadline unless otherwise agreed to in writing by both parties. The Qualification Packet may be incorporated by reference where applicable.

### **2.06 Qualification Packets and Cost Estimates Signatures**

An authorized representative of the Contractor must sign Qualification Packets and Cost Estimates, with the Contractor's address and telephone information provided. Unsigned Qualification Packets will not be considered.

### **2.07 Insurance Requirements**

The selected Offeror shall procure and maintain for the duration of its Contract awarded pursuant to this RFQQ insurance against claims for injuries or damages to property, which may arise from or in connection with the performance of the work by the Offeror, his agents, representatives, employees or subcontractors. The Offeror shall pay the cost of such insurance. Insurance shall meet or exceed the following unless otherwise approved by the Colville Tribes.

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- A. Minimum Insurance
  1. Commercial General Liability coverage with limits not less than \$1,000,000 per occurrence / \$2,000,000 annual aggregate.
  2. Professional Liability (Errors and Omissions) Insurance with limits not less than \$1,000,000 per claim.
  3. Stop Gap/Employers Liability coverage with limits not less than \$ 1,000,000 per accident/disease.
  4. Business Automobile Liability coverage with limits not less than \$1,000,000 per accident for any auto.
  5. Worker’s Compensation coverage as required by the Industrial Insurance Laws of the State of Washington
- B. Self-Insured Retentions  
Self-insured retentions must be declared to and approved in writing by the Colville Tribes.
- C. Other Provisions  
Commercial General Liability policies shall be endorsed to:
  1. Include the Colville Tribes, its officials, employees and volunteers as additional insured.
  2. Provide that such insurance shall be primary as respects any insurance or self-insurance maintained by the Colville Tribes.
  3. Each insurance policy shall provide that coverage shall not be canceled except after thirty (30) days written notice has been given to the Colville Tribes.
- D. Acceptability of Insurers  
Insurance shall be placed with insurers with a rating acceptable to the Colville Tribes.
- E. Verification of Coverage  
Offeror awarded a contract under this RFQQ shall furnish the Colville Tribes with certificates of insurance required herein. The certificates are to be received and approved by the Colville Tribes before work commences. The Colville Tribes reserves the right to require complete, certified copies of all required insurance policies at any time.
- F. Subcontractors  
Subcontractors hired pursuant to this RFQQ must provide coverage, which complies with the requirements stated herein.

**2.08 Retainage/Performance Bond**

CTCR reserves the right to require retainage or a performance bond as determined appropriate for the services being procured and in accordance with CTCR Purchasing Policy.

**2.09 Ownership of Documents**

Any reports, studies, conclusions, and summaries prepared by the Contractor shall become the property of CCT DOT. The CTCR may provide the Contractor with a limited license to use such material.

**2.10 Hold Harmless**

The Contractor shall hold harmless, defend, and indemnify the CTCR and CTCR’s officers, agents, and employees against any liability that may be imposed upon them by reason of the Contractor’s failure to provide worker’s compensation coverage or liability coverage.

**2.11 Limitations on Costs and Expenses**

The Contractor’s RFQQ may not include: any costs that can be described as overhead, including secretarial, clerical, or file management work; on-line research services charges (in-house photocopying; unnecessary express mail/overnight courier mailings); or for developing invoices for CCT DOT.

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## **2.12 Dispute Resolution and Venue**

The CTCR will require the selected Contractor to expressly consent to the jurisdiction of the Colville Tribal Court for any and all disputes that may arise from CCT DOT's engagement of the Contractor's services, including the application of tribal law.

## **2.13 Appropriated Funds**

Any contract awarded pursuant to this RFQQ is subject to CCT DOT's appropriation and budgetary process, which operates on a fiscal year from October 1 to September 30. Any required payments under the Contract are contingent on the availability of funds in CCT DOT's budget. As funds are appropriated yearly any contract awarded would be for the remainder of the fiscal year, at which time it would be renewable on a yearly basis.

## **2.14 Indian Preference**

Indian preference applies to any award of contract pursuant to this RFQQ and the Contractor shall comply with all applicable Indian preference requirements set forth in Chapter 10-1, the Colville Tribal Employment Rights Ordinance (TERO), and Chapter 10-3, Indian Preference in Contracting. The tribal code is available at <https://www.cct-cbc.com/current-code/>.

## **2.15 Debarment**

Selected Contractor must sign a Certification Regarding Debarment and Suspension (See Attachment B).

## **2.16 Contract**

The selected Offeror will be required to enter into the CTCR standard form contract which will include a "no assignment" provision indicating that the Contract may not be assigned without written consent of the CTCR. Any increase in Contract price following execution of the Contract shall require a written contract modification approved by CTCR.

## **SECTION 3. REQUESTED SERVICES**

### **3.01 Duration of Services**

CCT DOT anticipates the service period for this work to be indeterminate but no less than for one (1) year, on an as-needed period for the term of the Contract to be issued pursuant to this RFQQ. However, if the work extends beyond this period, and as stated in Section 2.13, any agreement would be year-to-year and require an agreed-upon modification to the term to continue.

### **3.02 Scope of Work**

Transit Market Scan and Central and/or Smaller District Hub(s) Feasibility Study

- Assessing available routes provided by CTCR Transit and other agencies by District (Omak, Nespelem, Inchelium, and Keller).
- Surveying past, current, and future potential routes for each public transportation partner.
- Use Transit Needs Assessment to strategize how to make sustainable expansion of the CTCR Transit network to optimize CTCR and other agencies' reach and connectivity for each District.
- Explore potential sites for a central transportation hub and/or smaller loop route hubs in each District.
- Develop preliminary concept for centralized hub and/or smaller District hubs, and gather

- expansion-related comments through Tribal agency and Tribal membership survey.
- Create a schedule for implementing a centralized hub and/or District hubs.

### **3.03 Required Information**

The Contractor's Qualification Packet must include the following:

- A. Fill out each form in the InfoTech portal and ensure your Qualifications Packet status reads complete.
- B. Upload one example of a similarly completed project, include contact information for the project owner.
- C. Provide 3 references who will attest to the Contractor's capabilities in providing similar project deliverables.

## **SECTION 4. RFQQ EVALUATION**

### **4.01 Evaluation Procedures**

A Selection Committee will evaluate Qualification Packets. The selection will consider how well the Contractor's qualifications meet the needs of CCT DOT as described in the Contractor's response to each requirement listed in Section 3.03. In evaluating the Qualification Packets, CCT DOT will use a criteria evaluation process. Evaluations will be based on criteria as outlined in Section 4.02. All Qualification Packets will be evaluated using the same criteria and weighting. Any Qualification Packet that does not contain each element described in this RFQQ, fully completed, signed and executed, as appropriate, may be judged to be incomplete and may not be considered further.

### **4.02 Scoring and Evaluation Factors**

The evaluation factors reflect a wide range of considerations. While cost is important, other factors are also significant. Consequently, CCT DOT may select a Contract other than the one providing the lowest cost solution. The objective is to choose the Offeror determined to provide the best overall value to CTCR.

An award will be made to a responsible Indian Offeror if its proposed price is within 10% of the lowest non-Indian Offeror's Proposal Price and the Indian Offeror provides documentation of having the expertise and experience necessary to satisfactorily complete the work required.

Evaluation will be based on the following criteria:

- 1) Responsiveness of the RFQQ in clearly stating an understanding of the work to be performed. (0-15)
- 2) Reasonableness of overall time estimates as well as the time estimates for each major section of the work to be performed (0-5)
- 3) Qualifications and experience of Offeror (0-20)
- 4) Size and structure of Contractor and ability to maintain continuity of work (0-5)
- 5) Experience of Offeror in advising clients on the feasibility and desirability of proposed transit expansion, including expertise in determining transit market, understanding of rural transit funding opportunities, and other provisions which should be included in location selection if District hubs are part of the study recommendations to provide the greatest benefits to the CTCR and Tribal membership. (0-20)
- 6) Qualifications and experience of staff to be assigned. Education, position in the Contractor, and years and types of experience will be considered (0-10)
- 7) Reasonableness of proposed cost estimate (0-10)
- 8) TERO (0-15) as follows:

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- (A) Tier 1: 100% Colville Business Enterprise (15)
- (B) Tier 2: Colville Family Business Enterprise (12)
- (C) Tier 3: Colville Business Enterprise (9)
- (D) Tier 4: Indian Business Enterprise (6)
- (E) Tier 5: Indian owned business not certified by the Colville Tribes (5)

Maximum Points: (100)

#### **4.03 In-Person Discussion Sessions**

One or more Offerors who have scored well on the evaluation may be invited by CCT DOT, without cost to CCT DOT or CTCR, to a discussion with the Colville Business Council, the managers of CCT DOT and CTCR transit programs, and others invited to the Session to provide the Offeror the opportunity to demonstrate its services, to discuss its approach/methodologies, implementation process, schedule, staffing and other applicable professional services. The Discussion Session will be informal, as the CTCR and CCT DOT are not interested in a sales presentation by Offeror but rather an interactive discussion with the CBC; it is important that those key personnel identified by the Offeror to be assigned to the project will fully participate in the presentation and discussion.

#### **4.04 Final Selection**

The Selection Committee will formulate their recommendation for award of the Contract, which will be forwarded to the Colville Business Council for formal acceptance.

#### **4.05 Contract Award and Execution**

The CTCR reserves the right to make an award without further discussion of the Qualification Packets submitted. Therefore, Qualification Packets should be initially submitted on the most favorable terms the Contractor can offer. This should not be interpreted to prohibit either party from proposing additional Contract terms and conditions during negotiations of the final document.

The RFQQ documents and the successful Contractor's/Offeror's response, as amended by agreement between CCT DOT, CTCR, and the Contractor/Offeror, including correspondence captured in InfoTech and relative to the RFQQ, may become part of the Contract between CCT DOT and the successful Contractor/Offeror. Additionally, the CTCR may verify the Contractor's/Offeror's representations appearing in the Qualification Packet. Failure of the Contractor/Offeror to perform as represented may result in elimination of the Contractor/Offeror from competition or in Contract cancellation or termination.

The apparent successful Contractor/Offeror will be expected to enter into a Contract with the CTCR. If a Contract is not entered into within a reasonable time after selecting the Qualification Packet, CCT DOT and the CTCR may elect to cancel the award or award the Contract to the next highest ranked Offeror. The CTCR shall not be bound or in any way obligated until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of a final contract.

After opening and ranking, an award may be made on the basis of the Qualification Packets initially submitted, without discussion, clarification or modification, or, CCT DOT or CTCR may discuss with the selected Contractor offers for cost reduction and other elements of the Contractor's Qualification Packet. If the CTCR determines that it is unable to reach a Contract satisfactory to CCT DOT with the selected Contractor, then the CTCR will terminate discussions with the selected Contractor and proceed to the next Contractor in order of selection ranking until a Contract is reached or the CTCR has rejected

all proposals. The CTCR and CCT DOT will not disclose any information derived from the Qualification Packets submitted from competing offers in conducting such discussions.

The CTCR reserves the right to award a Contract for all or any portion of the requirements proposed by reason of this request, award multiple Contracts, or to reject any and all Qualification Packets if deemed to be in the best interests of the CTCR and to re-solicit for Qualification Packets, or to reject any and all Qualification Packets if deemed to be in the best interests of the CTCR and to temporarily or permanently abandon the procurement.

ATTACHMENT A:  
QUALIFICATIONS AND QUOTE COVER PAGE

**Statements of Qualification and Cost Estimates from a qualified transportation and planning consultant firm (Contractor) to assist the CCT DOT in completing a CTCR transit expansion feasibility study.**

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email address \_\_\_\_\_

Length of time in business \_\_\_\_\_

Total number of similar clients served in similar capacity \_\_\_\_\_

**TOTAL ESTIMATED PRICE OF SERVICES (Attach detailed budget if necessary)**

Cost of Services (Anticipated Total Hours x Rate) \_\_\_\_\_

Overhead costs (describe) \_\_\_\_\_

Necessary travel \_\_\_\_\_

TERO Fees \_\_\_\_\_

Other (describe) \_\_\_\_\_

Total Price \$ \_\_\_\_\_

Authorized Offeror Signature \_\_\_\_\_

Telephone \_\_\_\_\_

ATTACHMENT B: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS.

A. The Contractor certifies, to the best of its knowledge and belief, that:

1. The Contractor/any of its Principals-

(a) Are ( ) are not ( ) presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency or any Tribal Government.

(b) Have ( ) have not ( ), within a 7 year period preceding this offer, been convicted or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(c) Are ( ) are not ( ) presently indicted for, or otherwise criminally or civilly charged by a government entity with, commission of any of the offenses enumerated in subdivision (A)(1)(b) above.

(d) The Contractor has ( ) has not ( ), within a 7-year period preceding this offer, had one or more contracts terminated for default by any Federal agency or any Tribal Government.

2. Principals for the purposes of the certification, mean officers; directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager; plant manager, head of a subsidiary, division, or business segment, and similar positions). If this certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under 18 U.S.C. § 1001.

B. The Contractor shall provide immediate written notice to the Contract Officer if at any time prior to contract award the Contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in paragraph (A) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Contractor's responsibility. Failure of the Contractor to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Contractor's proposal non-responsive.

D. Nothing contained in the foregoing shall be construed to require establishment of a system or records in order to render, in good faith, the certification required by paragraph (A) of this provision. The knowledge and information of a Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

E. The certification in paragraph (A) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Contractor knowingly rendered an erroneous certification, in addition to the remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

I hereby certify that the information above is true accurate and complete under penalty of fraud.

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Authorized Signature

ATTACHMENT C:  
CLIENT REFERENCES (Include 3 Only)

Client Reference # 1

Name of Entity/Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

Date when work performed: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Client Reference # 2

Name of Entity/Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

Date when work performed: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Client Reference # 3

Name of Entity/Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Phone Number \_\_\_\_\_

Date when work performed: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ATTACHMENT D:  
CONFLICT OF INTEREST DISCLOSURE:

Offerors shall disclose any actual, apparent, or potential conflicts of interest that may affect the performance of services under any resulting contract. Failure to disclose a known conflict of interest may be grounds for disqualification or contract termination.

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Authorized Person and Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_