

The Tulalip Tribes of Washington

REQUEST FOR PROPOSAL

REQUEST FOR PROFESSIONAL DESIGN SERVICES FOR THE DESIGN OF QCV RETAIL CENTER SUITE K RENOVATION-REBID

INTRODUCTION

The Tulalip Tribes of Washington ("Tribes") is soliciting design firms ("Architect") with expertise in Retail Space renovation, cost estimating, designing appropriate and efficient spaces and systems, and design of specified improvements to provide design services for the renovation of the existing retail center suite k at the Quil Ceda Village Retail Center. The Architect selected must have the ability to provide the full-range of services or to team with sub-consultants or subcontractors necessary to complete the design of the Project.

The Request for Proposal is not restricted to Native American Owned Businesses (i.e., Architects) only. Proposers or persons and entities submitting proposals shall submit evidence of certification from the Tulalip Tribes' TERO office as being a certified NAOB with their Proposal in order to obtain the preferences provided for in this RFP.

Native American Preference related to contracting, subcontracting and suppliers in the project is required. Proposers shall abide by The Tulalip Code, Chapter 9.05 – TERO Code which provides Indian preference in contracting goods and services. Additionally, The Tulalip Tribes' Board of Directors has the authority to require those employers subject to The Tulalip Code, Chapter 9.05 – TERO Code and applicable federal laws and guidelines, to give preference to Indians in hiring, promotions, training, and all other aspects of employment. Proposers shall comply with this Code and the rules, regulations, and orders of the TERO Commission. For more information about The Tulalip Code, Chapter 9.05 – TERO Code, contact The Tulalip Tribes' TERO Department at 6406 Marine Drive, Tulalip, Washington 98271, Office (360) 716-4747 or Facsimile (360) 716-0249. The Tulalip TERO Code is available for review on the Tulalip TERO website: <http://www.tulaliptero.com/>

SUBMITTAL DEADLINE

Copies Required: Two (2) bound copies and one unbound original of your proposal containing the information and documentation requested in this RFP and one Proposal Form sealed in an envelope must be received at the Consolidated Borough of Quil Ceda Village's – Project Development & Management Office no later than 2:00 p.m. on June 11, 2019. Submittals sent by mail or courier shall be sent to the address below and must be delivered to the Project Development & Management Office by the deadline stated above. Faxed or e-mailed submittals will not be accepted.

Consolidated Borough of Quil Ceda Village
Project Development & Management Office
Attention: Jerad Eastman
8802 27th Avenue NE
Tulalip, WA 98271-9694

Any addenda issued for this RFP will be published at the websites listed below. Interested Firms are responsible for checking the website prior to submission of Proposals for any addenda. If you are unable to download the addenda, you may contact the individual noted above.

1. Go to www.quilcedavillage.org and clicking on: "**Project Development & Managment**" and "**Current Projects**". This on-line plan room provides Proposers with fully usable on-line documents; with the ability to: download and print to your own printer. Contact the Tribes' Construction Manager listed above should you require assistance.
2. Go to www.bxwa.com and clicking on: "**Posted Projects**"; "**Public Works**", "**Tribal Agencies**", "Consolidated Borough of Quil Ceda Village – Tulalip Tribes", and "**Projects Bidding**". Proposers are encouraged to "Register" in order to receive automatic email notification of future addenda and to place themselves on the self registered "Bidders List". This on-line plan room provides Proposers with fully usable on-line documents; with the ability to: download, print to your own printer, order full / partial document sets from numerous reprographic sources (on-line print order form), and a free on-line digitizer / take-off tool. Contact Builders Exchange of Washington at 425-258-1303 should you require assistance.

INFORMATIONAL MEETING

An Informational Meeting will be held on May 30, 2019 at 10:00 a.m., at the following location:

Quil Ceda Village – Administrative Office
8802 27th Avenue NE
Tulalip, WA 98271-9694

All interested firms are encouraged to attend the Informational Meeting and visit the project site in order to acquaint themselves with the local conditions under which the work will be performed and to obtain personal observations of the project site. If requested by those interested firms attending the Informational Meeting a site visit will be conducted immediately after the meeting.

PROJECT DESCRIPTION

The Architect for the project will design a renovation of the existing Suite at the Tulalip Retail Center for the Tulalip Tribes of Washington. The suite is anticipated to house the Greater Marysville/Tulalip Chamber of commerce. The property is located at 8825 34th Ave NE Tulalip, WA as shown on the attached Site Map.

The renovation design should consist of utilizing the existing layout of the space while adding a Conference room, receptionist area, interior paint and flooring. The architectural design of the Suite K renovation is expected to be similar or greater to the current existing Greater Marysville/Tulalip Chamber of Commerce located within the Quil Ceda Village Retail Center and shall follow the Quil Ceda Village Design Guidelines.

SCOPE OF SERVICES

This Request for Proposal is for an Architect Design Contract. The following outline of services to be provided is not a complete listing of services. The Architect selected shall be responsible for providing all design services necessary to design and construct the Project. The Architect shall provide professional services necessary for designing the Project, including but not limited to architectural, interior design, electrical design and cost estimating. The Architect will work with The Tulalip Tribes throughout the term of this project in a collaborative and proactive manner to deliver a project that meets the schedule and budget goals of The Tulalip Tribes.

Part I Services – Schematic Design and Design Development Phase

Schematic Design Phase includes but is not limited to:

1. The Architect shall prepare, consult with The Tulalip Tribes' Project Team staff and deliver the Schematic Design Documents to the Tribe within the time specified. The documents shall include:
 - a. Scale plans of the Suite.
 - b. Building sections and elevations sufficient to serve as the basis for a cost estimate.
 - c. Outline specifications utilizing the CSI Coding.
 - d. A statement of estimated construction cost covering all work designed or specified by the Architect, representing his/her best judgment as a design professional familiar with the construction industry.
2. At the completion of the Schematic Design Phase, the Architect shall prepare a cost estimate in a format agreeable with The Tulalip Tribes.

Design Development Phase includes but is not limited to:

1. The Architect shall prepare and deliver, within the time specified, to The Tulalip Tribes for its approval all Design Development Phase Documents which are required as an intermediate step in preparing the Construction Documents. These documents shall set forth in detail and describe the work to be done. The Drawings shall include the following:
 - a. Floor plans showing architectural detail, structural system, mechanical and electrical systems in single line diagrams, one typical wall section.
 - b. Preliminary Specifications in CSI Division Coding and Format.

Part II Services – Construction Documents and Bidding Phase

Construction Documents Phase includes but is not limited to:

1. All of the required documents, including drawings and specifications, and any changes, revisions or amplifications of the same, as well as all Estimates of Construction Cost shall be subject to written approval of The Tulalip Tribes.
2. The Architect shall prepare and deliver, within the time specified, to The Tulalip Tribes for its approval all Bidding and Construction Documents which are required prior to advertising for bids. The Drawings and Specifications produced in this Phase shall be consistent with the approved Schematic Design Documents and the revised Design Program, all as approved by The Tulalip Tribes. These documents shall set forth in detail and describe the work to be done; the materials, workmanship, mechanical, electrical and site work; the necessary bidding information, together with a bid and contract form(s) and General and Special Conditions of the Contract. The Drawings shall include the following:
 - a. Title sheet with Index of Drawings, schedules of building types.
3. The Architect shall furnish The Tulalip Tribes a summary breakdown of the Total Probable Construction Cost of the Project consistent with the Bidding and Construction Documents.
4. Provide Final Construction Documents stamped and signed by design Professionals licensed in the State of Washington.
5. At the completion of the Construction Document Phase, the Architect shall prepare a cost estimate in a format agreeable with The Tulalip Tribes.
6. Technical Specifications written in CSI Division format.

Part III – Construction and Construction Completion Phase

Construction and Construction Completion Phase includes but is not limited to:

1. Provide architectural and engineering services, including submittal review, plan clarifications and responses to requests for information, during Project construction.
2. Prepare large-scale, full-size, or other drawings on a scale as required to communicate the information (exclusive of shop drawings) as needed to supplement the Contract Drawings.
3. Advise The Tulalip Tribes on interpretations (other than legal interpretations) and clarifications of the Drawings and Specifications.
4. Make modifications in Drawings and Specifications, and prepare Proceed Orders and Change Orders in the form and in accordance with procedures furnished by The Tulalip Tribes.
5. Review Proceed and Change Orders.
6. Advise on special problems and on changes necessitated by unforeseen conditions encountered in the course of construction.
7. Prepare a set of specifications and reproducible record prints of Drawings showing significant changes in Work made during construction, including the locations of underground utilities and appurtenances referenced to permanent surface improvements, based on markup prints, drawings and other data furnished by the General Contractor to the Architect.
8. Assist in final inspection and sign Certificates of Completion.

SELECTION AND AWARD PROCESS

The process for selection of the Architect is anticipated to be as follows:

1. Design Firms interested in becoming the Architect may submit a proposal in accordance with the requirements set forth in this Request for Proposals for Design Services.
2. The firms submitting proposals will be scored and ranked by the selection committee on the basis of the evaluation criteria set forth in this RFP.

PROPOSAL FORMAT

Every Proposer must reply to each of the evaluation criteria set forth below in a clear and concise manner. Responses must be in the same order as listed, clearly separated and labeled by response. Brevity is preferred. Do not duplicate information presented in the Proposal. Pay attention to specific requests for information. Organize the Proposal in a manner that enables the selection committee to quickly access the requested, and pertinent, information. Proposals shall be submitted on 8 ½ x 11 pages unless otherwise requested.

PROPOSAL EVALUATION CRITERIA

The Contract will be awarded to the lowest responsive and responsible bidder as determined in the discretion of the Tulalip Tribes of Washington selection committee.

The Tulalip Tribes of Washington reserves the right to waive, or to allow any Bidder a reasonable opportunity to cure, a minor irregularity or technical deficiency in a bid, provided the irregularity or deficiency does not affect the bid amount or otherwise give the Bidder a competitive advantage. Noncompliance with any requirement of the Contract Documents may cause a Bidder to be rejected.

FINAL SELECTION

The Tulalip Tribes of Washington intend to select the Firm with the lowest responsive and responsible bidder resulting from the selection committee's scoring of the Proposal. Final selection shall be at the sole discretion of the Tulalip Tribes' Board of Directors. While it is the expressed intent of the Board of Directors to select the Firm with the lowest responsive and responsible bid, the Tulalip Tribes reserve the right to select any responsive and responsible Firm they determine.

RIGHT OF REJECTION

The Tulalip Tribes of Washington reserves the right to reject any and all proposals and the right to elect not to proceed with the project.

PRODUCT OWNERSHIP

Any documents or drawings or reports resulting from the contract will be the property of the Tulalip Tribes of Washington.

LICENSING REQUIREMENTS

All individuals, businesses, entities, and organizations engaged in business activities on the Tulalip Indian Reservation shall obtain a Tulalip Tribal Business License. This applies to all contractors, subcontractors, materialmen, suppliers, and consultants, regardless of tier or location, working on the project.

Design Professionals shall be licensed by the State of Washington.

Note: Any professional or business licenses required will be the sole cost and responsibility of the Architect.

PROPOSAL DEVELOPMENT COSTS

The cost of preparing and submitting a proposal is the sole responsibility of the proponent and shall not be chargeable in any manner to the Tribes.

SCHEDULE

The Tulalip Tribes believes the Architect selection schedule will be as follows:

RFP Issued	May 23, 2019
Informational Meeting	May 30, 2019
Questions Due	June 04, 2019
Response to Questions Issued by	June 05, 2019
Proposals Due	June 11, 2019
Recommendation for Award	June 13, 2014

Questions may be delivered by U.S. mail, by facsimile, or by electronic mail. All requests for interpretation shall be brought to the attention of the Associate Project Manager in writing no later than Question Due date, indicated above. Questions should be addressed to:

Jerad Eastman
Associate Project Manager
Quil Ceda Village
8802 27th Ave NE
Tulalip, Washington 98271
jeastman@tulaliptribes-nsn.gov
Phone: (360)716-5025
Fax: (360)716-0178

ATTACHMENTS

1. Proposal Form
2. Architect Contract – Contract Between The Tulalip Tribes and Architect
3. Exhibit A – Design Schedule
4. Exhibit B – Scope of Work
9. Site Map