



Suquamish Indian Tribe
Department of Community Development

REQUEST FOR PROPOSALS (RFP)
RFP NO. 24-A001

PROJECT NAME:	Reservation Improvements 2024 - 2026
PROJECT LOCATION:	Port Madison Reservation in the Central Puget Sound Region of Washington State on the Kitsap Peninsula
SERVICES REQUESTED WITH THIS RFP:	Multiple
DATE:	June 18, 2024
CONTACT PERSON: ADDRESS:	Shenowah Purser 18490 Suquamish Way, NE Suquamish, WA 98392
TELEPHONE: EMAIL ADDRESS:	360-394-8423 spurser@suquamish.nsn.us
PROPOSAL DUE DATE AND TIME:	August 1, 2024
QUESTION DEADLINE DATE:	July 19, 2024
ACCEPTABLE PROPOSALS:	Email with proposals attached to email in a Portable Document Format (PDF) File or hard copy proposals hand delivered or mailed to the address of contact person above.

Suquamish Indian Tribe
18490 Suquamish Way NE
Suquamish, WA 98392



SUQUAMISH INDIAN TRIBE
DEPARTMENT OF COMMUNITY DEVELOPMENT

Post Office Box 498
Suquamish, WA 98392-0498
Phone (360) 598-3311

LETTER OF INTRODUCTION

Good Day,

The Suquamish Indian Tribe ("Tribe") is pleased to release this Request for Proposals (RFP) for construction services for the Port Madison Reservation improvements.

Submitting Vendors/Firms should use this RFP to guide preparation of their proposals. The RFP is outlined as follows:

SECTION I – PROJECT INTRODUCTION

SECTION II – PROPOSAL REQUIREMENTS AND SELECTION CRITERIA

- SECTION III (a) – COVER LETTER (5 Maximum Points)
- SECTION III (b) – PROJECT TEAM (10 Maximum Points)
- SECTION III (c) – FAMILIARITY WITH SUQUAMISH ROAD SYSTEM (15 Maximum Points)
- SECTION III (d) – QUALIFICATIONS AND EXPERIENCE (15 Maximum Points)
- SECTION III (e) – REFERENCES (0 Points, but minus 5 points each for not providing 3 references)
- SECTION III (f) – PROJECT UNDERSTANDING AND APPROACH (15 Maximum Points)
- SECTION III (g) – SCOPE OF WORK (20 Maximum Points)
- SECTION III (h) – COST PROPOSAL (20 Maximum Points)
- SECTION III (i) – INDIAN OWNED BUSINESS (IOB) PREFERENCE (20 Maximum Points)

SECTION III – CHANGES TO THIS RFP, QUESTIONS & ANSWERS, REQUESTS FOR CLARIFICATION

SECTION IV – METHOD OF EVALUATION

SECTION V – RESERVATIONS

Section II contains the bulk of the RFP.

Each section contains instructions, and where applicable, Evaluation Criteria. The Evaluation Criteria are not all inclusive and absolute. The Tribe will appoint a team with experience reviewing proposals from prior projects. The reviewers will carefully review each section and make their determinations and assign point values based upon project knowledge, and knowledge of the Transportation Planning industry, to match the needs of the Tribe and community. All proposal scoring is based on Proposer

responses to Section III. Each subsection in Section III has a maximum point value. The total maximum points for proposals is 120 points.

The Tribe will email all required attachments separately due to file sizes.

Requests for more information about this RFP must be addressed to Shenowah Purser at the Department of Community Development.

Telephone: (360) 394-8423

Email: spurser@suquamish.nsn.us

The proposals are due on August 1, 2024, at 5:30 PM, Suquamish time (PST).

Proposals can be emailed to spurser@suquamish.nsn.us.

Proposal hard copies (3) can be mailed to:

Suquamish Indian Tribe
ATTN: Shenowah Purser
Department of Community Development
P.O. Box 498
Suquamish, WA 98392

All proposals, whether emailed or hard copy delivered, must be identified in the email subject line or on an envelope as follows:

PROPOSAL for Suquamish Tribe Reservation Improvements

Hard copy proposals may be hand delivered to 18490 Suquamish Way, Suquamish WA 98392. Please call or email in advance to set up a time to deliver.

Thank you for your interest in the Suquamish Indian Tribe Reservation Improvements Project.

Sincerely,

Scott Crowell
Department of Community Development
Suquamish Indian Tribe

SECTION I – PROJECT INTRODUCTION

The Suquamish Indian Tribe (“Tribe”) is a federally recognized Indian Tribe holding lands on and near the Port Madison Reservation. The Tribe seeks to complete several reservation improvement projects through a qualified firm (“Proposer”).

A. Scope

The Design Build Contractor (DBC) will perform the work of this Request for Proposal (“RFP”) as described within this document. All Architect-Engineer (“A-E”) Services required in this RFP must be performed by licensed Architects and Engineers registered in the State of Washington.

B. Location

The project is located on the Port Madison Reservation.

C. Description

The project will consist of the design and construction for IT Broadband installation, tiny homes, boatyard, HVAC and security upgrades, and other miscellaneous government building improvements.

D. Schedule

The work in this RFP will be completed in accordance with the following schedule:

Complete and Signed DB Construction Documents by December 31, 2024

Construction and Installation must be completed by December 31, 2026

SECTION II – PROPOSAL REQUIREMENTS

Proposals must be of sufficient length and detail to demonstrate that the Proposer has a thorough understanding of the needs of the project as described in this RFP. To aid in the development of proposals, Proposers are encouraged to review the following attachments:

- Exhibit A – IT Broadband
- Exhibit B – Homeowner Maintenance
- Exhibit C – Tiny Homes 3.0 & Tiny Homes Upgrades
- Exhibit D – Boat Yard
- Exhibit E – Museum HVAC and Security Upgrades
- Exhibit F – Court Security Upgrades
- Exhibit G – Fitness Center Equipment Upgrades
- Exhibit H – HOAC Improvements
- Exhibit I – Master Plan Update

The attachments provide basic information about RFP Certification and the professional services agreement. Proposers are instructed to draft proposals in a clear succinct manner following the section outline described at the beginning of this RFP. Proposals will score better by providing clear and concise responses to the information requested for evaluation.

SECTION III (a) – COVER LETTER (5 Maximum Points)

Proposers are instructed to draft a cover letter that introduces the Proposer to the Tribe with a short biography of the company. The letter should capture the reader’s attention by demonstrating knowledge and excellence in field of work, with additional knowledge of working

with tribal programs. Include a mailing address, phone number, and email address of the individual signing the cover letter.

SECTION III (b) – PROJECT TEAM (10 Maximum Points) Introduce the project team and demonstrate that the team has the knowledge and skills to successfully execute and complete the project. Include project team résumés and attach them to the proposal. If Proposers are using sub-consultants, introduce them, and describe their expertise and work history with the Proposer.

SECTION III (c) – FAMILIARITY WITH CONSTRUCTION MANAGEMENT (15 Maximum Points)

Use this section to describe experience the proposer has with the Tribe, federal government jobs, and jobs that are federally funded. Highlight specific project information for any Suquamish Tribal construction work.

SECTION III (d) – QUALIFICATIONS AND EXPERIENCE (15 Maximum Points)

Use this section to show that proposer has the knowledge and expertise to successfully complete the project. The bullet point information below describes demonstrable abilities sought in this RFP:

- Highlight and describe relevant experience.
- Describe similar projects performed during the past 10 years
- Include experience working with Indian Tribes, especially experience with managing multi-project awards
- Include experience that demonstrates an approach to outreach that successfully garnered input from stakeholders, especially tribal members.
- Describe any unique or special challenges encountered by the Proposer from past projects

Again, Proposers be aware the RFP is seeking information in this section that demonstrates to the Tribe the Proposer has thorough qualifications and experience to successfully complete this project. The experience bullet points indicated above are not absolute. Proposers are encouraged to provide any information in a clear and succinct manner that will give the Tribe the confidence to select the Proposer's firm.

SECTION III (e) – REFERENCES (0 Points, but minus 5 points each for not providing 3 references)

Proposers shall provide three (3) current or immediate past professional references for projects of similar depth, scope, and community size as described in this RFP. Please include the name of the agency or company, contact person name and contact information, name of project, and dates of project, and description of services. References may or may not be contacted at the Tribe's discretion.

SECTION III (f) – PROJECT UNDERSTANDING AND APPROACH (15 Maximum Points)

Proposers shall describe their understanding of the project and include experience with past projects that assist the proposer with understanding this project; cite any unique or special issues, to be addressed by this project. Describe how the proposer would start this project and any innovative approaches the proposer would use, or has used in the past, that worked well. Describe your approach to outreach to stakeholders, especially tribal members.

SECTION III (g) – SCOPE OF WORK (Maximum 20 Points)

Proposers shall prepare a scope of work that includes preparation of a multi project award.

At a minimum, a scope of work should address the following:

- Compliance with all regulatory authorities.
- Pertinent demographic data collection and analysis.
- Project review.
- Identify stakeholders.
- Project progress meetings.
- Description of deliverables and product delivery process.

A project schedule should be presented in sufficient detail that reflects the scope of work, project resources, and a trackable timeline.

SECTION III (h) – COST PROPOSAL (Maximum 20 Points) Proposers shall present a cost proposal that follows the scopes of work in the previous sections. Budgets shall track well with scopes of work and shall include the following:

- Estimated number of hours for each task described in the scope of work.
- Hourly rates for all project personnel, sub-consultants included. Rates must be firm.
- Reimbursable expenses, cost of deliverables, other costs, and any cost not requested in this RFP, but would be charged to the project.

SECTION III (i) – INDIAN OWNED BUSINESS (IOB) PREFERENCE (20 Maximum Points)

Please provide proof of Indian Ownership.

SECTION III – CHANGES TO THIS RFP, QUESTIONS & ANSWERS, AND REQUESTS FOR CLARIFICATION

Any change or clarification of the Scope of Work, procurement process, contract terms and conditions, insurance requirements or any other matter contained in this RFP will be issued in the form of a written Addendum to this RFP. The Tribe will make a good faith effort to notify interested parties of any addenda issued for this RFP. However, Proposers are responsible for making themselves aware of, obtaining, and incorporating any changes made in any issued Addendum into their final proposal. Additionally, Proposers shall acknowledge receipt of Addenda with their proposal. Failure to do so may cause the Proposer's proposal to be rejected. Regardless of statements made at any mandatory or non-mandatory pre-proposal meeting for this RFP (if applicable), or during any other contact with Tribal staff, Proposers are cautioned that this RFP will change only if confirmed by a written Addendum to this RFP. All question, and/or requests for clarification regarding this RFP must be submitted in writing via e-mail to spurser@suquamish.nsn.us. All such requests for clarification or change must be submitted no later than July 19, 2024, 5:30 PM PST. All such emails must include the subject line **PROPOSAL for Suquamish Tribe Reservation Improvements** and then the stated question in the body of the email. The Tribe will be unable to provide individual responses, and will not respond to the questions posed by means other than email. Responses will be made to those questions that may have a material impact on the proposal and will be provided to all RFP holders. The Tribe will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this RFP.

SECTION IV – METHOD OF EVALUATION

The Tribe will appoint a proposal review team. Individuals on the evaluation team will evaluate all responsive proposals in accordance with evaluation criteria set forth herein.

A responsive proposal is one that complies with all material aspects of this RFP and with all prescribed submittal procedures and requirements. The Tribe reserves the right to waive what are, in the Tribe's judgment, minor informalities or discrepancies. The Tribe reserves the right to request individual Proposers to provide information to clarify their proposal or obtain additional information about specific point(s) of their proposal. Failure by the Proposer to provide such requested information in a timely manner may cause an adverse impact on the evaluation of the proposal, including rejection of the proposal as non-responsive. At its sole discretion, the Tribe may invite a Proposer to interview with Tribal staff, in person, via conference-call or another mutually agreeable medium, to clarify their proposal and determine Proposer's suitability to do the work described herein. If requested, attendance at such an interview is mandatory and failure to meet with the Tribe within a reasonable period of time will be grounds for proposal rejection.

SECTION V – RESERVATIONS

The Tribe herein expressly reserves the following rights:

1. To negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the Tribe. The Tribe intends to award a contract on the basis of quality of services offered, qualifications, experience, accessibility, communication skills and cost.
2. To reject any or all proposals and to waive informalities in proposals if it is in the Tribe's best interest to do so.
3. The Tribe reserves the right to use any information or reference we may discover, including information based upon our own experience, in evaluating any proposal.
4. In the event any Proposer or Proposers to whom the contract is awarded shall default in executing said formal contract or in furnishing satisfactory Errors and Omissions Insurance coverage within the time and in the manner hereinafter specified, to re-award the contract to another Proposer or Proposers.
5. To make such changes to the RFP or scope of work contained therein prior to the proposal opening. RFP Recipients will be notified of such changes in writing by addenda.
6. The Tribe will not be responsible for any costs incurred by Proposers in the preparation or submission of a proposal to this RFP, including costs associated with any meeting, demonstration, interview or subsequent negotiations that may be requested or required.
7. The Tribe will not be liable for any lost, late or improperly marked proposals.
8. Proposer must include all required Representations and Certifications; and acknowledge receiving amendments by number.

Deleted: <#>There will be no public opening of the proposals [alter language as needed for procurement type]

<END OF RFP>

EXHIBIT A – IT Broadband

This project was designed to address the lack of connectivity around the Suquamish Government facilities and connectivity for the public in general. The intention is to make sure that free public Wi-Fi is available for any members of the community who need it. This was especially relevant during the pandemic when nearly all services were only available remotely. A second intention for the project is to make cheap (or possibly free) broadband internet access available to Tribal households through the expansion of our wireless footprint (both Wi-Fi and Cellular), as well as facilitating fiber optic installation to Tribal homes and communities.

EXHIBIT B – Homeowner Maintenance

Residential projects as requested by Suquamish Tribal member homeowners. Selected contractor will coordinate and manage subcontractors and pay them directly. The Tribe will provide a budget to the Contractor to complete this work over the course of the Contract term.

Exhibit C – Tiny Homes 3.0 & Tiny Homes Upgrades

A new tiny home development located on 5 acres of Tribally owned land at 5055 NE Totten Rd, Poulsbo, WA 98370 (where the current emergency housing rental is). This new development will have approximately ten one bed, one bath tiny homes and include all required infrastructure associated with a tiny home development such as erosion control, clearing and grubbing, grading, underground and overhead utility work, storm drainage facilities, drain field and septic tank installation, gravel and/or paving, signage, street lighting (interior and exterior perimeter lighting and parking area lighting), and site cleanup once work is completed.

Additionally, relocate three of the current tiny 1.0 units (remaining will be stored or utilized by HS in some other way). Build six tiny 2.0 style units and a clubhouse that includes two offices, bathrooms, laundry area, a meeting space, and all associated infrastructure required for the buildings.

Exhibit D – Boat Yard

The tribe owns approximately 5 acres at 17760 Widme Road NE, Poulsbo, WA 98370. DCD plans to have a 30-stall secure boat storage facility constructed for tribal member use and will include a cleaning station, dump station, and well. We are in the process of obtaining site civil plans for the successful bidder to refer to when planning construction, scheduling, and pricing. Boat yard to include sidewalks, gravel and/or paving, striping, signage, street lighting (interior and exterior perimeter lighting and parking area lighting), perimeter fence with razor wire top, secure gate access, and site cleanup once work is completed.

Exhibit E – Museum HVAC and Security Upgrades

The Suquamish Museum HVAC system was installed in 2012. The entire system is in need of replacement. Further, the museum exploring options on improving security.

Exhibit F – Court Security Upgrades

- Courtroom reconfiguration
- Move the jury box, bench
- Ballistic materials for judges/clerk bench
- Install cameras linked to the security control station

- Tint lobby windows to see out but not in
- Create a Lobby screening station
- Xray machine or upgraded metal detector
- Duress/Panic Alarms
- Courtroom
- Conference Room
- Front desk
 - SPD
 - Court
- Judge's Chambers
- All staff offices
- Closed Circuit Television System
- Additional Proxy access to doors (mid-hallway/conference room)
- Courtroom doors upgraded to proxy access and to have the ability to physically lock when necessary.
- Create a Command Control station for the bailiff to monitor the security cameras and CCT system.
- Bullett-proof glass for Court/SPD front desk
- Bullards
- Upgrade Sally-port
- Automatic gate with remote/proxy access
- Cement walls
- Cameras
- Upgrade lighting-Sodium lights
- Install a comprehensive camera system throughout the entire justice facility, including holding and common areas, anywhere an in custody may be brought or go, including entrances, lobby, conference room, etc., and provide access to the camera system to SPD in their patrol room
- Upgrade exterior lighting at entrances to Sodium lights.
- Create a direct route from the holding cell (SPD) to the Court room bypassing common areas

Exhibit G – Fitness Center Equipment Upgrades

Current plans involve updating and upgrading the fitness room, adding a sauna and a hot and cold tub into both the men's and women's bathroom/locker rooms. Design and construct a 1,000 sq. ft. auxiliary building for additional classes. Install a juice bar in the existing kitchen.

Exhibit H – HOAC Improvements

The HOAC is a community building built in 2007, and is due for some Modernization, upgrades and repairs. The Cedar dance floor is at the end of its service life, it has been sanded and refinished multiple times and can no longer be sanded or worked as it will start to separate and fail.

Roof Repair: This is a 24-gauge metal span seamed roof. It is currently leaking and needs repair. There has also been damage from the boiler exhaust as the roof was not protected when boilers were operating.

Boiler Replacement: The building Heating system is currently run by 2 propane fired boilers. These provide the service for the radiant floor heat as well as the return air heat. The service life of boilers is approximately 15 years. 1 boiler has been replaced as repair parts have become obsolete.

The Life span of the 2nd boiler has passed and is currently working but is expected to fail as it is the same boiler as the one replaced

Boiler/Heat controls: We are looking to automate all Tribal buildings to an automated heat/air control system. This will allow temperature control and observation 24hours a day as well as energy conservation. The Tribe has some buildings already on the system.

Walk-in Deep Freezer: We are looking to install a large, walk-in deep freezer to the HOAC.

Exhibit I – Master Plan

The Suquamish Tribe is seeking to update the master plan for the Port Madison Indian Reservation. The current documents will be used as a base for planning purposes in geographic. Special attention is to be paid to the parcel of property currently known as Suquamish Shores, Augusta Ave, and Suquamish Way. Also, to include locations for future housing and not for profit governmental programs. Need total lands inventory for all lands owned in whole or in part by the Suquamish Tribe and PME.

