

11/15/2024

Request for Proposal

Architectural Design and Construction
Services for the Suquamish Indian Tribe

Opioid Treatment Program (OTP) Clinic
Suquamish Indian Tribe of the Port Madison
Reservation



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REQUEST FOR PROPOSAL

The Suquamish Indian Tribe is seeking proposals from experienced firms to provide design and project management services for the establishment of an Opioid Treatment Program (OTP) in Poulsbo, Washington. This project aims to develop a comprehensive, scalable healthcare facility that provides a full spectrum of treatment services, including primary care, dental, limited pharmacy, behavioral health, chemical dependency counseling, and wraparound care services with administrative support.

Proposals should demonstrate expertise in healthcare facility design, particularly for outpatient addiction medicine. Firms must show the capability to collaborate effectively with local government and tribal organizations. The selected firm must also include understanding of trauma-informed and culturally appropriate key elements:

1. *Trauma-Informed Design:* The facility should prioritize safety, comfort, and emotional well-being. This involves creating spaces that offer privacy, clear navigation, and calm environments to reduce stress. The design should empower patients by offering choice and control in how they engage in the space, and incorporate natural light, soundproofing, and comfortable, flexible areas to support various needs.
2. *Culturally Aware and Respectful Design:* The facility must honor the Suquamish Tribe's heritage and values. Proposals should reflect an understanding of the Tribe's cultural identity by incorporating culturally significant artwork, colors, and creating spaces for traditional practices, such as ceremonial rooms or outdoor areas for smudging and healing ceremonies. The design should foster a connection to nature, as well as family and community involvement, which are essential aspects of Native healing practices.
3. *Future-Ready and Sustainable:* The design should accommodate future growth and adapt to the evolving needs of the community.

PROJECT BACKGROUND

The opioid epidemic continues to be a significant public health challenge in Washington State, impacting communities across the region including the Suquamish Tribe. Recognizing the severe toll of opioid use disorder (OUD) and the rising rates of overdose and mortality, the Tribe has declared the opioid epidemic a community emergency. This declaration underscores the urgent need for accessible and culturally informed treatment options, positioning the Suquamish Tribe to take a leading role in addressing this crisis for both tribal and non-tribal members in Kitsap County where there is currently one licensed Opioid Treatment Program (OTP) for the entire county.

The Suquamish Tribe aims to establish a centralized hub for treatment services helping to build a cohesive system of care in partnership with local agencies, which includes jails, courts, hospitals, and specialty clinics.

The Suquamish Tribe will collaborate with key stakeholders to ensure the clinic is not only responsive to healthcare needs but also improves health outcomes for all populations. As federal support and deregulation continue to increase, this OTP will be well-positioned to meet the region's needs while contributing to the national effort to expand treatment access and reduce opioid-related mortality. By offering a comprehensive range of healthcare services, the clinic will provide vital, holistic care that goes beyond medication management alone. While FDA-approved medications, such as methadone, buprenorphine, and Vivitrol, may be part of the treatment, the focus remains on individualized treatment plans tailored to the unique needs of the patient. These plans incorporate a wide array of support services, including primary care, dental care, behavioral health, and substance use disorder counseling, alongside wraparound services to further strengthen recovery outcomes. This holistic approach aims to ensure long-term recovery success, especially for underserved communities, by addressing the full spectrum of patient needs in a culturally informed and supportive environment.

PURPOSE AND OBJECTIVE

The purpose of this Request for Proposal (RFP) is to solicit proposals from experienced healthcare design firms interested in contracting with the Suquamish Indian Tribe to assist with the development of an Opioid Treatment Program (OTP). Strong preference will be considered for project experience that meets regulatory requirements set forth by federal and state licensing entities.

The Suquamish Tribe has identified the following objectives for this project:

Objective 1: Predesign, construction, and space planning requirements for healthcare treatment services.

- Conduct a comprehensive inspection of the building's existing infrastructure, including plumbing, electrical, HVAC systems, and structural integrity, to ensure it meets the requirements for a healthcare facility and an OTP.
- The building design must optimize space for both clinical operations and administrative functions designed to facilitate efficient patient transition between diverse services.
 - Patient flow should be designed to ensure patient confidentiality and dignity; layout considerations may include providing separate waiting areas for dosing or counseling, and different areas for primary care or dental as an example.
- Assessment of zoning restrictions and required permits specific to OTP clinic conversion.
 - Consider Joint Commission (JCAHO) accreditation requirements during the predesign phase to incorporate design elements that facilitate future compliance.
- Site analysis drawings that include building footprint and its relationship to adjacent facilities and site features.

- Evaluate existing building infrastructure specific to mechanical, electrical (backup generator), plumbing systems, and security requirements for an OTP in compliance with federal and state regulatory (42 CFR) requirements.
- Provide sufficient space for dosing rooms/areas ensuring they are easily accessible but secure keeping in mind patient confidentiality (clear separation between medication storage and patient-facing dispensing areas).

Objective 2: Prioritize immediate space requirements and consideration for future service expansion and scalability.

- Define specific patient volume thresholds for each service (e.g., dental or primary care) that would indicate the need for additional space or services. Include projected timelines for each expansion phase and note any dependencies on factors such as patient demand, funding needs, or regulatory approvals.
- Consider modular setups in treatment areas to facilitate easier transitions for introducing new services without major disruptions to ongoing operations. Schedule regular space utilization reviews to ensure areas are effectively allocated based on service demands.
- Detail specific electrical, plumbing, or other utility requirements needed to support equipment during the expansion phases.
- Include specific infection control requirements for each service area; ensure HVAC systems are designed for future healthcare service expansions, including infection control standards (HEPA filtration, negative air pressure rooms).
- Include an uninterruptible power supply (UPS) or backup generator to ensure that critical systems such as dosing equipment, refrigerated medications, electronic health records (EHR), and security systems remain operational during power outages, especially given the reliance on medication daily dosing for OTP.
- Central security area in close proximity to secured medication dosing, storage area, and front lobby entrance.
 - Plan for emergency egress routes, safety zones, and easily accessible panic buttons or alarms in patient interaction areas.
 - Ensure secure storage areas for both controlled substances and sensitive patient records, complying with confidentiality regulations.
- Ensure there is additional capacity for medical supplies and equipment storage.
- Parking and Transportation: Assess current parking infrastructure with plans for adequate drop-off zones, and public transportation access factoring frequency of daily dosing requirements; include ADA compliant areas for patients with limited mobility and minimum parking requirements for healthcare facilities.

Objective 3: Conduct a comprehensive cost analysis for the properties considered necessary to meet healthcare facility standards.

- Assist the Tribe in creating a detailed project budget that includes a Life Cycle Cost Analysis (LCCA) to ensure long-term financial sustainability.
- Conduct a Cost-Benefit Analysis: Perform a thorough analysis comparing the initial purchase price, renovation costs, and long-term operational efficiency of the properties. This ensures that the Tribe makes a fiscally responsible investment.
- Provide Detailed Cost Estimates: Generate cost estimates for site development, building renovation, and equipment procurement. Assist the Tribe with developing a comprehensive project budget that accounts for all phases of the capital project.
- Contingency funds for unforeseen construction costs: A buffer to cover unexpected expenses or change orders during the construction and renovation process.

PROPOSED BUILDING SITES



Figure 1: Tribe's preferable building location allowing for expansion and phased healthcare service growth. Kitsap County parcel number (Parcel #: 142601-3-081-2005)

Physical address: 19950 7th Avenue NE, Poulsbo, WA 98370

PROPERTY FACTS

Property Type: Office

Building Size: 30,873 SF

Building Class: C

Year Built: 1995

Tenancy: Single

Building Height: 2 Stories (w/ basement three floors)

Typical Floor Size: 9,974 SF

Building FAR: 2.3

Land Acres: 1.64 AC

Zoning: C-3 - Heavy Commercial Zone. Allows for medium to high intensity uses consisting of a wide range of retail, commercial, entertainment, office, etc.

Parking: 78 Spaces (3.74 Spaces per 1,000 SF Leased)



Figure 2: Secondary building option allows for minimum space requirements for scaled down treatment service capacity. Kitsap County parcel number: 142601-4-059-2001

Physical address: 19660 10th Ave, Poulsbo, WA 98370

PROPERTY FACTS

Property Type: Office

Building Size: 18,692 SF

Building Class: B

Year Built: 2007

Tenancy: Single

Building Height: 3 Stories

Typical Floor Size: 4,500 SF

Building FAR: 0.46

Land Acres: 0.94 AC

Zoning: C-3 - Heavy Commercial Zone. Allows for medium to high intensity uses consisting of a wide range of retail, commercial, entertainment, office, etc.

Parking: 38 Spaces (2.81 Spaces per 1,000 SF Leased)

CONTENTS OF PROPOSAL

Interested firms must submit the following documentation as part of their proposal:

1. Firm Profile: A summary of the firm’s experience in healthcare and OTP clinic design and construction, particularly working with tribal communities.
2. Key Personnel: Resumes and qualifications of the project team, including architects, engineers, project managers, and construction leads.
3. Work Plan: A detailed work plan outlining how the firm will address the scope of work, including a proposed timeline, milestones, and deliverables.
4. Budget: A cost proposal, including design fees, construction estimates, and any contingencies.
5. References: Contact information for at least three references from previous similar projects, including tribal healthcare facilities or OTP clinics.
6. Licensing and Insurance: Proof of necessary licenses, insurance, and bonding.

SELECTION CRITERIA

Criteria	Points
Firm Profile	5
Key Personnel	10
Work Plan	30
Experience Working in Indian Country	15
Budget	20
References	20
Total	100

PROPOSAL FORMAT

- Proposals shall be limited to a maximum of twenty-five pages, not including cover, blank pages, and section dividers.
- Proposals shall be submitted electronically in PDF format to Manuel Pablo by 5:00PM, December 13, 2024, to mpablo@suquamish.nsn.us.
- It is anticipated that the selected firm will be notified via email.

SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically in PDF format by 5:00PM, 13 December 2024 to mpablo@suquamish.nsn.us. For further details or questions regarding the RFP, please contact Manuel Pablo, OTP Director via email.

AVAILABLE DOCUMENTS

- Land survey parcel
- As-built property one
- As-built property two

DISCLAIMER

The Suquamish Tribe reserves the right to accept any submittals deemed to be in the interest of the Tribe, to waive any minor irregularities in any submittal, to re-solicit for new submittals as deemed necessary by the Tribe, or not to award any contracts at all. The Tribe reserves the right to award a contract based on the submittal expected to be the most beneficial to the Tribe based on qualifications.