
Request for Qualifications (RFQ)
for
Owner's Representative
Snoqualmie Tribe - Gas Station / Convenience Store



RFQ Coordinator:
Steven De Los Angeles & Jolene Williams
Snoqualmie Tribe

Introduction

The Snoqualmie Tribe—sduk^walbix^w in our Native language—consists of a group of Coast Salish Native American peoples from the Puget Sound region of Washington State.

We have been in the Puget Sound region and the Snoqualmie Valley since time immemorial. sq^wed (Snoqualmie Falls) is the birthplace of the sduk^walbix^w. We had more than 90 long houses along the Snoqualmie River and its tributaries. These rivers and streams were the highways used to travel from village to village and connected all the ʔaciłtalbix^w (Natives). The fish, game, trees and roots provided us with everything we need to live. All of this was given to us by duk^wibel (Transformer) in the ancient times when all of the animals could talk and before things were what they are now.

We are the sduk^walbix^w, People of Moon. We are the decedents of sluk^walb tə duk^wibel. We have lived, hunted and fished this area for as long as the earth and rivers remember. We are still here today; caring for the land, water, fish and game that duk^wibel gave us.

sq^wed is our birthplace. The mists carry our thoughts and prayers to the spirits and ancestors as they cleanse our thoughts. The rushing waters give us the strength to keep our traditions alive and to continue to thrive in the modern times.

Long before the early explorers came to the Pacific Northwest, our people hunted deer and elk, fished for salmon, and gathered berries and wild plants for food and medicine. Today, many of our members live in the communities of Snoqualmie, North Bend, Fall City, Carnation, Issaquah, Mercer Island and Monroe.

Our Tribe was a signatory of the Point Elliott Treaty with the Washington territory in 1855. At that time, our people were one of the largest tribes in the Puget Sound region totaling around 4,000. We lost federal recognition in 1953, but after much battle, we regained federal recognition in October of 1999 by the Bureau of Indian Affairs. Today, the Snoqualmie Tribe is made up of approximately 650 members. The Snoqualmie Tribe is governed by an elected Council and our Tribal Constitution.

The Tribe owns the Snoqualmie Casino, which opened in November 2008, and since its inception has experienced considerable success. The Tribe also owns the Snoqualmie Tobacco Company & Liquor Store, which opened in 2011. Both businesses are an important source of revenue and employment for the Tribe.

The Tribe is replacing the existing Snoqualmie Tobacco Company & Liquor Store with a brand new gas station / convenience store operation. The preliminary feasibility study for this facility recommended an approximately 5,500 square-foot gas station / convenience store (including adequate front-of-house and back-of-house storage) including: C-store with convenience retail, basic sundry and household items; a smoke shop with a drive-thru window; alcohol display area, deli with small seating area and beverage/coffee kiosk; a potential gaming component with approximately 25 machines; and six pay-at-the-pump fuel kiosks (2 pumps each). The Tribe has

reviewed the size, scope and amenities of the facility based on detailed discussions with its selected Architectural firm.

To assist in the construction of the Tribe's new gas station / convenience store, the Snoqualmie Indian Tribe desires to engage the services of a professional firm or consultant to serve as its Owner's Representative to help insure that this building project is completed in a timely fashion – with quality, safety, and cost-control in mind.

Request for Qualifications (“RFQ”) for Owner’s Representative

The Snoqualmie Tribal Council is soliciting a request for qualifications (RFQ) for an Owner's Representative to represent and protect the interest of the Tribe during the completion of the new gas station / convenience store.

The selected Respondent will work directly with the Snoqualmie Tribal Council and its representatives to provide construction oversight on a regular and on-going basis. The selected Respondent will provide a dedicated principal for the engagement, who will be the primary point of contact between the Snoqualmie Tribe and on-site contractor(s). The Respondent's representative shall report directly to the Executive Director for Governmental Affairs & Special Projects.

The selected Respondent will serve as a consultant to the Tribe, and not an employ of the Tribe and shall act on behalf of the Tribe, as directed. The selection process will be based on the Respondent's qualifications in the following areas:

Construction Services

1. Project schedule development and management.
2. Review and verify site logistics planning.
3. State, Local, Federal and Tribal regulatory compliance and review coordination, as necessary.
4. Regular on-site coordination and oversight of construction work.
5. Organize and coordinate regular Tribe/Project Team meetings as necessary.
6. Establish and maintain quality control/quality assurance standards.
7. Track construction costs and maintain detailed construction cost records.
8. Review and evaluate necessity of all change orders, and make recommendations to the Tribe.
9. Maintain cost control system and conduct cost review meetings.
10. Review, validate and approve all pay request applications.
11. Maintain job site records and provide the Tribe with regular progress reports.
12. Provide all record keeping and reporting as may be required by Federal, State, Local and/or Tribal authorities.
13. Contractor evaluation/reviews.
14. Implement safety monitoring program.
15. Coordinate 3rd party testing or inspections as required or necessary.

16. Coordinate punch list.
17. Manage close-out process.

Respondents should prepare simple and straightforward proposals that provide a concise description of the firm's ability to meet the requirements of the RFQ by providing responses to the information requested in each of the items below, and taking into account the numbered items above (1-17).

Please emphasize projects you have worked on in similar capacities as described in this RFQ for projects with a value of \$5,000,000 or more. Preference is given to Respondents with experience in providing services for other gas station / convenience store projects, especially when performed for tribes. Any additional information that the Respondent would like to submit should be included in a separate section titled "Supplemental Information."

1. Respondent Background

- (a) Name of Respondent
- (b) State of organization and location of principal offices and branch offices
- (c) Length of business experience
- (d) Number of employees
- (e) Ownership of firm

2. Approach to Construction Management

Briefly describe the Respondent's approach to the following:

- (a) Project planning and management
- (b) Scheduling
- (c) Change order management/procedures/negotiations
- (d) On-site supervision
- (e) Final testing, occupancy and close-out

3. Provide references for five projects for which the Respondent provided owner's representation service.

4. Discuss why the Respondent is best qualified to provide professional services for the proposed expansion.
5. Please provide a schedule or overview of the Respondent's fees for services as Owners' Representative and your policies with respect to travel expenses and other expenses that will be the responsibility of the Tribe.

Other Information

1. Signed Proposals - All proposals must be signed by a person authorized to sign on behalf of the Respondent and to bind the Respondent to statements made in response to this RFQ.
2. Irrevocability of Proposals - By submission of a clear and detailed written notice, the Respondent may amend or withdraw its proposal prior to the closing date and time. A Respondent who has withdrawn a proposal may submit a new proposal prior to the closing, provided that such proposal is done in accordance with the terms and conditions of this RFQ.
3. Changes to Proposal Wording - The Respondent will not change the wording of its proposal after closing, and no words or comments will be added to the proposal unless requested by the Tribe for purposes of clarification.
4. Acceptance of Terms - Unless specifically excluded in writing, all the terms and conditions of this RFQ are accepted by the Respondent and incorporated in its proposal.
5. Respondent's Expenses - Respondents are solely responsible for their own expenses in preparing, and submitting, a proposal and for subsequent negotiations with the Tribe, if any. The Tribe will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing, and submitting, the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.
6. Currency and Taxes - Prices quoted are to be in U.S. dollars.
7. Acceptance of Proposals - This RFQ should not be construed as an agreement to procure goods or services by the Tribe. The Tribe is not bound to enter into a Contract with the Respondent who submits the lowest priced proposal or with any Respondent. Proposals will be assessed in light of the evaluation criteria. The Tribe will be under no obligation to receive further information, whether written or oral, from any Respondent.
8. Form of Contract - By submission of a proposal, the Respondent agrees that, should it be identified as the preferred owner's representative, it is willing to enter into a Contract with the Tribe, subject to successful negotiations by both parties, in writing.
9. Liability for Errors - While the Tribe has used considerable efforts to ensure an accurate representation of information in this RFQ, the information contained herein is supplied

solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the Tribe, nor is it necessarily comprehensive or exhaustive. Nothing in this RFQ is intended to relieve Respondents from forming their own opinions and conclusions with respect to the matters addressed in this RFQ.

10. Modification of Terms - The Tribe reserves the right to modify the terms of this RFQ at any time in its sole discretion. This includes the right to cancel this RFQ at any time prior to entering into a Contract with the preferred owner's representative.
11. Ownership of Proposals - All documents, including proposals submitted by Respondents in response to this RFQ become the property of the Tribe. They will be received and held in confidence to the extent allowable by law.
12. Use of Request for Proposal- This RFQ, or any portion thereof, may not be used for any purpose other than the submission of proposals.
13. Confidentiality of Information - Information pertaining to the Tribe obtained by the Respondent as a result of participation in this Project is confidential and must not be disclosed without written authorization from the Tribe.
14. Material Ownership - All materials submitted, including but not limited to proposals in response to this RFQ and any and all information, documentation, and presentations provided by the Respondent to the Tribe on a go-forward basis, shall become the sole property of Tribe.

RFQ responses must be done in Times New Roman, 12 point font.

All costs directly and indirectly related to the preparation of a response to the RFQ are the sole responsibility of each Respondent.

Late responses will not be accepted.

At the conclusion of the RFP process, all Respondents will be notified of the outcome.

Review Process

The process for reviewing the proposals will be generally as follows:

1. The Respondent's proposal will be review by the Tribe's selection committee with the following criteria in mind:
 - (a) Review of the Respondent's qualifications, and those of its in-house personnel who will be directly responsible for managing the engagement.
 - (b) Demonstrated capacity and capability of the Respondent to perform work of comparable design, scope and complexity.

- (c) References from clients for whom owner's representation services have been provided.
 - (d) Respondent's commitment to make the proposed engagement a priority.
2. References will be contacted and results provided to the Tribe's selection committee who assist in the selection process.
 3. After a review of the proposals submitted to the Tribe, the selection committee may invite the Respondent to give a brief oral presentation and be interviewed by the selection committee, or make a recommendation based on the RFQ responses. The Tribe intends to award the contract to the best qualified Respondent, taking into consideration of criteria and prerequisites described above, and assuming a successful negotiation of a contract for the engagement.

Submission of Proposals

Please submit an electronic version of the firm's proposal no later than noon on Monday, November 14th 2016 to:

Steven De Los Angeles, Deputy Secretary
Jolene Williams, Tribal Council Member
Snoqualmie Indian Tribe

E-Mail:

steved@snoqualmietribe.us

jolene.williams@snoqualmietribe.us

Steven De Los Angeles and Jolene Williams will serve as the primary contact for the review process for the Respondent's proposal. Any questions regarding this RFQ should be addressed to Steven and Jolene through e-mail at the above addresses.