

Request for Proposal (RFP) for General Contractor for the Snoqualmie Indian Tribe- Brick House Property Renovation



RFP Coordinator:
Shauna Shipp-Martinez
Tribal Operations
Snoqualmie Indian 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 ʔaciltal^wbix^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.

Scope of Services

The Snoqualmie Tribe seeks to retain the services of a General Contractor for the renovation of the Brick House Property.

The successful proposer will, in accordance with the highest legal, ethical and professional standards, provide at the direction of designated Tribal officials and staff, including but not limited to the following services:

- Remodel/refurbish existing building space to fit Tribal Government's needs.
- Regular on-site coordination and oversight of construction work.
- Track construction costs and maintain detailed construction cost records.
- Project schedule development and management.
- Review and verify site logistics planning.
- State, Local, Federal and Tribal regulatory compliance and review coordination, as necessary.
- Attend regular Tribe/Project Team meetings as necessary.
- Establish and maintain quality control/quality assurance standards.
- Review and evaluate necessity of all change orders, and make recommendations to the Tribe.

- Maintain cost control system and conduct cost review meetings.
- Review, validate and approve all pay request applications.
- Maintain job site records and provide the Tribe with regular progress reports.
- Provide all record keeping and reporting as may be required by Federal, State, Local and/or Tribal authorities.
- Coordinate 3rd party testing or inspections as required or necessary.
- Coordinate punch list.
- Manage close-out process.

This list of Services is intended as a general guide, and is not intended to be a complete list of all work necessary to provide the requested Services. The successful proposer shall have a demonstrated knowledge and expertise to serve the unique needs of the Snoqualmie Indian Tribe.

All correspondence shall be directed through Shauna Shipp-Martinez, or designee. Project drawings, engineering schematics and walk thru of the renovation site can be made available on request to meet the bid proposal requirement.

To be eligible to respond to this RFP, the proposer(s) must demonstrate that they, or the Principals assigned to the project, have successfully performed the services in the Scope of Services section of this RFP. The Contractor shall provide the Tribe with a current written listing of all its clients. The list must be kept current at all times. The Contractor shall notify the Tribe of any new client(s) within ten days of such commitment(s).

Qualification of Experience

The ideal firm will have experience in the follow areas:

- General Contractor
- Project Planning
- Framing, electrical, plumbing, and carpentry.
- Safety Planning

Fees

The Snoqualmie Tribe prefers the Proposer(s) offer their fee as a firm, fixed fee schedule which includes all expenses including travel for the services outlined in this RFP.

Conflict of Interest

In the event the Contractor becomes aware of any conflicts or potential conflicts between the interest of the Snoqualmie Tribe and the interests of clients of the Contractor, the Contractor shall immediately notify the Shauna Shipp-Martinez, or designee, in writing, of such conflict. Written notice may be in the form of an email notification. In the event the Tribe becomes aware of any conflicts or potential conflicts between the interest of the Tribe and the interest of clients of the Contractor, the Tribe shall promptly notify the Contractor of such conflict. The Tribe and the Contractor shall attempt to resolve any such conflict in a manner mutually acceptable to the Tribe and the Contractor.

Proposals

Proposals shall include the following:

1. Business Profile -
 - a. Name of consultant
 - 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. Personnel – identify employee(s) who will be assigned to the project.
3. Project Approach – discuss your understanding of the project scope and objectives. Describe how the General Contractor would complete the requested renovation plan, including timeline.
4. References – provide 3-5 references for past or current engagements for which the General Contractor completed a renovation project.
5. Cost - provide information on your fee structure based on the scope indicated above, including anticipated reimbursable costs. Please submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.
6. Experience - discuss why the General Contractor is best qualified to provide the renovation plan for this proposed RFP with the Snoqualmie Indian Tribe.

Proposals should be simple and straightforward and provide a concise description of the consultant's ability to meet the requirements of the RFP. Any additional information that the consultant would like to submit should be included in a separate section titled "Supplemental Information".

The selected consultant will serve as a consultant to the Tribe, and not an employ of the Tribe and shall act on behalf of the Tribe, as specifically directed by the Snoqualmie Tribal Council. The selection process will be based on the consultant's qualifications in the areas specified herein, as well as verifiable references for past similar, successful projects.

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 RFP.
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 RFP.
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 RFP 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. Sub-Contracting –
 - a. Using a sub-contractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Respondents having no formal corporate links. However, in this case, one of those Respondents must be prepared to take overall responsibility for the successful performance of the Contract and this should be clearly defined in the proposal.
 - b. Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Tribe's opinion, give rise to a conflict of interest in connection with the Project will not be permitted. This includes but is not limited to, any organization or individual involved in the preparation of a response to this RFP.

- c. Where applicable, the names of approved sub-contractors listed in this proposal will be included in the Contract. No additional subcontractors will be neither added, or other changes made, to this list in the Contract without the written consent of the Tribe.
8. Acceptance of Proposals – this RFP 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 accessed in light of the evaluation criteria. The Tribe will be under no obligation to receive further information, whether written or oral, from any Respondent.
9. Form of Contract – by submission of a proposal, the Respondent agrees that, should it be identified as the Preferred consultant, it is willing to enter into a Contract with the Tribe, subject to successful negotiations by both parties, in writing.
10. Liability for Errors – while the Tribe has used considerable efforts to ensure an accurate representation of information in this RFP, 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 RFP is intended to relieve Respondents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.
11. Modification of Terms – the Tribe reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a Contract with the Preferred Financial Advisor.
12. Ownership of Proposals – all documents, including proposals submitted by Respondents in response to this RFP become the property of the Tribe. They will be received and held in confidence to the extent allowable by law.
13. Use of Request for Proposal – this RFP, or any portion thereof, may not be used for any purpose other than the submission of proposals.
14. 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.
15. Material Ownership – all materials submitted, included but not limited to proposals in response to this RFP 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 the Tribe.

Late responses will not be accepted

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

Submission of Proposals

Please remit an electronic version of the consultant's proposal no later than noon Pacific Standard Time on May 10, 2019 to:

Shauna Shipp-Martinez
Tribal Operations
Snoqualmie Indian Tribe

Email: shauna.sm@snoqualmietribe.us

Shauna Shipp-Martinez will serve as the primary contact for the review process for the consultant's proposal. Any questions regarding this RFP should be addressed to Shauna Shipp-Martinez through email at the above address.