

Request for Proposal (RFP) for an Commercial HVAC Consultant for the Snoqualmie Indian Tribe



RFP Coordinator:

Virgil Wade, General Manager
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 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 təə 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 several buildings from which it conducts the affairs of the Tribal Government. The Tribe's governing structure includes building codes, health codes and the Tribe's standard governmental functions includes providing essential services and resources for Tribe members. The Snoqualmie Tribe makes considerable contributions to dozens of nonprofits and community organizations in the Snoqualmie Valley, as well as the greater Seattle area.

Executive Summary

Tribal Leaders have asked “What is the best option for the HVAC upgrade?” as they consider whether it is reasonable to maintain the current HVAC system or to replace it with a more energy efficient up to date system as they plan to increase utilization of the Tribal Center Building.

Scope

The Snoqualmie Tribe is soliciting a request for proposal (RFP) from experienced Engineers, or qualified consulting firms, with proven experience, resources, and professional expertise to provide direction on how to improve the HVAC system of the Tribal Center for the Snoqualmie Tribe. The project should consist of a study assessing various options for use at the Tribal Center Building (formerly the Snoqualmie Valley Hospital) located at 9575 Ethan Wade Way SE; Snoqualmie, Washington.

The Snoqualmie Tribe wishes to have a more comprehensive understanding of the HVAC system of the Tribal Center Building to help guide their decision-making. The analysis, reports, and products of this engagement may be used to make decisions about the feasibility of various options including:

- Maintaining the current HVAC system
- Replacing the current HVAC system and move to a more modern and energy efficient HVAC system.

The selected consultant will consider the condition of the existing HVAC system and condition of the building elements as well as the various competing potential uses of the building for Tribal Government. The consultant may also consider the culturally important historical connection for many tribal members to the building. The process should include the following:

HVAC shall include the following:

1. Provide a field survey of the existing site conditions.
 - a. Create demolition drawings that indicate the complete removal of the existing HVAC systems.
 - b. Perform heating and cooling load calculations as required to select new equipment and design replacement systems.
 - c. Select new equipment based on calculations.
 - d. Design the HVAC air distribution systems.
 - e. Design the exhaust ventilation systems.
 - f. Evaluate energy recovery systems as applicable.
2. Electrical design services shall include the following:
 - a. Provide a field survey of the existing site conditions.
 - b. Perform an evaluation of the building's existing electrical service to determine if sufficient electrical and physical capacity exists to support the requirements of the new work.
 - c. Indicate the removal of existing electric components as they relate to the boiler system.
 - d. Design the branch circuit wiring to the new mechanical equipment.
3. Structural design services shall include the following:
 - a. Review drawings/calculations of the existing structure provided by the owner.
 - b. Perform a site investigation to verify the existing conditions.
 - c. Review loading requirements for proposed HVAC units on existing structure.
 - d. Project Management, Administrative, Correspondence, Phone Calls, etc.
4. Architectural design services shall include the following:
 1. Specify a ceiling system to replace the existing ceiling.

General:

1. Design Phase

- a. Engineer shall be responsible to provide accurate architectural floor plans for use in designing the new systems.
- b. Provide demolition drawings that describe HVAC equipment that must be removed.
- c. Attend one design meeting to discuss the new HVAC concepts prior to starting the full design.
- d. Provide an ‘opinion of cost’ for construction based on the final design.
- e. Provide two submittals: design development, and construction documents.
- f. Complete mechanical COMcheck compliance forms.
- g. Provide signed and sealed drawings for permit submission.
- h. Provide drawings to the Owner that shall be used for bidding purposes.
- i. Updated estimate of total cost

2. Construction Administration Phase

- a. Review shop drawings for all systems designed.
- b. Attend one construction meeting.
- c. Provide one construction inspection with punch list report.

The selected consultant will be expected to provide presentations to recap the project to Tribal representatives as requested and agreed to.

Proposals should 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 consultant would complete the requested study, including timeline.
4. References – provide 3-5 references for past or current engagements for which the consultant completed a similar study.
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 consultant is best qualified to provide the analysis services 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.
16. TERO compliance and fees will apply.

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 consultant's proposal will be reviewed by the Tribe's selection committee with the following criteria in mind:
 - a. Review of the consultant's qualifications, and those of its in-house personnel who will be directly responsible for completing the economic impact study.
 - b. Demonstrated capacity and capability of the consultant to perform comparable studies.
 - c. References from clients for whom similar work has been provided.
 - d. Consultant's commitment to make the proposed engagement a priority.
 - e. The consultant's proposed cost structure (what the consultant will charge the Tribe for services rendered) will be a key determinant.
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 consultant to give a brief oral presentation and be interviewed by the selection committee, or make a recommendation based on the RFP responses. The Tribe intends to award the contract to the best qualified consultant, taking into consideration the criteria and prerequisites described above, and assuming a successful negotiation of a contract for the engagement.

Submission of Proposals

Please remit an electronic version of the consultant's proposal no later than noon Pacific Daylight Savings Time on December 1, 2017 to:

Virgil Wade, General Manager
Snoqualmie Indian Tribe

Email: virgil.wade@snoqualmientribe.us

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