

Request for Proposal (RFP) for Property Management Firm for the Snoqualmie Indian Tribe



RFP Coordinator:
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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^wibeł (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^wibeł. 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^wibeł 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, the Crescent Market convenience store, Salish Lodge & Spa, and Eighth Generation. All of the Tribe's businesses are an important source of revenue and employment for the Tribe.

Scope of Services

Snoqualmie Tribe is seeking proposals from qualified, professional property management firms to provide property management services for Snoqualmie Tribe's rental properties which currently include single family homes and commercial property. The Tribe currently owns 5 single family homes and 4 commercial properties in the Snoqualmie Valley. The number of properties is subject to change.

The purpose of the RFP is to solicit proposals from vendors to act as the exclusive leasing broker and agent for the appropriate properties as designated by the Snoqualmie Tribal Council or its designees, with the responsibilities and upon the terms and conditions set forth herein. The ideal vendor will have experience marketing, leasing and maintaining single family homes, and commercial properties. The Tribe needs a vendor to act on the Tribe's behalf by doing the following:

- Provide draft property management rental rules and regulations for the Tribe to review.
- Inspect current Tribal properties and assess potential necessary work to make the properties available to rent.

- Set rents according to fair market demand and prepare a market analysis for each property establishing fair market rental value during each rental period.
- Order repairs, services, and maintenance on the various buildings and grounds as requested by the Tribe.
- Document actions and inactions by tenants who are not complying with the terms of their lease, and handle eviction proceedings if needed.
- Perform yearly inspections of properties, including management plans and recommendations for necessary maintenance.
- Advertise properties for lease, screen and select tenants using the following tools: credit application, personal and business reference checks and personal interviews.
- Prepare and execute lease agreements using only lease forms approved by the Tribe.
- Conduct a minimum of two exterior and interior inspections per year of the properties, providing a written report of major deficiencies with photos to the Tribe.
- Determine and verify insurance requirements for tenants when appropriate.
- Re-key locks for new tenants when appropriate.
- Provide tenants with 24-hour emergency telephone contact number for emergency repairs. Identify and address emergency situations immediately upon occurrence and provide follow up while keeping the Tribe informed.
- Change electrical, gas, garbage, sewer and water billing as required between property occupancies.
- Acknowledge and comply with the provisions of Chapter 59.18 RCW, Residential Landlord-Tenant Act, and particularly concerning deposits. Vendors will collect a deposit from every tenant, additional deposits required for properties allowing animals.
- Collect rent and late charges as needed.
- Handle all tenant relations.
- Work with Tribal designees to procure proper property insurance.
- Coordinate all scheduled and unscheduled maintenance work.
- Coordinate and supervise minor tenant improvement work (i.e. paint, carpet, etc.).
- Coordinate annual occupant fire drill where applicable.
- Implement green energy and recycling programs where possible.
- Coordinate with Tribal staff the filing of federal and State tax forms when applicable.
- Inspect the properties, in the company of the renter, prior to move in and complete a detailed inspection report that shall be provided to the Tribe.
- Conduct a final inspection when the property is vacated, with a move out inspection report.
- Provide a monthly report/statement for each individual property indicating the income received, income withheld for services (with a description of the services), vacancies, turn-over schedule and budget for property turn over.
- The Tribe reserves the right to request further information from the chosen property management professional.

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 Amber Holloway, or designee.

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).

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 Amber Holloway, 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:

- **Qualifications and Experience** | Summarize your firm's qualifications, experience, and special expertise in providing the type of services identified in the project description. Include resumes for key personnel. Also include the following:
 - Name of parent company
 - Length of time in business
 - Length of time in business providing proposed services
 - Gross revenue for the prior fiscal year
 - Total number of clients
 - Total number of clients in proposed service area
 - Average retention rate (years of service) of the firm's other clients
 - Experience working with tribes, if any
 - Number of public sector clients
 - Number of full-time personnel
 - Headquarters location
 - Proof of all necessary permits and licenses to perform property management services
- **Project Approach** | Provide a brief overview of your property management philosophy, methods and practices, and how they would meet the needs identified in the requested services section. Describe how you would envision communication and reporting occurring between your firm, the tenants, and the Tribe.
- **Pricing Methodology** | Provide base property management fees expressed as a fixed monthly fee for property management services. Any additional fees (above the fixed fee) should be itemized as a separate line item and priced as a cost reimbursement plus administrative markup with the markup clearly identified.
- **References** | Include a list of references, including contact names, phone number and email address, for at least two recent or current properties managed by your firm.
- **Fee Schedule**

Proposals must be made in the official name of the firm or individual under which the business is conducted (showing official business address).

Please also include responses to the following:

1. What outside vendor services does your firm typically employ?
2. How will the firm help the Tribe identify and correct potential safety risks or hazards?
3. Will your firm assist in investigating accidents or damage to the property? Does the firm have prior experience in this capacity?
4. How will the firm ensure the buildings are adequately maintained?

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 employee 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.

Length of Contract

The length of the contract is expected to be a two-year term with the option for the Tribe to extend for one additional year.

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 who's 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 property management firm.
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. The selected Respondent and any other contractors and sub-contractors will be expected to consent to the personal and subject matter of the Snoqualmie Tribal Courts as the exclusive forum for the resolution of any disputes. The Tribe expressly retains its sovereign immunity.
17. The selected Respondent and any other contractors and sub-contractors will be subject to the Tribe’s Employment Rights Act (available at <http://www.snoqualmietribe.us/TribalCodes>) and applicable TERO taxes.

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 12:00p.m. Pacific Standard Time on April 2nd, 2022 to:

Amber Holloway
Governmental Affairs & Special Projects Coordinator
Snoqualmie Indian Tribe

Email: amber.holloway@snoqualmietribe.us

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

Enrolled members of the Snoqualmie Indian Tribe and other federally recognized Indian tribes, and local responders, are especially encouraged to submit proposals. Preference will be given to 8(a) certified woman and minority-owned companies.