



The Tulalip Tribes of Washington (TTW)

**REQUEST FOR PROPOSAL (RFP)**

**Owner's Representative Service**

**Elder's Village II**

**Sam Davis, Chief Operating Officer  
Tulalip Tribes of Washington**

**ISSUED: June 3, 2024**

**Due By 2:00 PM, June 13, 2024**

## **1. BACKGROUND**

The Tulalip Tribes of Washington (TTW) is currently accepting proposals for Owner's Representative Services for Elder's Village II.

The aim of this Request for Proposal (RFP) is to invite proposals from potential organizations. We intend to conduct a comprehensive and impartial evaluation based on the criteria specified in this document. The ultimate goal is to select the organization that aligns best with the strategic direction that TTW envisions.

## **2. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 2 pm PST June 13, 2024. Any proposals received after this date and time will be rejected. All proposals must be signed by an authorized representative of the company submitting the proposal.

If the organization submitting a proposal must contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in the proposals must be all-inclusive to include any contracted work. Any proposals which call for contracting work must include the name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be included in a Professional Service Agreement (attached) subject to review by the Tribes' legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

## **3. PROJECT SCOPE**

The scope of this project encompasses a range of services, including pre-construction activities, coordination with TTW's design firm, the development of requests for proposals and bidding processes, and the supervision of selected contractors. It also involves construction management services and acting as a liaison between the contractors, the Owner's contractors and vendors, and the Owner and Housing Project Team.

The Owner refers to the Board of Trustees, while the Housing Project Team is appointed by the Board of Trustees to ensure the successful completion of these projects. The Owner's Representative firm will be responsible for soliciting bids. Unless otherwise agreed upon by both parties, the Tulalip Tribes will enter into contracts directly with these firms.

### **Pre-Construction Phase**

- Act as the Owner's Representative during all designated phases of the project.
- Facilitate establishment of the project goals & objectives.

- Create the project management plan.
- Prepare and maintain a master schedule.
- Establish project controls and procedures.
- Establish and maintain the project budget.

## **Design Phase**

- Manage the design phase to completion of construction documents and construction administration by the Architect.
- Coordinate selection process for all contractors and vendors including contract negotiations.
- Make design recommendations relating to constructability, cost effectiveness and suitability and develop cost estimates.
- Oversee the project permitting process and guarantee the submission of all necessary permits as mandated.
- Coordinate with the contractor(s) and TERO office to develop and implement a plan to maximize Tribal hiring and submission of compliance plans.

## **Construction Phase**

- Function as Owner's Representative and liaison between the contractor(s) and design consultants as appropriate.
- Organize project meetings and ensure the production of precise meeting records
- Review and make recommendations to the Owner related to contractors' Change Order Requests (COR).
- Monitor project schedule and take appropriate action to ensure compliance with agreed milestones and completion dates.
- Monitor construction costs and take appropriate action to ensure compliance with the agreed construction budget.
- Monitor project quality and take appropriate action to ensure compliance with contract documents.
- Review and make recommendations to Owner for approval of progress billings.
- Coordinate other project consultants such as Commissioning Agent, Building Envelope Consultant, Testing/Inspection Firm, Geotechnical Engineering, FF&E consultants, and Broadband Services as contracted by the TTW.

## **Warranty and Project Closeout Phase**

- Manage project closeout process to insure timely and acceptable completion of punch-lists, as-built drawings, O & M manuals, occupancy permits and final payment releases.
- Ensure maintenance files of all pertinent correspondence and documentation.
- Facilitate timely response to issues throughout the 12-month warranty phase.

## **Other Duties**

- Owner's Representative will perform other duties related to the planning and construction of the various housing projects as assigned by the Owner and agreed to by the Owner's Representative.

## **4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

### **Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 2 pm PST June 13, 2024.

The TTW will evaluate the accepted proposals from June 3, 2024, until June 13, 2024. If additional information or discussions are needed with any bidders during this 10- day window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than June 20, 2024.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by June 25, 2024.

Notifications to bidders who were not selected will be completed by June 28, 2024.

### **Project Timeline:**

Project initiation must be started by July 1, 2024.

Project completion must be completed by June 30, 2025.

## **5. SUBMISSION OF PROPOSAL**

Proposals must be submitted to Sam Davis, COO of the Tulalip Tribes of Washington via E-mail to [sdavis@tulaliptribes-nsn.gov](mailto:sdavis@tulaliptribes-nsn.gov) and to Felicia Stripling, Executive Assistant of the Tulalip Tribes CEO via email to [fstripling@tulaliptribes-nsn.gov](mailto:fstripling@tulaliptribes-nsn.gov) by the deadline in Section 4 of this RFP. It is the responsibility of the proposer to ensure receipt of their proposal.

## **6. Fees and Expenses**

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

NOTE: All costs and fees must be clearly described in each proposal. All NRC should be detailed including proposed subcontract work. Prepare your cost estimates using a 18 month schedule from contracted date.

Include a copy of your company's fully burdened rate schedule, a list of typical reimbursable items and an estimated cost.

## **7. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in planning, building, and successful completion of past projects
- List of how many full time, part time, and contractor staff in your organization
- Testimonials from past clients on your company's work
- Anticipated resources you will assign to this project (total number, role, title, experience)
- Owner's Representative methodology
- Local involvement and history of working with Indian Tribes.

## **8. PROPOSAL EVALUATION CRITERIA**

TTW will assess all proposals using the criteria outlined below. Your proposal should adhere to the specified format: it should be less than 30 pages, single-sided, with a minimum font size of 11 points. Divider sheets are mandatory but will not contribute to the page count. Submissions will be accepted via email only. Facsimile or mail will not be accepted. To ensure your proposal is considered for this Request for Proposal, it should be comprehensive and encompass all the following criteria:

- Firm Background (10 points): Describe your firm including ownership structure, service area, volume of Owner's Representative services, length of time in the industry and financial stability.
- Local Knowledge (10 points): Describe your understanding of the locality of the project site and the unique considerations of working on the TTW Reservation. Describe your firm's plan to help maximize the economic impact on the Tribal community. Provide specific examples of your track record.
- Previous experience and work (10 points): Provide recent experience on similar facilities, clearly noting work performed. Provide reference contact person and telephone number for these projects.
- Staffing plan (25 points): Provide a detailed and specific discussion of your firm's proposed staffing plan. Include an organizational chart, description of staff roles, resume and other relevant information. Describe your plan to effectively provide services on several concurrent projects.
- Approach (15 points): Provide a general discussion of your management philosophy. Include a description of your firm's involvement from the planning phase through the completion of the project. Provide examples of your methods to ensure quality, budget, and schedule control.
- Value and cost (20 points): Provide a detailed breakdown of your proposed fee, clearly stating any items not covered by your fee. State whether your proposed fee is a lump sum or not-to-exceed amount.
- Indian Preference and TERO Certification (10 points): Provide documentation to confirm your firm is at least 51% Native-owned and that your firm is certified as Native-owned by the TTW TERO program.

## **Attachments**

Professional Services Agreement

Project Site Plan

TERO requirements