



# **Tulalip Tribes of Washington**

6406 Marine Dr.  
Tulalip, WA. 98271

## **REQUEST FOR QUALIFICATIONS PROJECT MANAGER/OWNER REPRESENTATIVE Tulalip Gathering Hall Microgrid Project**

The Tulalip Tribes, a sovereign and federally recognized Indian Tribe in the state of Washington, invites written qualifications for a Project Manager/Owner's Representative for the Tulalip Gathering Hall Microgrid Project located on the Tulalip Indian Reservation.

**Submission Deadline:** January 17, 2025, at 4:00 pm PST

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### **I. PROJECT INFORMATION**

The Tulalip Tribes is seeking quotations for a Project Manager/Owner's Representative for the Tulalip Gathering Hall Microgrid Project (the "Project"). The Gathering Hall is on the Tulalip Indian Reservation at 7512 Totem Beach Rd, Tulalip, WA 98271. The successful applicant will be expected to enter into a Standard Agreement Form between the Owner and The Tulalip Tribes.

### **II. SCOPE OF SERVICES**

The Project Manager/Owner's Representative services shall commence immediately after notice of the approved contract, with the preparation of an RFP for the design phase. They shall be completed upon completion of the Gathering Hall Microgrid Project unless the contract is amended with new work. The PM's responsibilities shall include, but not be limited to, the following:

1. Provide support in preparing and soliciting a design/build RFP and selecting a preferred contractor for design and construction services.
2. Organize, attend, facilitate, and co-facilitate design and construction meetings, as needed, over Microsoft Teams or Zoom, as well as on-site visits during design and construction, which shall be at a minimum bi-monthly;
3. Manage overall project schedule, including design and construction elements;
4. Review progress and payment applications;
5. Coordination of change orders between the Contractor and a Tribal Contracted Engineering Firm, if required, to resolve design conflicts and other construction-related items;
6. Keep an organized record of project-related documents, such as meeting notes, requests for information, construction progress, and other documents, to ensure a detailed record of the Project is preserved for Tulalip's records and financial and audit reporting requirements.
7. Track project costs and budget items;
8. Determine which project management methods and strategies are appropriate for the Project;
9. Review and comment on the formal bidding package with The Tulalip Tribes.
10. Coordinate and conduct formal bidding process and coordinate the Contract for Tribal approval for Construction;
11. Coordinate with Tribe's Engineering Consultant in case of any design questions or design modifications requested by the general contractor.
12. Communicate with the Community (Project Owner) and other entities or teams as identified by Community representatives.
13. Ensure procurement standards, pursuant to funding sources, are followed accordingly.
14. Visit and inspect Project Construction work as required to review if the engineering and construction contractor are providing their contract requirements for safety, quality, and schedule. An independent Tribal testing and inspection consultant or the permitting agency shall conduct Special Code inspections and permit building inspections.

### **III. FORMAT**

The Proposal Format is as follows:

1. Offerors, Vendors, and Contractors Information. Include name, address, and principal place of business. Identify key staff, phone numbers, email addresses, and website

information. Identify an individual who will serve as an authorized representative for the firm. Discuss the firm, its history, the number of employees, and the part-time employees (including support staff). Please include whether any staff have certifications such as Professional Engineer, LEED, and/or Certified Construction Manager. Please also include whether or not the firm has ever worked with construction projects in Indian Country.

2. Qualifications & Experience. Include up to three (3) previous projects where the firm has successfully served in a program manager capacity. Describe experience directly relating to large-scale technical operations. Also, include contact information for the owner of the previous projects where a reference can be obtained.
3. Identify weekly hours for pre-construction, procurement, and construction monitoring in a typical month. Assume that the project duration is 18 months for construction bidding, construction contract execution of 2 months, and construction/closeout of 6 months.
4. Project Management Software, if available. Identify the project management software and file-sharing system which will be utilized.
5. Joint Ventures or Other Consultant Relationships. Joint ventures must be formed at the time of award. Joint ventures must carry the required insurance for the joint venture according to the DOJ-BJA Grant Special Conditions. List sub-consultants, if any.
6. Approach. Describe how the Building Replacement Project will be managed:
  - a. Cost estimating and cost control;
  - b. Project scheduling;
  - c. Coordinate with other consultants (Engineers, etc.).
  - d. Evaluation of bids for design & construction (if needed); and
  - e. Communication with the executive staff and/or tribal council if needed.
7. Compensation. Please include how your firm expects compensation for this project and a breakdown of each staff member's costs. The owner prefers an hourly unit rate with a not-to-exceed (NTE) total cost, including travel and incidental expenses.

#### **IV. SUBMITTAL**

As such, only electronic submittals will be accepted. Electronic submittals must be emailed and received by **4:00 PM on January 17th, 2025. The Tulalip point of contact is TulalipRFP@tulaliptribes-nsn.gov.** Questions and responses via email will benefit all respondents. Please, all communications should originate from one point of contact for each respondent.

#### **V. GOVERNING LAW & SOVEREIGN IMMUNITY PRESERVED**

Contracts for professional services shall be governed by the laws, regulations, and policies of the Tulalip Tribes. Any claims or disputes shall be submitted to non-binding mediation. Sovereign Immunity shall be preserved and not waived.

The Tulalip Tribes shall not reimburse any cost(s) incurred in preparing or delivering quotes. The Tulalip Tribes reserves the right to request additional information from any quotes, to disqualify quotes, to reject any or all quotes, to waive any irregularities in the best interests of the Tribes, and to cancel the Request for Quotes at any time.