



---

The Tulalip Tribes of Washington

**REQUEST FOR QUALIFICATIONS AND PROPOSALS**

**TULALIP ADMINISTRATION BUILDING  
MOVE & RENOVATION PROJECT MANAGEMENT**

November 18, 2024

**TULALIP TRIBES OF WASHINGTON  
6406 Marine Drive, Tulalip, WA 98271**

# 1. INTRODUCTION

The Tulalip Tribes (Tribes) is requesting qualifications and proposals for the project management of interior renovation, including paint, carpet, drywall, furniture, and electrical scope on the 2<sup>nd</sup>, and 3<sup>rd</sup> floor of the Tulalip Tribes of Washington’s Administration building located at **6406 Marine Drive, Tulalip, WA 98271**

## Summary of Work

The work is to provide complete project management services and procurement support for the interior renovation scope throughout the Administration building. Work shall include establishing renovation scope & timeline, conducting bid processes to help the Tribe identify and hire subcontractors, assist Tribe with selection & procurement of materials and furnishings to complete project, establish move and temporary workspace plan for all affected employees, and provide on-site project management during renovation and move processes. The Tulalip Tribe expects there to be a degree of separation between the project manager hired for this process and any subcontractors that perform renovation, moving, or furniture scope.

The work will include, but not be limited to:

- Establish project budget
- Coordination and sequencing to develop a sequenced and phased work plan for each floor.
- Engaging with stakeholders that are familiar with the scope on a department level to identify employees, documents, schedules, technology, equipment, furniture, etc. that will be affected by a move in each space.
- Create move manual and move plan documentation to be shared with stakeholder team
- Determine precise scope for furniture, carpet, drywall, paint, electrical.
- Identify subcontractors for all trade scope and conduct bid processes.
- Conduct floor-specific moving and renovation operations to align with project phasing

# 2. SUBMITTAL REQUIREMENTS

The following categories will be used to evaluate the proposals received. The proposal will be organized to align with the categories below and only information specific to the project will be reviewed.

Section	Description	Page Limit	Evaluation Points
1.	Cover Letter	1	0
2.	Qualifications/expertise of organization a. Project management of previous large-scale facility moves, project management of renovation scope, and procurement experience.	3	10
3.	Qualifications of proposed staff a. Project management of previous large-scale facility moves, Project management of renovation scope, and procurement experience.	3	20
4.	Experience working with tribes/Native Owned Business Status	2	20
5.	Proposed project approach	3	30
6.	Proposer’s needs from the Tribes	1	20
7.	Proposed cost proposal based upon the Scope of Work items and certified by signature as being valid for at least 180 days is required. A company fee schedule detailing all personnel billing rates is also required to be utilized for any additional services that may be added in the future.	2	20

Proposals must be received electronically via email to the project manager, Samuel Davis, Tulalip Tribes, Director of Operations, at [sdavis@tulaliptribes-nsn.gov](mailto:sdavis@tulaliptribes-nsn.gov) no later than 3:00 PM, Pacific Standard Time, **November 18th, 2024**. No hard copy proposals will be accepted. Faxed submittals will not be accepted. If the file size is larger than 15 MB, contact the project manager for alternative submission options. It is the responsibility of the proposer to ensure that electronic submissions are received by the established deadline. For questions about the electronic submittal process contact Samuel Davis, Director of Operations.

**Samuel Davis, Interim Chief Operations Officer**  
**The Tulalip Tribes of Washington**  
**6406 Marine Drive, Tulalip, WA 98271**  
[sdavis@tulaliptribes-nsn.gov](mailto:sdavis@tulaliptribes-nsn.gov)  
**(360) 716-4000**

### **3. FINAL SELECTION**

The Tulalip Tribes of Washington intends to select the proposer that best meets the needs of the Tribes and the criteria set above as determined by the evolution of the submissions received. The Tribe will provide additional consideration to native owned businesses during the selection process. Final selection must be approved by and shall be at the sole discretion of the Tulalip Tribes' Board of Directors. The Tulalip Tribes reserve the right to select any responsive and responsible proposer they determine.

### **4. SCOPE OF SERVICES OUTLINE**

#### **Task 01A – Pre-Move Move Management**

- Engaging with stakeholders that are familiar with the scope on a department level to identify employees, documents, schedules, technology, equipment, furniture, etc. that will be affected by a move in each space.
- Establishing communication methods and channels to be used during the planning and moving process.
- Creating specialized plans to deal with sensitive documents, financial information, and other high security and sensitive items.
- Determining temporary storage needs, if any. (Warehousing)
- Creating temporary workspace/staffing plan to determine where employees will be moved, what spaces will be required to accommodate employees, determining remote work possibilities, etc.

#### **Task 01B – Pre-Move Procurement of Goods & Services**

- Determine precise scope for furniture, carpet, drywall, paint, & electrical work.
- Establish and align budgets for all subcontractors with the desired scope.
- Identify subcontractors for all trade scope and conduct bid processes.
- Identify furniture vendor options via GSA pricing.
- Finalize furniture selections.
- Finalize all finish specifications for furniture, carpet, and paint.
- Finalize GSA procurement process for all materials and furniture.

## **Task 02,03 – Move and Renovation by Floor**

- Third Floor assigned as Task 02, Second Floor assigned as Task 03
- Create an inventory with items to be moved/disposed of and their final destination
- Create temporary workspace/staffing plan
- Schedule move-out, sub-contractors, furniture install, and move-in.
- Share packing plan and ensure packing materials are distributed to employees.
- Engage with stakeholders, sharing move manual and graphics/plans and schedule to communicate the move process and temporary spaces if needed.
- Coordinate with Tulalip Data services to take care of network needs.
- Provide direct coordination and on-site presence during the move out and subcontractor site access & renovation scope.
- Conduct punch-list walk and close-out with subcontractors prior to furniture installation
- Oversight of all furniture installation and set-up.
- Conduct punch-list walk and warranty claims with furniture vendor.
- Share additional mass communications throughout the move to update affected parties.
- Conduct move-in process and oversee return to workplace for all employees.
- Debrief move and make any revisions to process prior to additional Floors/Tasks.
- Repeat the above steps for each floor
- Upon completion of overall scope across the whole building, awardee shall conduct punch-walk and closeout all existing project tasks.

## **5. ADDITIONAL SERVICES**

The Tulalip Tribes reserves the right to request additional services for future phases depending on the results of the Tasks listed above. Fees for additional services are not required with the proposal nor will they be included in the evaluations or selection.