

The Tulalip Tribes of Washington
Architectural and Engineering Services

NOTICE TO CONSULTANTS – REQUEST FOR QUALIFICATIONS

Submittal Date: August 17th, 2023 by 2:00 PM

SERVICES REQUIRED for Project No. 2023-008, Legacy of Healing Wing, Tulalip, Washington

INTRODUCTION

The Tulalip Tribes of Washington (Tribes) are soliciting Statements of Qualifications (SOQs) from qualified firms for Architectural and Engineering Services for the Children’s Advocacy Addition Project (Project). The Scope of Work for this activity includes the planning and design for creating a new wing on the current Children’s Advocacy Center Building.

PROJECT DESCRIPTION

The new Legacy of Healing Building will be built at the location of the existing Children’s Advocacy Center Building and incorporate the existing building into the new structure. It is anticipated that the Children’s Advocacy Center will be fully functional during construction.

-Nurses room this would need to include a sink.

-Smaller conference room

-Bathroom (or 2)- 1 with shower, washer and dryer- the shower, washer, and dryer are for clients to utilize

-FI observation room

-Room for storage space (big closet)

-8 offices

SCOPE OF WORK

This Request for Qualifications (RFQ) is for the purpose of selecting a Consultant for Design Services for the New Legacy of Healing Building located in Tulalip, Washington.

The preliminary construction budget for the project is unknown. This Project has been funded for Design, Documentation, and Permitting only.

Project Goals:

- Design a new addition that complies with current building codes, is consistent with the architectural aesthetic of previous Tulalip projects, and incorporates sustainable design.
- Provide flexible spaces to reflect current and future program requirements.

- Develop an environment that encourages collaboration, research, and innovation in the work spaces.
- Stage the building construction to allow for continuous operation of the childrens advocacy center during construction

Submitting firms should have a strong background in multiphase tribal agency construction, capital budget process, planning, life-cycle cost analysis, sustainable design, the LEED process, and the innovative design of Public Works facilities related to office, operations, maintenance, and laboratory spaces.

For additional information, please contact:

Sam Davis, Interim COO, 360-716-4143, sdavis@tulaliptribes-nsn.gov

SELECTION CRITERIA

Firms will be selected in a two-phase process: Phase 1 – shortlisting firms based on submitted information, and Phase 2 – oral presentations, interviews, and Native American Owned Business (NAOB) Inclusion Plans of shortlisted firms.

Firms will be considered for interviews based on the following weighted criteria as well as submittal requirements, as indicated, for a total of 100 possible points:

- Firm's Past Experience With The Tribes (30 points)
- Qualifications of Key Personnel (25 points)
- Project Approach (20 points)
- Project Methodology (10 Points)
- Life Cycle Cost Analysis Experience (5 points)
- Sustainable Design Experience (5 points)

EVALUATION AND SCORING

In evaluating each of the criteria, the Selection Panel will identify significant and minor strengths and weaknesses from the submissions. The Selection Panel will then use the following guidelines to evaluate the submissions for each Selection Criterion based on the weighting assigned in the RFQ and any addenda. After initial scoring, the selection team will come to a consensus ranking of the firms.

- **Definition of “strength” and “weakness”:**
 - The term “strength” ultimately represents a benefit to the Project and is expected to increase the firm’s ability to meet or exceed the Project Goals. A minor strength has a slight positive influence and a significant strength has a considerable positive influence on the firm’s ability to exceed the Project Goals.
 - The term “weakness” detracts from the firm’s ability to meet the Project Goals and may result in inefficient or ineffective performance. A minor weakness has a slight negative influence and a significant weakness has a considerable negative influence on the firm’s ability to exceed the Project Goals.

- **Scoring:**

- **Excellent** (81-100 percent of points available): The Evaluative Criteria demonstrate an approach that is considered to exceed the Project Goals and the RFQ requirements and provide a consistently outstanding level of quality. **To be considered Excellent, it must be determined to have significant strengths and/or a number of minor strengths and few or no appreciable weaknesses.**
- **Good** (61-80 percent of available points): The Evaluative Criteria demonstrate an approach that is considered to meet the RFQ in a beneficial way (providing advantages, benefits, or added value to the Project) and offers quality. **To be considered Good, it must be determined to have strengths and few, if any, significant weaknesses. Minor weaknesses are offset by strengths.**
- **Fair** (41-60 percent of available points): The Evaluative Criteria demonstrate an approach that contains minor and/or significant weaknesses and limited appreciable strengths.
- **Deficient** (0-40 percent of available points): The Evaluative Criteria demonstrate an approach that contains significant weaknesses and no appreciable strengths.
- **Nonresponsive:** Does not meet the Minimum Qualifications required for evaluation. In addition, the Owner, at its sole discretion, may reject any Evaluative Criteria deemed nonresponsive to any of the requirements.

NATIVE AMERICAN OWNED BUSINESS INCLUSION

Phase 2 Submittal Requirements (mandatory requirement):

- All shortlisted firms, including NAOB firms, will be required to submit a Native American Owned Business Inclusion Plan. The Inclusion Plan should demonstrate in detail the specific strategies, approaches, and steps your firm will use in seeking to help meet or exceed the Tribe's NAOB participation goals. Achievement of the goals is required.

NAOB Participation Goals

The goals for NAOB participation are:

- Native American Owned Business certified by the Tulalip Tribal Employment Rights Ordinance (TERO) Office.

Consultants may contact the following resources to obtain information on certified and registered diverse business firms for potential subconsultants:

- The Tulalip TERO Office: 360-716-4747 or www.tulaliptero.com.

SUBMITTAL REQUIREMENTS

The Tulalip Tribes of Washington are following recommendations from the Centers for Disease Control and the Washington State Department of Health. As such, only electronic submittals will be accepted. Electronic submittals must be emailed and received no later than **August 17th, 2023 by 2:00 PM. Email to Sam Davis: sdavis@tulaliptribes-nsn.gov. No late submissions will be accepted.** All respondents will receive the benefit of the question and the answer via email. All communications shall originate from one single person.

Each submittal should include:

- Cover letter.
- Statement of the Proposer's ability to meet the bond and insurance requirements for the Project.
- Any other pertinent data to address the selection criteria and assist the Selection Panel in evaluating your qualifications. Also, refer to the Native American Owned Business Inclusion section below.
- No more than 20 total pages of content at 8-1/2- by 11-inch sheets. Sheets not included in the page count are listed below:
 - Front and rear cover pages, dividers, and tab sheets, provided that they contain no substantive content.
 - Cover letter (limited to two pages).
 - Statement of the Proposer's ability to meet the bond and insurance requirements for the Project.

NO FAXED COPIES WILL BE ACCEPTED.

FINAL SELECTION

Following the Phase 1 evaluation of these submittals, the Consultant Selection Panel will interview top-ranked shortlisted firms deemed to be the most highly qualified for the required service. The ranking is based on the Selection Panel's consensus evaluation. The Phase 2 interview criteria will be provided to the shortlisted firms prior to the interview.

Phase 2 interviews will tentatively be scheduled for the week of **August 28th – September 1st, 2023**.

The final selection must be approved by and shall be at the sole discretion of the Tulalip Tribes' Board of Directors. The Tulalip Tribes of Washington reserves the right to select any responsive and responsible firm they determine.

RESERVATION OF RIGHTS

The Tulalip Tribes of Washington reserves without limitation, and may exercise at its sole discretion, the following rights and conditions with regard to this Procurement process:

- To cancel the Procurement process and reject any and all SOQs and/or Proposals.
- To waive any informality of irregularity.
- To revise the Procurement process documents via an addendum.
- To reject any Proposer that submits an incomplete or inadequate response or is not deemed responsive to the requirements of this RFQ.
- To continue with the consultant selected or opt to conduct a new consultant selection process for future services beyond those services advertised above.
- To contract references that are not listed in the Proposer's Submittals and investigate statements in the SOQs and/or qualification of the Proposer and any firms or individuals identified in the SOQ;

- Approve or disapprove of the use of particular subconsultants, subcontractors, or key team members and/or substitutions and/or changes to the subconsultants, subcontractors, or key team members from those identified in the SOQ or Proposal.

PRODUCT OWNERSHIP

All drawings, specifications, and other documents and electronic data, including such documents that are furnished by any Proposer to the Tribes pursuant to this RFQ, are deemed to be instruments of service. The Tulalip Tribes of Washington retains the ability to incorporate design elements and specifications from Proposers into the final design without compensation.

LICENSING REQUIREMENT

All individuals, businesses, entities, and organizations engaged in business activities on the Tulalip Indian Reservation shall obtain a Tulalip Tribal Business License. This applies to all contractors, subcontractors, materialmen, suppliers, and consultants, regardless of tier or location, working on the Project.

Design professionals shall be licensed by the State of Washington.

Note: Any professional or business licenses required will be the sole cost and responsibility of the Consultant.

SUBMISSION DEVELOPMENT COST

The Tulalip Tribes of Washington accepts no liability for the costs and expenses incurred by firms in responding to this Request for Qualifications. Each Proposer that enters into the Procurement process shall prepare the required materials, the SOQ, and the Proposal at its own expense and with the express understanding that it cannot make any claims whatsoever for reimbursement from the Owner for the costs and expenses associated with the process.