

## **REQUEST FOR PROPOSALS (RFP)**

### **Architectural Services Only**

Project: Hotel Development – Tribute by Marriott

Location: 900 Plum Street SE, Olympia, Washington

Issued By: Island Enterprises, Inc.

Issue Date: February 27, 2026

RFP Contact: Daniel Kuntz, Island Enterprises, Inc. (dkuntz@ieinc.org)

#### 1. Introduction

Island Enterprises, Inc., a Squaxin Island Tribal Corporation (“Island Enterprises” or “Owner”), invites qualified architectural firms to submit proposals for architectural services only for the development of a full-service hotel operating under Marriott International’s Tribute Portfolio brand (the “Project”). The project will be developed on Tribal Trust property.

This RFP is intentionally limited to architectural services. Interior design, FF&E design, branded interior concept development, decorative design, signage, and environmental graphics are expressly excluded and will be procured separately. Selection under this RFP does not confer any exclusive right or preference for future design-related contracts.

The selected firm will serve as Architect of Record and will be responsible for architectural planning, design, code compliance, permitting, and construction administration. The Architect will coordinate closely with Owner, the hotel operator, Marriott International, a separately procured interior/design consultant, and the construction team.

#### 2. Project Overview

The Project site is approximately 10.5 acres located at the southern gateway to downtown Olympia, Washington. Existing improvements will be demolished prior to development.

The Project is anticipated to include approximately:

- 240 guest rooms and suites
- Conference and meeting facilities (~30,000 SF)
- Food and beverage venues
- Guest amenities and back-of-house support spaces

- Parking and associated site improvements

Marriott International will require architectural review and approval at defined milestones in accordance with Tribute Portfolio standards. The Owner will have a hotel operator chosen soon and they will provide operational input throughout design.

### 3. Project Team And Coordination

The Owner has retained or anticipates retaining the following project partners:

- Owner / Developer: Island Enterprises, Inc.
- Hotel Operator: Columbia Hospitality
- Hotel Brand: Marriott International (Tribute Portfolio)
- Interior / Brand Design Consultant: To be procured separately

Construction Delivery: To be procured separately

The Architect shall collaborate fully with all team members and respect the contractual roles and responsibilities of each party.

### 4. Delivery Method

The Architect will contract directly with Island Enterprises. The agreement is anticipated to be based on a modified AIA Owner–Architect agreement, incorporating:

- Tribal Trust land requirements
- Governing law and venue under Tribal and applicable federal law
- Insurance, indemnification, and limitation provisions required by Owner

The Architect shall support the selected construction delivery method, including coordination during preconstruction, estimating, constructability reviews, and construction administration.

### 5. Scope Of Architectural Services

The Architect shall provide full professional architectural services including, but not limited to, the following phases:

#### 5.1 Programming & Concept Design

- Architectural programming and space validation

- Site planning alternatives, massing, and test fits
- Design workshops / charrettes
- Initial Marriott concept submission

## 5.2 Schematic Design

- Site and building design development
- Exterior architectural character
- Marriott Concept Design Approval submission

## 5.3 Design Development

- Coordinated architectural design development
- Integration with engineering disciplines
- Marriott Design Development Approval submission
- Coordination with interior/design consultant

## 5.4 Construction Documents

- Complete architectural construction documents
- Permit-ready coordinated sets
- Final Marriott architectural review

## 5.5 Permitting and Entitlements

- Tribal, federal, and off-site permitting coordination
- Utility and agency coordination as required

## 5.6 Bidding / Procurement Support

- Bid phase support
- Addenda issuance and technical clarifications

## 5.7 Construction Administration

- Submittal and RFP review
- Site observations
- Brand compliance coordination
- Punch lists and closeout

## 5.8 Excluded Services

- Interior design and FF&E
- Decorative and branded interiors

- Signage and environmental graphics
- Specialty branding elements

## 6. Sustainability / Energy Performance Requirements (Design–Bid–Build)

Island Enterprises intends for this Project to incorporate practical, cost-effective sustainability strategies that improve energy performance, reduce long-term operating cost, and support durable hotel operations. This Project will be delivered using a standard Design–Bid–Build method. The Architect shall incorporate the requirements of this Section into the design and shall coordinate with the Architect’s engineering consultants to produce complete documents suitable for competitive bidding and construction.

Third-party certification (e.g., LEED) is not required unless Owner directs otherwise. Sustainability requirements shall be implemented as part of the base design unless explicitly identified as alternates by Owner.

### 6.1 Energy Performance Goals

The design shall achieve, at a minimum:

- Compliance with applicable energy codes and mandatory requirements
- A design intent target of 10–15% improvement over the applicable code baseline, unless Owner directs otherwise
- Building envelope and systems appropriate for hotel occupancy, comfort, durability, and acoustic performance

The Architect shall coordinate with mechanical and electrical engineers to evaluate and document strategies related to envelope, glazing, HVAC, domestic hot water, lighting, controls, ventilation, and heat recovery.

### 6.2 Energy Modeling – Responsibility and Requirements

Responsibility. The Architect shall ensure energy modeling is performed by a qualified party (either the MEP engineer, an energy modeling subconsultant to the Architect, or a modeler retained by Owner and coordinated by the Architect). Regardless of contracting arrangement, the Architect shall be responsible for coordination and for incorporating modeling results into design decisions.

Required milestones. At a minimum, provide energy modeling at:

- Schematic Design (SD): baseline + early options and sensitivities

- Design Development (DD): refined model supporting system selection and envelope decisions
- Construction Documents (CD): final model supporting permit compliance and performance confirmation

Required content. Each modeling submission shall include:

- Projected EUI and end-use breakdown
- Code baseline comparison and assumptions summary
- Recommended efficiency measures and expected impact
- Documentation appropriate for code compliance and utility incentive applications (as applicable)

### 6.3 Life-Cycle Cost Analysis (LCCA)

The Architect shall coordinate with engineering consultants to perform a life-cycle cost analysis during Design Development, prior to locking major system selections. At a minimum, LCCA shall evaluate:

- HVAC system alternatives (including heat pump options)
- Domestic hot water strategies
- Envelope upgrades (e.g., glazing performance, insulation, air sealing)
- Lighting and controls alternatives
- On-site renewable energy feasibility (if applicable)

LCCA shall compare first cost, energy cost, maintenance, replacement cycles, and reasonable escalation/discount assumptions, and shall be presented in a clear decision-format summary for Owner.

### 6.4 Utility Incentives / Rebates – Coordination

The Architect and engineering consultants shall:

- Identify potentially applicable utility incentive / rebate programs early in design
- Confirm documentation requirements and modeling formats needed to qualify
- Incorporate required technical criteria into the design and the bid documents when feasible
- Under Design–Bid–Build, the Architect shall include in the Construction Documents sufficient information to allow the Contractor to comply with technical submittal requirements necessary for incentive qualification.
- The Architect is not responsible for rebate financial administration, tracking, or payment collection.

## 6.5 All-Electric vs. Gas Strategy

The Architect and engineering consultants shall evaluate and present to Owner, during Design Development, a clear recommendation and comparison of:

- All-electric building strategy
- Hybrid strategy
- Gas-supported strategy (if applicable)

The comparison shall address:

- First cost and infrastructure impacts
- Operating cost impacts
- Reliability/resilience considerations
- Regulatory / decarbonization risk considerations
- Operator impacts (maintenance, staffing, guest experience)

Owner will direct the preferred strategy prior to completion of Construction Documents.

## 6.6 Stormwater, Site, and Environmental Considerations

The Architect shall coordinate with civil engineering (and landscape, if applicable) to integrate:

- Stormwater quantity and quality control strategies
- Low Impact Development (LID) measures where feasible
- Erosion and sediment control requirements (design and documentation)
- Heat island mitigation strategies where appropriate
- Native/climate-adapted planting concepts where appropriate

The design shall consider Tribal, federal, and local environmental requirements affecting site work, stormwater, utilities, and off-site connections (if any).

## 6.7 Deliverables

At each milestone (SD, DD, CD), the Architect shall provide a brief Sustainability / Energy Performance summary including:

- Current performance strategy overview
- Modeling status and key results
- LCCA status/results (DD milestone)
- Electrification strategy decision status
- Utility incentive opportunities and documentation needs (as applicable)
- Stormwater/LID integration status

## 7. Tribal Coordination and Preference

Island Enterprises supports and encourages participation by Native American-owned businesses.

The Tribe applies its Tribal Hiring and Contracting Preference Ordinance to procurement decisions. Copies are available on request. If you believe your firm is eligible for preference consideration, please indicate so in your response to this proposal. Proposers should describe:

- Ownership status, if applicable
- Approach to engaging Tribal businesses and workforce
- Understanding of Tribal coordination, permitting, and cultural considerations

## 8. Proposer Qualifications

Firms shall demonstrate:

- Hospitality and hotel architectural experience
- Experience with branded hotel projects
- Ability to coordinate with multiple consultants
- Familiarity with complex permitting environments
- Financial stability and professional licensing

## 9. Proposal Requirements

Proposals should be concise and well-organized. ***We have included several forms and expectations in the Appendices to the RFP.*** Please ensure inclusion of the following information:

- Firm Information
- Legal name, address, and primary contact
- Washington State license information
- Description of firm size and structure
- Relevant Experience
- Description of similar projects, particularly large upper-scale hotels
  - Project descriptions should include size, scope, delivery method, and role
- Project Team
  - Identification of key personnel proposed for this project
  - Resumes and relevant experience
- Collaboration philosophy and communication practices

- Description of experience working on Tribal Trust land or with Tribal governments
- Tribal Preference Information
- Ownership status and approach to Tribal participation
- Project Approach and Work Plan
- Fee Proposal
- References

## 10. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant hospitality experience
- Qualifications of project team
- Project understanding and approach
- Coordination methodology
- Fee and value
- Tribal experience and preference

## 11. Anticipated Schedule of Events

- RFP Issue Date: February 27, 2026
- Deadline for Questions: March 13, 2026
- Proposal Submission Deadline: April 3, 2026
- Interviews (if conducted): April, 2026
- Notice of Intent to Award: May, 2026
- Commencement of Work: June, 2026

## 12. Proposal Submission Instructions

Proposals shall be submitted electronically.

Address proposals to:

Daniel Kuntz, CEO  
Island Enterprises, Inc.  
[dkuntz@ieinc.org](mailto:dkuntz@ieinc.org)  
360-426-3442

### 13. Reservations and Conditions

Island Enterprises reserves the right to:

- Reject any or all proposals
- Modify or cancel this RFP
- Request additional information from proposers
- Negotiate scope and fees with the selected firm

Submission of a proposal indicates acceptance of the terms and conditions outlined in this RFP.

Nothing herein shall be deemed a waiver of Tribal sovereign immunity.

### 14. Appendices

- A. Parcel Map
- B. AIA B101-2017
- C. AIA A201-2017
- D. Pricing Matrix / Fee Proposal Form
- E. Scope of Services & Responsibility Matrix
- F. Allowances & Reimbursable Expenses Matrix
- G. Statement of Qualifications (SOQ) Form
- H. Insurance & Licensing Requirements
- I. Proposal Scoring Matrix

APPENDIX A

PARCEL MAP



## **APPENDIX B**

### **AIA B101-2017**

The Agreement between Island Enterprises, Inc. (the “Owner”) and the selected architectural firm (the “Architect”) shall be based on AIA Document B101–2017, Standard Form of Agreement Between Owner and Architect, as modified by Island Enterprises.

The following clarifications apply:

- **Delivery Method:** This is an architectural services agreement only. Construction delivery is anticipated to be via a separately procured contractor. The Architect shall coordinate with the Contractor as required, but shall not perform construction management or contractor means-and-methods responsibilities.
- **Cost Transparency:** The Architect shall provide clear, detailed, and supportable cost-related deliverables within its scope, including design-phase cost opinions, reconciliation narratives, and documentation necessary to support Owner and Contractor estimating. The Architect shall not be responsible for construction cost accounting.
- **Construction Cost Limitations:** No Guaranteed Maximum Price (GMP) is established under this agreement. The Architect shall support the Owner and Contractor in the development and evaluation of construction cost estimates and any future GMP established between Owner and Contractor (if applicable at a later date).

Modifications Anticipated: The AIA B101–2017 agreement will be modified to address:

- Tribal Trust land requirements
- Dispute resolution venue and governing law under Tribal and applicable federal law
- Insurance requirements specific to Owner
- Limitations on indemnification consistent with Tribal law
- Coordination requirements with Tribal, federal, and off-site authorities

***A final, executed version of AIA B101-2017 will be issued upon award.***

***See Appendix H for reimbursables.***

## **APPENDIX C**

### **AIA A201-2017**

The General Conditions shall be AIA Document A201-2017, as modified. Key considerations include:

- Coordination with Tribal authorities and third-party agencies
- Adjustments to claims, indemnification, and termination clauses as required by Owner
- Supplementary Conditions to address:
  - Tribal Trust land
  - Right of way and utility coordination

***A final, executed version of AIA A201-2017 will be issued upon award.***

**APPENDIX D**

**Pricing Matrix/Fee Proposal Form**

Project: Hotel Development – Tribute by Marriott

Owner: Island Enterprises, Inc.

Instructions: Complete all fields below. This form is intended to standardize fee proposals for evaluation purposes. All fees shall be for architectural services only and shall align with the Scope of Services in the RFP. Add additional space as needed for relevant information in tables (can attach as additional pages).

Table F-1: Base Architectural Fee Summary

<b>Item</b>	<b>Description</b>	<b>Amount</b>

Table F-2: Fee Allocation by Phase

<b>Phase</b>	<b>Fee (\$)</b>	<b>% of Total Fee</b>

Table F-3: Hourly Rates (Authorized Additional Services Only)

<b>Personnel Classification</b>	<b>Hourly Rate (\$/hr)</b>

Table F-4: Consultant Services

Consultant Discipline	Included in Base Fee (Y/N)	Estimated Fee if Excluded (\$)

Table F-5: Reimbursable Expenses

Expense Category	Included in Base Fee (Y/N)	Notes / Limitations

Table F-6: Assumptions, Exclusions, and Fee Adjustment Conditions

Category	Description

**Certification**

Authorized Representative Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX E

### Scope of Services & Responsibility Matrix

Project: Hotel Development – Tribute by Marriott

Owner: Island Enterprises, Inc.

Purpose: This summary matrix is provided *for proposer clarity only* and is intended to illustrate general roles and coordination expectations among the Project team. It is not intended to be exhaustive, does not modify contractual obligations, and does not alter the Architect’s standard of care. Final responsibilities will be defined in the executed Owner–Architect Agreement and related contracts.

Legend: P = Primary Responsibility S = Support / Coordination R = Review / Approval

TABLE G-1: DESIGN PHASE RESPONSIBILITIES (SUMMARY)

<b>Task Category</b>	<b>Owner</b>	<b>Architect</b>	<b>Operator</b>	<b>Brand</b>	<b>Interior / Design Consultant</b>	<b>Contractor</b>
Programming & test fits	S	P	S	R	S	N/A
Schematic design	S	P	S	R	S	N/A
Design development	S	P	S	R	S	S
Construction documents	S	P	N/A	R	S	S
Permitting (architectural scope)	S	P	N/A	N/A	N/A	S

TABLE G-2: CONSTRUCTION PHASE COORDINATION (SUMMARY)

Task Category	Owner	Architect	Operator	Brand	Interior / Design Consultant	Contractor
Preconstruction coordination	S	S	N/A	N/A	N/A	P
Submittal / RFP coordination	N/A	P	N/A	R	S	S
Site observations	N/A	P	N/A	N/A	N/A	S
Punch list & closeout	S	P	S	R	S	S

General Notes:

- This RFP is for architectural services only
- Interior design and branded interior services are excluded and will be procured separately
- Contractor means, methods, scheduling, cost control, and safety are the Contractor's responsibility
- Brand review and approval requirements do not relieve the Architect of professional responsibility for coordination and code compliance
- Final scope boundaries will be governed by the executed agreements

**APPENDIX F**

**Allowances & Reimbursable Expenses Matrix**

Project: Hotel Development – Tribute by Marriott

Owner: Island Enterprises, Inc.

Purpose: This Appendix identifies anticipated allowances (if any) and establishes clear expectations regarding reimbursable expenses for Architectural Services Only. The intent is to promote transparency, consistency among proposers, and alignment with Island Enterprises’ procurement standards.

Add additional space as needed for relevant information in tables (can attach as additional pages).

**SECTION H-1: ALLOWANCES**

Unless otherwise stated, no monetary allowances are included in the Base Architectural Fee. Proposers shall identify any requested allowances below for Owner consideration.

<b>Allowance Category</b>	<b>Included (Y/N)</b>	<b>Allowance Amount (\$)</b>	<b>Description / Assumptions</b>
Extended brand review cycles			
Extraordinary authority revisions			
Owner-directed additional design iterations			
Accelerated design schedule			
Other (specify)			

Allowances, if approved, will be incorporated into the Owner–Architect Agreement and shall be expended only with Owner authorization.

**SECTION H-2: REIMBURSABLE EXPENSES**

Reimbursable expenses are expected to be included in the Base Architectural Fee unless specifically identified below and approved by Owner. Routine project expenses shall not be reimbursed separately.

<b>Expense Category</b>	<b>Included in Base Fee (Y/N)</b>	<b>Estimated Cost (\$)</b>	<b>Notes / Limitations</b>
Large-format printing			
Travel outside Thurston County			
Specialized brand or agency submittals			
Courier / express delivery			
Other (specify)			

All reimbursable expenses shall be billed at cost with no markup and shall be supported by appropriate documentation.

**SECTION H-3: GENERAL CONDITIONS**

- Reimbursable expenses require prior written approval by Owner
- No reimbursable expenses will be paid without adequate documentation
- Expenses related to routine coordination, meetings, and electronic document production are considered part of the Base Fee
- Allowances do not modify the Architect’s standard of care.

## APPENDIX G

### Statement of Qualifications (SOQ) Form

Project: Hotel Development – Tribute by Marriott

Owner: Island Enterprises, Inc.

Instructions: This SOQ Form aligns directly with the Proposal Scoring Matrix (Appendix L).  
Complete all sections concisely and project-specifically.

#### Section I-1: Firm Information (Administrative – Not Scored)

Field	Response
Legal Firm Name	
Business Address	
Primary Contact Name & Title	
Phone Number	
Email Address	
Years in Business	
Firm Ownership Structure	

#### Section I-2: Relevant Project Experience (Scored)

Field	Response
Number of Hotel or Hospitality Projects Completed (last 10 years)	

Section I-3: Proposed Project Team (Scored)

Name	Role on Project	Firm	Years Relevant Experience	Hotel / Hospitality Experience (Years)

Section I-4: Project Approach & Methodology (Scored)

Provide a narrative (*maximum two pages*) addressing branded hotel experience, coordination approach, cost awareness, permitting, and construction administration.

Section I-5: Relevant Project Experience – Project Sheet (Repeatable, 1 Page Max Each)

Project Name	Response

Section I-6: Experience on Tribal Projects (Scored)

<b>Project</b>	<b>Response</b>

Section I-7: Certification

**Authorized Representative Name & Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **APPENDIX H**

### **Insurance & Licensing Requirements**

Project: Hotel Development – Tribute by Marriott

Owner: Island Enterprises, Inc.

Instructions: Complete this form to confirm insurance and licensing compliance for Architectural Services.

#### **INSURANCE**

The selected Architect shall procure and maintain insurance and professional licensing as required by this Appendix for the duration of the Project, including any applicable warranty or correction period.

All insurance shall be issued by insurers licensed to do business in the State of Washington and rated A- / VII or better by A.M. Best, unless otherwise approved by Owner.

Compliance with these requirements shall not limit the Architect's liability or obligations under the Agreement.

The Architect shall maintain, at a minimum, the following insurance coverages:

#### **A. Commercial General Liability (CGL)**

- \$1,000,000 per occurrence
- \$2,000,000 general aggregate
- Coverage to include premises/operations, contractual liability, products and completed operations, and personal and advertising injury

#### **B. Professional Liability (Errors & Omissions)**

- Not less than \$3,000,000 per claim
- Not less than \$3,000,000 annual aggregate
- Professional Liability insurance shall be maintained continuously for the duration of services and for not less than three (3) years following final completion of the Project.

#### **C. Automobile Liability**

- \$1,000,000 combined single limit
- Coverage shall apply to owned, hired, and non-owned vehicles

#### D. Workers' Compensation and Employers' Liability

- Workers' Compensation: Statutory limits as required by Washington State law
- Employers' Liability:
  - \$1,000,000 each accident
  - \$1,000,000 disease – each employee
  - \$1,000,000 disease – policy limit

Island Enterprises, Inc., the Squaxin Island Tribe, and their respective officers, employees, and agents shall be named as Additional Insureds on the Commercial General Liability policy.

Additional Insured coverage shall be provided on a primary and non-contributory basis.

Waivers of subrogation shall be provided where permitted by law.

Professional Liability insurance is not required to name additional insureds.

Prior to commencement of services, the Architect shall provide certificates of insurance evidencing compliance with this Appendix.

- Certificates shall:
  - Identify the Project by name
  - Name the required Additional Insureds
  - Provide not less than thirty (30) days' prior written notice of cancellation or material change

#### **LICENSING**

The Architect shall be duly licensed to practice architecture in the State of Washington.

The Architect shall maintain such licensure in good standing for the duration of the Project.

All architectural services shall be performed under the responsible charge of a Washington-licensed architect.

The Architect shall require all architectural subconsultants to maintain insurance coverage appropriate to their scope of services and consistent with industry standards. Evidence of such coverage shall be made available to Owner upon request.

Owner reserves the right to:

- Review and approve insurance policies for compliance

- Require higher limits or additional coverage if reasonably necessary due to Project risk
- Accept reasonable alternatives or equivalents upon written request

**J-1: Commercial General Liability (CGL)**

Coverage Item	Required Limit	Carrier / Policy No.	Complies (Y/N)

**J-2: Professional Liability (Errors & Omissions)**

Coverage Item	Required Limit	Carrier / Policy No.	Complies (Y/N)

**J-3: Automobile Liability**

Coverage Item	Required Limit	Carrier / Policy No.	Complies (Y/N)

**J-4: Workers' Compensation & Employers' Liability**

Coverage Item	Required Limit	Carrier / Policy No.	Complies (Y/N)


**J-5: Licensing**

Requirement	State / License No.	Expiration Date	Complies (Y/N)

**Certification**

The undersigned certifies that the information provided herein is true and that all required insurance and licensing will be maintained in accordance with Appendix K of the RFP.

Authorized Representative Name & Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX I**

**Proposal Scoring Matrix**

Project: Hotel Development – Tribute by Marriott

Owner: Island Enterprises, Inc.

Instructions for Evaluators: Assign a raw score (0–10) for each category based on the proposal content. Multiply the raw score by the weight to determine the weighted score. Sum all weighted scores to determine the proposer’s total score.

<b>Evaluation Category</b>	<b>Weight (%)</b>	<b>Raw Score (0–10)</b>	<b>Weighted Score</b>	<b>Evaluator Notes</b>	<b>Red Flags / Clarifications</b>
Relevant Project Experience	25%				
Project Team Qualifications	20%				
Project Approach & Methodology	20%				
Tribal Experience & Preference	15%				
Fee Proposal	10%				
Insurance, Licensing & Compliance	10%				

**TOTAL SCORE**

Total Weighted Score \_\_\_\_\_ / 100

**Evaluator Certification**

Evaluator Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_