

REQUEST FOR PROPOSALS (RFP)

Design Services

Project: Hotel Development – Tribute by Marriott

Location: 900 Plum Street SE, Olympia, Washington

Issued By: Island Enterprises, Inc.

Issue Date: June 24, 2026

RFP Contact: Woody Anderson, Island Enterprises, Inc. (OlympiaDesignRFP@ieinc.org)

1. Introduction

Island Enterprises, Inc., a Squaxin Island Tribal Corporation (“Island Enterprises” or “Owner”), invites qualified hospitality design firms to submit proposals for design services for the development of a full-service hotel and conference center 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 design services (interior design and related scope as defined herein). Base building architecture and engineering are excluded and are being procured separately. The selected Design Firm will coordinate closely with the Owner, Columbia Hospitality (Operator), Marriott (Brand), and the Architect of Record.

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
- Spa
- Guest amenities and back-of-house support spaces
- Parking and associated site improvements

Marriott International will require design review and approval at defined milestones in accordance with Tribute Portfolio standards.

3. Project Team and Coordination

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

- Hotel Operator: Columbia Hospitality
- Hotel Brand: Marriott International (Tribute Portfolio)
- Architect of Record: Rice Fergus Miller (pending final negotiated contract)
- Construction Delivery: Design–Bid–Build (DBB) (Contractor to be procured separately)

The Design Firm shall collaborate fully with all team members and respect the contractual roles and responsibilities of each party. The Design Firm shall coordinate deliverables to support Architect of Record integration into the construction documents.

4. Owner's Design Intent

Owner seeks a design that showcases Squaxin Island tribal culture and Pacific Northwest place through subtle, meaningful touches throughout the property. Guests should feel warmly welcomed and recognize the hotel and conference center as a Squaxin Island Tribe property, while avoiding a typical tribal casino hotel aesthetic (the Tribe already owns a casino hotel at Little Creek Casino Resort) and avoiding a museum-like experience.

Design goals include:

- Contemporary, refined, and welcoming guest experience suitable for both conference attendees and travelers
- Authentic, respectful cultural integration (materials, patterns, storytelling, art, and experience) without theme clichés
- Strong alignment with Operator needs (durability, maintainability, back-of-house functionality)
- Full compliance with Marriott Tribute Portfolio standards and approval process
- A destination-quality experience that encourages repeat visits to Olympia

5. Scope of Design Services

The Design Firm's scope of services shall include, but is not limited to:

5.1 Concept & Narrative

- Overall design concept, story, and experiential approach for public areas, meeting spaces, and guest rooms
- Color, materials, finishes, and key identity moments aligned with Owner intent and brand requirements

5.2 Interior Design

- Interior design for guest rooms, corridors, lobby/public areas, meeting/conference spaces, and food & beverage venues (as applicable)
- Plans, elevations, details, and finish schedules suitable for integration into the Architect's CD set
- Coordination of interior interfaces impacting architecture/MEP (ceilings, lighting, power/data, plumbing fixture packages, acoustics)

5.3 FF&E

- FF&E plans, schedules, specifications, and cut sheets (procurement approach to be defined in contract)
- Budget alignment and value-based selections in coordination with Owner and Operator
- Logistics of storage and installation
- Operator will manage OS&E, however they will work with the Design firm on the design intent of the OS&E to match the design of the hotel/public space
- Source FF&E variations from finalist vendors, logistics coordination, final review, etc. for Model Room SOW
- Regular site visits once construction is underway, model room review, FF&E install, etc.

5.4 Decorative Lighting / Accessories (as applicable)

- Decorative lighting concepts and selections; accessories and styling direction as defined in contract

5.5 Signage / Environmental Graphics Coordination

- Design intent for interior signage and environmental graphics consistent with brand and property identity
- Coordination with any separate signage consultant/fabricator as applicable

5.6 Brand and Stakeholder Approvals

- Prepare required Marriott design review submissions and participate in review meetings

- Incorporate consolidated comments from Owner/Operator/Brand in a controlled revision process

5.7 Construction Administration Support

- Submittal and RFI response support for design-scope items
- Participation in key site visits and punch list for design-scope items (frequency to be defined)

5.8 Excluded Services (unless added by amendment)

- Base building architecture and engineering; structural, civil, MEP engineering
- Code consulting, cost estimating, and commissioning services (unless explicitly included)
- Specialty exhibit design

6. Cultural Collaboration Expectations

Owner intends to collaborate with the Design Firm to ensure cultural integration is authentic, respectful, and aligned with Tribal values. Proposers shall describe their approach to engaging cultural stakeholders and embedding cultural influences subtly throughout the guest experience. Owner may identify cultural advisors and/or artists; process and approvals will be defined in coordination with Owner.

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. Insurance

The selected Design Firm shall procure and maintain insurance meeting the requirements of this Section 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 Design Firm's liability or obligations under the Agreement.

- Required Coverages and Limits
 - A. Commercial General Liability (CGL)
 - \$1,000,000 per occurrence
 - \$2,000,000 general aggregate

Coverage to include premises/operations, contractual liability, products/completed operations, and personal & advertising injury.

- Professional Liability (Errors & Omissions) (Interior Design / Professional Services)
 - Not less than \$3,000,000 per claim
 - Not less than \$3,000,000 annual aggregate
 - Or such higher limits as carried by the Design Firm, whichever is less.

Professional Liability shall be maintained continuously for the duration of services and for not less than three (3) years following final completion.

- Automobile Liability
 - \$1,000,000 combined single limit

Coverage shall apply to owned, hired, and non-owned vehicles.

- 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
- Additional Insured and Primary/Non-Contributory

Island Enterprises, Inc., the Squaxin Island Tribe, and their respective officers, employees, and agents shall be named as Additional Insureds on the Design Firm's CGL policy, on a primary and non-contributory basis, using ISO forms CG 20 10 and CG 20 37 (or equivalent coverage).

Professional Liability (E&O) is not required to name additional insureds.

- Waiver of Subrogation

The Design Firm shall provide waivers of subrogation where permitted by law in favor of Island Enterprises, Inc. and/or the Squaxin Island Tribe on applicable policies.

- Certificates and Notice of Cancellation

Prior to commencement of services, the Design Firm shall provide certificates of insurance evidencing compliance. 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 (10 days for nonpayment where required by carrier forms)

- Subconsultants

The Design Firm shall require all subconsultants performing professional services to maintain insurance appropriate to their scope and consistent with industry standards. Evidence of coverage shall be made available to Owner upon request.

- Owner Reservations

Owner reserves the right to:

- Review and approve policies for compliance
- Require higher limits or additional coverage if reasonably necessary due to Project risk
- Accept reasonable alternatives or equivalents upon written request

9. Proposer Qualifications

Proposers shall demonstrate:

- Hospitality interior design experience, including branded hotels (Tribute or comparable preferred)
- Conference/meeting environment design experience
- Strong coordination with an Architect of Record and consultants in a DBB delivery environment
- Documentation quality and schedule responsiveness
- Experience incorporating place-based or culturally grounded design in a contemporary manner
- Financial stability and professional insurance consistent with Owner requirements

10. Proposal Requirements

Proposals should be concise and well-organized. ***We have included several forms and expectations in the Appendices to the RFP.*** Your proposal should be submitted in the following order:

- Page Limit and Formatting (Core Proposal Only)
 - The Core Proposal is limited to 30 pages, double-sided on 8.5" x 11" paper (i.e. up to 60 printed sides).
 - Minimum font size: 11-point (Calibri, Arial, or Times New Roman recommended).
 - Minimum margins: 0.75" on all sides.
 - Page numbers are required.
 - Covers and section dividers (if used) count toward the Main Proposal page limit.
 - Appendices are exempt from the page limit. No other materials are exempt unless Owner approves in writing.
- Required Order for the Core Proposal (30 pages max)
 - Proposers must organize the Core Proposal in the following order using the numbered headings below:
 - Cover Letter (max 2 pages)
 - Firm legal name and address
 - Primary contact (name, title, phone, email)
 - Washington State license number
 - Statement committing to meet the RFP schedule
 - Signature of an authorized representative
 - Executive Summary (max 2 pages)
 - Your understanding of the project and delivery approach
 - Key differentiators and value to Owner
 - Firm Profile and Capacity (suggested max 3 pages)
 - Company overview (size, locations, structure)
 - Financial capacity summary and overview
 - Insurance coverage/limits and Certificate of Insurance
 - Relevant Experience and Portfolio (suggested max 6 pages)
 - Summary of comparable projects (hotel/hospitality)
 - Include a short table of 3–5 comparable projects (name, location, cost, outcome). Detailed project sheets belong in Appendices and are exempt.
 - Project Team and Organization (suggested max 5 pages)
 - Key personnel

- Roles/responsibilities and communication plan
- Dedication/availability summary (percent committed). Detailed resumes may be included as an appendix and are exempt.
- Cultural + Place-Based Design Approach (suggested max 8 pages)
 - Provide clear, project-specific methods
 - Provide examples where applicable
- Tribal Preference, Tribal Coordination, and Workforce Plan (suggested max 3 pages)
 - Indicate whether proposer is eligible for Tribal preference (if applicable)
 - Approach to Tribal coordination, permitting, and cultural considerations
- Fee Narrative and Assumptions (max 2 pages)
 - One concise narrative describing fee assumptions and what is included/excluded
 - Identify any clarifications related to general conditions, overhead/profit, and contingency/allowances/reimbursables (Forms and matrices belong in Appendices and are exempt.)

11. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated understanding of Owner's design intent and ability to deliver a distinctive, destination experience
- Quality and relevance of hospitality and conference design portfolio
- Qualifications and availability of the proposed team
- Collaboration and coordination approach with Owner, Operator, Brand, and Architect of Record
- Approach to culturally grounded and place-based design
- Fee and overall value

12. Anticipated Schedule of Events

- RFP Issue Date: June 24, 2026
- Deadline for Questions: July 3, 2026 (5:00 PM PST) (Timestamp of receipt on our server is the official time of record)

- Proposal Submission Deadline: July 24, 2026 (5:00 PM PST) (Timestamp of receipt on our server is the official time of record)
- Interviews (if conducted): August, 2026
- Notice of Intent to Award: August, 2026
- Commencement of Work: September, 2026

13. Proposal Submission Instructions

Proposals shall be submitted electronically in searchable text PDF format.

Address proposals to:

Woody Anderson, CEO
Island Enterprises, Inc.
OlympiaDesignRFP@ieinc.org
360-426-6968

14. 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.

15. Appendices

A. Parcel Map

B. AIA Document B152–2019, Standard Form of Agreement (Form to be issued upon award)

C. Pricing Matrix / Fee Proposal Form

D. Scope of Services & Responsibility Matrix

E. Allowances & Reimbursable Expenses Matrix

F. Statement of Qualifications (SOQ) Form

G. Insurance & Licensing Requirements

APPENDIX A

PARCEL MAP

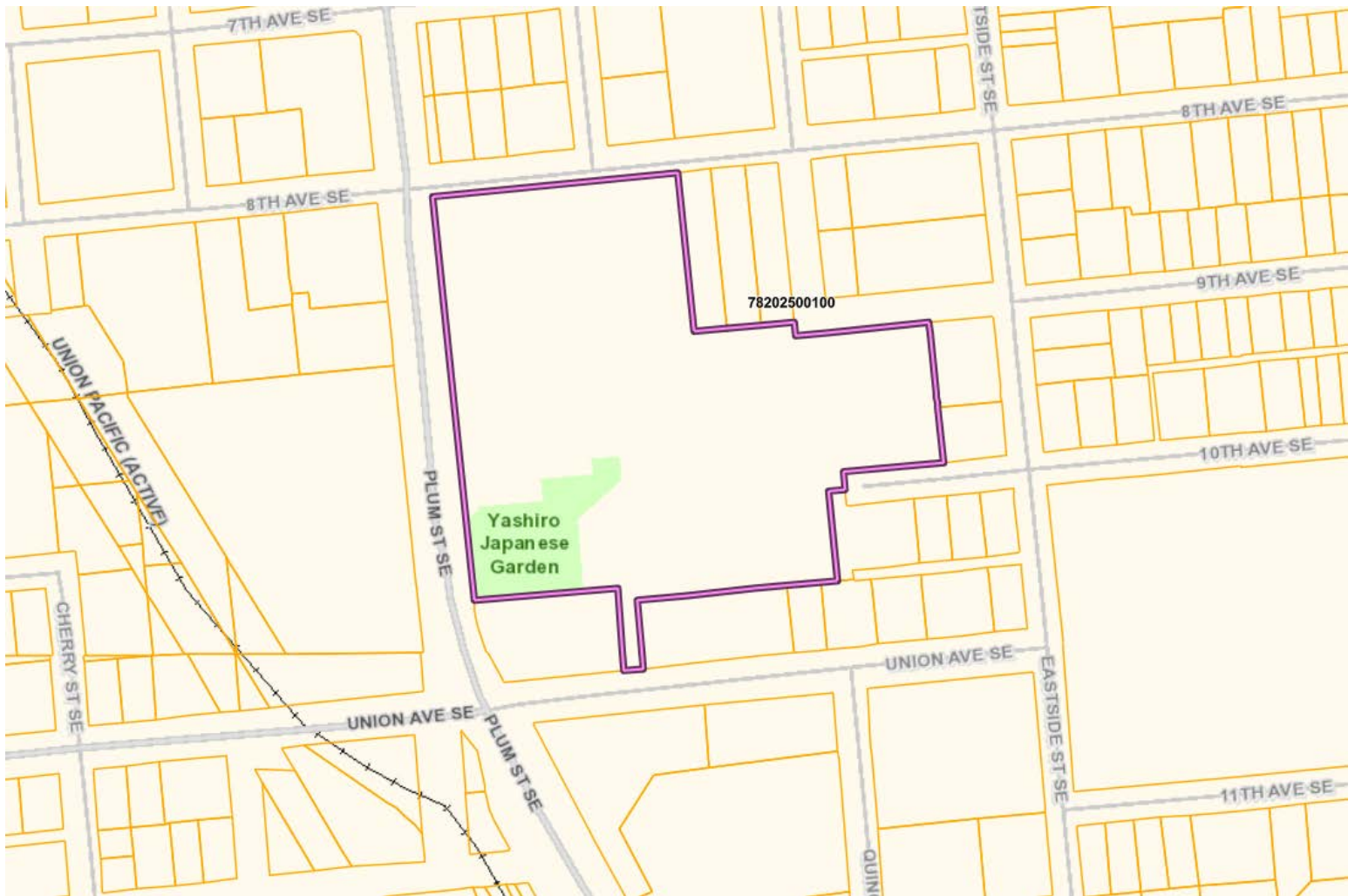


EXHIBIT B

AIA B152-2019 – OWNER–INTERIOR DESIGNER AGREEMENT (DESIGN SERVICES)

The Agreement between Island Enterprises, Inc. (the “Owner”) and the selected Design Firm (the “Designer”) shall be based on AIA Document B152–2019, Standard Form of Agreement Between Owner and Architect for Interior Design Services, as modified by Island Enterprises.

This procurement is for Design Services (interior design and related deliverables as defined in this RFP). The Designer’s work will be coordinated with the Architect of Record (AOR), Columbia Hospitality (Operator), and Marriott International (Brand). The Designer shall provide deliverables suitable for incorporation by the AOR into the construction documents, and shall support required Brand review submissions consistent with the Project schedule and Owner direction.

Modifications to AIA B152–2019 are anticipated to address, at a minimum:

- Tribal Trust land requirements and coordination with Tribal and applicable federal authorities
- Dispute resolution, governing law, and venue under Tribal and applicable federal law
- Insurance requirements, including professional liability (E&O) and other coverages required by Owner
- Confidentiality and publicity restrictions, including use of Owner/Tribe name, logos, and Project imagery
- Cultural collaboration and authenticity requirements, including approval requirements and rights/permissions for any cultural elements, artwork, motifs, or storytelling incorporated into the design
- Coordination requirements among Owner, Operator, Brand, AOR, and the Contractor under a Design–Bid–Build delivery model
- Instruments of Service and use rights, including Owner’s right to share design deliverables with AOR, Operator, Brand, and Contractor for Project purposes

The final, executed version of the modified AIA B152–2019 Agreement will be issued by Owner upon award and will govern the selected Design Firm’s services for the Project.

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

Personnel Classification	Hourly Rate (\$/hr)

Table C-4: Consultant Services

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

Table C-5: Reimbursable Expenses

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

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

Category	Description

Certification

Authorized Representative Name & Title: _____

Signature: _____ Date: _____

APPENDIX D

Scope of Services & Responsibility Matrix (Summary)

Project: Hotel Development – Tribute by Marriott

Owner: Island Enterprises, Inc.

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

TABLE D-1: DESIGN PHASE RESPONSIBILITIES (SUMMARY)

Task Category	Owner	Architect	Operator	Brand	Interior / Design Firm	Contractor
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 D-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 Design services only
- Brand review and approval requirements do not relieve the Design Firm of professional responsibility for coordination and compliance
- Final scope boundaries will be governed by the executed agreements

APPENDIX E

Allowances & Reimbursable Expenses Matrix

Project: Hotel Development – Tribute by Marriott

Owner: Island Enterprises, Inc.

Add additional space as needed.

SECTION E-1: ALLOWANCES

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

Allowance Category	Included (Y/N)	Allowance Amount (\$)	Description / Assumptions
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–Design Firm Agreement and shall be expended only with Owner authorization.

SECTION E-2: REIMBURSABLE EXPENSES

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

Expense Category	Included in Base Fee (Y/N)	Estimated Cost (\$)	Notes / Limitations
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 E-3: General Conditions

- Reimbursable expenses require prior written approval by Owner.
- All reimbursable expenses shall be billed at cost with no markup and supported by documentation.
- Routine coordination, meetings, and electronic document production are included in the Base Fee.
- Allowances do not modify the Design Firm's standard of care.

APPENDIX F

Statement of Qualifications (SOQ) Form

Project: Hotel Development – Tribute by Marriott

Owner: Island Enterprises, Inc.

Instructions: Complete all sections concisely and project-specifically.

Section F-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 F-2: Relevant Project Experience (Scored)

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

Section F-3: Proposed Project Team (Scored)

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

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

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

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

[illegible]

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

Project	Response

Certification

Authorized Representative Name & Title: _____

Signature: _____ Date: _____

APPENDIX G

Insurance & Licensing Requirements (Confirmation Form)

Project: Hotel Development – Tribute by Marriott

Owner: Island Enterprises, Inc.

Instructions: Confirm compliance and provide certificate(s) upon request or prior to award.

Coverage / Requirement	Required Limit / Standard	Carrier / Policy or License No.	Complies (Y/N)
Commercial General Liability (CGL)	\$1,000,000 per occurrence / \$2,000,000 aggregate		
Professional Liability (Errors & Omissions / E&O)	\$3,000,000 per claim / \$3,000,000 aggregate		
Automobile Liability	\$1,000,000 combined single limit		
Workers' Compensation	Statutory (WA)		
Employers' Liability	\$1,000,000 each accident / \$1,000,000 disease each employee / \$1,000,000 disease policy limit		
Washington Business License / Registration (if applicable)	Current and in good standing		

Certification

Authorized Representative Name & Title: _____

Signature: _____ Date: _____