Request for Proposal (RFP)

Design-Build Services

for

Natural Resources (NR) Arcadia Building Construction Project

Squaxin Island Tribe (SIT)

Issue RFP: October 12, 2026

Pre-Proposal Conference: October 23, 2026

Proposals Due: NLT 4:00 PM, November 16, 2026

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RFP for the

Natural Resources Arcadia Building Project

For the Squaxin Island Tribe

1. Purpose

The Squaxin Island Tribe invites qualified bidders to submit proposals for design-build services for the construction of a Natural Resources Arcadia Building Construction Project.

Issuing Office:

Department of Planning and Community Development
Squaxin Island Tribe
10 SE Squaxin Lane
Shelton, WA 98584

2. Background

The Squaxin Island Tribe is a diversified community of self-governing, resilient people united by shared values and traditions.

The population to be served is the Squaxin Island Tribal community, members of the Squaxin Island Tribe (SIT) and residents of the Kamilche area. The Project area in Shelton, Washington is located on the SIT reservation about 16 miles West of Olympia, WA.

The Tribe has secured funding under BIA/NOAA Hatchery Rehab Program

3. Project Information:

Scope of Work:

The selected design-build contractor will provide comprehensive design and construction services for a new Natural Resources Arcadia Building Project, to include all needed structural soils investigation and septic/drainage study work required for the project design. The project includes Build 40x48x16 pole building with 14x40 lean-too with a 12 foot clearance, to include 24x20 upstairs pre-engineered metal building with associated site improvements. The facility is intended to store equipment & supplies, provide administrative space, and integrate future-oriented operations of Natural Resource operations.

a) The proposed building is greater than 100 ft. from any wellhead.
b) The proposed site would be a main pre-engineered metal and/or wood framed building on a slab to accommodate a forklift, contain a single bathroom, a personnel space for 2 work desks, a small lounge area with coffee mess, countertop, sink, and refrigerator. The personnel space will be enclosed with proper ventilation, temperature, and lighting.
c) (1) Man door

d) (1) 12x14 overhead door in gable end
e) (1) 8x10 overhead door in gable end
f) (1) window above man door
g) Upstairs will be sheet rocked and painted including (2) 10x12 offices and a conference area plus bathroom
h) (4) windows upstairs (standard sizes) (1) window in each room upstairs
i) (3) head split heating and cooling system upstairs
j) Conference area will have a counter area with sink and place for a fridge
k) Commercial flooring throughout upstairs rooms
l) 6" concrete slab in main building
m) (1) Exterior hose bib
n) 100-amp Electrical package with basic lights and plugs in main building area (light over man door, halogen light above garage doors 2 lights inside lean too standard outlets and lights in all rooms upstairs
o) Building will be fully insulated
p) White seamless gutters Build a storage of supplies……
q) Install a 1-ton mini split HVAC unit with a 12k BTU head +/- (as engineered).
r) Water lines to be connected to new well
s) Waste line to approximately 100' feet to a constructed septic tank & leech field.
t) Run-offs will be at intermittent catch basins (as engineered)
u) Install an outside water faucet.
v) Install power to include conduit lines needed for the Natural Resources operation
w) Build a slab with an overhead cover adjacent to the pre-engineered building to accommodate large forklift.
x) Build a security fence around the perimeter of the site with proper security access/code per SIT's guidelines.

Budget Range:

The budget range for this project is **approximately $750,000**. Interested contractors are encouraged to offer creative approaches to meeting the project objectives within the available funding.

4. Anticipated Deliverables

- Design Drawings /Construction Documents
- Technical Specifications and Special Provisions
- Project Schedule
- Submittal List
- Weekly Meetings / (meeting minutes)
- Inspections as needed
- Commissioning
- Maintenance and operational manuals

- Close-out Project Documentation and Reports

The successful contractor will be required to furnish hard and electronic copies of all surveys, engineering plans and details, technical specifications, estimates, field notes, photographic data, materials data, and as-built information collected and prepared in connection with the services provided.

Hard copies of survey maps, engineering plans or drawings prepared under this contract must be produced on a medium that withstands the effects of deterioration or degradation from time and environment and shall be accurately on scale. Further, all maps, plans, drawings reports, and other project documents shall bear the stamp and seal of the applicable professional, who was directly responsible for preparation as appropriate by profession.

All deliverables and work products will be produced in "hard copy" format and electronically in AutoCAD, PDF, and TIF formats. It is envisioned deliverables and work products associated with this Contract will be produced in 24" x 36" (full size) and/or 11"x 17" (or "half-size") format, as applicable.

The deliverables and work products prepared and furnished under this contract must be produced in a manner acceptable for future use by the Tribe and its representatives for the design and construction of the facility and be free from all proprietary measure restrictions or limitations, which may otherwise encumber future use by the Tribe in its management or operation of the designed and constructed improvements.

5. Anticipated Schedule

Publish RFP	Monday, October 12, 2026
Pre-Proposal Conference / Site Visit	Friday, Ocotber 23, 2026
RFIs Due	Friday, October 30, 2026
Final Addendums Issued	Friday, November 6, 2026
Proposals Due	Thursday, November 12, 2026
Evaluation Period / Interviews	Monday, November 16-20, 2026
Contract Award Notification	Friday, November 20, 2026
Project Kickoff Meeting	Monday, November 23, 2026

6. Special Conditions (if applicable)

- If itemized or billed separately, travel reimbursement at federal rates (develop language)
- Federal funding & applicable wage laws; Suspension and debarment
- Other funder-specific restrictions
- The building site is on both Tribal Trust land and Mason County jurisdictions for permitting and other building requirements.

7. Site Visits and Pre-Proposal Conference

A site visit and pre-proposal conference will be held on Friday, October 23, 2026, at 10:00 a.m. at 9320 SE Lynch Rd, Shelton WA 98584. This meeting will allow potential proposers to ask questions and gain a better understanding of the project requirements. Attendance is highly recommended but not mandatory.

8. Submittal Requirements

Cover or Transmittal Letter**:** Clearly identify the name, title, address, telephone number and email address of the team's primary point of contact regarding this request and include the signature and statement of an official authorized to bind the prime's contractual and guarantee capacity to perform the services by the completion date.

Project Team Experience/Qualifications: Provide an executive summary of the Contractor's history and related qualifications. Include an executive summary of any proposed sub-contractors and the relative relationship with the prime contractor.

Timeline: Provide a detailed project timeline, including key milestones from design through completion and occupancy.

Licensing and Insurance: Include proof of required licenses, bonding, and adequate insurance coverage for the project.

Relevant Project Experience: Provide at least three (3) examples of relevant projects, including a brief description of the services or work performed by the prime contractor and its sub-contractors, identify the project owner and contact information, provide the approximate total cost of services provided and the estimated date of completion.

Cost Proposal: Provide a detailed cost breakdown that demonstrates how you will meet the budget while fulfilling the scope of work. This should include, at a minimum, the design cost, construction cost, and other costs such as permits and contingencies.

9. Submittal Format

The submittal may not exceed 20 single-sided or 10 double-sided pages, not including front and back cover, table of contents, dividers, and required attachments. Electronic submittals via email will be accepted.

Unnecessarily elaborate brochures or other presentations beyond that which are sufficient to present a complete and effective submittal are not desired and may be construed as an indication of the prospective contractor's lack of cost consciousness. Elaborate artwork, expensive paper, bindings, and expensive visual and other presentation aids are neither necessary nor wanted. The use of binders or wire or comb binding is discouraged.

A complete submittal should contain:

1. Cover Letter
2. Submittal Document
3. Proof of Indian Ownership (if applicable)
4. Acknowledgment of Amendment(s) (if applicable)

Note: Failure to meet the requirements of the RFP may be cause for rejection.

10. Delivery Instructions

Interested Contractors must submit an electronic copy in PDF format via email or on a flash drive no later than **4:00 PM on Thurday, November 12, 2026,** unless otherwise amended by the Tribe.

Send Proposals to:

Attn: Leonard Lud, Project Manager
Squaxin Island Tribe, Department of Planning and Community Development
10 SE Squaxin Lane, Shelton, WA 98584
(360) 426-9781 ext. 3961
Email: lludi@squaxin.us

11. Evaluation of Submittals

A Tribal selection committee will convene to review and evaluate each submittal that meets the submittal requirements. The committee will use a diverse set of criteria during its evaluation. The criterion will include the project team qualifications, team organization and structure, project approach and understanding, ability to perform the work, qualifications of key personnel, relevant project team experience, cost proposal, and other information contained in each submittal.

The Tribal selection committee will determine the highest qualified contractor, and conduct an interview process, if needed, to discuss the anticipated scope of services and successful delivery of the project.

The Squaxin Island Tribe intends to enter into an agreement with the contractor determined by the Squaxin Island Tribe to be the most highly qualified for this project. The Tribal selection committee shall have the sole and absolute discretion to begin negotiations with and award a contract to the Contractor that provides the best value to the Tribe. Their decision will be final and not subject to appeal.

Proposals will be evaluated based on the following criteria:

- **Project Approach (25%)** – Understanding of the project, alignment with SIT's mission, and approach to design and construction.

- **Budget (40%)** – Best Value. Proposal's adherence to the budget while meeting the full scope of work.
- **Experience and Qualifications (25%)** – Previous work on similar projects
- **Timeline (10%)** – Ability to complete the project by the end of FY26.

12. Indian Preference Policy

Under certain circumstances, the Hiring and Contract Preference Policy of the Squaxin Island Tribe entitles qualified applicants who are enrolled tribal members of federally recognized Indian tribes, or qualified businesses owned by enrolled tribal members of federally recognized Indian tribes, to first consideration for contracts. Bidders for contracts who are not entitled to claim such preference or who fail to claim it shall be considered without regard to ethnic/national origin, gender, marital status, sexual orientation, religion, age, or disability status. Bidders who wish to claim preference are invited to provide documentation of the Indian ownership of their businesses.

13. Confidentiality

The Contractor will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of the Tribe's without the Tribe's prior written permission except to the extent necessary to perform services on the Tribe's behalf.

Proprietary or confidential information includes, but is not limited to:

- The written, printed, graphic or electronically recorded materials furnished by the Tribe for the Contractor to use.
- Business plans, customer lists, operating procedures, trade secrets, design formulas, know-how and processes, computer programs and inventories, discoveries, and improvements of any kind; and
- Information belonging to customers and suppliers of Tribe about whom the Contractor gained knowledge because of the Contractor's services to the Tribe.

The Contractor shall not be restricted in using any material which is publicly available, already in the Contractor's possession or known to the Contractor without restriction, or which is rightfully obtained by the Contractor from sources other than the Tribe.

Upon termination of the Contractor's services to the Tribe, or at the Tribe's request, the Contractor shall immediately deliver to Tribe all materials in Contractor's possession relating to the Tribe's business.

14. Inquiries.

Questions about this RFP should be submitted in writing to Leonard Ludi, Project Manager, at lludi@squaxin.us no later than October 30, 2026.

15. Tribal sovereignty

Nothing herein shall be deemed to waive the sovereign immunity of the Tribe, the Squaxin Island Tribe, or the enterprises, agents, or employees of any of them.

16. General Provisions

Professional Licensing Requirements Professional services shall be performed by or under the direct supervision of, persons who are registered and licensed to practice their respective disciplines, including but not limited to architecture, civil engineering, mechanical engineering, electrical engineering, structural engineering, surveying, etc. and as required in the State of Washington.

Substitutions, Modifications and Withdrawal of Team Members Failure to notify the Tribe of substitutions, modifications, or withdrawal of its Team Members prior to or following selection may render the entire Submittal as being considered non-responsive. The Tribe understands extenuating circumstances may occur that are beyond a prospective Contractor's control (promotion, termination, etc.). In such circumstances, the Contractor responding agrees to notify the Tribe in writing. Such notification shall include: (i) an explanation of the circumstances necessitating the substitution or withdrawal; (ii) a complete resume of any proposed substitute; and (iii) any other information requested by the Tribe to evaluate the substitution request. All requests shall clearly document that each proposed person or entity possesses qualifications that are equal to or better than the qualifications of the person or entity to be replaced. The Tribe is under no obligation to honor any such request and may approve or disapprove a portion of the request or the entire request at its sole discretion.

17. Rejection.

The Tribe reserves the right to reject any, or all, submittals if it is deemed to be in the best interest of the Tribe.

18. Contractor Responsibilities

All professional services shall be performed by personnel who are careful, skilled, experienced and competent in their respective trades or professions, who are professionally qualified to perform the work, and further, who shall assume professional responsibility for the accuracy and completeness of the services provided and work performed, including all deliverables and work products prepared by them or prepared under their direct supervision.

The Contractor will maintain adequate financial records, in accordance with accepted accounting practices, such that the Contractor can clearly and easily identify all claimed costs and expenses and the relatedness of those costs and expenses to this Contract.

19. Amendments or Cancellation

The Project Manager shall only make amendments or cancellation of the solicitation.

20. Supplementary Requirements

1. Labor Standards (Davis-Bacon)

- **Prevailing Wages:** The project is subject to Davis-Bacon Act wage requirements.
- **Classification:** The agreement specifies that the "Heavy Construction" wage determination for Mason County, Washington applies.
- **Documentation:** Incorporated Federal Acquisition Regulation (FAR) clauses require strict adherence to payroll reporting, basic record-keeping, and provisions for withholding funds in the event of non-compliance (i.e. performance/payment construction bonding required).

2. Sourcing Requirements (BABA / Buy America)

- **Buy America Act:** The agreement explicitly requires compliance with the Buy America Act (48 CFR52.225)
- **IIJA Trigger:** Because the funding includes appropriations from the Infrastructure Investment and Jobs Act (IIJA), Build America, Buy America **(BABA)** guidelines apply. *Note: this provision add's ALOT of cost to the project.*
- **Materials:** The contract incorporates FAR clauses that mandate the required use of American iron, steel, and other manufactured goods in the construction process.

3. Procurement and Bidding

- **Competition:** Unless a tribal preference is permitted, all major procurement transactions must be conducted to provide "maximum practicable competition" to ensure fair and reasonable pricing.
- **Indian Preference:** To the greatest extent feasible, subcontracts must give preference for training and employment to Native Americans, as well as preference in the award of subcontracts to Indian organizations and economic enterprises.
- **Contractor Eligibility:** The Tribe must verify that no subcontractor is debarred, suspended, or ineligible to participate in Federal assistance programs. *Note: this is a SAM database check for debarment, its easy.*

4. Environmental and Cultural Compliance

- **Statutory Requirements:** The project must comply with a broad suite of federal regulations, including the National Environmental Policy Act (NEPA), the National Historic Preservation Act(NHPA), the Endangered Species Act, the Clean Water Act, and the Clean Air Act. *Note: Check with Scott if this is something NR could do in house for the NEPA checklist.*
- **Cultural Resources:** Compliance with the Archaeological Resources Protection Act (ARPA) and the Native American Graves Protection and Repatriation Act (NAGPRA) is mandatory. *Note: You will need to let Rohnda and Shawn in CR know if they don't already to evaluate the site as the tribes THPO.*

5. Engineering and Safety Standards

- **Professional Certification:** A Washington-licensed professional engineer must supervise the construction. *Meaning: you would need the Engineer of Record to stay on for construction management during the duration of the project, and it will add some costs.*
- **PS&E Sealing:** The engineer must apply their professional seal to the cover pages of the plans, specifications, and the project estimate (PS&E).
- **Approval:** Before a Notice-to-Proceed or solicitation is issued, the engineer must formally certify by letter that the PS&E meets or exceeds construction, health, and safety standards.
- **OSHA & Site Safety:** Construction must adhere to OSHA standards (29 CFR Part 1926.20).Additionally, the Tribe must certify it maintains a drug-free workplace.

Figure 1: Building Example

Figure 2: Map & Conceptual Lay-out

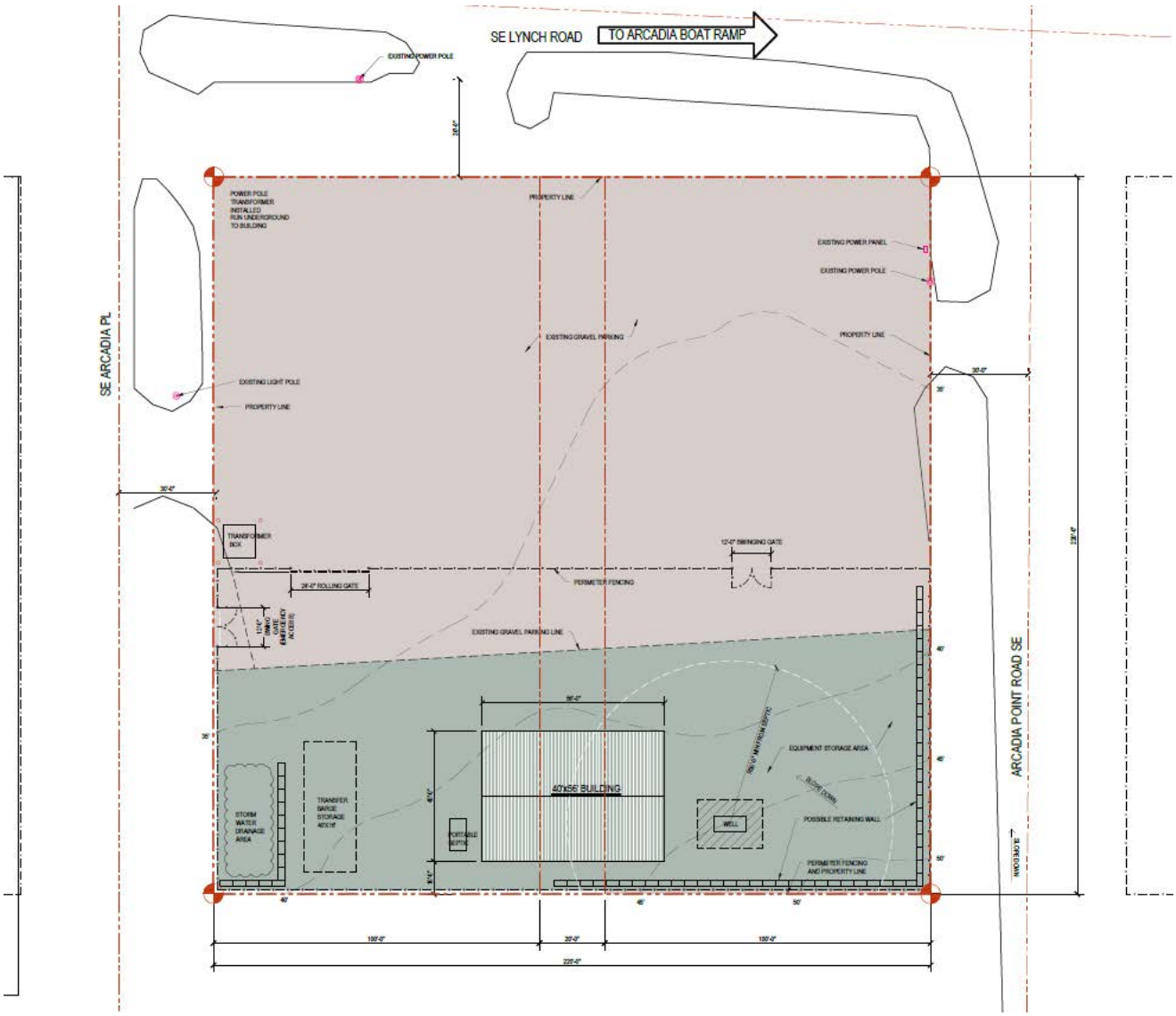
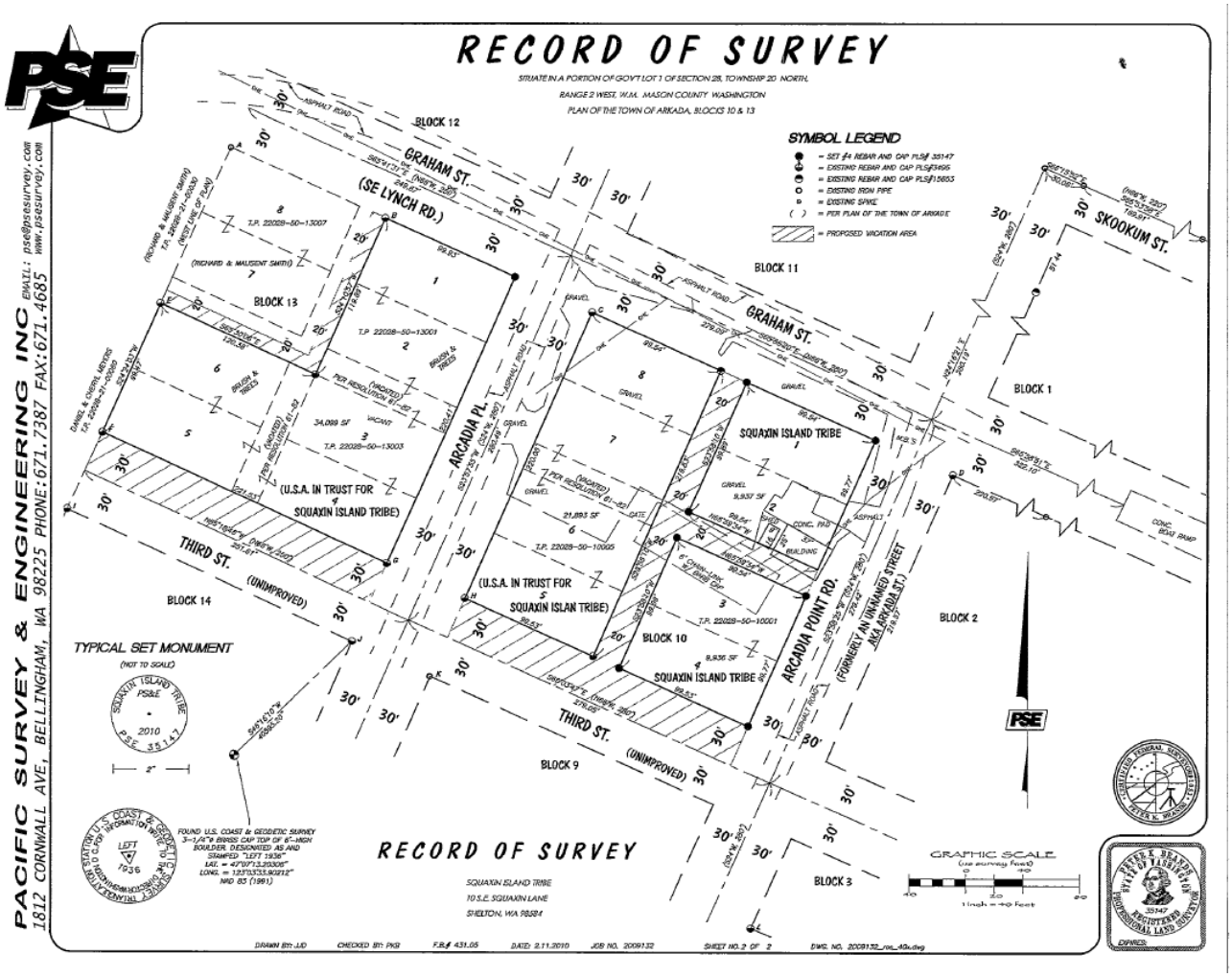

SE LYNCH ROAD
TO ARCADIA BOAT RAMP
SE ARCADIA PL
ARCADIA POINT ROAD SE
EXISTING POWER POLE
POWER POLE TRANSFORMER INSTALLED RUN UNDERGROUND TO BUILDING
PROPERTY LINE
EXISTING POWER PANEL
EXISTING POWER POLE
EXISTING GRAVEL PARKING
EXISTING LIGHT POLE
TRANSFORMER BOX
24'-0" ROLLING GATE
12'-0" SWINGING GATE
PERIMETER FENCING
EXISTING GRAVEL PARKING LINE
40'x56' BUILDING
EQUIPMENT STORAGE AREA
STORM WATER DRAINAGE AREA
TRANSFER BARGE STORAGE 40'X16'
PORTABLE TOILET
WELL
POSSIBLE RETAINING WALL
PERIMETER FENCING AND PROPERTY LINE
100'-0"
20'-0"
100'-0"
225'-0"

Figure 2:


SE Teagle Dr
SE Lynch Rd
SE Lynch Rd
SE Lynch Rd
SE Arcadia Ct
Arcadia Point Rd SE
Arcadia Point boat ramp, Owned by Squaxin...
SE Arcadia Pl
Arcadia Point Rd SE


RECORD OF SURVEY
SITUATE IN A PORTION OF GOVT LOT 1 OF SECTION 28, TOWNSHIP 20 NORTH, RANGE 2 WEST, W.M. MASON COUNTY WASHINGTON
PLAN OF THE TOWN OF ARKADA, BLOCKS 10 & 13
SYMBOL LEGEND
= SET #4 REBAR AND CAP PLS# 35147
= EXISTING REBAR AND CAP PLS#13695
= EXISTING REBAR AND CAP PLS#13653
= EXISTING IRON PIPE
= EXISTING SPIKE
( ) = PER PLAN OF THE TOWN OF ARKADA
= PROPOSED VACATION AREA
BLOCK 12
GRAHAM ST.
(SE LYNCH RD.)
BLOCK 11
SKOOKUM ST.
BLOCK 13
BLOCK 1
ARCADIA PL.
SQUAXIN ISLAND TRIBE
(U.S.A. IN TRUST FOR SQUAXIN ISLAND TRIBE)
ARCADIA POINT RD.
(FORMERLY AN UNNAMED STREET AKA ARKADA ST.)
THIRD ST.
(UNIMPROVED)
BLOCK 14
BLOCK 10
BLOCK 2
BLOCK 9
BLOCK 3
TYPICAL SET MONUMENT
(NOT TO SCALE)
GRAPHIC SCALE
RECORD OF SURVEY
SQUAXIN ISLAND TRIBE
10 S.E. SQUAXIN LANE
SHELTON, WA 98584
PACIFIC SURVEY & ENGINEERING INC
1812 CORNWALL AVE, BELLINGHAM, WA 98225 PHONE:671.7387 FAX:671.4685
EMAIL: pse@pssurvey.com
www.pssurvey.com