

Request for Proposal

Covid Standardization Project

July 1, 2020

Issued by:

NORTHWEST INDIAN TREATMENT CENTER

Squaxin Island Tribe

Representatives:

June O'Brien (Director)

Tim Johnson (Facility Operations Manager)

1. Introduction & Background

Northwest Indian Treatment Center, a treatment facility is requiring upgrades and is accepting proposals in response to this Request for Proposal (this "RFP," or this Request for Proposal) in order to find a qualified source to provide our facility with quality workmanship meeting our goal to provide a clean, safe and healthy environment.

1. Address shortage of storage for additional supplies (cold storage, food and supply storage room)
2. Expanded covered gathering areas (extension of roof)
3. Entrance gates to provide better security of parameter of facility grounds

The objective of this Request for Proposal is to locate a source that will provide the best overall value to Northwest Indian Treatment Center. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

2. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. Primarily, Northwest Indian Treatment Center is a private facility with strict confidential policies in place. Crewmembers on the job site will receive a briefing on these policies

and required to sign a binding agreement of acknowledgement. Only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this RFP.

2. Bidder's intent on submitting a proposal should notify the representative identified on the cover page to schedule an onsite walkthrough and discuss the full specifics of the project.
3. Bidders must list at least two projects that are substantially similar to this project as part of their response, including references for each. Examples of work should be included as well.
4. A technical proposal shall be provided. This technical proposal must provide an overview of the proposed solution as well as compliance with all local city and state requirements under NWITC licensing and code requirements. The technical proposal should provide a proposed schedule and milestones, as applicable.
5. A proposal shall be provided. This price proposal should indicate the overall fixed price for the project including additional options for unforeseen work considered to complete the project.
6. Proposals must be signed by a representative that is authorized to commit bidder's company.
7. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
8. Submit completed proposals by August 3, 2020 for consideration.
9. Proposals must remain valid for a period of 60 days.
10. Northwest Indian Treatment Center anticipates selecting at least two individuals firms to have more in-depth discussions to help in our award decision.

3. Project Description

The purpose of this project is as follows:

To provide a clean, safe and healthy environment for our clients and employee's.

The description of the project is as follows:

The main issues of this project will be addressing storage capacity, safe and social gathering areas within the facility.

4. Project Scope

1. Address storage issues for additional supplies (cold storage and supply rooms s
2. Expand covered gathering areas (extension of roofing)
3. Entrance gates to provide better security of parameter of facility grounds

The scope of the project entails providing scope of work here. You may provide this in a list or paragraph form.

The successful bidder will be responsible for Provide more on scope of work here.

The criteria as set forth below to achieve successful completion of the project:

Phase 1 – Food storage room: #1

Remove old and replace with stronger weight supportive shelving.

Insulate boiler piping within the basement area.

Upgrade cold storage room (insulate/ventilation) #2

Prefabricated or constructed 12'x12' insulated storage shed with shelving.

Phase 2 – Expand open sweat lodge by 50% (metal roofing) #3

Extend covered area at end of office building 12'x 24' #4

Modify roof top kitchen ventilation system (remove L shape ducting and reinstall fan

Head. #5

Replace entrance gate with more secure and ease of operation #6

Cover area between shop and greenhouse #7

(Please refer to attached photos included)

5. RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance:

July 1, 2020

Completed proposal due by August 1, 2020

Selection of Top Bidders on or before August 6, 2020

Contract Award. August 10, 2020

CRS planning review acceptance

Enter planning and project start when CRS authorization is received. Approximately 30 days

The need-date for project completion shall be November 9. Bidders may propose a date earlier or later, and will be evaluated accordingly.

6. Budget

Northwest Indian Treatment Center's budget for the project is estimated to be \$48,967

7. Evaluation Factor

Northwest Indian Treatment Center will rate proposals based on the following factors, with cost being the most important factor without compromising the quality of work:

1. Responsiveness to communications and requirements set forth in this Request for Proposal

2. Relevant past performance/experience
3. Samples of work
4. Cost, including an assessment of total cost of ownership including any applicable taxes.
5. Technical expertise/experience of bidder and bidder's staff

Northwest Indian Treatment Center reserves the right to award to the bidder that presents the best value and quality work to complete the project as to all requirement in meeting the standards set forth for this project.

#1



#6





#5

#4





#2

#7





#3