



Squaxin Island Tribe

Health and Wellness Center

RFQ for Architectural Services



1. Introduction.

The Squaxin Island Tribe seeks the services of a highly qualified architectural firm to provide pre-design and programming services for an estimated 25,000 square foot new Health and Wellness Center on tribal trust land at Kamilche, near Shelton, WA. Services to be provided generally include facilitation, programming, site analysis, development of a conceptual site plan and floor plan, sustainability goals, and a preliminary cost analysis.

The Squaxin Island Tribe is a culturally and economically strong community of self-governing, resilient people united by shared values and traditions. The tribal community consists of single and multi-family housing units, administrative buildings, a trading post with gas station, and a casino with hotel, golf course and conference center. The Tribe is located roughly halfway between Olympia and Shelton, WA, with the administrative campus and housing area located east of the intersection of Highway 101 and Old Olympic Highway at the McCleary Exit.

Issuing Office:

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

2. Background.

This project is for pre-design services for a new Health and Wellness Center building. The preferred location is to be determined.

The planning team for the project includes members of the Tribe's Planning and Community Development Department, Information Technology Department and Health and Wellness Center Director. The Tribe will provide the findings of a Phase I Environmental review to the successful design firm.

In preparation for issuing this RFQ, the Tribe's team has identified general themes and concepts to guide the project related to constituencies to be served. The Health facility design standards must be incorporated into the pre-design. Other important design elements include public and private spaces that are welcoming and professional, with secure storage for confidential records, space for health promotion/disease prevention activities and other community needs. The Tribe's vision for the future facility is that it be an optimal facility that supports cultural development.

3. Scope of Work.

The architectural firm selected for this project will assist the Tribe's project team in articulating a program plan with short-and long-term goals; evaluating the appropriateness of the site in relation to a) the program plan and b) the resources of the existing Health and Wellness Center building(s); and defining the essential privacy and security requirements.

The Consultant will then develop a narrative report of findings and recommendations. The report should include a conceptual master site plan, sketches of the building exterior and floor plan, and a preliminary cost estimate that should consider options for major building systems and sustainability.

The Tribe will provide a note taker for meetings and will be responsible for transcribing and distributing meeting notes.



Interested Consultants are encouraged to offer creative approaches to meeting the project objectives within the available funding.

Anticipated services to be provided by the Consultant:

- Attend and facilitate regular or periodic meetings as needed.
- Prepare agendas, materials, and facilitate project team meetings.
- Collect data that may be necessary for siting and programming, assessing alternatives and developing findings and recommendations.
- Prepare Pre-Design Study that summarizes the alternatives considered, findings and recommendations, and presents one or more preferred alternative(s) for the planned facility.
- Prepare architectural sketches and renderings and construction estimates in support of the Pre-Design Study.

4. Anticipated Deliverables.

- Pre-Design Study or Report identifying the recommended program outline including an executive summary, project and design goals, space and square-footage requirements, building performance goals, site considerations and preliminary budget and schedule.
- Conceptual Master Plan.
- Scaled site information noting characteristics and potential issues.
- Survey maps and plans
- Preliminary Geotechnical Report
- Presentation sketches and renderings developed during the project.
- Concept drawings of floor plan with rough square footage of program areas.
- Project construction estimate

5. Anticipated Schedule.

Publish RFQ	March 15, 2022
Submittals Due	11:00 AM, Wednesday, April 20, 2022
Interviews	May 16, 2022
Notification	May 20, 2022
Contract Execution	May 25, 2022
Start Work	May 30, 2022
Completion	December 5, 2022

6. Submittal Content.

- A. Cover or Transmittal Letter: Clearly identify the name, title, address, telephone number and email address of the team's primary point of contact for the team in regard to this request, and also include the signature and statement of an official authorized to bind the prime consultant contractually and guarantee capacity to perform the services by the completion date.
- B. Project Team Experience/Qualifications: Provide an executive summary of the Consultant's history and relative qualifications. Include an executive summary of any proposed sub-consultants and the relative relationship with the prime consultant.
- C. Project Team Organization: Identify the proposed team and its organization, including all sub-consultants, and provide the relative roles and responsibilities of each.



- D. **Project Approach and Schedule:** Outline the project team's approach and understanding of the project. Provide a conceptual-level work plan that describes the capacity of the project team to accomplish the anticipated scope of services or other work necessary to complete the work. Provide an overview of the project team's internal and external communication style and describe the management philosophy and approach the Consultant's team would use. Provide a project schedule that indicates major activities and related tasks in an orderly and logical sequence, including the durations of each planned activity or task, key milestone dates and the date of planned project completion.
- E. **Key Personnel:** For each key person on the Project Team, identify the individual's name, firm, position, number of service years, total years of relevant experience, education and professional licenses and certifications held, relative or key project experience, and the percentage of time anticipated to be devoted to the project.
- F. **Relevant Project Experience:** Provide at least five (5) examples of relevant projects, including a brief description of the services or work performed by the prime consultant and its sub-consultants, identify the project owner and contact information, and provide the approximate total cost of services provided and the estimated date of completion.
- G. **Professional References:** Provide a minimum of five (5) professional references, which will verify the past performance of the project team and its key personnel on the projects listed above, or other projects having similar scope of services and relative work products to those anticipated in this Request.
- H. **Preliminary Fee Estimate:** Provide a preliminary estimate of fees. Cost will not be a factor in the selection process but will be used by the selection panel to gauge the proposer's understanding of the project objectives as described in this RFQ. The Preliminary Fee Estimate should include a list of tasks, with timeline and schedule of deliverables, a list of staff and level of effort expressed in hours assigned to the project and hourly rates for each. Reimbursable, travel, and related expenses should be broken out separately from services. The Tribe intends to negotiate a final scope of work and enter into a fixed price contract with the most highly qualified Consultant.

7. Submittal Format.

Unnecessarily elaborate brochures or other presentations beyond that which is sufficient to present a complete and effective submittal are not desired and may be construed as an indication of the prospective Consultant'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. The Tribe prefers hard copies of submittals be bound by one staple at upper left corner.

The Statement of Qualifications/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 facsimile or email will be accepted.

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 RFQ may be cause for rejection.



8. Delivery Instructions.

Interested consultants must submit five (5) hard copies and one (1) electronic copy in PDF format of its Submittal on a CD or flash drive no later than 11:00 AM, Wednesday, April 20, 2022, unless otherwise amended by the Tribe.

The Submittal must be submitted in a sealed envelope with the name of the proposing firm and project clearly indicated to the Squaxin Island Tribe, 10 SE Squaxin Lane, Shelton, WA 98584. The envelope shall be clearly marked as follows:

[Name of Consultant]
RE: Health and Wellness Center Pre-Design and Planning Project
Squaxin Island Tribe
Attn: Diane Deyette, Facilities Planner

9. Evaluation of Submittals.

The Squaxin Island Tribe intends to enter into an agreement with the Consultant determined by the Squaxin Island Tribe to be the most highly qualified for this project. Submittals will be opened and evaluated by representatives of the Squaxin Island Tribe.

A Tribal selection committee will convene to review and evaluate each submittal that meets the submittal requirements.

Cost will not be considered during the selection process.

Scoring Value

5 points: Fully Meets

4 points: Meets, with minor gaps (no compromise required)

3 points: Meets, with moderate gaps (some compromise required)

2 points: Partially meets (significant gaps, compromise required)

1 point: Does not meet

Criteria	Weight
Experience of the firm (Cover Letter)	1
Team organization and structure	2
Project approach and Schedule	2
Key Personnel	1
Relevant Experience	2
Sustainability/Healthy Building	2
Total	10

Comments



The Tribal selection committee will determine the highest qualified Consultants, and conduct an interview process to discuss the anticipated scope of services and successful delivery of the project. Following the interview process, the committee will further evaluate and discuss the information presented in each respective submittal along with information presented during interviews to determine which consultant is most highly qualified to perform the anticipated services within the planned contract period, and further offers the best value and benefits to the Squaxin Island Tribe.

The Tribal selection committee shall have the sole and absolute discretion to begin negotiations with and award a contract to the Consultant that provides the best value to the Tribe. Their decision will be final and not subject to appeal.

Note that the successful Consultant will be not be disqualified from future consideration for full design services.

10. Indian Preference Policy.

The Indian 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.

11. Confidentiality.

The consultant 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 Consultant 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 Consultant gained knowledge as a result of the Consultant's services to the Tribe.

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

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

12. Inquiries.

Questions about this RFQ should be submitted in writing to Diane Deyette, Facilities Planner, at ddeyette@squaxin.us no later than five (5) working days prior to the due date. Responses to inquiries will be compiled and made available the next business day to all interested firms.

13. 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.



14. 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 consultant's control (promotion, termination, etc.). In such circumstances, the consultant 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.

15. 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.

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

17. Amendments or Cancellation.

Amendments or cancellation of the solicitation shall be made only by the Project Team Leader.