



Squaxin Island Tribe

**Little Creek Casino Resort**

91 West State Route 108

Shelton, WA 98584

800-667-7711

**REQUEST FOR QUALIFICATIONS**

**For**

**Kitchen Design/Remodel**

The Squaxin Island Tribe's Little Creek Casino Resort (LCCR) invites qualified Kitchen Design and Supply Vendors to submit qualifications for contract services to:

Little Creek Casino Resort  
Renay VanDelden, Procurement & Supply Chain Manager  
[Renay.VanDelden@LittleCreek.com](mailto:Renay.VanDelden@LittleCreek.com)

**Issue/Posting Date: Tuesday, October 1, 2024**

**Qualifications Due: Friday, October 11, 2024**

**Notice of Intent to Participate:** Qualified contractors/consultants must email their intent to participate in the bidding process no later than one (1) week after RFP's Issue/Posting Date listed above.

---

### **1. Background and Scope of Work**

Little Creek Casino Resort is seeking qualified Kitchen Design and Supply Vendors to design and install updated kitchen spaces for two venues within LCCR.

The scope of work for this project includes but is not limited to:

- Kitchen workflow analysis.
- Discussions with internal team about needs and concepts.
- Design of new kitchen spaces.
- Installation of new kitchen equipment.
- Compliance with all applicable building codes and regulations.
  - International Building Code
  - Occupational Safety and Health Administration (OSHA)
  - Washington Industrial Safety and Health Act (WISHA)
  - Washington Energy Code
  - Any code called out in the construction documents.
- Installation management, scheduling, and coordination of upgrades.

### **2. Contractor/Consultant Qualifications**

In order to qualify for the proposed project, Kitchen Design and Supply Vendors must be considered to be a qualified applicant. Qualification requirements are listed below:

- Demonstrates experience in commercial projects of similar scope and complexity, preferably including restaurant and kitchen.
- Kitchen Design and Supply Vendors to provide information on related tribal and non-tribal projects completed by your firm within the past 5 years.
- Kitchen Design and Supply Vendors to accommodate and successfully provide required contracted services on a timely basis.
- Financial stability and strength of the submitting Kitchen Design and Supply Vendors will be determined by their bonding capacity.
- History of working with TERO and hiring Native American workers.
- Positive references from previous clients.

### **3. RFQ Requirements**

Interested Kitchen Design and Supply Vendors are requested to submit the following documents for consideration:

- Company profile including brief history, organizational structure, and key personnel.
- Overview of relevant experience and completed projects, including commercial kitchens if applicable.
- Proposed project Team with resumes.
- List of closed and open claims or lawsuits against the company including any parent company or subsidiary.
- Proof of TERO or previous Native American hiring process.
- Proof of Indian Ownership (if applicable)
- Any additional information relevant to demonstrate qualifications for this project.

### **4. Instructions to Prospective Contractors – Submittal Instructions**

Renay VanDelden, Procurement & Supply Chain Manager, will receive qualifications on behalf of the Little Creek Casino Resort. Please note that the Tribe prefers a digital version of your submission. Bound hard copies are also acceptable but must be submitted in a sealed envelope clearly marked in the lower left-hand corner with the name of the RFQ.

### **5. Interview Process**

The Respondent's qualifications will be reviewed by the LCCR's Project Committee with the following criteria in mind:

- A. The Respondent's submission in accordance with the RFQ.
- B. The ownership of the company. (preference given to Indian owned)
- C. Financial health and legalities.

### **6. Qualifications Due Date and Time**

Interested Kitchen Design and Supply Vendors must submit their Qualifications no later than Friday, October 11<sup>th</sup>, at 2PM.

Deliver to: [Renay VanDelden, Procurement & Supply Chain Manager  
Renay.VanDelden@LittleCreek.com](mailto:Renay.VanDelden@LittleCreek.com)

Bids will be delivered to the Little Creek Casino Resort and privately opened by The Tribe within 24 hours of the due date. See Notification to Award below for result information.

### **7. Conflict of Interest**

Information regarding possible conflicts of interest should be provided as part of the qualification response. Such information will be taken into consideration in making a decision on the selection of the contractor. Should a conflict arise during preparation for or while undertaking these services, the

contractor must immediately advise Procurement and Supply Chain Manager, Renay VanDelden, of such conflict by email [Renay.VanDelden@LittleCreek.com](mailto:Renay.VanDelden@LittleCreek.com).

#### 8. Davis-Bacon Wages

Davis-Bacon Wages  Apply  Do Not Apply to this RFQ

#### 9. Inquiries

All inquiries concerning this RFQ should be directed to Renay VanDelden, Procurement & Supply Chain Manager – [Renay.VanDelden@LittleCreek.com](mailto:Renay.VanDelden@LittleCreek.com).

- **Inquires must be submitted by Friday, October 4 at 1pm.**
- All inquiries and provided answers will be shared anonymously with all competing bidding firms within three (3) business days of inquiry submission.

#### 10. Native American Preference Policy

Applicants may assert a claim for tribal preference on the *Contractor/Consultant Qualifications Form* and provide supporting documentation.

Indian preference may be used in the purchase of goods or services. Indian preference is preferential treatment in securing goods and services from Alaska Natives and Indians, or Indian Owned Enterprises, as provided in Public Law 93-638, Section 7(b) Indian Self Determination and Education Assistance Act, January 1975.

All awarding contracts or subcontracts for supplies, services, labor, or materials in the amount of \$35,000 or more, where the majority of the work on the contract or subcontract will occur on lands subject to the jurisdiction of the Squaxin Island Tribe, shall give preference to Indian Owned Enterprises in the award of such contracts or subcontracts.

Unless federal law or the source of funds requires a different consideration, an Indian Owned Enterprise shall be considered among all preference applicants.

Preference will apply to bids that are within the percentages below of the lowest bid submitted by a qualified bidder not claiming preference, provided that the successful Indian Owned Enterprise agrees to perform the work at the cost of the lowest bid submitted by a qualified bidder not claiming preference.

Bid Preference Table:

| Where the lowest responsive bid is:          | Bid preference amount: |
|--|------------------------|
| Less than \$100,000                          | 10%                    |
| At least \$100,000 but less than \$500,000   | 5%                     |
| At least \$500,000 but less than \$1,000,000 | 3%                     |
| \$1,000,000 or more                          | 1%                     |

In circumstances where issues in addition to cost form a part of the decision-making, for example, design, experience, and/or timeliness, preference will be considered in the cost element only. In such circumstances, the bid document will identify the relevant elements and the scoring methodology to be used.

**11. 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.

**12. Right to Reject**

The Squaxin Island Tribe and their agents reserve the right to reject any or all bids, or any part thereof, to waive irregularities or informalities in the bid or bidding process.

**13. Notification of Interview**

The Squaxin Island Tribe reserves all rights to interview, or not interview, any General Contractor due to items listed above. The Tribe will provide written notice to the successful bidder of actual items awarded.

It is expected that a decision selecting the successful Interested General Contractor will be made within one (1) week of the closing date for the receipt of proposals.

**14. Scope of Work Pictures**